



# iSpring Pro

## Content Planning Guide



Summer 2014

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## Using iSpring on Your OnPoint Learning Platform

This job aid provides instructions on using iSpring Pro, from iSpring Solutions, Inc., an innovative software company focused on high-end rich media software development for global markets to create content for CellCast. iSpring is a Powerpoint plug-in authoring tool to design HTML5 content that can be exported and imported into CellCast easily.

## What are the Advantages and Disadvantages of iSpring?

The best advantage of iSpring is the ability to use your existing PowerPoints and add additional features and publish while inside the PowerPoint framework. This allows you to create mobile content in the application you are most comfortable—Microsoft PowerPoint. Additionally, it provides a one-click solution to converting your existing PowerPoint content into mobile learning. If your workflow is not utilizing Microsoft PowerPoint, it may be a disadvantage to recreate your content into PowerPoint's framework.

## Use Cases for iSpring - Where does it fit?

iSpring is a simple one-click publishing authoring tool and offers an array of features that Instructional Designers can leverage to create rapid eLearning digital courseware, performance support tools and interactive marketing materials for their online and mobile audiences. The following table summarizes the common use cases, supported communications methods and target devices OnPoint believes are best suited for iSpring-created materials.

Supports			
Use Cases			
Social	<input type="checkbox"/>		
Learning	<input checked="" type="checkbox"/>		
Interaction and Engagement	<input checked="" type="checkbox"/>		
Branching	<input checked="" type="checkbox"/>		
Reference	<input checked="" type="checkbox"/>		
Quizzes	<input checked="" type="checkbox"/>		
Communication Methods With LMS/TM Platforms			
SCORM 1.2, 2004	<input checked="" type="checkbox"/>		
Non-SCORM	<input checked="" type="checkbox"/>		
Tin Can/Experience API	<input checked="" type="checkbox"/>		
Supported Devices			
Desktop	Mac/Windows/Linux: Microsoft Internet Explorer, Google Chrome, Mozilla Firefox, Apple Safari		
Mobile iPad	iOS5 iOS6 iOS7	Mobile iPhone	iOS5 iOS6 iOS7
Mobile Android Pad	Android 3.0.+	Mobile Android Phone	3.0.+
Windows RT		Windows Phone	7.5 +

## Getting Started

iSpring Pro is installed as a PowerPoint add-in, and appears as an additional tab in the PowerPoint ribbon.



It is important to go through the activation process before you start using a trial or full version of iSpring Pro. An iSpring Pro license for a single user entitles you to install and use the product on two computers - for example, one at work and one at home. Both copies of the program should be used by the same person only. When you purchase the product, you will get a License Key that can be activated two times. Please note you can deactivate your license if you want to install the program on another computer or reinstall the operating system.

In order to run iSpring Pro, your computer must meet the following system requirements:

- 512 MB RAM, 1024 MB recommended
- 500 MB available disk space
- Microsoft® Windows® XP/Vista/7 (32- or 64-bit editions)
- Microsoft® PowerPoint® 2003/2007/2010 (32- or 64-bit editions)
- Microsoft Word 2003/2007/2010 (32- or 64-bit editions)

## So, What is HTML 5?

HTML5 is a markup language used for structuring and presenting content for the World Wide Web. HTML5 improves the language with support for the latest multimedia while keeping it easily readable by humans and consistently understood by computers and mobile devices. It includes detailed processing models to encourage more interoperable implementations. It introduces markup and application programming interfaces (APIs) for complex web applications. For the same reasons, HTML5 supports cross-platform mobile applications. Many features of HTML5 have been built with the consideration of being able to run on low-powered devices such as smartphones and tablets.

## iSpring Elements

iSpring leverages all of PowerPoint's interface elements, while adding an additional ribbon with new functionality and a publish button.



## Converting from Existing PowerPoint

When converting your PowerPoints into iSpring courses, if you have created any hover actions you will have to add another click action, Mouse Click, to ensure mobile users can have their own experience with your content.

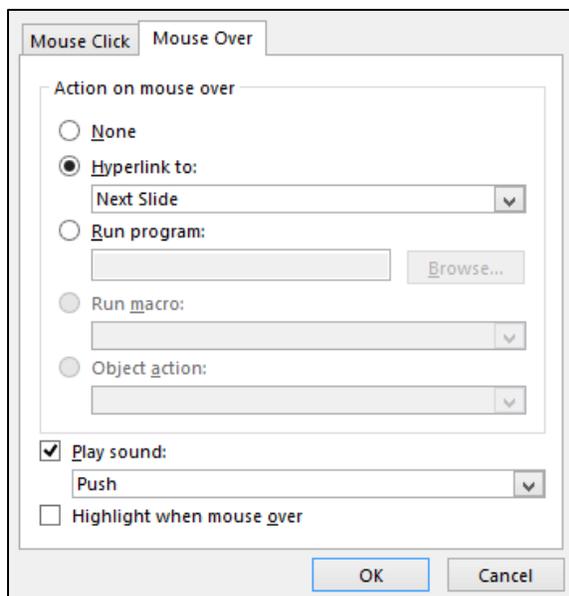


Figure 1: Desktop Only Experience

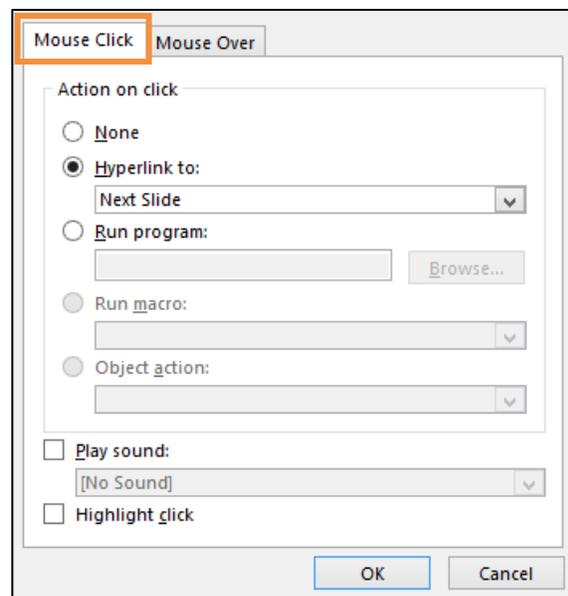


Figure 2: Desktop and Mobile Experience

## Branching Scenarios in iSpring

Foolproof branching is not possible with iSpring when the navigation buttons or the outline tab is present. The navigation buttons always goes to the next visible slide and the outline tab allows the user to jump to the slide of their choice. Unless these options are removed, branching is not possible. This means the only template that is usable for branching is the “None” template. The template doesn’t provide any navigation tools. As a solution, you must provide a link or multiple links on each slide to identify the next slide (or branch) to be viewed by the user.

## Content

### Images

Saving photos at the smallest size possible while still maintaining visual quality, is the best way to ensure that images are responsive. Web images are saved as 72 DPI. Images should be in PNG format to ensure proper rendering in a mobile APP’s UI Web View Browser.

### Audio

Any Audio should be in MP3 format and compressed for fast load times.

### Video

Videos are most successful when they are 1-3 minutes in length. If your topic is longer, break into bite-size subtopic videos. This will allow smaller files sizes and ensure efficient load times for downloading the video. In addition to keeping videos short, ensure to compress the video to the smallest size while still maintaining quality to ensure proper load times.

As a recommendation, the video should be sized at 480x320 as it still looks good when scaled up, but keeps the file size down. Video and animations must be MP4 files encoded using an H264 codec for widest device support.

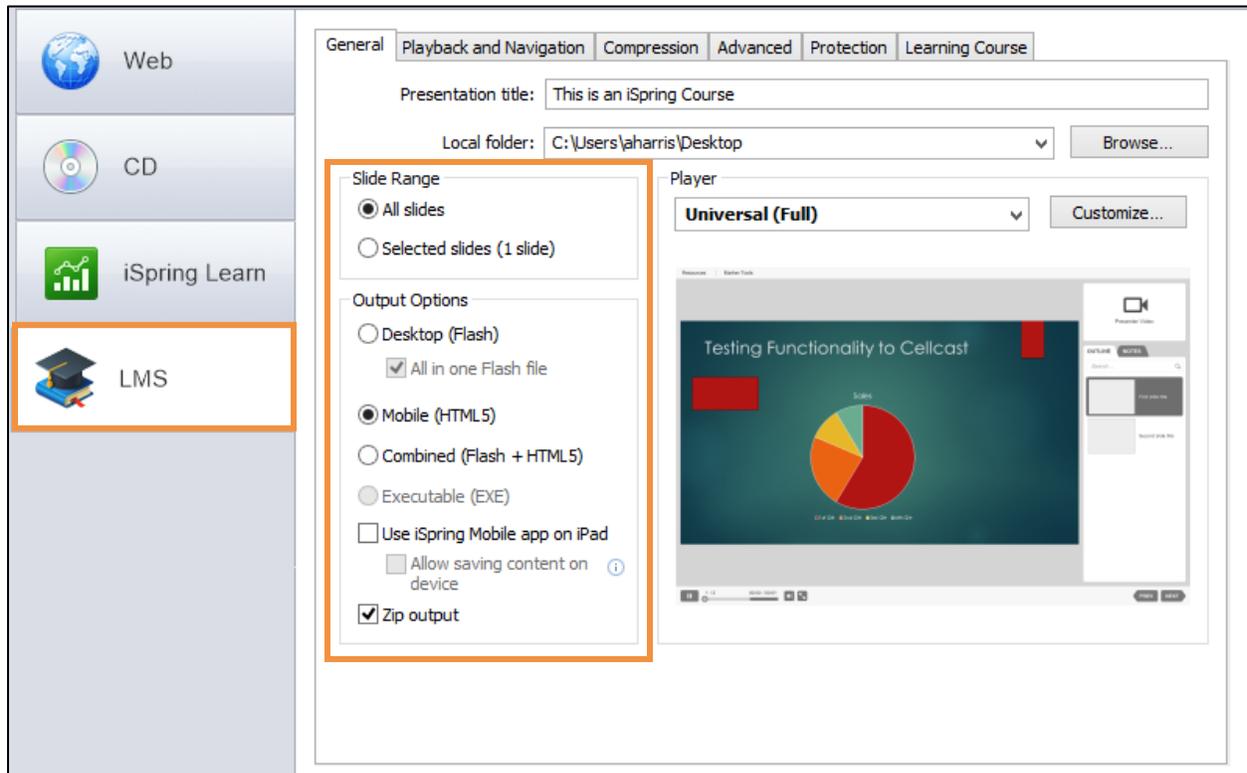
### Transitions

iSpring maintains all PowerPoint page transitions and animations leveraging HTML outputs.

## Publish

### SCORM Compliant

From the **LMS** tab, select **Mobile** and **Zip output**. Make sure to select **all slides** to have your entire course in the package.



Select navigation options for Enable Zooming and Advance Gestures with Mouse Click.

General Playback and Navigation Compression Advanced Protection Learning Course

Playback Options

Preset: Custom Save Preset... Delete

Start presentation automatically

Change slides automatically

Minimum slide duration  seconds

Auto play on-click animations each  seconds

Loop presentation

On restart: Always start over

Navigation Options

Navigation type: Free - view slides in any order

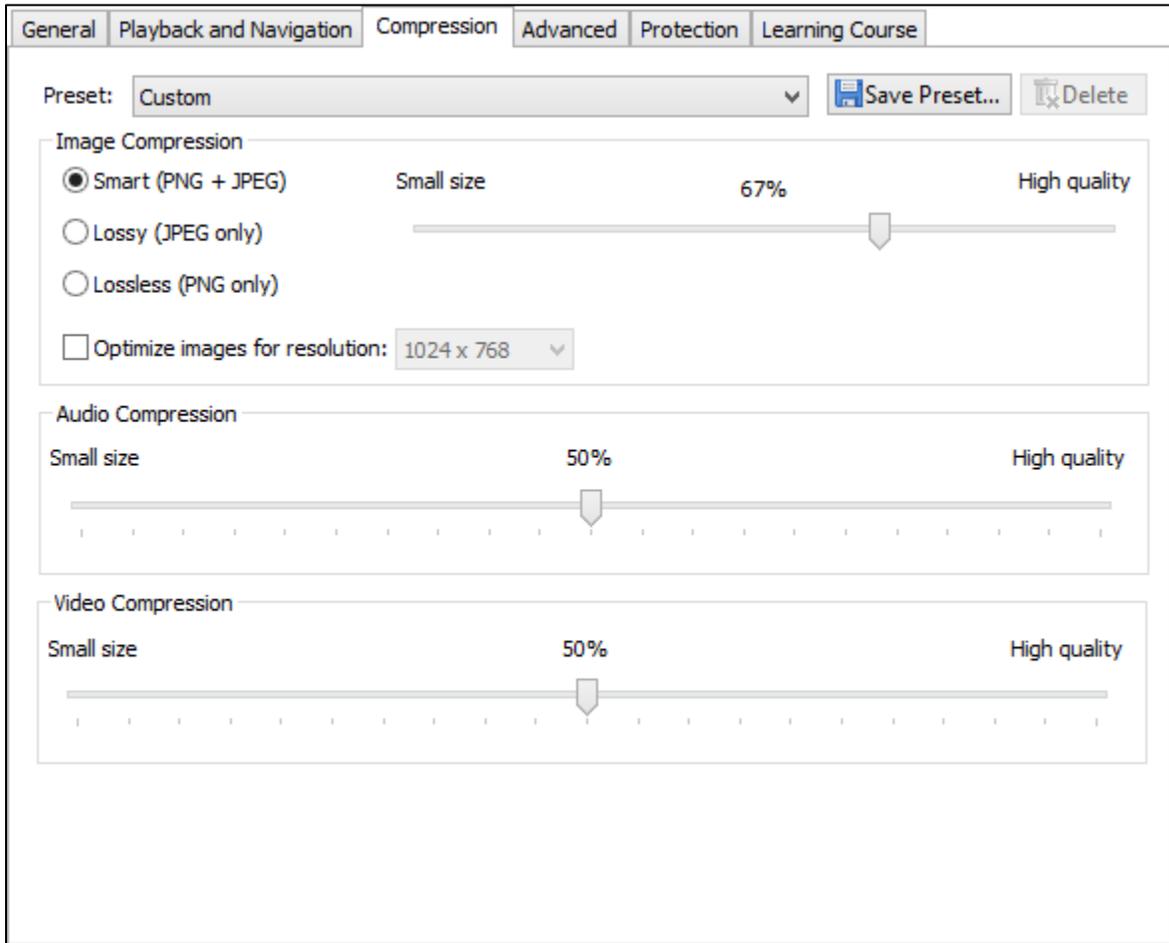
Enable zooming with gestures

Advance with gestures or mouse click

Enable keyboard navigation

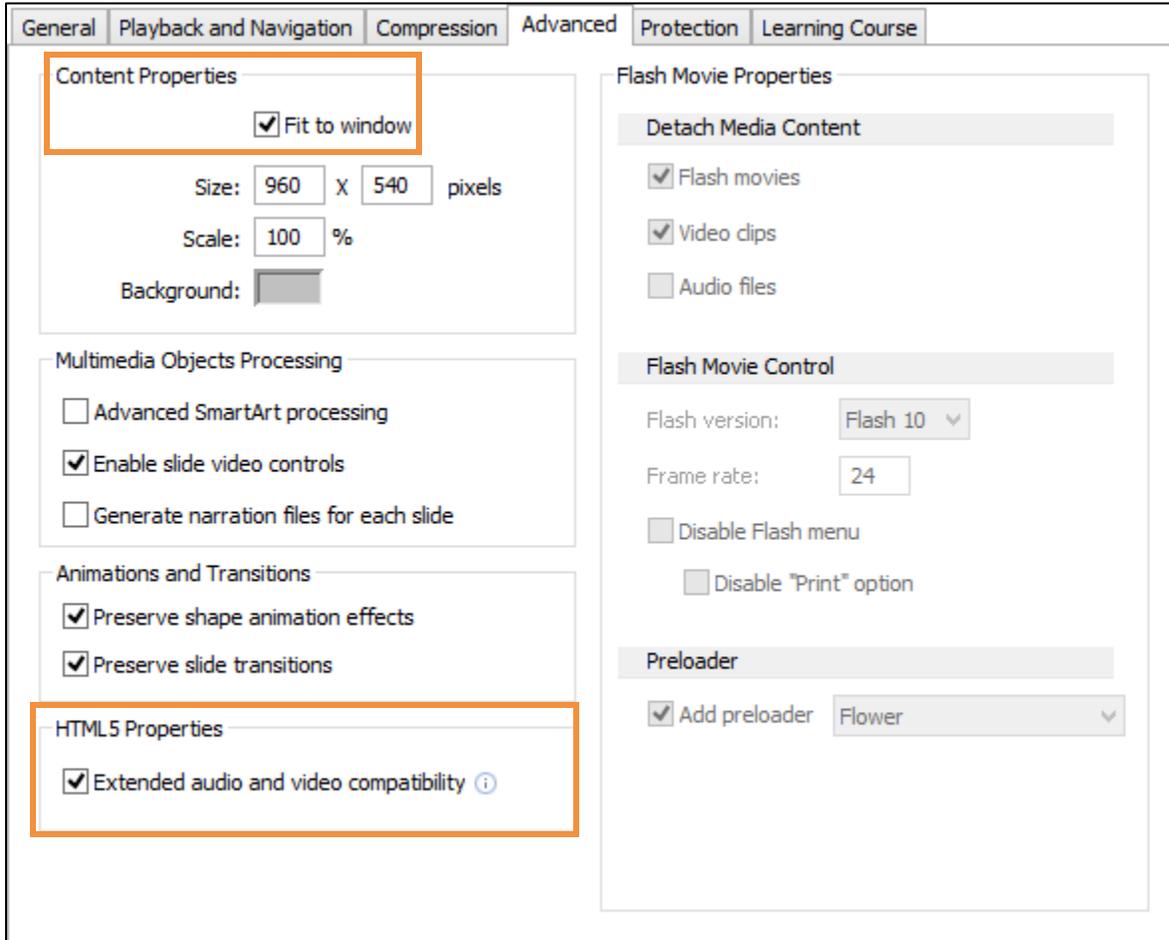
Customize control keys...

iSpring has compression options to ensure fast download times. These settings will depend on your original source quality. The higher quality of the source, the more compression can be done without loss of quality showing. This is something you should test to ensure you maintain quality media.



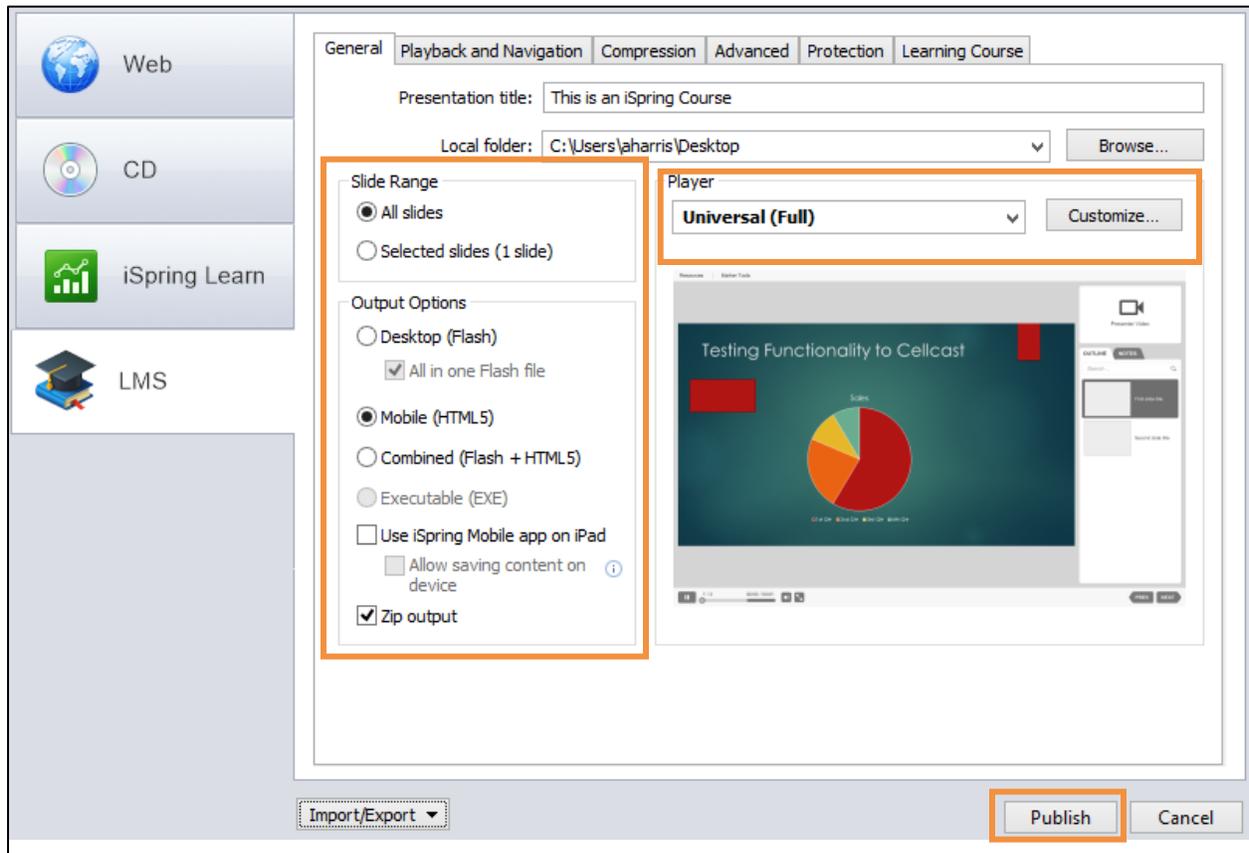
The screenshot shows the 'Compression' tab in the iSpring software interface. At the top, there are tabs for 'General', 'Playback and Navigation', 'Compression', 'Advanced', 'Protection', and 'Learning Course'. Below the tabs, the 'Preset' is set to 'Custom', with 'Save Preset...' and 'Delete' buttons. The 'Image Compression' section has three radio buttons: 'Smart (PNG + JPEG)' (selected), 'Lossy (JPEG only)', and 'Lossless (PNG only)'. A slider for 'Smart (PNG + JPEG)' is set to 67%, with 'Small size' on the left and 'High quality' on the right. There is also a checkbox for 'Optimize images for resolution' set to '1024 x 768'. The 'Audio Compression' and 'Video Compression' sections each have a slider set to 50%, also ranging from 'Small size' to 'High quality'.

On the Advanced Tab, Select ***Fit to Window*** to ensure your content scales to each device type's screen size. Additionally, Select ***Extended Audio and Video Compatibility***.



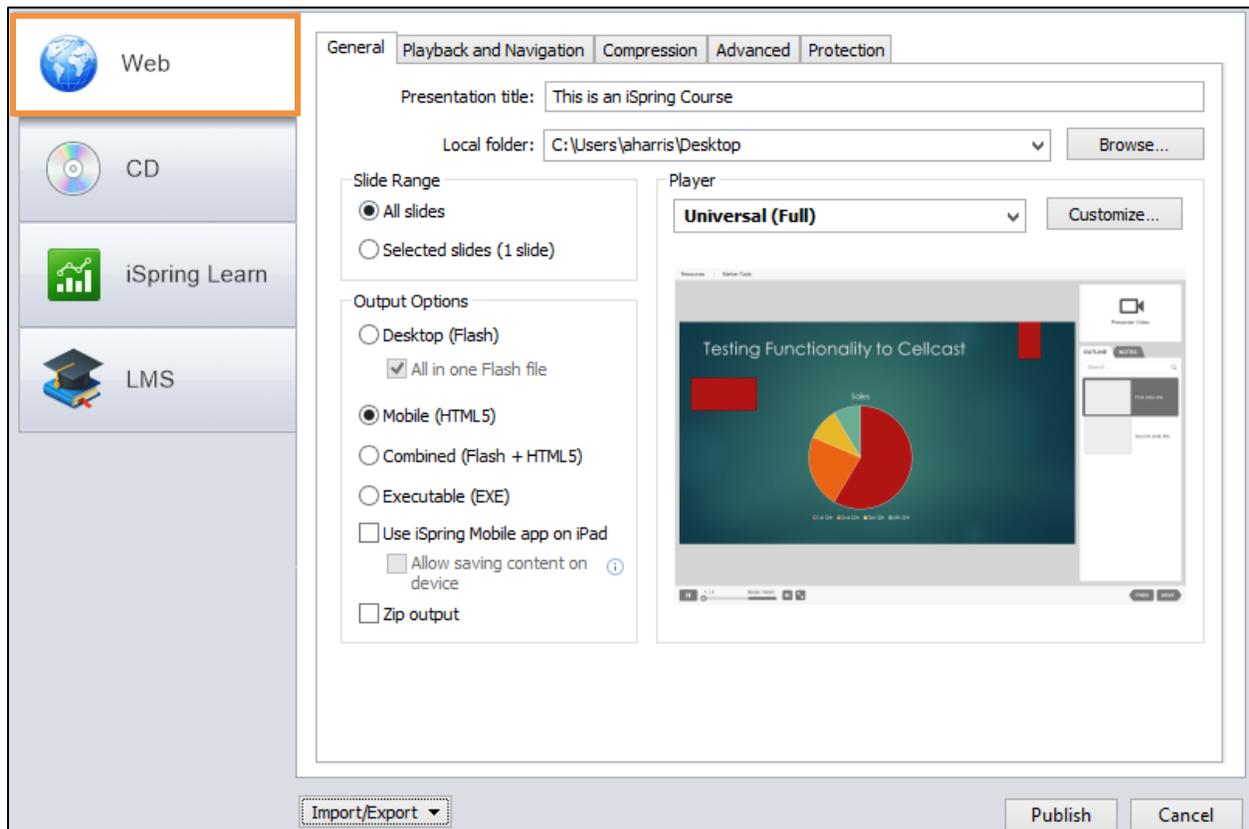
The screenshot displays the 'Advanced' tab of the iSpring software interface. The 'Content Properties' section is highlighted with an orange box, showing the 'Fit to window' checkbox checked, with a size of 960 x 540 pixels and a scale of 100%. The 'HTML5 Properties' section is also highlighted with an orange box, showing the 'Extended audio and video compatibility' checkbox checked. Other visible options include 'Advanced SmartArt processing', 'Enable slide video controls', 'Generate narration files for each slide', 'Preserve shape animation effects', 'Preserve slide transitions', 'Detach Media Content', 'Flash movies', 'Video clips', 'Audio files', 'Flash version: Flash 10', 'Frame rate: 24', 'Disable Flash menu', 'Disable "Print" option', and 'Add preloader: Flower'.

From the General Tab, Select **All Slides**, **Mobile**, and **Zip Output**. This is also where you have the opportunity to choose your Player's skin if you did not create navigation within the PPT.



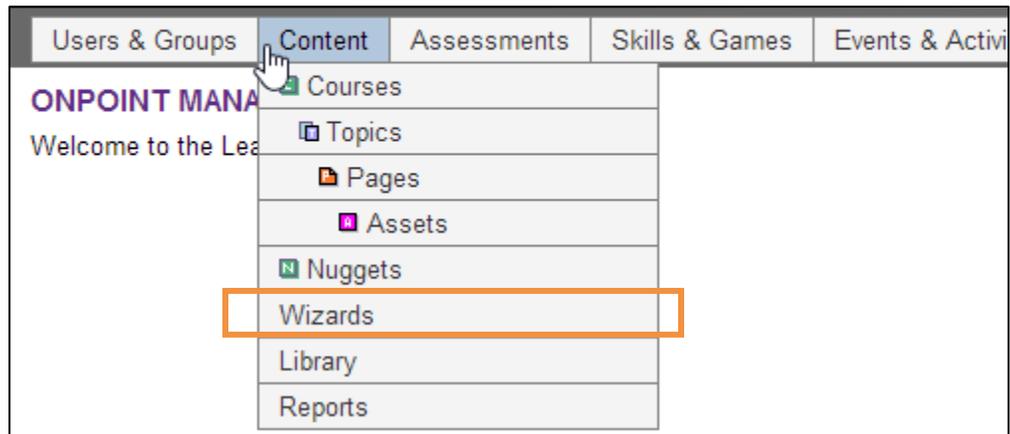
## Non-SCORM

To create a non-SCORM course, the options are the same with the exception of the 1st Tab. Select the **Web** tab and continue with the same settings as SCORM.

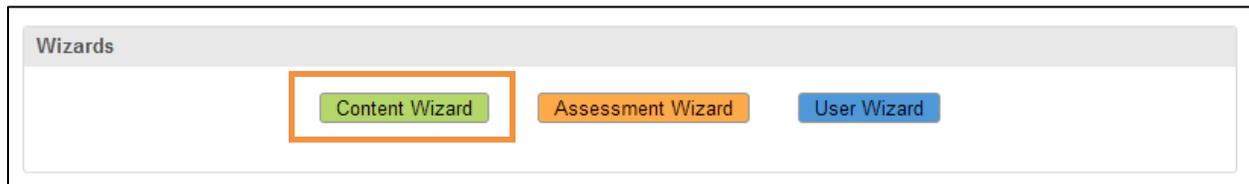


## Import into OPLS/CellCast

From *Content Tab*, click **Wizards**.



The Wizards options screen will appear. Select **Content Wizard**.



Click **SCORM** or **HTML**, depending on package type, to begin upload options.

Select Content Type

What type of content do you have? (click to select)

Course Type	Nugget Type
<a href="#">Flash (.zip package)</a>	<a href="#">Audio/Podcast</a>
<a href="#">HTML (.zip package)</a>	<a href="#">Document (EPUB/PDF)</a>
<a href="#">SCORM (.zip package)</a>	<a href="#">Flash (.swf)</a>
	<a href="#">HTML (single file)</a>
	<a href="#">HTML5 (zip file)</a>
	<a href="#">PowerPoint/Slides</a>
	<a href="#">Video</a>

The *Information* screen will appear. Enter all the course information and click **Continue** when complete.

Course SCORM (.zip package)

Information

Title/Name:  The name that will be used for the course

Catalog Description:  A description of the item for the course catalog.

Estimated Duration: Hours  Minutes  Seconds  The estimated Course duration.

Category:  Select an existing category for the Course or create a new one.

Naming Prefix:  Used to distinguish the generated asset(s), page(s) and topics. The # character(s) will be replaced with the Course id number.

Topic Name:  Used to distinguish the generated topic

Page Name:  Used to distinguish the generated page

Asset Name:  Used to distinguish the generated asset

Browse for your ZIP package to upload course and click **Continue**.

Course SCORM (.zip package) · GoMo Course

Upload/Select Asset File(s)

Upload File Type: **zip** (file 1 of 1)

Is the file on your local computer or has it already been uploaded to the OPLS server?

1

Upload a zip file from your local computer

No file chosen

Or, select previously uploaded or transcoded file from the OPLS server

2

Browse for and upload your course thumbnail image and click **continue**, or click **Proceed...** and use

default thumbnail.

### Thumbnail Image

Do you want to use a custom thumbnail image for the new Course or the default thumbnail image?

- Default image - [Proceed to the next step](#)
- Custom (image should be a png or jpg and have a size of 200x150 pixels)

Is the thumbnail file on your local computer or has it already been uploaded to the OPLS server?

Upload an image file from your local computer.

No file chosen

Or, select previously uploaded image file from the OPLS server

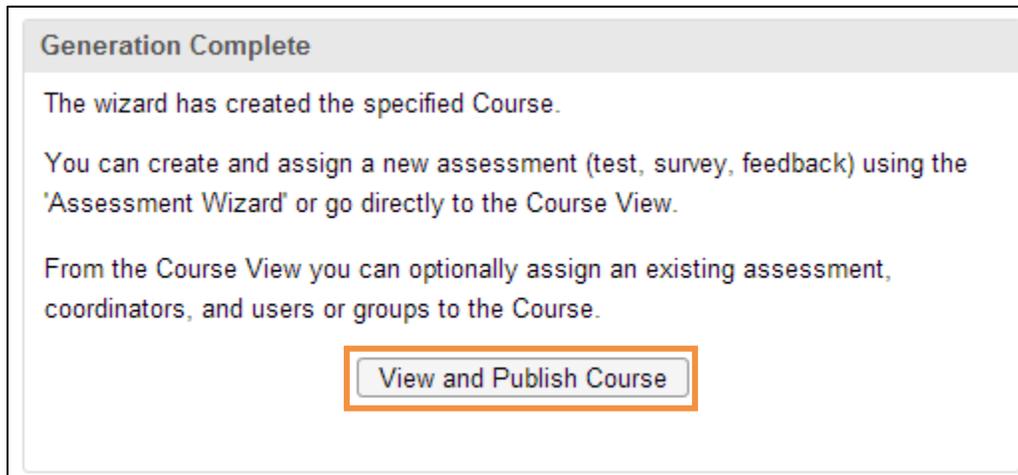
Review course information and click **Generate Course**.

### Generate Course

Title/Name: Upload Course  
Catalog Description: This is a course.  
Estimated Duration: 0 Hour(s), 5 Minute(s)  
Naming Prefix: cs-#-  
Asset File: scorm -> p282\_2014\_04\_21\_13-29-50.zip (uploaded)  
Thumbnail: Default

**Assessment:** You will be given the opportunity to create a new assessment or assign an existing assessment to the Course after the generation process has completed.

Once the generation is complete, a pop-up will display—click **View and Publish Course**.



Because your introduction was created within iSpring package, **Hide** the Welcome message so the user goes straight to your content. Additionally, if you do not want your content to be eligible for self-service enroll you must disable the OnPoint Content Viewer (“OPCV”) Catalog option by selecting **No**.

Information Assignments Advanced Triggers

Course Id: 4556  
Course Name: **Sample Course**  
Catalog Description: Sample course description.  
Welcome Message:  Hide |  Edit  
Finish Message:  Hide |  Edit tip

Estimated Duration: 0:05:00  
Default Background:  
Category: General  
Copyright:  
Require Approval: No  
Max. Registrations: Unlimited  
Availability:  
In OPCV/Mobile Catalogs: N  
In OPEC Catalog: N  
Published: No  
Mobile Sync: Permanent  
Status: Active

 Edit  Refresh  List **Publish**

If your course is for mobile delivery, always keep hidden.

Select your publish options for browser and mobile and click **Publish**.

Users & Groups | Content | Assessments | Skills & Games | Events & Activities | Notifications | Administration

**CONTENT: PUBLISH COURSE**  
 Course: **Upload Course**

The process of publishing a course designates the course as available and generates all of the required course contents and supporting files.

Last Published:

**A**  Browser version (standard desktop/laptop)  
 508 compliant browser version

**B**  Mobile widget version (for download to mobile device)  
 Synchronization  
 None  
 Sync: Remove  days after completion  
 Permanent (never removed)

**C**  Mobile web version (on-line)

**A:** Select for Online Portal Delivery

**B:** Select to Deliver for CellCast App

**C:** Select to Deliver for Mobile Web

Your course is now published, click **Continue**.

**CONTENT: PUBLISH COURSE**

Course #4555 **Upload Course**

- Browser version **published**
- Mobile widget version **published**

### Advanced Optional Features

There are advanced options to choose from to improve the user experience. One thing to think about is screen real estate. To maximize your content's real estate, you can choose settings in the *Advanced Tab*.

**CONTENT: COURSE**

At the bottom of the page, click **Edit** to open setting options.

Information	Assignments	Advanced	Triggers
Course Name: <b>Upload Course</b>			
Course Banner:			
OPPM Assignable: Y			
User Validation: None			
Start Notification: 0 days			
Finish Notification: 0 days			
Notification Interval: 1 days			
Auto Archive: Never			
User Comments: No			
User Access: Unlimited			
<b>Scorm Controls: Normal</b>			
Compliance Duration: None			
User Rating: Not allowed			
Course Language: English			
External Forum URL: Use OnPoint Forum			
Require Acknowledgment: No			
Minimum Time: 0 (% of estimated duration)			
<b>IE Compatibility: 8</b>			
Thumbnail Image: (click image to manage)			
			
Author(s): <a href="#">edit</a>			
Course Type: Scorm			
<b>Edit</b>			

If you do not have an assessment or welcome page, a good setting to improve experience is set SCORM to **Minimum**. This will remove the top bar and menu from the viewable screen.

Scorm Controls:

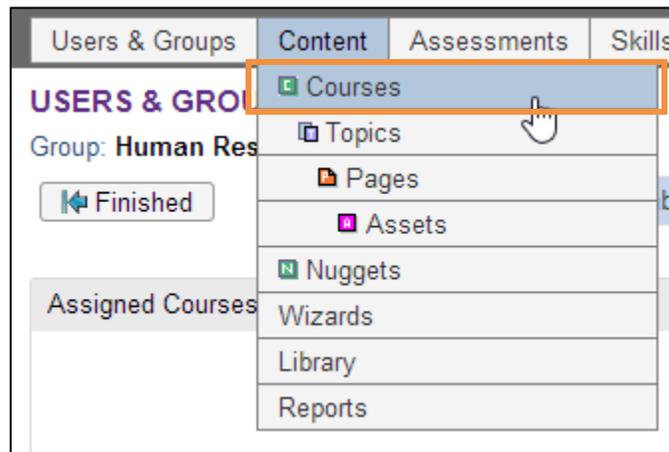
When importing the most important setting to ensure is IE8 compatibility is disabled. This is set to true by default and must be unchecked.

## Assigning Users and Groups

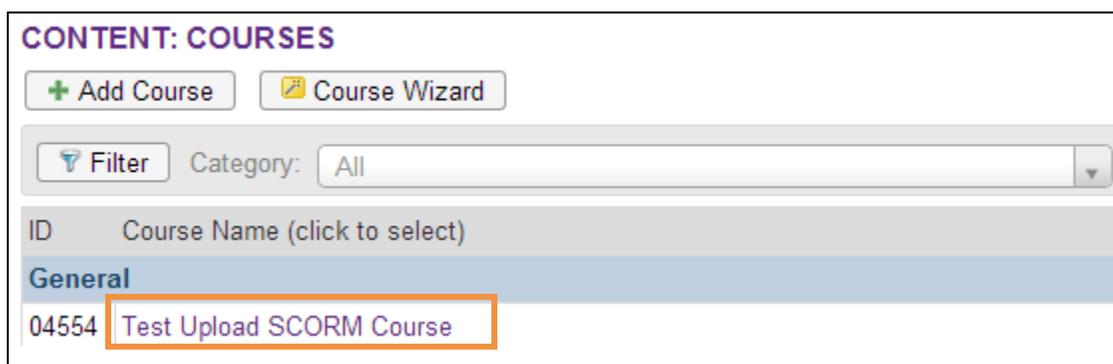
Once you have published your course, you can assign users or groups to be assigned to the course.

### Assigning Users

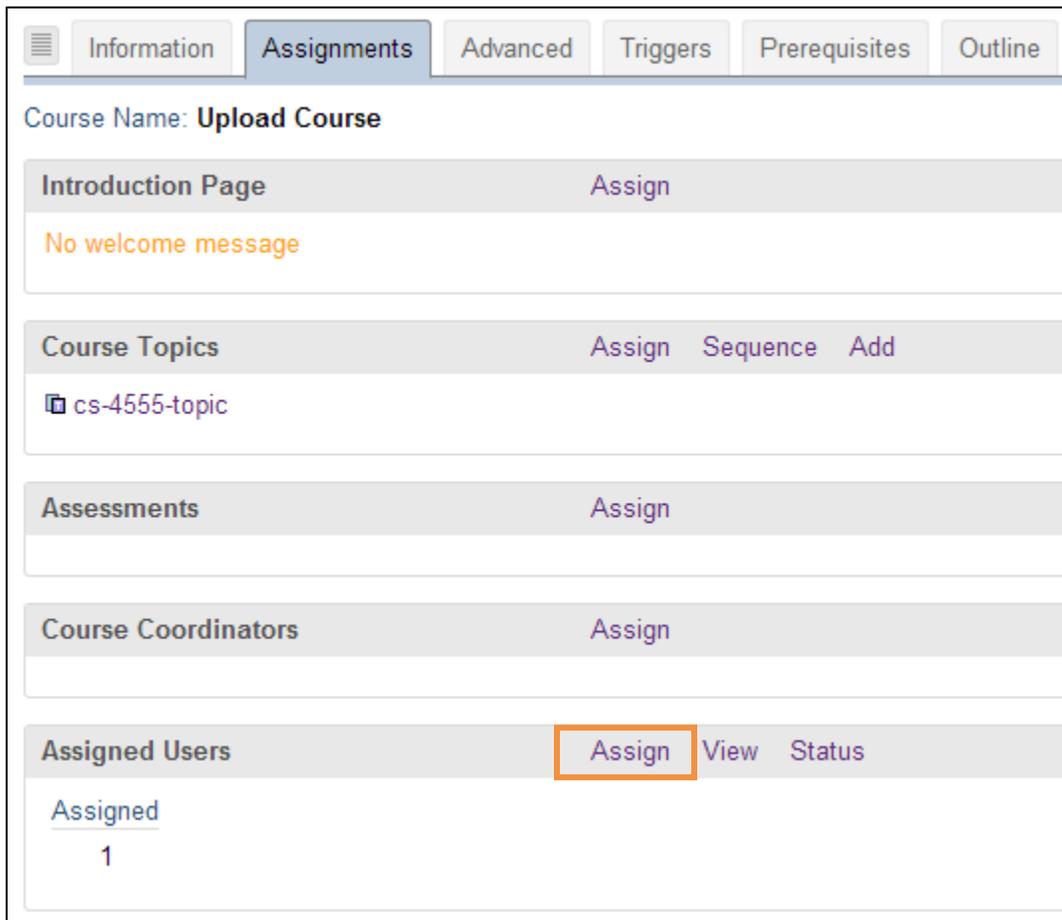
From the *Content Tab*, select **Courses**.



A list of all courses will show. Select your **Course Name** from list.



From *Assignments Tab*, click **Assign** in the *Assigned Users* section.



Information Assignments Advanced Triggers Prerequisites Outline

Course Name: **Upload Course**

Introduction Page Assign

No welcome message

Course Topics Assign Sequence Add

cs-4555-topic

Assessments Assign

Course Coordinators Assign

Assigned Users Assign View Status

Assigned

1

Select desired **User** from *Available Users* and click **Assign**.



Maximum: Unlimited

Assign/Unassign

Assigned Users (check to unassign) Filter

- filtered list -

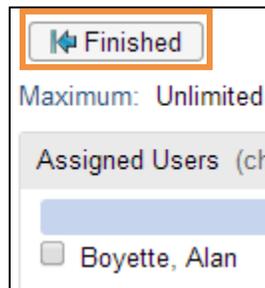
tester, test

Available Users (check to unassign) Filter Groups

- filtered list -

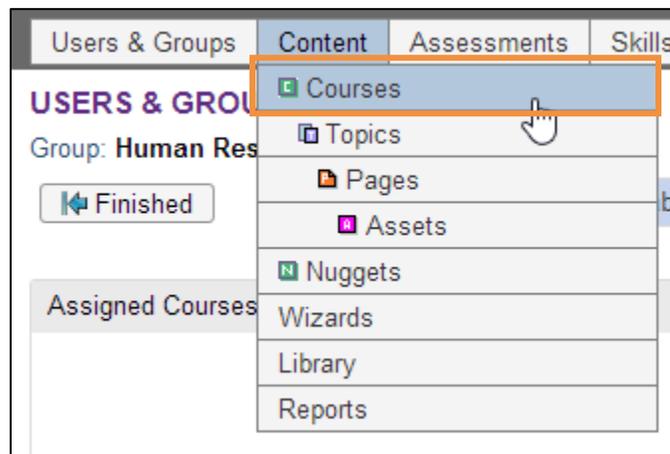
Boyette, Alan

You will now see the user in the *Assigned Users* section. Click **Finish**.

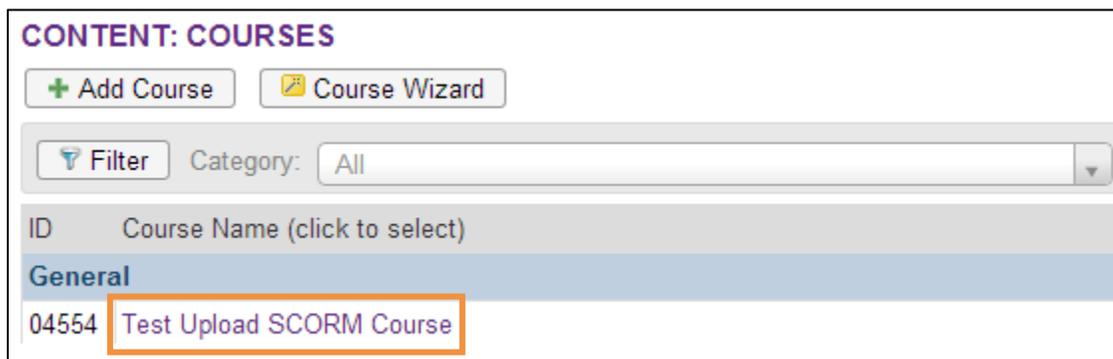


## Assigning Groups

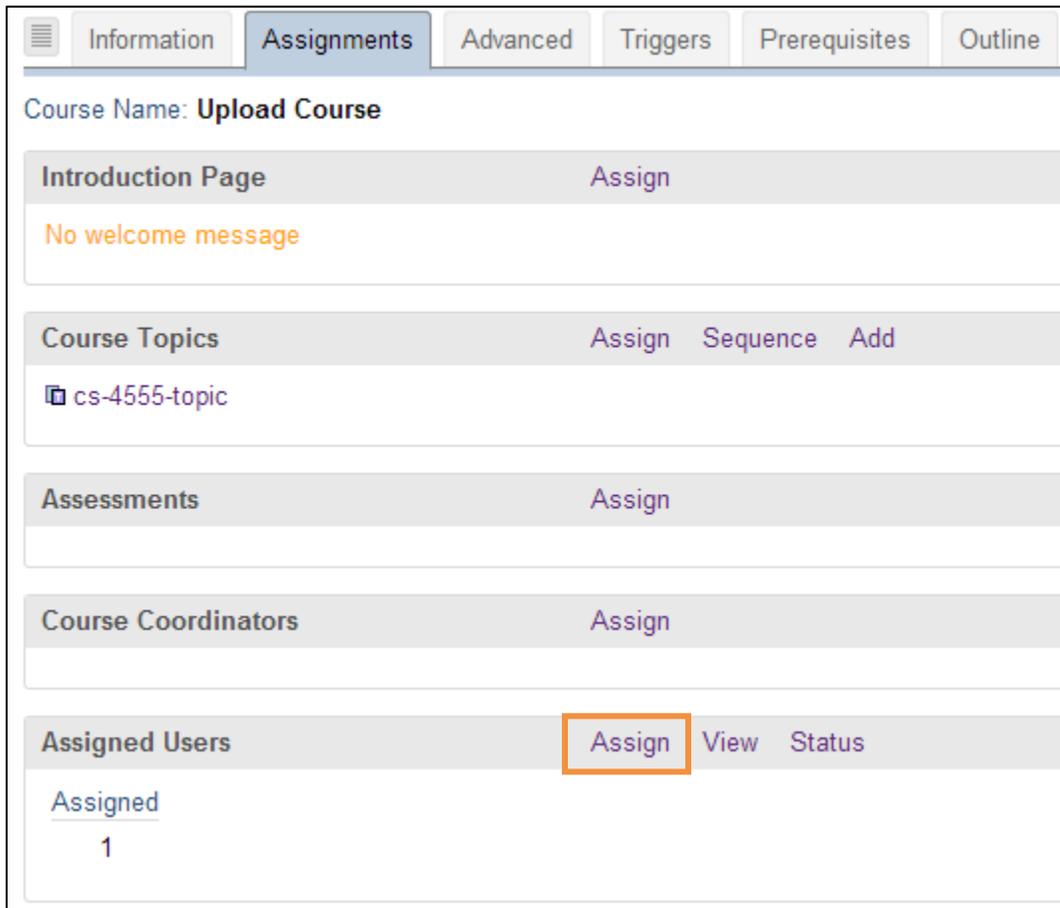
From the *Content Tab*, select **Courses**.



Select **Course** from list.



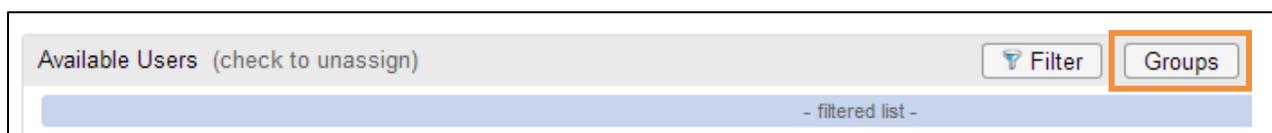
From *Assignments Tab*, click **Assign** in the Assigned Users section.



The screenshot shows the 'Assignments' tab selected in a course management interface. The course name is 'Upload Course'. The interface is divided into several sections:

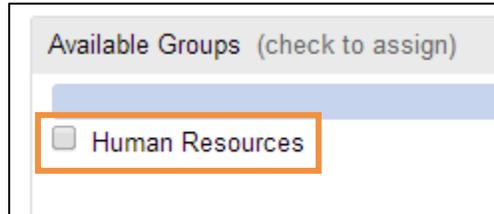
- Introduction Page:** Includes an 'Assign' button and a note 'No welcome message'.
- Course Topics:** Includes 'Assign', 'Sequence', and 'Add' buttons. A topic 'cs-4555-topic' is listed.
- Assessments:** Includes an 'Assign' button.
- Course Coordinators:** Includes an 'Assign' button.
- Assigned Users:** This section is highlighted with an orange box. It contains an 'Assign' button (also highlighted with an orange box), 'View', and 'Status' buttons. Below these buttons, the text 'Assigned' and the number '1' are visible.

Click **Groups** to view the list of groups to choose from.

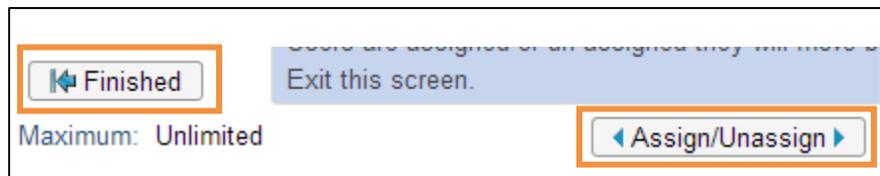


The screenshot shows the 'Available Users' section. At the top, it says 'Available Users (check to unassign)'. On the right side, there are two buttons: 'Filter' and 'Groups'. The 'Groups' button is highlighted with an orange box. Below the buttons, there is a blue bar with the text '- filtered list -'.

From the list of available groups, select your **Group**.



You will now click **Assigned** and **Finish**, as you did before to assign a user.



## Additional Resources

For additional resources, visit iSpring's Web site at <http://www.ispringsolutions.com/support>.

## Questions

If you have a question about this guide or would like OnPoint Digital's support team contact us at 912-898-9202 or email [support@onpointlearning.com](mailto:support@onpointlearning.com).