Syllabus
EDIT 575 Section CT1: Captivate (1-Credit)

<table>
<thead>
<tr>
<th>DAYS / TIME / LOCATION</th>
<th>INSTRUCTOR: Wanda Mally</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online</td>
<td>Email Address: <a href="mailto:wmally@gmu.edu">wmally@gmu.edu</a></td>
</tr>
<tr>
<td>June 30 – August 4, 2008</td>
<td>Phone Number: (207) 738-2414; (207) 738-2449 (FAX)</td>
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<td></td>
<td>Teleconference and Online Office Hours by Appointment</td>
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<td>Monday-Saturday. No office hours on Sundays.</td>
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Course Description
EDIT575 is an overview of Adobe Captivate 3 and Captivate 2. Many of the features found in these two versions are the same. Some of the topics included will show where/how they differ. For purposes of this course, students are encouraged to either purchase the software or download the latest trial version from Adobe.com. Please note the official course length is 5 weeks. If you are using/evaluating the trial version of the software, you should wait until the week of July 7th to download it. Otherwise, the trial version will run out before you complete the course.

Connection with and introduction to another Adobe product
If you are familiar with the Adobe product line, you may have heard about RoboHelp 7 which is sold as a standalone software application and is also part of Adobe’s Technical Communication Suite. Adobe RoboHelp 7, as the name suggests, is used to develop help systems and knowledge bases such as those found in performance support solutions. Developers using RoboHelp can import Captivate files to add animation and depth to any help or knowledge base system. Because these two applications work so well together, a small segment of this semester’s Captivate course will be used to give you a brief look at an application being built using the RoboHelp software. This segment of the course will be accessible from a course menu link labeled the “Developer’s Corner”.

Delivery Format
All course activities for the semester will be held online. The course will be conducted using an asynchronous format consisting of the following:
- Instructor-provided materials and demonstrations
- Assigned readings & research using online help
- Hands-on activities & assignments
- A final project/presentation hosted online

A discussion board topic called “Captivate FAQs & Tips” has been set up to share all questions and discoveries that we encounter during the course. Please feel free to access it to post and/or look up information.

Instructor office hours are available by appointment and can be conducted via telephone or via a private Blackboard chat forum.
Course Objectives
Upon completing the course, students will be able to create a Captivate tutorial that incorporates the use of:

- Visual effects and/or other techniques such as captions and highlights to aid the viewer
- Customized slide properties
- Graphics
- Audio
- Branching
- Interactivity
- Graded assessment (quizzing)

Additionally, students will be able to use the timeline to edit and control slide objects.

Resources Required by Students
To successfully participate in the course, Students are required to have:

- Internet access
- Access to Blackboard (CE6) [http://www.irc.gmu.edu/ce6transition/studentquickguidece6.pdf](http://www.irc.gmu.edu/ce6transition/studentquickguidece6.pdf) provides information on how to log in
- Adobe Acrobat Reader

Required Software and Course Texts

- Students will be required to purchase or have access to **Captivate, version 3 or 2.**
- Students will be required to use the online help that accompanies the software.
- You will also need Flash Player 7 (or later), web browser software and Acrobat Reader for viewing various lecture materials and multimedia demos.
### Schedule of Topics
The following is a summary of the topics and activities covered in the course.

<table>
<thead>
<tr>
<th>Session</th>
<th>Dates</th>
<th>Topics / Activities / Assignments</th>
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</table>
| 1 Getting Started | June 30 – July 6 (Student/Instructor intro discussion runs 6/30 – 6/6. Late postings will not receive credit) | Verify access to Blackboard and course content  
Student/Instructor intros (using Blackboard discussion tool) (5 pts)  
Begin review of multimedia demos identified in “The Getting Started” course content.  
Submit a project topic to the instructor.  
Begin drafting/storyboarding your project on paper. |
| 2 The Basics | | Download/install the Captivate software  
Begin review of multimedia demos identified in “The Basics” course content.  
Begin Assignment 1 |
| 3 Graphics & Audio | | Begin materials and assignment for the “Graphics & Audio” course content.  
Begin Assignment 2  
Assignments 1 and 2 are due no later than July 14th. |
| 4 Branching & Interactivity | | Begin materials and assignment for the “Branching & Interactivity” course content.  
Begin Assignment 3  
Assignment 3 is due no later than July 21st. |

**Optional Period**

| Final Project Activities | July 21 – July 30 | Complete and post final project. **Projects posted after the 30th will receive zero to half credit.** |
| Course wrap-up | July 31 – Aug 3 Aug 4 | Participate in Final Project Showcase  
Closing Remarks; Course Evaluations |

**Assignments 1 & 2 are due no later than Monday, July 14th. Assignment 3 is due no later than July 21st.**

### Grading and Course Assignments
The following table is a schedule of the assignments and their point value towards your final grade. All assignments are due by midnight on the date specified. Late discussion postings, late assignments and/or projects, incomplete assignments and/or projects, and assignments and/or projects containing errors will receive zero to half credit.
<table>
<thead>
<tr>
<th>Assignment and Due Date</th>
<th>Assignment Description</th>
<th>Grading (Points)</th>
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<tbody>
<tr>
<td>Participation in online discussion first week of the course</td>
<td>Student / Instructor introductions will be held asynchronously. To receive 5 points for this activity, your participation in this discussion must occur no later than 6/6. Instructions for information that you must post are provided in the student/instructor intros discussion topic in Blackboard.</td>
<td>5</td>
</tr>
<tr>
<td>Assignment 1 (Due 7/14)</td>
<td>Visual effects (highlights and cues)</td>
<td>10</td>
</tr>
<tr>
<td>Assignment 2 (Due 7/14)</td>
<td>Graphics and Audio</td>
<td>10</td>
</tr>
<tr>
<td>Assignment 3 (Due 7/21)</td>
<td>Branching and Interactivity</td>
<td>15</td>
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| Virtual Presentation of Project and Participation in Project Showcase | Create a Captivate project that includes tools/techniques addressed in the course (up to 50 pts). The project must be instructional in nature. We will cover the following major tools/techniques in the course:  
  • Visual effects (highlights and cues)  
  • Use of graphics  
  • Incorporating audio  
  • Creating quizzes  
  • Incorporating interactivity  
  • Branching  
You are expected to demonstrate your ability to employ as many of these tools/techniques as possible in your final project. (Of course, you can include other tools/techniques you have tested on your own.) The rubric listed below will be used to determine the point value of your final project. The maximum number of points that can be earned for the project will be 50. You must upload a single link to the integrated, published project on time to your presentation area. Additionally, all students must post an introduction to your project in the showcase discussion area. This introduction must include the project topic and a brief summary of the tools/techniques featured in your project. Failure to follow these instructions will result in a deduction of 5 or more points from the project score. The criteria listed below refer to the list of 6 general areas (see above) covered in the course:  
  • Use of 1 to 2 tools/techniques, 40 points  
  • Use of 3 to 4 tools/techniques, 45 points  
  • Use of 5 or more tools/techniques, 50 points  
Your participation in the showcase will be graded using the following criteria:  
  • Participation as virtual host (willingness and ability to reply to questions/comments regarding your project) (up to 5 pts)  
  • Participation as virtual visitor to ALL other classmates’ project showcases and post feedback (up to 5 pts) | Project=50  
   Showcase=10  
   Total=60 |

Using the following scale, the final grade is based on your performance out of the possible 100 points:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
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<tr>
<td>A</td>
<td>100-90</td>
</tr>
<tr>
<td>B</td>
<td>89-80</td>
</tr>
<tr>
<td>C</td>
<td>79-70</td>
</tr>
<tr>
<td>F</td>
<td>69-0</td>
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Student Pointers from the Graduate School of Education

1. The IT program website is at: http://it.gse.gmu.edu/
Check this website periodically for course descriptions, program requirements, applications requirements, and other useful information.

2. Students may subscribe to the IT listserv. Instructions on how to subscribe can be found at: http://it.gse.gmu.edu/itlist.htm (or from the IT homepage, click on Resources and then on the IT listserv icon). The IT listserv keeps you informed about program announcements, special topics courses, job announcements, internships, etc.

3. Extended Studies students may transfer up to 12 credits to a graduate program. To transfer credits students must submit a formal graduate application. Check the IT website for information admission regarding requirements and procedures. On acceptance you should transfer your extended study courses into the graduate program by submitting the Transfer of Credit form at http://gse.gmu.edu/forms/academic/TransferCreditRequest.pdf

4. Students who will earn a graduate degree or certificate should submit an intent to graduate at the beginning of the semester in which they will fulfill their course requirements. Information about graduation processes can be found at: http://registrar.gmu.edu/grad/graduation.html

6. Students should direct advising questions to their advisor. Adjunct faculty are not responsible for advising students on programmatic issues.