

STAFF DEVELOPMENT COMPONENT INFORMATION

COMPONENT TITLE: Adobe Presenter

IDENTIFIER NUMBER: 3003034

MAXIMUM POINTS: 60

GENERAL OBJECTIVE:

To learn Adobe Presenter plug-in for PowerPoint to be used for instructional and training purposes in an asynchronous, web-based environment.

SPECIFIC OBJECTIVE:

1. Demonstrate basic PowerPoint functions needed to create online presentations using Adobe Presenter (3)
 - a. Title Slides
 - b. Insert graphics
 - c. Insert text
 - d. Apply custom animations to graphics
 - e. Apply custom animations to text
2. Manage account (3)
 - a. Log into Adobe system server
 - b. Change password
 - c. Create folder for content
 - d. Demonstrate use of presentation link
3. Set up Presenter Preferences (3)
 - a. Breeze server settings
 - b. Presenter(s) information
 - c. Quality and Audio Source
4. Demonstrate use of the Theme Editor (3)
 - a. Index tabs
 - b. General options
 - c. Presenter options
 - d. Colors
 - e. Saving themes
5. Demonstrate Audio Recorder for slides (3)
 - a. Recording audio
 - b. Slide notes and scripts
6. Demonstrate use of the Audio Editor (3)
 - a. Employ use of silence
 - b. Operate volume control
 - c. Employ of cut, copy, and paste
 - d. Moving markers (slide and click)
7. Demonstrate how to import audio (3)
8. Demonstrate how to insert Flash (3)

9. Demonstrate use of the Quiz Manager (3)
 - a. Create each of the 6 different question types
 - b. Edit branching and reaction themes
 - c. Understand different reporting concepts
 - d. Edit response and button labels
 - e. Move question and summary slides within presentation
10. Adjust Presentation Settings (3)
 - a. Settings section
 - b. Attachments
 - c. Flash files
11. Publish presentation to local computer (3)
12. Publish presentation to Presenter server (3)
13. Create an online survey (3)
14. Publish presentation to be used in work environment and send link to instructor (3)
15. Understand how to collect and use statistical information (3)
16. Train his/her class on basic skills of PowerPoint (3)
17. Train his/her class on using Audio Recorder in Presenter (3)
18. Guide his/her class to create student presentations using PowerPoint and Presenter (3)
19. Publish student presentations (3)
20. Collect links of student presentations and submit them to instructor(s) (3)

PROCEDURES:

Participants will build one asynchronous presentation in the process of following the activities and another to meet the follow-up requirements of the program. The latter will demonstrate use of Presenter within their job situation.

EVALUATION OF PARTICIPANTS:

Participants must demonstrate each objective of the component used in instruction. This is done primarily in the activities and as needed in the follow-up activity(ies). Instructional personnel will demonstrate effective use in either communication or instruction through Presenter. Administrative and non-instructional personnel will demonstrate usage as it pertains to their responsibilities.

FOLLOW-UP ACTIVITIES:

Participants will create Adobe Presenter presentations that support their job position and submit the URL to the instructor. The last five objectives require an instructional participant to submit (a) URL(s) of student work created with Adobe Presenter.

COMPONENT EVALUATION:

Participants will be evaluated on successful demonstration of skills through the activities of the course and within the follow-up activity.