

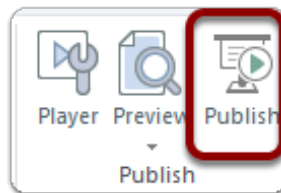
Be prepared for future edits: Save your .story files to a shared space with your team

Remember, when you publish your files as zip files, they are no longer able to be edited by others. Before you publish your completed content, get in the habit of saving a .story file to a shared drive, Penn+Box or similar so that your team is always able to update your course if needed.

1. Save .story files to a shared space. Penn+Box is our recommendation.
2. Share the file with your team so all will have access.

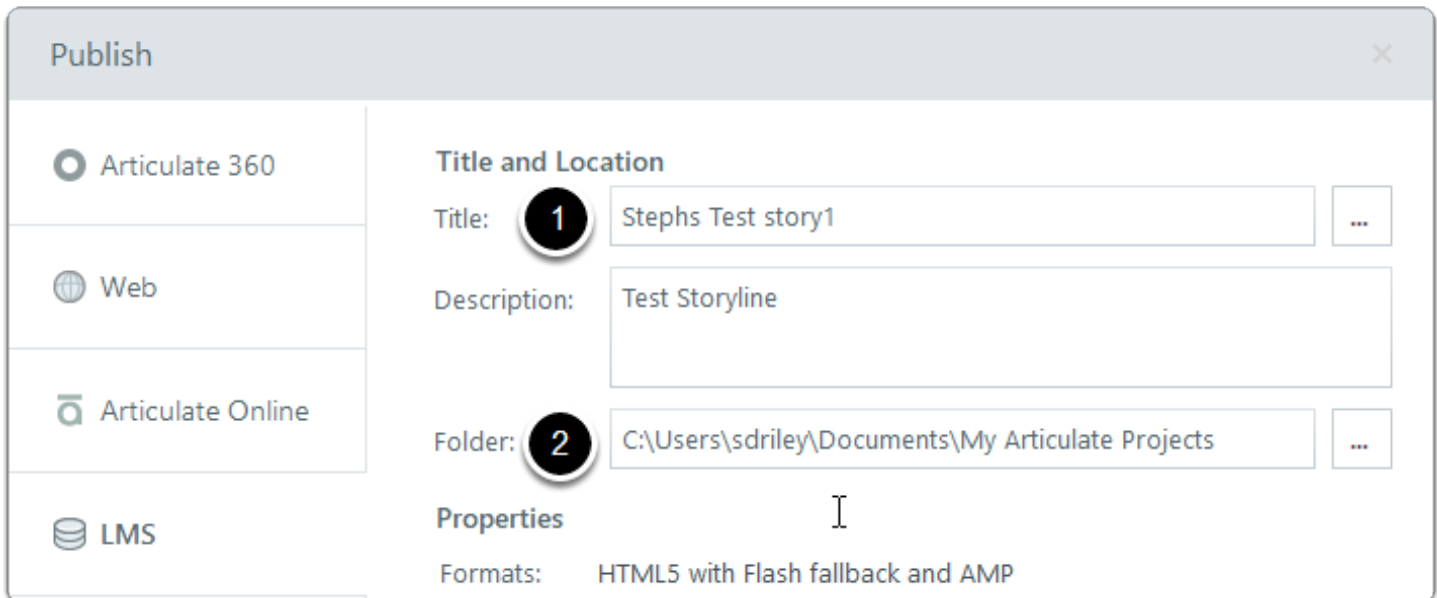
1. Click Publish to access the publishing options for your course content

In Powerpoint and other applications this will be under the Articulate tab.



2. Choose the "LMS" option in the publication dialogue box.

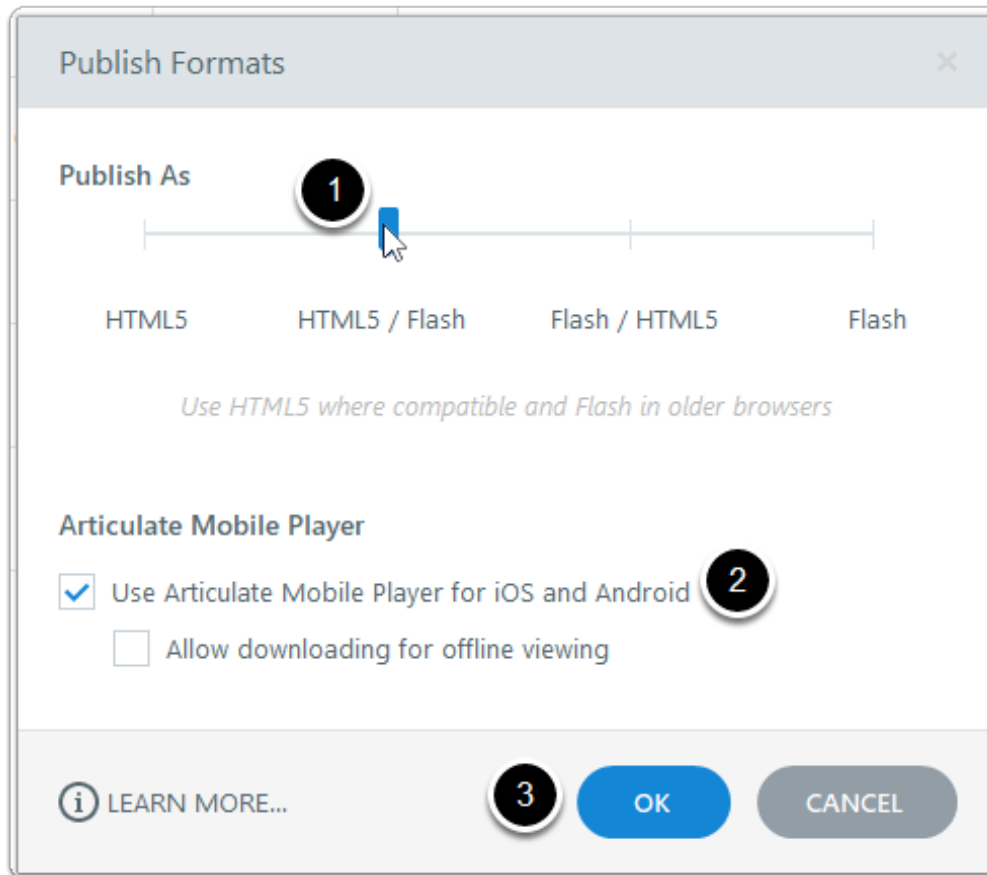
1. Give your training module a title and description
2. Choose destination to save your published file.



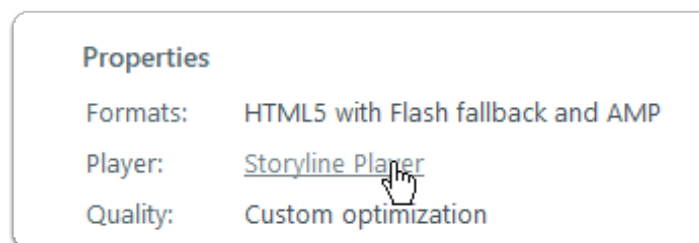
3. Configure Properties to HTML5

1. Change the format to **HTML5/Flash**.

2. Check Use Articulate Mobile Player for iOS and Android. **Allow downloading for offline viewing** isn't currently supported for LMS content.
3. Click **OK**

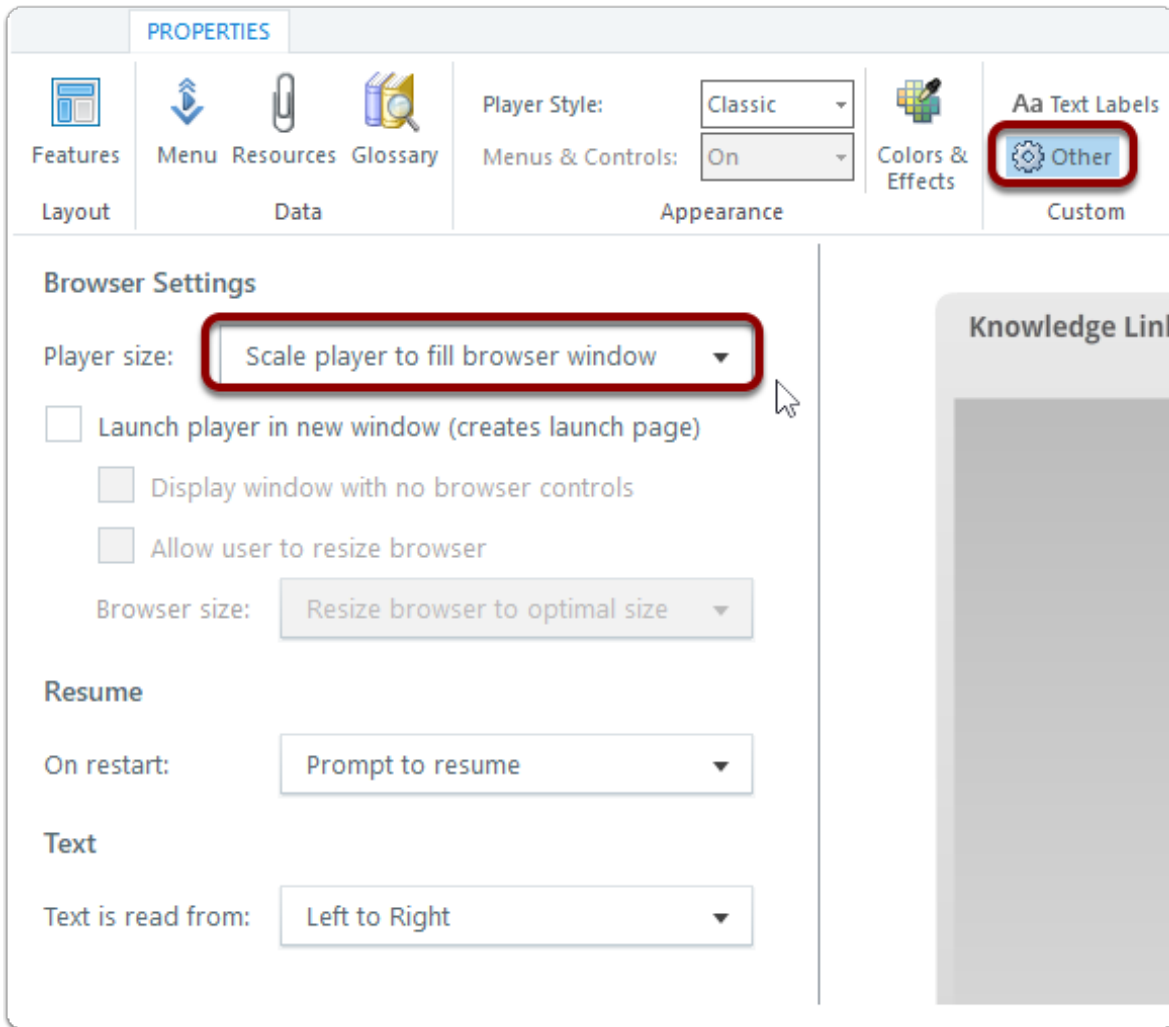


4. Click Storyline Player to configure Player settings

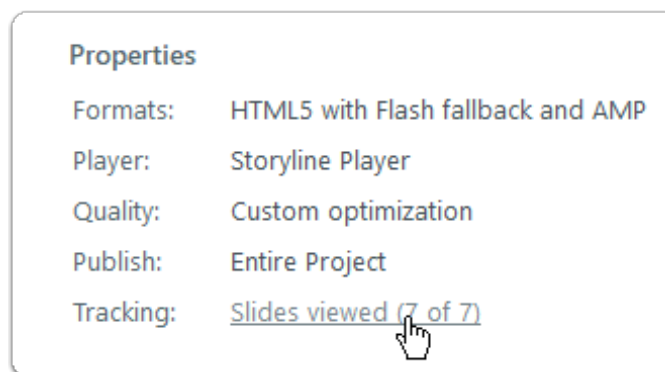


5. Configure the Player settings to default to fill screen

1. Click **Storyline Player**
2. Click **Other**
3. For Player Size, change to **Scale player to fill browser window**
4. Click **OK**



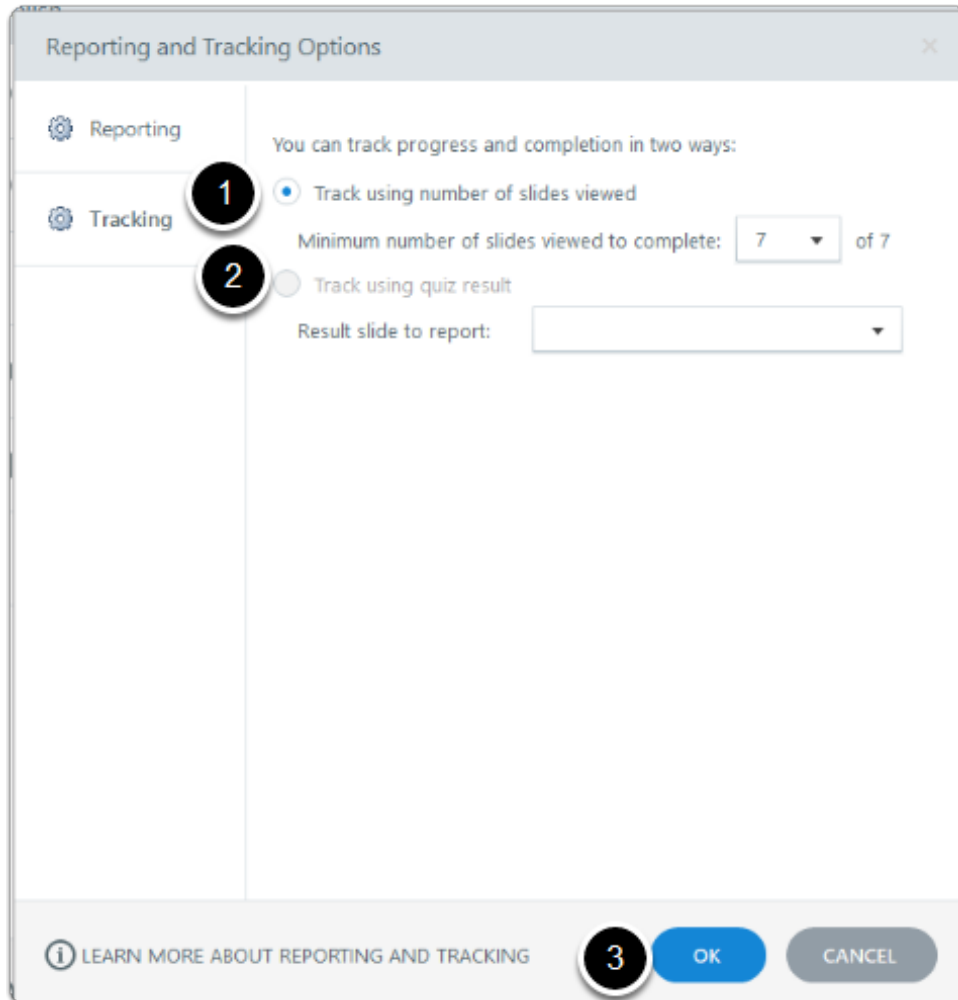
6. Click Tracking to configure the Reporting/Tracking area



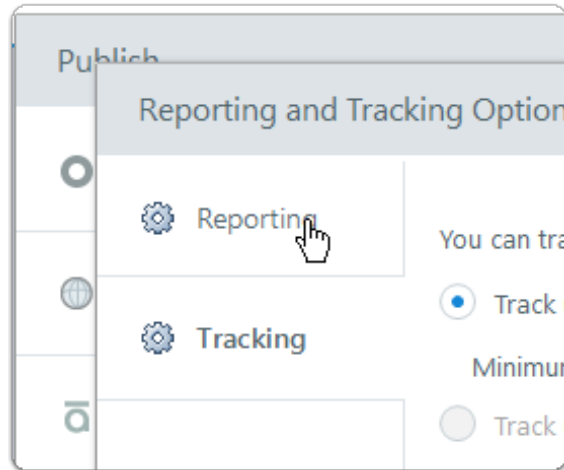
7. Configure the Tracking Options

Note: You will only need to follow either step 1 or 2 below, not both

1. If tracking by number of slides viewed, select the appropriate radio button and enter minimum number of slides.
2. If tracking via quiz results, select the appropriate radio button and choose which results slide you would like to report results.
3. Click OK

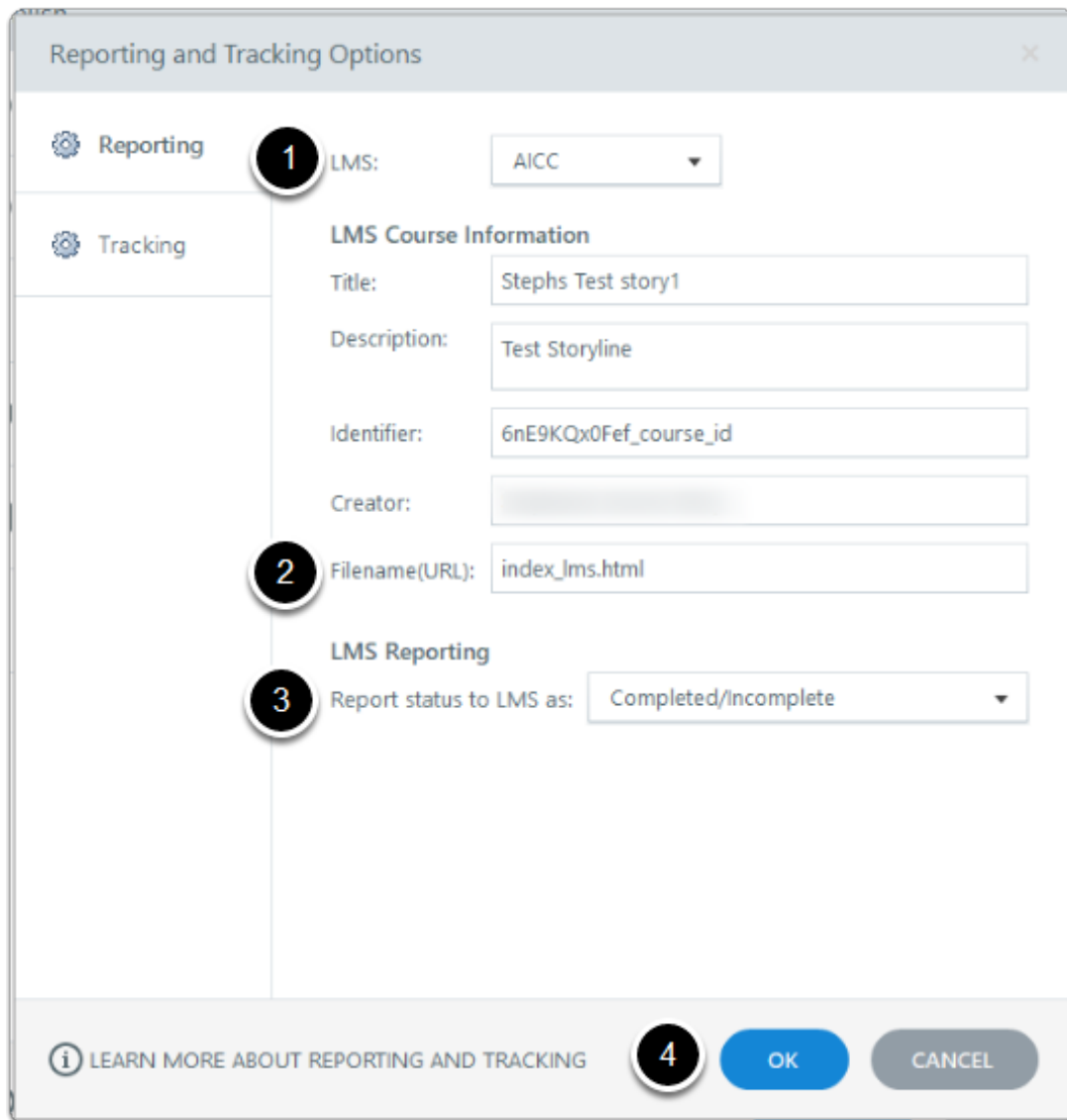


8. Click Reporting



9. Configure your Reporting settings

1. Select LMS: **AICC** format
2. Change the Filename(URL) to **index_lms.html** by deleting the beginning of the URL.
3. Change the LMS Reporting status to Completed/incomplete
4. Click OK

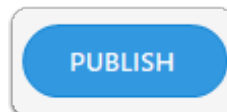


The image shows a dialog box titled "Reporting and Tracking Options" with a close button (X) in the top right corner. On the left, there are two tabs: "Reporting" and "Tracking". The "Reporting" tab is selected and contains the following fields:

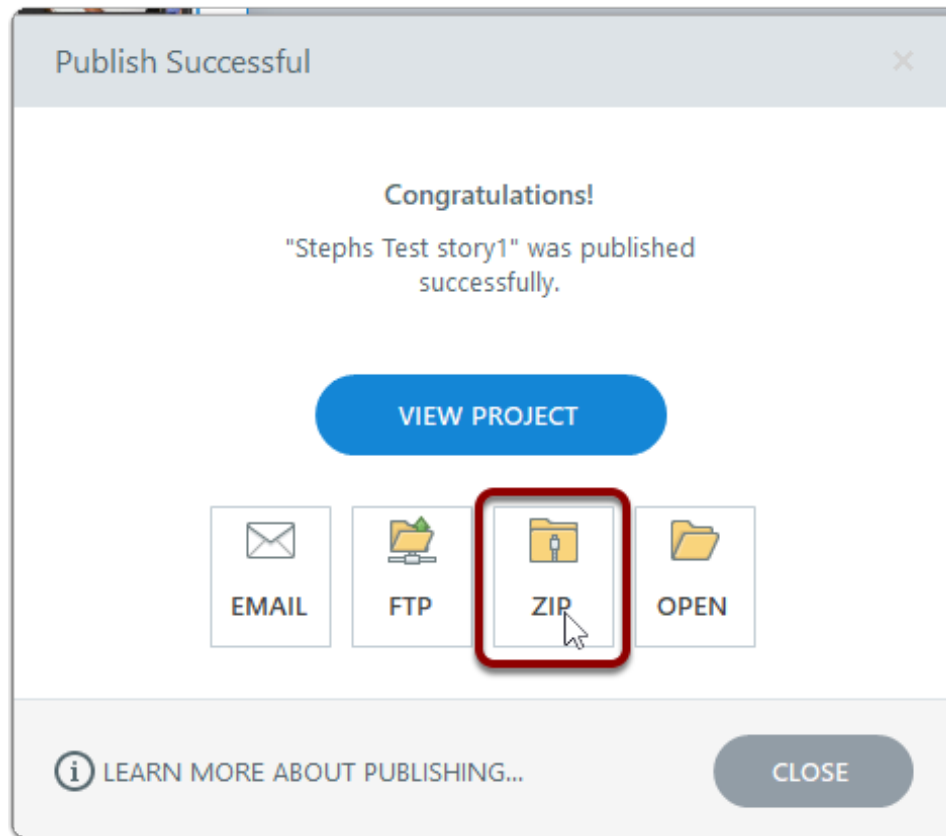
- LMS:** A dropdown menu with "AICC" selected. A circled "1" is next to this field.
- LMS Course Information:**
 - Title:** Text input field containing "Steps Test story1".
 - Description:** Text input field containing "Test Storyline".
 - Identifier:** Text input field containing "6nE9KQx0Fef_course_id".
 - Creator:** Text input field, currently empty.
- Filename(URL):** Text input field containing "index_lms.html". A circled "2" is next to this field.
- LMS Reporting:**
 - Report status to LMS as:** A dropdown menu with "Completed/incomplete" selected. A circled "3" is next to this field.

At the bottom of the dialog, there is an information icon (i) followed by the text "LEARN MORE ABOUT REPORTING AND TRACKING". To the right of this text is a circled "4" next to the "OK" button. A "CANCEL" button is also present to the right of the "OK" button.

10. Review all settings and click "Publish." Storyline will now publish your training module to the destination you chose.



11. Now retrieve your new ZIP file



12. Save your Zip

