

Module Title: Your Body At Work

Target Audience: Current employees of *Gates Floors Carpets and Design* working in warehouses and as showroom consultants, management, and employees that will onboard in the future.

Learning Objectives:

Terminal LOs:

- Utilize proper lifting techniques of heavy items.
- Apply strategies for the arrangement of a workstation and its materials to support proper body alignment and circulation.
- Utilize specific stretches to support physical labor in the warehouses and body alignment at workstations.

Enabling LOs:

- Identify ergonomics and body mechanics.

Seat Time: 20 minutes

Outline:

- Welcome
- Navigation
- Course Objectives
- Proper Lifting Technique
- Workstation Ergonomics
- Knowledge Check
- Stretches to Prevent Injury
- Course Summary
- Quiz
- Congratulations

Font: Articulate Narrow, Articulate, Articulate ExtraBold

Color Palette:



Hex #7AD2DA



#63ABCC



#B83D68



#5281BA

Company Logo: Large:




Small:




Global Comments:

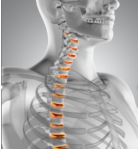
- Slide template used on all slides except Welcome, Quiz, and Congratulations.
- Required rights for all images obtained.
- Prev/Next buttons visible unless otherwise stated.
- Slide dimensions are 16:9 (slide size 1280:720)
- Use Modern Player in Storyline
- Use custom color palette throughout course (see Custom Color Palette on storyboard cover sheet)
- Text in parentheses () should not appear on slide or recorded in voiceover audio (VO).
- Seekbar is visible and controllable by learner on all slides and layers.
- Menu is “free” in player properties.
- Slide numbers with letters indicate slide layers, ie “1..11a”.
- If text in a speech bubble is too long to fit, fade-out/fade-text in speech bubble synced with VO.
- Articulate Narrow used for Welcome.
- Articulate ExtraBold used for slide titles.
- Articulate used for all slide text including directions.
- All speech bubbles are filled white with black font.
- White font used for all slide titles and directions.
- Slide Template: Slide title bar: Slide directions bar:






Slide: 1.1 / Menu Title: Welcome			LO: n/a
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Right facing pentagon with solid fill Hex #B83D68 fitted from top to bottom of slide.</p> <p>Right facing pentagon with 8px outline in #B83D68 positioned to the right and behind solid pentagon.</p> <p>Gradient slide background #DDD9C3</p> <p>Title and buttons on the solid pentagon.</p> <p>Start and Navigation buttons in blue #1A5596 with white outline. Font is white.</p> <p>Illustration positioned off-center to right.</p>  <p>Company logo bottom right corner.</p>	<p>Your Body At Work</p> <p>(button label) START</p> <p>(button label) NAVIGATION</p>	<p>Welcome to Your Body at Work, a safety course for the employees of Gates Floors Carpets and Design. You may click the Start button to begin, or click the Navigation Tutorial if you need support navigating the course.</p>	<p>Click START to move to Slide 1.3</p> <p>Click NAVIGATION to move to Slide 1.2</p> <p>PREV/NEXT buttons hidden on slide.</p>


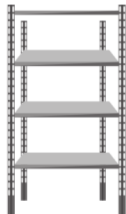
Slide: 1.2 / Menu Title: Navigation			LO: n/a
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

<p>Slide template.</p> <p>Large screenshot of course player centered on screen. Image on course player background #DDD9C3 and a compass icon.</p> 	<p>(Slide Title) Navigation</p> <p>(Directions bar) Use these options to navigate the course</p>	<p>Please take a moment to review the course player so that you are comfortable navigating through the course. If you know your way around, you may continue to the next slide.</p> <p>If you would like to go forward or back in the course, Use the Previous and Next buttons.</p> <p>If you would like to view the course in full screen, click here on the fullscreen icon.</p> <p>Click and drag the seekbar to move to a specific point in the course.</p> <p>Click the play button to play and pause the course.</p> <p>You can click on any title in the menu to jump to that part of the course.</p> <p>You can adjust the course playback speed to slow it down or speed it up by clicking the control icon.</p> <p>You can adjust the volume by clicking the volume icon.</p> <p>You can play a part of the course again by clicking the replay icon.</p> <p>Click next when you are ready to begin the course.</p>	<p>Red borders appear with grow animation around each navigation point as it is named in audio. Red borders remain on screen until end of timeline.</p> <p>NEXT button advances to Slide 1.3.</p>
---	--	--	---



Slide: 1.3 / Menu Title: Course Objectives			LO: n/a
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Slide template.</p> <p>Picture positioned on left off-center and touches top and bottom slide borders.</p>  <p>Solid fill rectangle to right of picture that touches top and bottom of slide borders. Color: Hex#403152</p> <p>Each learning objective bulleted with circle bullet solid color #5993C2 Font white.</p>	<p>(Slide Title) Learning Objectives</p> <p>After this course, you will be able to:</p> <p>Use proper lifting techniques to lift heavy loads.</p> <p>Apply strategies for the arrangement of a workstation and its materials to support proper body alignment and circulation.</p> <p>Use specific stretches to support physical labor in the warehouses and body alignment at workstations.</p>	<p>After this course, you will be able to</p> <p>Use proper lifting techniques to lift heavy loads.</p> <p>Apply strategies for the arrangement of a workstation and its materials to support proper body alignment and circulation.</p> <p>Use specific stretches to support physical labor in the warehouses and body alignment at workstations.</p>	<p>Narration and audio are synced. Each objective fades in with audio and remains on screen.</p>

Slide: 1.4 / Menu Title: Proper Lifting Technique			LO: Utilize proper lifting techniques of heavy items.
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Slide template.</p> <p>Warehouse Scenario Intro Video sized to fit within borders of slide template.</p>	<p>(Slide Title) Warehouse Scenario</p>	<p>Improper lifting of heavy materials is a leading cause of back injury claims. By learning proper lifting techniques, you can reduce your likelihood of getting hurt while on the job.</p>	<p>Warehouse Scenario Intro Video plays with VO</p> <p>NEXT button hidden.</p> <p>Slide automatically advances to slide 1.5 at end of timeline.</p>




Slide: 1.5 / Menu Title: Warehouse Scenario			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Slide template.</p> <p>Warehouse background sized to fit within borders of slide template with 25% transparency.</p>  <p>Andrew avatar: Pose 1: facing right head on forehead Pose 2: facing left hands on hips Pose 3: looking down and left with right hand gesturing toward box.</p> <p>Brenda avatar: Pose 1: facing right with arms down and talking Pose 2: facing right, hands clasped, concerned look Pose 3: facing right, smiling with thumbs up</p> <p>Photo of cardboard box between avatars, middle of slide.</p>  <p>Speech bubbles for each avatar positioned above heads with points towards avatars.</p> 	<p>(Slide Title) Warehouse Scenario</p> <p>(Andrew avatar speech bubble)</p> <p>Hi Brenda, my back really hurts. I think I pulled a muscle while lifting this heavy box of tile.</p> <p>Yes, thank you! I don't want more injuries.</p> <p>(Brenda avatar speech bubble)</p> <p>Hi Andrew! How are you this morning?</p> <p>Oh no! I'm sorry that happened! I know some techniques for lifting more safely. Would you like me to show you?</p> <p>Great! Let's get started!</p>	<p>(Brenda line 1) Hi Andrew! How are you this morning?</p> <p>(Andrew line 1) Hi Brenda, my back really hurts. I think I pulled a muscle while lifting this heavy box of tile.</p> <p>(Brenda line 2) Oh no! I'm sorry that happened! I know some techniques for lifting more safely. Would you like me to show you?</p> <p>(Andrew line 2) Yes, thank you! I don't want more injuries.</p> <p>(Brenda line 3) Great! Let's get started!</p>	<p>Brenda pose 1 slides from left to right onto screen and stops left side of cardboard box.</p> <p>Brenda is in pose 1 for Brenda Line 1, changes to pose 2 at start of Brenda Line 2, changes to pose 3 at start of Brenda Line 3.</p> <p>Andrew is in pose 1 before Andrew Line 1, turns to pose 2 in sync with start of Andrew Line 2, changes to pose 3 with audio "lifting this heavy box".</p> <p>Both avatars transition smoothly between poses using fade in/out animation.</p> <p>Speech bubble text fades in and out to sync with VO. Speech bubble fades out at the end of each avatar's line. Final speech bubble and its text remains to end of timeline.</p> <p>Slide auto-advances to Slide 1.6.</p> <p>NEXT button is hidden.</p>

Slide: 1.6 / Menu Title: Proper Lifting Technique			LO: Utilize proper lifting techniques of heavy items.
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Slide template</p> <p>Andrew avatar on right side of slide facing left to Brenda with hand on chin to show thinking.</p> <p>Brenda avatar next to Andrew avatar, facing forward as if speaking and right hand gesturing toward boxes.</p> <p>Three box images spaced to the left of Brenda's feet. Each box has glow hover state.</p>  <p>Image of industrial shelf on the left side of slide.</p> 	<p>(Slide Title) Proper Lifting Technique</p> <p>(Slide Directions) Click on each box to learn more. Then click the Next button.</p>	<p>Click each box to learn how to lift a heavy load properly so that you won't get hurt.</p>	<p>Learner forced to click boxes in order from left to right.</p> <p>When left box clicked, box takes a motion path to the top shelf. Slide auto-advances to Slide 1.8.</p> <p>When middle box clicked, box takes a motion path to the middle shelf, Slide auto-advances to Slide 1.9.</p> <p>When right box clicked, box takes motion path to the bottom shelf. Slide auto-advances to Slide 1.7.</p> <p>NEXT button hidden.</p> <p>NEXT button visible after Slides 1.7, 1.8, and 1.9 are visited.</p> <p>NEXT button advances to Slide 1.10.</p>

Slide: 1.7 (hidden from menu)			LO: Utilize proper lifting techniques of heavy items.
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Slide template.</p> <p>All three boxes on shelves as in Slide 1.6.</p> <p>Large rectangle with brown outline 4px weight is aligned to the right of the shelf.</p> <p>Andrew avatar remains on screen in same pose as slide 1.6 and to the right of the brown outlined rectangle.</p> <p>Heading and text are left justified within the brown outlined rectangle. Font is black.</p> <p>Two images are below the text within the brown outlined rectangle:</p> <div data-bbox="130 971 478 1164" data-label="Image"> </div> <p>Image on left Image on right</p> <p>“x” icon to close box within top right corner of brown outlined rectangle.</p>	<p>KEEP A STRAIGHT BACK</p> <p>Keep arms and elbows close to your side.</p> <p>Bend your knees and hips and keep your back straight as you lift with your legs.</p>	<p>Keep your elbows close to your body with your back straight and lift with your legs.</p>	<p>Red X and Green check mark appear over images with 2 second growth animation at end of audio to mark incorrect and correct technique. Red x on top of left hand picture, green check mark on top of right hand picture.</p> <div data-bbox="1549 579 1837 714" data-label="Image"> </div> <p>“X” icon appears at end of audio to direct learner to close window. Returns to slide 1.6.</p> <p>NEXT button is hidden.</p>

Slide: 1.8 / (hidden from Menu) (LO: Utilize proper lifting techniques of heavy items.
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Slide template.</p> <p>Box on top shelf as in Slide 1.6.</p> <p>Large rectangle with brown outline 4px weight is aligned to the right of the shelf.</p> <p>Andrew avatar remains on screen in same pose as slide 1.6 and to the right of the brown outlined rectangle.</p> <p>Heading and text are left justified within the brown outlined rectangle. Font is black.</p> <p>Two images are below the text within the brown outlined rectangle:</p> <div data-bbox="115 1042 438 1261">  </div> <p>Image on left Image on right</p> <p>“x” icon to close box within top right corner of brown outlined rectangle.</p>	<p>PLAN YOUR MOVE</p> <p>Stand close to the load with your feet shoulder width apart behind the load, not at an angle.</p>	<p>When you're ready to lift, stand close to the load and don't stand at an angle to it.</p>	<p>Red X and Green check mark appear over images with 2 second growth animation at end of audio to mark incorrect and correct technique. Red x on top of left hand picture, green check mark on top of right hand picture.</p> <div data-bbox="1539 669 1869 863">  </div> <p>“X” icon appears at end of audio to direct learner to close window. Returns to slide 1.6.</p> <p>NEXT button is hidden.</p>


Slide: 1.9 (hidden from menu)			LO: Utilize proper lifting techniques of heavy items.
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Slide template.</p> <p>Top shelf and middle shelf have boxes on them as in Slide 1.6.</p> <p>Large rectangle with brown outline 4px weight is aligned to the right of the shelf.</p> <p>Andrew avatar remains on screen in same pose as slide 1.6 and to the right of the brown outlined rectangle.</p> <p>Heading and text are left justified within the brown outlined rectangle. Font is black.</p> <p>Two images are below the text within the brown outlined rectangle:</p> <div data-bbox="130 1003 493 1229" data-label="Image"> </div> <p>Image on left Image on right</p> <p>“x” icon to close box within top right corner of brown outlined rectangle.</p>	<p>USE YOUR LEGS</p> <p>Use the muscles in your upper legs to lower yourself to the load. Do not use your back to bend down.</p>	<p>When you’re ready to lift a load, lower yourself to the load with your legs. Don’t use just your back to bend down.</p>	<p>Red X and Green check mark appear over images with 2 second growth animation at end of audio to mark incorrect and correct technique. Red x on top of left hand picture, green check mark on top of right hand picture.</p> <div data-bbox="1549 617 1877 802" data-label="Image"> </div> <p>“X” icon appears at end of audio to direct learner to close window. Returns to slide 1.6.</p> <p>NEXT button is hidden.</p>

Slide: 1.10 (hidden from Menu)			LO: Utilize proper lifting techniques of heavy items.
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Slide Template</p> <p>Warehouse background same as Slide 1.5 to show a return to the scenario.</p> <p>Andrew avatar facing front and standing behind blank white rectangle with arm reaching over rectangle and finger pointing down. Andrew positioned to the right of center.</p> <p>Brenda avatar standing to the left of Andrew facing right with thumbs up gesture.</p> <p>Speech bubble to right of Andrew avatar's head.</p> <p>Images to appear on white rectangle that Andrew avatar is standing behind:</p> <p>Image 1:</p>   <p>Image 2:</p> 	<p>(Slide Title) Warehouse Scenario</p> <p>(Andrew speech bubble) Thanks Brenda, I now know how I injured myself by lifting with my back rounded and not bending my legs. If I keep my back straight and bend down to the load, I won't pull my back out again.</p>	<p>Thanks Brenda, I now know how I injured myself by lifting with my back rounded and not bending my legs. If I keep my back straight and bend down to the load, I won't pull my back out again.</p>	<p>Speech bubble text fades in and out to sync with VO.</p> <p>Image 1 appears on white rectangle at start of timeline. Image 1 disappears and Image 2 appears in its place with grow animation as audio says, "If I keep by back straight.." and remains until end of slide timeline.</p> <p>NEXT button advances to Slide 1.11.</p>

--	--	--	--

Slide: 1.11 / Menu Title: Workstation Ergonomics			LO: Apply strategies for the arrangement of a workstation and its materials to support proper body alignment and circulation.
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Workstation Ergonomics Intro Video sized to fit within borders of slide template.	(Slide Title) Workstation Ergonomics	Improper alignment of your body at desk workstations can cause neck and back pain. By ergonomically adjusting your position at your workstation, you can reduce the likelihood of this type of injury.	Workstation Ergonomics Intro Video plays with VO. NEXT button is hidden. Slide auto-advances to Slide 1.12.

Slide: 1.12 (hidden from Menu)			LO: Apply strategies for the arrangement of a workstation and its materials to support proper body alignment and circulation.
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Office background within boundary of slide template. Avatars positioned slightly right of center. Joan avatar: Pose 1: facing right, talking, arms down at sides. Pose 2: facing right, talking, gesturing with hands out in front of body.	(Slide Title) Workstation Scenario (Andrew avatar speech bubble) Hi Joan! How are the new order reports from the warehouse coming along? You've been doing such great work! I wonder if you need to adjust your workstation so that it's more ergonomic. That might help!	(Mark Line 1) Hi Joan! How are the new order reports from the warehouse coming along? You've been doing such great work! (Joan Line 1) Hi Mark! I've been getting them finished at my workstation, but I keep getting horrible headaches during the afternoons and my neck is really stiff.	Mark is in Pose 1 synced with Mark Line 1 audio. Mark transitions to Pose 2 synced with Mark Line 2 audio. Mark transitions to Pose 3 synced with Mark Line 3 audio. Joan is in Pose 1 at start of slide timeline.

<p>Pose 3: Hand at chin as if thinking.</p> <p>Mark avatar: Pose 1: facing left, gesturing with hands up and smiling. Pose 2: hand at chin as if thinking Pose 3: gesturing with arms outstretched to indicate one should follow.</p> <p>Speech bubbles for each avatar positioned above heads with points towards avatars.</p> 	<p>I'll show you. Come with me!</p> <p>(Joan avatar speech bubble)</p> <p>Hi Mark! I've been getting them finished at my workstation, but I keep getting horrible headaches during the afternoons and my neck is really stiff.</p> <p>What does ergonomic mean?</p>	<p>(Mark Line 2) I wonder if you need to adjust your workstation so that it's more ergonomic. That might help!</p> <p>(Joan Line 2) What does ergonomic mean?</p> <p>(Mark Line 3) I'll show you. Come with me!</p>	<p>Joan transitions to Pose 2 at audio: "but I keep getting horrible headaches...".</p> <p>Joan transitions to Pose 3 synced with Joan Line 2 audio.</p> <p>NEXT button advances to Slide 1.13.</p>
---	---	---	---

Slide: 1.13 (hidden from Menu)			LO: Apply strategies for the arrangement of a workstation and its materials to support proper body alignment and circulation.
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Slide template.</p> <p>3 long rectangles positioned vertically (68px wide x 393px tall) with no space between. Each rectangle is a color from the color palette with no outline. Text is white. Rectangles are gray in visited state. Rectangles have a hover state in a color lighter than normal color.</p> <p>Rectangles are positioned to the</p>	<p>(Slide Title) Workstation Ergonomics</p> <p>(Left rectangle label) What Is Ergonomics?</p> <p>(Middle rectangle label) Seated Workstation</p> <p>(Right rectangle label) Standing Workstation</p> <p>(Slide directions) Click on each</p>	<p>Click on each tab to learn more. Click the next button when you are finished exploring each tab.</p>	<p>.Red arrows fade in synced with text. Large arrow fades in with audio, "Click on each tab to learn more." and moves from left to right stopping at right rectangle then fades out at end of sentence. Small red arrow fades in and moves approximately 2 inches on diagonal straight motion path and stops just above bottom right corner of slide with audio "Click the next button..." and fades out at end of sentence.</p>

<p>left side of slide. Large red arrow points down at the top of left hand vertical rectangle.</p> <p>Andrew avatar is on right side of slide with body facing left and head facing front, smiling, and gesturing forward with right hand.</p> <p>Small red arrow approximately 2 inches from bottom right corner points diagonally down to bottom right corner to indicate location of Next button..</p>	<p>tab to learn more. Click the Next button when you are finished.</p>		<p>Learner can click rectangles in any order.</p> <p>Learner clicks on rectangle “What is Ergonomics” and goes to layer 1.13a.</p> <p>Learner clicks on rectangle “Seated Workstation” and goes to layer 1.13b.</p> <p>Learner clicks on rectangle “Standing Workstation” and goes to layer 1.13c.</p> <p>NEXT button is hidden until all three layers have been visited.</p> <p>After all rectangles have been visited and learner is back on base layer, NEXT button advances to layer 1.13d.</p>
---	--	--	---

Slide: 1.13a (hidden from Menu)			LO: Apply strategies for the arrangement of a workstation and its materials to support proper body alignment and circulation.
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Base layer images - all shown except slide title, directions, and Andrew avatar.</p> <p>What is Ergonomics video with video text on top in white text, positioned so that it can be easily seen as video plays.</p> <p>Video text in Articulate Narrow 28</p>	<p>(Left rectangle label) What Is Ergonomics?</p> <p>(Middle rectangle label) Seated Workstation</p> <p>(Right rectangle label) Standing Workstation</p> <p>(Video text) Design the workplace</p>	<p>Ergonomics is the study of how to design the workplace for your body's best alignment rather than to force your body into a position that may cause discomfort and injury.</p>	<p>Middle and right rectangles separate from left rectangle and move along straight motion path and stop on the right side of the slide.</p> <p>What is Ergonomics video plays in sync with audio.</p> <p>At end of audio, X icon appears</p>

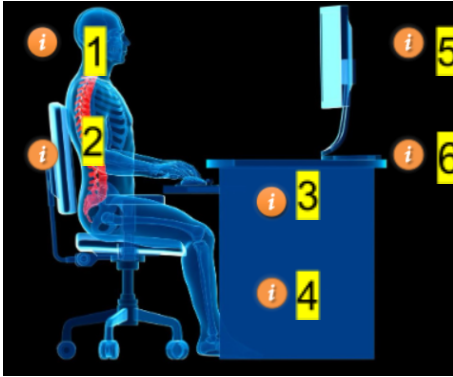
<p>pt.</p> <p>Middle and Right rectangles are on right side of slide, left rectangle on left side of slide in original spot.</p> <p>What is Ergonomics video positioned between first and middle/right rectangles within a large rectangle outlined in same color as left rectangle, no fill, that fits the space and is aligned to the height of the middle and right rectangles.</p>	<p>to fit your body's alignment.</p>		<p>with fade in animation.</p> <p>When learner clicks X icon, middle and right rectangles move back along same motion path to original position on left of slide.</p> <p>NEXT button is hidden.</p> <p>Slide advances to base layer 1.13 when learner clicks X icon.</p>
--	--------------------------------------	--	--

Slide: 1.13b (hidden from Menu)			LO: Apply strategies for the arrangement of a workstation and its materials to support proper body alignment and circulation.
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Base layer images - all shown except slide title, directions, and Andrew avatar.</p> <p>Middle/right rectangles are on right side of slide, left rectangle remains on left side of slide in original position.</p> <p>Rectangle with outline the same color as middle rectangle, no fill, takes up space between left and middle/right rectangles. It is aligned to the height of the rectangles.</p>	<p>(Left rectangle label) What Is Ergonomics?</p> <p>(Middle rectangle label) Seated Workstation</p> <p>(Right rectangle label) Standing Workstation</p> <p>(Marker 1) HEAD ALIGNMENT Your computer monitor is positioned at eye level.</p> <p>(Marker 2) SPINE CURVATURE You are able to maintain the</p>	<p>Click on each orange marker to learn how to ergonomically align your seated workstation to keep from pain and injury.</p> <p>(Marker 1) Your monitor should be at eye level.</p> <p>(Marker 2) Your spine should keep its natural curves as you sit while you work.</p> <p>(Marker 3) Use your mouse close to your keyboard so that you aren't needing to stretch unnaturally to use it.</p>	<p>Right rectangle separates from left and middle rectangles and moves along straight motion path and stops on the right side of the slide.</p> <p>Markers have pulse animation.</p> <p>Learner clicks on one marker at a time in any order. When all markers have been clicked, X icon appears with a fade in animation.</p> <p>When learner clicks X icon, right rectangle moves back along</p>

Text boxes for markers are white with black text.

When markers are opened, the text boxes fit within boundary of image.

Image fills outlined rectangle. Six orange markers are positioned on image as shown.



three natural curves of the spine.

(Marker 3) PROXIMITY
Your mouse is next to the keyboard to keep it in adequate reach. This prevents overextending and curving the neck and back.

(Marker 4) LEG POSITION
Legs are underneath the desk and feet are flat on the floor. This sustains a straight back and keeps you from hunching over your work.

(Marker 5) MONITOR PLACEMENT
The computer monitor should be placed directly in front of you. The monitor should be at an arm's length distance. Keep your screen free of glare.

(Marker 6) PROXIMITY
Your telephone is to the right or left of the computer monitor. All other frequently used items are within easy reach to eliminate twisting, bending, or excessive reaching.

(Marker 4) Sit with your legs under your desk and feet flat. You don't want to hunch your back as you work.

(Marker 5) Place your monitor about an arm's length away from you when your back is in the chair.

(Marker 6) Keep things you use within easy reach so that you don't have to twist or bend a lot while you work.

same motion path to original position on left of slide.

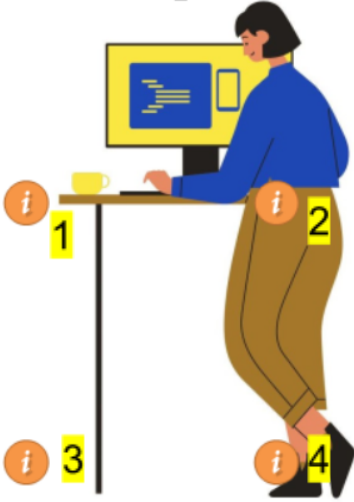
NEXT button is hidden.

Slide advances to base layer 1.13 when learner clicks X icon.


Notes: Yellow numbering near orange markers on image is for the purpose of the storyboard, not on course slide.

Slide: 1.13c (hidden from Menu)


LO: Apply strategies for the arrangement of a workstation and its materials to support proper body

			alignment and circulation.
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Base layer images - all shown except slide title, directions, and Andrew avatar.</p> <p>All rectangles are on left side in original position as base layer.</p> <p>Rectangle with outline the same color as right rectangle, no fill, aligned to height of right rectangle. It is positioned directly right of the right rectangle so as to appear attached. Width of this rectangle stops under midpoint of directions bar shown from base layer.</p> <p>Image is positioned inside the outlined rectangle with four orange markers::</p>  <p>Text boxes for markers are white with black text.</p>	<p>(Left rectangle label) What Is Ergonomics?</p> <p>(Middle rectangle label) Seated Workstation</p> <p>(Right rectangle label) Standing Workstation</p> <p>(Marker 1) PROXIMITY All frequently used items are within easy reach to eliminate twisting, bending, or excessive reaching.</p> <p>(Marker 2) ARM ALIGNMENT Keep your elbows comfortably resting on the desk to reduce tension in the upper arms and neck.</p> <p>(Marker 3) SHIFT WEIGHT Standing desks allow you to shift your weight from one leg to the other. Additionally, you can use a footrest under the desk.</p> <p>(Marker 4) HEIGHT Adjust the height of the desk so that you can rest your arms comfortably at a 90 degree angle while you work.</p>	<p>(Marker 1) Keep the things you use a lot within easy reach so you aren't twisting or bending.</p> <p>(Marker 2) Your arms and elbows can sit comfortably on the desk which can keep your neck and back from hurting.</p> <p>(Marker 3) You should be able to rest your arms comfortably on the desk while you work.</p> <p>(Marker 4) A standing desk lets you shift your weight from one leg to the other.</p>	<p>Markers have pulse animation.</p> <p>Learner clicks on one marker at a time in any order. When all markers have been clicked, X icon appears with a fade in animation.</p> <p>NEXT button is hidden. Slide advances to base layer 1.13 when learner clicks X icon.</p> <p>Once at base layer, learner can click NEXT to advance to layer 1.13d, or revisit accordion interaction first.</p>

When markers are opened, the text boxes fit within the boundary of the outlined rectangle.			
Notes: Yellow numbering near orange markers on image is for the purpose of the storyboard, not on course slide.			

Slide: 1.13d (hidden from Menu)			LO: Apply strategies for the arrangement of a workstation and its materials to support proper body alignment and circulation.
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Slide template. Same office background as Slide 1.12.</p> <p>Joan avatar is positioned in the same place as Slide 1.12. Her pose is facing forward with arms raised in a happy gesture and smiling.</p> <p>Mark avatar is positioned in the same place as Slide 1.12. His pose is facing forward with hands gesturing to the left toward Joan and smiling.</p> <p>Joan has a speech bubble positioned to the upper right of her head:</p> 	<p>(Slide Title) Workstation Scenario</p> <p>(Joan speech bubble) Thanks Mark! I have been pain free since I rearranged my workstation. It was an easy solution!</p>	<p>Thanks Mark! I have been pain free since I rearranged my workstation. It was an easy solution!</p>	<p>NEXT button is hidden.</p> <p>Slide auto-advances to layer 1.13e at end of timeline.</p>

Slide: 1.13e (hidden from Menu)			LO: Apply strategies for the arrangement of a workstation and its materials to support proper body alignment and circulation.
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Slide template.</p> <p>Mark and Brenda avatars are centered on slide. Both are facing front and smiling. Mark is pointing forward, Brenda has hands on hips.</p>	<p>(Slide title) Knowledge Check</p>	<p>You have learned a lot so far! Get ready to complete an activity to check your knowledge to this point!</p>	<p>NEXT button is hidden.</p> <p>Slide auto-advances to Slide 1.14 at end of timeline.</p>

Slide: 1.14 Knowledge Check			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Slide template.</p> <p>Two images of carpet samples are on the slide with space between them. They have a black outline.</p>  <p>Left-hand image titled "Injury Prevention", right-hand image titled, "Causes of Injury".</p> <p>Six answer rectangles have black outline, solid fill of a palette color, and white text. They are positioned between the two carpet sample images in a stacked formation.</p>	<p>(Slide title) Knowledge Check</p> <p>(Slide directions) Drag each box to the correct carpet sample. Click Submit when you are finished.</p> <p>(Left-hand carpet sample image title) Injury Prevention</p> <p>(Right-hand carpet sample image title) Causes of Injury</p> <p>(Drag and drop rectangles' text:)</p> <p>(Wrong answer 1) You should arrange your body to fit a workstation.</p> <p>(Wrong answer 2) To prepare to</p>	<p>Drag each box to the correct carpet sample. Click Submit when you are finished.</p>	<p>At the end of audio, answer rectangles will appear one at a time with float-in animation from bottom.</p> <p>Learner drags and drops answer rectangles one at a time to either image. Answers are dropped freely.</p> <p>Learner clicks "Submit".</p> <p>Based on answers, slide will auto-advance to layer 1.14a Correct, 14.b Incorrect, 14.c Try Again.</p>

	<p>lift a load, stand three feet from it.</p> <p>(Wrong answer 3) To lift, use your back to lower to the load.</p> <p>(Correct answer 1) You should arrange your workstation to fit your body.</p> <p>(Correct answer 2) When lifting, keep your back straight.</p> <p>(Correct answer 3) Keep your elbows close to your body as you lift.</p>		
--	--	--	--

Slide: 1.14a (hidden from Menu)			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Slide template.</p> <p>Carpet samples from base layer are shown with Mark avatar in middle pointing forward and smiling.</p> <p>Answer rectangles are in the correct positions. Each rectangle has a green checkmark in upper right corner to show it is in correct position.</p> <p>Checkmark image is same image used in Slide 1.7 for continuity.</p> <p>Mark has a speech bubble to the upper right of his head.</p>	<p>(Slide title) Correct</p> <p>(Slide directions) Click the Continue button.</p> <p>(Carpet sample images and Answer rectangles have the same text as 1.14, as they have been screenshot for this slide.)</p> <p>(Mark speech bubble) Nice job! You've got it!</p> <p>(button label) Continue</p>	<p>Nice job! You've got it!</p> <p>Click the Continue button to move on.</p>	<p>Learner clicks Continue button. Slide advances to Slide 1.15.</p>


Continue button is on lower right of slide. Fill color is from palette with white text and black outline. Continue button has hover state of light gray.			
--	--	--	--

Slide: 1.14b (hidden from Menu)			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Slide template.</p> <p>Carpet samples from base layer are shown with Brenda avatar in middle pointing forward in talking gesture with left hand gesturing toward carpet sample image.</p> <p>Answer rectangles are in the correct positions.</p> <p>Brenda avatar has a speech bubble to the upper left of her head.</p> <p>Continue button is on lower right of slide. Fill color is from palette with white text and black outline. Continue button has hover state of light gray.</p>	<p>(Slide title) Incorrect</p> <p>(Slide directions) Click the Continue button.</p> <p>(Carpet sample images and Answer rectangles have the same text as 1.14, as they have been screenshot for this slide.)</p> <p>(Brenda speech bubble) Here are the correct answers for you to review.</p> <p>(button label) Continue</p>	<p>Here are the correct answers for you to review.</p> <p>Click the Continue button to move on.</p>	<p>Learner clicks Continue button. Slide advances to Slide 1.15.</p>

Slide: 14.c (hidden from Menu)			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Slide template.	(Slide title) Try Again	You're starting to get it!	Learner clicks Try Again button

<p>Carpet samples from base layer are shown with Brenda avatar in middle facing forward, clasping hands in a hopeful gesture, smiling.</p> <p>Brenda avatar has a speech bubble to the upper right of her head.</p> <p>Correct answer rectangles show green check mark on upper right corner of each rectangle, same check mark as Slide 1.7 for continuity.</p> <p>Incorrect answer rectangles show red "x" on upper right corner of each rectangle, same "x" as Slide 1.7 for continuity.</p> <p>Try Again button is on lower right of slide. Fill color is from palette with white text and black outline. Button has hover state of light gray.</p>	<p>(Slide directions) Click the Try Again button.</p> <p>(Carpet sample images have same titles as 1.14)</p> <p>(Brenda speech bubble) You're starting to get it!</p> <p>(button label) Try Again</p>	<p>Click the Try Again button.</p>	<p>and incorrect and correct answers are revealed.</p> <p>Learner rearranges answers and clicks Submit.</p> <p>Incorrect answer advances to layer 1.14b, correct answer advances to layer 1.14a.</p>
---	---	------------------------------------	--

Slide: 1.15 Stretches to Prevent Injury			LO: Utilize specific stretches to support physical labor in the warehouses and body alignment at workstations.
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Slide Template.</p> <p>Stretches Intro Video sized to fit within borders of slide template.</p>	<p>(Slide Title) Stretches to Prevent Injury</p>	<p>Using simple stretches in the workplace for your neck, arms, legs, and back, can reduce your risk of tension, pain, and injury.</p>	<p>Stretches Intro Video plays with VO.</p>

Slide: 1.16 Stretches to Prevent Injury			LO: Utilize specific stretches to support physical labor in the warehouses and body alignment at workstations.
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Slide Template. Stretch Images:</p>  <p>1 2 3 4 5 6</p> <p>Images of stretches are aligned on slide, two rows of 3 images.</p> <p>Background is lighter shade of palette color.</p> <p>Each image is set in a rectangle with white fill and black outline. Rectangle changes to palette color for visited state.</p>	<p>(Slide title) Workstation Stretches</p> <p>(Slide directions) Click on each picture to learn more. Click the Next button when you are finished.</p>	<p>Click on each picture to learn how to do stretches at a seated workstation in order to help prevent pain and injury.</p>	<p>Learner clicks images in any order:</p> <p>Stretch Image 1 goes to layer 1.16a</p> <p>Stretch Image 2 goes to layer 1.16b</p> <p>Stretch Image 3 goes to layer 1.16c</p> <p>Stretch Image 4 goes to layer 1.16d</p> <p>Stretch Image 5 goes to layer 1.16e</p> <p>Stretch Image 6 goes to layer 1.16f</p> <p>NEXT button is hidden until all image rectangles are in visited state. NEXT button advances to Slide 1.17.</p>
<p>Notes: Numbering of the images is for the purposes of the Storyboard and does not appear on published slide.</p>			

Slide: 1.16a (hidden from Menu)			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

<p>Slide Template and same background color as Slide 1.16.</p> <p>Rectangle outlined in black with white fill. Inside rectangle is a trapezoid pointing right positioned on the left half of the rectangle. Trapezoid has palette fill color with black outline. Text in white rectangle is the steps for doing the stretch and text is black. Stretch Title and Stretch Image 1 are inside trapezoid. Text is black.</p> <p>“X” in upper right corner of rectangle to close layer.</p>	<p>(Stretch title) FORWARD BEND: Release back and neck tension.</p> <p>(Steps of stretch)</p> <ol style="list-style-type: none"> 1. Sit facing forward. 2. Slowly bend forward with your head curving toward the floor. 3. Let your arms hang down. 4. Hold for 30 seconds and slowly return to upright position. 	<p>FORWARD BEND. Release back and neck tension.</p> <p>Face forward, slowly bend toward the floor and let your arms hang down.</p>	<p>NEXT button is hidden.</p> <p>Learner clicks “X” icon to close layer and return to Slide 1.16.</p>
---	---	--	---

Slide: 1.16b (hidden from Menu)			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Slide Template and same background color as Slide 1.16.</p> <p>Same design as 1.16a with Stretch Image 2.</p> <p>“X” in upper right corner of rectangle to close layer.</p>	<p>(Stretch title) ARM EXTENSION: Release neck and shoulder tension.</p> <p>(Steps of stretch)</p> <ol style="list-style-type: none"> 1. Sit facing forward. 2. Reach your arms straight out in front of your body. 3. Gently stretch your arms forward while maintaining a straight back. 	<p>ARM EXTENSION, Release neck and shoulder tension.</p> <p>Sit facing forward as you reach your arms straight out. Feel a stretch as you reach them as far as you can.</p>	<p>NEXT button is hidden.</p> <p>Learner clicks “X” icon to close layer and return to Slide 1.16.</p>

Slide: 1.16c (hidden from Menu)			
---------------------------------	--	--	--

Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Slide Template and same background color as Slide 1.16.</p> <p>Same design as 1.16a with Stretch Image 3.</p> <p>“X” in upper right corner of rectangle to close layer.</p>	<p>(Stretch title) NECK STRETCH: Release neck and shoulder tension.</p> <p>(Steps of stretch)</p> <ol style="list-style-type: none"> 1. Sit facing forward. 2. Slowly pull your head to the right with your right hand above your left ear. 3. Reach straight down with your left arm. 4. Repeat on the opposite side. 	<p>NECK STRETCH, Release neck and shoulder tension.</p> <p>Face forward. Pull your head to the side with the opposite hand as the other arm stretches down.</p>	<p>NEXT button is hidden.</p> <p>Learner clicks “X” icon to close layer and return to Slide 1.16.</p>


Slide: 1.16d (hidden from Menu)			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Slide Template and same background color as Slide 1.16.</p> <p>Same design as 1.16a with Stretch Image 4.</p> <p>“X” in upper right corner of rectangle to close layer.</p>	<p>(Stretch title) BACK RELEASE: Release back and shoulder tension.</p> <p>(Steps of stretch)</p> <ol style="list-style-type: none"> 1. Stand behind your chair. 2. Bend at the hips with your back parallel to the floor. 3. Firmly grab the top of the chair. 4. Gently stretch toward the floor while keeping your back straight. 	<p>BACK RELEASE, Release back and shoulder tension.</p> <p>Stand behind your chair. Bend so your back is parallel to the floor and hold the back of the chair.</p>	<p>NEXT button is hidden.</p> <p>Learner clicks “X” icon to close layer and return to Slide 1.16.</p>

Slide: 1.16e (hidden from Menu)			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

<p>Slide Template and same background color as Slide 1.16.</p> <p>Same design as 1.16a with Stretch Image 5.</p> <p>“X” in upper right corner of rectangle to close layer.</p>	<p>(Stretch title) ARM REACH: Release back and shoulder tension.</p> <p>(Steps of stretch)</p> <ol style="list-style-type: none"> 1. Sit facing forward. 2. Slowly bring your arms above your head and clasp your hands. 3. Reach upward toward the ceiling. 4. Maintain feet flat on the floor and a straight back. 	<p>ARM REACH, Release back and shoulder tension.</p> <p>Face forward. Reach your arms to the ceiling and feel a good stretch in your shoulders and back.</p>	<p>NEXT button is hidden.</p> <p>Learner clicks “X” icon to close layer and return to Slide 1.16.</p>
--	--	--	---

Slide: 1.16f (hidden from Menu)			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Slide Template and same background color as Slide 1.16.</p> <p>Same design as 1.16a with Stretch Image 6.</p> <p>“X” in upper right corner of rectangle to close layer.</p>	<p>(Stretch title) SIDE BEND: Release back and shoulder tension.</p> <p>(Steps of stretch)</p> <ol style="list-style-type: none"> 1. Sit facing forward. 2. Slowly bring your arms above your head and clasp your hands. 3. Tilt your upper body to the right, then to the left. 4. Keep your arms and back straight with your feet flat on the floor. 	<p>SIDE BEND, Release back and shoulder tension.</p> <p>Face forward and raise your arms up. Tilt from side to side with your back straight.</p>	<p>NEXT button is hidden.</p> <p>Learner clicks “X” icon to close layer and return to Slide 1.16.</p>

Slide: 1.17 Stretches for Manual Labor	LO: Utilize specific stretches to support physical labor in
--	---

			the warehouses and body alignment at workstations.
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Slide Template. Stretch Images:</p>  <p>1 2 3 4 5 6</p> <p>Images of stretches are aligned on slide, two rows of 3 images.</p> <p>Background is the lighter shade of palette color that was used in Slide 1.16.</p> <p>Each image is set in a rectangle with white fill and black outline. Rectangle changes to the same palette color as 1.16 for visited state.</p>	<p>(Slide title) Stretches for Manual Labor</p> <p>(Slide directions) Click on each picture to learn more. Click the Next button when you are finished.</p>	<p>Click each picture to learn how to do stretches before, during, and after manual labor to help prevent pain and injury.</p>	<p>Learner clicks images in any order:</p> <p>Stretch Image 1 goes to layer 1.17a</p> <p>Stretch Image 2 goes to layer 1.17b</p> <p>Stretch Image 3 goes to layer 1.17c</p> <p>Stretch Image 4 goes to layer 1.17d</p> <p>Stretch Image 5 goes to layer 1.17e</p> <p>Stretch Image 6 goes to layer 1.17f</p> <p>NEXT button is hidden until all image rectangles are in visited state. NEXT button advances to Slide 1.18.</p>
<p>Notes: Numbering of the images is for the purposes of the Storyboard and does not appear on published slide.</p>			

Slide: 1.17a (hidden from Menu)			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Slide Template and same background color as Slide 1.17.</p> <p>Rectangle outlined in black with white fill. Inside rectangle is a</p>	<p>(Stretch title) STANDING BACK: Release tension in the lower back.</p>	<p>STANDING BACK, Release tension in the lower back.</p> <p>Face forward. Put your hands on your lower back as you lean back.</p>	<p>NEXT button is hidden.</p> <p>Learner clicks "X" icon to close layer and return to Slide 1.17.</p>

<p>trapezoid pointing right positioned on the left half of the rectangle. Trapezoid has palette fill color the same as Slide 1.16 with black outline. Text in white rectangle is the steps for doing the stretch and text is black. Stretch Title and Stretch Image 1 are inside trapezoid. Text is black.</p> <p>"X" in upper right corner of rectangle to close layer.</p>	<p>(Steps of stretch)</p> <ol style="list-style-type: none"> 1. Stand facing forward. 2. Place your hands on your lower back with your fingers pointing down. 3. Gently lean back with your neck and head aligned. 4. Slowly return to standing position. 		
--	---	--	--

Slide: 1.17b (hidden from Menu)			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Slide Template and same background color as Slide 1.17.</p> <p>Same design as 1.17a with Stretch Image 2.</p> <p>"X" in upper right corner of rectangle to close layer.</p>	<p>(Stretch title) NECK STRETCH: Release neck and shoulder tension.</p> <p>(Steps of stretch)</p> <ol style="list-style-type: none"> 1. Stand facing forward. 2. Slowly pull your head to the right with your right hand above your left ear. 3. Repeat on the opposite side. 	<p>NECK STRETCH, Release neck and shoulder tension.</p> <p>Face forward. Gently pull your head to one side with the opposite hand.</p>	<p>NEXT button is hidden.</p> <p>Learner clicks "X" icon to close layer and return to Slide 1.17.</p>


Slide: 1.17c (hidden from Menu)			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Slide template. Background color	(Stretch title)	QUADRICEPS, Prevent pulled leg	NEXT button is hidden.

<p>as Slide 1.17.</p> <p>Same design as 1.17a with Stretch Image 3.</p> <p>“X” in upper right corner of rectangle to close layer.</p>	<p>QUADRICEPS: Prevent pulled leg muscles.</p> <p>(Steps of stretch)</p> <ol style="list-style-type: none"> 1. Stand facing forward. 2. Bend your right knee and grasp your right ankle with your right hand. 3. You should hold onto a shelf or wall with the left hand for support. 4. Repeat on the opposite side. 	<p>muscles.</p> <p>Face forward. You can use a wall or shelf to stay steady. Hold your right ankle with your right hand and feel a stretch down the front of your leg. Repeat on the left side.</p>	<p>Learner clicks “X” icon to close layer and return to Slide 1.17.</p>
---	---	---	---

Slide: 1.17d (hidden from Menu)			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Slide Template and same background color as Slide 1.17.</p> <p>Same design as 1.17a with Stretch Image 4.</p> <p>“X” in upper right corner of rectangle to close layer.</p>	<p>(Stretch title) SIDE BEND: Release back, and shoulder tension.</p> <p>(Steps of Stretch)</p> <ol style="list-style-type: none"> 1. Stand facing forward. 2. Raise your right arm up and stretch as you bend at the waist to the left. 3. Keep your head and neck aligned, and your back straight. 4. Repeat on the opposite side. 	<p>NECK STRETCH, Release neck and shoulder tension.</p> <p>Face forward. Gently pull your head to one side with the opposite hand.</p>	<p>NEXT button is hidden.</p> <p>Learner clicks “X” icon to close layer and return to Slide 1.17.</p>

Slide: 1.17e (hidden from Menu)			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Slide Template and same background color as Slide 1.17.</p> <p>Same design as 1.17a with Stretch Image 5.</p> <p>“X” in upper right corner of rectangle to close layer.</p>	<p>(Stretch title) HAMSTRINGS: Prevent pulled leg muscles.</p> <p>(Steps of stretch)</p> <ol style="list-style-type: none"> 1. Stand facing forward. 2. Prop your left leg on an item that is high enough to feel a stretch in your hamstring. 3. Bend forward at the hips, keep your back and neck aligned, 4. Repeat on opposite leg. 	<p>HAMSTRINGS, Prevent pulled leg muscles.</p> <p>Face forward with your foot propped up and bend at the waist to feel a stretch at the back of your leg.</p>	<p>NEXT button is hidden.</p> <p>Learner clicks “X” icon to close layer and return to Slide 1.17.</p>

Slide: 1.17f (hidden from Menu)			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Slide Template and same background color as Slide 1.17.</p> <p>Same design as 1.17a with Stretch Image 6.</p> <p>“X” in upper right corner of rectangle to close layer.</p>	<p>(Stretch title) WRIST FLEX: Stretch arm muscles.</p> <p>(Steps of Stretch)</p> <ol style="list-style-type: none"> 1. Hold your right arm straight in front of you. 2. Bend your wrist up and hold, bend your wrist down and hold. 3. Repeat 5 times. 4. Repeat stretch on the left arm. 	<p>WRIST FLEX, Stretch arm muscles.</p> <p>With your arm straight in front of you, point your fingers up and pull them gently back with the opposite hand to feel a stretch in your wrist. Repeat with your fingers pointing down.</p>	<p>NEXT button is hidden.</p> <p>Learner clicks “X” icon to close layer and return to Slide 1.17.</p>

Slide: 1.18 Course Summary			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Slide Template.</p> <p>Picture positioned on left off-center and touches top and bottom slide borders.</p>  <p>Solid fill rectangle to right of picture that touches top and bottom of slide borders. Color: Hex#403152</p> <p>Each learning objective bulleted with circle bullet solid color #5993C2 Font white.</p>	<p>(Slide Title) Course Summary</p> <p>Now that you have finished the course, you are able to:</p> <p>Use proper lifting techniques to lift heavy loads.</p> <p>Ergonomically arrange your workstation to reduce pain and the likelihood of injury.</p> <p>Use specific stretches to support your body with manual labor and desk work.</p>	<p>Now that you have finished the course, you are able to:</p> <p>Use proper lifting techniques to lift heavy loads.</p> <p>Ergonomically arrange your workstation to reduce pain and the likelihood of injury.</p> <p>Use specific stretches to support your body with manual labor and desk work.</p>	<p>Narration and audio are synced. Each objective fades in with audio and remains on screen.</p>

Slide: 1.19 Intro to Final Graded Quiz (hidden from Menu)			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Slide Template.</p> <p>Trapezoid sized to touch upper and lower boundary of slide template, aligned to right side of slide with tip pointing left. Trapezoid is a solid fill using palette color.</p> <p>Trapezoid overlays image that is aligned to left side of slide.:</p>	<p>(Slide Title) Final Graded Quiz</p> <p>(Each line of text is bulleted with a check mark)</p> <p>You will answer 5 questions of a varied format.</p> <p>A passing score is 4 out of 5 correct, or 80%. Click NEXT to begin.</p>	<p>For the final graded quiz, You will answer 5 questions of a varied format.</p> <p>A passing score is 4 out of 5 correct, or 80%.</p> <p>Click NEXT to begin.</p>	



Text is white.

Slide: 1.20 Question 1 (hidden from Menu)			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Top bar of slide template and small company logo on bottom only.</p> <p>Background is lighter shade of a palette color.</p> <p>Quiz question is in white font within rectangle with solid fill of palette color. Rectangle has white outline.</p> <p>Quiz question is a Sequence Drag And Drop.</p>	<p>(Slide title) Question 1</p> <p>(Slide directions) Put the sentences in correct order by dragging, then click Submit.</p> <p>(Slide question) You are moving boxes of laminate flooring in the warehouse. What steps will you take to lift the loads without causing injury?</p> <p>(Answer lines to drag in correct order)</p> <ol style="list-style-type: none"> Step close to the load with your feet shoulder width apart. Bend your legs and keep your back straight as you grip the load. .Keep your elbows close to your body and your back straight. Lift the load with the weight concentrated in your legs, not your back. Lift the load with the weight concentrated in your legs, not your back. 	<p>You are moving boxes of laminate flooring in the warehouse. What steps will you take to lift the loads without causing injury? Put the sentences into the correct order by dragging. Then click submit.</p>	<p>Learner drags 4 sentences to order them. Clicks Submit. Advances to Slide 1.21.</p>

Slide: 1.21 Question 2 (hidden from Menu)			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Same design as Slide 1.20 for continuity.</p> <p>Quiz question is a Multiple Response.</p>	<p>(Slide title) Question 2</p> <p>(Slide directions) Select all answers that apply, then click Submit.</p> <p>(Slide question) You choose to use a seated workstation to work with clients by phone. How will you align your body to minimize back and neck tension?</p> <p>(Answer choices. A, C, D, are correct)</p> <ul style="list-style-type: none"> A. Keep the telephone on the left or right side of the computer keyboard. B. Heighten your chair so that you can maintain a slight curve forward of your back as you work. C. Sit with your legs under your desk and feet flat on the floor. D. Move items on your workstation to within an easy reach so that you do not need to twist. 	<p>You choose to use a seated workstation to work with clients by phone. How will you align your body to minimize back and neck tension? Select all answers that apply, then click Submit.</p>	<p>Learner clicks boxes to show check marks of answer choices. Clicks Submit. Advances to Slide 1.22.</p>

Slide: 1.22 Question 3 (hidden from Menu)	
---	--

Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Same design as Slide 1.20 for continuity.</p> <p>Quiz question is a Multiple Choice</p>	<p>(Slide title) Question 3</p> <p>(Slide directions) Select one answer, then click Submit.</p> <p>(Slide question) You are working at a workstation that can be adjusted to a standing position. How do you align your body ergonomically?</p> <p>(Answer choices. C is correct)</p> <ul style="list-style-type: none"> A. Your arms are supported on the desk at any angle. Your heels are up and your toes are pointed down. Your back is rounded. B. When using a standing desk, you lean onto the desk with your forearms and shift your weight from leg to leg while your back is at an angle. C. Your arms are at a 90 degree angle to the desk and your feet are flat on the floor. You shift your weight and use the footrest rests while keeping your back straight. D. You stand perpendicular to the desk and lean onto it at an angle to take tension off of your back and neck. 	<p>You are working at a workstation that can be adjusted to a standing position. How do you align your body ergonomically? Select one answer, then click Submit.</p>	<p>Learner clicks on one answer circle, then clicks Submit. Advances to Slide 1.23.</p>

Slide: 1.23 Question 4 (hidden from Menu)			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Same design as Slide 1.20 for continuity.</p> <p>Quiz question is a Multiple Choice</p>	<p>(Slide title) Question 4</p> <p>(Slide directions) Select one answer, then click Submit.</p> <p>(Slide question) You are arranging your computer at your workstation. What is the best placement for your monitor and mouse?</p> <p>(Answer choices. A is correct)</p> <ul style="list-style-type: none"> A. Your monitor is at eye level and the mouse is close to the keyboard. Your computer sits at an arms length to maintain a straight back. B. Your monitor is slightly higher than eye level at a 45 degree angle. The mouse is in your dominant hand. You maintain a straight back. C. Your monitor is two inches above eye level and your mouse is placed anywhere on the desk that is comfortable. You maintain a straight back. D. Your monitor is several inches lower than eye level to allow for a slight curve in your back. The mouse is in your non-dominant hand next to your keyboard. 	<p>You are arranging your computer at your workstation. What is the best placement for your monitor and mouse? Select one answer, then click submit.</p>	<p>Learner clicks on one answer circle, then clicks Submit. Advances to Slide 1.24.</p>

Slide: 1.24 Question 5 (hidden from Menu)			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Same design as Slide 1.20 for continuity.</p> <p>Quiz question is a Multiple Choice.</p>	<p>(Slide title) Question 5</p> <p>(Slide directions) Select one answer, then click Submit.</p> <p>(Slide question) You are lifting items in the warehouse and are feeling lower back tightness. How will you use a standing back stretch to prevent further injury?</p> <p>(Answer choices. C is correct)</p> <ul style="list-style-type: none"> A. With arms raised out at the shoulders, slowly twist back and forth, then raise arms up. B. Stand up straight, bend your legs into a squat, and rise back up to a standing position. C. Place both hands on your lower back with fingers pointed toward the floor and gently lean back. D. Raise arms above your head and reach upward and hold, then stretch side to side. 	<p>You are lifting items in the warehouse and are feeling lower back tightness. How will you use a standing back stretch to prevent further injury? Select one answer, then click submit.</p>	<p>Learner clicks on one answer circle, then clicks Submit. Advances to Slide 1.25.</p>

Slide: 1.25 Quiz Results - Success Layer (hidden from Menu)	
---	--

Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Top bar of Slide Template only.</p> <p>Background of Slide is Hex#403152</p> <p>Green circle with white check mark placed above Congratulations text.</p> <p>Score box placed below Congratulations text.</p> <p>Review Quiz Button Continue Button</p> <p>Buttons are in palette color with white outline and white text.</p> <p>Buttons have hover state of light gray.</p> <p>Buttons are placed below the score box.</p> <p>All assets are placed in center of slide.</p>	<p>(Slide Title) Quiz Results</p> <p>Congratulations, you passed.</p>	<p>Thank you for taking the quiz. Congratulations, you passed! You can review your results by clicking on the review quiz button. If you are satisfied with your results and ready to move on, please click on the continue button.</p>	<p>Learner clicks Review Quiz to review quiz, or Continue to advance to Slide 1.26.</p> <p>NEXT button is hidden.</p>

Slide: 1.25 Quiz Results - Failure Layer (hidden from Menu)			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Top bar of Slide Template only.</p> <p>Background of Slide is Hex#403152</p> <p>Red circle with white "x" placed</p>	<p>(Slide Title) Quiz Results</p> <p>You did not pass.</p>	<p>Thank you for taking the quiz. Unfortunately you did not pass. You can review your results by clicking the review results button. When you are ready to try taking the quiz again, click on the retake</p>	<p>Learner clicks Review Quiz to review quiz and see correct answers, then returns to this layer to select Retake Quiz.</p> <p>NEXT button is hidden.</p>

<p>above results.</p> <p>Score box placed below text.</p> <p>Review Results button Retake Quiz button</p> <p>Buttons are in palette color with white outline and white text.</p> <p>Buttons have hover state of light gray.</p> <p>Buttons are placed below the score box.</p> <p>All assets are placed in center of slide.</p>		<p>quiz button.</p>	<p>Learner retakes quiz until 80% or higher score achieved, then follows navigation of Success Layer.</p>
---	--	---------------------	---

Slide: 1.26 Congratulations			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Solid-filled trapezoid is aligned to left of slide pointing right and filled with palette color. Trapezoid takes up $\frac{1}{4}$ - $\frac{1}{3}$ of slide.</p> <p>Congratulations video is under trapezoid and fills remainder of slide.</p> <p>Large company logo is at bottom right.</p> <p>Close button is same design as buttons on Slide 1.1 with hover state.</p>	<p>Congratulations!</p> <p>You completed this course.</p> <p>(button label) Close</p>	<p>Congratulations on completing this safety course for the employees of Gates floors carpets and design. You may now click close to exit the course.</p>	<p>Congratulations video plays to end of timeline.</p> <p>NEXT button is hidden.</p> <p>Learner clicks Close button to exit course.</p>

--	--	--	--