



HOW TO CREATE A LECTURE WITH ISPRING

*iSpring is licenced software, but you can download a 30-day trial version from their website: <http://www.ispringsolutions.com/>. If you are interested to continue using it after the trial expires, please contact your faculty's blended learning coordinator for support.

- Once the software is installed, a new tab will appear in the main menu bar, when you open up PowerPoint.
- Open an existing presentation or start a new presentation from scratch.
- To insert an iSpring feature in your PowerPoint, go to the slide where you want to add the feature, click on the iSpring tab in the menu bar and choose the feature from the activated ribbon.
- To do a trial run of the quizzes or surveys, click on preview to first process the feature. Then view it in presenter mode. The quizzes cannot be previewed in "edit" mode.
- Once you are satisfied that your presentation is done you can export it as a SCORM package to upload it on SUNLearn.

HOW TO CREATE A SCORM PACKAGE AND UPLOAD IT TO SUNLEARN

- Click on the iSpring tab in the PowerPoint menu and click on **Publish** in the activated ribbon.
- Click on **LMS**.
- Input a **Title** for your presentation.
- Choose the **local folder** (on your computer) where you want the SCORM package to be saved.
- Under output options, choose **Combined (Flash + HTML5)** and tick the **Zip output** box.
- Click on **publish**. (This step may take a while, depending on the size of the presentation.)
- Go the folder on your computer where you chose to save the SCORM. You will find a zipped folder with the name of your presentation. **DO NOT** unzip the folder.
- Also open up SUNLearn on your computer and go to the module where you want to add the lesson you created.
- Turn **editing on** in the SUNLearn module.
- Drag the zipped folder that is saved on your computer and drop it in SUNLearn, under the topic you wish to add it.
- Choose **Add a SCORM package** and click on **Upload**.
- To preview the lesson in SUNLearn, click on the activity that is created and click on **Enter** to start the presentation.