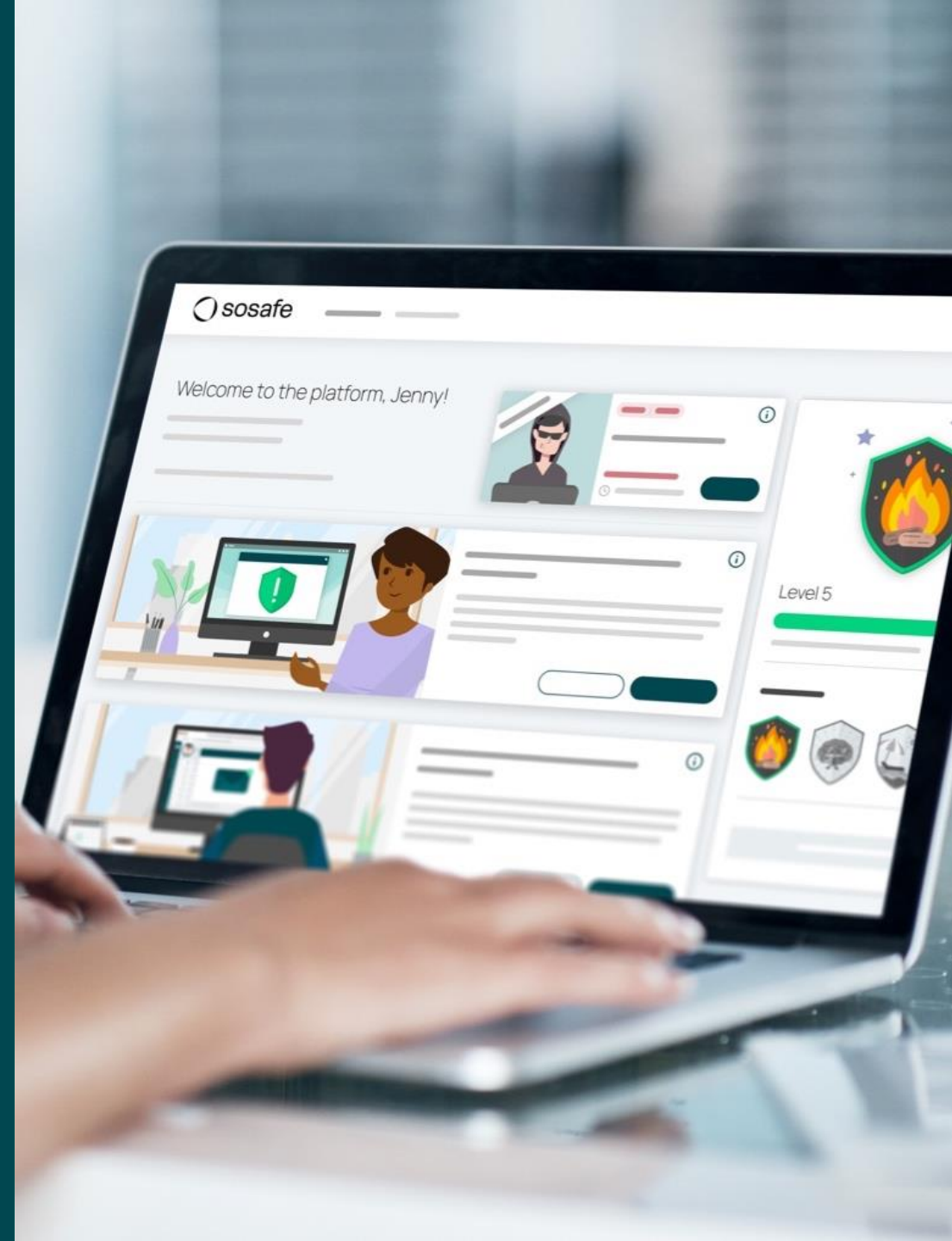


How to convert PPTs to SCORM via ActivePresenter

A How-To Guide



ActivePresenter – Introduction

With ActivePresenter, you can easily convert a PowerPoint presentation into a **SCORM module**:

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

- ActivePresenter offers, among other things, a **freeware version** that provides you with almost all functions. However, please note that a watermark appears when exporting. To avoid this, you can purchase an appropriate license.

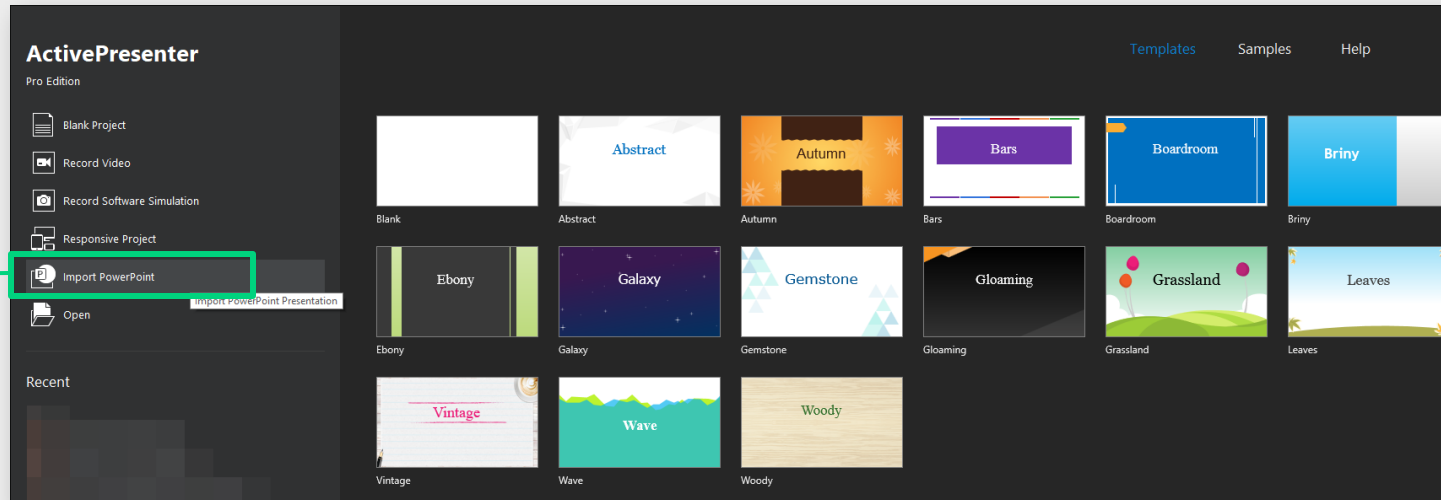
→ You can find a **download link** here: <https://atomisystems.com/download/>

Good to know: The authoring tool ActivePresenter is similar in structure and handling to the PowerPoint tool. Prior knowledge of PowerPoint will make it easier for you to work with this authoring tool.

ActivePresenter – Introduction

- Please open the tool ActivePresenter after installing the software.
- It should look something like this (↓ see screenshot):
- Now, import your PowerPoint by clicking on *“Import PowerPoint”*:

Import PowerPoint

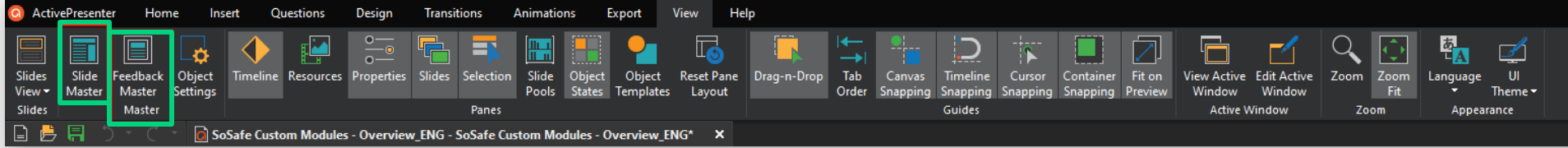


Please note when exporting that our platform can only interpret **SCORM 1.2** modules. Please be sure to export your modules in this format.

General Options

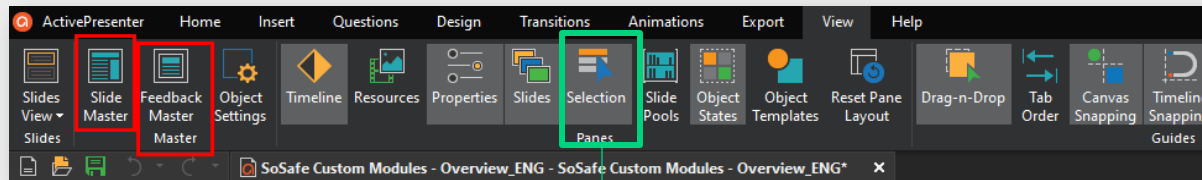
ActivePresenter – General Options

- On the “*View*” tab, you can adjust your view and reactivate any accidentally closed windows.
- Here, you can also switch to the **Slide Master** or **Feedback Master** view:
 - in the Slide Master, you can customize your **master templates** (layout, colors, etc.).
 - the Feedback Master view is only relevant if you are setting up a quiz section. Here, you should input all **quiz feedback** (correct/incorrect) for your users in the Feedback Master accordingly

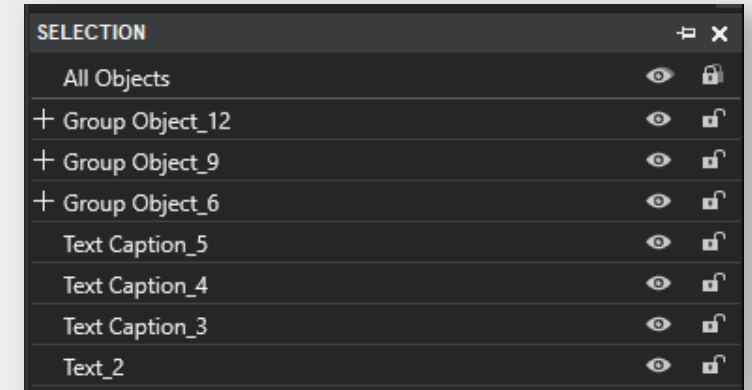


ActivePresenter – General Options

- In the “*Selection*” area on the right side next to your slide, **all objects on the selected slide** are displayed, such as headlines, text captions, buttons, etc.
- Here, you can select the respective objects to rename them for clear identification or to adjust them:



Please make sure that 'Selection' is enabled under 'View' in the tab for this view.



Note: We recommend always giving each object a clear name, such as “headline” , “back_button” or “start_button”. This makes it easier to assign interactions or effects correctly later on.

ActivePresenter – General Options

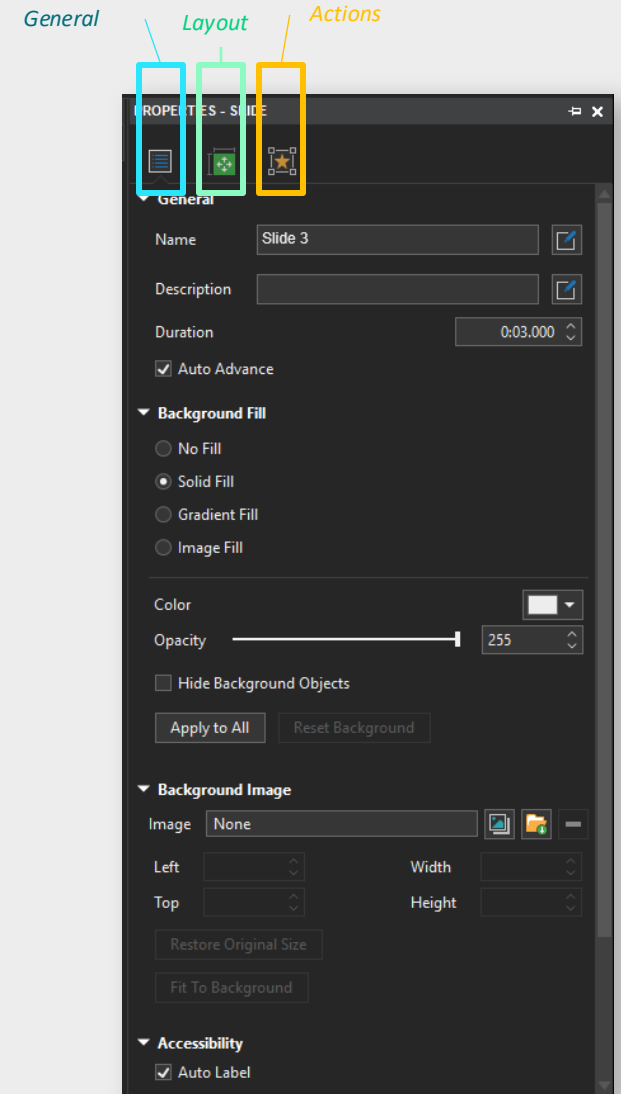
- In the Properties window (*“Properties Slide”*) on the right side of a slide, you can set the **general options** for your slide under *“General”*
- For example, if you do not want your slides to **advance automatically**, please **uncheck** the *“Auto Advance”* checkbox.

Note: Make sure that no object is selected on the respective slide so that the general properties of the slide are displayed.

- You would need to apply this procedure to each individual slide
(Trick: By using the keyboard shortcut Ctrl + A, you can select all slides at once.)

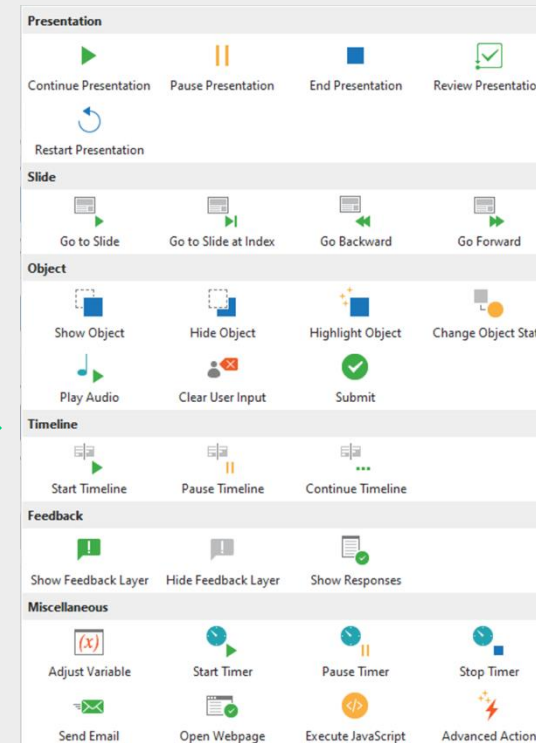
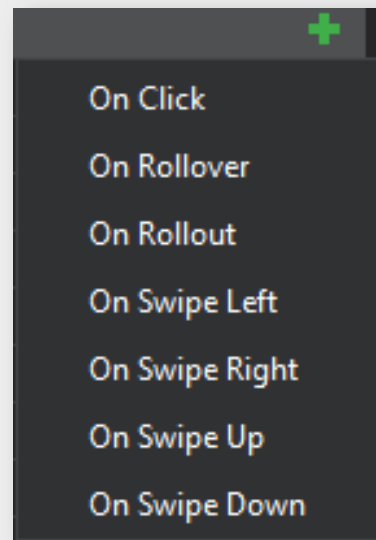
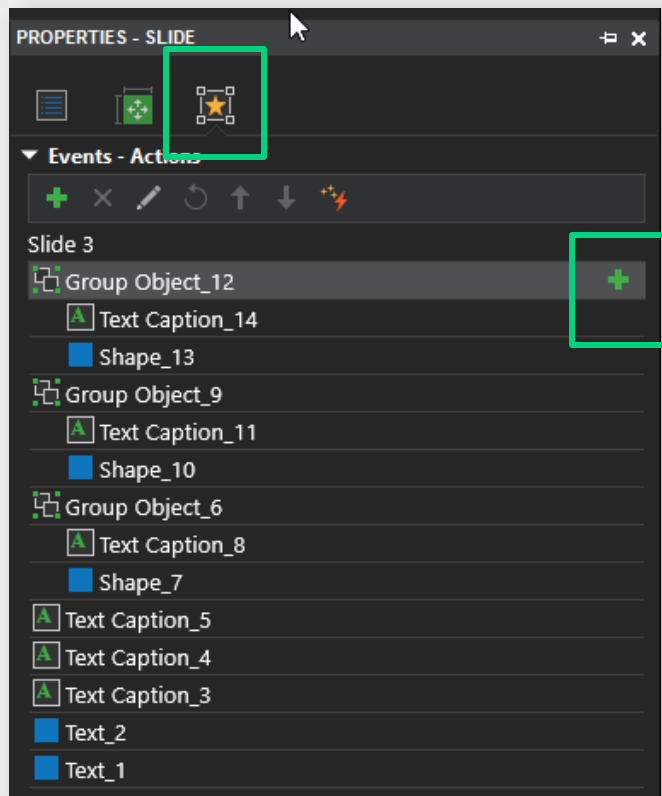
Is the *“Properties Slide”* -window not displayed?

In this case, please go to the *“View”* tab and make sure that *“Properties”* is checked (see slide 5 of this presentation).



ActivePresenter – General Options

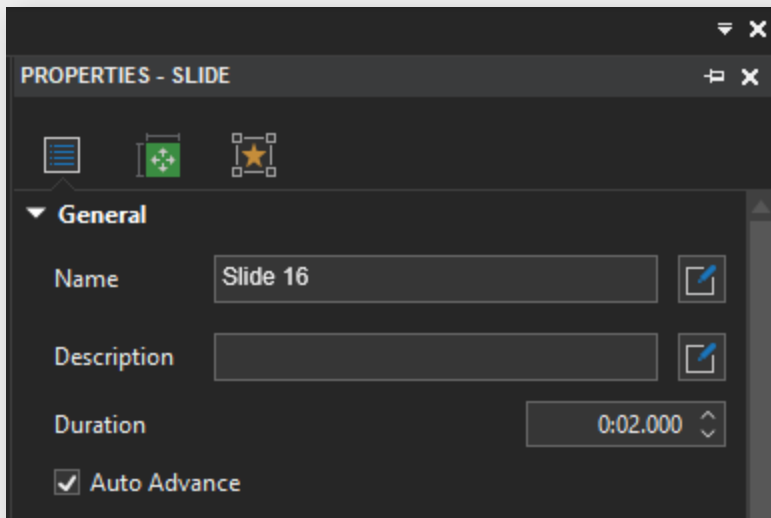
- In the “Actions / Interactivity” -section (= Symbol with the **star**) you can implement various interactions for the objects in your presentation. To do this, click the green **+** symbol:
- Here, you can decide which entry will trigger the interaction:



Note: The next section explains in detail how to implement a button interaction.

ActivePresenter – General Options for the last slide

- Please remember to keep the “Auto Advance” checkbox enabled for the last slide of your presentation.
- This option ensures that your module is interpreted by our system as *passed* or *not passed*:
 - set the duration to 2 seconds (this means it will take two seconds for the LMS to determine whether the user has passed or failed the module).
 - a very important option that you should pay attention to if you want to use ActivePresenter.

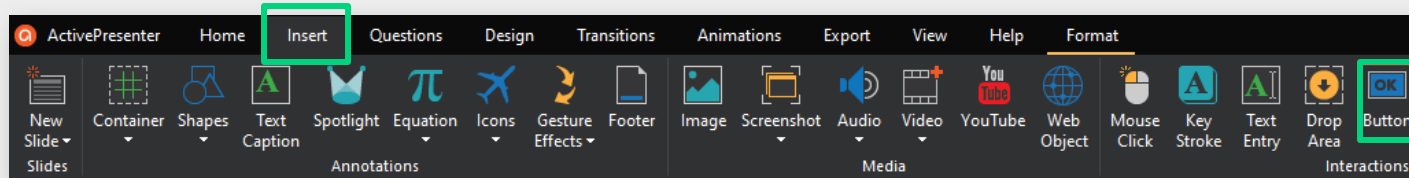


Button-Interaction / Navigation

ActivePresenter – Button-Interaction

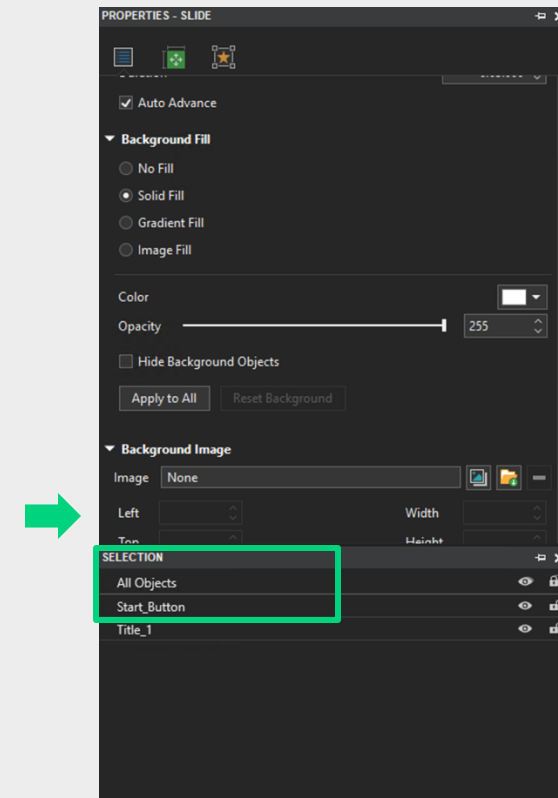
- one interaction type you need to implement is the **forward/backward navigation** for each slide using buttons:

- click on the tab “Insert”
- click on “Button”



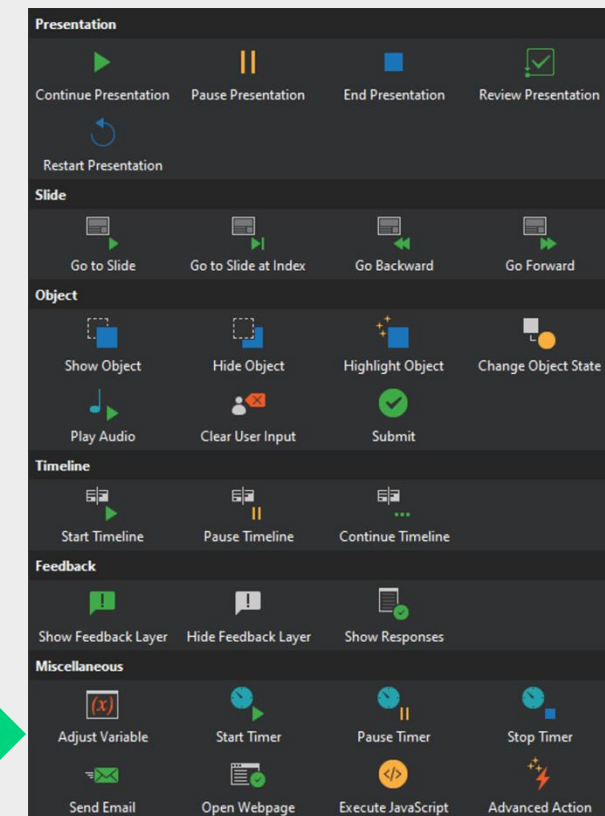
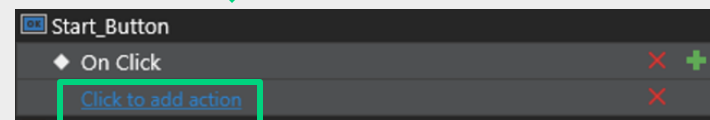
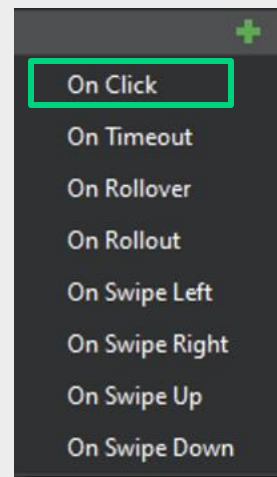
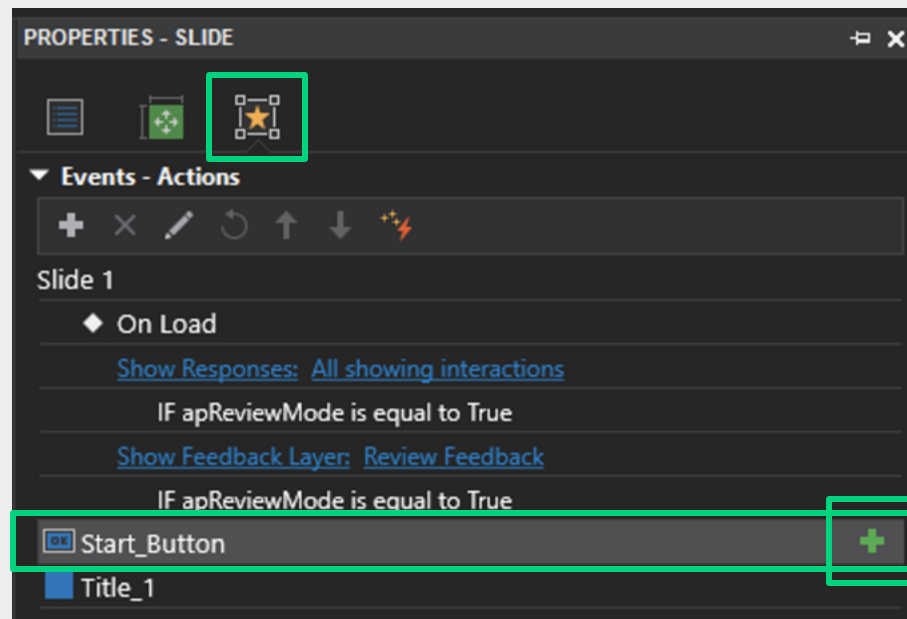
- place the button on the slide by clicking on it and dragging it to the appropriate size. Rename the button to match its function, such as “Start module”, “Next”, “Back”, etc.

→ Also, change the label of the button under “Selection” so that you can maintain an overview of the objects on the slide.



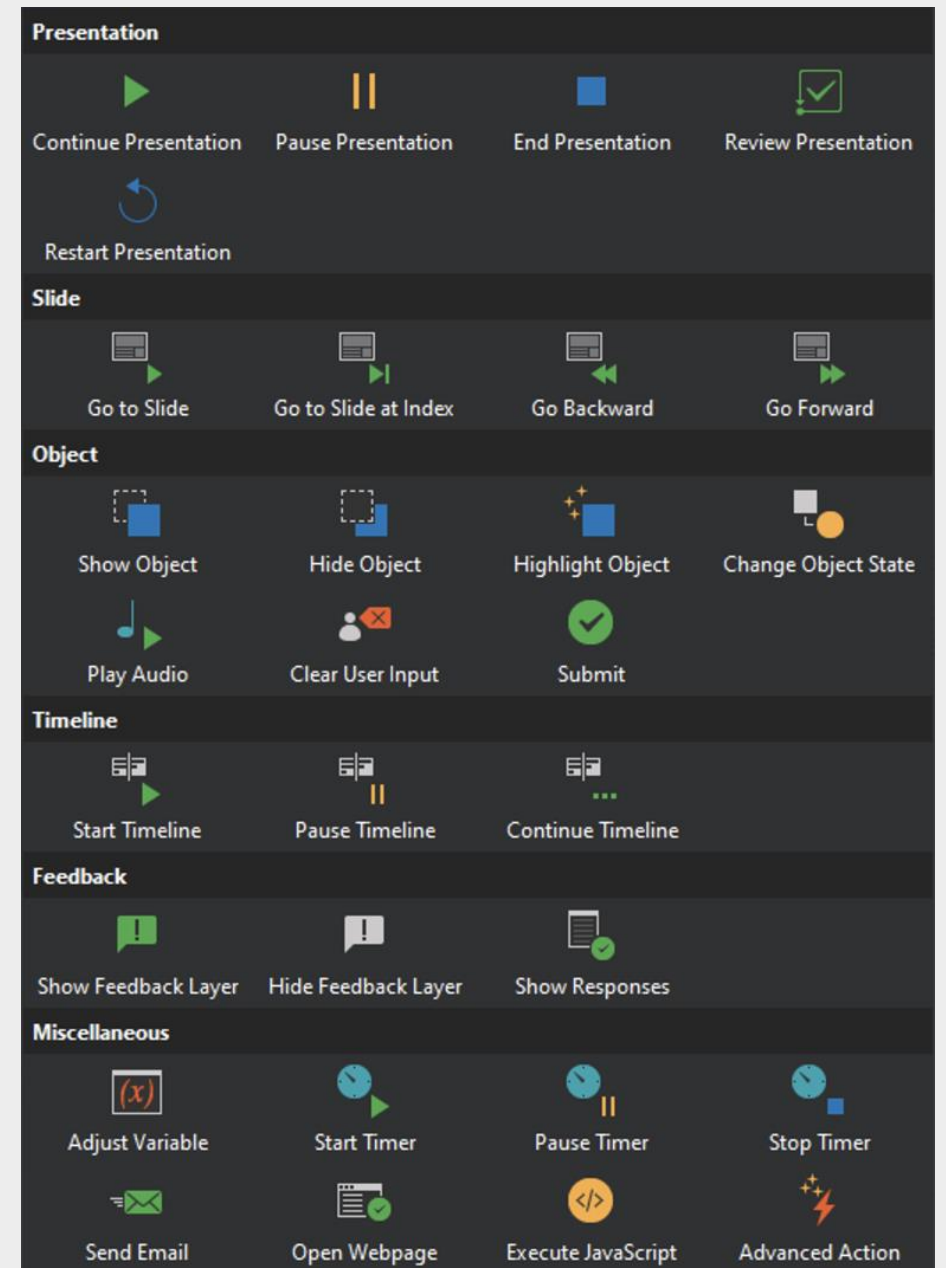
ActivePresenter – Button-Interaction

4. In the “Interactivity” window of the slide, you will now find your created button and can assign an interaction to it.
5. Click the green + symbol next to the button in the “Selection” window to **add an interaction (“Event”)**:



ActivePresenter – Button-Interaction

6. Select the desired interaction for the button, depending on its function:

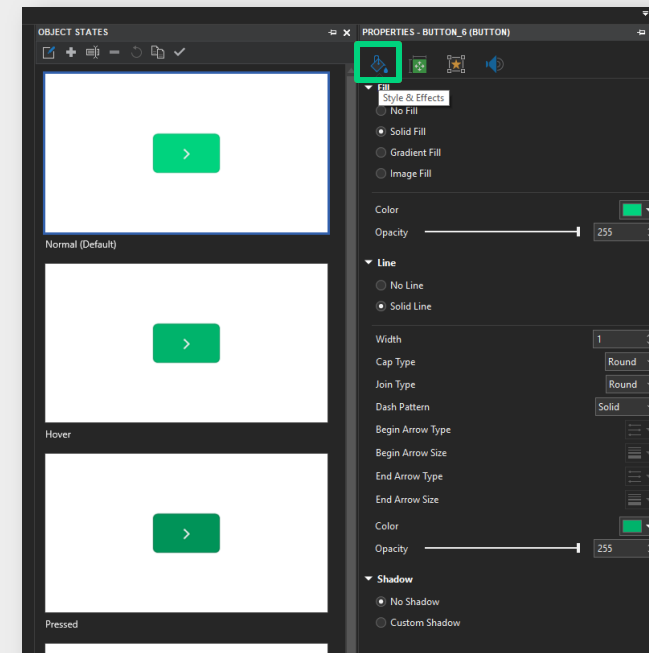
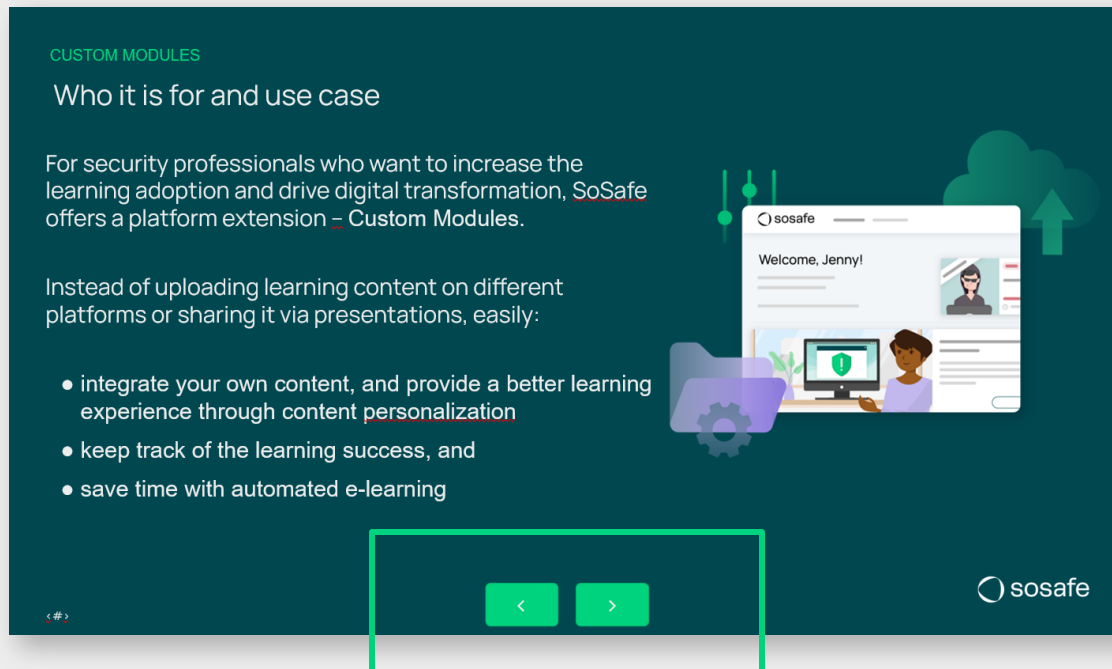


Button-Interaction Example

Button-Interaction – Example

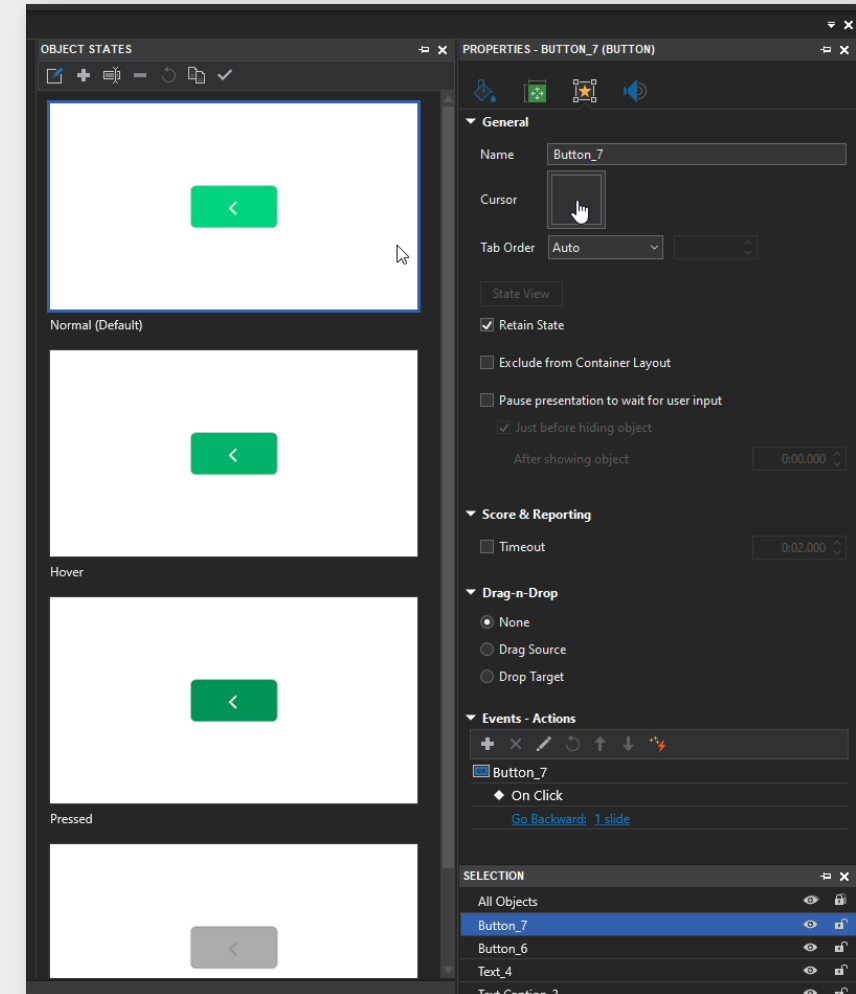
- In this example, we chose a **classic navigation with arrow symbols** for the forward and backward interactions with the buttons. The advantage of using arrow symbols is that they do not need to be adjusted for different languages.

- Make sure to place your buttons in a way that they do not interfere with your content.
- You can adjust the color of the buttons in the “*Style & Effects*” section as desired.



Button-Interaction – Example

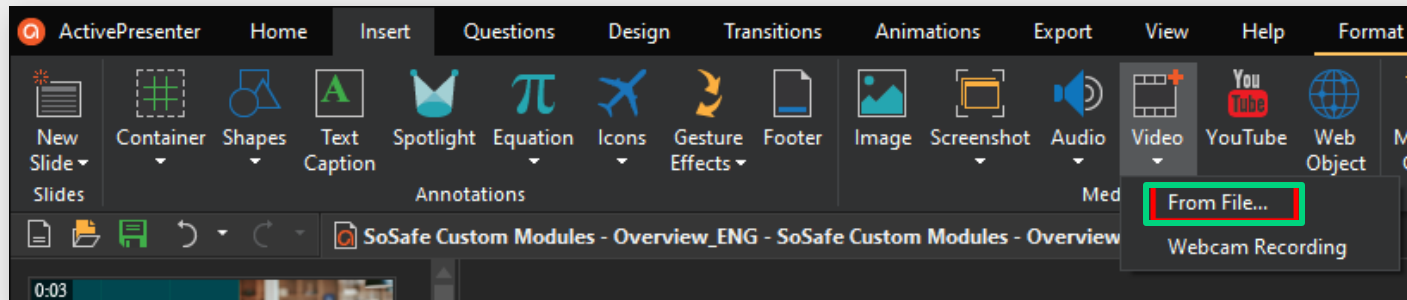
- for the “Back”-button, implement the following interactions in the event window:
“On Click” -> Action: “Go Backward”
- for the “Forward”-button, implement the opposite interaction:
“On Click” -> Action: “Go Forward”
- ➔ You can now copy and paste your two buttons either into your slide master or onto each slide (the interactions you implemented will remain intact).
- Note: Remember to delete the “Back”-button on the first slide and the “Forward”-button on the last slide.



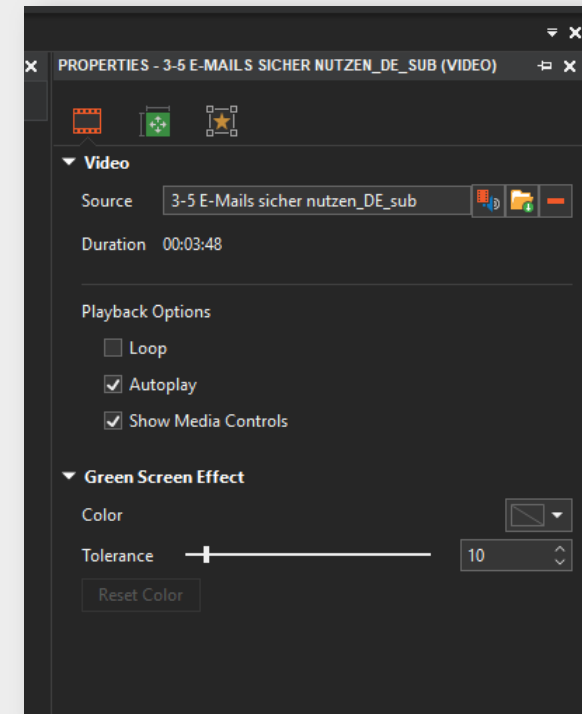
Video Implementation

ActivePresenter – Video implementation

- If you want to insert a video into your presentation, make sure it is in **.mp4 format**.
- By navigating to the “*Insert*” tab and clicking on “*Video from File...*”, you can select a file from your Explorer.



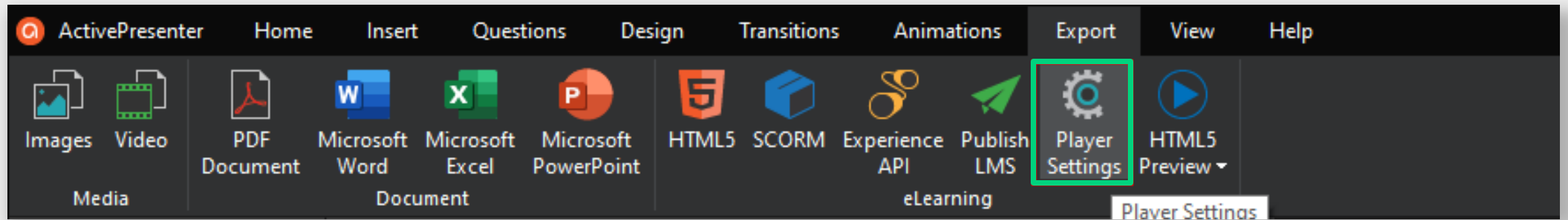
- When you click on the video in the selection window, you can choose whether the video should play automatically or if you want to enable media controls.
- By selecting the video-frame on the slide, you can adjust its size and position.



Player Settings

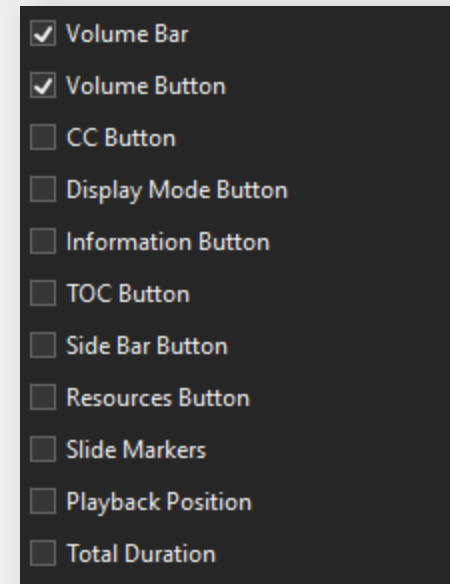
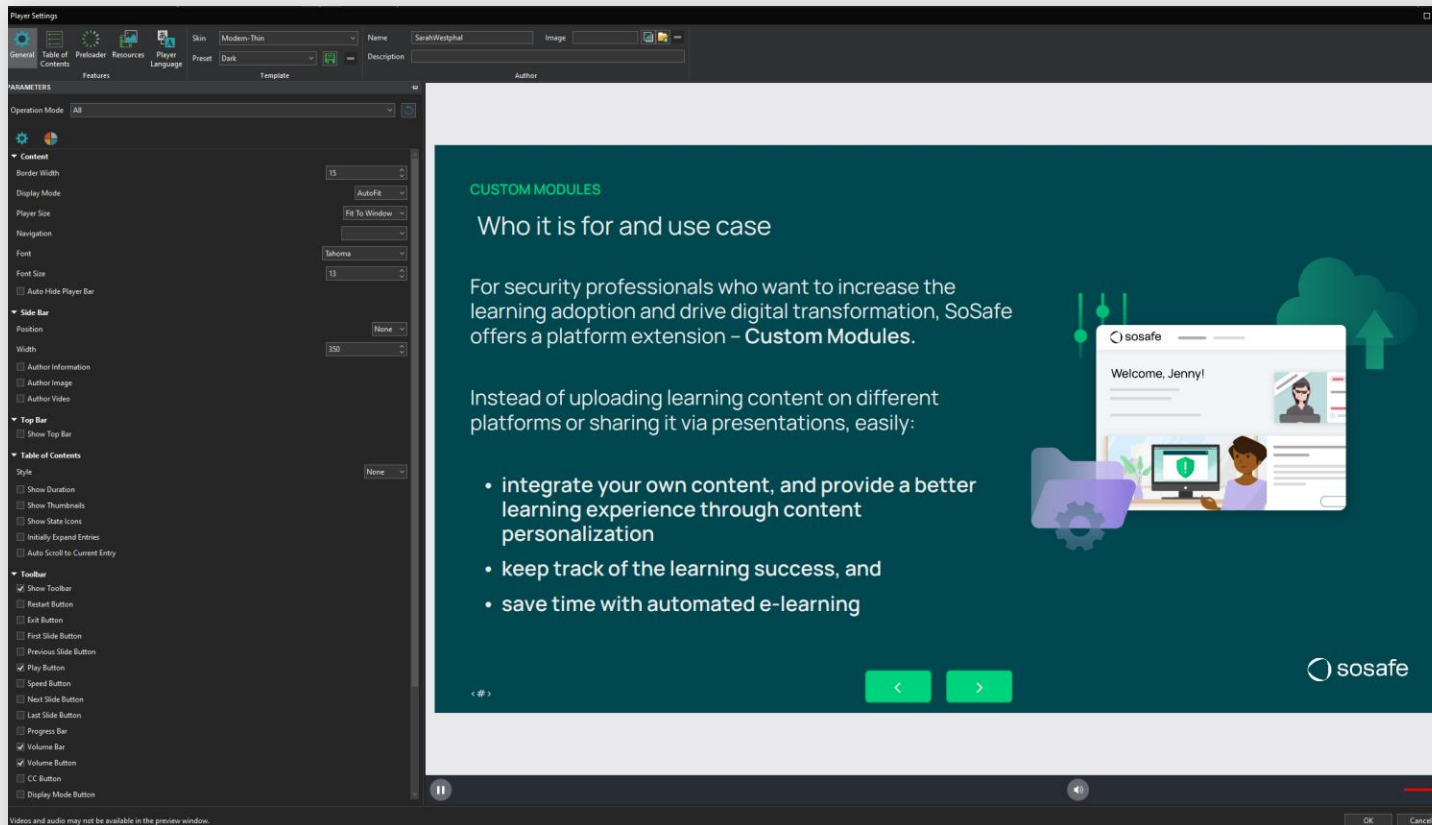
ActivePresenter – Player Settings

- Now, you can adjust your player settings by clicking on “*Player Settings*” in the “*Export*” tab:



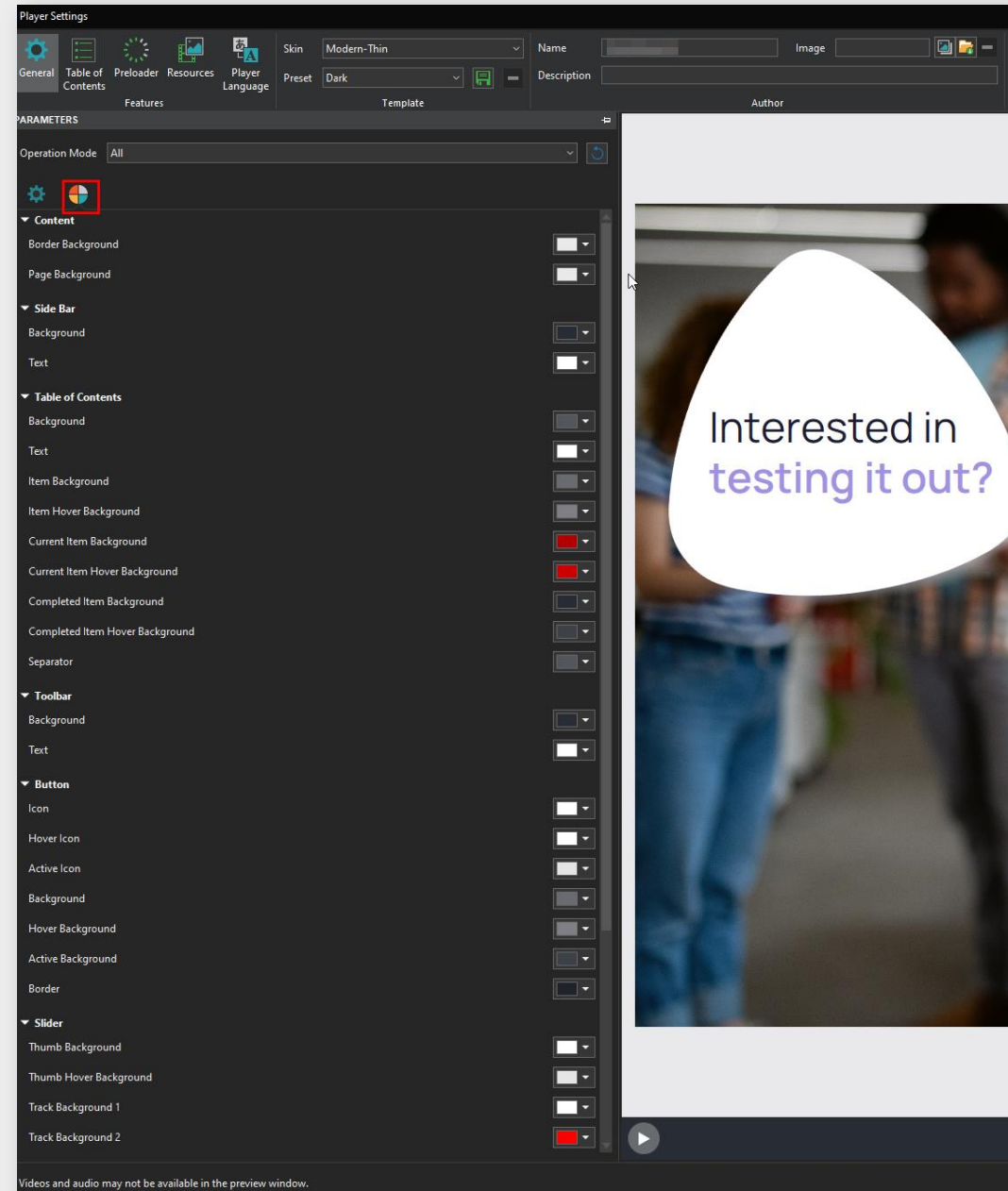
ActivePresenter – Player Settings

- We recommend **disabling the sidebar** and **top bar** and using these integrated buttons (if your presentation does not contain audio, you can also disable the entire bottom toolbar):



ActivePresenter – Player Settings

- You can customize the colors in the “*color parameters*” section to match your organization's **branding**.



SoSafe Platform

- Here you can see which buttons are implemented by default on our platform:
 - Button *“Close Content / Module”*
 - Button *“Maximize Window”*

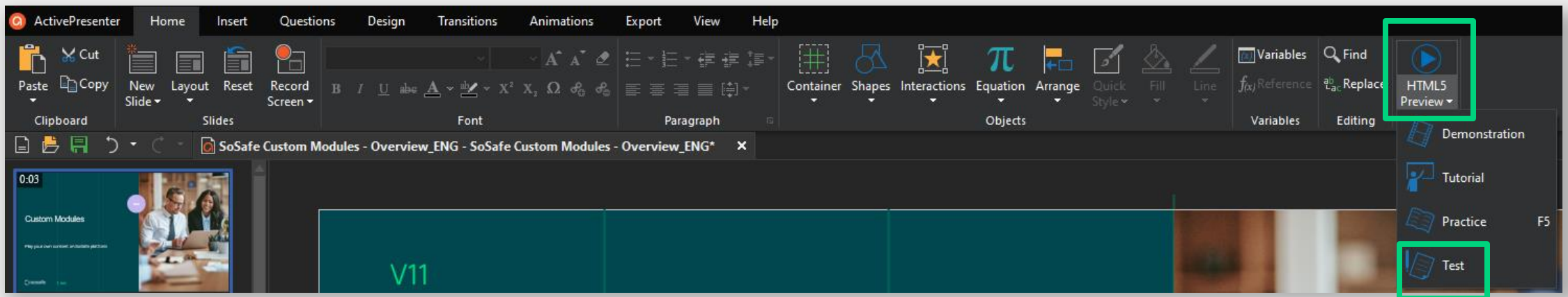


- Note: Within the ActivePresenter player, these buttons are not needed.

Preview

ActivePresenter – Preview

- On the “*Home*” tab, you can now preview your presentation.
- We recommend creating the preview in **test mode**, as you will **later export your module in test mode** as well.

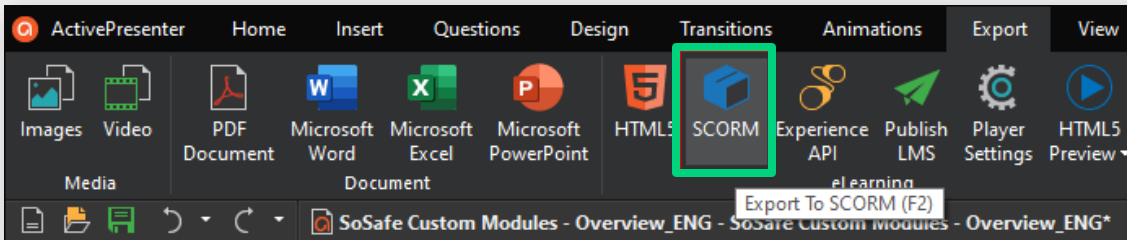


Export

PPT TO SCORM CONVERSION

ActivePresenter – Export

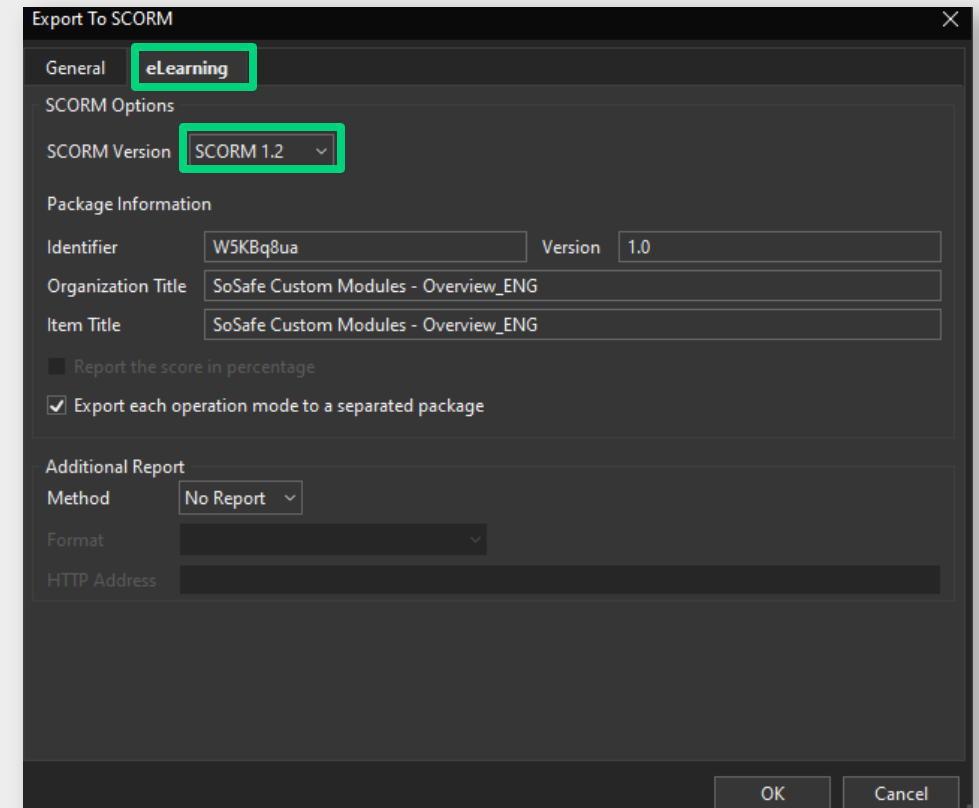
→ Once you are satisfied with the look of your presentation you can export your module with clicking on “**Export**” → “**SCORM**”:



- 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

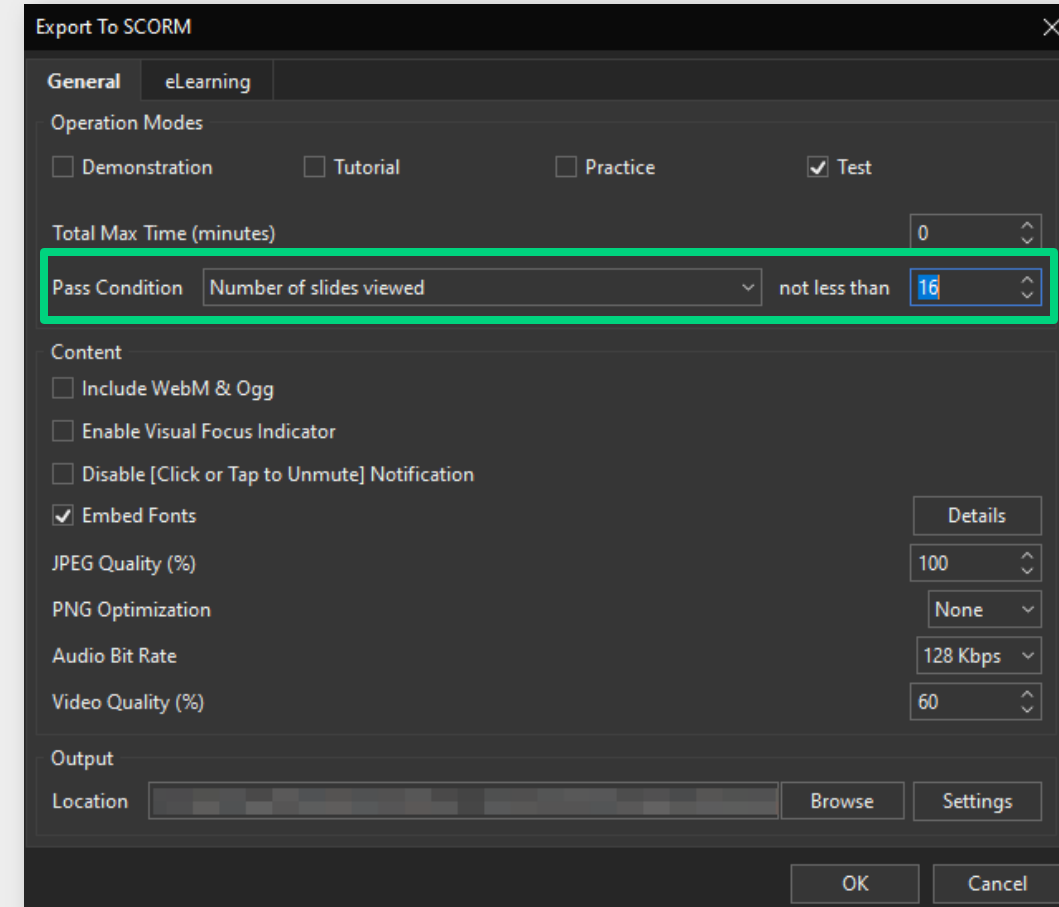
→ You can also type in your company name and presentation title



ActivePresenter – Export

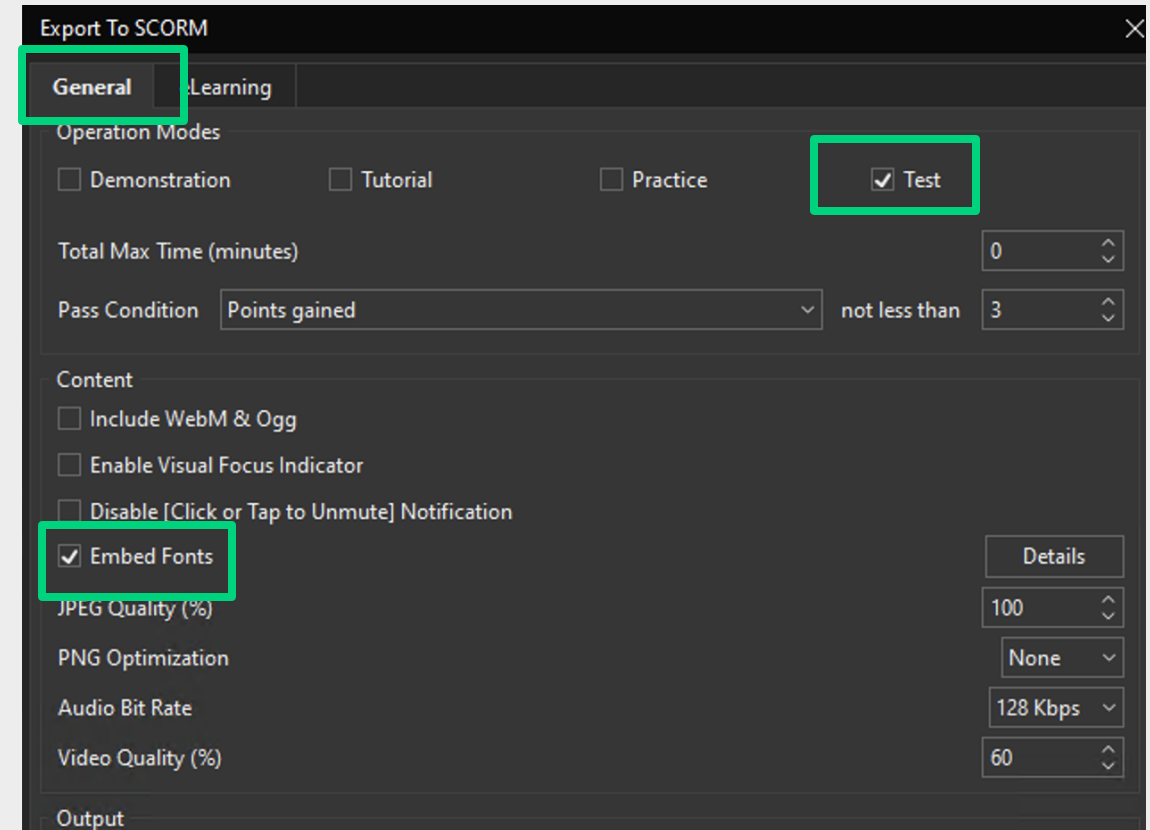
- **Option 1 (without quiz part):**
Come back to the "General" tab and adjust your **Pass Condition** to the **number of slides** that are available in your presentation

→ A presentation for example contains 16 slides:
"number of slides viewed" → "not less than: 16"
(only choose this if your presentation doesn't contain a quiz part)
- **Option 2 (with 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.



ActivePresenter – Export

- General Settings:
 - check only the box for the operating mode **test**
 - check the box for **embedding fonts**
 - choose an export location
 - click “OK”



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** on our platform

Quiz

Active Presenter – Quiz Implementierung

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

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

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

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

Wishing you great success in
creating your module!

Amateurs hack systems, professionals hack people.

Bruce Schneier

Expert in Cryptography
and Computer Security
Harvard University



SoSafe SE
Lichtstrasse 25a,
50825 Cologne

sosafe-awareness.com
info@sosafe.de



THE
EUROPAS

