

Author Quick Start Guide

Welcome to Brainshark! This guide is helpful for new Brainshark Authors, or more experienced users who like a handy checklist to follow along. It will assist you as you get started with the basics of Brainshark, and will provide links to related tutorials and process documents you may find useful as you get more comfortable with the application. We did not include every possible option on this guide, so for more in-depth information in any given area, refer to the related item links included in that section.

1) Create Your Content

It goes without saying that before you can create a great Brainshark presentation, you need great content. You can upload presentations, video, documents, images and more to create your communication. If you need help getting started with your content, we offer a *Create Your Content* [tutorial series](#) on the Help & Training site, so be sure to check it out!

Since we *are* talking about creating content for use in Brainshark, we do have some recommendations to share with you. Familiarize yourself with these Best Practices by viewing the *Best Practices* [tutorial](#).

2) Upload Your Content to Brainshark

Once your content is created, it's time to get it into Brainshark so you can add audio, adjust settings, and share. Refer to the *Create a Brainshark* [tutorial](#) and [process document](#) for more in-depth information.

1. Click the green **Upload Content** button from within the Content Portal, or select **Create a presentation** from the *Things you can do* menu.
2. Click **Upload a PowerPoint**.
3. Click **Browse** to find your content.
4. Enter the **Title** and a short **Description**.
5. Click **Next** and your file will be converted to a Brainshark presentation.
6. You'll be prompted to add audio using a microphone or telephone; see step 3 for instructions. You can also skip adding audio now and add it later.

3) Add Audio to Improve Message Retention

There are several ways to add audio to your Brainshark presentation, but the two easiest, and most common, methods for new authors are by telephone or by microphone. For additional details and ways to add audio, please see the *Adding and Managing Audio* [tutorial](#) and [process document](#).

By Telephone or Microphone

1. From the *Things You Can Do* menu select Manage Audio > Record Audio.
2. Follow the on-screen dialing instructions to record by telephone or select **Click here to record using your microphone** to record by microphone.
3. Follow the on-screen instructions.

4) PowerPoint Content: Set On-click Animation Timings

During Audio Recording

Click **Next On-click Animation** to time animations as you are recording.

After Audio Is Recorded

1. From the *Things You Can Do* menu, select Manage slides.
2. Click **Edit** next to the slide you want to add timings to.
3. In the *On-click Animation timings* field, enter the time in seconds for each animation, separated by a comma.
4. Click **Save**.

5) Modify and Adjust Your Brainshark Presentation Settings

Once your content is in Brainshark, you may have supporting materials to add to it, settings you want to enable or disable, other types of slides that will be helpful to your viewers (like documents and websites), and you may want to add interactivity or a knowledge check. Here are some of the more popular settings you could consider, but there are many other options available to you:

Presentation Properties Tab

1. The presentation URL is available in two formats: Standard and Landing Page.
2. Select **Ask Viewer to Register with a Guestbook** to capture information about your viewer. Click **Edit** to modify the information included in the guestbook for this presentation and make at least one field required.
3. Select **Notify me when this presentation is viewed** to receive an email with viewing data about a view every time your presentation is viewed.

Security Tab

1. Enable or disable **Require User ID and password to view presentation** (this requires the viewer to have a Brainshark login).
2. Select **Set a password for this presentation** to create a password that you then distribute to your viewers so they can watch your presentation.
3. Deselect **Presentation is active** to prevent all access to your presentation. The presentation author will still be able to edit the presentation.

Options Tab

1. Select **Read Slide Notes** to allow viewers to see your slide notes.
2. Select **E-mail question to** if you want viewers to be able to email the specified email address with questions they may have while viewing.

Things You Can Do Menu

- Click **Manage slides** to adjust Slide Titles and/or add Chapter Titles.
- Click **Add attachment** to select a file on your computer to include on the *Attachments* tab of the presentation.
- Click **Add a question** to add a poll, survey, or examination question.
- Click **Add slides** to add additional slides such as video, URL, or documents.
- Click **Media Library** to have your author photo available for display on your presentation.

To learn more about the available settings and what they can help you do, see the *Adjust Your Presentation Settings* [tutorial](#) and [process document](#). For additional modifications you can make to your Brainshark presentation, see the *Adding and Managing Slides and Attachments* [tutorial](#) and [process document](#).

6) Share Your Brainshark Presentation

Now that you have your final settings adjusted and all of your supportive content included, it's time to send your presentation to your audience. For additional information on sharing your Brainshark presentation, please see the *Sharing Options* [tutorial](#) and [process document](#).

Share through Brainshark or Social Networks

1. From the *Things you can do* menu, click **Share**.
2. Enter the email address(es), subject, intro and closing messages and click **Send**.
3. Click the social media icon you want or click **More** to share through popular social media sites.

Get Links, Embed Code, or QR Code

1. From the *Presentation properties* tab, copy the URL or click **Embed**.
2. **Links**, **Embed Code**, and **QR Code** are available from the corresponding tabs in the *Embed or link to this content from your site* window.

7) Measure Your Viewing Results

Once you have shared your presentation, gain insight into viewing behavior through Brainshark Reporting. For additional Reporting information, see the *Measure the Results* [tutorial](#) and [process document](#).

Run a **Viewing Details by Presentation** report to get detailed viewing information on your presentation:

1. While editing your presentation, select **Report** from the *Things you can do* menu.
2. On the *Report Basics* tab, modify the defaults as desired.
3. On the *Report Options* tab, use the blue arrows to select columns and data to display in your custom report.
4. On the *Filters* tab, filter by groups and columns to narrow down the amount of information included in the final report.
5. Click **Run Report**.

Anytime: Get Help if You Need It

- We offer a full [calendar](#) of live, online instructor led training to help you learn to use Brainshark.
- The [Help & Training](#) site provides self-paced learning in concept tutorials, step-by-step process documents and video demonstration formats.