



Articulate Studio 360 Publishing Settings for TrainTraq

Before you publish your course, consider the following:

Slide Properties

By default, slides advance automatically. If you'd like slides to advance by user, go to the **Articulate** tab on the PowerPoint ribbon and select **Slide Properties**, then review the [Slide Properties](#).

Navigation settings

By default the navigation is free, meaning learners can view slides in any order they choose. If you want to require the learner view every slide, go to the **Articulate** tab on the PowerPoint ribbon and select **Player**. Select **Menu**. Then, follow the instructions on [Restricting Navigation](#).

Course Player settings

By default, the course displays at the optimum size, meaning the course player will be fixed and will not fill the browser window. To change this setting, go to the **Articulate** tab on the PowerPoint ribbon and select **Player**. When the player properties appear, click **Other** on the ribbon. [Choosing the Browser Size](#) and [Choosing the Player Size and Output Slide Size](#) explain the options.

(Continued on next page)



Publishing for use in TrainTraq

Step 1: Enter Title, Description, and Folder Location

1. Go to the **Articulate** tab on the PowerPoint ribbon and click **Publish**.
2. When the Publish window appears, select the **LMS** tab on the left.

The screenshot shows the 'Publish' dialog box with the 'LMS' tab selected. The left sidebar contains icons for Articulate 360, Web, Articulate Online, LMS (highlighted with a mouse cursor), CD, and Word. The main area is divided into sections: 'Title and Location' with fields for Title (Effective Reviews), Description, and Folder (C:\Users\David\Desktop); 'Properties' with fields for Formats (HTML5 with Flash fallback), Player (Comstar 1), Quality (Custom optimization), Presenter (Use slide-level presenters), and Tracking (Result slide from Knowledge Check (Slide 13)); and 'Output Options' with an LMS dropdown set to SCORM 2004 and a 'REPORTING AND TRACKING...' button. At the bottom are links for 'LEARN MORE ABOUT PUBLISHING' and buttons for 'PUBLISH' and 'CANCEL'.

3. Enter the **Title** the way you want it to appear in your published output. It defaults to the name of your project file. (Changing the title won't affect the name of your project file.)
4. Use the **Folder** field to indicate where you want to publish your course—for example, your computer desktop. Click the ellipsis button (...) to browse to a



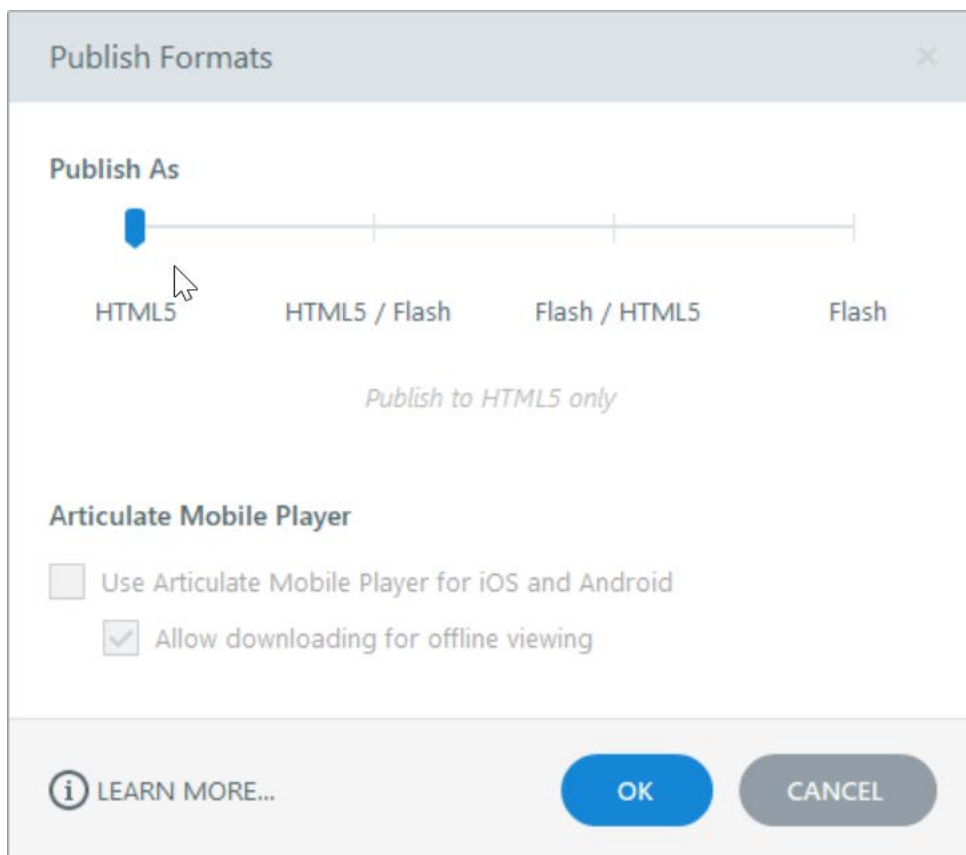
location. Presenter will create a new folder in that spot with all the files needed to operate your course.

Important: Always publish to your local hard drive. Publishing to a network drive or a USB drive can cause problems with your published output.

Step 2: Choose Your Publish Formats

In Presenter 360, you can choose which formats are included in your published output—HTML5, Flash, and/or Articulate Mobile Player.

1. Click the **Formats** property on the Publish window to open this Publish Formats dialog.



2. Use the **Publish As** slider to choose **HTML5**.



3. You'll have the option to include [Articulate Mobile Player](#) output. Just leave the box **unchecked**-this isn't supported in TrainTraq.
4. Click **OK** to save your selections and return to the Publish window.

Step 3: Choose Reporting and Tracking Options

Click the **Reporting and Tracking** button to open the following window, where you can choose how your LMS reports and tracks learners' progress.

Reporting and Tracking Options

Reporting

Tracking

LMS: SCORM 2004 Edition: 3rd Edition

LMS Course Information

Title: Effective Reviews

Description:

Identifier: 5bBKAeh6LNF_course_id

Version: 1 Duration: hh:mm:ss

Keywords:

LMS Lesson SCORM Information

Title: Effective Reviews

Identifier: Effective Reviews

LMS Reporting

Report status to LMS as: Completed/Incomplete

LEARN MORE ABOUT REPORTING AND TRACKING

OK

CANCEL



1. Select the **Reporting** tab on the left side of the window and choose **SCORM 2004** from the **LMS** drop-down. To the right, another drop-down menu will appear for the **Edition**. Choose **3rd Edition**.
2. Complete the fields in the section called **LMS Course Information** and, if you're publishing for SCORM, the section called LMS Lesson SCORM Information. Typically, this is the short name of the course. This information is for the LMS and isn't visible to the learner.
3. The first Identifier is a unique string of characters assigned by Presenter that your LMS uses to identify your course. If you're republishing a course that's already in your LMS, don't change the value in this field.
4. In the LMS Reporting section, choose **Completed/Incomplete**.
5. Click the **Tracking** tab on the left side of the window and choose **Track using quiz result**: Mark this option to track learners based on their quiz results. If your course has multiple quizzes, choose the one you want to track.
6. Click **OK** to save your changes.

Step 4: Publish

When you're finished making selections, click the **Publish** button. When the publishing process is complete, you'll see the Publish Successful window with several follow-up options. Select the **Zip** option. This creates a zip version of your course files in the same location where your course was published. This is the zip file that will be uploaded to TrainTraq.

Optional Step 5: Create an Articulate Package.

An Articulate Package is a zip file that contains a copy of your entire project, including the PowerPoint file, the Articulate Presenter file with audio/video resources, quiz files, and interaction files. It's important to create an Articulate Package to serve as a backup of your files. Save it to your department's shared drive so developers after you will have access to it.

Important: If you need to edit or publish the project again later, move the Articulate Package back to your local hard drive and fully extract it before opening the presentation.



Working on a network drive or an external (USB) drive can cause erratic behavior, such as file corruption, an inability to save changes, and loss of project resources due to latency.

To create an Articulate Package:

1. Do one of the following, depending on your version of PowerPoint:
 - PowerPoint 2013 or 2016: Go to the **File** tab on the PowerPoint ribbon, click **Share**, and choose **Articulate Package**.
 - PowerPoint 2010: Go to the **File** tab on the PowerPoint ribbon, click **Save & Send**, and choose **Articulate Package**.
2. When the Articulate Presenter Package window appears, choose a **Package Location**. By default, the zip file will be created in the same location where your PowerPoint file is stored, but you can change it. Just click the ellipsis (...) button and browse to a different folder.
3. Modify any of the optional **Package Notes** and click **Create Package**.
4. When the Publish Successful window appears, you'll have an option to open the folder where the zip file was created. Click **Close** when you're done.