Title of Project: Using the iWork App for Indian Acres Employment

Target Audience: New and returning IA employees

Directions for Reviewer(s):

- Each video is in its own box. The video title and its location in the course are listed in the black box at the top of the video. Please read over the audio script and text on screen to check for accuracy, realistic situations and dialogue, and completeness. These videos will be inside the course and their locations are listed on the storyboard (another document).
- Track Changes is on. Please make any simple corrections within the script or the text on screen columns.
- Use the "Comments" feature to ask questions or make comments on larger issues within the script or on-screen text.
- In the left column is the audio script. This will have a conversational tone. If it doesn't sound correct, try reading it out loud to see if it does. If not, make changes as needed. The numbers in the script are for the video maker to know where to place the images and graphics and will not be read aloud.
- In the middle column is the Text on the screen. *Grammatical and spelling errors matter here*- please correct any mistakes you find in this column.
- The last column contains the images, graphics, and animations that will occur. The audio narration will align with the image or animation.
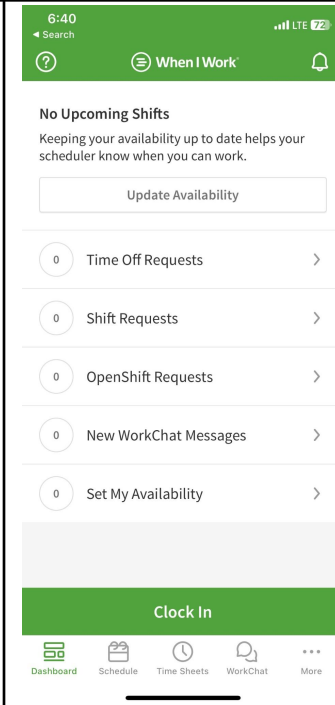
Picture: Indian Acres Logo		
Audio Script:	Text on Screen:	Images/ Animations/Graphics
Welcome to Indian Acres! As an employee of IA we are excited to have you! Indian Acres is dedicated to community, kindness, and our future generation. It is imperative to understand that while you are at work, you are the face of Indian Acres and need to uphold the standards of what we value.		 Background music will play during this intro and be set to no more than 15% volume. It will fade out at the end of the voice over.

Video: Counting Money		
Audio Script:	Text on Screen:	Images/ Animations/Graphics
As a valued employee, cashing your paycheck can be a rewarding part of any job. In order to do this, clocking in is important because that is how you get paid.	iWork App Overview	Money Video VO will start at the beginning of the video and continue until the introduction of the app icon.

Picture: Icon		
Audio Script:	Text on Screen:	Images/ Animations/Graphics
We are going to explore the iWork app to make sure you have a clear understanding of its features and learn how it will help you in your position with Indian Acres. Here you see a picture of what the icon looks like from the app store and google play store.	Icon from app store and google play store.	 Picture will align when the VO introducing the image in in the app store.

VIDEO: Work Practices		
Audio Script:	Text on Screen:	Images/ Animations/Graphics

After downloading the app, you will see the dashboard. This screen has some important features you will use on a regular basis while working at Indian Acres. Right now the dashboard is open and is indicated because the icon at the bottom is green.		
		Zoom in on dashboard at the very bottom.

The Zoom will happen in line with the VO. |

Picture: Dashboard with focus on Clock In		
Audio Script:	Text on Screen:	Images/ Animations/Graphics

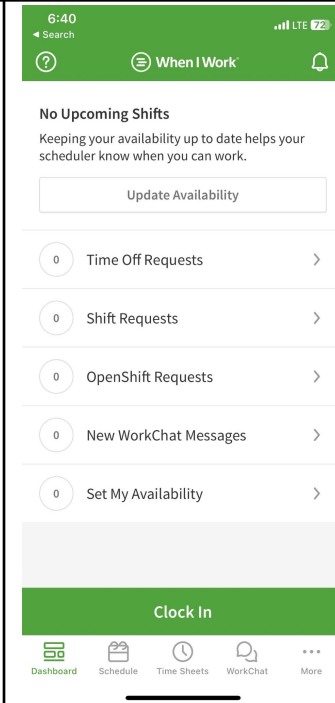| The first key feature you will use is the clock in button. You must clock in to be compensated for your work. Your start time begins when you arrive at Indian Acres. Your stop time may consist of 2 different scenarios. First, at the start of a meal break and last at the end of your shift. Remember, If you are on time, you are late, make sure to be early for your shift so you are ready to receive your campers.		 Pan to "Clock In" button at the bottom. The pan will happen in line with the VO.
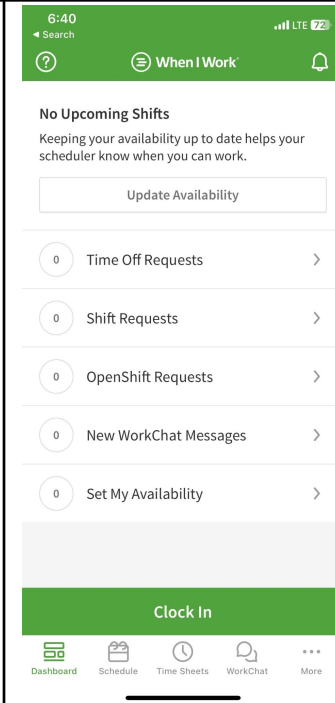
Picture: Dashboard with focus on Schedule		
Audio Script:	Text on Screen:	Images/ Animations/Graphics

The next key feature you can access from the dashboard is your schedule. This icon will show you your work schedule.		
		6:40 ◀ Search •ıll LTE 72 ⊘ ☰ **When I Work** 🔔 **No Upcoming Shifts** Keeping your availability up to date helps your scheduler know when you can work. [Update Availability] ⓪ Time Off Requests › ⓪ Shift Requests › ⓪ OpenShift Requests › ⓪ New WorkChat Messages › ⓪ Set My Availability › **Clock In** ▤ 👝 🕐 🗩 ••• Dashboard Schedule Time Sheets WorkChat More Pan to "Schedule" and zoom out to view full screen at 1:13 The pan will happen in line with the VO.

Picture: Dashboard with focus on Time Sheets		
Audio Script:	Text on Screen:	Images/ Animations/Graphics

The third feature you should be aware of is the Time Sheets icon. If you ever need an old time sheet, this is the button you will click, then you will select the week you would like to view.		**6:40** ◀ Search ⋅⋅⋅ll LTE 72 ⊘ ☰ When I Work 🔔 **No Upcoming Shifts** Keeping your availability up to date helps your scheduler know when you can work. Update Availability ⓪ Time Off Requests › ⓪ Shift Requests › ⓪ OpenShift Requests › ⓪ New WorkChat Messages › ⓪ Set My Availability › **Clock In** ⊟ 🎟 🕐 💬 ⋯ Dashboard Schedule Time Sheets WorkChat More Zoom in on "Time Sheets" The zoom will happen in line with the VO.
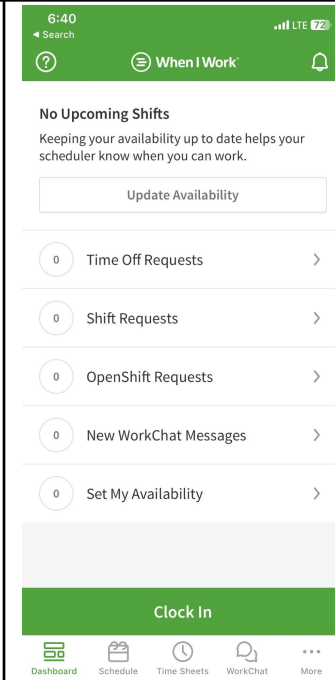
Picture: Dashboard with focus on Work Chat		
Audio Script:	Text on Screen:	Images/ Animations/Graphics

The last feature you will use frequently at Indian Acres is the Work Chat feature. This should be used to communicate with people regarding work. It is also a good way to get ahold of Indian Acres leadership since using their personal phone numbers are for emergencies only.		Zoom in on "Work Chat" and zoom out at 1:56 The pan will happen in line with the VO.
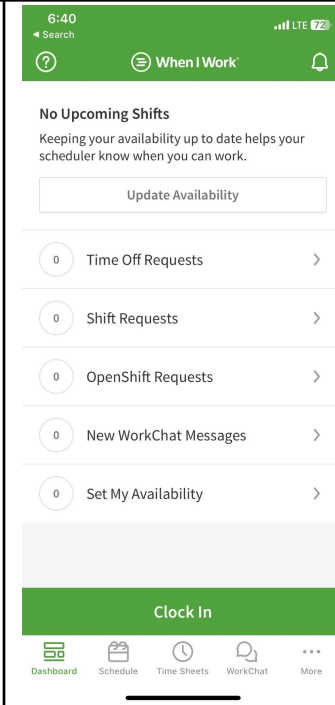
VIDEO: Clock		
Audio Script:	Text on Screen:	Images/ Animations/Graphics
Now that you know how to use the iWork app, you will be able to be compensated for your work and be connected to your coworkers! Take some time to download the app to your phone. Remember it can be found in both the app store and the google play store.		Connected Video Video will align with the beginning of VO.

Picture: Indian Acres Logo		
Audio Script:	Text on Screen:	Images/ Animations/Graphics
Have a great summer! Work hard and have fun!	

Picture will align with VO.

Background music that was used in the beginning of the video will be used for this picture as well. |