

Best Practices: Using PowerPoint to Develop eLearning for the UC Learning Center

Seminar

Prepared for the Department of Nursing Education
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Course Description

To provide Subject Matter Experts (SME's) with a suggested eCourse content development process, and work in partnership with UCSF Learning Services to produce effective eLearning.

Objectives

- Understand the **Learning Management System (LMS)**.
- Understand **Instructional Design** methodology.
- Apply key concepts in **writing** and preparing **content** for eCourses.
- Apply techniques to create an **Outline** in MS Word using **styles**.
- Create **PowerPoint** slides from a Word outline.
- Apply the UCSF Medical Center PowerPoint Nursing **theme** (i.e Nursing2013.thmx).
- Understand the Captivate Development Process.

Sections

1. Learning Management System (LMS)
2. Instructional Design
3. Microsoft Word
4. Microsoft PowerPoint
5. Adobe Captivate

Download Files

 [Course Outline and Exercises](http://tinyurl.com/cks34d7)

- tinyurl.com/cks34d7

 [PowerPoint theme \(i.e Nursing2013.thmx\)](http://tinyurl.com/anjzln)

- tinyurl.com/anjzln

Key Terms

- **SumTotal**
 - UC Learning Center – Learning Management System (LMS)

- **Instructional Design**
 - The art and science of creating "instructional experiences which make the acquisition of knowledge and skill more efficient, effective, and appealing."
 - [Glossary of E-Learning Terms](#)

- **Cognitive learning**
 - Includes creating mental representations of physical objects and events, and other forms of information processing.

- **Word Style Sheets**
 - Preset font and layout settings to give a standardized look to Word documents.

- **PowerPoint Templates (.potx)**
 - Pattern or blueprint of a slide or group of slides that contain layouts, theme colors, theme fonts, theme effects, background styles, and even content.

- **PowerPoint Themes (.thmx)**
 - File that contains preset slide layouts with coordinating colors, a matching background, fonts, styles and effects.

Course Outline

1. Learning Management System (LMS)

- **Objective**
 - Understand the Learning Management System (LMS).
- **Topics**
 - What is SumTotal?
 - Browser Compatibility
 - Learning Services (LS) Templates
 - HTML
 - Captivate

2. Instructional Design

- **Objectives:**
 - Understand Instructional Design methodology.
 - Apply key concepts in writing and preparing content for eCourses.
- **Topics**
 - Adapting Materials
 - Writing eLearning for the Screen
 - eCourse Model
 - Learning Objectives
 - Introduce Key Terms
 - Assessments

3. Microsoft Word

- **Objective**
 - Apply techniques to create an outline in MS Word using styles.
- **Topics**
 - Content Development Process (suggested)
 - Word > PowerPoint > Captivate
 - Write and Edit Content in Word
 - Create Outline in Word
 - Apply Styles
 - Heading 1, 2, 3
 - Insert Hyperlinks (option)

(cont'd)

Course Outline *(cont'd)*

4. Microsoft PowerPoint

- **Objectives**

- Create PowerPoint slides from a Word outline.
- Apply the UCSF Medical Center PowerPoint template and Nursing theme.

- **Topics**

- Import Word Outline into PowerPoint
- Apply Theme (Nursing2013.thmx)
- Edit text in Outline View
- Use Text Placeholders vs. Text Boxes
- Change Layouts
- Clipart vs. Photos
- Insert Images in Placeholders
- Include Links and PDF files

5. Adobe Captivate

- **Objectives**

- Understand the Captivate Development Process

- **Topics**

- What is Adobe Captivate?
- Captivate vs. Articulate
- Screen Size
- PowerPoint to Captivate Process
- Alpha/Beta Testing in the LMS

6. Links and Resources

- **Instructional Design / eLearning**

1. [The ABCDs of Writing Instructional Objectives](#)
2. [Blooms Taxonomy Goes Digital](#)
3. [CDC's E-Learning Essentials](#)
4. [Chunking Information for Instructional Design](#)
5. [Effective Practice with e-Learning](#)
6. [E-Learning Methodologies: A guide for designing and developing e-learning courses](#)
7. [Glossary of E-Learning Terms](#)
8. [Here's Why Slide Count is Irrelevant to Your E-Learning Course](#)

- **Word**

1. [Creating PowerPoint Outlines in Microsoft Word 2010](#)

- **PowerPoint**

1. [Import Outlines in PowerPoint 2010](#)
2. [Insert Picture in PowerPoint 2010](#)
3. [Change Slide Layout in PowerPoint 2010](#)
4. [Outline Pane Options PowerPoint 2010: Part I, II, III](#)
5. [Text Placeholders vs. Text Boxes in PowerPoint 2010](#)

- **UCSF**

1. [Consent for Photography / Authorization for Publication](#)
2. [UCSF Photo and Media Consent Form Implementation Q & A](#)

- **Learning Services**

 [Course Outline and Exercises](#)

- tinyurl.com/cks34d7

 [PowerPoint theme \(i. e Nursing2013.thmx\)](#)

- tinyurl.com/anjlzln

7. Learning Services Contacts

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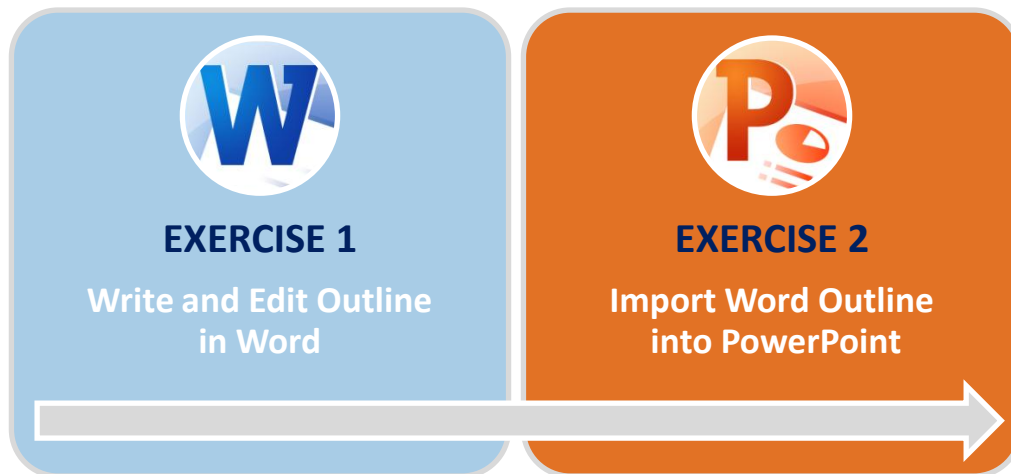
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Exercises





Exercise 1: Create an Outline in Word

Objective

- Apply techniques to create an **Outline** in MS Word using **styles**.

Key Terms

- Word Styles
 - A **style** is a set of formatting characteristics, such as font name, size, color, paragraph alignment and spacing. Some styles even include borders and shading.

Links Resources

- [Creating PowerPoint Outlines in Microsoft Word 2010](#)

Activity

1. **COPY** and **PASTE** the “**eCourse Model**” outline on the next page to a separate Word file.
2. **SAVE AS** “**ex1Outline.docx**” to your desktop.
3. Use the **Styles Pane** and/or **Outline View** to assign styles as specified (heading 1, etc)
4. **SAVE** and **CLOSE** **ex1Outline.docx** when complete.

eCourse Model (heading 1)

- **Course Title** (heading 1)
- **Course Description** (heading 1)
- **Course Objectives** (heading 1)
 - Section 1 Objectives (heading 2)
 - Section 2 Objectives (heading 2)
- **Key Terms** (heading 1)
- **Section 1** (heading 1)
 - Overview/Objectives (heading 2)
 - Corresponds with Course objectives (heading 3)
 - Topic 1 (heading 1)
 - Content (heading 2)
 - Review (heading 1)
 - Corresponds with Section 1 objectives (heading 2)
 - Assessment (heading 1)
 - Scenario 1 (heading 2)
- **Links Resources** (heading 1)
 - PDF and Websites (heading 2)
- **Certificate** (print from LMS) (heading 1)
- **Course Evaluation** (LS) (heading 1)



Exercise 2: Import Word Outline into PowerPoint

Objectives

- Create **PowerPoint** slides from a Word outline.
- Apply the UCSF Medical Center PowerPoint Nursing **theme** (Nursing2013.thmx).

Key Terms

- PowerPoint Theme (.thmx)
 - A **theme** is a set of design elements, including backgrounds, colors, and fonts that give your presentation a professionally designed feel.

Links Resources

- [Import Outlines in PowerPoint 2010](#)

Activity

A. How to Import a Word Outline into PowerPoint

Prep: Make sure your **exOutline.docx** is closed.

1. Create a **New** PowerPoint File
2. **SAVE AS** **ex2Slides.pptx**
3. **SELECT** Home Tab
4. **SELECT** New Slide
5. **SELECT** Slides from Outline
 - a. Navigate to your Word Outline: **exOutline.docx**

B. How to Apply a PowerPoint Theme

1. **SELECT** Design Tab
2. **SELECT** Theme Group
3. **CLICK** Browse For Themes
4. Locate file: **Nursing2013.thmx**
5. Adjust Slides in **Outline View**

Extra Credit: Change Slide Layouts