



IMPORTANT! We use screenshots from a variety of courses throughout this document, so do not be concerned if some screenshots are from one course and other screenshots are from a different course. The screenshots are there to act as visual examples of the instructions we provide.

Brainshark Quick Reference

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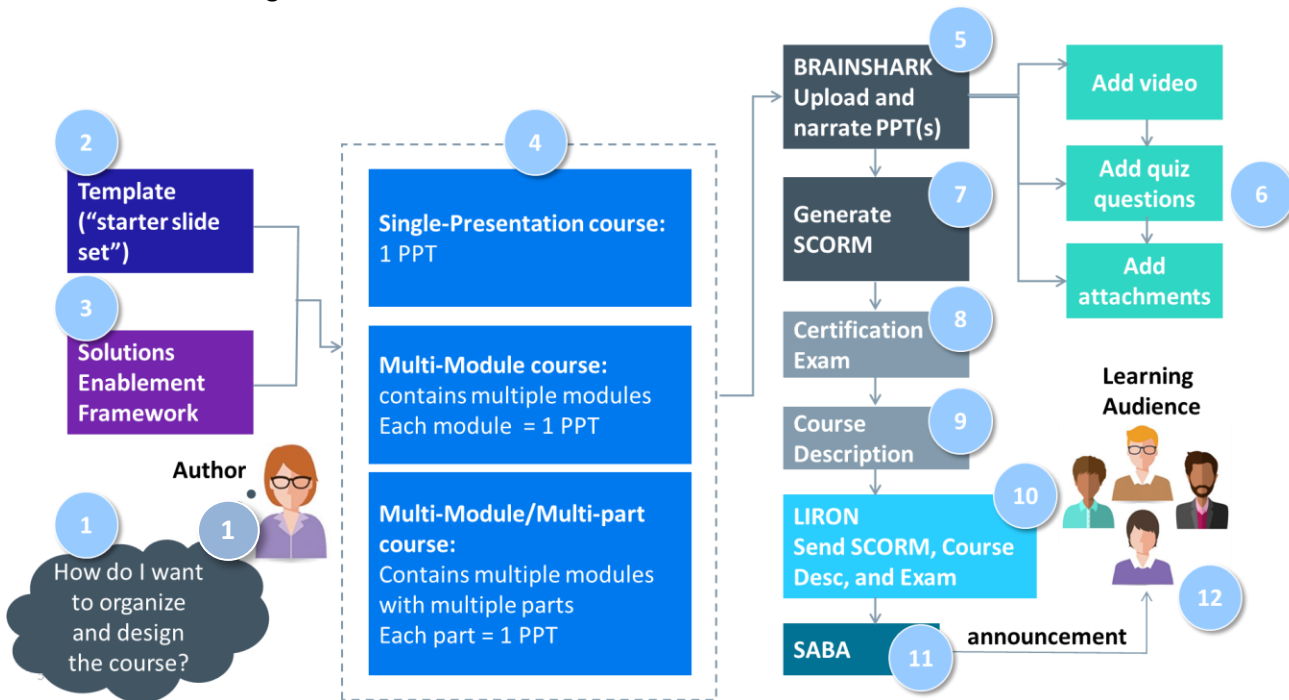
This document provides the most important things to remember when creating a Brainshark presentation. It is useful for experienced Brainshark users. **NOTE:** This document is 29 pages long, whereas the *Brainshark User Guide* is 96 pages long because it covers **all** tasks in detail. If you need more details, please refer to the *Brainshark User Guide*.

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A Quick Overview

The diagram below shows how things go from PowerPoint slides to a finished course, viewable in Brainshark, and offered through SABA.



Before You Begin

Before you use Brainshark, make sure you already completed the following steps:

1. If your course is longer than 30-45 minutes, break it up into modules, where each module is its own Brainshark presentation (this is considered a “multi-module” course). If each module is longer than 30-45 minutes, break it into parts (this is considered a “multi-module/multi-part course”).
2. Download the **Solutions Enablement Framework** from SharePoint to identify the course objectives.
https://microfocusinternational.sharepoint.com/:p:/s/SolutionsEnablement/EWmb0xlpdx1Gin3E73N_GSgBnxxdcMjN2BifY42yA8Px6Q?e=gU0m5a
3. Develop your course outline based on the course objectives.
4. Download the **Starter Slide Set** from SharePoint to help create your PowerPoint slide set:
<https://microfocusinternational.sharepoint.com/:f:/s/SolutionsEnablement/EujiM0xmAotFkK6QJRTqqMBdtq-Thcy-5yXggJS1cf6SA?e=VvAwrZ> > **Level xxx Series Templates** (“xxx” indicates curriculum level)

NOTE: For ideas on creating interesting slides, see:

<https://microfocusinternational.sharepoint.com/:f:/s/SolutionsEnablement/EujiM0xmAotFkK6QJRTqqMBdtq-Thcy-5yXggJS1cf6SA?e=WDKhhx> > Example_Content_Slides(all levels).pptx

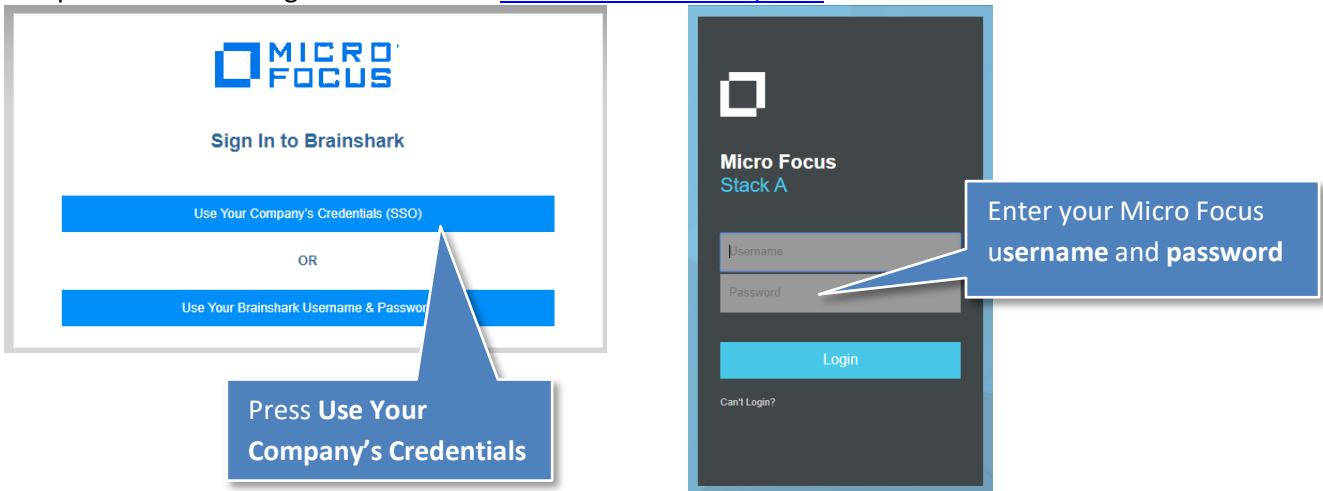
5. Save it under a new name for your course. For example: **UFT_Mobile_TechDemoTrng_L340(martha).ppt**
NOTE: The file name is up to you. Use something that is self-explanatory.
6. Use appropriate front- and end-matter from the Starter Slide set for the level of course you are creating. Then create level-specific content for the body of the slide set based on the objectives in the **Solutions Enablement Framework** for that level of training.

For more details on PPT development, see: See *Brainshark User Guide*, 2. Work on Your PPT Slide Set.

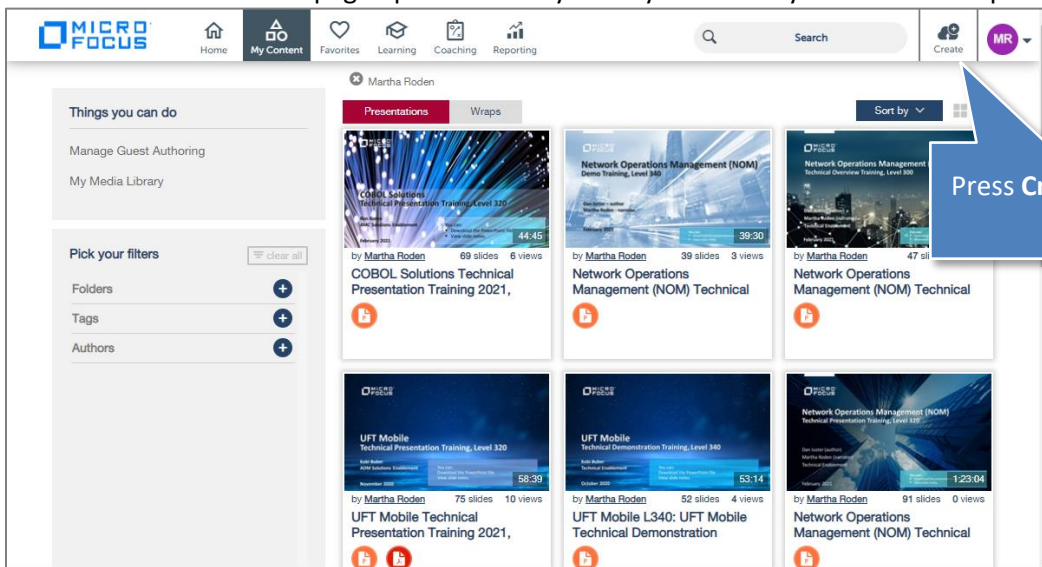
1. Upload your Power Point

Uploading a PowerPoint file to Brainshark is quite easy!

1. Open Chrome and log into Brainshark: www.brainshark.com/mffe



1. The Brainshark Home page opens. You may or may not see any thumbnails for presentations on the right.



2. After pressing **Create**, the Create Presentation screen opens.



3. After pressing **Upload a PowerPoint**, the Add Information page opens.

While the file uploads and converts, enter the **Title** and **Description**.

- The **Title** is a short, abbreviated name. It is used in Brainshark for searching only. The course author can easily search by the short name. For example: **HC Use Case Overview Training, L200**
- The **Description** is the full course name that will be used when students register in SABA. For example: **Host Connectivity Use Case Overview Training 2021, Level 200**

NOTE: Both **Title** and **Description** can be used for Brainshark search purposes. For details about **Title** and **Description** naming conventions, see [Appendix A. Naming Conventions](#).

Once the conversion is complete, finish filling out the rest of the information.

- The **Folder** is where the Brainshark presentation will be stored. Ask your project manager where to put it.
- Both **Privacy** settings should be set to **Yes** so you can see and search for the presentation . . . even though it is still in process.

4. After pressing **Next**, the Add Audio or Sync Video page opens.

For more details about uploading a PowerPoint, see: *Brainshark User Guide*, 4.1. Add PowerPoint Slide Set.

2. Specify your Settings

After the PowerPoint presentation loads, a number of tabs appear. You must verify the settings on each tab.

Presentation Properties tab

1. Go to **Presentation Properties** tab and select settings.

The screenshot shows the 'Presentation Properties' tab with the following settings and callouts:

- Title:** HC Use Case Overview Trng, L200. Callout: Enter Title (short-cut name to make searching easier)
- Description:** Host Connectivity Use Case Overview Training 2021, Level 200. Callout: Enter Description (full course name that will appear in SABA)
- Folder:** AMC Enablement. Callout: Select Folder to store the training
- Current Address:** https://www.brainshark.com/mfFE/vu?pi=zl9zSL
- Checkmarks:**
 - Require viewers to complete presentation. Callout: Put checkmarks next to: Require viewers to complete presentation
 - Enable mobile device. Callout: Enable mobile device
 - Enable offline viewing. Callout: Enable offline viewing
- Buttons:** Cancel, Save, Apply. Callout: Click Save when you finish

NOTE: For details about **Title** and **Description** naming conventions, see [Appendix A. Naming Conventions](#).

2. After pressing **Save**, wait and then press **Edit** next to **Require viewers to complete presentation**

a. Fill in only the top three fields of the resulting screen:

Completion Criteria		
Percentage of slides viewed:	100	(0 - 100%)
Percentage of audio played:	90	(0 - 100%)
Test score needed to pass:	0	(0 - 100%)
<input checked="" type="checkbox"/> Display completion indicator in viewer <input type="checkbox"/> Link to completion results <input type="checkbox"/> Suppress completion warning on player close		

- Specify 100 for slides viewed
- Specify 90 for audio played
- Specify 0 for test score

IMPORTANT! The first two percentages deal with the percentage of slides viewed or listened to; NOT the percentage of minutes the presentation has been playing.

Certification Tests are not done in Brainshark, which is why the value of the final field is "0."

Leave the rest of the page as is.

3. Press **Save** and wait while the page refreshes. **NOTE:** Wait until the circle in the top-left corner stops spinning.

4. Click the **Edit** link at the top-left corner: [Presentations > Edit AMC Ent. COBOL 6.0 M3-App...](#)

5. Move to the next tab.

For more details, see: *Brainshark User Guide*, 4.2. Presentation Properties.

Security tab

1. Open the **Security** tab and select the appropriate settings.

The screenshot shows the 'Security' tab in the Brainshark interface. The left sidebar lists various actions like 'Manage Slides', 'Manage Audio', 'Manage Video Sync', 'Add Attachment', 'Add A Question', 'Replace Powerpoint® Slides', 'Add Slides', and 'Merge Content'. The main content area has tabs for 'Presentation Properties', 'Security', 'Options', and 'Attachments'. Under the 'Security' tab, there are several settings with checkboxes:

- Require User ID and password to view presentation
- Set a password for this presentation
- Set an expiration date
- Allow authors to copy this presentation
- Presentation is only available for personalizing content (presentation is not visible to other users)
- Presentation is active
- Hide content from search ⓘ

At the bottom right, there are three buttons: 'Cancel', 'Save', and 'Apply'. Two blue callout boxes provide instructions: one points to the 'Allow authors to copy this presentation' and 'Presentation is active' checkboxes, stating 'Put checkmarks next to: Allow authors to copy this presentation' and 'Presentation is active', and 'Leave the other settings as they are.'; the other points to the 'Save' button, stating 'Click Save'.

2. After pressing **Save**, move to next tab.

For more details, see: *Brainshark User Guide*, 4.3. Security tab.

Options tab

1. Open the **Options** tab and select the appropriate settings.

The screenshot shows the 'Options' tab in the software interface. The left sidebar contains a 'Things you can do' menu with options like 'Manage Slides', 'Manage Audio', 'Manage Video Sync', 'Add Attachment', 'Add A Question', 'Replace Powerpoint® Slides', and 'Add Slides'. The main area has tabs for 'Presentation Properties', 'Security', 'Options', and 'Attachments'. The 'Options' tab is active, showing settings for 'Display', 'Desktop Player Theme', 'Allow viewers to', and 'Slide navigation'. Callout boxes provide instructions: 'Display - Put checkmarks next to: Company Logo, Presenter photo and bio. Leave the other settings as they are.'; 'Allow viewers to - Put checkmarks next to: Read slide notes, Embed presentation, Resume views.'; 'Leave Desktop Player Theme and Slide navigation settings as they are.'; and 'Click Save'. At the bottom right are 'Cancel', 'Save', and 'Apply' buttons.

Display - Put checkmarks next to:
 Company Logo
 Presenter photo and bio
Leave the other settings as they are.

Allow viewers to - Put checkmarks next to:
 Read slide notes
 Embed presentation
 Resume views

Leave **Desktop Player Theme** and **Slide navigation** settings as they are.

Click **Save**

2. After pressing **Save**, move to the next tab.

For more details, see: *Brainshark User Guide*, 4.4. Options tab.

Attachments tab

1. No need to open this **Attachments** tab, as it currently only shows the PowerPoint slide set you uploaded.

The screenshot shows the 'Attachments' tab in the software interface. The left sidebar is the same as in the previous screenshot. The main area has tabs for 'Presentation Properties', 'Security', 'Options', and 'Attachments'. The 'Attachments' tab is active, showing a table with one attachment. The table has columns for 'Title' and 'Options'. The attachment is 'HC L200-25-Feb-2021_v3xmarthax.pptx'. There are 'Edit' and 'Delete' buttons next to the attachment. At the bottom right are 'Cancel', 'Save', and 'Apply' buttons.

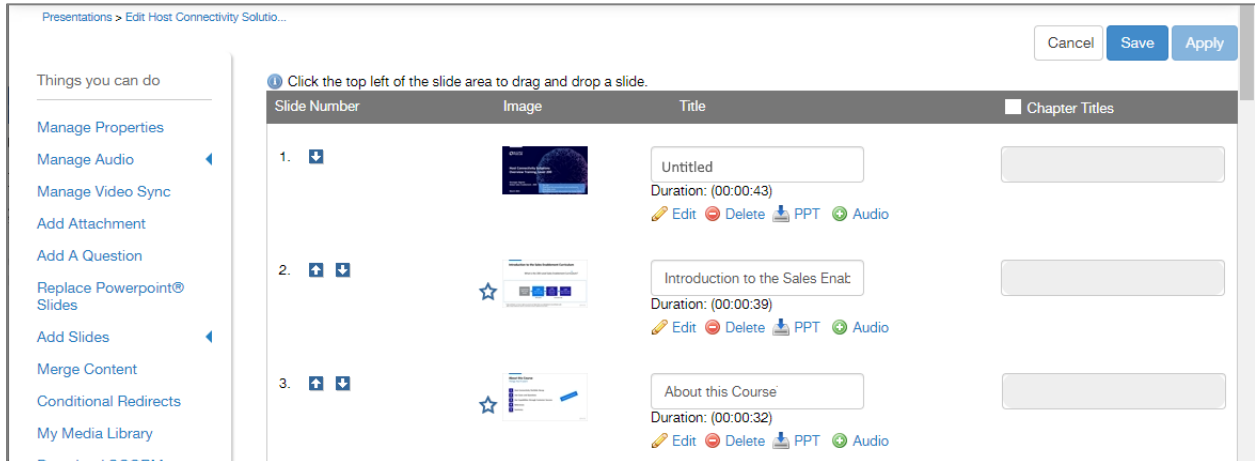
Title	Options
HC L200-25-Feb-2021_v3xmarthax.pptx	Edit Delete

2. This is the file containing the slides your audience will view in Brainshark. However, this is NOT yet a PowerPoint attachment that your audience can download. You will add that AFTER the Brainshark presentation is complete (since you may be making additional changes to the slides one you start the narration process).
3. Press **Save**.

For more details about attaching a PowerPoint slide set that students can download AFTER the course is complete, see: *Brainshark User Guide*, 4.5. Attachments tab.

3. Manage the Slides

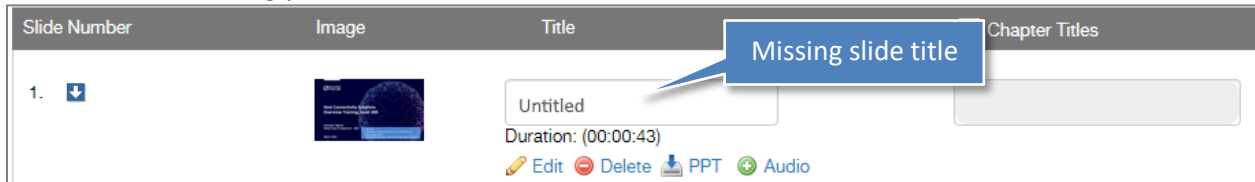
4. Go to the left-hand pane and click **Manage Slides**. All slides have been added to Brainshark.



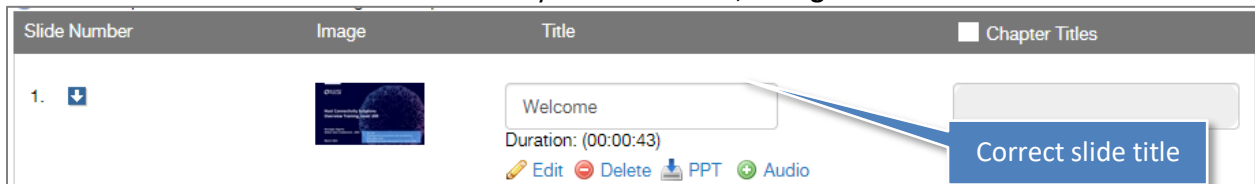
Verify Slide Titles

Each slide you uploaded has a title pulled from your PowerPoint. Sometimes, there are untitled slides.

1. If a slide title is missing you will see **“Untitled.”**



2. Highlight **“Untitled”** and type the correct slide title. **NOTE:** The title slide should always have the title, **“Welcome.”** The final two slides should always have the titles, **“Congratulations”** and **“Thanks.”**



3. Press **Apply** at the bottom of the screen.

NOTE: When filling in missing titles, you may find it helpful (and faster) to open the PowerPoint file itself to review the untitled slides.

For more details, see: *Brainshark User Guide*, 4.6. Set up Slide Titles in Brainshark.

Fix the Chapter Titles

Chapter titles are for navigation purposes when a student is working through the presentation in Brainshark.

1. To begin entering unique chapter titles, make sure there is a checkmark next to **Chapter Titles**.

The screenshot shows the Brainshark presentation editor interface. On the left is a sidebar with various management options. The main area displays a table of slides with columns for Slide Number, Image, Title, and Chapter Titles. A 'Checkmark' button is highlighted in the top right. A callout points to the 'Chapter Titles' column header. Another callout points to the 'Welcome' title for slide 2, labeled as the 'Chapter title for the introduction'. A third callout points to the 'A Brief Recap' title for slide 4, labeled as the 'Chapter title for the section'. A fourth callout points to slide 4, labeled as a '“Divider” slide'.

Slide Number	Image	Title	Chapter Titles
1.		Welcome Duration: (00:00:43) Edit Delete PPT Audio	Welcome
2.		Introduction to the Sales Enab... Duration: (00:00:39) Edit Delete PPT Audio	Welcome
3.		About this Course Duration: (00:00:32) Edit Delete PPT Audio	Welcome
4.		A Brief Recap Duration: (00:00:07) Edit Delete PPT Audio	A Brief Recap
5.		Micro Focus: A Holistic Appro... Duration: (00:01:01) Edit Delete PPT Audio	A Brief Recap
6.		Host Connectivity Portfolio Duration: (00:01:21) Edit Delete PPT Audio	A Brief Recap

2. Find the first divider slide and enter a chapter title. Find the next divider slide and do the same. Continue.
NOTE: All front matter slides use the chapter title, **“Welcome.”** (title, agenda, etc.). All end matter slides use the chapter title, **“Closing.”** (summary, congratulations, etc.)
3. When a student launches the Brainshark presentation, the Table of Contents shows chapter and slide titles.

The screenshot shows the Brainshark presentation player interface. The main slide displays the title 'Host Connectivity Solutions Overview Training, Level 200' and the presenter's name 'Giuseppe Gigante, Global Sales Enablement, AMC'. A callout points to the title, labeled as the 'Chapter title'. Another callout points to the slide title 'Host Connectivity Solutions Overview Training, Level 200', labeled as the 'Slide title'. On the left, a table of contents is visible, showing the current slide highlighted. A callout points to the table of contents, labeled as 'For more details, see: Brainshark User Guide, 4.7 Set up Chapter Titles in Brainshark.'.

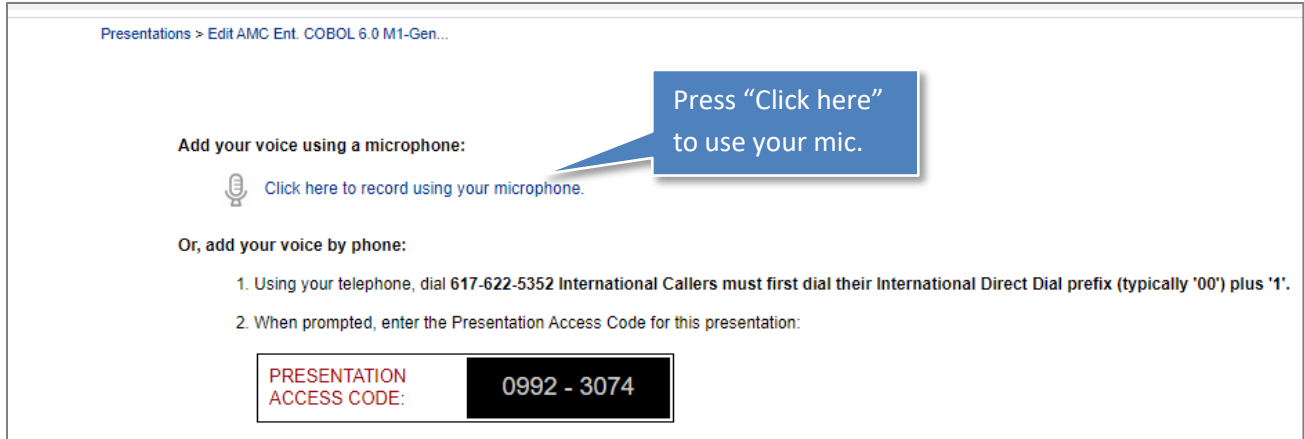
CONTENT	ATTACHMENTS (1)
Welcome	
01. Welcome	00:00
02. Introduction to the Sales...	00:39
03. About this Course/Thing	00:32
A Brief Recap	
04. A Brief Recap	00:07
05. Micro Focus: A Holistic A...	01:01
06. Host Connectivity Portf...	01:21

4. Narrate Your Slides

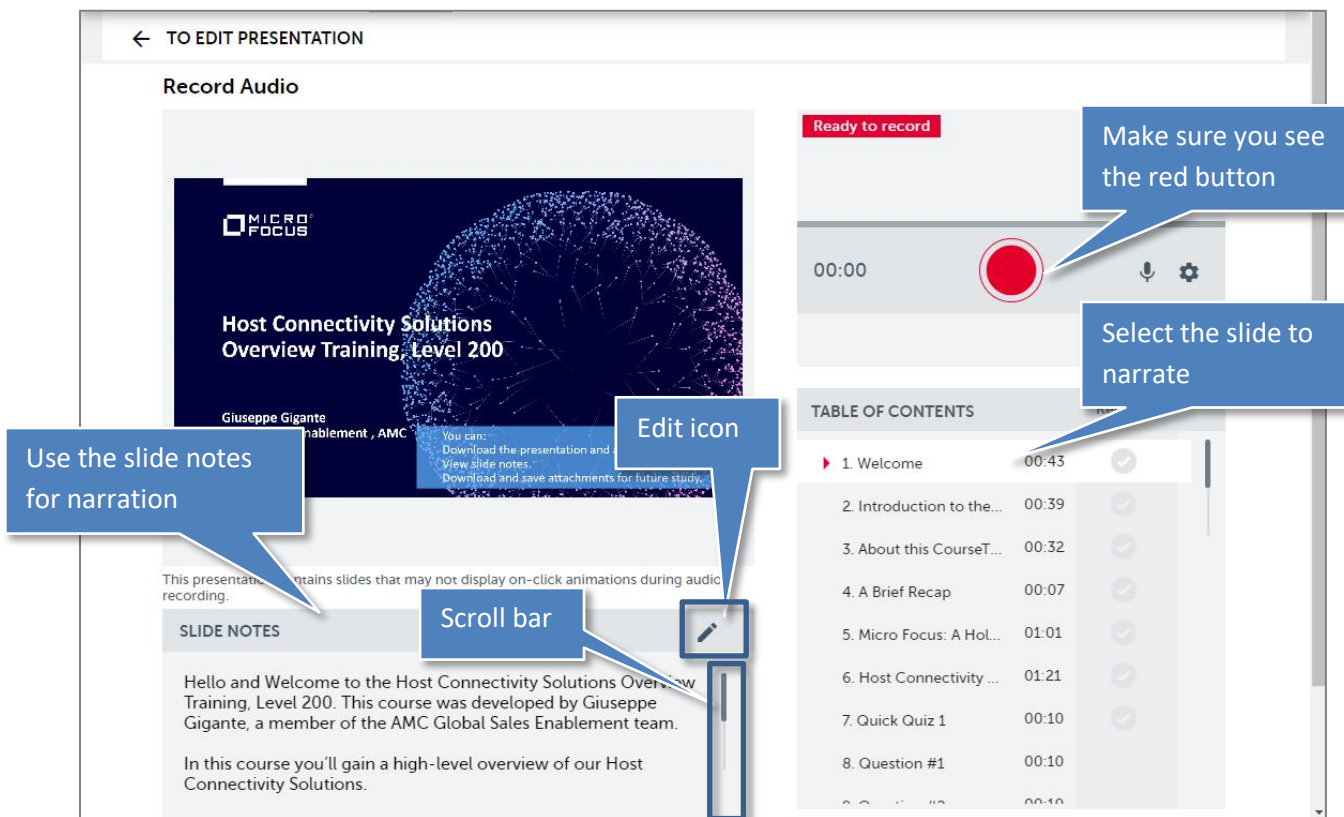
Once your Brainshark presentation has all its slide in the right order, with slide titles and chapter titles, you can start narrating the presentation. Narration is performed one slide at a time, using the slide notes as your script. **BEFORE YOU BEGIN:** We recommend you have your PowerPoint slide deck open so you can mark any slides where you find mistakes as you are recording. You might even want to read the notes out loud to practice.

IMPORTANT! Make sure your microphone is connected before you open the Brainshark presentation you want to narrate. **NOTE:** Make sure Brainshark has permission to control your mic. For more details see: *Brainshark User Guide: Appendix D. Chrome Settings for Brainshark.*

1. Go to left-hand pane and click **Manage Audio > Record Audio**





2. The Record Audio screen appears. The Table of Contents shows all the slides.





WARNING! If you do NOT see the round RED button or the page, check the following:

- If the mic is not connected, plug it in. You may then have to exit the presentation and reopen it.
- If the mic is plugged in, enable it in your Chrome Settings.

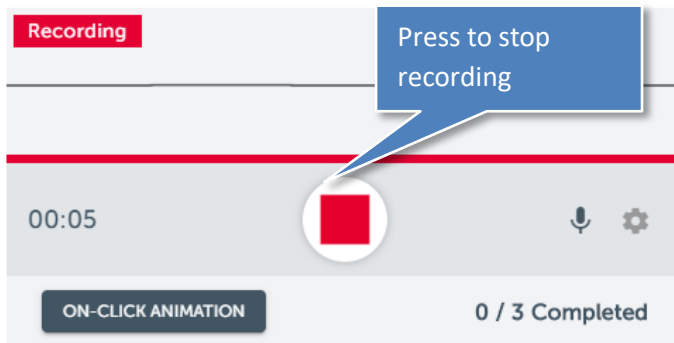
a. Before you start speaking, make sure your mic input is set correctly. Do this once; NOT for each presentation.

- Click **Select audio input device**  and make sure it is set to your mic.
- Click **Change audio input level**  and make sure the input volume is AT LEAST in the middle. If the volume is too low, the Brainshark presentation will be difficult to hear.

a. Use the small vertical scroll bar to scroll down to read.

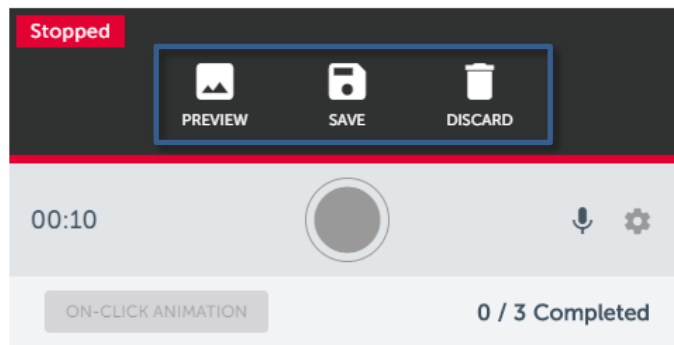
- If the notes are hard to read, click the **Edit** pencil  and add blank lines for ease of reading.
- Press **Save**  when you are done editing the notes (the **Save** icon replaces the **Edit** icon).

b. You are now ready to narrate the slide.



- Press **START RECORD** (red circle). The system counts down: **3-2-1**
- Start narrating.
- Press the **On-click button** for any on-click animation as you record.
- Press **STOP** (square).

TIP: Speak loudly (but not yelling), clearly, and a bit slower than usual. Try to keep your volume constant instead of getting softer and softer each time you finish a sentence.



- When you stop recording, press **Preview** and then **Play** (triangle) to listen to the slide and watch the animation.
- If it sounds good, press **Save**.
- If it does not sound good, press **Discard** and record again. **NOTE:** If you re-record and then press **Save**, you will be asked if you want to overwrite what is there. Respond **Yes**.

IMPORTANT! If you make a mistake while recording, you can stop the recording, discard it, and re-record the entire slide. Or, you can keep going, mistakes and all, and edit the audio later, outside of Brainshark with a third-party application like Camtasia or Audacity.

c. Move to the next slide in the Table of Contents and record.

d. When you finish recording all slides, press **End Recording Session** in the bottom-right corner:



3. Review the narrated slides:

- Go to **Manage Slides** and click each slide thumbnail to watch and listen to each slide.
- To make changes to the slide notes (not the actual audio narration), click **Edit** for the slide thumbnail. Make the changes and press **Apply** to save them. **NOTE:** You should also fix the notes in your original PowerPoint.

For more details about narrating inside Brainshark or outside of Brainshark, see:
Brainshark User Guide, 5. Narrate Your Slides in Brainshark.

5. Add Quiz Questions

Interactive quiz questions are an important part of your course. They allow your learning audience to actually DO something besides passively watching and listening. You can insert quizzes (1-3 questions) throughout your presentation to break things up. These quizzes help your learners check their understanding and prepare for the eventual Certification Exam.

1. Review your presentation to decide what questions you want to ask (multiple choice, true/false, sequence, matching).

For descriptions of question types, see: *Brainshark User Guide*, Appendix. B. Details About Interactive Quiz Questions.

2. Create your questions in Microsoft Word so you can have someone review them for relevance and spelling.
3. Log into Brainshark and find your presentation. Open it for editing.
 - a. Select **Manage Slides** so you can see all the slides titles and thumbnails.
 - b. From the navigation pane on the left, click **Add a Question**.
4. A Question page appears. Go to the **Answers** tab and fill in the fields below.

The screenshot shows the 'Add a Question' interface in Brainshark. The page title is 'Presentations > Edit NOM L300 Training (2021)'. Below the title is the instruction: 'Add a question slide in your presentation to collect feedback or input from your viewers.' The form includes the following fields and callouts:

- Question Title:** A text box containing 'Examination'. Callout: 'Question Title (usually "Question #")'.
- Question Type:** Radio buttons for 'Examination' (selected), 'Poll', and 'Survey'. Callout: 'Question Type'.
- Format:** A dropdown menu showing 'Multiple Choice (single correct answer)'. Callout: 'Format (type of question)'.
- Allow user:** A text box with '1' and the label 'attempt(s)'. Callout: 'Number of attempts answering a question'.
- Question:** A large text area for the question text. Callout: 'Question text'.
- Answers:** A tabbed section with 'Answers' selected. It contains a table with columns 'Correct' and 'Answer'. The 'Correct' column has radio buttons labeled 'a.' through 'i.'. Callout: 'Possible answers'.
- Show answers in a random order to each viewer:** A checkbox. Callout: 'Decide whether to randomize answers'.
- Buttons:** 'Cancel' and 'Save' buttons at the bottom right.

IMPORTANT NOTES!

- **Question Type:** Choose **Examination**.
- **Question Title:** Usually **Question #1**, **Question #2**, etc.
- **Format:** NEVER use **Fill in the Blank** as a format because there is too great a chance for students to make typing errors. Use **Multiple Choice** instead.
- **Format:** For Multiple Choice with a single correct answer, always put this at the end of the question: **(Select one.)**

- **Format:** For Multiple Choice with multiple correct answers, always put this at the end of the question:
(Select all that apply.)
- **Number of attempts:** For ALL questions EXCEPT True/False, allow at least 2 attempts.
- **Answers:** Do NOT specify “All of the above” or “None of the above” if you specified that answers will be randomly organized (their order will vary from student to student).
- **Random Order:** For ALL questions EXCEPT True/False, put a checkmark next to “**Show answers in random order to each viewer**” if you want Brainshark to randomize the order of the answers.

a. Here is an example of a completed **Question properties** tab.

Edit Question Slide: QUESTION #4 Slide 42 of 147 ▶

Type **Format** **Number of attempts**

Question Type: Examination Poll Survey
 Format: Multiple Choice (multiple correct answers) Allow user 2 attempt(s)

Question: Which of these qualities makes NOM Suite superior to its competitors?
 (Select all that apply.) **Question text**
(copied from Word file)

Answers Branching Points and Feedback Background Image

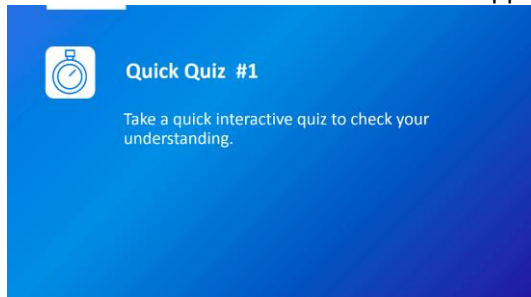
Correct	Answer
<input type="checkbox"/>	a. Exceptional device maintenance
<input checked="" type="checkbox"/>	b. Reduced cost
<input checked="" type="checkbox"/>	c. Improved speed and responsiveness
<input type="checkbox"/>	d. Increased ease-of-use for new customers
<input type="checkbox"/>	e.
<input type="checkbox"/>	f.
<input type="checkbox"/>	g.
<input type="checkbox"/>	h.
<input type="checkbox"/>	i.


Show answers in a random order to each viewer. **Checkmark randomizes**
order of answers

Cancel Save Apply

- b. Go to the **Points and Feedback** tab to verify the number of chances a person will get to answer correctly (**Allow user X attempts**), and to specify the correct answer (**When incorrect**).

5. When you finish with the question, press **Save**. Then return to the **Manage Slides** page and continue adding questions for the quiz. **REMEMBER!** Always press **Apply** after you create a question.
6. Your questions slides are automatically added to the end of the Brainshark presentation. You must manually drag them to their correct locations.
- From the left-hand navigation pane, select **Manage Slides**.
 - Scroll down and find the location of the appropriate Quiz “divider” slide; note its slide number.



- Scroll down further and hover over the first quiz slide so you see the drag symbol: 
- Carefully click and drag the slide all the way up to the Quiz section divider slide and let go. It should now appear after that slide.
 - Repeat the dragging process for each question slide until the questions are all properly positioned.
 - Click **Save**.

For more details about creating quiz questions, see: Brainshark User Guide, 7.1. Compose Your Questions.

6. Add Videos

Some Brainshark presentations include short videos (mp4 files) to get the audience interested or demonstrate a procedure. You add videos to the presentation like you would add any other slide.

1. **BEFORE YOU BEGIN:** Make sure your video is NOT bigger than 1.2 GB. This is the maximum size Micro Focus allows. Also, make sure that when you logged into Brainshark, you used your Micro Focus login credentials AND you put a checkmark next to the option to stay logged in. Large videos can take a long time to upload and you don't want to accidentally get logged off during that process!
2. Log into Brainshark and open your Brainshark presentation for editing.
3. From the left-hand navigation pane, select: **Add Slides > Add Video Slide**
4. The Upload Video page opens.

Presentations > Edit Release Control L320 Tech...

Upload Video

Select a video file to upload.

File Location: No file chosen


Title:

- a. Enter a title for the video, such as: **"Watch this Video!"** Or, if you want to be more specific, something like this: "Watch the Release Package Video!" (if the video were about Release Packages).
- b. Press **Choose File** to open your File Explorer and navigate to the video you want to upload. Then press **Open**.
- c. The name of the video file will replace **"No file chosen"** on the Upload Video page.
- d. Now press **Save**.

WARNING! Adding long video slides into Brainshark is painfully slow, even with a very fast internet connection. It can still take several minutes to upload each video, and then even longer for BrainShark to process it. If possible, try to use short videos!

5. Each video slide is automatically added to the end of the Brainshark presentation. You must manually drag it to its correct location.
 - a. From the left-hand navigation pane, select **Manage Slides**.
 - b. Scroll down to find the location of the appropriate Video "divider" slide and note its slide number. It will look something like this:



- c. Scroll down to the bottom of the slide list and hover over the video slide so you see the drag symbol: 
- d. Carefully click and drag the slide all the way up to the Video section divider slide and let go. The video should now appear after that slide.
- e. Repeat the dragging process for each video slide until the videos are all properly positioned.
- f. Click **Save**.

For more details, see: *Brainshark User Guide*, 6. Add any Video to the Presentation.

7. Make Corrections

No one gets it right the first time. As you review your presentation you may find errors in the slides or the slide notes or the narration. But have no fear – it’s easy to make corrections.

Fix slides

- Open PowerPoint slide deck and fix any incorrect slides.
- Copy and paste those slides into an empty PowerPoint.

IMPORTANT! Make sure right-click and choose select **Keep Source Formatting** as you paste each slide into the empty file.

- Save the new PowerPoint file and call it **Replacement_Slides**.
- Log into Brainshark and open the appropriate presentation for editing.
- Select **Add Slides > Add PowerPoint Slide** to upload the **Replacement_Slides** file.
 - a. **IMPORTANT!** Make sure to choose: **Append to existing slides**.
 - b. Select the appropriate PowerPoint slide file containing the replacement slides and press **Next**.
- Once the slides are uploaded, press **Skip adding audio or video for now** and select **Manage Slides** from the left-hand panel.
 - a. If the slide notes have changed (which means the narration has changed) or if the slide contains on-click narration, you must re-narrate that slide. Simply drag the new slide to its appropriate location, delete the old slide, and re-narrate the new slide.

For more details, see: *Brainshark User Guide*, 10.2. Upload Corrected slides, “Process A.”

- b. If the narration has NOT changed AND the slide contains NO on-click narration, you do NOT have to narrate. Instead of dragging and re-narrating, use the **Merge Content** function to replace the old slide with the new and keep the audio narration.

For more details, see: *Brainshark User Guide*, 10.2. Upload Corrected slides, “Process B.”

Fix slide notes

1. Open the PowerPoint slide deck and fix any incorrect slide notes.
2. Log into Brainshark and open the appropriate presentation for editing.
3. Find the slide thumbnail associated with the slide whose notes you edited. Click **Edit**.
4. Fix the notes and press **Apply**.
5. **IMPORTANT!** If the changed notes impact the narration, you must re-narrate the slide.

Fix narration

1. Log into Brainshark and open the appropriate presentation for editing.
2. Select **Manage Audio > Record Audio**.
 - a. Choose **Click here to record using your microphone**.
 - b. Press **Continue**.
3. Select the slide for narration from the **Table of contents**.
 - a. Click **Allow**.
 - b. Press **Record**. After the count-down, start speaking, following the script on the screen.
 - c. Press the blue button whenever you see **[PRESS]** or **[CLICK]** in the script to produce on-click animation.
 - d. Click **Stop** when you’re done.
 - e. Press **Preview** to listen.
 - f. If the recording is not OK, press **Re-try** and re-record; otherwise, press **Save**.
4. Select the next slide to narrate.
5. When all narration is completed, click **End Recording** session.

For more details, see: *Brainshark User Guide*, 10.1. Fix Narration, “Fix Narration Inside Brainshark.”

NOTE: To find out how to fix narration using a 3rd-party application outside of Brainshark, see: *Brainshark User Guide*: 10.1 Fix Narration, “Fix Narration Outside of Brainshark”

Add Attachments

Once you know everything is correct and have finalized the PowerPoint slide deck, you need to upload the slide deck as an attachment. This is the only way your learning audience will be able to download it for later reference. **NOTE:** You can also upload PDF attachments in case you created lab activities or other documents for your learners to download and read.

1. **BEFORE YOU BEGIN:** Before attaching the final version PowerPoint file, set the layout for the PowerPoint slide, notes, and thumbnails panes so students will view them correctly when they download the file from Brainshark:

The screenshot shows a PowerPoint slide with the following content:

Network Node Manager (NNM)

Monitoring your network

Network Node Manager i

Network Overview

Open Key Incidents

Sev	Prv	Lnk	Last Occurrence	Assigned	Source	Node	Site
High	Warning	1/18/21 2:25:32	non-cisco	FAO	Emergency Maint		
Low	Warning	1/18/21 11:50:59	NOM01-NNM	non	Change 1234		
Low	Warning	1/18/21 12:42:46	nom01-camb	non			

Scheduled Outages

Time Filter: Last Hour

Network Node Manager i

AUSTRALIA

Monitoring

Troubleshooting

Inventory

Management Mode

Incident Browsing

Performance Analysis

Cisco IP Telephony

Acme IP Telephony

Analysis

Update#6: 1/11/21 03:20:14 PM 7 Nodes

Here we see NNM, the core component of the NOM Suite. It is a powerful network monitoring tool with a single console where you can look at:

1. [PRESS] **Dashboard** - Each dashboard displays charts and tables that show information vital to network monitoring.
2. [PRESS] **Topology Map** - Shows how all the nodes in the network are connected to one another.
3. [PRESS] **Navigation pane** - Contains menu items you click to expand or contract; many of them are add-ons to NNM, like Performance Analysis, Quality Assurance, and Traffic Analysis.
4. [PRESS] **Analysis pane** - Contains a number of tabs, each of which shows specific types of analysis data for an object you select on the inventory menu item of the navigation pane

- **Thumbnails:** Click a location in the gray area between two thumbnails. Then click **View > Zoom**, select **50%**, and press **OK**.
- **Slide:** Click a location on the slide. Then click **View > Zoom**, select **100%**, and press **OK**.
- **Notes:** Click a location in the notes. Then click **View > Zoom**, select **100%**, and press **OK**.

1. Log into Brainshark and open the appropriate presentation for editing.
2. Select **Add Attachment**.
 - a. Choose the file from your file system that you want to attach.
 - b. Enter a title for it that will be meaningful for your audience . This is usually: [Short-abbreviated-name] Lxxx Presentation. For example: **NOM L300 Presentation**
 - c. Press **Save**. It will appear in the **Attachments** tab when the user watches the presentation.

NOTE: If you later decide to update the attachment, you must update it outside of Brainshark. Then return to Brainshark and do the following:

1. From the left-hand **Things to do pane**, select **Manage Properties**, and then open the **Attachments** tab.
2. Press **Delete** next to the old attachment.
3. Press **Apply**.
4. Then select **Add Attachment** from the **Things to do** pane, select the new attachment from your file system, and provide it with a title.

NOTE: We suggest an abbreviated name of the course, such as the product name, appended by







“PowerPoint.” For example: **RPA L320 PowerPoint**

5. Press **Save**.
6. You will automatically return to the Manage Slides screen.

Verify your attachments.

1. Go to **Manage Properties** and open the **Attachments** tab.
2. Typically, the first slide in the **Attachments** tab should be the first PowerPoint file you uploaded. All other files should be deleted EXCEPT for the final PowerPoint and any additional file(s) you want students to download when they take the course. The files they can download should be marked as “**Attachment tab**” in the **Options** column.

Click the area next to the title to drag and drop an attachment.

	Title	Options	
	NOM_L300_TechOverview-v2021.5.pptx		 Edit  Delete
	NOM L300 Presentation	Attachment tab	 Edit  Delete

Indicates a downloadable attachment

Cancel Save Apply

For more details, see: *Brainshark User Guide*, 8. Add Attachment(s).

8. Get Ready to Publish

When you are ready to publish, there are a few things left to do.

Course

1. Create a Course Description
2. Generate a SCORM file

Test

3. Create a Certification Exam (“final” exam for certification), if required)
4. Create a Knowledge Check (“mid-term” test for long curriculums), if required
5. Create a Test Description

You will then send the materials to Liron Weintroub.

8.1 Create a Course Description

Create a standard course description based on the contents of the presentation. This information will appear in the SABA catalog. The course description varies according to the courses you developed. It typically includes this information:

- **Course title** is the full name of the course, as specified in the Solutions Enablement Framework document, appended by the year. For example: **RPA Technical Overview Training 2020, Level 300**
- **Certification path**, as listed in the Solutions Enablement Framework. For example: RPA Specialist Presales Certification Path
- **Portfolio code** indicates the Micro Focus “pillar”: ADM, AMC, IM&G, and ITOM
- **Short description that consists of a one-line summary of the course** followed by “When you finish the course, you will be able to do the following:” Then list the learning objectives.
- **Module titles** are listed only for multi-module courses, with the duration of each module listed as well (the module durations include both the presentation time and the time to complete any hands-on exercises).
- **Total duration of the course**, which includes the presentation time, plus the time to complete any hands-on exercises for ALL modules (if it is a multi-module course).

For examples of course descriptions, see: *Brainshark User Guide*, 14.1 Sales Enablement Course: Email and Attachments and 14.3 Technical Presales Enablement Course: Email and Attachments.

8.2 Generate a SCORM File

When you are sure the slides, narration, and attachments are good to go, it’s time to generate a SCORM. SCORM stands for “Shareable Content Object Reference Model.” This is a zip file that contains the information to transfer your learning content from Brainshark to SABA so it can be published.

1. Go to the left-hand pane and click **Download SCORM**.
2. The Download SCORM page opens.
 - a. Select **Basic SCORM 1.2**
 - b. Press **Download**
 - c. Click the link that appears as: “[click here](#)”
3. The SCORM quickly downloads as a zip file to your Downloads folder. The name is identical to your Brainshark presentation title without any underscores:
AMCEntCOBOL60M1GenIP1TrngOverviewMatModel-49850623-SCORM.zip
 - a. Save the SCORM file in a safe location on your file system, OneDrive, or SharePoint.
 - b. You, the Project Manager, Martha Roden (if she worked on the course for you) will send the SCORMs to SABA, along with the Course Description, as each SCORM becomes available.

IMPORTANT! If you later need to make changes to your presentation, no worries – make the changes and don't bother to regenerate the SCORM. SABA only references the URL to the presentation, which never changes. To see this URL, go to **Presentation Properties** tab and look for **Current Address**.

For more details, see: *Brainshark User Guide*, 11. Generate a SCORM file.

8.3 Create an Exam

A **Certification Exam** is a “final exam” that students register for after they finish all the courses in a particular curriculum. Think of it as a “final exam.” If the students pass, they are certified. **NOTE:** Certification Exams only occur at the “end” of a curriculum. You generally do not have to create this exam until ALL the courses involved in the curriculum are complete. **NOTE:** Certification Exams are 30-50 questions long because they cover topics from multiple training courses.

When a curriculum is lengthy and involves many high-level courses, there are often intermediate tests that students take place BEFORE the end of the curriculum. These are called **Knowledge Checks** and do not result in certification. However, students who pass, do receive a completion badge and these test help students check their understanding as they go. **NOTE:** Knowledge Check are about 30 questions.

NOTE: Go to SharePoint for details about the **Solutions Enablement Framework** that defines all the curriculum paths and exams.

https://microfocusinternational.sharepoint.com/:p:/s/SolutionsEnablement/EWmb0xlpdx1Gin3E73N_GSgBnnxdcMjN2BifY42yA8Px6Q?e=gU0m5a

The questions and answers for the exam are in a special spreadsheet that SABA uses to develop an interactive exam. Here are the steps we recommend for creating a successful Certification Exam.

1. We suggest you develop the exam in Word and make sure it is reviewed and finalized BEFORE you convert it to spreadsheet format. It makes editing easier.
2. Compose meaningful questions that relate to the information you provided in the various courses covered by the exam.
 - Do not ask questions that cannot be answered using the information in the previous course presentations.
3. Questions for the Certification Exam can be multiple choice (one answer), multiple choice (multiple answers), and true/false. Once the exam is composed in Word, perform a spell check. Then transfer it to the Excel spreadsheet. First, get the spreadsheet from SharePoint.

Folder: <https://microfocusinternational.sharepoint.com/:f:/s/SolutionsEnablement/EujiM0xmAotFkk6QJRTqgMBdtg-Thcy-5yXggJS1cf6SA?e=VvAwrZ>

File: Sample_Certification_Exam.xlsx

4. Make sure Heading information in the Certification Exam spreadsheet is correct. In particular, randomization of answers AFTER you verify the exam from SABA, and make sure to allow students to see which questions they got wrong, but NOT the correct answers. The typical heading information appears below.

Certification Exam Title:	<i>Refer to the Solutions Enablement Framework (“Sales Certification Exams” and “Technical Pre-Sales Exams” sections) for the name of the exam</i>
Knowledge Check Options:	
Do you want the answer choices randomized?	Yes
Add any instructions to SABA about randomization:	NOTE TO SABA: We want SABA to randomize the answers. We also need to test the online exam BEFORE everything gets randomized. <i>If you want SABA to randomly select a specific number of questions from the exam, add a note like this:</i> NOTE TO SABA: We want SABA to select 30 questions at random for each student’s exam.
What will be the pass-fail rate of the knowledge check?	80%
What text would you like to be provided if a student PASSES?	Custom: Congratulations! You have successfully completed the exam and are now a <i>[name of the particular certification]</i> *
What text would you like to be provided if a student FAILS?	Custom: We are sorry buy you did not pass this assessment. Please review the course materials and try again later.
What will be the time limit for your knowledge check?	NONE
What will be the restriction on the number of attempts a student has in order to take this knowledge check?	NONE
Would you like to display feedback for the student?	Yes NOTE TO SABA: We want the students to find out which questions

* **NOTE:** The name of the certification is found in the ***Solutions Enablement Framework***, under the “Sales Certification Exams” and “Technical Pre-Sales Certification Exams” sections.

5. Carefully copy and paste the questions and answers from the Word file into the spreadsheet, one at a time.
 - a. Number each question.
 - b. Select the appropriate question type for each question.
 - c. Highlight the correct answer(s).
6. Compare the spreadsheet questions and answers to your original Word file to make sure you did not introduce any errors. Run a spell check on the spreadsheet and then save the file.

For more details, see: *Brainshark User Guide*, 12. Create a Certification Exam.

Create an Exam Description

If you will be submitting a Certification Exam, create a standard exam description. It typically contains this information:

- Exam title.
- Short description that identifies the courses students must complete before taking the test.
- Number of questions and passing grade (98%)

For examples of exam descriptions, see: *Brainshark User Guide*, 14.2 Test Description Attachment (Word): Sales Enablement Certification Exam and 14.4 Test Description Attachment (Word): Technical Presales Enablement Certification Exam

9. Final Checklist

Before you submit your material to SABA, make sure of the following:

Brainshark Presentation

1. You checked the presentation settings:
 - a. All settings on all tabs are correct (Presentation Properties, Security, Options, Attachments).
 - b. The presentation **Title** in the correct format – an abbreviated name and level you can easily see beneath the thumbnails in Brainshark, and search on.
 - c. The presentation **Description** the complete, spelled out course name, with year and level. It must match the name in the **Solutions Enablement Framework**. It is the name that the Student sees when they register for the course in SABA.
 - d. The presentation is active.
2. The title slide reflects the correct name of the course and the correct date.
3. Every slide has a Slide Title.
4. “Divider” slides exist to separate sections of the course.
5. Chapter Titles are turned on and are correct (match the titles on the divider slides).
6. You included Quiz divider slides, with this Chapter title: Quiz
 - Added quiz questions after the Quiz divider slides.
 - Made sure quiz questions had this slide title: “Question #X” (where “X” is the question number).
 - Correctly worded the quiz questions.
 - Provided multiple attempts for multiple choice questions and indicated the correct answer if student fails after maximum number of tries.
7. You included Video divider slides (if you course has videos) with this chapter title: Video.
 - Added the video(s) after the Video divider slides.
8. All slides are narrated.
9. Removed any extra slides at the end that were left over from the Merge function.
10. You attached the latest PPT, and before you did, you checked that:
 - a. All placeholder slides have been removed (for example, quiz question or video name slides).
 - b. Overall size of panes is correct (50% thumbnails, 100% slides, 100% notes).
 - c. Spell-check is done.
 - d. Slides contain only supported fonts (Calibri, Times Roman, Courier New).
11. You removed any “old” PPT attachments.
12. You attached the latest hands-on exercises in PDF format, and before you did, you checked that:
 - a. You used the correct Word template file.
 - b. Header is correct (Name of course on first line, module # - lab # on second line) **NOTE:** Not all courses have multiple modules or multiple labs, so those items can be left out).
 - c. Exercises are numbered (for example, Exercise 3-1: Title).
 - d. All steps are numbered.
 - e. All sentences end with a period (.)
 - f. All items that can be clicked or typed are **bolded**.
 - g. You regenerated the Table of Contents.
13. You removed any “old” PDF attachments.
14. You generated the SCORM.

Exam

1. The Certification Exam or Knowledge Check spreadsheet is complete (if one is required), and it has been checked to verify that:
 - a. There are no spelling errors.
 - b. Each correct “question type” is specified for each question (True/False, Multiple Choice, etc.)
 - c. The correct answers are highlighted.
 - d. There are no duplicate questions.
 - e. The answers are actually found in the presentation.

Other

1. The Course Description file is complete and contains:
 - a. Correct course name (per ***Solutions Enablement Framework***).
 - b. Correct certification path (per ***Solutions Enablement Framework***).
 - c. Correct portfolio code (per ***Solutions Enablement Framework***).
 - d. Correct description and learning objectives. NOTE: If this is a multi-module course, it must also contain the correct list of modules and their correct individual durations.
 - e. Correct total duration in hours and minutes (includes both presentation time and time to complete any hands-on activities)
 - f. Correct name of the corresponding SCORM file.
2. The Certification Exam Description file is complete and contains:
 - a. Correct name of exam.
 - b. Correct certification path.
 - c. Correct portfolio code.
 - d. Correct description, including the badge the person receives if they pass the exam.
 - e. Total number of questions.
 - f. Name of corresponding Excel spreadsheet.

IMPORTANT! If someone other than the course author is sending any of these materials to Liron, make sure the course author has reviewed them first.

10. Send Your Course Materials to Liron

When your Brainshark course or test is ready, you need to send a request to Liron Weintroub.

Compose an email to Liron Weintroub (email: liron.gefen@microfocus.com), specifying the name of the course or exam and attach the following items to the email:

- **Course**
 - Course Description (course title, learning path, portfolio code, course objectives, and duration of presentation and hands-on activities)
 - SCORM file (.zip file)
- **Knowledge Check or Certification Exam**
 - Test Description (test title, learning path, portfolio code, test description, and number of questions)
 - Test spreadsheet (Excel)

Once Liron receives your email, she will do the following:

1. Review the Course or Test Description to make sure the title, learning path, and portfolio code are correct. She will also make sure the duration is specified for courses and the number of questions is specified for tests. If she finds anything wrong, she will let you know so you can fix it.
2. Once Liron approves your request, she will send a request to the SABA team.
3. The team will set up the course in SABA and convert your exam spreadsheet (if you have one) to an interactive exam.
4. When the course is ready, Liron will send you a links to both the course and the exam:
 - a. Bring up the course and randomly look at and listen to slides.
 - b. Bring up the exam and take it yourself – check the questions as well as the correct answers AND incorrect answers. You will be checking the “unrandomized” version of the exam with the full set of questions. SABA will then randomize the questions and select a subset of questions based on your earlier designation (for example, “Randomly select 30 questions for the exam”). You will then verify the subset of random questions.
5. Let Liron know if the team needs to make any corrections to the exam.

APPENDIX A. Naming Conventions

These are suggestions to help keep things consistent as you work on your PowerPoint presentation, upload it to Brainshark, and then provide the Course Description to SABA.

IMPORTANT! [Full_course_name] is the name of the course, as specified in the Solutions Enablement Framework document.

PPT Presentation

File name: [Abbreviated_course_name_Lxxx([Author])_final.pptx

- For example: **UFT_Mobile_TechDemo_L340_(martha)_final.pptx**
- **NOTE:** The file name is up to you. Use something that is self-explanatory.

Brainshark Presentation

Title: [Short-abbreviated-name] [year] Lxxx or : [Short-abbreviated-name] [year] Lxxx Mx

EXAMPLES

- For a single-module course (one Brainshark presentation): **UFT Mobile L340**
- For a multi-module course (one Brainshark presentation per module): **Enterprise Analyzer Architecture Overview 2021, L400 M1**

- The title appears beneath the course thumbnail in Brainshark where space is limited. The title also appears in the title bar of the viewing window when the student takes the course in SABA.
- Any component of the title can be used as a Search string in Brainshark.

Description: [Full_course_name], Level xxx or [Full-course-name] [Year], Level XXX – Module X: [module title]

EXAMPLES

- For a single-module course (one Brainshark presentation): **UFT Mobile Technical Demonstration Training, Level 340**
- For a multi-module course (one Brainshark presentation per module): **AMC Mainframe L400: Enterprise Analyzer Architecture Overview Training 2021, Level 400 - Module 1: Intro & Documentation**

- The Description is the same as the full course name specified in the *Solutions Enablement Framework* document. It is also the name students see when they register for the class. And, it is the name that appears in the Course Description we submit to Liron.
- Any component of the title can be used as a Search string in Brainshark.

Attachment Name: [Product_name] Lxxx PowerPoint

- For example: **UFT Mobile L340 PowerPoint**
- **NOTE:** The Attachment Name appears in the **Attachments** tab of the viewing window when the student takes the SABA course.

SABA Course Title

Title: [Full_course_name] [Year], Level xxx

- For example: **UFT Mobile Technical Demonstration Training 2021, Level 340**
- **NOTE:** The Title is the same as the full course name specified in the Solutions Enablement Framework document. This Title also appears in SABA for course registration.