Storyboard

Video Title: **"Real-Time Collaboration: Creating Editable Google Sheets with Drop-Downs"**

Target Audience: Employees in a corporate organization

Learning Objectives:
1. Create a Google Sheet with customized drop-down options enabling team members to easily select predefined choices within shared cells.
2. Configure sharing and editing permissions in Google Sheets allowing all team members to contribute and collaborate in real time.

Outline:
- Title Scene:
  - Tutorial Title
- Hook Part 1 (Scenario with Question):
  - Your Supervisor notifies you to gather your team for a quick meeting to confirm their expertise in Google Suite. It's Friday afternoon and everyone's schedule does not align. You realize you need to collaborate in real time with 20 team members, but HOW?
- Hook Part 2 (Scenario with Solution):
  - Solution: Let's see how you can collaborate with team members in real time using Google Suite.
- Introduction/Welcome:
  - Introduce Learning Objectives
  - Create a new Google Sheet with customized drop-down options
  - Configure sharing and editing permissions in Google Sheets
- Creating a New Google Sheet
  - Create a new Sheet
  - Add a Sheet Title
  - Add cell labels
- Inserting Drop-Downs
  - Highlight the range of cells
  - Click Insert
  - Click "Dropdown"
- Customizing Drop-Downs
  - Go to Data > Data validation in the menu
  - Click "+ Add rule
  - Click Done

- Configuring Sharing and Editing Permissions
  - Click on 'Share' button
  - Add editing permissions
  - Click Send
- Editing and Collaborating in Real Time
  - Show multiple users editing sheet simultaneously
- Conclusion… now you know how to:
  - Create a new Google Sheet with customized drop-down options
  - Configure sharing and editing permissions for real-time collaboration
  - **Benefits:** Saves time and money, and streamlines collaboration efficiently
  - Stay tuned for next week's tutorial on adding comments in Google Sheets for more real-time collaboration.
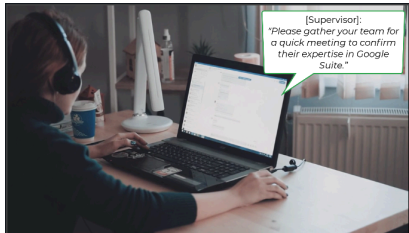
Seat Time: 3-4 Minutes

Directions for Reviewer(s): Please review the Camtasia video storyboard below and leave comments in the "Comments" column on the right-hand side as well as any suggestions on what to include or change instead.
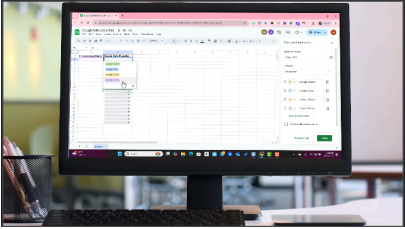
Global Comments:
- Project size: 1080
- Real-life photos, videos, and actual demo of creating drop-downs in a Google Sheet and making it editable.
- Zoom in on ALL steps as they are performed.
- Add rings cursor effect for each mouse click.
- Each scene will have a green callout across the entire top of the screen with the scene label with white, bold text.
- Customize color ■ #34A853 for any callout outlines, callouts as titles, and arrows solid transition.
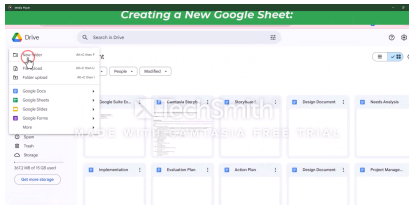
1. [Title Scene: Tutorial Title]			
Visuals/Graphic	**Script/Audio**	**Programming/Animation Notes**	**Comments**
Text: Real-Time Collaboration: Creating Editable Google Sheets with Drop-Downs Visual 1: Intro animation	(No script, just background music)	Text comes up with intro animation and music Music fades in and volume is higher unless VO chimes in	

2. [Hook Part 1: Scenario with Question]

Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
Text bubble callout coming from the laptop screen: [Supervior]: "Please gather your team for a quick meeting to confirm their expertise in Google Suite." Visual 1: Person typing on a laptop. Thought bubble callout coming from the person's head: I need to collaborate in real time with 20 team members, but HOW?	*Your Supervisor notifies you to gather your team for a quick meeting to confirm their expertise in Google Suite. It's Friday afternoon and everyone's schedule does not align.* *You realize you need to collaborate in real time with 20 team members, but HOW?*	Text bubble and thought bubble callouts fade in and fade out timed with the VO.	

3. [Hook Part 2: Scenario with Solution]

Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
Text callout: Let's see how you can collaborate with team members in real time using Google Suite.	*Let's see how you can collaborate with team members in real time using Google Suite.*	A white callout fades in above the laptop Insert transition: Cube rotate	

Visual: Video of hands typing on laptop			

4. [Introduction/Welcome]			
Visuals/Graphic	**Script/Audio**	**Programming/Animation Notes**	**Comments**
Text callout 1: Welcome to this week's screencast tutorial... Text callout 2: 1. Create a Google Sheet with customized drop-down options Text callout 3: 2. Configure editing permissions for real-time collaboration Visual effect: Device frame Screen recording of team working/collaborating together in device frame visual effect 	*Welcome! In this screencast tutorial video, you'll learn how to create a Google Sheet with drop-down options and make it editable for real-time collaboration with your team.*	Text callout 1: A green callout fades in at the entire bottom of the screen Text callout 2: A white text callout fades in at bottom left of the screen Text callout 3: A white callout fades in at bottom right of the screen Insert transition: Arrows solid	

5. [Creating a New Google Sheet]

Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
Reminder from global comments: Each scene will have a green callout across the entire top of the screen with the scene title in white, bold text Text callout title: **Creating a New Google Sheet** STEP 1 Screen Recording: Open Google Sheets and create a new sheet 	*Let's get started by opening Google Sheets and creating a new sheet.*	Insert transition: Smooth transition to screen recording **Reminder from global comments:** Zoom in on ALL steps as they are performed	
STEP 2 Screen Recording: Type the Title Text: Google Suite Expertise	*Be sure to add a title to the sheet.*		
STEP 3 Screen Recording: Type the cell labels Text Call Label A: First and Last Name Text Call Label B:	*Then add the cell labels. In this example, I will create a sheet for Team Members to claim their area of expertise in Google Suite.*		

Google Suite Expertise			

6. [Inserting Drop-Downs]

Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
Text callout title: **Inserting Drop-Downs** STEP 1 Screen Recording: Highlight the range of cells where drop-down options will be inserted	*To insert drop-down options, select the range of cells where you want to add drop-down options.*	Use a cursor effect or annotation sketch motion to highlight the selected range of cells.	
STEP 2 Screen Recording: Click Insert from the menu and then click Drop-down to insert the dropdown options in the cells	*Click Insert from the menu and then click Drop-down to insert the drop-down options in the cells.* *Adding drop-down options to a Google Sheet, allows your team to choose from predefined options easily as you can see here.*	Zoom in on (or add a call-out) steps as they are performed. Insert annotation spotlight when the VO says "click drop-down"	

7. [Customizing Drop-Downs]

Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
Text callout title: **Customizing Drop-Downs** STEP 1 Screen Recording: Go to Data > Data validation in the menu	*Now it's time to customize the drop-down options.* *To customize the drop-downs, go to the 'Data' menu and*	Highlight the menu navigation with an animated cursor	

	select 'Data validation'.	Insert annotation spotlight when the VO says "Data validation"	
STEP 2 Screen Recording: Click "+ Add rule" to add the customizations to the dropdown options	*In the Data Validation Rules window, Click "+ Add rule" to add the customizations to the dropdown options.* *Two Generic options will automatically populate. Here, you can type in the options you want your team to choose from. To add an additional option, click "add another item" and customize the label.* *You can leave the gray default color or customize the color. For this example, I will customize the color.*	Use a cursor effect or annotation sketch motion to highlight the data validation rules area Insert annotation spotlight after the VO says "Add rule" Use a cursor effect or annotation sketch motion to highlight the 2 generic options Insert transition: Smooth transition to show data being typed into the Data Validation window Zoom in on (or add a call-out) steps as they are performed Use a cursor effect or annotation sketch motion to highlight the gray default colors	
STEP 3 Screen Recording: Click 'Done' and show the drop-downs in the selected cells	*To save your customizations, click 'Done'. After you finish customizing your dropdown items, you'll see your drop-down options appear in*	Insert annotation spotlight after the VO says "click done"	

	the selected cells.	Display the drop-downs in action, selecting different options	

8. [Configuring Sharing and Editing Permissions]			
Visuals/Graphic	**Script/Audio**	**Programming/Animation Notes**	**Comments**
Text callout title: **Configuring Sharing and Editing Permissions** STEP 1 Screen Recording: Click on 'Share' button in the top-right corner of the Google Sheet.	*Now, to make this sheet editable by your team, click the 'Share' button in the top-right corner.*	Zoom in on the 'Share' button. Insert annotation spotlight after the VO says "editable by your team"	
STEP 2 Screen Recording: Share settings window with options for editing permissions.	*In the Share settings, enter the email addresses of your team members. Make sure to set their permissions to 'Editor' so they can edit the sheet.*	Show email addresses being typed.	
STEP 3 Screen Recording: Click 'Send' and show team members accessing the sheet.	*Click 'Send,' and your team members will receive an email invitation to access and edit the sheet in real time.*	Display the 'Send' button being clicked and the subsequent email notification. Insert transition: Cube rotate	

9. [Editing and Collaborating in Real Time]			
Visuals/Graphic	**Script/Audio**	**Programming/Animation Notes**	**Comments**
Text callout title: **Editing and Collaborating in Real Time** Text callout 1: Your team members will receive an email invitation to access and edit the sheet in real time. Text callout 2: Now your team can collaborate in real time, making updates with the drop-down options you've created.	*This allows your team to collaborate in real time, making updates with the drop-down options you've created* *Now your team can collaborate in real time, making updates with the drop-down options you've created.*	Show multiple cursors with different names editing the sheet simultaneously to demonstrate real-time collaboration. Zoom in on the real-time collaboration timed with the Text callout #2	

10. [Conclusion]			
Visuals/Graphic	**Script/Audio**	**Programming/Animation Notes**	**Comments**
	Well, that's it! Now you know how to:	Insert transition: Arrows solid	

Text: **That's it!** **Let's Review…** Visual: Markerboard on desk with text above on marker board			
Text callout title: **Quick Recap** Visual or screen recording: Google Suite photo/screenshot **Google Sheet screen recording of:** Text callout 1: 1. New Google Sheet with customized drop-down options And Text callout 2: 2. Configure sharing and editing permissions for real-time collaboration	1. *Create a new Google Sheet with customized drop-down options enabling team members to easily select predefined choices within shared cells.* *And* 2. *Configure sharing and editing permissions allowing all team members to contribute and collaborate in real time.*	Show customized drop-downs Show email addresses in Shared window, clicking editing permissions, then click send Use a cursor effect or annotation sketch motion to real-time collaboration	
BENEFITS:	*The benefits of creating opportunities for real-time collaboration is that it saves time and money, and streamlines collaboration efficiently.* *Stay tuned for next week's tutorial on adding comments*	Images fade in with VO reference Display animated outro info and music. Fade out music as narration ends.	

Text: Benefits Visual: Person holding sign Visual: Time (Clock) Visual: Money **Benefits** (happy employees and happy supervisor collaborating) *Stay tuned for next week's tutorial on adding comments in Google Sheets for more real-time collaboration*! THANK YOU FOR WATCHING!	*in Google Sheets for more real-time collaboration*!		