

Captivate Prime Trial: 5 Steps and 90 Minutes

Hello Trial User!

Welcome to Adobe Captivate Prime.

We are glad that you have decided to try out the new hosted LMS from Adobe and we are sure you will find that the system goes beyond meeting all your training needs.

Captivate Prime being an enterprise system, we understand that you might need a little hand holding to get acquainted. The 5 steps detailed here are designed such that, following through them should take you not more than 90 minutes, and at the end of which you should be ready to roll out your trainings on Captivate Prime !

Very briefly, the steps would follow the round trip where in you start by creating some training content within Captivate Prime, you add Learners to the system, the Learners themselves login to the account, they consume some training and you as an Admin can close the loop by generating some reports on the training activity just concluded.



Stage 1: Set up account and create training content

Let's start with a few housekeeping items. After you have logged in as an Admin, go ahead and click on "Company Info" in the left panel. There are 2 key things to do here.

- 1) Confirm the name and upload a logo for your Organization. These get displayed on the home page for your account as also within the product. So it's a great way to customize the look and feel of your account.
- 2) Look at the Subdomain URL and if you wish, pick a custom one for yourself. Another way to make it easy for your learners to remember and get to your account.

That done, now click on "Courses" in the left panel. You will be taken to a screen where you can Add or Manage courses. For your convenience we have already created a few demo courses which you can preview. For now, click on the "Add" button and you will notice that you are being logged in as the "Author". The Author role in Captivate Prime is designed to be explicitly used by an instructional designer to create training content.

In Captivate Prime, the basic building block of any self-paced e-learning content is called as a "Module". As an author, your first step would be to upload "Modules" to the system. When you click on "Create Module" you can choose any PDF, PowerPoint, DOCx, SCORM 1.2, SCORM 2004, Captivate package and upload to your account. The files may take just a bit of time to be processed and the Module library should be able to give you the status of processing. Upload 1 PDF file, 1 Power Point presentation, 1 Video file and 1 Captivate package as modules into the system

Once processed, the Modules are now ready to be bundled into courses. So go ahead and click on "Course Catalog" and click on "Add" to create a new course. In the course creation screen, the key aspect is to define the Content for the course. As you click on the "Add Modules" link and choose "Self Paced" modules, you will be able to choose and add the Module that you had just uploaded to this course.

The next aspect is to define the "Skill" that this course is designed to provide a learner. For now you can choose "General" and save this course. Once saved, you will be prompted to "Publish" this course.

As soon as you "Publish" this course it is live! Any learners to the system would now be able to enroll and consume this course. You have now landed in the "Course Catalog" where you should be able to see the Course tile, for the course you have just created!

You can repeat this process to create as many Courses as you want in this account.



Exit Criteria: 5 or more Modules and 5 or more courses have been created in this account

Stage 2: Add Learners into the account

The previous step would have landed you on the “Course Catalog” page in the “Author” role. Now you should try adding Learners to your account and to be able to do that you need to switch your role back to that of an “Admin”. You can switch roles from the drop down in the top right corner of your account.

This should take you back to the “Getting Started” page as an Admin. Go ahead and click on “Add Users”. This should now take you to the “Users” screen. This is where you would notice that as a Trial account, you have Unlimited User registrations available and currently you are the only user registered in this system. You will also notice that you have the roles Admin, Author and Learner all available for yourself.

But before we add Learners to the system, you need to decide whether you want to add real learners to the system or you want to create Demo learners.

If you have a team of colleagues that is helping you to try out Adobe Captivate Prime, we recommend that you add those colleagues as learners to this system.

If not you can go with Demo learners.

Either way, you need a handful of email ids to be added to the system. The Email Id is the unique key which identifies any learner in the system. If you decide to go with Demo learners, then we recommend that you create Demo email addresses using any email system for eg “Demouser1@gmail.com,” “Demouser2@gmail.com ” “Demouser3@gmail.com

Coming back to the Captivate Prime account, if you now click on the “Add” button, you would be prompted to add learners to the system. There are multiple workflows using which this can be done. In the longer run, the recommended way to add learners to the system is by importing a CSV file with all the learner details. But for the trial process, lets choose the “Single User” workflow.

There you can individually add the three learners by entering the email addresses and choosing yourself as the Manager for these learners. You have now successfully added Learners to this account



Exit Criteria: There are a total of 4 learners in the system including yourself.

Stage 3: Learners log into the account

This is where the individual learners try logging into the system.

If you have gone ahead and created Demo email addresses and added them to the system, you can now act as “Demo Learner 1” and try logging into the system yourself.

But before you do that, if you are trying to log in again to Captivate Prime on the same machine that you did as an Admin, you first need to go to www.adobe.com and “Sign Out” of Adobe ID. This ensures that your browser does not recognize you as the Admin, as you try to log into Captivate Prime using the Demo account.

Now you need to visit Gmail (or whatever email system you have used to create the Demo emails) and log into the Demo email account.

There, in your inbox, you would see an invitation mail that Captivate Prime has sent, inviting the learner to join the account. It has an authentication link that the Learner needs to click on, to ensure access to the account.

As you click on the link, you would be prompted to sign in with your Adobe ID. As you are acting on behalf of a Demo learner, you should now create a Demo Adobe ID here. Once you do that you will be logged in as “Demo Learner 1”.

NOTE: For the sake of this trial experience, since you want to take on the role of multiple learners, whenever you log out of Captivate Prime, you need to visit www.adobe.com and Sign out of Adobe ID as well. In the real world since you wouldn't have multiple Adobe Ids this is not required.

You can repeat this process to log into the system as “Demo Learner 2” and “Demo Learner 3” as well.



Exit Criteria: You are able to log in individually as the Admin and Demo Learners 1, 2 and 3

Stage 4 : Learners consume training

For this step, let's assume that you are logging in as Demo Learner 1. If you had added real learners to the system, they would need to follow this step to experience the Learner workflows themselves.

As a learner, we have already seen how Captivate Prime had sent you a welcome mail inviting you to join the account. In the same email, Learner is also provided with an Account URL. After the first login, the learner is now free to bookmark the Account URL to get access to the system on an ongoing basis.

When you as Demo Learner 1, visit the Account URL, you are prompted to login using your Adobe ID. When you sign in, you are landed on the Learner Homepage.

The Homepage quickly gives you a preview of what courses are recommended for you. It should ideally have 3 of the courses that you created in Step 1. It gives you a view of your Learning Timeline and also gives you some suggestions on how to start using Captivate Prime. To explore all the courses available to you, go ahead and click on the "Catalog" link right at the top of the homepage. There you would see a list of ALL the courses that you had created in Step 1.

Go ahead and start interacting with one of the Course Tiles. You would soon discover ways to enroll into this course. Once enrolled, you can "Start" the course.

This would then land you into the Fluidic Player, one of the key differentiators of Captivate Prime. This is a Content player that plays any type of e learning content. SO you would notice that it would have started playing the modules that you had added to this course.

You can experience a PDF, Video, Power Point and Interactive Captivate content in the same window. You can explore the ability to pause, play, see the TOC as well as take Notes on ANY of these content types.

Once done with the course, close the player window to land back on the Course Preview page. The preview page would also have updated itself with the progress percentage for this course.

Go ahead and repeat this process with other courses in the catalog and notice how they also land in the "My Training" section of the homepage giving you a history of your training.

Now you can log out Captivate Prime, log out of Adobe ID and the repeat the step as the next Demo user 2. As also with the third Demo User.



Exit Criteria: You have logged in as Demo Users 1, 2 and 3 and experienced what a Learner would experience. You have also taken a few courses as each user.

Stage 5 : Generate training Reports

Now that you have personally gone through the first 4 stages, comes the final step of the round trip trial experience. Lets create some reports on how the training activity has been going on.

Log back in as the Admin (Remember to sign out of Captivate Prime as well as from www.adobe.com before logging back in Captivate Prime, throughout this trial workflow)

Once inside the account, click on Reports. You will be landed on the Reports page. You would see some Sample Reports which are based on demo data. Try playing around with them to experience the various ways of interacting with the graphical reporting interface.

Now click on the “Add” button to see a report builder interface. This is a very powerful and flexible interface that lets you build your own reports without ever having to reach out to Adobe. You would notice that by default you are being asked to create your own custom report. But in that “Report Type” dropdown you would also notice a bunch of 1 Click reports as well. Choose the report titled “Courses Enrolled and Completed”. Just select that and click Save. You are automatically taken to the “My Reports” section where you see the report that you just created! It would have all the data on the courses your Demo users have just taken!

Now if you click on the Add button again and choose one of the “Learning Time Spent” reports, you would see a second report giving you rich data on the time spent by your Demo learners in consuming the various courses.

So with just two clicks you are able to track the training activity within your account. As you get more comfortable you can explore the “Custom“ report which allows you to track various parameters on the X and Y axis and get as granular as you would like in reporting on your training activity



Exit Criteria: You are now able to create reports on all the training activity in your account.

With this, you have now taken the full round trip trial experience and we feel confident that you would be able to explore the many more advanced features of Captivate Prime as you go along. Feel free to reach out to us at captivateprimesales@adobe.com in case you wish to get a more personalized demonstration.