

The Property Management Applicant Screening Process—Storyboard

Target Audience: All employees who will be screening applicants for rentals.

Learning Objectives: By the end of this training, the learner will be able to:


1. Recognize procedures for submitting applications and deposits.
2. Identify screening policies.
3. Describe the stages of the applicant screening process.

Seat Time: 30 minutes

Outline:

- Course Intro / Navigation
- Workplace Scenario / Learning Objectives
- Submitting Applications & Deposits Procedures
- Screening Policies
- Knowledge Check
- The Screening Process Stages
 - Stages 1 & 2
 - Knowledge Check
 - Stages 3 & 4
 - Knowledge Check
- Review
- Final Evaluation
- Summary

Directions:

- Please focus on accuracy and completeness of the content during this review.
- Text to be displayed on the slide is in the “Slide Text” column.
- Text in [brackets] are directions that will not be displayed as slide text or in a voiceover (VO).
- VO text is found in quotes in the “Narration / Voiceover” column—not all VO text will be displayed on the screen.
- VO is female voice (Salli in Storyline Text-to-Speech).
- Any notes, changes, or recommendations for a slide are to be made in the “Notes” box to review.
- Slide design:
 - Slide numbers with letters (ex. 1.8a) indicate layers for corresponding slide number.
 - Use the Modern player in Storyline.
 - Slide dimensions are 16:9 ratio with slide size (960:540).
 - Color palette: 
 - Hex Codes:
 - Navy #26445F
 - Grey #EEEECE1
 - Gold/Orange #E8A862
 - Olive-green #72724F
 - Pink #BA2165
 - Bright blue #1E92B7
 - Font: White, navy, or olive-green text; use contrasting colors (light on dark background, dark on light background)
 - Titles/Headings-**Articulate Extrabold** (titles font size 26; headings font size 18-24)
 - Slide text-Raleway (size 14-20)

- Custom Title and Directions border



Slide [1.1]/ Menu Title: <i>Welcome</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>No top/bottom border</p> <p>Background image: Semitransparent apartment building on right side of slide.</p> <p>Navy blue polygon to left of slide overlaying the apartment image, the left side extending past the edge of the slide.</p> <p>Slide title is as the top of the slide with text left aligned on top of navy polygon. The font is white.</p> <p>Directions are just below halfway down on the navy polygon in</p>	<p>[Slide Title] The Property Management Applicant Screening Process</p> <p>[Directions - italicized] <i>Click the Start button to begin this course.</i> <i>Click the Navigation button for a navigation tutorial.</i></p> <p>[Buttons] Start Navigation</p>	<p>Welcome to the Property Management Applicant Screening Process.</p> <p>Click the Start button to begin this course or click the Navigation button for a navigation tutorial.</p>	<p>Slide Title and directions will fade in with VO reference.</p> <p>The Next/Previous buttons are hidden on the player.</p> <p>The Start and Navigation buttons will fade in timed after the VO reference.</p> <p>The Start button will jump to slide 1.3</p> <p>The Navigation button will jump to the next slide (slide 1.2)</p>

<p>gold/orange text. Text is left aligned.</p> <p>Custom Start and Navigation buttons in pink on top of navy polygon. Both are near the bottom of the slide.</p>			
<p>Notes:</p>			

Slide [1.2]/ Menu Title: <i>Navigation</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom top border (no directions border)</p> <p>Background image: Screenshot of 1.1 Welcome slide without directions from 1.1 shown.</p> <p>Information markers with caption point to player features. The markers are the pink color from the palette, and the hover stage is the gold/orange color from the palette.</p>	<p>[Slide Title] Navigation</p> <p>[Directions] Hover over each information button to read about the navigation features.</p> <p>[Welcome Marker caption] This button is used to access the menu and track your progress during the module.</p> <p>[Play Marker caption] This button is used to play and pause the slide.</p>	<p>Take a moment to familiarize yourself with the navigation of this module.</p> <p>The menu on the left can be used to keep track of your progress during this module.</p> <p>The button in the lower left corner is the play button and it can be used to play or pause the slide.</p> <p>The seek bar is used to track your progress on the slide. You can pause the seek bar at any point in the slide.</p> <p>The refresh button can be used to review a slide again.</p>	<p>Markers will fade in timed with their reference in the audio.</p> <p>A transparent rectangle will cover the markers until end of VO.</p> <p>Next button advances to the next slide (1.3).</p>

	<p>[Seek Marker caption] This seek bar allows you to pause the slide.</p> <p>[Refresh Marker caption] This button allows you to review the slide again.</p> <p>[Volume Marker caption] This button allows you to control the volume of the marker.</p> <p>[Prev/Next Marker caption] These buttons allow you to visit previous slides or continue the module.</p> <p>[Resources Marker caption] Helpful documents from the module can be found by clicking on Resources.</p>	<p>The volume control allows you to adjust the volume of the slide.</p> <p>The two buttons in the lower right corner are the previous and next buttons. They can be used to visit previous slides or continue the module. If those buttons are disabled or do not appear, you will advance to the next slide by clicking submit after completing an activity.</p> <p>To view materials with information from this module, click the resources tab.</p> <p>Hover over each information button to read about the navigation features.</p>	
--	---	---	--

Notes:

Slide [1.3]/ Menu Title: *Workplace Scenario*

Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom top border (no directions border)</p> <p>Background image:</p> <ul style="list-style-type: none"> Casual leasing office of an apartment building with tables and couches Image is semi transparent Colors found in the office are similar to the palette for the module <p>This slide begins with 2 avatars—Mike (the boss) and Emma (the new employee/trainee). Emma is on the left half of the slide and Mike is on the right. Their full bodies are not seen—only the upper 2/3 are shown.</p> <p>The avatars are facing one another when speaking to each other.</p> <p>Thought bubbles and caption bubbles track Emma’s thoughts and their conversation on screen. As Mike and Emma converse, the caption shape will remain between them.</p> <p>Mike avatar has 3 poses:</p> <ul style="list-style-type: none"> positive conversing 	<p>[Slide Title] Workplace Scenario</p> <p>[Mike caption] [1] Okay, Emma, I am going to grab lunch. You sure you’re okay on your own for a while?</p> <p>[Emma caption – neutral expression] [2] I think so?</p> <p>[scared/worried expression] I am really nervous! There’s so much to remember!</p> <p>What if I forget all of the policies and steps to the screening process?</p> <p>[Mike caption] [3] Don’t worry, Emma... I know you can do it! I will be back in a bit... See you soon.</p> <p>[Emma thought bubble] [4] Maybe Mike’s right? Maybe I CAN do it?</p> <p>[Button] 1 hour later...</p>	<p>[Mike] [1] Okay, Emma, I am going to grab lunch. You sure you’re okay on your own for a while?</p> <p>[Emma] [2] I think so? I am really nervous! There’s so much to remember! What if I forget all of the policies and steps to the screening process?</p> <p>[Mike] [3] Don’t worry, Emma... I know you can do it! I will be back in a bit... See you soon.</p> <p>[Emma] [4] Maybe Mike’s right? Maybe I CAN do it?</p> <p>[Narrator] Click the button to see what happens an hour later.</p>	<p>Slide begins with Mike and Emma facing toward one another, to the middle of the slide.</p> <p>Caption bubbles track their conversation, with slide text fading in and out on time timeline, timed with the VO.</p> <p>Mike and Emma’s expressions and poses change as they react to the content of the conversation.</p> <p>Emma’s expression changes to concerned thinking when the VO says, “Maybe Mike’s right?” At that time, a zoom region will zoom in on her face and thought bubble.</p> <p>A button flies in from the right into the zoom region that will advance to the next slide (1.4). The button has hover and visited states.</p> <p>Next button is hidden on this slide.</p>

<ul style="list-style-type: none"> • concerned listening • thumbs up <p>These expressions/poses change in response to the conversation.</p> <p>Emma avatar has a range of poses:</p> <ul style="list-style-type: none"> • neutral expression • scared/worried (facing learner) • worried/skeptic listening • concerned thinking <p>These expressions/poses change in response to the conversation.</p> <p>A button fly in from the right at the end of the slide to advance to the next slide. Button states:</p> <ul style="list-style-type: none"> • Normal = olive-green • Hover = light blue • Selected = pink 			
<p>Notes:</p>			

Slide [1.4]/ Menu Title: <i>Workplace Scenario</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom top border (no directions border)</p> <p>This slide begins at the end of the same zoom region from slide 1.3.</p> <p>Once the zoom region completes, you see the same background</p>	<p>[Slide Title]</p> <p>Workplace Scenario</p> <p>[Button – from zoom region on slide 1.3]</p> <p>1 hour later...</p>	<p>[Emma]</p> <p>[1] Mike! Where have you been?! This past hour has been a disaster! An applicant came in ready to apply for a unit, and I forgot all of the policies and procedures! Thankfully she left her name and phone number... but I feel so embarrassed!</p>	<p>Slide begins at the end of the zoom region, approximately 1.5 seconds.</p> <p>1 hour later button flies out from the right in the same visited (pink) state from the previous slide (1.3).</p>

<p>image with avatars Emma and Mike in the same places.</p> <p>Mike avatar has a range poses:</p> <ul style="list-style-type: none"> • smiling • concerned/worried listening • neutral listening • neutral speaking with hand gesture • positive speaking with hand gesture <p>These expressions/poses change in response to the conversation.</p> <p>Emma avatar has a range of poses:</p> <ul style="list-style-type: none"> • irritated • embarrassed (facing learner) • worried/skeptic listening • concerned thinking • neutral listening • thumbs up <p>These expressions/poses change in response to the conversation.</p>	<p>[Emma thought bubble – from zoom region on slide 1.3] Maybe Mike’s right? Maybe I CAN do it?</p> <p>[Emma caption – irritated expression]] [1] Mike! Where have you been?! This past hour has been a disaster!</p> <p>An applicant came in ready to apply for a unit, and I forgot all of the policies and procedures!</p> <p>Thankfully she left her name and phone number...</p> <p>[embarrassed expression] but I feel so embarrassed!</p> <p>[Mike caption] [2] Oh wow, Emma. I am so sorry that happened. Don’t feel bad... we all make mistakes!</p> <p>How about we discuss policies and procedures for new applicants?</p> <p>I can use the review too!</p>	<p>[Mike] [2] Oh wow, Emma. I am so sorry that happened. Don’t feel bad... we all make mistakes! How about we discuss policies and procedures for new applicants? I can use the review too!</p> <p>[Emma] [3] Sure Mike! That sounds like a great idea! Let’s do it!</p> <p>[Narrator] Click Next to continue.</p>	<p>Mike and Emma facing toward one another, to the middle of the slide.</p> <p>Caption bubbles track their conversation, with slide text fading in and out on time timeline, timed with the VO.</p> <p>Mike and Emma’s expressions and poses change as they react to the content of the conversation.</p> <p>Next button is hidden until the timeline ends on this slide.</p> <p>Next button advances to the next slide (1.5).</p>
---	---	---	---

	<p>[Mike caption] [3] Sure Mike! That sounds like a great idea! Let's do it!</p> <p>[Directions] Click Next to continue.</p>		
Notes:			

Slide [1.5]/ Menu Title: <i>Learning Objectives</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom top border (no directions border)</p> <p>Background image:</p> <ul style="list-style-type: none"> • Semitransparent apartment building (same as 1.1)—nearly half of slide on right-hand side. • Mike and Emma avatars are on top of the apartment building image in the bottom righthand corner of the slide. Only about ½ of their bodies are shown. • White background—nearly half—on left-hand side of slide. <p>Intro statement above learning objectives (LOs) in navy; LOs in olive green.</p>	<p>[Slide Title] Learning Objectives</p> <p>[Intro Statement – italicized] <i>By the end of this module, participants will be able to:</i></p> <p>[LOs]</p> <ul style="list-style-type: none"> • recognize procedures for submitting applications and deposits. • identify screening policies. • describe the stages of the applicant screening process. 	<p>By the end of this module, participants will be able to:</p> <p>...recognize procedures for submitting applications and deposits...</p> <p>...identify screening policies...</p> <p>...and describe the stages of the applicant screening process.</p>	<p>All background images fade in when the timeline starts on the slide.</p> <p>Learning objectives fade in timed with their reference in audio.</p> <p>Next button is hidden until the VO ends.</p> <p>Next button advances to the next slide (1.6).</p>

Learning objectives appear on white background with a check mark as a bullet point.			
Notes:			

Slide [1.6]/ Menu Title: <i>Applications, Deposits, & Screening Policies</i>			Objective: [1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom top/directions border</p> <p>Slide is a white background with 2 large images:</p> <ul style="list-style-type: none"> • Image on left is an application. • Image on right is a deposit slip with money. • Both images are outlined to be turned into a click to reveal interaction. <p>White space is seen on left, right, and bottom borders of the slide.</p>	<p>[Slide Title] Submitting Applications & Deposits</p> <p>[Directions - italicized] <i>Click the images to learn more about submitting applications and deposits.</i></p>	<p>First, let's take a look at procedures for submitting applications and deposits.</p> <p>Click the image on the left to learn about submitting applications, and click the image on the right to learn about submitting deposits.</p>	<p>Images float in from bottom when mentioned in VO.</p> <p>Images are restricted from being clicked on until VO is complete.</p> <p>Hover states for each image appear when hovered.</p> <p>Information is presented as a click to reveal interaction that will be shown on layers 1.6a (applications) and 1.6b (deposits).</p> <p>Next button is disabled until both layers have been visited.</p> <p>Next button advances to the next slide (1.7).</p>
Notes:			

Slide [1.6a]/ Menu Title:			Objective: [1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
The base layer is visible on this layer, and there is a semitransparent blue rectangle appears over application image to reveal instructions about submitting applications. The entire image is covered by the rectangle.	<p>[Application Rectangle] <i>Instruct the applicant to:</i></p> <p><i>-take their time.</i></p> <p><i>-complete accurately.</i></p> <ul style="list-style-type: none"> • Never fill in information or sign. • Explain that information is used to qualify. • Follow protocol. • Check government-issued ID. 	<p>When submitting applications, instruct the applicant to take their time and complete the application accurately, and remember to do the following:</p> <p>...never fill in missing information or sign for the applicant...</p> <p>...explain that application information is used to qualify the applicant...</p> <p>...follow protocol regarding one application per resident...</p> <p>...and check the applicant's government-issued ID to verify his or her identity.</p>	<p>Audio begins when timeline starts on this layer.</p> <p>Text floats up when mentioned in VO.</p>
Notes:			

Slide [1.6b]/ Menu Title:			Objective: [1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
The base layer is visible on this layer, and there is a semitransparent blue rectangle appears over deposit image to reveal instructions about deposits.	<p>[Deposits Rectangle] <i>Collect fees and deposits when application is submitted.</i></p>	<p>When an applicant submits a completed application, collect all fees and deposits at that time.</p> <p>Remember that separate payments are required for the application fee and the</p>	<p>Audio begins when timeline starts on this layer.</p> <p>Text floats up when mentioned in VO.</p>

<p>The entire image is covered by the rectangle.</p>	<ul style="list-style-type: none"> • Cannot combine payments for application fees and security deposits. • Deposit as soon as possible. 	<p>security deposit. These payments cannot be combined.</p> <p>When payments are made, do not forget to deposit all monies as soon as possible.</p>	
<p>Notes:</p>			

Slide [1.7]/ Menu Title: <i>Screening Policies</i> [hidden from Menu]			Objective: [2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom top/directions border</p> <p>Background image:</p> <ul style="list-style-type: none"> • Image of magnifying glass over a document with words “Regulations” and “Compliance” make up the background. • The top of the image aligns to the bottom of the directions border. • The image has a semitransparent navy blue overlay rectangle to match custom color palette. <p>4 semitransparent thin pink rectangles show on top of background image, each with different text about screening policies. Each text has a white-filled</p>	<p>[Slide Title] Screening Policies</p> <p>[Directions – italicized] <i>When screening applicants, remember the following policies:</i></p> <p>[Policy 1] Don’t discriminate. [X icon]</p> <p>[Policy 2] Be consistent. [check mark icon]</p> <p>[Policy 3] Obtain written authorization. [note pad + pencil icon]</p>	<p>Next, let’s take a look at screening policies.</p> <p>When screening applicants, remember the following:</p> <p>Do not be discriminatory toward any applicants. Treat all applicants with respect and kindness.</p> <p>Be consistent for all applicants. All policies must be followed, regardless of any circumstances where you may want to cut corners.</p> <p>It is essential to obtain written authorization before checking references, credit history, employment, and other personal information about the applicant.</p>	<p>Top/directions border and background image fade in together with timeline starts on this slide.</p> <p>Screening policy rectangles float in from bottom when mentioned in VO.</p> <p>Next button is hidden until the timeline ends on this slide.</p> <p>Next button advances to the next slide (1.8).</p>

<p>representative icon before each statement.</p> <p>These rectangles extend from left to right across the width of the slide and are evenly spaced, leaving “white space” from the top and bottom pink rectangle.</p>	<p>[Policy 4] Follow all laws. [gavel icon]</p>	<p>And remember to follow all laws governing the screening process under the Fair Credit Reporting Act and the Fair and Accurate Credit Transaction Act.</p>	
<p>Notes:</p>			

Slide [1.8]/ Menu Title: <i>Knowledge Check 1</i>			Objective: [2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom top/directions border</p> <p>Background image:</p> <ul style="list-style-type: none"> • A semitransparent with question marks in grey/white tones. • Emma’s avatar is in the bottom righthand corner of the slide facing to the left with a thinking expression. The top 2/3 of her body is seen. <p>The question is displayed on top of a semitransparent rectangle with rounded corners, framing the question. The rectangle is the gold/orange color from the palette.</p> <p>The answers are displayed on top of the background image as a multiple response question.</p>	<p>[Slide Title] Knowledge Check</p> <p>[Directions – italicized] <i>Answer the question below to check your understanding of Screening Policies.</i></p> <p>[KC Question] Emma’s best friend comes into the leasing office, looking for a unit to rent. How should Emma handle this situation? Select all that apply.</p>	<p>It’s time for a knowledge check!</p> <p>Help Emma answer the question below to check your understanding of Screening Policies.</p>	<p>This slide is a multiple response interaction.</p> <p>Question/answers fade in after directions VO completes.</p> <p>Allow 2 attempts in the form settings.</p> <p>When the learner clicks Submit, it will show either the correct or try again feedback layer on the first attempt.</p> <p>After the second attempt, the learner will see either the correct or incorrect layer.</p>

	<p>[answers provided in brackets, not to be included in slide text]</p> <p>[Option 1] She should be consistent as though she were assisting someone she does not know well. [correct]</p> <p>[Option 2] She should obtain only verbal authorization to check references and credit history as they are good friends.</p> <p>[Option 3] She should follow all laws governing the screening process. [correct]</p> <p>[Option 4] She should provide priority service for her best friend.</p>		
Notes:			

Slide [1.8a]/ Menu Title:			Objective: [2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Base layer dimmed</p> <p>Built-in layout and button on feedback layer are used.</p> <p>Font is changed to match theme.</p>	<p>[Top Text Box] Correct</p> <p>[Bottom Text Box - italicized] <i>That's correct! All applicants receive the same treatment...even best friends!</i></p> <p>[Button] Continue</p>		<p>Built-in layout and buttons are used.</p> <p>Continue button advances to the next slide (1.9).</p>
Notes:			

Slide [1.8b]/ Menu Title:			Objective: [2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Base layer dimmed</p> <p>Built-in layout and button on feedback layer are used.</p> <p>Font is changed to match theme.</p>	<p>[Top Text Box] Incorrect</p> <p>[Bottom Text Box - italicized] <i>Not quite. In The Screening Process, you have to be consistent, obtain written authorization to check personal information, follow all laws governing the screening process, and not be discriminatory.</i></p> <p>[Button] Continue</p>		<p>Built-in layout and buttons are used.</p> <p>Continue button advances to the next slide (1.9).</p>
Notes:			

Slide [1.8c]/ Menu Title:			Objective: [2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Base layer dimmed</p> <p>Built-in layout and button on feedback layer are used.</p> <p>Font is changed to match theme.</p>	<p>[Top Text Box] Incorrect</p> <p>[Bottom Text Box - italicized] <i>Almost! Remember that Emma should treat all applicants with consistency and fairness.</i></p> <p>[Button] Try Again</p>		<p>Built-in layout and buttons are used.</p> <p>Try Again button returns user to the Knowledge Check question for attempt 2.</p>
Notes:			

Slide [1.9]/ Menu Title: <i>The Screening Process</i>			Objective: [3]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom top/directions border</p> <p>Background image:</p> <ul style="list-style-type: none"> The same image used on the Welcome slide is used as the background. The image is centered under the borders and cropped to leave a white space border around the image. A semitransparent navy overlay rectangle is placed on top of image. 	<p>[Slide Title] The Screening Process</p> <p>[Directions – italicized] <i>Click each button to learn more about the stages of The Screening Process.</i></p> <p>[Button 1] Stage 1: Screen the Application</p> <p>[Button 2]</p>	<p>Now we will learn how to screen applicants by using The Screening Process.</p> <p>The Screening Process is divided into 4 stages as outlined below:</p> <p>In Stage 1 we will learn about the criteria used in screening an application.</p> <p>In Stage 2 we will learn about proper identification to Verify Legal Residency.</p>	<p>This is the home slide for a branching to four slides, one for each button shown on the screen. When the learner clicks each one, they will jump to the corresponding slide.</p> <p>Stage 1 Button – Jumps to 1.10 Stage 2 Button – Jumps to 1.11 Stage 3 Button – Jumps to 1.13 Stage 4 Button – Jumps to 1.15</p>

<p>There are 4 buttons aligned to the left and in the middle of the background image, leaving space on the right-hand side of the image for interaction instructions about how to advance to the next slide.</p> <p>The buttons are arranged with 2 on the left, 2 in the middle, and the interaction instructions on the left:</p> <ul style="list-style-type: none"> • Stage 1 on left • Stage 2 under Stage 1 • Stage 3 in the middle • Stage 4 under Stage 3 	<p>Stage 2: Verify Legal Residency</p> <p>[Button 3] Stage 3: Approve or Deny the Applicant</p> <p>[Button 4] Stage 4: Notify the Applicant</p> <p>[Interaction instructions - italicized] <i>Click Next after visiting all stages.</i></p>	<p>In Stage 3 we will review standards of approving or denying the Applicant.</p> <p>And in Stage 4 we will review the procedures on how to notify the applicant.</p> <p>Click each button to learn more about the stages of The Screening Process.</p> <p>After viewing all stages, click the Next button to continue.</p>	<p>The background image will fade in when VO says “The Screening Process is divided...”</p> <p>Each button will fade in from bottom when mentioned in the VO.</p> <p>All directions (both in custom border and interaction instructions) will fade in when mentioned in the VO.</p> <p>The Next button in the player will be hidden from the learner until all four buttons are selected and therefore all four branching slides are visited. The learner will be returned to this home slide after visiting each slide linked to each of the four buttons.</p> <p>The buttons will have visited states so when the learner returns to this home slide, it is clear which button they’ve already viewed.</p> <p>The four buttons are restricted to the learner until the Narrator VO ends. Once the buttons are released, the</p>
--	--	---	--

			<p>learner will be able to click on them in any order.</p> <p>Once the learner views the slides that branch from this one, the Next button will be displayed.</p> <p>The Next button will jump to Slide 1.17.</p>
Notes:			

Slide [1.10]/ Menu Title: <i>Stage 1: Screen Application [demoted in Menu]</i>			Objective: [3]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom top/directions border</p> <p>Background image:</p> <ul style="list-style-type: none"> • There is a navy rectangle centered to the slide to serve as a base rectangle for custom buttons to interactions on other layers of this slide. • There is ample white space around the navy rectangle. • The left side of the navy rectangle will house the custom buttons, and the right side will house an image on the base layer which will change to text on the other layers. 	<p>[Slide Title]</p> <p>Stage 1: Screen the Application</p> <p>[Directions – italicized]</p> <p><i>Click the tabs to learn more about the criteria for application screening.</i></p> <p>[Rectangle 1] Credit History</p> <p>[Rectangle 2] Income Verification</p> <p>[Rectangle 3]</p>	<p>Stage 1 of The Screening Process is to screen the application.</p> <p>Click the tabs to learn more about the criteria for application screening.</p>	<p>Background image, custom button rectangles, and custom image fade in from bottom when VO says “click the tabs to learn more...”</p> <p>The three rectangles are restricted to the learner with a transparent rectangle until the Narrator VO ends. Once the buttons are released, the learner will be able to click on them in any order.</p> <p>Rectangles have pentagon hover states that point where</p>

<p>There are 3 custom rectangle buttons aligned to the left of the navy rectangle, leaving “white space room” for the navy rectangle to be seen framing the buttons. The buttons are aligned on top of each other. These buttons take up about one-third (1/3) of the navy rectangle.</p> <p>There is a white rectangle to the right of the buttons that takes up about two-thirds (2/3) of the navy rectangle, again with “white space” border room, letting the navy rectangle frame the white rectangle. On top of the white rectangle is a custom image showing a credit report, a pay stub, and a criminal background check form.</p>	<p>Criminal History</p>		<p>text will appear when rectangle is clicked.</p> <p>The learner can click the rectangles in any order, but when they select each one, the other one is disabled until the audio completes on the one they selected.</p> <p>Rectangles have a visited state that will show on other layers when clicked.</p> <p>Next button is hidden until all rectangles have been visited and all layers have been visited.</p> <p>Next button returns learner to home slide (Slide 1.9).</p>
<p>Notes:</p>			

Slide [1.10a]/ Menu Title:			Objective: [3]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>This is the Credit History layer.</p> <p>The base layer is visible on this layer except for the custom image:</p>	<p>[Credit History Rectangle]</p> <p>Credit history based on:</p> <ul style="list-style-type: none"> debt-to-income ratio 	<p>Applicants must undergo a credit history check.</p> <p>An applicant's credit history is based on many criteria:</p>	<p>VO begins when timeline begins on this layer.</p> <p>VO is paused when user clicks outside of this layer.</p>

<ul style="list-style-type: none"> It is replaced with only the credit report image from the custom image. The credit report image is transparent around 85%. <p>Information about Credit History will display on top of semitransparent image.</p>	<ul style="list-style-type: none"> rent-to-income ratio acceptable accounts ratio FICO score 	<ul style="list-style-type: none"> First is the applicant's debt to income ratio. This is the applicant's debt divided by his or her income. Next is the applicant's rent to income ratio. Like the debt to income ratio, this is the applicant's rent amount divided by his or her income. An acceptable accounts ratio is also considered. If the applicant has little or no record of accounts in his or her name, there is no evidence of credit history. Lastly, the applicant's FICO score is screened. This is a numerical score from a credit bureau. 	<p>Slide text will fade in when mentioned in VO.</p> <p>This layer is hidden when user clicks on other rectangles to reveal other layers.</p>
<p>Notes:</p>			

Slide [1.10b]/ Menu Title:			Objective: [3]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>This is the Income Verification layer.</p> <p>The base layer is visible on this layer except for the custom image:</p> <ul style="list-style-type: none"> It is replaced with only the pay statement image from the custom image. The pay statement image is transparent around 85%. 	<p>[Income Verification Rectangle]</p> <p>Acceptable proof of income:</p> <ul style="list-style-type: none"> employment offer letters tax record bank statements pay stubs 	<p>Applicants must provide proof of employment to verify income.</p> <p>An applicant's income can be verified through the following:</p> <ul style="list-style-type: none"> employment offer letters the most recent year's tax record the most recent bank statements or the most recent pay stubs. 	<p>VO begins when timeline begins on this layer.</p> <p>VO is paused when user clicks outside of this layer.</p> <p>Slide text will fade in when mentioned in VO.</p>

Information about Income Verification will display on top of semitransparent image.			This layer is hidden when user clicks on other rectangles to reveal other layers.
Notes:			

Slide [1.10c]/ Menu Title:			Objective: [3]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>This is the Criminal History layer.</p> <p>The base layer is visible on this layer except for the custom image:</p> <ul style="list-style-type: none"> It is replaced with only the criminal background check image from the custom image. The criminal background check image is transparent around 85%. <p>Information about Criminal History will display on top of semitransparent image.</p>	<p>[Criminal History Rectangle]</p> <p>Before check is conducted:</p> <ul style="list-style-type: none"> inform applicant obtain written authorization <p><i>-CANNOT deny on arrest record</i></p> <p><i>-CAN deny on felonies, probation status, or date of crime</i></p>	<p>Applicants must be screened for criminal activity by performing a criminal history check.</p> <p>Before a criminal history check is conducted, the applicant must be informed of the background check and there must be written authorization from the applicant to perform the criminal history check.</p> <p>An applicant cannot be denied based on an arrest record alone. An applicant with minor offenses on the arrest record may still be approved.</p> <p>However, an applicant can be denied based on major offenses on the arrest record. Criteria such as felonies, probation status, or the date of a crime, can all be reasons for denying an applicant.</p>	<p>VO begins when timeline begins on this layer.</p> <p>VO is paused when user clicks outside of this layer.</p> <p>Slide text will fade in when mentioned in VO.</p> <p>This layer is hidden when user clicks on other rectangles to reveal other layers.</p>
Notes:			

Slide [1.11]/ Menu Title: <i>Stage 2: Verify Residency [demoted in Menu]</i>			Objective: [3]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom top/directions border</p> <p>Background image:</p> <ul style="list-style-type: none"> • There is an image of an application for a social security card and/or a social security card that takes up entire background below custom top/directions border (no white space). • There is a semitransparent navy rectangle set as an overlay on the background image. <p>There are 6 semitransparent rectangles containing information about valid forms of ID. They will align to the right side of the slide, leaving a small gap so the background image can still be seen on the left of the slide. They use the pink color from the palette with a white border. All 6 rectangles will take up about 2/3 of the slide.</p> <p>The rectangles are displayed in 3 rows with 2 rectangles per row. The rectangles on the same row will share a border so they connect/touch.</p>	<p>[Slide Title] Stage 2: Verify Legal Residency</p> <p>[Directions – italicized] <i>Legal residency can be verified through the following documents:</i></p> <p>[Rectangle 1] Birth Certificate</p> <p>[Rectangle 2] US Passport</p> <p>[Rectangle 3] Naturalization Certificate</p> <p>[Rectangle 4] Permanent Resident or Green Card</p> <p>[Rectangle 5] Passport or Visa from Native Country</p> <p>[Rectangle 6] I-94 Form</p> <p>[Additional Info Box]</p>	<p>Stage 2 of The Screening Process is to verify the legal residency of the applicant.</p> <p>Legal Residency can be verified using:</p> <ul style="list-style-type: none"> • a birth certificate • a valid US Passport • a Naturalization Certificate • a Permanent Resident Card or a Green Card • a Passport or a Visa from the resident's native country • or an I-94 Form. <p>As a general rule, remember that only government-issued forms of ID are acceptable to verify legal residency.</p> <p>It is important to note that improper or invalid forms of identification can be a reason to reject an application.</p>	<p>Directions in top border fade in when mentioned in VO.</p> <p>All rectangles of valid verification types fly in from left when mentioned in VO.</p> <p>Additional Information rectangle flies in from right when mentioned in VO.</p> <p>Next button is hidden on this slide, and the slide will jump to 1.12 when the timeline ends on the slide.</p>

<p>Line 1: Birth Certificate / US Passport Line 2: Naturalization Certificate / Permanent Resident or Green Card Line 3: Passport or Visa from Native Country / I-94 Form</p> <p>A semitransparent navy rectangle with a white border is on the right side of the slide, leaving a small gap on the right so the background image can be seen. This box contains additional information about identification documents.</p>	<p>Improper or invalid identification can be a reason to reject an application.</p>		
<p>Notes:</p>			

Slide [1.12]/ Menu Title: <i>Knowledge Check 2 [demoted in Menu]</i>			Objective: [3]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom top/directions border</p> <p>Background image is the same visual layout as 1.8 KC.</p> <p>There are 2 large rectangles which are the drop targets for the drag-and-drop KC. Rectangles are aligned toward left and right of slide with a gap in the middle for the drag items. Valid rectangle is on the left in a gold color and the invalid rectangle is on the right in a</p>	<p>[Slide Title] Knowledge Check</p> <p>[Directions – italicized] <i>Drag each document type into the proper category. Click Submit when finished.</i></p> <p>[Drop Target 1] Valid Identification</p>	<p>It’s time for another knowledge check!</p> <p>Help Emma properly identify valid and invalid forms of identification to verify legal residency.</p> <p>Drag each document type into the proper category.</p> <p>The document types include:</p> <ul style="list-style-type: none"> • a U.S. Passport • a Driver's License • a Library Card 	<p>This slide is a freeform drag-and-drop KC interaction.</p> <p>There are 2 drop targets that will float in from bottom when VO says “valid and invalid forms of identification”. They will float in at the same time.</p> <p>Directions will fly in from left when mentioned in VO.</p>

<p>green color (both colors from palette). There is “white space” around both rectangles.</p> <p>There are 5 smaller pink rectangles in the middle—these are the drag items. They are formatted similarly to pink rectangles on 1.9 but they are solid, not semitransparent.</p> <p>All 5 pink rectangles center align to slide and are the same height/width.</p>	<p>[Drop Target 2] Invalid Identification</p> <p>[drag items/identification types; answers provided in brackets, not to be included in slide text]</p> <ul style="list-style-type: none"> • US Passport [valid] • Driver’s License [invalid] • Library Card [invalid] • Permanent Resident Card [valid] • Birth Certificate [valid] 	<ul style="list-style-type: none"> • a Permanent Resident or Green Card • and a Birth Certificate <p>Click Submit when finished.</p>	<p>There will be 5 examples of identification documents as drag items that the learner will need to sort between the two drop targets. They will be set in rectangles of one of the palette colors.</p> <p>The drag items should be arranged in a scrambled order so they are not already sorted by proper or improper identification. They should be revealed one at a time with a float up entrance animation.</p> <p>Allow 2 attempt in the form settings.</p> <p>Arrange the dropped items in a “Tile” or “Free” format so that they are all visible to the learner once they are dropped.</p> <p>Each drag item should have a correct and incorrect state. The correct state should be blue, and incorrect state should be red (colors may not be from palette). Delay the items states until the interaction is submitted.</p>
--	--	--	--

			<p>When the learner clicks Submit, it will show either the correct or Try Again feedback layer on the first attempt.</p> <p>The dropped items do not reset for the second attempt. The learner will drag the items from where they were dropped.</p> <p>After the second attempt, the learner will see either the correct or incorrect layer.</p>
Notes:			

Slide [1.12a]/ Menu Title:			Objective: [3]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Base layer dimmed</p> <p>Built-in layout and button on feedback layer are used.</p> <p>Font is changed to match theme.</p>	<p>[Top Text Box] Correct</p> <p>[Bottom Text Box - italicized] <i>Way to go - you got it!</i></p> <p>[Button] Continue</p>		<p>Built-in layout and buttons are used.</p> <p>Continue button returns learner to home slide (Slide 1.9).</p>
Notes:			

Slide [1.12b]/ Menu Title:			Objective: [3]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Base layer dimmed</p> <p>Built-in layout and button on feedback layer are used.</p> <p>Font is changed to match theme.</p>	<p>[Top Text Box] Incorrect</p> <p>[Bottom Text Box - italicized] <i>You almost got it. Remember that valid forms of ID to verify residency include passports, birth certificates, and permanent resident or green cards.</i></p> <p>[Button] Continue</p>		<p>Built-in layout and buttons are used.</p> <p>Continue button returns learner to home slide (Slide 1.9).</p>
Notes:			

Slide [1.12c]/ Menu Title:			Objective: [3]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Base layer dimmed</p> <p>Built-in layout and button on feedback layer are used.</p> <p>Font is changed to match theme.</p>	<p>[Top Text Box] Incorrect</p> <p>[Bottom Text Box - italicized] <i>Close, but not quite. Think about government-issued forms of ID.</i></p> <p>[Button] Try Again</p>		<p>Built-in layout and buttons are used.</p> <p>Try Again button returns user to the Knowledge Check question on the base layer for attempt 2.</p>
Notes:			

Slide [1.13]/ Menu Title: <i>Stage 3: Approve or Deny the Applicant [demoted in Menu]</i>			Objective: [3]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom top/directions border</p> <p>A large navy rectangle is in the center of the slide with white space around it.</p> <p>On the left half of the rectangle is an image of thumbs up & down, demonstrating both approval and disapproval. This image is a placeholder for text/information on the layers of this slide.</p> <p>The first part of the slide will display text in the open navy box with information about community guidelines. After the information is presented, this space will be taken up by custom buttons.</p> <p>The right half of the rectangle has custom buttons for a click-to-reveal interaction about the different types of approval/rejection.</p> <p>Custom approved button [1]:</p> <ul style="list-style-type: none"> bright blue background thumbs up icon before the word “approved” 	<p>[Slide Title] Stage 3: Approve or Deny the Applicant</p> <p>[Heading text box] <u>Review Community Guidelines</u></p> <p>[Details text box]</p> <ul style="list-style-type: none"> rent-to-income ratio household occupancy number of vehicles pets <p>[Directions – italicized] Click each icon to learn more about approval status.</p> <p>[Button 1] Approved</p> <p>[Button 2] Approved with Conditions</p> <p>[Button 3] Denied</p>	<p>Stage 3 of The Screening Process is to approve or deny the applicant.</p> <p>Before deciding approval, remember to review community guidelines, such as rent-to-income ratio, household occupancy, number of vehicles, and pets. These guidelines ultimately decide the final approval status, so they are key deciding factors in this stage.</p> <p>Applicant approval status is grouped into three categories: approved, approved with conditions, and denied.</p> <p>Click each icon to learn more about qualifications for each status.</p>	<p>This slide is a click-to-reveal interaction with custom buttons.</p> <p>The heading text box will fade in from from when VO says “before deciding approval...”.</p> <p>Details textbox will fade in from right as one object when “rent-to-income ratio” is mentioned in VO.</p> <p>Both assets (heading text box and details box) will fade out to right after VO says “key deciding factors in this stage to make room for click-to-reveal interaction.</p> <p>All information is revealed on layers corresponding to each button. When user clicks the custom buttons, it will take the user to that layer.</p> <p>The custom buttons have hover and visited states.</p>

<p>Approved w/conditions button [2]:</p> <ul style="list-style-type: none"> • gold/orange background • thumbs to the middle icon before the words “approved with conditions” <p>Denied button [3]:</p> <ul style="list-style-type: none"> • pink background • thumbs down icon before the word “denied” <p>All buttons have a white text and are aligned center in the rectangle.</p>			<p>The Next button is hidden until all states of the buttons are visited.</p> <p>The learner is restricted from clicking on buttons until the audio completes on the slide with a transparent rectangle overlay.</p> <p>Navy rectangle and thumbs up/down image fade in from bottom when timeline starts on this slide.</p> <p>Custom buttons fade in from bottom individually when mentioned in VO.</p> <p>Directions fade in from left when mentioned in VO.</p> <p>Next button returns learner to home slide (Slide 1.9).</p>
<p>Notes:</p>			

Slide [1.13a]/ Menu Title:			Objective: [3]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>All base layer assets are visible except for the thumbs up/down image.</p>	<p>[Approved text box] Meets at least 80%</p>	<p>An applicant is approved for their rental status if they meet at least 80 percent of the criteria for acceptance.</p>	<p>Approved text fades in when mentioned in VO.</p>

<p>Where the image was on 1.14 is now a text box with a blue background (same as button color) and navy text. The bolded text is center-aligned where all other text is aligned left.</p>	<p>[larger font than rest of text]</p> <p>Automatic approval:</p> <ul style="list-style-type: none"> • clean criminal record • FICO 650 • 3 months stubs <p>[bullets presented as same thumbs up icon from button on base layer]</p>	<p>In some situations, a renter may be automatically approved based on the following qualifications:</p> <p>-a clean criminal record</p> <p>-a FICO score of at least 650 points</p> <p>-and at least 3 months of pay stubs verifying employment and sufficient income for their desired unit.</p>	<p>This layer is hidden when the user clicks on another layer.</p>
<p>Notes:</p>			

Slide [1.13b]/ Menu Title:			Objective: [3]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>All base layer assets are visible except for the thumbs up/down image.</p> <p>Where the image was on 1.14 is now a text box with a gold/orange background (same as button color) and navy text. The bolded text is center-aligned where all other text is aligned left.</p>	<p>[Approved with Conditions text box]</p> <p>Less than 80%</p> <p>[larger font than rest of text]</p> <p>Conditions:</p> <ul style="list-style-type: none"> • Minor offenses • FICO 550-649 <p>[bullets presented as same thumbs to middle icon from button on base layer]</p> <p>Set deadline!</p>	<p>Sometimes an applicant may be approved but with conditions. This means that the applicant meets less than 80 percent of the criteria for acceptance and may need to provide additional documents or information to receive full approval.</p> <p>Some conditions preventing full approval may be:</p> <p>-minor offenses on a criminal record</p> <p>-or a FICO score between 550 and 649 points</p>	<p>Approved with conditions text fades in when mentioned in VO.</p> <p>This layer is hidden when the user clicks on another layer.</p>

	[same font size as “Less than 80%” – italicized]	If an applicant is approved with conditions, you must provide the applicant a specific deadline to meet the conditions for full approval of rental status.	
Notes:			

Slide [1.13c]/ Menu Title:			Objective: [3]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>All base layer assets are visible except for the thumbs up/down image.</p> <p>Where the image was on 1.14 is now a text box with a pink background (same as button color) and navy text. The bolded text is center-aligned where all other text is aligned left.</p>	<p>[Denied text box] Less than 80% [larger font than rest of text]</p> <p>Automatic denial:</p> <ul style="list-style-type: none"> • major offenses • FICO less than 550 • no employment <p>[bullets presented as same thumbs down icon from button on base layer]</p>	<p>An applicant is denied for their rental status if they fail to meet at least 60 percent of the criteria for approval.</p> <p>In some situations, a renter may be automatically denied based on the following qualifications:</p> <ul style="list-style-type: none"> -major offenses on a criminal record -a FICO score of less than 550 points -or lack of employment or verification of income <p>Applicants may also be denied if they fail to meet the community guidelines as previously mentioned.</p>	<p>Denied text fades in when mentioned in VO.</p> <p>This layer is hidden when the user clicks on another layer.</p>
Notes:			

Slide [1.14]/ Menu Title: <i>Stage 4: Notify Applicant [demoted in Menu]</i>			Objective: [3]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom top/directions border</p> <p>Background image:</p> <ul style="list-style-type: none"> • Image of person in an office setting using the phone make up the background. • The top of the image aligns to the bottom of the directions border. • The image has a semitransparent navy blue overlay rectangle to match custom color palette. <p>5 semitransparent thin beige rectangles show on top of background image, each with different policies when contacting applicants. Each text rectangle has a navy check mark on note pad icon at the beginning of the statement.</p> <p>These rectangles extend from left to right across the width of the slide and are evenly spaced, leaving “white space” from the top and bottom beige rectangle.</p>	<p>[Slide Title] Stage 4: Notify the Applicant</p> <p>[Directions – italicized] <i>When contacting applicants, remember to:</i></p> <p>[Policy 1] Advise all applicants in the same manner.</p> <p>[Policy 2] Follow exact rules.</p> <p>[Policy 3] Never leave a voicemail.</p> <p>[Policy 4] Follow policy.</p> <p>[Policy 5] Include clear reasons.</p>	<p>Stage 4 of The Screening Process is to notify the applicant of approval status.</p> <p>When contacting applicants, remember to:</p> <p>[1] Advise all applicants in the same manner, maintaining a respectful and professional demeanor.</p> <p>[2] Follow exact rules on timing, format, and acknowledgement. This will prevent excessive waiting periods for the applicant and ensure overall customer satisfaction.</p> <p>[3] Remember that you should never leave a voicemail stating an applicant’s approval status. You can either wait for the applicant to return your call, or you can call again the next business day.</p> <p>[4] If an applicant cannot be reached or located, follow all policies regarding follow-up communication and proper disposal of the applicant’s records.</p> <p>[5] and include clear reasons for denying or accepting an applicant with conditions. In these situations, a formal letter must also be sent to the applicant</p>	<p>Top border and background image fade in together with timeline starts on this slide.</p> <p>Directions fade in from left when mentioned in VO, and policies will fade in from bottom as outlined below: [1] “...advise all applicants...” [2] “Follow exact rules...” [3] “...never leave a voicemail...” [4] “...follow all policies...” [5] “...include clear reasons...”</p> <p>Notifying applicant policy rectangles float in from bottom when mentioned in VO.</p> <p>Next button is hidden until the timeline ends on this slide.</p> <p>Next button advances to the next slide (1.15).</p>

		outlining the reasons for the approval status.	
Notes:			

Slide [1.15]/ Menu Title: <i>Knowledge Check 3 [demoted in Menu]</i>			Objective: [3]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom top/directions border</p> <p>Background image is the same visual layout as 1.8 KC.</p> <p>Question layout is similar to 1.8 KC: The question is displayed on top of a semitransparent rectangle with rounded corners, framing the question. The rectangle is the gold/orange color from the palette.</p> <p>The answers are displayed on top of the background image as a multiple choice question.</p>	<p>[Slide Title] Knowledge Check</p> <p>[Directions – italicized] <i>Answer the question below to check your understanding of Screening Policies.</i></p> <p>[KC Question] Emma has just verified the legal residency of an applicant. What is her next step?</p> <p>[answers provided in brackets, not to be included in slide text]</p> <p>[Option 1] Emma will screen the application, verifying information like credit score, income, and criminal background check.</p>	<p>Let's do one more knowledge check!</p> <p>Help Emma answer the question below to check your understanding of The Screening Process.</p>	<p>This slide is a multiple choice KC.</p> <p>Multiple choice options fade in after directions VO completes.</p> <p>Allow 2 attempts in the form settings.</p> <p>When the learner clicks Submit, it will show either the correct or try again feedback layer on the first attempt.</p> <p>After the second attempt, the learner will see either the correct or incorrect layer.</p>

	<p>[Option 2] Emma will approve or deny the applicant based on the required approval criteria. [correct]</p> <p>[Option 3] Emma will notify the applicant of the approval status.</p>		
Notes:			

Slide [1.15a]/ Menu Title:			Objective: [3]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Base layer dimmed</p> <p>Built-in layout and button on feedback layer are used.</p> <p>Font is changed to match theme.</p>	<p>[Top Text Box] Correct</p> <p>[Bottom Text Box - italicized] <i>Correct! You really know The Screening Process!</i></p> <p>[Button] Continue</p>		<p>Built-in layout and buttons are used.</p> <p>Continue button returns learner to home slide (Slide 1.9).</p>
Notes:			

Slide [1.15b]/ Menu Title:			Objective: [3]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

<p>Base layer dimmed</p> <p>Built-in layout and button on feedback layer are used.</p> <p>Font is changed to match theme.</p>	<p>[Top Text Box] Incorrect</p> <p>[Bottom Text Box - italicized] <i>Note quite right. Remember that after verifying legal residency, Stage 3 of The Screening Process is to approve or deny the applicant.</i></p> <p>[Button] Continue</p>		<p>Built-in layout and buttons are used.</p> <p>Continue button returns learner to home slide (Slide 1.9).</p>
<p>Notes:</p>			

Slide [1.15c]/ Menu Title:			Objective: [3]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Base layer dimmed</p> <p>Built-in layout and button on feedback layer are used.</p> <p>Font is changed to match theme.</p>	<p>[Top Text Box] Incorrect</p> <p>[Bottom Text Box - italicized] <i>Almost. Give it one more try!</i></p> <p>[Button] Try Again</p>		<p>Built-in layout and buttons are used.</p> <p>Try Again button returns user to the Knowledge Check question for attempt 2.</p>
<p>Notes:</p>			

Slide [1.16]/ Menu Title: <i>Review [hidden from Menu]</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

<p>Custom top/directions border</p> <p>This slide has 2 parts: Part 1 = leasing office layout (slides 1.3, 1.4)</p> <p>Part 2 = Slide 1.10 layout</p> <p>Part 1 Background image and layout is same as slides 1.3 and 1.4.</p> <p>Mike Avatars will use this range of expressions: - positive talking (with and without hand gestures) - positive listening</p> <p>Emma Avatars will use this range of expressions: - positive talking (with and without hand gestures) - positive listening</p> <p>After conversation between Mike/Emma and quiz has been introduced, all assets of Part 1 are covered by Part 2 assets.</p> <p>Part 2 A large navy rectangle is in the center of the slide with white space around it.</p>	<p>[Slide Title] Review</p> <p>[Part 1 conversation]</p> <p>[Mike caption 1] See, Emma? You're doing great! I think it's time to put your skills to the test...</p> <p>[Emma caption 2] I think you're right, Mike!</p> <p>I do feel much more confident about working with applicants.</p> <p>[Mike caption 3] That's great! Let's check out the next steps...</p> <p>[Part 2 review intro]</p> <p>[Directions – italicized] To review, click the tabs to view each section.</p> <p>[Button 1] Applications & Deposits</p> <p>[Button 2] Screening Policies</p>	<p>Part 1 [Mike] [1] See, Emma? You're doing great! I think it's time to put your skills to the test...</p> <p>[Emma] [2] I think you're right, Mike! I do feel much more confident about working with applicants.</p> <p>[Mike] [3] That's great! Let's check out the next steps...</p> <p>Part 2 It's now time to take the graded quiz.</p> <p>If you would like to review before taking the quiz, click each tab to review content from that section of the module.</p> <p>When you are ready, click "take the quiz".</p>	<p>Part 1 is an introduction to the quiz with a conversation between Mike and Emma.</p> <p>Their positioning and transitions are the same as slides 1.3 and 1.4.</p> <p>Part 2 is a review that will take learner back to a section to review before taking the graded quiz.</p> <p>Button 1 returns learner to Slide 1.6.</p> <p>Button 2 returns learner to Slide 1.7.</p> <p>Button 3 returns learner to Slide 1.9.</p> <p>Button 4 jumps to next slide (1.17).</p> <p>The Next and previous buttons are hidden on this slide.</p> <p>The navy rectangle and test sheet image fade in from the bottom when VO says "It's now time...".</p>
---	---	--	--

<p>The right side of the rectangle is an image of a white and grey question mark. The image takes up about 2/3 of the navy rectangle.</p> <p>The left half of the rectangle has 3 custom button rectangles in a column on the remaining 1/3 of the navy rectangle:</p> <ul style="list-style-type: none"> • Applications & Deposits Button – muted gold/orange (1st button) • Screening Policies Button – muted pink (2nd button) • The Screening Process Button – muted bright blue (3rd button) <p>The quiz button is a built-in button with a grey gradient background. This button is the last/bottom one in the column.</p> <p>All button text is navy and aligned center in the rectangle.</p>	<p>[Button 3] The Screening Process</p> <p>[Button 4] Take the Quiz!</p>		<p>The learner is restricted from clicking on buttons until the media ends using a transparent rectangle overlay.</p> <p>The directions fade in from the left when VO says, “If you would like to review...”</p> <p>Buttons 1, 2, 3 fade in from the bottom when VO says, “click the buttons...”</p> <p>Button 4 fades in from bottom when VO says, “When you are ready, click ‘take the quiz.’”</p>
<p>Notes:</p>			

Slide [1.16a]/ Menu Title:			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>All assets from base layer hidden except for custom top/directions border and Part 2 assets from 1.16.</p>	<p>[Slide Title] Review</p>	<p>Here we will review important policies and procedures regarding submitting applications and deposits.</p>	<p>This layer reviews information about applications and deposits.</p>

<p>Applications/Deposits image:</p> <ul style="list-style-type: none"> • Use images from 1.6 • Left half of image is application • Right half of image is deposit • The combined image will take up the space where the white/grey question mark image was on base layer (question image is hidden on this layer). • A semitransparent (25%) rectangle is over the image in the same color as Application & Deposits button on base layer. <p>Application info: A navy polygon with white text is in bottom left-hand corner of image, partially covering application image. The point of the polygon touches the center line that divides the images.</p> <p>Deposit info: A navy polygon with white text is in the top right-hand corner of image, partially covering deposit image. The point of the polygon touches the center line that divides the images.</p> <p>All text is aligned left.</p>	<p>[Applications & Deposits Layer]</p> <p>[Application Info]</p> <ul style="list-style-type: none"> • Provide accurate information • Follow protocol • Check ID <p>[Deposits Info]</p> <ul style="list-style-type: none"> • Collect upon submission • Cannot combine • Deposit ASAP 	<p>For applications, remember that accurate information is required to ensure correct approval status. Additionally you should never fill in information or sign for the applicant. Remember to follow all protocol regarding one application per resident. And as always, check an applicant’s government-issued ID.</p> <p>For deposits, remember that all payments must be collected when an applicant submits the application. Separate payments must be made for the application fee and the security deposit as they cannot be combined. Be sure to deposit all monies collected as soon as possible.</p>	<p>Audio begins when the timeline start on this layer</p> <p>Application/Deposits image and semitransparent rectangle fade in when the timeline starts on this layer.</p> <p>Application Info polygon and text fly in from left as one item when VO says, “for applications...”</p> <p>Deposit Info polygon and text fly in from right as one item when VO says, “for deposits...”</p>
<p>Notes:</p>			

Slide [1.16b]/ Menu Title:			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>All assets from base layer hidden except for custom top/directions border and Part 2 assets from 1.16.</p> <p>Screening Policies image:</p> <ul style="list-style-type: none"> • Use image from 1.7 • The image will take up the space where the white/grey question mark image was on base layer (question image is hidden on this layer). • A semitransparent (25%) rectangle is over the image in the same color as Screening Policies button on base layer. <p>Screening Policies info: A navy polygon with white text takes up 1/3 of image, partially covering left side of image from top to bottom. The point of the polygon points toward the center of the image.</p> <p>All text is aligned left.</p>	<p>[Slide Title] Review</p> <p>[Screening Policies Layer]</p> <p>[Screening Policies Info]</p> <ul style="list-style-type: none"> • Be consistent • Don't discriminate • Obtain written authorization • Follow laws 	<p>Here we will review the policies when screening applicants.</p> <p>Remember to be consistent and never discriminate. Treat all applicants fairly and equally, following all policies.</p> <p>You must obtain written authorization from the applicant before checking any personal information about the applicant such as credit history or criminal background.</p> <p>And lastly remember to follow all laws governing the screening process.</p>	<p>This layer reviews information about screening policies.</p> <p>Audio begins when the timeline start on this layer</p> <p>Screening Policies image and semitransparent rectangle fade in when the timeline starts on this layer.</p> <p>Screening Policies Info polygon and text fly in from left as one item when VO says, "Remember to be consistent..."</p>
Notes:			

Slide [1.16c]/ Menu Title:			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>All assets from base layer hidden except for custom top/directions border and Part 2 assets from 1.16.</p> <p>Applications/Deposits image:</p> <ul style="list-style-type: none"> • Use image from 1.1 (apartment building) • The image will take up the space where the white/grey question mark image was on base layer (question image is hidden on this layer). • A semitransparent (25%) rectangle is over the image in the same color as Screening Process button on base layer. <p>There are 4 navy polygons:</p> <ul style="list-style-type: none"> • All with white text about the 4 stages. • These polygons align left and right, alternating between numbers. • Stages 1 and 3 align on left side of image. • Stages 2 and 4 align on right side of image. • All points of polygons point to the center of the image. • Polygons do not touch or overlap. 	<p>[Slide Title] Review</p> <p>[The Screening Stages Layer]</p> <p>[Stage 1 Info] <u>Stage 1: Screen App</u></p> <ul style="list-style-type: none"> • Credit history • Criminal history • Income verification <p>[Stage 2 Info] <u>Stage 2: Verify Legal Residency</u></p> <ul style="list-style-type: none"> • Government-issued identification <p>[Stage 3 Info] <u>Stage 3: Approve/Deny</u></p> <ul style="list-style-type: none"> • Approve • Approve with conditions • Deny <p>[Stage 4 Info] <u>Stage 4: Notify</u></p> <ul style="list-style-type: none"> • Follow policy/rules • No voicemail • Include reasons 	<p>Here we will review the 4 stages of The Screening Process.</p> <p>Stage 1 is to screen the application. In this stage, you perform a credit history check as well as a criminal background check. Additionally, income is verified in this stage.</p> <p>Stage 2 is to verify legal residency of the applicant. Here you will view the applicant's government-issued ID, such as a passport, a birth certificate, or a green card.</p> <p>Stage 3 is to approve or deny the applicant. Remember that there are 3 approval statuses: approve, approve with conditions, or deny. These factors are based on many criteria, like criminal history, FICO score, and income. Additionally, applicants must meet all community guidelines for approval.</p> <p>Stage 4 is to notify the applicant of status. Remember to follow all policies and rules when notifying applicants. You should never leave a voicemail informing an applicant of approval status. If a status is</p>	<p>This layer reviews information about The Screening Process.</p> <p>Audio begins when the timeline start on this layer</p> <p>Apartment image and semitransparent rectangle fade in when the timeline starts on this layer.</p> <p>Stage 1 Info polygon and text fly in from left as one item when mentioned in VO.</p> <p>Stage 2 Info polygon and text fly in from right as one item when mentioned in VO.</p> <p>Stage 3 Info polygon and text fly in from left as one item when mentioned in VO.</p> <p>Stage 4 Info polygon and text fly in from right as one item when mentioned in VO.</p>

<ul style="list-style-type: none"> • Stage 1 is in the top left corner, Stage 4 is in the bottom right corner. • Stage 2 is above stage 4 on right side of image. • Stage 3 is below Stage 1 on left side of image. <p>All text is aligned left.</p>		<p>approved with conditions or denied, be sure to include clear reasons when notifying the applicant.</p>	
<p>Notes:</p>			

Slide [1.17]/ Menu Title: <i>Graded Quiz</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>No top/bottom border</p> <p>The visual layout of this slide is comparable to Slide 1.1.</p> <p>Background image: White/grey question mark image (same as 1.16) on the right side of slide.</p> <p>Navy blue polygon to left of slide overlaying the scantron image, the left side extending past the edge of the slide.</p> <p>Slide title is as the top of the slide with text left aligned on top of navy polygon. The font is gold/orange.</p>	<p>[Slide Title] Graded Quiz</p> <p>[Scoring information] 5 questions 80% to pass</p> <p>[Directions] Click Next to begin the quiz.</p>	<p>Now you will be taking a quiz to demonstrate your knowledge of the content from this module.</p> <p>You will be answering 5 questions, and a passing score is 80%. You will be allowed to retake the quiz as many times as needed to achieve a passing score.</p> <p>When you are ready, click next to begin the quiz.</p>	<p>Question image, navy polygon, and title fade in from left when the timeline begins on this slide.</p> <p>The scoring information floats in from bottom when mentioned in VO.</p> <p>The directions float in from bottom when mentioned in VO.</p> <p>Next button is hidden on this slide until the VO ends.</p> <p>Next button advances to the next slide (1.18).</p>

<p>Scoring information is just below halfway down on the navy polygon in white text. Text is left aligned.</p> <p>Directions are near the bottom of the slide in pink text on top of navy polygon.</p>			
<p>Notes:</p>			

Slide [1.18]/ Menu Title: <i>[hidden from Menu]</i>			Objective: [2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom Top border:</p> <ul style="list-style-type: none"> • Similar to gold/orange border on other slides • Pink trapezoid with white font • No olive green directions border <p>Bottom border is a thin pink rectangle across bottom of slide that sits on top of background image. This will house the feedback Review layer for quiz questions.</p> <p>Background image is same question image from KC. Image takes up entire slide.</p> <p>Directions are olive green, and quiz questions are navy blue.</p>	<p>[Slide Title] Graded Quiz – Question 1</p> <p>[Directions – italicized] <i>Determine if the statement is true or false.</i></p> <p>[Question] An applicant must give written authorization to check references, credit history, and employment status.</p> <p>[Answers – correct answer bold in brackets] True [correct] False</p>		<p>This question is a True/False Quiz question.</p> <p>Score by question with 1 attempt for each quiz question as the learner progresses through the quiz. They will be able to Retake the entire quiz at the end if they do not pass.</p> <p>Results from quiz are on slide 1.24 for questions on slides 1.19 through 1.23 ONLY.</p> <p>Learner will advance to next slide after clicking submit.</p> <p>The learner should not get <i>immediate</i> feedback with</p>

<p>Answer selections/markers will use the gold/orange selection option.</p> <p>The visual layout is the same for all quiz question slides (1.18-1.22).</p>			<p>Correct or Incorrect feedback layers. They should answer all of the questions sequentially FIRST in the graded assessment, then receive their score on the Results page.</p> <p>If they do not pass, they can come back and review the quiz.</p> <p>The settings are the same for all quiz question slides (1.18-1.22).</p>
<p>Notes:</p>			

Slide [1.18a]/ Menu Title:			Objective: [2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>All base layer assets and questions are visible.</p> <p>Bottom border rectangle is covered by similar pink rectangle, but this rectangle contains feedback information about the correct answer.</p> <p>The visual layout is the same for all quiz question layer slides (1.18a-1.22a).</p>	<p>[Review Rectangle]</p> <p>The answer is true – an applicant must give written authorization.</p>		<p>Learner can click Next to advance through the review feedback.</p> <p>Same directions for Slides 1.18a, 1.19a, 1.20a, 1.21a, 1.22a,</p>

Notes:

Slide [1.19]/ Menu Title: <i>[hidden from Menu]</i>			Objective: [1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same visual layout for Slides 1.18, 1.19, 1.20, 1.21, 1.22	<p>[Slide Title] Graded Quiz – Question 2</p> <p>[Directions – italicized] <i>Select all that apply.</i></p> <p>[Question] Which are proper procedures for submitting applications?</p> <p>[Answers – correct answer bold in brackets] [A] Never fill in missing information or sign for an applicant. [correct]</p> <p>[B] Explain that the information collected is used to qualify the applicant. [correct]</p> <p>[C] Check the applicant’s government-issued ID. [correct]</p> <p>[D] Approve the applicant’s rental status.</p>		<p>This question is a Multiple Response Quiz question.</p> <p>Same settings for Slides 1, 18, 1.19, 1.20, 1.21, 1.22</p>

Notes:

Slide [1.19a]/ Menu Title:			Objective: [1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same visual layout for Slides 1, 18a, 1.19a, 1.20a, 1.21a, 1.22a	[Review Rectangle] Remember to never fill in missing information for an applicant, explain that information collected is used to qualify applicant, and check the applicant's government-issued ID.		Same directions for Slides 1,18a, 1.19a, 1.20a, 1.21a, 1.22a
Notes:			

Slide [1.20]/ Menu Title: <i>[hidden from Menu]</i>			Objective: [1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same visual layout for Slides 1.18, 1.19, 1.20, 1.21, 1.22	[Slide Title] Graded Quiz – Question 3 [Directions – italicized] <i>Select all that apply.</i> [Question] Which are proper procedures for collecting deposits? [Answers – correct answer bold in brackets] [A] Collect fees and deposits when an applicant submits a completed application. [correct] [B] Deposit all monies collected as soon as possible. [correct]		This question is a Multiple Response Quiz question. Same settings for Slides 1.18, 1.19, 1.20, 1.21, 1.22

	[C] Fill in any missing information for the applicant.		
	[D] Perform a background check of the applicant.		
Notes:			

Slide [1.20a]/ Menu Title:			Objective: [1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same visual layout for Slides 1,18a, 1.19a, 1.20a, 1.21a, 1.22a	[Review Rectangle] Remember to collect fees and deposits when an application is submitted and deposit all monies as soon as possible.		Same directions for Slides 1.18a, 1.19a, 1.20a, 1.21a, 1.22a
Notes:			

Slide [1.21]/ Menu Title: <i>[hidden from Menu]</i>			Objective: [3]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same visual layout for Slides 1.18, 1.19, 1.20, 1.21, 1.22 Background of Matching Drag and Drop box is gold/orange.	[Slide Title] Graded Quiz – Question 4 [Directions in Question space – italicized] <i>Match the stages of The Screening Process.</i> [Answers are matched; Choice is before the hyphen and Match is after the hyphen] [A] Stage 1 – Screen the Application		This question is a Matching Drag and Drop Quiz question. Same settings for Slides 1.18, 1.19, 1.20, 1.21, 1.22

	[B] Stage 2 – Verify Legal Residency [C] Stage 3 – Approve or Deny the Application [D] Stage 4 – Notify the Applicant of Approval Status		
Notes:			

Slide [1.21a]/ Menu Title:			Objective: [3]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same visual layout for Slides 1.18a, 1.19a, 1.20a, 1.21a, 1.22a	[Review Rectangle] [Line 1] Stage 1: Screen the Application Stage 2: Verify Legal Residency [Line 2] Stage 3: Approve or Deny the Application Stage 4: Notify the Applicant of Status		Same directions for Slides 1.18a, 1.19a, 1.20a, 1.21a, 1.22a
Notes:			

Slide [1.22]/ Menu Title: <i>[hidden from Menu]</i>			Objective: [3]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same visual layout for Slides 1.18, 1.19, 1.20, 1.21, 1.22	[Slide Title] Graded Quiz – Question 5 [Directions – italicized] Choose the correct answer. [Question] Which action is completed during <u>Stage 2</u> of The Screening Process?		This question is a Multiple Choice Quiz question. Same settings for Slides 1.18, 1.19, 1.20, 1.21, 1.22

	<p>[Answers – correct answer bold in brackets] [A] View the applicant’s passport or visa. [correct]</p> <p>[B] Complete a criminal history check.</p> <p>[C] Collect a deposit.</p> <p>[D] Deny the applicant.</p>		
Notes:			

Slide [1.22a]/ Menu Title:			Objective: [3]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same visual layout for Slides 1.18a, 1.19a, 1.20a, 1.21a, 1.22a	[Review Rectangle] Stage 2: Verify Legal Residency – review valid identification of applicant		Same directions for Slides 1.18a, 1.19a, 1.20a, 1.21a, 1.22a
Notes:			

Slide [1.23]/ Menu Title: Quiz Results [hidden from Menu]			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Same visual layout as Slide 1.17</p> <p>Title and scoring information aligned center to one another. They are centered on top of the navy polygon.</p>	<p>[Slide Title] Quiz Results</p> <p>Your Score: XX% Passing Score: YY%</p>		<p>Use a Result slide to show Success layer 1.23a when timeline starts if results are equal to or greater than the passing score.</p> <p>Show Failure layer 1.23b when timeline starts if results are less than passing score.</p>

			<p>Base layer will be visible (show through) from Success or Failure slide layers.</p> <p>Results variable reference shows the percent score only. Do not show the points variable reference.</p> <p>Built in graded quiz variable reference displays learner score where XX appears on slide</p> <p>80% to pass shown where YY appears on slide</p>
Notes:			

Slide [1.23a]/ Menu Title:			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Muted olive green checkmark icon is above “your score”.</p> <p>Score and custom message in the same muted olive green as checkmark icon.</p> <p>Buttons are under custom message—review on left and continue on right.</p> <p>Buttons are pink with white text.</p> <p>All base layer assets are visible.</p>	<p>[Custom message] Nice job, you passed!</p> <p>[Review Button] Review Quiz</p> <p>[Continue Button] Continue</p>		<p>All assets float in from the bottom about .5 seconds after the timeline starts on the slide.</p> <p>Review button: shows correct/incorrect response when reviewing</p> <p>Continue button: jumps to Slide 1.24</p>

<p>Emma and Mike avatars are present in the bottom right-hand corner, showing the upper 2/3 of their bodies:</p> <ul style="list-style-type: none"> • 1/3 of Emma is on the navy polygon while the other 2/3 is situated on top of the white/grey question image. She is celebrating with both arms raised. • Mike is to the right of Emma with a thumbs up and smiling expression. 			
<p>Notes:</p>			

Slide [1.23b]/ Menu Title:			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Muted red X icon is above “your score”.</p> <p>Score and custom message in the same muted red as X icon.</p> <p>Buttons are under custom message—review on left and retry on right.</p> <p>Buttons are pink with white text.</p> <p>All base layer assets are visible.</p>	<p>[Custom message] Sorry, you didn’t pass.</p> <p>[Review Button] Review Quiz</p> <p>[Retry Button] Retry Quiz</p>		<p>All assets float in from the bottom about .5 seconds after the timeline starts on the slide.</p> <p>Retry button: resets results slide and jumps to Slide 1.18</p> <p>Review button: shows correct/incorrect response when reviewing</p>

<p>Emma and Mike avatars are present in the bottom right-hand corner, showing the upper 2/3 of their bodies:</p> <ul style="list-style-type: none"> • 1/3 of Emma is on the navy polygon while the other 2/3 is situated on top of the white/grey question image. Her hands are on her hips with a sad/concerned expression. • Mike is to the right of Emma with a hand on his forehead and a sad/disappointed expression. 			
<p>Notes:</p>			

Slide [1.24]/ Menu Title: <i>Summary</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom top border (no directions border)</p> <p>Similar to LO Slide 1.5</p> <p>Background image: Semitransparent image of 2 people talking in an office setting as a table—nearly half of slide on right-hand side.</p> <p>Olive green rectangle—nearly half—on left-hand side of slide.</p>	<p>[Slide Title] Summary</p> <p>[Closing Statement – italicized] <i>By the end of this module, participants will be able to:</i></p> <p>[LOs] <ul style="list-style-type: none"> • recognize procedures for submitting applications and deposits. </p>	<p>Well done! You have almost completed your training over The Property Management Applicant Screening Process.</p> <p>You should now be able to:</p> <p>Recognize procedures for submitting applications and deposits</p> <p>Identify screening policies</p>	<p>Title, image, and olive green rectangle fade in from left when the timeline starts on this slide.</p> <p>Closing statement floats up from bottom when mentioned in VO.</p> <p>LOs float in from bottom when mentioned in VO.</p>

<p>Closing statement in white; LOs in navy.</p> <p>Learning objectives appear on olive green rectangle with a check mark as a bullet point.</p>	<ul style="list-style-type: none"> • identify screening policies. • describe the stages of the applicant screening process. 	<p>and describe the stages of the applicant screening process.</p>	<p>Next button is hidden until the timeline ends on this slide.</p> <p>Next button advances to the next slide (1.25).</p>
<p>Notes:</p>			

Slide [1.25]/ Menu Title: <i>Congratulations</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Same visual layout as slide 1.1</p> <p>Congratulations text is in left aligned and center of navy polygon, in the middle of the slide.</p> <p>Directions text is gold/orange.</p> <p>Complete Button is pink with white text.</p>	<p>Congratulations!</p> <p>[Directions – italicized] <i>Click the Complete button to exit this course.</i></p> <p>[Button] Complete</p>	<p>Congratulations on completing this course!</p> <p>You may now click the Complete button to exit this course.</p>	<p>Both next and previous buttons are hidden on this slide.</p> <p>Congratulations floats up when VO begins on this slide.</p> <p>Directions text floats up when VO says, “you may now click the complete button...”</p> <p>Complete button floats up when VO ends.</p> <p>Next button is hidden on this slide.</p> <p>Course will exit when learner clicks “Complete”.</p>

Notes: