eLearning Storyboard

chat

Module 1: CoreTemplate and Model Document Basics	
Slide	
Screen Title	**Intro Video**
Screen Text	
Narration	
Programming Note	
Reviewer Name	
Reviewer Note	

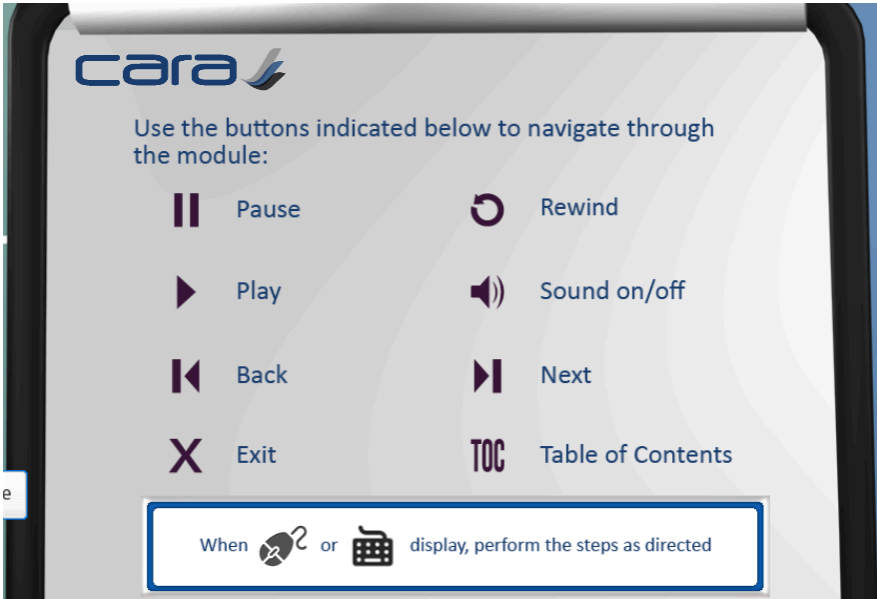# eLearning Storyboard

Module 1: CoreTemplate and Model Document Basics	
Slide	
Screen Title	**Welcome to CoreTemplate and Model Document Overview**
Screen Text	Welcome to CoreTemplate and Model Document Overview
Narration	**Welcome to CoreTemplate and Model Document Overview**
Programming Note	Automatically advance to next screen.
Reviewer Name	
Reviewer Note	

Module 1: CoreTemplate and Model Document Basics	
Slide	
Screen Title	**Course Navigation**
Screen Text	 Click Next to Continue
Narration	Please take a moment to review the course navigation information. These mouse and keyboard symbols will display throughout the module when they display simply perform the necessary steps as directed.
Programming Note	(will be shown in Dossier Logo template)
Reviewer Name	
Reviewer Note	

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Module 1: CoreTemplate and Model Document Basics	
Slide	
Screen Title	**Course Overview**
Screen Text	● What is the CoreTemplate? ● Why it is necessary and how does it relate to Model Documents? ● What options and features are available? ● How to Use the Authoring Toolkit and QA Tools? Click Next to Continue
Narration	This course will explain to users what the (1) CoreTemplate is, (2) why it is necessary and how it relates to Model Documents for the production of submission ready documents to health authorities. (3) The options and features available within the CoreTemplate toolbar will be demonstrated and explained. (4)The use of the Authoring Toolkit and QA Tools in the CoreTemplate toolbar will also be discussed as they relate to identifying and fixing problems within a document to ensure that it is submission ready.
Programming Note	Synch bullet appearance to audio.
Reviewer Name	
Reviewer Note	

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Module 1: CoreTemplate and Model Document Basics	
Slide	
Screen Title	**Course Objectives**
Screen Text	After completing this course users will be able to: ● Explain the relationship between the CoreTemplate and Model Documents ● Produce Submission Ready documents using the various Text, Table and Figure editing tools available in the CoreTemplate Toolbar ● Use the Authoring Toolkit and QA Tools to ensure authored documents are submission ready Click Next to Continue
Narration	Please take a moment to review the course objectives.
Programming Note	
Reviewer Name	
Reviewer Note	

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Module 1: CoreTemplate and Model Document Basics	
Slide	
Screen Title	**What is the CoreTemplate and why do we need it?**
Screen Text	The CoreTemplate is a Word template that contains: ● Standard PRISM document styles ● Margins ● Headers/footers ● Automated features **NOTE:** ONLY use the tools contained in the CoreTemplate Toolbar since these have been specifically formatted for use in Model Documents. Click Next to Continue.
Narration	The CoreTemplate is a Word template that contains (1) standard PRISM document styles,(2) margins, (3) headers, footers, and (4) automated features such as add or update tables, table of contents, list of tables, and the toolbars used to support these features. The CoreTemplate.DOT file is used as the "base" template to create a Model Document. (5) **NOTE:** ONLY use the tools contained in the CoreTemplate Toolbar since these have been specifically formatted for use in Model Documents.
Programming Note	Synch bullet appearance to audio.
Reviewer Name	
Reviewer Note	

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Module 1: CoreTemplate and Model Document Basics	
Slide	
Screen Title	**What are Model Documents?**
Screen Text	A Model Document is a Word document that contains CoreTemplate functionality with: ● Preformatted, discipline-specific information ● Standard or SOP text ● Tables ● Recommended phrasing ● Prompt for Fill-Ins choices ● Custom Properties The goal of Model Documents is to ease document preparation with: ● Standardization ● Easy to use ● Adherence Click Next to Continue
Narration	(1) A Model Document is a Word document that contains CoreTemplate functionality designed to make an authors life easier. This functionality includes (2) preformatted, discipline-specific information such as (3) standard or SOP text, (4) tables, (5) recommended phrasing, (6) Prompt for Fill-Ins choices, or (7) Custom Properties. (8) The goal of Model Documents is to ease document preparation with (9) Standard content, formatting, headings, and prompts. It is (10) easy to use with automated quality checks that help to create documents that (11) adhere with BMS SOPs, document standards and regulatory requirements.
Programming Note	Synch bullet appearance to audio At "The goal of Model Documents … clear the screen and continue showing bullets in synch with audio. Click Next to continue.
Reviewer Name	
Reviewer Note	

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Module 1: CoreTemplate and Model Document Basics	
Slide	
Screen Title	**Relationship between CoreTemplate and Model Documents**
Screen Text	The Relationship between the CoreTemplate and Model Documents ● Automatically embedded within Model Documents ● Are complimentary tools ● Use is mandatory The combination of these tools allows users to: ● Adhere to regulatory Health Authority standards ● Adhere to electronic submission requirements ● Provide a consistent look and feel to all submission documents ● Create navigable bookmarks required by Health Authority reviewers Documents without the CoreTemplate attached are NOT submission ready. Our Goal: To produce submission ready content on time, the first time. Click Next to Continue
Narration	(1) There is a relationship that exists between the CoreTemplate and Model Documents. To begin with the CoreTemplate is (2) automatically embedded within Model Documents and (3) as such they are complimentary tools and the use of both are (4) mandatory for all regulatory submission contributors. (5)The combination of these tools allows users to (6) adhere to regulatory Health Authority standards and to (7) adhere to electronic submission requirements. Use of these tools (8) provides a consistent look and feel to all submission documents and (9) creates navigable bookmarks that are required by Health Authority reviewers. Remember, (10) Documents without the CoreTemplate attached are NOT submission ready. (11) Our Goal is to produce submission ready content on time, the first time.
Programming Note	Synch bullet appearance to audio. At "The combination of these tools..." clear the screen and continue showing bullets in synch with audio. Click Next to Continue.
Reviewer Name	
Reviewer Note	

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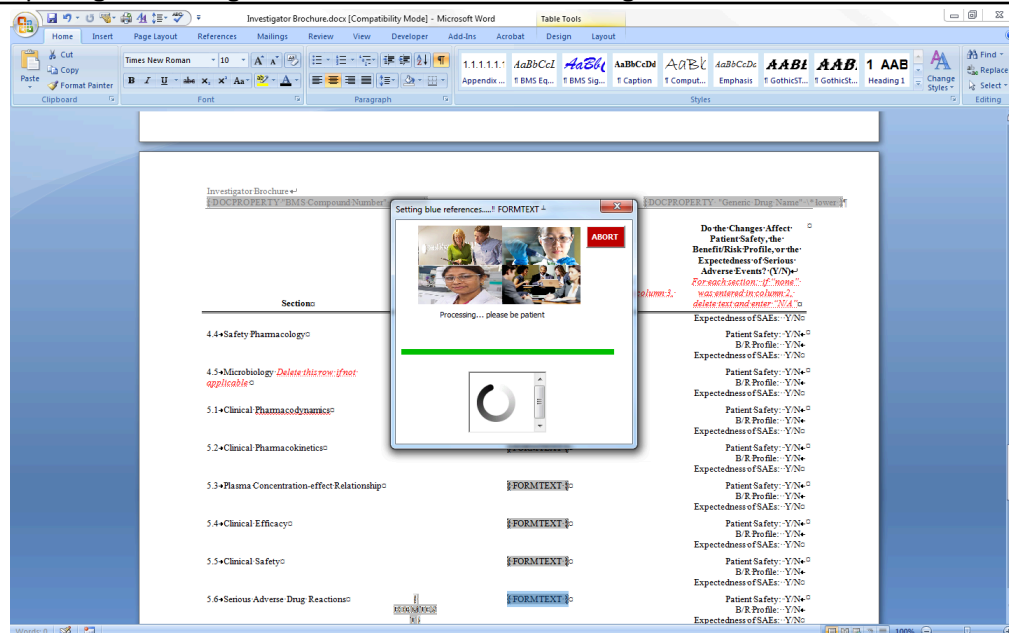| Module 1: CoreTemplate and Model Document Basics	
Slide	
Screen Title	Installing the CoreTemplate
Screen Text	To get the CoreTemplate installed: **Internal BMS Authors** • Submit an eSetup request • You will receive installation instructions **External Authors** • Follow separate set of instructions ***CoreTemplate installation location: C:\Program Files\Microsoft Office\Templates\BMS*** **NOTE:** The CoreTemplate is periodically updated with new standards, styles, and functionality. Click Next to learn how to begin working with Model Documents.
Narration	To get the CoreTemplate installed on your computer if you are an (1) internal BMS author you must (2) submit an eSetup request. After the request is approved you will (3) receive instructions on installing the CoreTemplate on your computer. (4) External authors will receive separate instructions for installation. (4) The CoreTemplate will be installed on your machine in the location show shown. (5) **Note:** The CoreTemplate is updated periodically with new standards, styles, and functionality. Most updates will be seamless to you. Now that we've covered what the CoreTemplate and Model Documents are and how they relate to each other let's take our first dive into using the CoreTemplate.
Programming Note	Synch audio to text.
Reviewer Name	
Reviewer Note	

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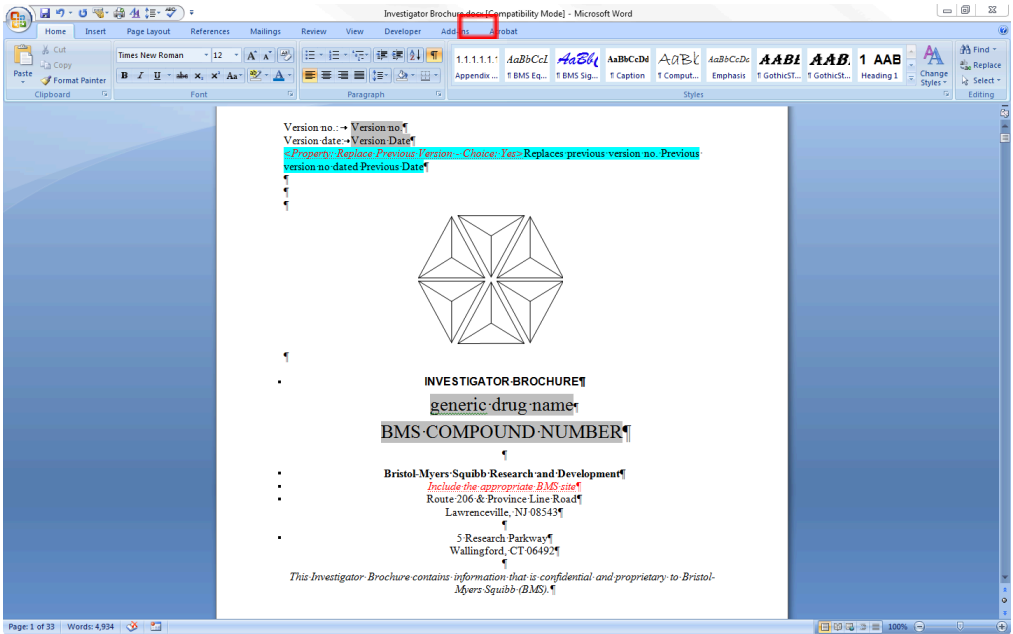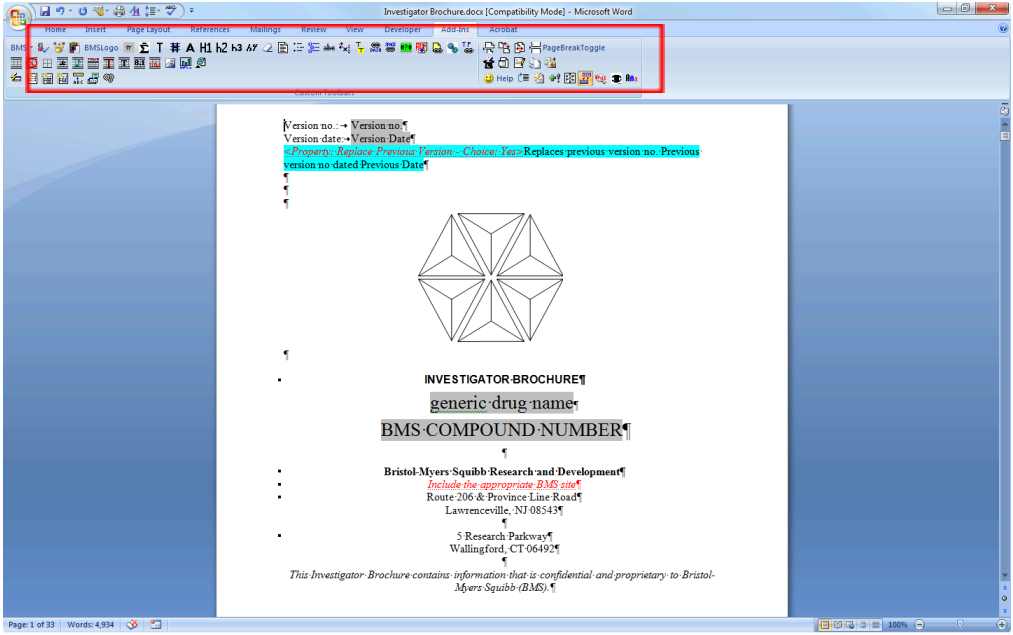| Module 1: CoreTemplate and Model Document Basics	
Slide	
Screen Title	Opening and Saving a Model Document as a Working Document
Screen Text	 After opening a document with the CoreTemplate attached the following pop-up will open. Documents should be opened from within CARA3 whenever possible. Click Next to Continue.
Narration	When opening a document with the CoreTemplate attached the following window will open. The pop-up window indicates the progress of preparing the document for editing. (1) Documents should be opened from within CARA3 whenever possible.
Programming Note	Click Next to Continue.
Reviewer Name	
Reviewer Note	

Module 1: CoreTemplate and Model Document Basics	
Slide	
Screen Title	Opening and Saving a Model Document as a Working Document
Screen Text	After the document opens the MS Word Ribbon defaults to the Home tab. Click the Add-Ins tab to open the CoreTemplate toolbar.
Narration	After the document opens the MS Word Ribbon defaults to the Home tab. Since we are working with the CoreTemplate we want to find the CoreTemplate Toolbar. (1) Click the Add-Ins tab to open the CoreTemplate Toolbar.
Programming Note	When user clicks the ad ins tab, jump to next slide.
Reviewer Name	
Reviewer Note	

Module 1: Authoring a Model Document	
Slide	
Screen Title	Opening and Saving a Model Document as a Working Document
Screen Text	 The CoreTemplate toolbar opens. If you do not see the toolbar it is either: ● Not installed or ● An error occurred during the installation. For more information please refer to the learning center for help. Click Next to Continue
Narration	The CoreTemplate toolbar opens. If you do not see the CoreTemplate toolbar it either is not installed or an error occurred during installation. In either case re-run the installation and if you are still having trouble, refer to the learning center for help.
Programming Note	Synch text and images to audio.
Reviewer Name	
Reviewer Note	

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Module 1: CoreTemplate and Model Document Basics	
Slide	
Screen Title	**How CoreTemplate and Model Documents Should Be Used**

Screen Text	(Check this)
	
	Occasionally an author might find themselves working on a document without the CoreTemplate attached.
	
	Under these circumstances there are two options:
	● Attach the CoreTemplate to the existing document
	● Copy the existing document into a Model Document
	    o Discipline specific
	    o Blank
	
	NOTE: Careful consideration should be made when deciding what course of action to take. For more information please refer to job aid xxx on the learning center.
	
	Click Next to Continue.

Narration	(1) Occasionally an author might find themselves working on a document without the CoreTemplate attached. For example you recieved an email from an outside vendor with a document attached. (2)Under these circumstances there are two options. (3)Attach the CoreTemplate to the existing document or (4) copy the existing document into a Model Document. That Model Document can either be (5) discipline specific or a (6) blank Model Document. **NOTE:** Careful consideration should be made when deciding what course of action to take. For more information please refer to job aid xxx on the learning center. Now that we've installed and opened the CoreTemplate the rest of this course will cover key functions.
Programming Note	Synch audio to text
Reviewer Name	
Reviewer Note	