

articulate®

RAPID E-LEARNING POWERPOINT TEMPLATE KIT

QUICK-START GUIDE

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The *Articulate Rapid E-Learning PowerPoint Template Kit* contains two PowerPoint® template files: the **Rapid E-Learning Course Template** (*rapid_course_template.pot*) and the **Content Starter Set** template (*content_starter_set.pot*). These templates have been designed in conjunction with William Horton Consulting to help you quickly and easily begin creating courses in PowerPoint® and publish them for e-learning delivery using Articulate Presenter. Many more templates are available for purchase at www.horton.com.

Read on to learn how to get the most from these templates.

RAPID-LEARNING COURSE TEMPLATE

The *Rapid E-Learning Course Template* (*rapid_course_template.pot*) is the basic course template. It provides a structure you can use to quickly and easily build a course. Simply use the slides you need and delete the rest. Replace the text and graphic placeholders with your own content, add narration, then publish for delivery over the Web.

Organization

Here are the slides included in the template. Each slide is discussed in more detail under the section “Individual Slides and notes.”



Course title



Your instructor



Course objectives



Topic 1 title



Topic 1 preview



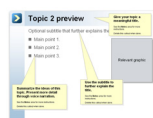
Topic 1 content



Topic 1 Stop-and-think



Topic 2 title



Topic 2 preview



Topic 2 content



Topic 2 Stop-and-think



Topic 3 title



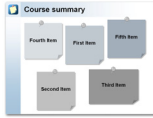
Topic 3 preview



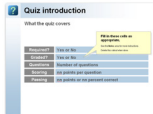
Topic 3 content



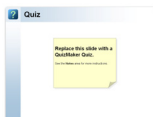
Topic 3 Stop-and-think



Course summary



Quiz introduction



Quiz placeholder



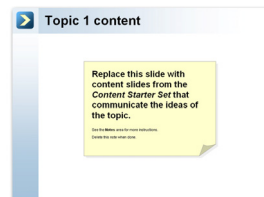
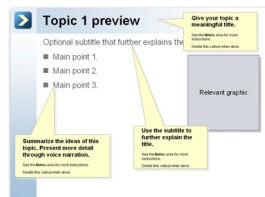
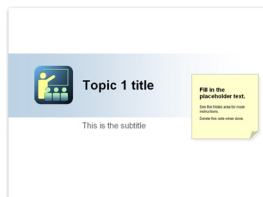
For more



Congratulations

The template starts out with a course title slide, course objectives, and an introduction to the presenter. It ends with slides for a summary, a quiz introduction, a quiz placeholder, additional references, and a congratulations slide.

In between the introductory and ending slides are sets of topic slides. Each set contains a topic title, a topic preview, a placeholder for more detailed content, and a placeholder for a stop-and-think activity.



This grouping is repeated three times. If your course has only one topic, delete the two extra sets of topic slides. If your course has more than three topics, duplicate a set of topic slides as often as needed.

Before you begin using the *Rapid E-Learning Course Template*, play the slides in Slide Show view (F5) to see the animation effects that are built in.

If you need ideas for ways to express your instructional content, take a look at the **Content Starter Set** template (*content_starter_set.ppt*). There is more information about these content slides later in this document.

General instructions

There are two ways to use the *Rapid E-Learning Course Template*: as the basis for a new course or as a source for slides to add to an existing course.

To use the *Rapid E-Learning Course Template* for a new course:

1. Open *rapid_course_template.pot*.
2. Save the file as your new course. Select **File** → **Save** and pick the file name for your presentation.
3. Build your course by replacing text and graphic placeholders with your content.
4. When you are finished building your course, delete all the leftover slides.

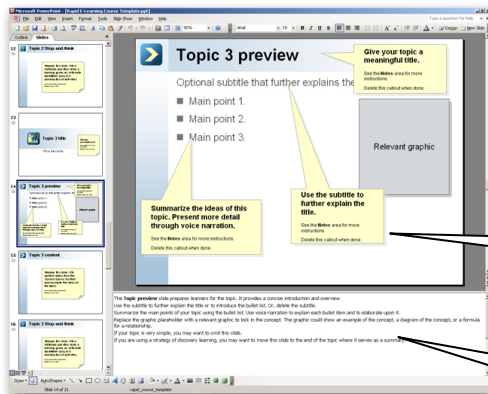
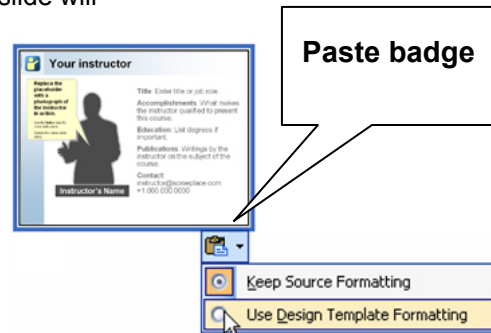
To use the *Rapid E-Learning Course Template* for an existing course:

1. Open *rapid_course_template.pot*.
2. Copy the template slide you want to use.
3. Paste it into your course.

If you are using PowerPoint 2000, the newly inserted slide will automatically adopt the slide master you are currently using.

If you are using PowerPoint 2002 or above, you have the option of retaining the slide master of the newly inserted slide or using the slide master of your existing course. To choose either option:

1. Immediately find the **Paste badge** at the edge of the inserted slide. It looks like a clipboard and will probably be at the lower-right of the slide's image. Click the Paste badge.
2. Select **Keep Source Formatting** from the menu if you want to keep the slide master of the slide you are inserting, or select **Keep Design Template Formatting** if you want to use your existing slide master. Adjust spacing and colors as needed.



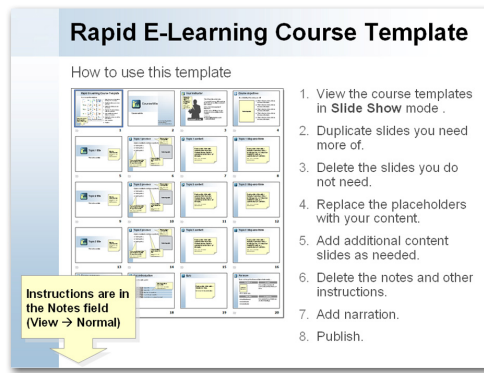
Each slide contains basic instructions on an orange note or callout. Follow the instructions and delete the note and/or callout. More tips and suggestions are in the Notes field of each individual slide.

Basic instructions

Tips and suggestions

Individual slides and notes

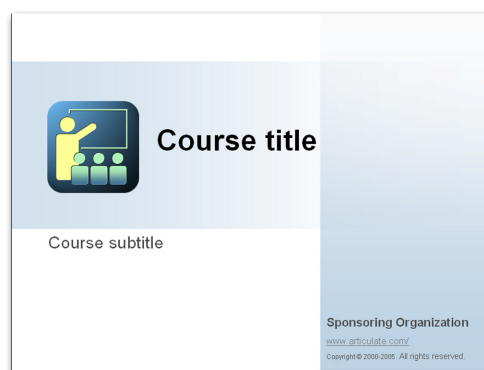
Here are the individual slides in the **Rapid E-Learning Course Template** (*rapid_course_template.pot*). The notes to the right are the same as those in the notes field of the PowerPoint template file.



This **Rapid E-Learning course Template**, designed in conjunction with William Horton Consulting, is provided to customers of Articulate to help you rapidly build a simple e-learning course. This file provides the structure. You provide the content. This template is suitable for e-learning, classroom training, as well general presentations.

To get started,

1. Play the template file in **Slide Show** mode (**F5**) to see the built in animation effects.
2. Duplicate the slides of which you need more.
3. Delete the slides you do not need (like this one).
4. Replace the text and graphic placeholders with your content.
5. Add additional content slides as needed.
6. Delete the notes and other instructions on the slides.
7. Add narration.
8. Publish for delivery over the Web from the Articulate menu in PowerPoint. We suggest your player template include the navigation panel.

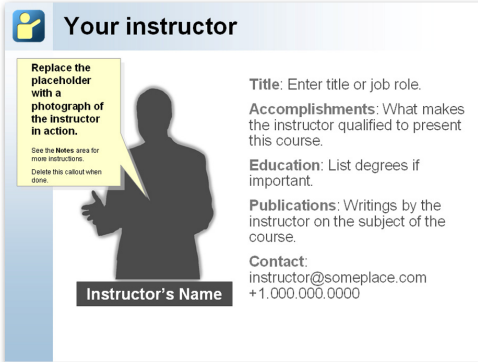


The **Course title** slide identifies the course. It helps learners confirm that they have launched the right course and motivates them to dive right into learning. Replace the **Course title** placeholder with the official name of the course. It should be the same as the one the learner selected to launch the course.

In naming your course, strive for a short name that clearly communicates what the course does for the learner. Use terms that the learner will recognize before completing the course.

Use the **Course subtitle** placeholder to elaborate on the title. Make the subtitle up to three lines long.

Add any notices the learner should see before continuing, for example, a safety warning or the requirement for a security clearance.



Your instructor

Replace the placeholder with a photograph of the instructor in action.

See the Notes area for more instructions.
Delete this callout when done.

Title: Enter title or job role.

Accomplishments: What makes the instructor qualified to present this course.

Education: List degrees if important.

Publications: Writings by the instructor on the subject of the course.

Contact:
instructor@someplace.com
+1.000.000.0000

Instructor's Name

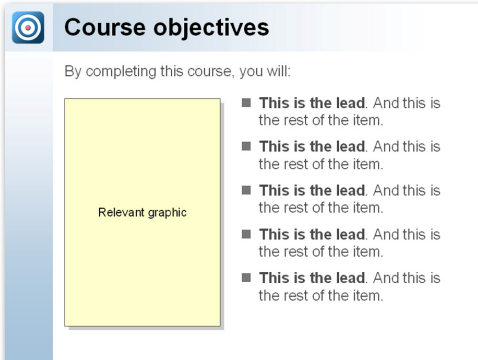
People are naturally curious about people, especially people they are asked to trust and rely on for their own success. Use an introduction slide such as this to:

- ▶ Put a face and a personality with the name of instructor.
- ▶ Establish the authority and credibility of the instructor and hence the course.
- ▶ Capitalize on the fame or reputation of the instructor associated with the course.

Use a photograph that shows the instructor *doing* something relevant, rather than the typical drivers-license photo.

Edit the description at the right of the photo to highlight the qualifications of the instructor. An academic audience may be more impressed with degrees and publications while an industry audience may be more interested in successful projects and awards.

Instead of the instructor, you might want to introduce the course author, narrator, or subject-matter expert.



Course objectives

By completing this course, you will:

Relevant graphic

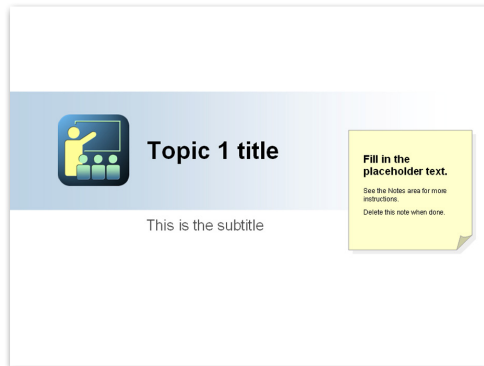
- **This is the lead.** And this is the rest of the item.
- **This is the lead.** And this is the rest of the item.
- **This is the lead.** And this is the rest of the item.
- **This is the lead.** And this is the rest of the item.
- **This is the lead.** And this is the rest of the item.

The **Course objectives** slide tells learners in detail what they will get out of taking the course. Use this slide to answer questions learners have about what the course accomplishes and to provide motivation for learners to complete the course. Tell people what they will individually gain by completing the course, without making a big deal about objectives.

Include a relevant graphic to show what learners will be able to do after completing the course. You might, for example, show an attractively styled report, a smiling team, or a happy customer.

In the bullet list, tell learners what they will be able to do (skill), come to understand (knowledge), or grow to feel (attitude). Emphasize benefits that learners will value. Ask yourself, "Can learners see how the objectives make them healthier, wealthier, or wiser?"

If your learners are highly visual, consider replacing the bullet list with a series of appropriate pictures illustrating the outcomes you promise.



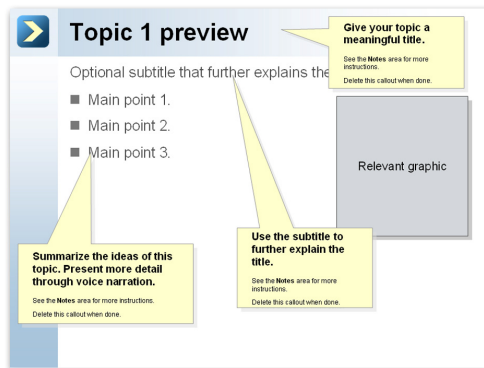
The **Topic title** slide marks the start of a section of your course. Use it like you might use a level-one heading in a document.

The topic title should be sufficient to communicate the topic's contents to most learners.

Keep the title short and use the subtitle (up to three lines) to elaborate on the title. A good subtitle will imply what the learner gains in this topic.

If the topic accomplishes a specific learning objective, you may want to imply that objective in the subtitle.

If the actual content of your topic is short, only a slide or two, you may want to omit this slide.



The **Topic preview** slide prepares learners for the topic. It provides a concise introduction and overview.

Use the subtitle to further explain the title or to introduce the bullet list. Or, delete the subtitle.

Summarize the main points of your topic using the bullet list. Use voice narration to explain each bullet item and to elaborate upon it.

Replace the graphic placeholder with a relevant graphic to lock in the concept. The graphic could show an example of the concept, a diagram of the concept, or a formula for a relationship.

If your topic is very simple, you may want to omit this slide.

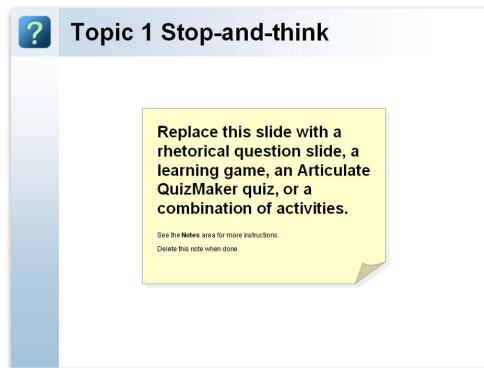
If you are using a strategy of discovery learning, you may want to move this slide to the end of the topic where it serves as a summary.



The subject of your topic will determine what additional slides you need. To help you, we have included the accompanying *Content Starter Set* template filled with animated diagrams, charts, and tables.

Do not overwhelm learners with content or talk them to sleep. Include just the content necessary to make your point. Continually ask, "How does this slide contribute to this topic?"

Remember, you are not limited to words and graphics. Articulate Presenter makes it easy to add Flash movies, Microsoft Word and PDF documents, Web pages, and hyperlinks.



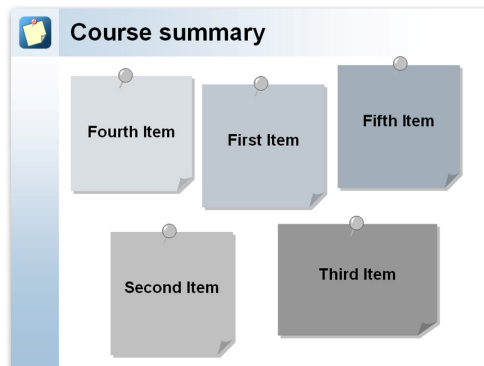
Use **Stop-and-think** slides to help learners lock in the main ideas you have presented. A Stop-and-think activity can take several forms:

Rhetorical question or decision. Ask the learner a rhetorical question or require a simple decision. Use one of the accompanying *Content Starter Set* slides when you just want to help learners tie a new concept to something they already know and do not need to track learners' scores. Also use this approach when you do not want to interrupt the flow of the lesson with a learning game or formal quiz.

Articulate learning game. Use one of the built-in Articulate learning games when you want to help learners lock in multiple, related concepts. Choose from games, such as true/false, multiple choice, fill-in-the-letter, and sequences. These games are timed and can help reinforce knowledge.

QuizMaker quiz. Use an Articulate QuizMaker quiz when you want to formally measure a learner's understanding. QuizMaker quizzes are scored and results can be recorded to a learning management system, Articulate Knowledge Portal or Articulate Online. Multiple question types are available. The Quiz slide, near the end of this file, suggests when to use the various question types.

The set of four topic slides is repeated twice more.

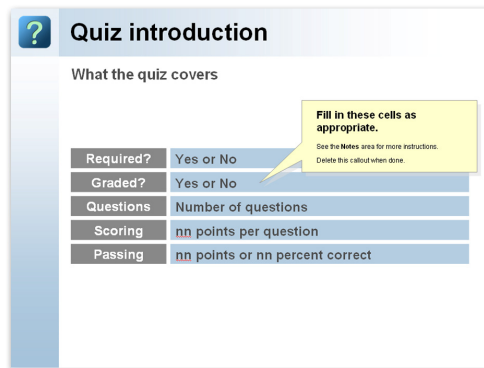


Use the **Course summary** slide to recap the most important points of the course. Keep the points short and easy to remember.

Summarize the content in short sentences or phrases. If a summary item is more than a few lines long, left align its text.

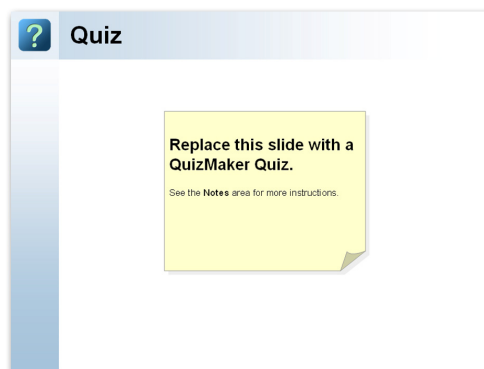
Compare your **Course summary** slide to your **Course objectives** slide. The summary should not just restate the objectives, but should contain the key points necessary to accomplish those objectives.

If you have more than five or six important points, consider breaking the course into multiple courses or reducing the coverage of the course



The **Quiz introduction** slide announces the course quiz and provides information the learner needs to begin the quiz. This slide covers the rules specific to the individual quiz.

If you decide to use a QuizMaker quiz at the end of each topic (in place of a rhetorical question or learning game), you may wish to include one of these slides to introduce the quiz. In that case, use the **[What the quiz covers]** placeholder to tell learners whether the quiz covers just material in the current topic or everything up to that point in the course



Insert an Articulate QuizMaker Quiz here. Because QuizMaker will insert its own placeholder slide, you should delete this slide before publishing the course in Articulate Presenter.

With QuizMaker you can insert quizzes with multiple questions. Examples of question types include:

True/False. To test learner's ability to make categorical judgments and to pick between true opposites. Also use true/false questions to simulate job activities that require yes/no, go/no-go, approve/disapprove, or pass/fail kinds of decisions.

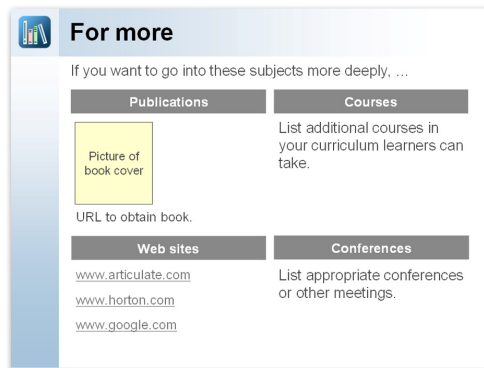
Multiple Choice. For activities that require learners to assign items to well-defined categories, for questions with one right answer, or where recognition, not recall, is the goal.

Multiple Response. For sophisticated questions with more than one right answer. Also use them to test the ability to make precise discriminations.

Fill-in-the-Blank. Where the correct answer depends on context, where learners need scaffolding, and where correct spelling is important. Also use fill-in-the-blank questions to test incremental learning by having learners fill in the most recently learned parts.

Matching. To measure knowledge of the relationship among concepts or objects, like tools and their uses, terms and their definitions, etc.

Ranking. To measure a learner's ability to arrange information in a sequence or ranking, such as steps in a procedure or phases in a process.



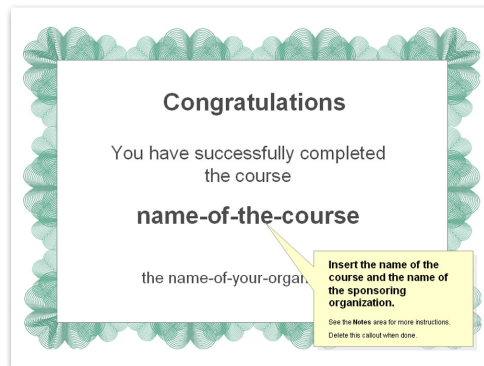
Use the **For more** slide to provide learners with suggestions on how to continue learning about the subject of this course.

Add or remove elements as needed. If you add additional elements, such as images or text, remember to give each element a Fade or some other animation effect.

Also consider referring learners to job-aids, online discussion forums, blogs, knowledge bases, help desks, Webinars, and other sources of knowledge.

To make links open referenced Web sites:

1. Select the text you want as a link.
2. Select **Insert** → **Hyperlink** or type **Ctrl-K**.
3. Enter the Web address in the **Address** field.
4. Click **OK**.



Congratulate learners and leave them with a warm feeling and a sweet taste upon successfully completing the course.

Here is an idea: Prepare a real certificate in Microsoft Publisher or other program and save it as an Adobe PDF document. Then, provide a hyperlink on this slide that learners can click to open the PDF document. From the Adobe Acrobat window, they can print the certificate to their local printer.

Or ...

If learners log in to an LMS to access your course, then you may be able to pair that log-in information with the learner's name and dynamically insert the name into a placeholder in the certificate. You will need to talk with your LMS administrator to see what is possible. Also, if your company uses Articulate Knowledge Portal, customized certificates with dynamic fields are a built-in feature.

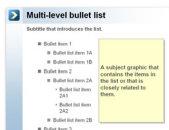
CONTENT STARTER SET

The **Content Starter Set** (*content_starter_set.pot*) template contains various types of content slides to use within the *Rapid E-Learning Course Template* slides. There are tables, diagrams, graphs, and stop-and-think activities. Replace the text and graphic placeholders with your own content, add narration, then publish for e-learning delivery.

Organization

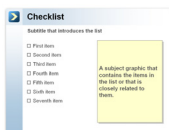
Here are the slides included in the *Content Starter Set*. Notice that many of the template slides also have an example to illustrate how you might use the template in your courses. They are shown next to the template in the following table. They occur after the template in the slide file.

Lists and blocks of text



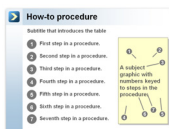
Multi-level bullet list

The Multi-level bullet list template is an animated bullet list of three levels of items. Use it to present a complex, structured list where you want to focus attention to items one at a time. In this animated bullet list, each line wipes on in response to a mouse click.



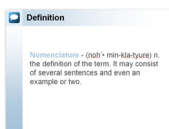
Checklist

The Checklist template is a simple animated list with checkboxes instead of solid bullets. Use it to present a simple list of choices or tasks to perform.



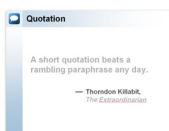
How-to procedure

Use this template when you need to explain a procedure involving a physical object.



Definition

Use this template to spell out the meaning of crucial terms such as the names of concepts, principles, products, procedures, and organizations.



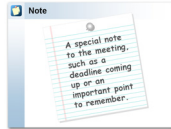
Quotation

Use the Quotation template to present memorable words of an authority or celebrity



Abbreviation spelled out

Use this template to introduce acronyms and other abbreviations.



Note

Use this template to present something to which the group should pay close attention.

Calculation

Items Amount

Label for first item	\$10,000
Label for second item	\$10,000
Label for third item	\$10,000
Label for fourth item	\$10,000
Label for fifth item	\$10,000
Label for sixth item	\$10,000
Label for seventh item	\$10,000
Label for eighth item	\$10,000

Example: Return on investment

Months of the project	\$400,000
Credits of the project	\$300,000
Net benefits	\$100,000
Costs of the project	\$300,000
Return (benefit)	33%
100 (to convert to percent)	100
Return on investment	33%

Calculation

Use this template where you want to show a mathematical calculation.

Tables

Table (1 x 5) with row heads

Row Head 1	Text in this cell
Row Head 2	Text in this cell
Row Head 3	Text in this cell
Row Head 4	Text in this cell
Row Head 5	Text in this cell

Example: Project background

Background	A challenge and training tool
Background	Multiple languages, multi-cultural
Goal	Recognizable team growth, career and social
Decompose	1 hour, web-enabled, Web-based course
Outcome	1 April 2005, a 1% monthly after start
Cost	1 hour (cheap cost you do it for?)

Table (1x5) with row heads

This animated table contains one column for labeling rows and one additional column for data.

Table (3 x 5) with row heads

Row Head 1	Head 1	Head 2	Head 3	Head 4
Row Head 1	Text in this cell	Text in this cell	Text in this cell	Text in this cell
Row Head 2	Text in this cell	Text in this cell	Text in this cell	Text in this cell
Row Head 3	Text in this cell	Text in this cell	Text in this cell	Text in this cell
Row Head 4	Text in this cell	Text in this cell	Text in this cell	Text in this cell
Row Head 5	Text in this cell	Text in this cell	Text in this cell	Text in this cell

Example: Classify rocks by rock type

Rock	Rock type	Color
Granite		X
Basalt	X	
Sandstone		X
Limestone	X	
Quartz	X	

Table (3x5) with row heads

This animated table contains one column for labeling rows and three additional columns.

Table (2 x 7) with animated arrows

Table Head	Table Foot
Table cell entry	Table cell entry
Table cell entry	Table cell entry
Table cell entry	Table cell entry
Table cell entry	Table cell entry
Table cell entry	Table cell entry
Table cell entry	Table cell entry

Example: Knowledge adds value

Without knowledge	With knowledge
Product design	Product design
Product design	Product design
Product design	Product design
Product design	Product design
Product design	Product design
Product design	Product design
Product design	Product design

Table (2x7) with animated arrows

An arrow connects entries in the left column to those in the right. After the headings appear, each row appears. First the left cell appears and then, after another mouse click, an arrow leads the eye to the right column.

Levels bottom up

Level 1	Level 2	Level 3	Level 4
Level 1	Level 2	Level 3	Level 4
Level 1	Level 2	Level 3	Level 4
Level 1	Level 2	Level 3	Level 4
Level 1	Level 2	Level 3	Level 4
Level 1	Level 2	Level 3	Level 4

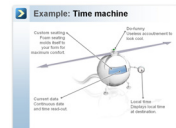
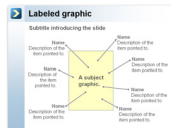
Example: Levels of evaluation

Level 1	Level 2	Level 3	Level 4
Level 1	Level 2	Level 3	Level 4
Level 1	Level 2	Level 3	Level 4
Level 1	Level 2	Level 3	Level 4
Level 1	Level 2	Level 3	Level 4
Level 1	Level 2	Level 3	Level 4

Levels bottom up

This template builds levels from the bottom up to communicate the notion that higher levels are more powerful, valuable, or sophisticated than lower ones.

Animated charts and diagrams



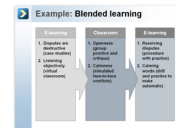
Labeled graphic

Use this template to identify the parts or areas of a scene.



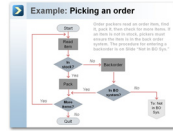
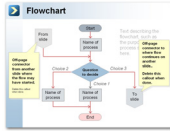
Arrow timeline

Use the Arrow timeline template to talk about a project spanning weeks or months.



Phase timeline (3 phases)

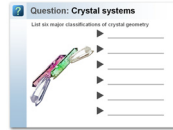
This template shows events or tasks during a procedure, process, or project of three phases.



Flowchart

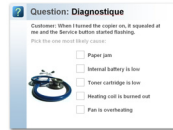
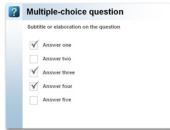
Use this template when you want to show the sequence, cycle, or flow of a series of activities. If the flow is complex, consider using multiple slides to depict it.

Stop-and-think activities



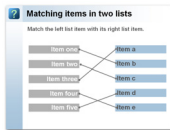
Short-answer fill-in blanks

Use this template to prompt learners to provide multiple answers to a single question.



Multiple-choice question

Use this template to present a multiple-choice question to learners.



Matching items in two lists

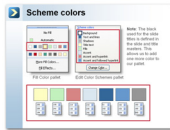
Use this template to test learners' ability to associate items from two lists.

Emblems, icons, and scheme colors



Emblems and icons

Use these slide emblems and icons to help signal the type of information you are presenting.



Scheme colors

These are the scheme colors for the *E-Learning Rapid-Development* slide template.

General instructions

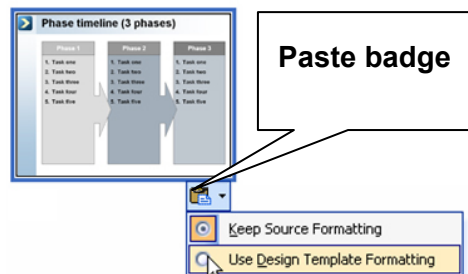
To add a *Content Starter Set* slide to a course or presentation:

1. Open *content_starter_set.pot*.
2. Select the thumbnail of the slide you want and **Copy** it.
3. **Paste** it into your course.

If you are using PowerPoint™ 2000, the newly inserted slide will automatically adopt the slide master you are currently using.

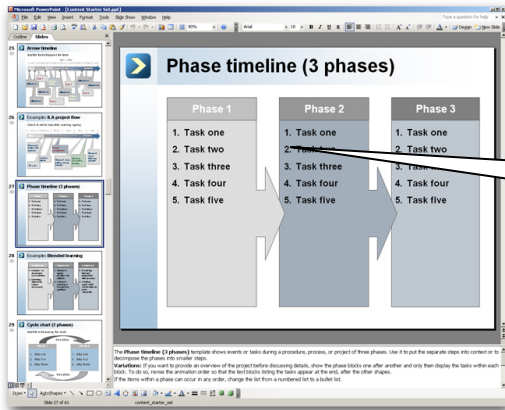
If you are using PowerPoint™ 2002 or above, you have the option of retaining the slide master of the newly inserted slide or using the slide master of your existing course. To choose either option:

1. Immediately find the **Paste badge** at the edge of the inserted slide. It looks like a clipboard and will probably be at the lower-



right of the slide's image. Click the Paste badge.

2. Select **Keep Source Formatting** from the menu if you want to keep the slide master of the slide you are inserting, or select **Keep Design Template Formatting** if you want to use your existing slide master. Adjust spacing and colors as needed.



Each template slide contains basic instructions, tips, and suggestions in the Notes field of each individual slide.

Basic instructions

For many of the template slides, there are examples showing how you might use the template. Look in the Notes field of these examples to see what steps were taken to modify the template to create the example.

Instructions for customizing the template.

