

*IS\_LT ???? Fall, 2013 3 Hours*

***Instructor Information:***

*Jamie Becker, M.Ed.*

***Course Description***

The purpose of this course is to introduce students to and provide knowledge of Adobe Captivate, the industry-leading eLearning authoring software. This course will cover topics such as understanding the workspace, building a basic presentation, animating with the Timeline, using audio and video, adding interactive elements, quizzing, and publishing the project. At the end of this course, you will have produced a fully-functional eLearning project and have a basic comprehension of eLearning.

***Course Objectives***

Upon the successful completion of this course, a student will be able to:

- Demonstrate proficiency with Adobe Captivate by completing a series of projects
- Identify issues that can occur with eLearning media and identify plausible solutions
- Apply learning and instructional design theories to complete an eLearning project

***Rationale***

This program is a standard in the eLearning industry, and the project you complete can be used as experience designing projects with Adobe Captivate. It is important to have experience with this program, as a number of companies expect that you will have background knowledge of this program.

***Prerequisites***

Students should have taken Introduction to Web Development and Introduction to Digital Media prior to taking this course, or can demonstrate the following knowledge and skills:

- Basic computer literacy
  - word processing skills, email, attaching files, web browsing
- Use of audio and visual software

- Ie. Adobe Photoshop, Audacity, iMovie, Adobe Premiere, etc.
- Setting up hyperlinks
- Inserting graphics
- Importing media

Note: These can be accomplished within WYSIWYG software (ie. Dreamweaver) but it is *highly desired* that the student have knowledge of basic HTML/CSS. Please contact me prior to the end of the first week of class if you have questions regarding these prerequisites requirements.

## ***Textbook/Media/Readings***

### ***Required***

Elkins, D., & Pinder, D. (2012). E-learning uncovered: Adobe captivate 6. CreateSpace Independent Publishing Platform.

### ***Recommended***

It is HIGHLY recommended, though not required, that you get a Lynda.com subscription. Their Captivate Essentials training is very helpful in understanding various functions of Adobe Captivate.

Another alternative is to search for YouTube videos. There are some good submissions regarding Captivate 6, which may be helpful as you progress through the course.

### ***Other Readings***

Other readings relevant to this course will be provided to you through Sakai or the Electronic Reserve System (E-Res) <http://eres.missouri.edu>

## ***Online Course Access***

You may access this course via <http://courses.missouri.edu>. Under course login, select ePortfolios and enter your pawprint and password. If you have difficulty logging into the course or you do not see the course listed, please contact Mizzou IT Help Desk at 573-882-5000. It is recommended that you view the course using Mozilla Firefox.

## ***Software***

### ***Adobe Captivate***

You can download a 30-day trial at <http://www.adobe.com/products/captivate.html>. However, since you will need this software for the whole 16 weeks of the course, you will need to purchase the software. The student and teacher edition pricing is \$299. You will need to verify your academic eligibility in order to get the software at this price.

### ***File Transfer Protocol (FTP) Software***

Secure FX is recommended for Windows, FetchFTP for Mac. All are free software downloads from [myservices.missouri.edu](http://myservices.missouri.edu)

### ***Bengal***

All students are required to have a Bengal account. This is a free account supplied by the university. To request a Bengal account, go to <http://doit.missouri.edu/hosting/web.html>.

### ***Expectations***

#### ***What to Expect from a Technology-Enhanced Course***

There is NO classroom component to this course. You are responsible for your learning! It is essential that you access the course site Monday through Friday for course announcements, interact with your small discussion group, submit assignments, etc.

#### ***What the Instructors and Your Peers Expect from You***

By enrolling in this course, you have agreed to contribute to weekly discussions by accessing the Discussion Board regularly (2-3 times per week, Monday through Friday). This will require a team effort, with respect and help for each other, as we build a community of learners. We also expect that you will have a foundational understanding of Internet terms and functions. All general class correspondence should be submitted to the relevant Discussion Board forum; only personal or confidential matters should be directed to the instructor in e-mail.

#### ***What You May Expect from the Instructor***

Monitor and facilitate class discussions (Monday through Friday), respond to private questions within 24 to 48 hours, provide timely feedback on written assignments and projects, and help build a learning community.

### ***Assignments/Grading Scale***

A separate document will be provided for specific assignments and applicable grading.

#### ***Grading Scale***

97-100%	=	A+	73-76%	=	C
93-96%	=	A	70-72%	=	C-
90-92%	=	A-	67-69%	=	D+
87-89%	=	B+	63-66%	=	D

83-86%	=	B	60-62%	=	D-
80-82%	=	B-	0-59%	=	F
77-79%	=	C+			

### *Late Work Policy*

Late work will automatically be lowered by 25%. Assignments more than 3 days late will not be accepted unless **prior** arrangements have been made. If you have circumstances that affect your ability to complete assignments, please contact me **at least 3 days in advance** of the due date.

### *Time Zone*

Time zone is not a relevant excuse for late work. All work is due at 11:59pm CST on the date it is due.

### *Online Class Netiquette*

Your instructor and fellow students wish to foster a safe on-line learning environment. All opinions and experiences, no matter how different or controversial they may be perceived, must be respected in the tolerant spirit of academic discourse. You are encouraged to comment, question, or critique an idea but you are not to attack an individual.

Our differences, some of which are outlined in the University's nondiscrimination statement below, will add richness to this learning experience. Please consider that sarcasm and humor can be misconstrued in online interactions and generate unintended disruptions. Working as a community of learners, we can build a polite and respectful course ambience.

### *Academic Integrity Policy*

Academic honesty is fundamental to the activities and principles of a university. All members of the academic community must be confident that each person's work has been responsibly and honorably acquired, developed, and presented. Any effort to gain an advantage not given to all students is dishonest whether or not the effort is successful. The academic community regards academic dishonesty as an extremely serious matter, with serious consequences that range from probation to expulsion. When in doubt about plagiarism, paraphrasing, quoting, or collaboration, consult the course instructor.

Academic Dishonesty includes but is not necessarily limited to the following:

- A. Cheating or knowingly assisting another student in committing an act of cheating or other academic dishonesty.
- B. Plagiarism which includes but is not necessarily limited to submitting examinations, themes,

reports, drawings, laboratory notes, or other material as one's own work when such work has been prepared by another person or copied from another person.

- C. Unauthorized possession of examinations or reserve library materials, or laboratory materials or experiments, or any other similar actions.
- D. Unauthorized changing of grades or markings on an examination or in an instructor's grade book or such change of any grade report.

**Academic Integrity Pledge:** "I strive to uphold the University values of respect, responsibility, discovery, and excellence. On my honor, I pledge that I have neither given nor received unauthorized assistance on this work." Students are expected to adhere to this pledge on all graded work whether or not they are explicitly asked in advance to do so.

The University has specific academic dishonesty administrative [procedures](#). Although policy states that cases of academic dishonesty must be reported to the Office of the Provost for possible action, the instructor may assign a failing grade for the assignment or a failing grade for the course, or may adjust the grade as deemed appropriate. The instructor also may require the student to repeat the assignment or to perform additional assignments. In instances where academic integrity is in question, faculty, staff and students should refer to [Article VI of the Faculty Handbook](#). Article VI is also available in the [M-Book](#). Article VI provides further information regarding the process by which violations are handled and sets forth a standard of excellence in our community.

### ***University of Missouri Notice of Nondiscrimination***

The University of Missouri System is an Equal Opportunity/ Affirmative Action institution and is nondiscriminatory relative to race, religion, color, national origin, sex, sexual orientation, age, disability or status as a Vietnam-era veteran. Any person having inquiries concerning the University of Missouri's compliance with implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act of 1990, or other civil rights laws should contact the Assistant Vice Chancellor, [Human Resource Services](#), University of Missouri, 1095 Virginia Avenue, Columbia, Mo. 65211, 573/882-4256, or the Assistant Secretary for Civil Rights, U.S. Department of Education.

### ***Students with Disabilities (Residential & Online Courses)***

If you anticipate barriers related to the format or requirements of this course, please let me know as soon as possible.

If disability related accommodations are necessary (for example, a note taker, extended time on exams, captioning), please register with the Office of Disability Services (<http://disabilityservices.missouri.edu>), S5 Memorial Union, 573-882-4696, and then notify me of your eligibility for reasonable accommodations. For other MU resources for students with disabilities, click

on “Disability Resources” on the MU homepage.

### ***Intellectual Pluralism Statement***

The University community welcomes intellectual diversity and respects student rights. Students who have questions concerning the quality of instruction in this class may address concerns to either the Departmental Chair or Divisional leader or Director of the [Office of Students Rights and Responsibilities](http://osrr.missouri.edu/) (<http://osrr.missouri.edu/>). All students will have the opportunity to submit an anonymous evaluation of the instructor(s) at the end of the course.

### ***Grievance Policy***

Information concerning student grade appeal procedures and non-academic grievances and appeals may be found in the Student Handbook.