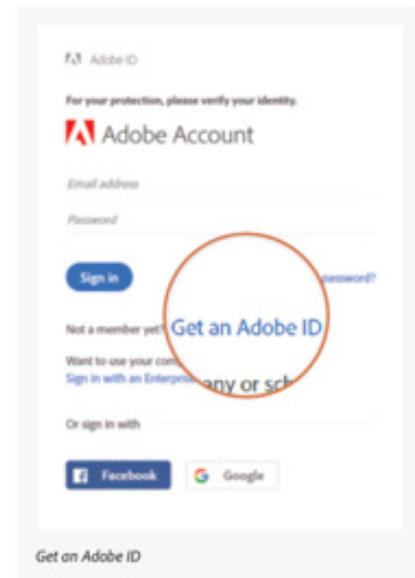# Using Adobe Captivate Prime

Within a short time of enrolling with The Procurement Academy you will receive a welcome email from our Learning Management System Adobe Captivate Prime.

This email will ask you to follow the verification link, and to create an Adobe ID, if you don't have one already.

As with many applications you will also need to create a password, that you will need to save for future reference.

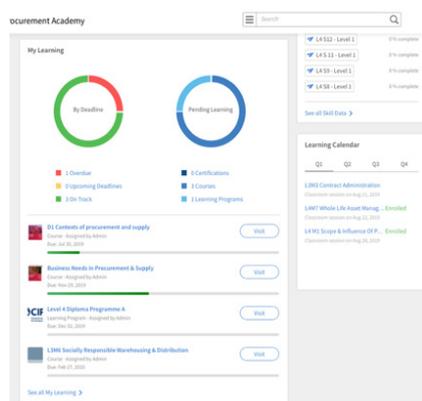*Get an Adobe ID*

Downloading Captivate Prime

Once you have completed this activity, you will be able to download the Adobe Captivate Prime application onto your device(s), which will enable you to access learning materials on the move, at work, or at home, wherever there is a Wi-Fi link.

Familiarisation and Pre-Work

It will be really beneficial for you to access and become familiar with Adobe Captivate Prime before your first workshop, as any issues you have can be corrected without disrupting your own and others learning experiences. We strongly recommend that you access materials for the relevant learning outcomes prior to the workshop, this will enable you to participate fully in group interactions and accelerate your learning experience.

Your Home Page

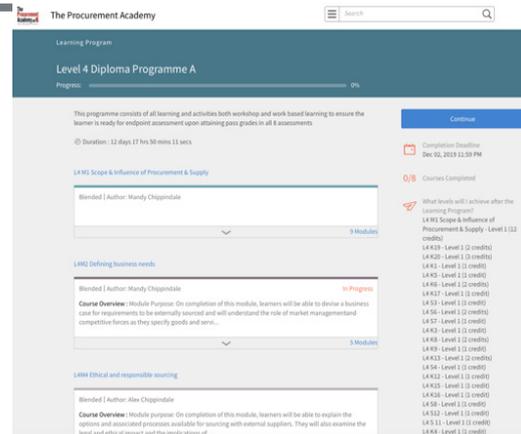Once you gain access to Adobe Captivate you will be directed to your home page.

You can access the learning you have been assigned from the list of courses that will be shown on your home page.

The home page also shows the progress you have made on your learning from the modules and activities that have been set, that form essential elements of your learning journey.

Qualification Overview

When you access the course, you have been en-rolled onto, you will be directed to a screen that allows you to have complete visibility of the all the courses that are required to complete your overall qualification.
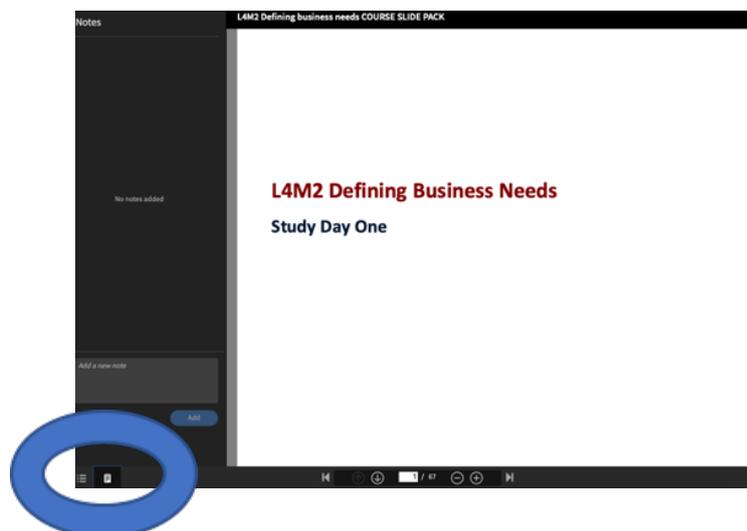

Course Overview

Having gained access to the course itself, you will see a list of activities that you should start to attempt prior to your first workshop. These consist of videos, links to CIPS knowledge, and course slide packs as well as your workshop dates. You will be able to access this learning from any device, mobile phone, tablet, laptop or desk-top.

You should bring your device to the workshops as this will allow you to refer to materials as part of your group activities.

Taking Notes

Adobe Captivate Prime has note taking functionality, to enable you to take electronic notes for you to access on the go, as part of your revision activity.

Simply click on the small note pad icon at the bottom left hand corner of the screen.
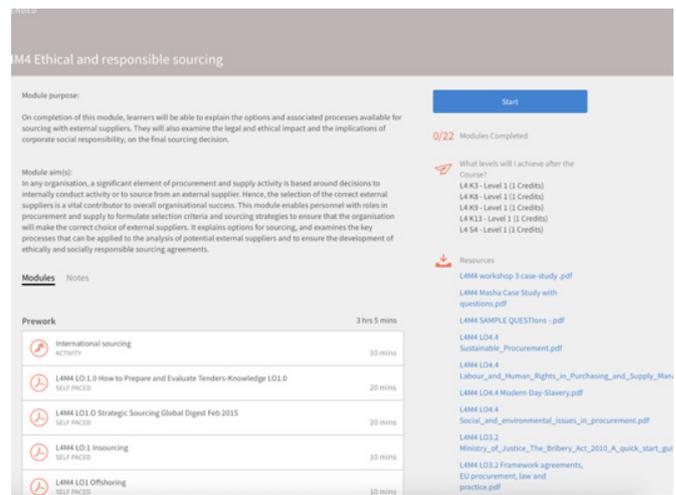
Downloading and Printing

You may wish to download and print documents from Adobe Captivate Prime.

Where there are resources that can be downloaded and printed, these are indicated on the right-hand section of the course modules and activities page.

We aim to have all the documentation available at this point, however if there is something specific you require that is not located then please email admin@theprocurementacademy.com

Trouble Shooting

Should you experience any difficulties with Adobe Captivate from a technical perspective, there is generally a number of causes.

WiFi overload- This often happens when a complete class starts to access Adobe Captivate at the same time, resulting in a catch-up problem, which will require a little patience but should start running within a few minutes.

Admin enrolment error- In some cases, it maybe that you have not been enrolled to a course, as an oversight. This should be picked up well in advance of your workshop and can be resolved by contacting admin@theprocurementacademy.com.

Enrolled at incorrect location- Occasionally, there is a error in linking workshop instances to course locations. If you do not see the workshop on your learning page that you are expecting, then please get in touch with admin@theprocurementacademy.com, who will be happy to resolve.

The Procurement Academy
Talent Management Solutions