

Syllabus
EDIT 575 Section WT2: Captivate (1-Credit)

DAYS / TIME / LOCATION	INSTRUCTOR: Wanda Mally
Online January 7 – 11 Project wrap-up January 14 – 16 Course wrap-up January 17 – 18	Email Address: wmally@gmu.edu Phone Number: (207) 738-2414; (207) 738-2449 (FAX) Teleconference and Online Office Hours by Appointment

Course Description

EDIT575 is an overview of Adobe Captivate 3 and Captivate 2. Many of the features found in these two versions are the same. Some of the topics included will show where/how they differ. For purposes of this course, students are encouraged to either purchase the software or download the latest trial version from Adobe.com.

Please note the official course length is 5 days. However, you have the option of taking 3 days to complete your final project followed by participation in a 2-day project showcase. If you are not available to participate in the activities scheduled from 1/14-1/18, you must notify me by 1/8 and complete all coursework **no later than 1/13**. If you decide to take advantage of the 1/14-1/18 period you must turn in your project by 1/16 and participate in the showcase or you will forfeit 50% of your final project points.

Delivery Format

All course activities for the semester will be held online. The course will be conducted using an asynchronous format consisting of the following:

- Instructor-provided materials and demonstrations
- Assigned readings & research using online help
- Hands-on activities & assignments
- A final project/presentation hosted online

A discussion board topic called “Captivate FAQs & Tips” has been set up to share all questions and discoveries that we encounter during the one-week course. Please feel free to access it to post and/or look up information.

Instructor office hours are available by appointment and can be conducted via telephone or via a private WebCT chat forum.

Course Objectives

Upon completing the course, students will be able to create a Captivate tutorial that incorporates the use of:

- Visual effects and/or other techniques such as captions and highlights to aid the viewer
- Customized slide properties
- Graphics
- Audio
- Branching
- Interactivity
- Graded assessment (quizzing)

Additionally, students will be able to use the timeline to edit and control slide objects.

Resources Required by Students

To successfully participate in the course, Students are required to have:

- Internet access
- A WebCT Account
(Go to <http://www.irc.gmu.edu/coursetools/webct/quickstart.html> to review system requirements for running WebCT from your home)
- A GMU Email Account

Required Software and Course Texts

- Students will be required to purchase or have access to **Captivate, version 3 or 2**.
- Students will be required to use the online help that accompanies the software.
- You will also need Flash Player 7 (or later), web browser software and Acrobat Reader for viewing various lecture materials and multimedia demos.

Schedule of Topics

The following is a summary of the topics and activities covered in the course.

Session	Dates	Topics / Activities / Assignments	
1 “Getting Started (1/7)”	Jan 7 (Student/Instructor intro discussion runs 1/7 – 1/8. Late postings will not receive credit)	Verify access to WebCT and course content Student/Instructor intros (using WebCT discussion tool) (5 pts) Begin course materials and assignment for the “Getting Started (1/7)” session.	
2 “Graphics & Audio”	Jan 9	Begin materials and assignment for the “Graphics & Audio” session.	
3 “Branching & Interactivity”	Jan 11	Begin materials and assignment for the “Branching & Interactivity” session. Finish posting assignments 1-3. All assignments must be completed no later than 1/13. Each assignment submitted after that date will receive zero to half credit. Projects are also due on 1/13 if not participating in Jan 14-18 activities.	
Optional Period	Project wrap-up	Jan 14 - 16	Complete and post final project. Projects posted after the 16th will receive zero to half credit.
	Course wrap-up	Jan 17 - 18	Participate in Final Project Showcase Complete course evaluation

Assignments 1-3 are due no later than January 13th, even if you are participating in the January 14-18 activities. If you plan on not being available for the activities and deadlines from January 14-18, you must complete all coursework by January 13th. Notify me no later than January 8th if this applies to your circumstances.

Grading and Course Assignments

The following table is a schedule of the assignments and their point value towards your final grade. All assignments are due by midnight on the date specified. Late discussion postings, late assignments and/or projects, incomplete assignments and/or projects, and assignments and/or projects containing errors will receive zero to half credit.

Assignment and Due Date	Assignment Description	Grading (Points)
Participation in online discussion first 2 days of the course	Student / Instructor introductions will be held asynchronously. To receive 5 points for this activity, your participation in this discussion must occur no later than 1/8. Instructions for information that you must post are provided in the student/instructor intros discussion topic in WebCT.	5
Assignment 1 Due 1/13	Visual effects (highlights and cues)	10
Assignment 2 (Due 1/13)	Graphics and Audio	10
Assignment 3 (Due 1/13)	Branching and Interactivity	15
<p>Virtual Presentation of Project and Participation in Project Showcase</p> <p>If you are not participating in the 1/14-1/18 activities and showcase, your project & intro must be posted by midnight 1/13;</p> <p>If you are participating in the 1/14-1/18 activities and showcase, your project & intro must be posted by midnight 1/16;</p> <p>Showcase Starts 1/17 and continues through 1/18)</p>	<p>Create a Captivate project that includes tools/techniques addressed in the course (up to 50 pts). The project must be instructional in nature.</p> <p>We will cover the following major tools/techniques in the course:</p> <ul style="list-style-type: none"> • Visual effects (highlights and cues) • Use of graphics • Incorporating audio • Creating quizzes • Incorporating interactivity • Branching <p>You are expected to demonstrate your ability to employ as many of these tools/techniques as possible in your final project. (Of course, you can include other tools/techniques you have tested on your own.) The rubric listed below will be used to determine the point value of your final project. The maximum number of points that can be earned for the project will be 50. You must upload a single link to the integrated, published project on time to your presentation area. Additionally, all students must post an introduction to your project in the showcase discussion area (even if you do not participate in the 1/14-1/18 activities). This introduction must include the project topic and a brief summary of the tools/techniques featured in your project. Failure to follow these instructions will result in a deduction of 5 or more points from the project score. The criteria listed below refer to the list of 6 general areas (see above) covered in the course:</p> <ul style="list-style-type: none"> • Use of 1 to 2 tools/techniques, 40 points • Use of 3 to 4 tools/techniques, 45 points • Use of 5 or more tools/techniques, 50 points <p>If you participate in the 1/14-1/18 activities, including the showcase, you will be graded using the following criteria:</p> <ul style="list-style-type: none"> • Participation as virtual host (willingness and ability to reply to questions/comments regarding your project) (up to 5 pts) • Participation as virtual visitor to ALL other classmates' project showcases and post feedback (up to 5 pts) 	<p>Project=50 Showcase=10 Total=60</p>

Using the following scale, the final grade is based on your performance out of the possible 100 points:

Grade	Points
A	100-90
B	89-80
C	79-70
F	69-0

Student Pointers from the Graduate School of Education

1. The IT program website is at: <http://it.gse.gmu.edu/>

Check this website periodically for course descriptions, program requirements, applications requirements, and other useful information.

2. Students may subscribe to the IT listserv. Instructions on how to subscribe can be found at:

<http://it.gse.gmu.edu/itlist.htm> (or from the IT homepage, click on Resources and then on the IT listserv icon). The IT listserv keeps you informed about program announcements, special topics courses, job announcements, internships, etc.

3. Extended Studies students may transfer up to 12 credits to a graduate program. To transfer credits students must submit a formal graduate application. Check the IT website for information admission regarding requirements and procedures. On acceptance you should transfer your extended study courses into the graduate program by submitting the Transfer of Credit form at

<http://gse.gmu.edu/forms/academic/TransferCreditRequest.pdf>

4. Students who will earn a graduate degree or certificate should submit an intent to graduate at the beginning of the semester in which they will fulfill their course requirements. Information about graduation processes can be found at: <http://registrar.gmu.edu/grad/graduation.html>

6. Students should direct advising questions to their advisor. Adjunct faculty are not responsible for advising students on programmatic issues.