

Editing a myBrainshark Pro Series Presentation

Now that you have your content in myBrainshark, there are just a few more steps to get your presentation ready for sharing. If you apply the best practices we suggest here, you'll be well on your way to sending a message that not only engages your audience, but also gets the results you are looking for. This document will help you get your myBrainshark presentation ready for sharing.

How to Add and Manage Content

Adding and editing slide and chapter titles

Slide titles in myBrainshark will automatically be populated from titles in your PowerPoint® slides. If you do not have slide titles in your PowerPoint®, or if you are using other content types, you can always change slide titles in myBrainshark. Chapter titles help to organize sections of your communication so your audience knows what is coming up next.

NOTE: If you update slide titles in myBrainshark but do not update them in your PowerPoint® slides, when you replace your slides, any changes you have made to the slide titles in myBrainshark will be overwritten.

TIP: Document your slide and chapter titles for easy reference by typing the titles into the slide notes for each slide or taking a screenshot of the Table of Contents while the presentation is playing in myBrainshark.

1. Select your presentation from your library then navigate to **Edit Presentation**.
2. Select **Manage slides** from the *Things you can do* menu.
3. Change any slide title entered in the **Title** field.
4. Select the **Chapter Titles** checkbox on the blue section header. Always complete Chapter Titles top to bottom.
5. Enter the first chapter title, then press [**Tab**] to auto-fill that chapter title for all slides.
6. Enter the second chapter title for the slide that begins the next section, then press [**Tab**] to auto-fill that chapter title for remaining slides.
7. Continue this process until all chapter titles have been entered.
8. Click **Save** to save the presentation and return to the *Presentation Properties* tab, or click **Apply** to remain in *Manage slides*.

Add Attachments

You can incorporate documents, webpages, PDFs, and other files so viewers can download them for future use.

1. Select your presentation from your library then navigate to **Edit Presentation**.
2. Select **Add attachment** from the *Things you can do* menu.
3. Click **Browse** to locate a file OR type the *Web URL*.
4. Update the **Title** if desired.
5. Click **Save**.

Edit Attachment Properties

By default, attachments added to a presentation automatically display on the Attachments Tab. myBrainshark offers several options for attachments including removing the attachment from the Attachments tab, displaying an attachment with a particular slide, and auto-launching an attachment.

1. Once your presentation has an attachment, the *Attachments* tab appears in **Edit Presentation**.
2. Drag and drop attachments to rearrange the order.
3. Click **Delete** to the right of any attachment to delete that attachment.
4. Click **Edit** to the right of any attachment to edit attachment properties.
5. De-select **Show link on attachments tab** to hide the attachment on the *Attachments* tab.
6. Select **Show link with slide** and select the appropriate slide to display a link to an attachment during playback of a specific slide. You may choose to **auto-launch** this attachment before the slide audio starts or after the slide audio completes.

NOTE: There can only one attachment per slide.

- a. Select **Auto-Launch**.
 - b. Select **Before slide audio starts** or **After slide audio completes**.
 - c. Consider selecting **Pause after slide audio completes** to allow viewers time to view the attachment.
7. Select **Auto-Launch when presentation is closed** to launch an attachment when the viewer closes the myBrainshark Viewing Console regardless of how much of the presentation was viewed. For each presentation you create, one attachment can be auto-launched when the viewer closes the presentation.

NOTE: If the viewer has pop-up blockers enabled, www.brainshark.com, www.mybrainshark.com and my.brainshark.com must be added as trusted sites.

8. For video attachments only, select **Preserve original width and height of the video** to avoid having a video smaller than 720 x 540 resized to fit in the myBrainshark Viewing Console.
9. For video attachments that have embedded controls, select **Hide seek bar** to hide the player controls for the video attachment in the myBrainshark Viewing Console. This will prevent viewers from being confused by redundant player controls.
10. Click **Save** to save attachment edits.

*Add Poll, Survey or Examination Question Slides (*Examination questions available only in Pro Trainer)*

myBrainshark Pro offers the capability to add poll questions that show results to viewers, surveys that capture valuable viewer input, and myBrainshark Pro Trainer users can add scored examination questions with feedback. You can customize the background and layout of the question, poll, and survey slides to keep the look of your presentation consistent.

Examination* These questions are used to test existing knowledge or gauge comprehension of material; the examination question type provides the capability to grade and score each question, and enter custom feedback for the correct and incorrect answers your viewers supply.

Available formats include:

Multiple Choice (choose one): allows you to pose a question to the viewer and present two or more responses, of which only one is correct. This question type could be used to provide your viewers with multiple plausible alternatives requiring them to have a better understanding of the subject matter on which you are testing them. If you need to offer an “All of the above” answer, see below for Survey question type Multiple Choice (choose one or more).

True/False: you can present a statement to the viewer and give any two answer options, of which only one is correct. Typically, the answer options are True/False or Yes/No. This question type could be used to ask a viewer if he or she certifies to something, with the “Yes” response being correct.

Fill-in-the-Blank: challenge your viewers by having them recall and enter the correct answer. Brainshark allows you to enter multiple formats and responses for acceptable correct answers. For example: Ben Franklin, Benjamin Franklin, Franklin, ben franklin, benjamin franklin, franklin.

Sequence: have viewers drag and drop a randomly ordered list of options into the correct order. For example if you want to test your viewers’ knowledge of the sequential steps in a process, you enter the steps in the correct order and Brainshark will show them randomized to the viewer.

Matching: present viewers with two lists of items that relate to each other in some way and have them connect each item to its correct match. For example, you could have a list of words and their corresponding definitions.

Poll

This question asks for the opinion of your audience. Once the viewer submits a response, an updated graph of all audience-entered responses will display. Seeing the response results can give viewers insight into other viewers' opinions.

Available formats include:

Multiple Choice (choose one): allows you to poll your viewers asking them to select from two or more options. This poll type could be used to gauge viewer preference, agreement, or availability.

True/False: poll your viewers to gauge preference, agreement, or availability between two presented options. This poll type could be used to ask a viewer if he or she agrees with something, or has availability during one of two times.

Survey

Like poll questions, survey questions are opinion questions you pose to your audience. The difference is that the collected data is not shared with the viewing audience and can only be accessed by the presentation author through Brainshark reports.

Available formats include:

Multiple Choice (choose one): allows you to survey your viewers asking them to make one selection from two or more options. This survey type could be used to gather viewer preference, agreement, or availability information. With both Multiple Choice options, the capability exists to add a text input field with the last answer option; this is particularly useful if you would like to offer an "Other" option so participants can specify what "Other" means to them.

Multiple Choice (choose one or more): allows you to survey your viewers asking them to make any number of selections from two or more options. This survey type gives viewers more flexibility in their responses since more than one response can be selected and submitted.

True/False: survey your viewers to gauge preference, agreement, or availability between two presented options. This survey type could be used to ask a viewer if he or she agrees with something, or has availability during one of two times.

Ranking: ask your viewers to place a selection of items in order of preference by selecting the order number from a drop down list (populated based on the number of items). This survey type could be used to assign a preference, order, or priority to a list of items.

Rating: ask your viewers to assign a rating (from 1-high to 7-low) to each item in a list. This survey type could be used to gauge viewer preference for or agreement with the listed items.

Likert Scale: ask your viewers to evaluate items according to any kind of subjective or objective criteria that you impose. This survey type is typically used to measure viewers' level of agreement or disagreement across five customizable evaluation positions, for example asking participants to evaluate their level of satisfaction.

It's easy to incorporate polls, surveys, and/or examination questions to your presentation:

1. Select the presentation from your library then navigate to **Edit Presentation**.
2. On the *Things you can do menu*, select **Add a question**.
3. The screen will appear with a *Poll* **Question Type** displayed by default.
4. There is a default **Question Title** added for the slide, which you can change. The **Question Title** will display on the *myBrainshark Viewing Console Table of Contents*.
5. Choose the **Question Type**.
 - a. Examination (**Pro Trainer only*)
 - b. Poll
 - c. Survey
6. Choose **Question Format**. The drop-down box will populate with the choices available for the *Question Type* you selected in the previous step.
7. Indicate the **number of attempts** your viewer will have to answer the question. (NOTE: This is per view of the presentation. If the viewer closes and reopens the presentation, additional attempts will be allowed.)
8. Type, or cut and paste, the desired question into the **Question** field.
9. Type your **Answer** choices. (**not required for Survey questions*)
10. Indicate the **Correct** answer. (**for Examination format questions only*)
11. If desired, check to enable the display of answers in random order. (**for Examination/Multiple Choice format questions; automatically enabled for Examination/Sequence and Matching format questions*)
12. Complete additional tabs if necessary.
 - a. Points and Feedback
 - b. Background Image
13. Click **Save**.

*Add Points and Feedback to Examination Question Types (*Pro Trainer only)*

Question Points can be assigned for selection of the correct answer for Examination question types. Feedback can be incorporated for both correct and incorrect answers and for additional attempts. Response-level feedback is also available and associates a specific response for each possible answer presented.

The **Points and Feedback** tab displays these fields:

1. Enter the number of **Question Points** assigned to this question (use zero points for a practice question).
2. Choose to **Hide feedback from viewer**, **Show feedback to viewer**, or **Show custom feedback**.
3. Enter the desired feedback which will display to the viewer.
4. Complete the *Answers* and *Background* tabs if necessary.
5. Click **Save**.

Add a Background Image to Questions

The background image on each question slide can be customized to match the look and feel of the remainder of your presentation. You have the ability to apply the same background image to every question slide in the presentation, or you can upload one custom background image per question.

If you have uploaded PowerPoint® slides to create your presentation, myBrainshark will automatically apply the background from the PowerPoint® to any question slides you add to the presentation.

To add a new Background Image when adding a question slide to a presentation:

1. Click the *Background Image* tab.
2. Click **Add Image**.
3. Click **Browse** to search for the image file.
4. Select the file and click **Open**.
5. Enter an **Image Name**.
6. Click **Save**.

To edit a Background Image once a question already exists in a presentation:

1. Click **Edit** for the presentation.
2. Click **Edit** for the question slide.
3. Select the *Question Properties* tab.
4. Select the *Background Image* tab.
5. Select the background image.

NOTE: if you need to move the question text down on the slide to accommodate the background image, press [**Enter**] one or more times in the Question field in myBrainshark until the text appears correctly.

Replace or Append PowerPoint® Slides

You can replace existing PowerPoint® slides in your presentation or add new slides to the end of a presentation. If you are a Pro Trainer user, and want additional information on combining content from multiple existing presentations, please see the *Merge Content* section below.

1. Select the presentation from your library then navigate to **Edit Presentation**.
2. Select **Add slides > Add PowerPoint® slides** from the *Things you can do* menu.
3. Click **Browse** to locate the slide or slides.
4. Select the radio button for:
 - a. **Append to existing slides** to add the new slides to the end of the selected presentation.
 - b. **Replace existing slides starting at** to replace current slides in the selected presentation beginning at the slide you select from the drop-down.

NOTE: The number of PowerPoint® slides replaced will directly correlate with the number of slides in the selected PowerPoint® file.
5. Click **Save** to begin the conversion process.
6. When the process is complete, you will be prompted to add audio. Any existing audio will still be associated with the slides you have replaced, unless you overwrite that audio.
7. Begin adding audio or click **Skip audio generation for now** to return to the *Presentation Properties* tab.
8. Continue editing your myBrainshark presentation or click **Home** or **My Content** on the blue navigation ribbon to exit editing.

Add Slides

You can add non-PowerPoint® slides to your communication at any time. Perhaps you want to add a webpage so viewers can follow along with your audio narration. Or a document so your viewers see what you are referring to without having to open an attachment. Add a video to demonstrate a process, or a photo to display an object.

1. Select your presentation from your library then navigate to **Edit Presentation**.
2. Select **Add Slides** from the *Things you can do* menu.
3. Select the type of slide you would like to add.
4. For video, URL, document, or photo slides:
 - a. Click **Browse** to locate the file or type the web address.
 - b. Enter a **Title** for the slide.
 - c. Click **Save**.
5. For PowerPoint® slides, please refer to the *Replace or Append PowerPoint® Slides* section above.
6. Continue editing your myBrainshark presentation or click **Home** or **My Content** on the blue navigation ribbon to exit editing.

Merging Content (*Pro Trainer only)

The Merge Content feature in myBrainshark Pro Trainer makes it easy to repurpose existing content in your myBrainshark library to save time and reduce duplication of efforts. **Before you begin, make a copy of the Destination Presentation before beginning the Merge process as any changes are permanent.**

- The **Source Presentation** is the presentation which will provide the content (slides, audio, or attachments) to be copied.
- The **Destination Presentation** is the presentation that will receive content from the Source Presentation.

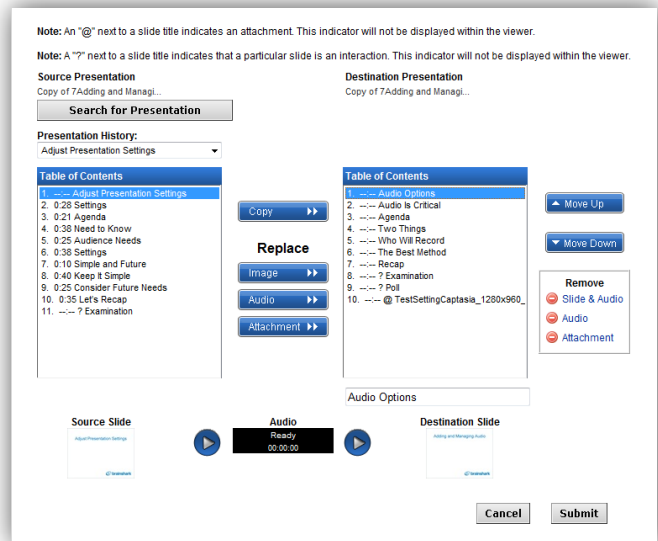
Process Steps

1. Select your presentation from your library then navigate to **Edit Presentation > Merge content** on the Destination Presentation.

2. The *Merge Content* screen will appear.

3. The Source Presentation Table of Contents will be on the left and the Destination Presentation Table of Contents will be on the right and are populated initially by the Destination Presentation.

NOTE: You will only be able to make changes to the Destination Presentation.



4. Click **Search for Presentation** to locate the presentation from which you will copy content.
5. Select the presentation title of the desired Source Presentation, or search for the source presentation by entering the presentation title in the *Search* field and clicking **Search**.
6. The title for the **Source Presentation** and the *Table of Contents* on the left will update to reflect the contents for that presentation.
7. Select the **slide** on the *Source Presentation* containing the audio you want to copy.
8. Select the **slide** on the *Destination Presentation* that will receive the audio selection.
9. Under **Replace**, click **Image**, **Audio**, or **Attachment** to replace the image, audio, or attachment on the selected slide in the Destination Presentation. This option maintains the other content not replaced on the Destination Slide.
10. Click **Submit** to finalize and save your changes. If you make a mistake, click **Cancel** to ignore all changes.

How to Allow a Presentation to be Reused, Copied, or Shared

Prevent Viewers from Emailing an Invitation to View Your Presentation

You can restrict your viewers' ability to invite others to view your presentation. Consider disabling this feature if you are charging for your content.

1. Navigate to **Edit Presentation**.
2. On the *Options* tab, in the *Allow viewers to* section, deselect **E-mail invitation to view presentation**.
3. Click **Save** to save the changes and exit **Edit Presentation**, or **Apply** to save your changes and remain in **Edit Presentation**.

Prevent Viewers from Embedding Your Presentation

This feature allows your viewers to embed your presentation on a website of their choosing or in an email. Although the content will update when you make changes in myBrainshark, you should consider that you will have no control over where your presentation is embedded. Depending on the nature of your content you may want to disable it.

1. Navigate to **Edit Presentation**.
2. On the *Options* tab, deselect **Embed presentation** in the *Allow viewers to* section.
3. Click **Save** to save the changes and exit **Edit Presentation**, or **Apply** to save your changes and remain in **Edit Presentation**.

How to Change Security and Tracking Options

Add a Password to Your Presentation

Adding a password to your presentation adds an extra layer of security to your message and lets you control who is watching your presentation. You can change the password at any time, but be aware that doing so disallows use of all previous passwords you have communicated to your viewers.

1. Navigate to **Edit Presentation**.
2. On the *Security* tab, select **Set a password for this presentation**.
3. Enter and then Re-type the Password. **NOTE:** The password will be immediately encrypted.
4. Click **Save** to save the changes and exit **Edit Presentation**, or **Apply** to save your changes and remain in **Edit Presentation**.

Make Your Presentation Private

Making a presentation private will remove it from the searchable myBrainshark catalog and from the myBrainshark home page. Viewers can still access your presentation directly from the URL that you have shared.

1. Navigate to **Edit Presentation**.
2. On the *Security* tab, select **Presentation is Private**.
3. Click **Save** to save the changes and exit **Edit Presentation**, or **Apply** to save your changes and remain in **Edit Presentation**.

Deactivate a Presentation

When you deactivate a presentation, it can no longer be viewed through a link or embedded thumbnail. As the Author, you will still be able to view and edit the presentation, but only once you are logged into myBrainshark.

1. Navigate to **Edit Presentation**.
2. On the *Presentation Properties* tab, deselect **Presentation is active**. To reactivate the presentation, select **Presentation is active** again.
3. Click **Save** to save the changes and exit **Edit Presentation**, or **Apply** to save your changes and remain in **Edit Presentation**.

Deleting a Presentation

When you delete a presentation, it is permanently removed from your myBrainshark site.

1. Navigate to **Edit Presentation**.
2. Select **Delete** from the *Things you can do* menu.

Receive Viewing Receipts

You can receive instant notification when a presentation is viewed so you can immediately follow-up with the viewer. This feature will send an email to the specified email address each time the presentation is viewed.

1. Navigate to **Edit Presentation**.
2. On the *Presentation Properties* tab, select **Notify me when this presentation is viewed**.
3. Enter the email address or addresses where you want viewing receipts sent.
4. Click **Save** to save the changes and exit **Edit Presentation**, or **Apply** to save your changes and remain in **Edit Presentation**.

*Capture Viewer Data with Guestbook (*Pro Trainer only)*

Using the Guestbook allows you to gather information about presentation viewers.

1. Navigate to **Edit Presentation**.
2. On the *Presentation Properties* tab, select **Ask viewer to register with Guestbook**.
3. Click **Edit** to access *Guestbook properties*.
4. In *Guestbook Options*, determine when you would like the Guestbook to appear:
 - a. **Guestbook before viewing** will ask the viewer to enter information prior to viewing the presentation.
 - b. **Guestbook after viewing** will ask for information from the viewer when he or she closes the presentation. **NOTE:** Since viewers will have already seen your presentation, they may close out of a Guestbook presented after viewing without completing it. To be sure you get the data you are after, use your presentation audio and visual to give your viewers a reason to complete a Guestbook presented after viewing.
5. **Guestbook Text** will present to the viewer along with the Guestbook fields to complete. You can use the default text or replace it with your own.
6. Set **Enable "Remember Me"** to **Yes** if you would like viewers to have the option to save Guestbook settings for subsequent views of myBrainshark presentations, or **No** to restrict that option.
7. Select Guestbook fields to be included. Available Guestbook fields will be listed with the option to **Display on form**, and/or **Require**.
 - a. **Display on form** shows the selected field on the Guestbook form presented to viewers.
 - b. **Require** ensures that viewers complete the selected field on the Guestbook form.
8. Click **Save** to save changes to the Guestbook.

*Using Completion Criteria (*Pro Trainer only)*

If you are sending out an important communication or required learning material, completion criteria can help communicate the importance of the material and ensure your viewers complete it. Viewers are alerted upon leaving the presentation page whenever they have not met the set criteria. For more information on using Completion Criteria, please refer to the *Adding Completion Criteria in myBrainshark Pro Series* [tutorial](#) and [process document](#).

How to Change Presentation Access Settings

Add a Description for Your Presentation

Adding a description for your public presentation helps viewers find it when searching the myBrainshark site. The myBrainshark search engine searches the description field as well as the title, tags, and script for words that match those entered in the search field. An accurate description helps to ensure that the right people are able to search and view your presentation.

1. Navigate to **Edit Presentation**.
2. On the *Presentation Properties* tab, enter a description in the **Description** field.
3. Click **Save** to save the changes and exit **Edit Presentation**, or **Apply** to save your changes and remain in **Edit Presentation**.

Adding Tags to Your Presentation

Adding tags for your public presentation helps viewers find it when searching the myBrainshark site. The myBrainshark search engine searches the tags as well as the title, description, and script for words that match those entered in the search field. Adding tags helps to ensure that the right people are watching your presentation.

1. Navigate to **Edit Presentation**.
2. On the *Presentation Properties* tab, enter the description in the **Description** field.
3. Click **Save** to save the changes and exit **Edit Presentation**, or **Apply** to save your changes and remain in **Edit Presentation**.

Sharing the Podcast of Your Presentation

Sharing the podcast version of your presentation lets your audience listen to the audio portion on an mp3 player or mobile device. Content can be created specifically for use as a podcast, perhaps as an overview of a longer, more visual presentation. Or, you could provide the podcast version of your presentation as an alternate access point. Since myBrainshark automatically creates a podcast from all audio recorded on a presentation, it is easy to the link to the podcast with your audience.

1. Navigate to **Edit Presentation**.
2. On the *Presentation Properties* tab, click **Podcast**, located to the right of the Embed and Standalone Player links.
3. Select the *URL* presented onscreen and press **[Ctrl] + [C]** on your keyboard to copy the URL to clipboard.
4. Paste the *URL* (by pressing **[Ctrl] + [V]** on your keyboard) onto a webpage or in an email to share.

Enable Mobile Viewing

Your myBrainshark presentation can be enabled for mobile viewing, helping you to reach mobile audiences with your communication.

1. Navigate to **Edit Presentation**.
2. On the *Presentation Properties* tab, ensure that **Enable mobile devices** is selected.

NOTE: It will take at least as long as the duration of your communication to create the mobile assets which will display when a viewer clicks the presentation link from a mobile device. Confirm that the conversion is complete before viewing on a mobile device. Presentations with Completion Criteria cannot have Mobile viewing enabled. Any included questions will display to the viewer, but will not be interactive.

3. Click **Save** to save the changes and exit **Edit Presentation**, or **Apply** to save your changes and remain in **Edit Presentation**.

Publish Your Communication to YouTube

Enabling your presentation for YouTube communication allows you to increase access to your message but consider the following:

- It will take at least as long as the duration of your communication to create the mobile assets which will be used to post to YouTube. You will not be able to post the presentation to YouTube until the mobile assets are available.
- Presentations with Completion Criteria enabled cannot be published to YouTube. If you would like to publish a presentation that has Completion Criteria that you do not want to remove, make a copy of the presentation, remove the Completion Criteria and publish the copied presentation to YouTube.
- Questions included in your presentation will display, but viewers will not be able to input a response.
- YouTube imposes a file size restriction that corresponds to a myBrainshark duration of 15 minutes. If your presentation is longer than 15 minutes, you will need to either shorten the presentation or split it into two or more shorter presentations.

Process Steps

1. Navigate to **Edit Presentation**.
2. On the *Presentation Properties* tab, ensure that **Enable mobile devices** is selected.

NOTE: It will take at least as long as the duration of your communication to create the mobile asset which will be used to post to YouTube. You will not be able to post the presentation to YouTube until the mobile asset is available.

3. Click the **Publish to YouTube** link and follow the on-screen instructions.
4. Click **Save** to save the changes and exit **Edit Presentation**, or **Apply** to save your changes and remain in **Edit Presentation**.

How to Enable Settings that Enhance the Viewing Experience

Add Chapter and Slide Titles

Adding slide and chapter titles organizes the slides in your myBrainshark communication so your viewers can quickly find what they are looking for. Slide titles are automatically populated from titles in your PowerPoint® slides. If you do not have slide titles in your PowerPoint®, or if you have other slide types, you can always change slide titles in myBrainshark. Keep in mind, however, that if you add slide titles only in myBrainshark, and you replace your PowerPoint® slides, those titles will be overwritten.

1. Navigate to **Edit Presentation**.
2. Select **Manage slides** from the *Things you can do* menu.
3. Select the **Chapter Titles** checkbox on the blue section header.
4. Enter the first chapter title, then press **[Tab]** to auto-fill that chapter title for all slides.
5. Enter the second chapter title for the slide that begins the next section, then press **[Tab]** to auto-fill that chapter title for remaining slides.
6. Continue this process until all chapter titles have been entered.
7. Click **Save** to save the presentation and return to the *Presentation Properties* tab, or click **Apply** to remain in **Manage Slides**.

Pause the Presentation after Audio Completes on a Particular Slide

You can set your presentation to pause after a specific slide or slides. It is useful to enable this feature if you have something your viewers will need extra time to view on a particular slide or if you are branching to another presentation.

1. Navigate to **Edit Presentation**.
2. Navigate to **Manage slides**.
3. Select **Edit** next to the slide you want set to pause.
4. Select **Pause after audio completes**.
5. Click **Save** to save the changes and return to **Manage Slides**, or **Apply** to save your changes and remain in **Edit slide**.