Syllabus
EDIT 575 Section CT1: Captivate (1-Credit)

DAYS / TIME / LOCATION	INSTRUCTOR: Wanda Mally
Online July 6 – August 5, 2010	Email Address: wmally@gmu.edu Phone Number: (207) 738-2414; (207) 738-2449 (FAX) Teleconference and Online Office Hours by Appointment Monday-Friday. No office hours on Saturday-Sunday.

Course Description

EDIT575 is an overview of Adobe Captivate 4 and includes coverage of Captivate 5 (and 3). Many of the features found in these 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 trial version from Adobe.com.   Please note the official course length is just over 5 weeks. If you are using/evaluating the trial version of the software, you should wait until the end of week 1 to download or install it. Otherwise, the trial version will run out before you complete the course.

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 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 Blackboard 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
- GMU Email Account
- Access to Blackboard (CE6)
  http://www.irc.gmu.edu/ce6transition/studentquickguidece6.pdf provides information on how to log in)
- Mason Academic Research System Account
- WS FTP or Secure Shell (free File Transfer Protocol software downloadable from the school server)
- Adobe Acrobat Reader

Required Software and Course Texts

- Students will be required to purchase or have access to **Captivate 4 (or earlier)** and **Captivate 5.**
- Students will be required to use the online help that accompanies the software.
- If necessary, the instructor will provide additional notes and/or demos. In such cases, you will need Flash Player 7 (or later), web browser software and Acrobat Reader.

Schedule of Topics

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

Session	Dates	Topics / Activities / Assignments
0 Getting Started	July 6 – July 10 (Student/Instructor intro discussion runs 7/6 – 7/10. Late postings will not receive credit)	Verify access to Blackboard and course content; Student/Instructor intros (using Blackboard discussion tool) (5 pts); Begin review of Lynda.com demos tutorials identified in the Blackboard checklist of activities; Submit a project topic and assignment 0 (your web site URL, 5 pts) to the instructor. (See the "Getting Started" document for setting up your GMU web site.); Begin drafting/storyboarding your project on paper.
1 The Basics	July 12 – July 17	Download/install the Captivate software Complete assigned tutorials and assignment 1
2 Graphics & Audio	July 19 – July 24	Complete assigned tutorials and assignment 2
3 Branching & Interactivity	July 26 – July 31	Complete assigned tutorials and assignment 3; Begin work on final project.
4 Final Project Activities; Course wrap-up	August 2 – August 3	Work on final project. Post final product by 11:59 PM August 3rd.
	Aug 4 – Aug 5	Participate in Final Project Showcase; Closing Remarks; Course Evaluations

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 11:59 PM 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 week of the course (Due 7/10)	Student / Instructor introductions will be held asynchronously. To receive 5 points for this activity, your participation in this discussion must occur no later than 7/10. Instructions for information that you must post are provided in the student/instructor intros discussion topic in Blackboard.	5
Assignment 0 (Due 7/10)	Email your URL to wmally@gmu.edu. (This is the site you will upload all assignments and your final project.)	5
Assignment 1 (Due 7/17)	Visual effects (highlights and cues)	10
Assignment 2 (Due 7/24)	Graphics and Audio	10
Assignment 3 (Due 7/31)	Branching and Interactivity	10
Virtual Presentation of Project and Participation in Project Showcase Your project & intro must be posted by no later than 8/3; Showcase Starts 8/4 and continues through 8/5)	Create a Captivate project that includes tools/techniques addressed in the course (up to 50 pts). The project must be instructional in nature. We will cover the following major tools/techniques in the course: • Visual effects (highlights and cues) • Use of graphics • Incorporating audio • Creating quizzes • Incorporating interactivity • Branching 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. 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: • 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 Your participation in the showcase will be graded using the following criteria: • 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)	Project=50 Showcase=10 Total=60

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

GSE Syllabus Statements of Expectations

The Graduate School of Education (GSE) expects that all students abide by the following:

Students are expected to exhibit professional behavior and dispositions. See gse.gmu.edu for a listing of these dispositions.

Students must follow the guidelines of the University Honor Code. See http://www.gmu.edu/catalog/apolicies/#TOC_H12 for the full honor code.

Students must agree to abide by the university policy for Responsible Use of Computing. See http://mail.gmu.edu and click on Responsible Use of Computing at the bottom of the screen.

Students with disabilities who seek accommodations in a course must be registered with the GMU Office of Disability Services (ODS) and inform the instructor, in writing, at the beginning of the semester. See http://www2.gmu.edu/dpt/unilife/ods/ or call 703-993-2474 to access the ODS.

Approved March 2004
Revised January 2010