

Rapid e-Learning with Captivate

*rapid*e-learning

Rapid e-Learning with Captivate is an intensive, hands-on, instructor-led course for training professionals who want to quickly learn to leverage Captivate for rapid e-learning. The course is typically taught onsite in a 2 or 3-day format, depending upon organizational needs. This course gets learners ready to work with Captivate in the learning context quicker than any course on the market. It goes far beyond simply teaching learners to use a tool. Rather, it focuses on developing competencies supported by a tool. Many of the concepts taught in this course are extensible to the use of other rapid e-learning tools as well.



Our unique approach to software training ties the course objectives to workflow (using your organization's workflow or a "standard" workflow). This approach leads participants to a better overall understanding of how to apply Captivate to achieve specific organizational goals. Our entire focus is on rapid e-learning! We understand how to leverage the tools and technologies to maximize business results...and our goal is to help you do just that. Many of the techniques taught in this course are techniques we pioneered that are taught nowhere else.

This course is particularly suitable for teams that may include subject matter experts, trainers, designers, and developers and may aid in implementing restructuring of a learning organization for optimized performance in e-learning design and development.

We are the experts in rapid e-learning!

The sequencing below shows the course objectives spread over 2 days. This is a relatively intensive course, but works well for content professionals and others familiar with web technologies and graphics editing tools. Other alternatives include an abbreviated 1-day course covering the Day 1 topics only, and a 3-day course affording more time for classroom practice and more in-depth exploration of special topics.

Note: Depending upon organizational needs and team readiness, this course may include advanced topics, such as the creation of advanced interactions, variables, and widgets.

Pre-Course Consultation: A one-hour pre-course phone consultation is required in order to sequence the course with the organization's workflow and to identify additional needs; otherwise, the standard workflow will be used for course sequencing.

Pre-Course Activities: Prior to attending class, learners will be asked to complete a pre-test and advance-organizer. This combined exercise will take less than one hour and is completed via the internet.



For more details, contact: **Joe Fournier**
828.400.0333

Upon completion of this course, learners will be able to:

- Plan**
- Identify key stakeholders and where they fit into the overall workflow.
 - Participate in pre-project planning and preparation.
 - Identify key workflow considerations and how to address them.
 - Document and communicate learner and project needs.
- Design**
- Participate and/or lead the creative design process.
 - Create a project script of storyboard.
- Develop**
- Use basic Captivate features and tools:
 - Create a demonstration, a practice lesson, and an assessment using Captivate's automated recording tools.
 - Identify and use Captivate toolbars and shortcuts.
 - Perform a quality review, including checking spelling in Captivate.
 - Export and import captions; train others to edit captions for rapid turnaround.
 - Leverage Captivate's round-trip features for better workflow.
 - Use Captivate's editing tools to modify a recorded practice lesson by adding basic objects.
 - Import Flash movies and Flash video.
 - Show and hide text entry boxes and mouse objects.
 - Add new slides to an existing Captivate movie.
 - Edit movie properties.
 - Export Movies as Flash movies.
 - Work with the Captivate library and open external libraries.
 - Work with the Captivate timeline to edit object properties and timing.
 - Set and modify slide, movie, and object transitions.
 - Record and import audio to a slide and add background audio.
 - Add a menu to a course.
 - Use advanced Captivate features and tools:
 - Modify a Captivate movie by adding the following, advanced objects.
 - Import a PowerPoint as the basis of a Captivate movie.
 - Add animation slides to an existing movie.
 - Edit audio in Captivate and work with the Advanced Audio Window.
 - Synchronize slides with audio.
 - Add closed captions to a Captivate movie.
 - Use advanced Quiz Manager settings.
 - Create and use templates.
 - Adjust standard Captivate settings for capture text.
 - Resize projects.
 - Work with widgets and variables.
- Evaluate**
- Design relevant questions and scenario-based assessments.
 - Create a quiz using question slides and question pools.
 - Create an evaluation using scenario-based assessments.
 - Adjust metric settings and question pass/fail responses (basic Quiz Manager).
- Integration**
- Integrate multiple projects to create an overall solution.
 - Prepare a course for hosting on an LMS.
 - Add the course to an LMS.



About Your Instructor

Joe Fournier, Founder and President of Rapid e-Learning, LLC, is a rapid e-learning pioneer and innovator. He has over twenty years of experience designing, building, and implementing learning solutions, and leading teams that support learning in large organizations.

A hands-on practitioner turned mentor and coach, Joe was one of the first dozen trainers to become Adobe Certified Captivate instructors in the US.

Joe is the author of numerous articles and books, and is a frequent speaker at key industry events and online.

Joe has architected effective learning, marketing, and information solutions for large and small organizations including Aetna, IBM, FedEx, Boeing, Autodesk, the University of Arkansas, STAIR Systems, and Shepherd Medical Solutions.



Joe Fournier
Founder and President
Rapid e-Learning, LLC

jfournier@rapide-learning.com
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Rates for Training

2-Day Public classes: \$695 / student, with minimum 4 students* and maximum 10 students per class. Public sessions can be scheduled near your location for 4 or more interested learners.

2-Day Online classes: \$495 / student, with minimum 4 students* and maximum 10 students per class. Note that the online class is structured slightly differently than the live class.

Onsite Classes: Pricing based on specific needs, amount of customization required, and modest travel expenses.** Virtual onsite classes may also be available. Please contact us for more details

Other Information

For more information or to discuss your specific needs, please contact us at info@rapide-learning.com or by calling 828.400.0333.



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