

How to convert PPTs to SCROM via ActivePresenter

A How-To Guide



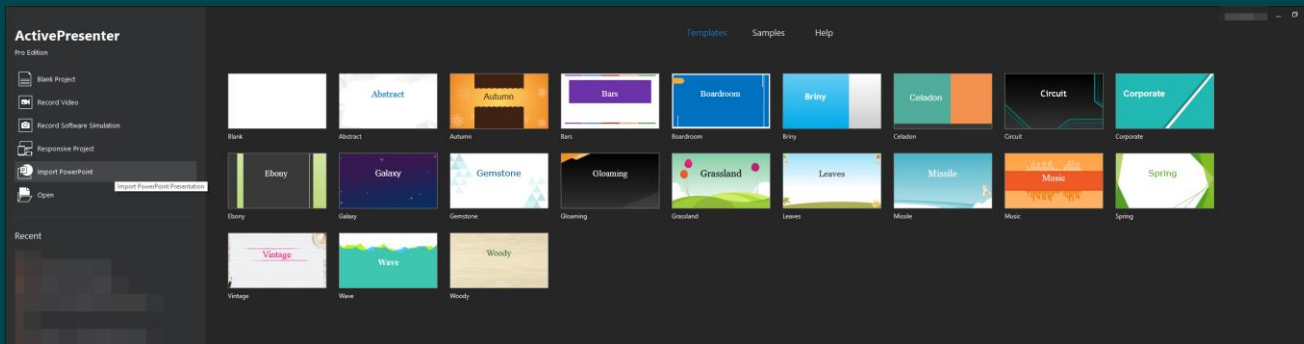
PPT TO SCORM CONVERSION

ActivePresenter introduction

“ActivePresenter is all-in-one screencasting, video editing, and eLearning authoring software for Microsoft Windows and macOS, which is developed by Vietnamese technology engineers.”

Our platform can only interpret **SCORM 1.2** modules → please export all SCORM modules in this format.

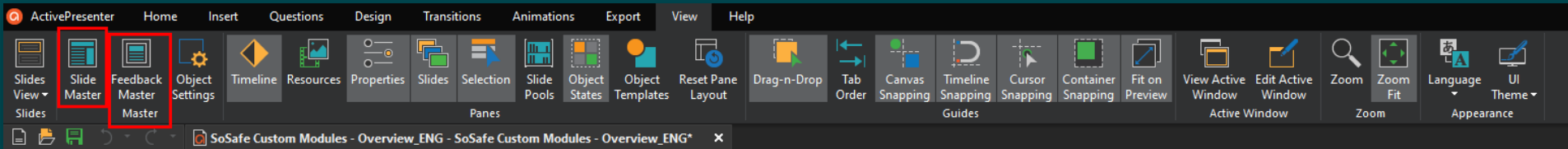
- You can nearly do everything in the freeware version, you will only get a watermark when exporting
- You will find a download link here: <https://atomisystems.com/download/>
- After installing the software, please open the authoring tool
- It should look something like this now ↓ Import your PowerPoint by clicking **Import PowerPoint**



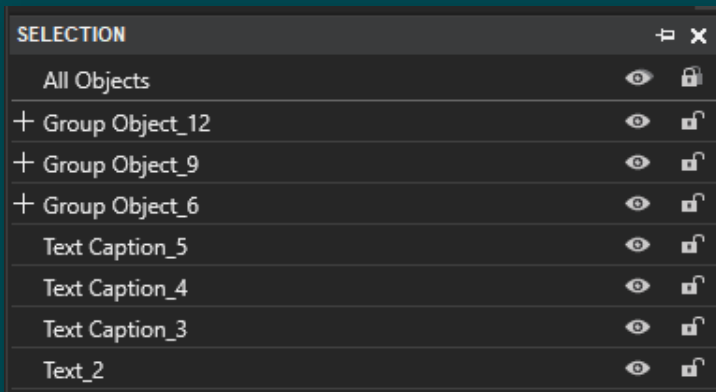
PPT TO SCORM CONVERSION

ActivePresenter general options

- In the View Tab you can customize your View and enable windows closed by accident
- In the **Slide Master** you can adjust your Master templates, if your layout happens to look wrong
- You should put any feedback for your users inside the Feedback Master (only important if you plan on implementing a quiz part)



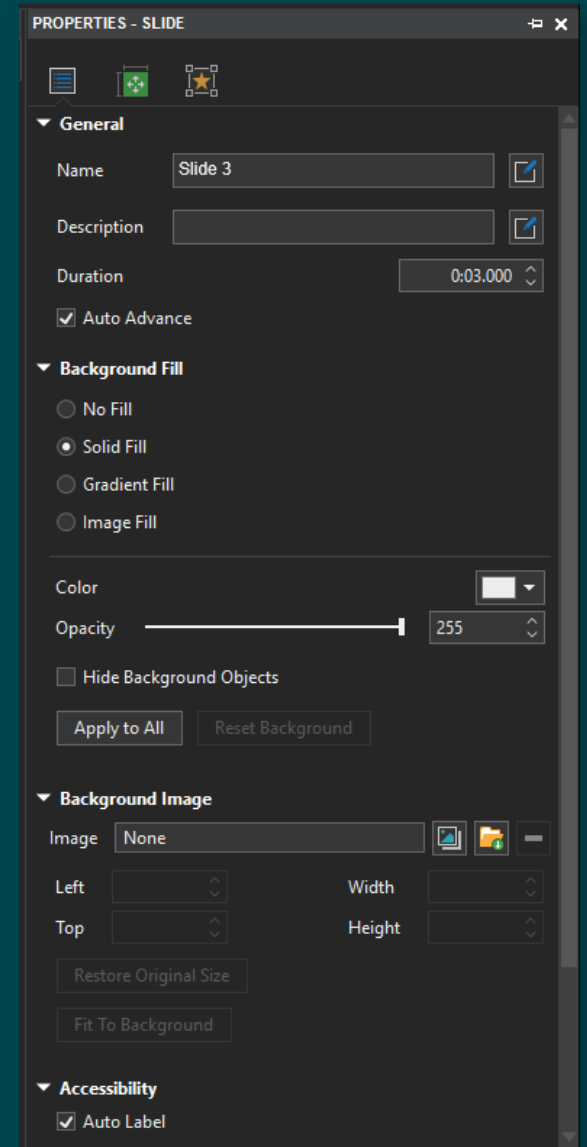
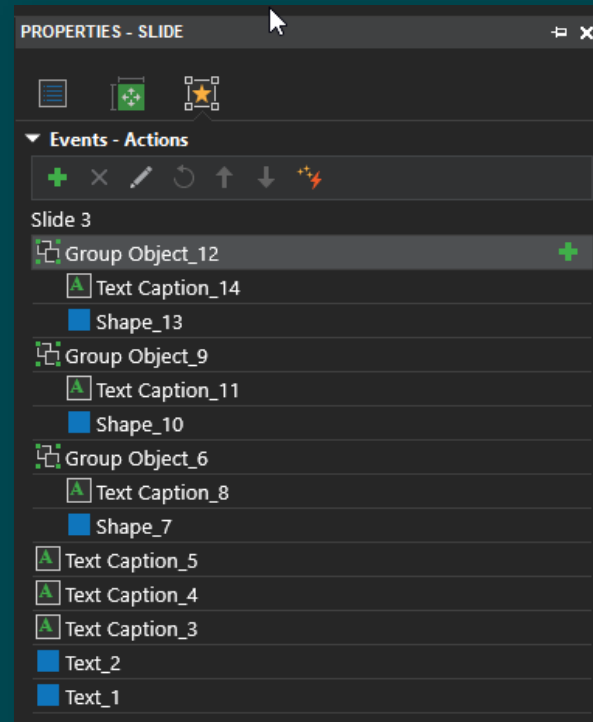
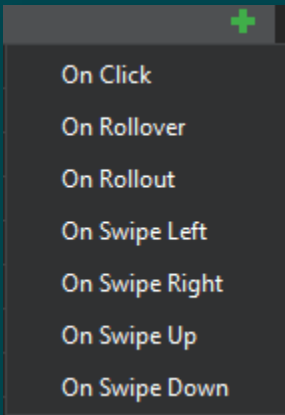
- In the selection pane on the right, you can select the objects you want to adjust



PPT TO SCORM CONVERSION

ActivePresenter general options

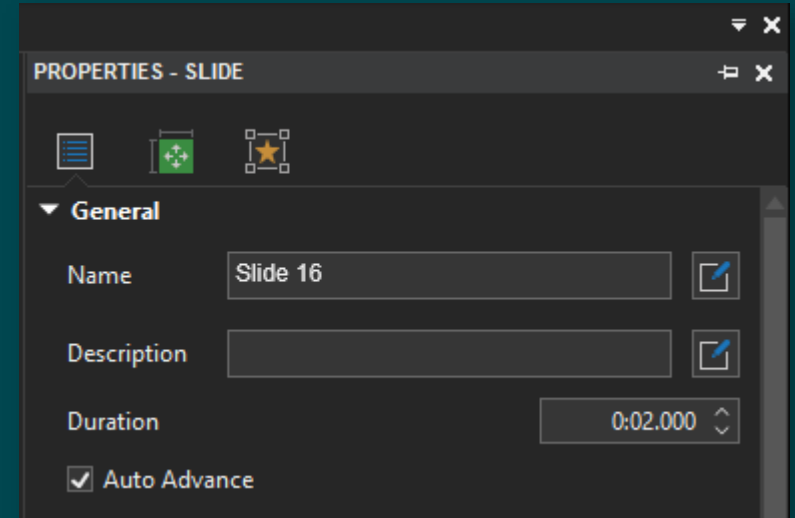
- In the properties pane you can adjust general options of you presentation
- If you don't want your slides to be auto-forwarded, please uncheck the **Auto Advance** box → you will have to do this on every slide (but can select all slides at once via ctrl+a)
- In the Actions pane you can implement interactions to the objects present in your presentation by clicking onto the + symbol
- Here you can decide on which input you want your interaction to happen:



PPT TO SCORM CONVERSION

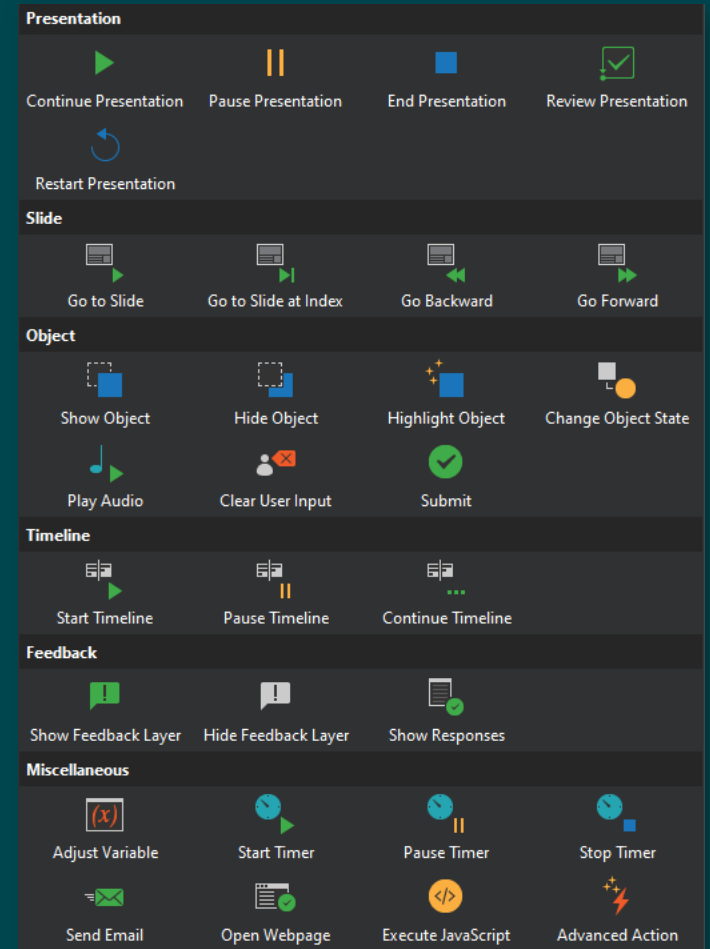
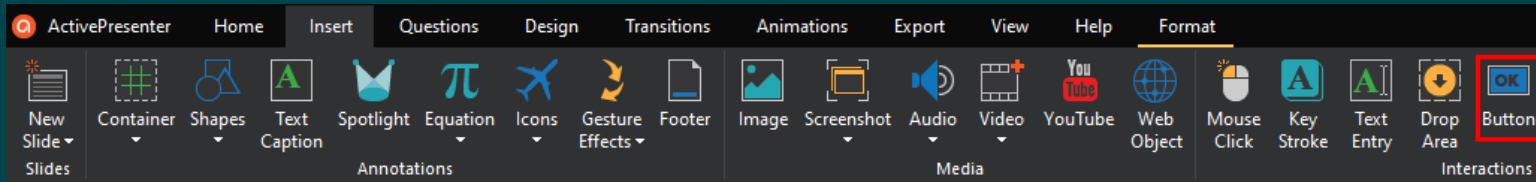
ActivePresenter general options for the last slide

- Please keep in mind to leave the “Auto Advance” box checked for the very last slide of your presentation
- The option ensures that your module will be interpreted as passed or not passed by our system
- Adjust the duration to 2 seconds
(this means it will take two seconds until the LMS recognizes if the user passed or did not pass the module)
- Very important option to keep in mind if you plan on using ActivePresenter



ActivePresenter general options

- Here you can see all interactions you will be able to implement on the input you choose
- One interaction that you will have to implement is the forward/backward navigation for every slide
- The easiest way to do so would be you insert a button from the **insert** tab



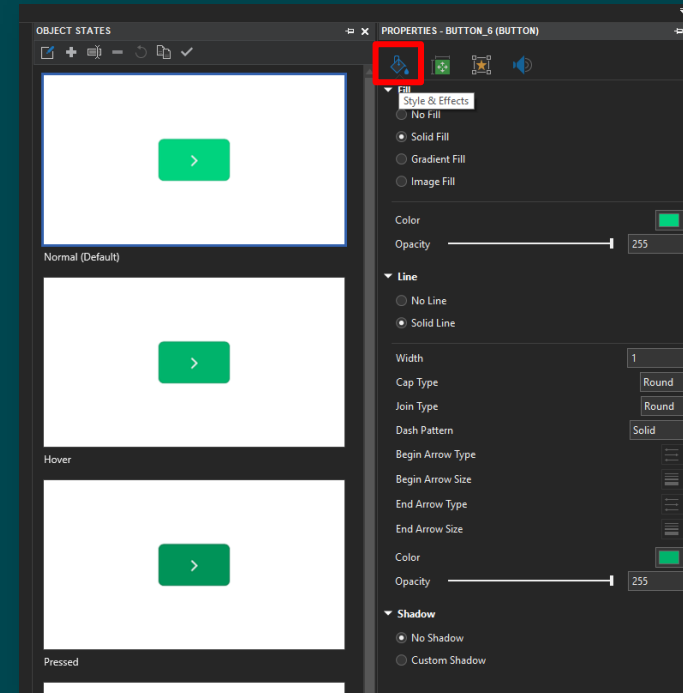
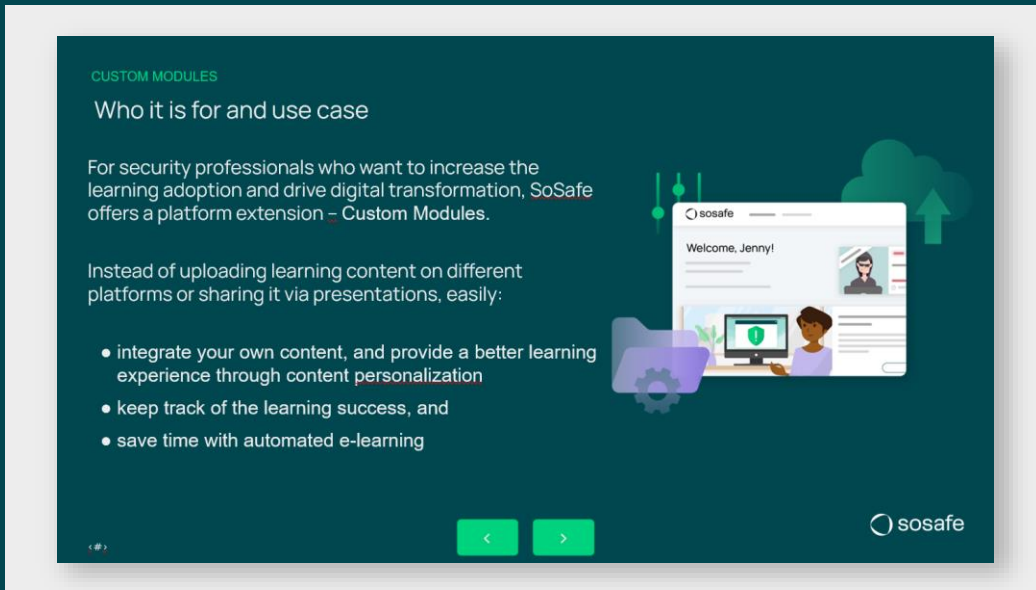
PPT TO SCORM CONVERSION

ActivePresenter implement navigation

→ You can enter something like back and forth in the buttons. Here we decided to go with a classical navigation that you wouldn't have to adjust for other languages:

→ Make sure to place your buttons where they will not interfere with your content

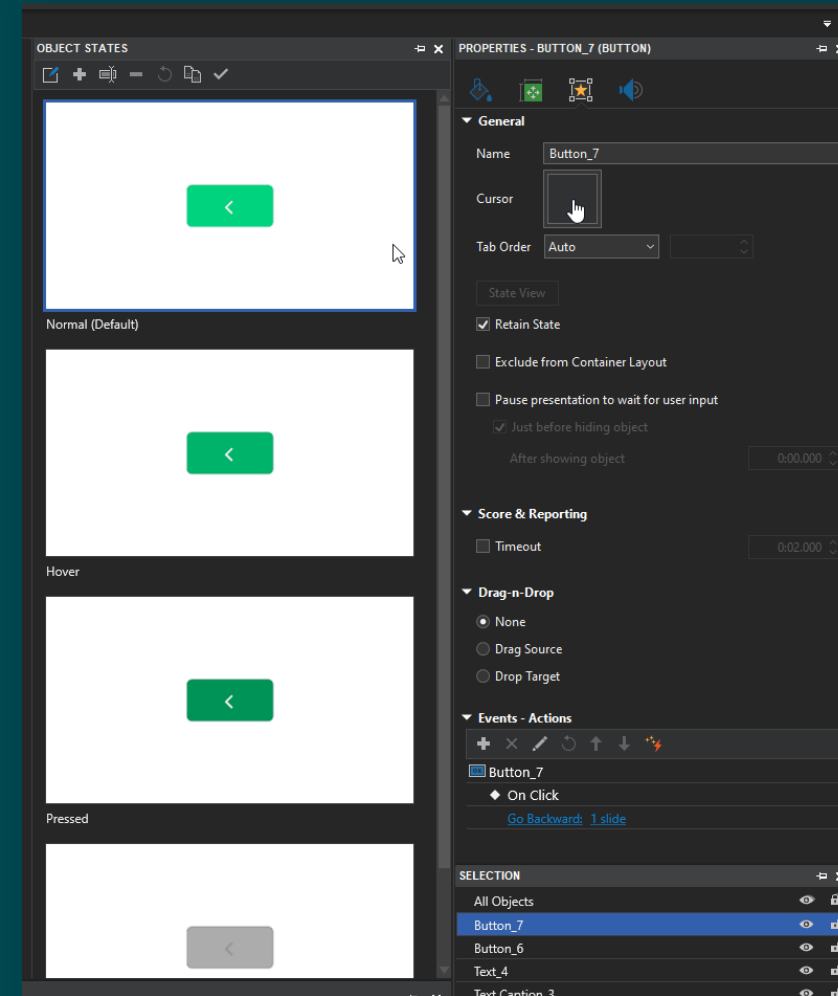
→ You can adjust the button color as you wish in the **Style & Effects** pane



PPT TO SCORM CONVERSION

ActivePresenter implement navigation

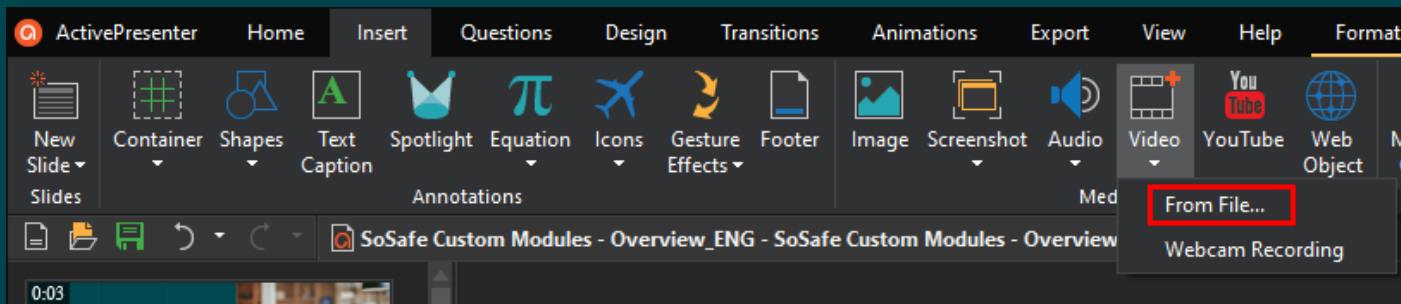
- For the backward button implement the following interactions in the Events pane:
On Click → Go Backward
- And for the forwarding button implement the opposite interaction:
On Click → Go Forward
- You now can copy/paste your two buttons either in your Slide Master or on every slide (the implemented interaction will remain)
- Keep in mind to delete the backward button on the first slide and the forward button on the last slide



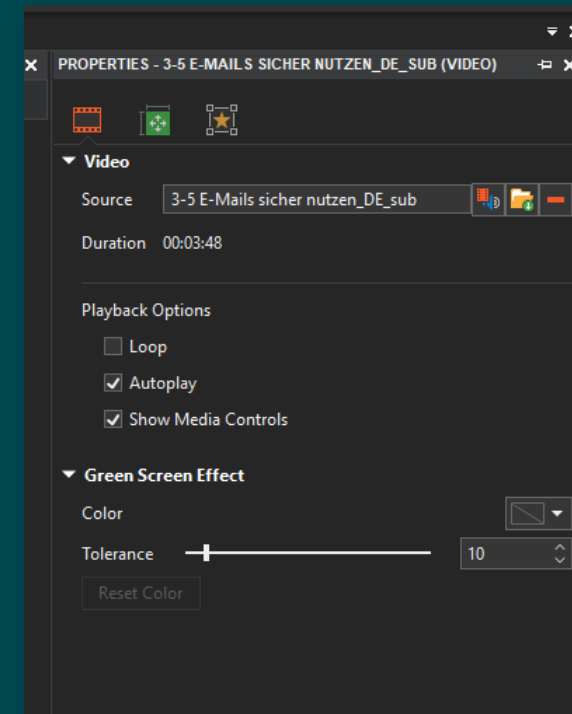
PPT TO SCORM CONVERSION

ActivePresenter insert videos

- If you want to implement a video in your presentation, make sure to have it available in a .mp4 format
- By navigation to the **Insert tab** and clicking on **Video** → **From File...** you can choose a file from your explorer



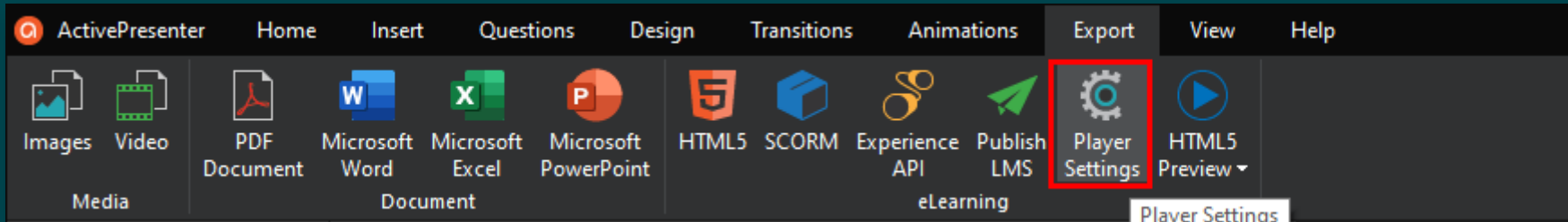
- When you click on the video in the selection pane you can choose whether you want your video to **autoplay**, or if you want to enable the **media controls**
- By dragging and selecting the video you can adjust the size and position



PPT TO SCORM CONVERSION

ActivePresenter player

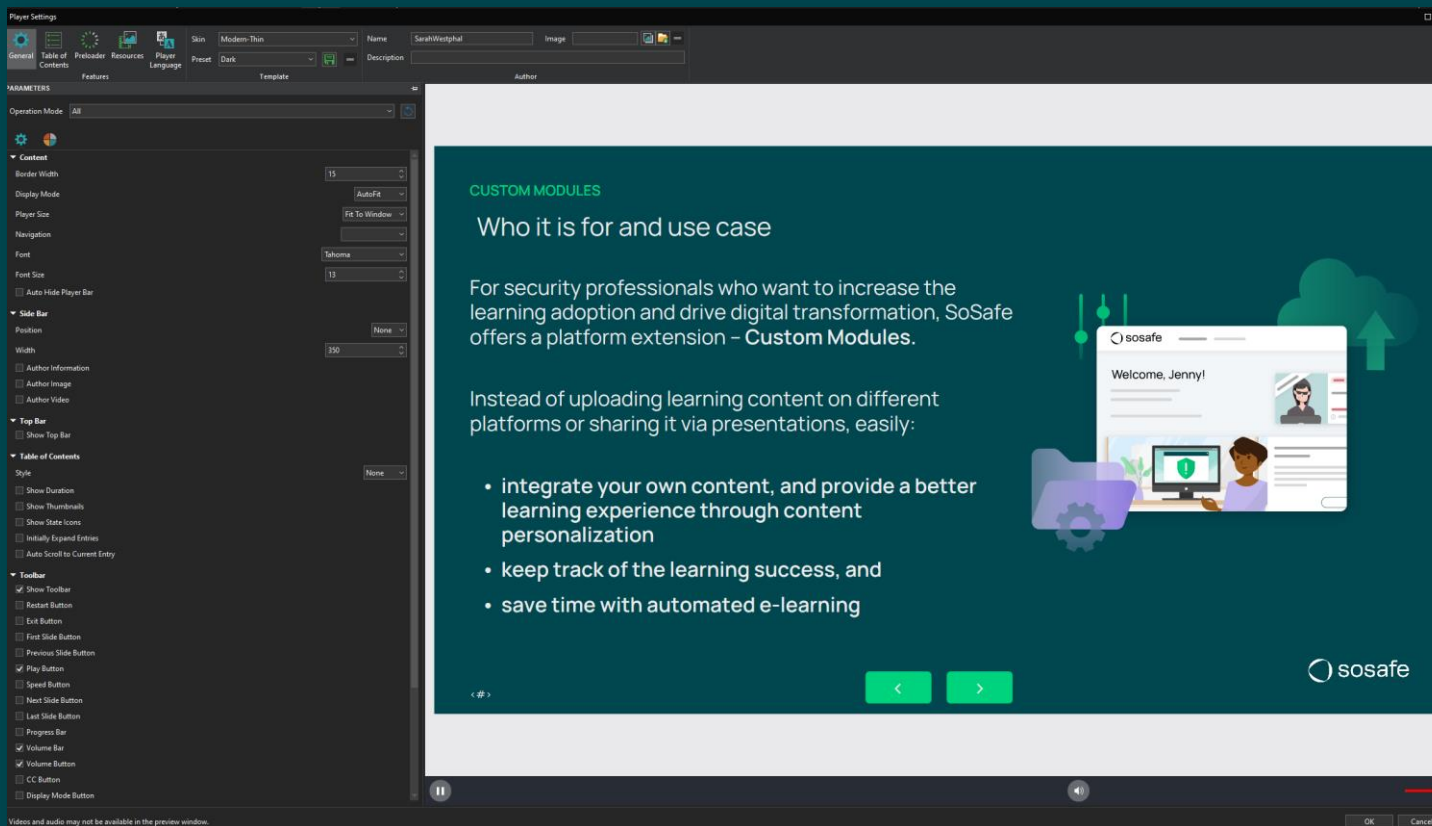
→ Now you are ready to adjust your player settings.
You can do this by clicking on **Player Settings** in the **Export** tab.



PPT TO SCORM CONVERSION

ActivePresenter player

→ We suggest to disable the side bar and the top bar and to go with this set of integrated buttons (if your presentation contains no audio, you can disable the whole bottom toolbar too)

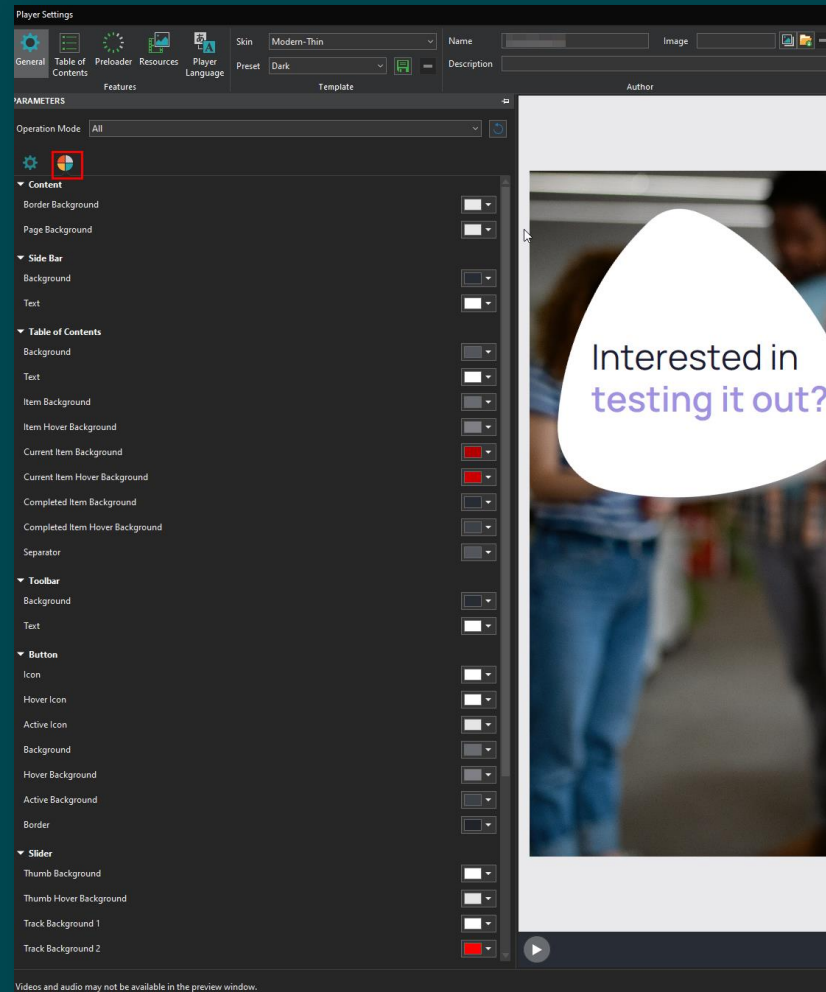


- Volume Bar
- Volume Button
- CC Button
- Display Mode Button
- Information Button
- TOC Button
- Side Bar Button
- Resources Button
- Slide Markers
- Playback Position
- Total Duration

PPT TO SCORM CONVERSION

ActivePresenter player

→ You can adjust the colors to your company branding in the **Color Parameters** section:

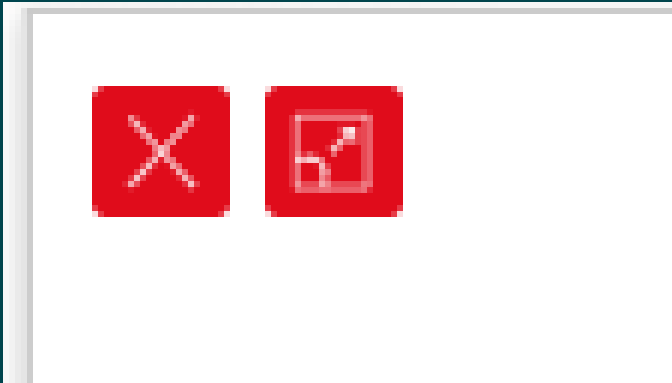


Videos and audio may not be available in the preview window.

SoSafe platform

→ Here you can see what buttons are implemented by default on our platform:

- Close content button
- Maximize window button

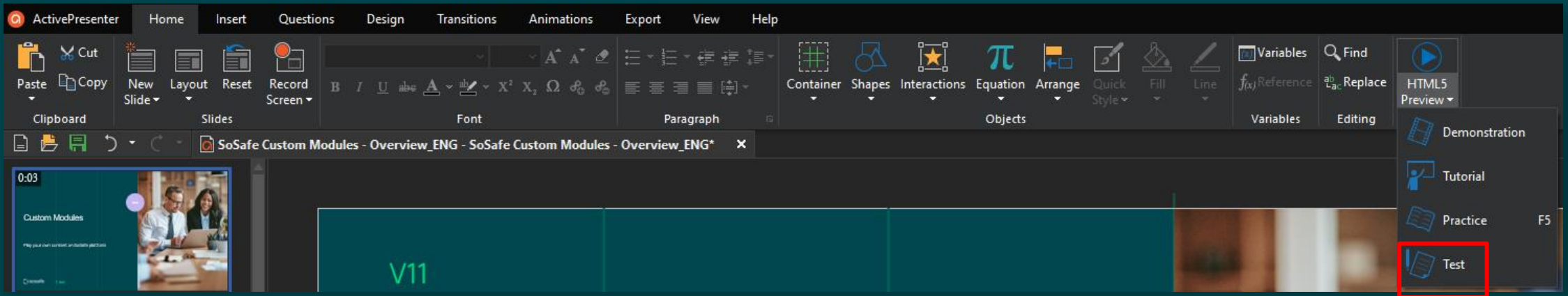


You will not need these buttons inside the ActivePresenter player.

PPT TO SCORM CONVERSION

ActivePresenter preview

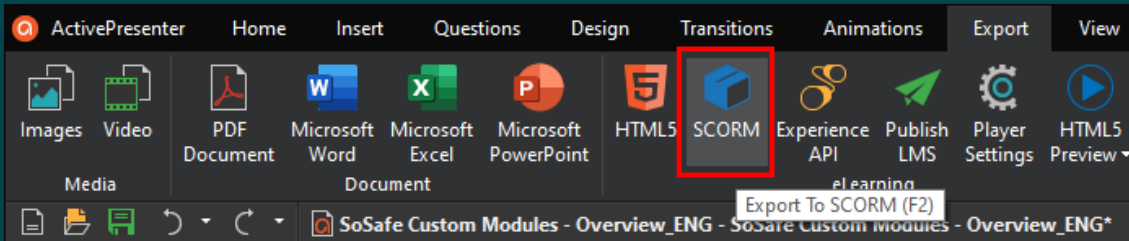
- In the Home Tab you can now preview your presentation
- We suggest to preview it in **Test** mode because you will export your module later in test too



PPT TO SCORM CONVERSION

ActivePresenter export

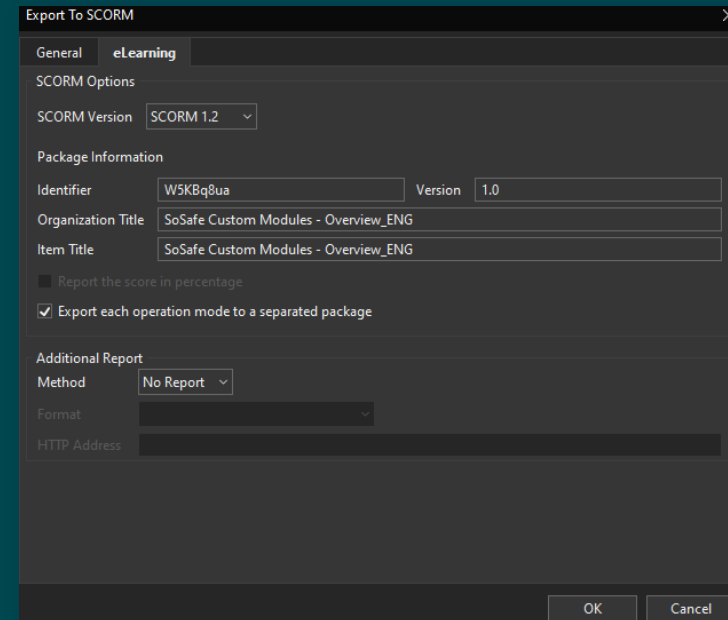
→ Once you are satisfied with the look of your presentation you can export your module with clicking on **Export → SCORM**



→ As mentioned already: We need to export our module in **SCORM 1.2**

→ To do so, click on **eLearning** first and adjust the SCORM version

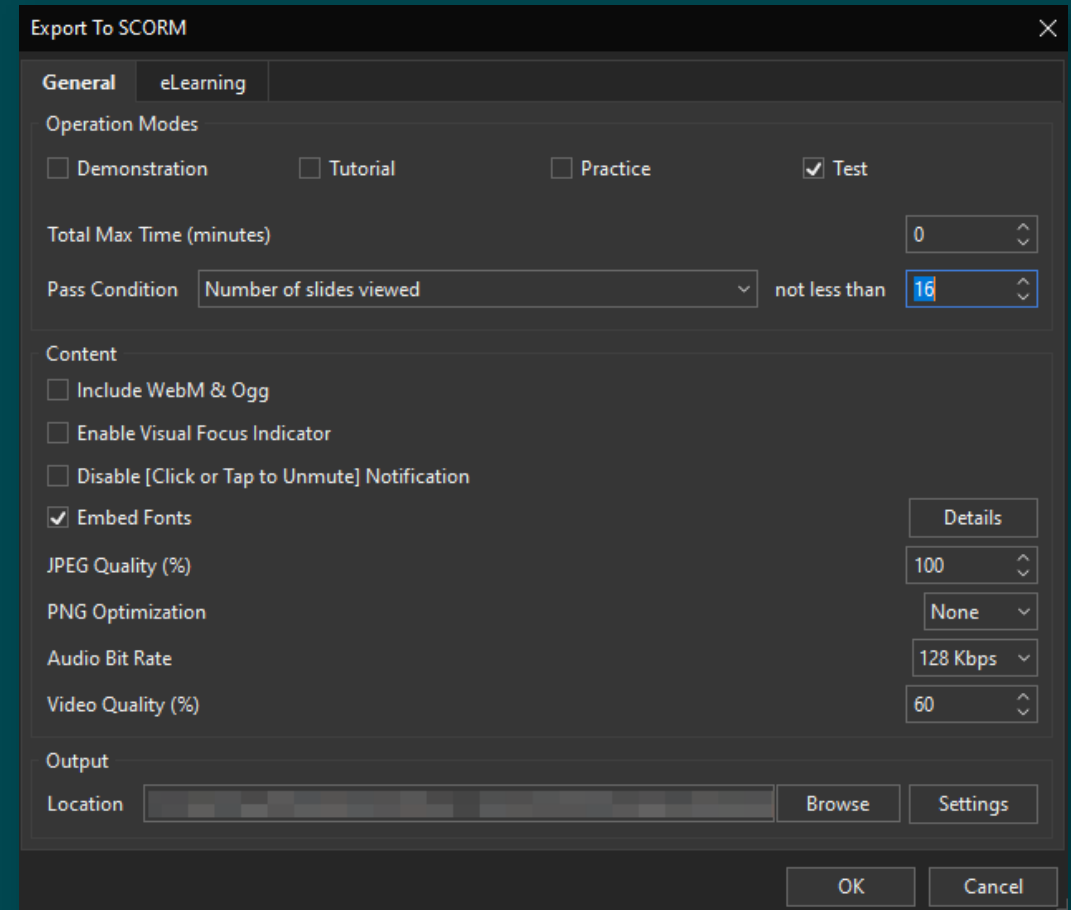
→ You can also type in your company name and presentation title



PPT TO SCORM CONVERSION

ActivePresenter export



- Come back to the **General** tab and adjust your **Pass Condition** to the **number of slides** that are available in your presentation
- This presentation for example contains 16 slides (only choose this if your presentation doesn't contain a quiz part)
- If your module contains quiz part: Choose "**Points gained**" and fill in the minimum number of points your user must gain in order to pass the module
- Only check the box for Operation Mode **Test**
- Check the box for **Embed Fonts**
- Decide on an export location
- Click **OK**



PPT TO SCORM CONVERSION

ActivePresenter export

→ Your output file should look somehow like this now:

Name	Status
 test.zip	

→ You can rename the output file now as you wish

→ If you want to test your file and scoring before uploading it, you can do so on <https://app.cloud.scorm.com/> → Please export your file in **Practice** mode then, otherwise it will not work

→ **Congrats! You are now ready to publish your module to the SoSafe platform**

→ Please upload the whole .zip file

Active Presenter Quiz implementation

If you are interested in **implementing a quiz part**, have a look into the following tutorials:

[How to Add Questions - ActivePresenter 8](#)

[How to Create Multiple Choice Questions - ActivePresenter 8](#)

[How to Create Multiple Response Questions - ActivePresenter 8](#)

Amateurs hack systems, professionals hack people.

Bruce Schneier

Expert in Cryptography
and Computer Security
Harvard University



SoSafe GmbH
Lichtstrasse 25a,
50825 Cologne

sosafe-awareness.com
info@sosafe.de



Allianz für
Cyber-Sicherheit



bitkom

SecurITy
Trust Seal
www.teletrust.de/itsmg
made
in
Germany