

4 Things to Know for your First Day at B-Side Footwear - Vyond Storyboard

Target Audience

New Hires of B-Side Footwear (a made up company sort of based on Keen Footwear and located in Portland, OR) on the day before they start work.

Business Purpose

The Learning and Development Dept. (L&D) of B-Side has found that new hires are unprepared and uninformed about what they should expect and bring on their first day of work. This leads to delays in onboarding, and can lead to stress for the newly hired staff. This training video

Objectives

- New hires:
 - Start their first day with aware of what to expect and what is expected of them
 - Demonstrate decreased stress and increased knowledge retention on their first day
 - Feel comfortable quickly in their new workplace and work teams

Notes for Developer

Text in **blue** is the text meant for on screen. All text in black are notes for developer.

Working space refers to the space that will be visible on the video.

Unless otherwise noted in the Description of elements/Interactions section, all images and objects will fade in and out based on triggers indicated in the audio section.

Unless otherwise noted the audio begins when the timeline begins.

The video will be designed in Vyond and then imported into Storyline to add interactivity.

Each table is a scene in Vyond. Storyline slide numbers noted in **Green**.

Design Elements

Logos and Color Palette



Music

There will be a soundtrack playing throughout the video/storyline of upbeat and happy music. It will play on a loop and independently of the slides. It will be uploaded in Storyline so that the music does not stop when the video stops playing for interactivity.

Vyond Storyboard

Scene	Description of Scene and interactions	Onscreen Text, Graphics	Audio/Voiceover/Music
1 Slide 1	Intro Slide	<i>Text:</i> 4 Things to Know for Your First Day <i>Graphics:</i> Fun background in one of B-Side's color palette B-Side logo centered	Upbeat music begins playing
2 Slide 2	The scene opens with a woman in the center of the working screen. [1] She waves as she starts talking. [2] Sarah then is excited as she keeps talking. The speech bubble disappears and is replaced by the B-Side Logo.	<i>Text:</i> <i>Graphics:</i> Office Scene as background Character- Sarah who is waving Character- Sarah who is being excited B-side logo	[1] Hello and welcome to B-Side Footwear! I'm Sarah and I'm the talent and development manager here. I'll be working with you over the next few weeks as you get settled in your new position. [2] We're so excited that you're going to be joining our amazing team!
3 Slide 2	Cuts to a globe turning with 5 employees standing all over the globe. The B-Side logo is behind the globe. Sarah is in the center and is speaking.	<i>Text:</i> N/A <i>Graphics:</i> Solid or not distracting background in a light blue color B-side Logo Globe that turns 5 characters that are B-side employees, Sarah in the center.	As you know, we are a large company with thousands of employees spread all over the world [scene changes mid-sentence]
4 Slide 2	Cut to a beautiful natural scene. The camera is zoomed in on Sarah's feet as she walks into the shot. The camera then pans out and we see a tree and a bird and the rest of the nature scene. After Sarah is done talking, she looks through some binoculars at the bird.	<i>Text:</i> N/A <i>Graphics:</i> Beautiful natural setting for background Tree Bird that is singing in the tree Character- Sarah wearing hiking shoes and outdoor clothes	[scene changes mid sentence] all with the mission of helping people get outside and enjoy their lives through our line of comfortable and stylish outdoor footwear.

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		Character- Sarah dressed the same as above, but holding binoculars.	Background noise: birds or forest noises.
5 Slide 2	Scene opens with Sarah in the office. [1] Sarah disappears and the title text enters as Sarah says the title.	<i>Text:</i> Title: 4 Things to Know for Your First Day at B-Side Footwear <i>Graphics:</i> Same office scene for background as Scene 1 Character- Sarah holding a pastry and a coffee	I'll be the one greeting you tomorrow with a cup of coffee and a pastry from our incredible B-side Bistro, but for now I wanted to give you a run down of what you can expect for your first day at B-side tomorrow. [1] So here are 4 things to know for your first day at B-Side Footwear.
6 Slide 2	Slide wipes in, and the text shows on the banner, then wipes out again.	<i>Text:</i> Number 1 Filling Out the Paperwork <i>Graphics:</i> Fun background in one of B-Side's color palette Banner that pops up with the text on it	[Sarah's voice] Number 1: Filling Out the Paperwork
7 Slide 2	Scene opens in an office space, maybe a conference room with Sarah. Mari walks in as Sarah is introducing her. Sarah talks directly to Mari and then Mari talks to the camera while the camera zooms in on her. A white rectangle wipes next to her with the words, "Please Bring" at the top. As she says each item, the graphic and text appear on the rectangle. Once she has said all the items to bring and Sarah's email address, the navigation instructions and Continue button will appear and the video and timeline will pause so that the learner can click on the links.	<i>Text:</i> Please Bring Social Security Card Government issued photo ID Documentation that proves eligibility to work Sarah's email address link: Sarahtd@bside.com (fake email) Nav instructions: When you are ready to move on, please click Continue. Continue (button) <i>Available Benefits:</i> Medical, Dental, and Vision Insurance Short term disability Long term disability Life Insurance Pet Insurance PTO and Sick Days	[Sarah] I'll meet you when you arrive at 8am and we'll sit down with Mari from HR to get all the paperwork out of the way. Mari, can you share what you need the New Hires to bring tomorrow? [Mari] Sure, Sarah. Please bring your social security card, government issued photo ID, and any additional approved identity documentation you need to prove your eligibility to work in the US. For more information about what you need to bring and why, please click on each of the items on the

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	<p>Once the learner clicks Continue, the timeline will resume and the rectangle will wipe clean. Mari will start talking about benefits. All [1] "Available Benefits" will appear one at a time on the white rectangle as she speaks.</p>	<p>Health Stipend Tuition Reimbursement</p> <p><i>Graphics:</i> Background is conference room of an office Character- Sarah Character- Mari White rectangle next to Mari for pictures and links Picture of a social security card Picture of an ID card Picture of the I-9 ID list Continue Button</p>	<p>screen. If you have any questions, click the email icon to reach out to Sarah and she can get you squared away.</p> <p>When you are ready to move on, Please click continue.</p>
<p>Separate video in Vyond Slide 2a</p>	<p>Social Security Card Layer</p>	<p><i>Text:</i> Verifies name and social security number.</p> <p>To find out more, you can visit the Social Security Administration's website at SSA.gov.</p> <p>Nav instructions: When you are ready, click the "X" to return to the main video page.</p> <p><i>Graphics:</i> Close up of social security card X Icon</p>	<p>[Mari] We use your social security card to verify your name and social security number for payroll and tax purposes.</p> <p>To find out more, you can visit the Social Security Administration's website at SSA.gov.</p> <p>If you do not have a social security card or have questions about how we use this information, please email Sarah or ask me tomorrow when we meet.</p>
<p>Separate video in Vyond Slide 2b</p>	<p>ID Card Layer</p>	<p><i>Text:</i> Verifies identity</p> <p>To find alternatives, please click the check mark to see a full list of approved documentation that proves eligibility to work in the US.</p> <p>Nav instructions: When you are ready, click the "X" to return to the main video page.</p>	<p>[Mari] Federal law requires that we verify your identity and your eligibility to work in the US.</p> <p>If you do not have a photo ID, please click the check mark to see a full list of approved documentation that proves eligibility to work in the US.</p>

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		<p><i>Graphics:</i> Close up of ID card</p>	
<p>Separate video in Vyond Slide 2c</p>	<p>Additional Documentation Layer</p>	<p><i>Text:</i> Nav instructions: When you are ready, click the "X" to return to the main video page.</p> <p><i>Graphics:</i> i-9 documentation list in a scroll panel</p>	<p>This is a list of all Federally approved documentation that we can use to verify your identity and eligibility to work in the US.</p> <p>Use the scroll bar on the right to view the full document.</p> <p>As you can see, list "A" requires only one type of document, or you can bring a document from both "B" and "C" lists.</p> <p>If you have any questions about approved documentation, please email Sarah or ask me tomorrow when we meet.</p>
<p>8</p>			<p>[Mari] We'll also be giving you the paperwork to sign up for benefits tomorrow. You can fill them out then or turn them in later, but if you have any questions about benefits, this meeting will be a great time to ask them!</p>
<p>9 Slide 3</p>	<p>Number 2</p> <p>Slide wipes in, and the text shows on the banner, then wipes out again.</p>	<p><i>Text:</i> Number 2 Meeting Your Team</p> <p><i>Graphics:</i> Fun background in one of B-Side's color palette Banner that pops up with the text on it</p>	<p>[Sarah's Voice] Number 2: Meeting Your Team</p>
<p>10 Slide 3</p>	<p>Scene opens with the camera on Sarah. Sarah begins walking while talking, until she reaches a group of people in an office</p>	<p><i>Text:</i> N/A</p> <p><i>Graphics:</i></p>	<p>[Sarah] After we get the paperwork out of the way, we'll join your team's staff huddle at 9am. Each</p>

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	<p>setting. The camera pans out so we can see the whole space with a group of people.</p> <p>[1] Sarah turns to the group of people and makes an announcement.</p> <p>All the people cheer.</p>	<p>Office gathering with lots of people in an informal circle. Food and drinks on a table. Character-Sarah</p>	<p>team does this every week to keep the team connected and motivated and to share the goals and priorities for the coming week. Its also a great time for us to make announcements so I'll introduce you to the team during the huddle and we'll do a little welcome activity.</p> <p>[Sarah to group][1] "Hey Team, We've got a new team member joining today!"</p> <p>[everyone else cheers]</p>
<p>11 Slide 3</p>	<p>Number 3</p> <p>Slide wipes in, and the text shows on the banner, then wipes out again.</p>	<p><i>Text:</i> Number 3 Shadowing a Teammate</p> <p><i>Graphics:</i> Fun background in one of B-Side's color palette Banner that pops up with the text on it</p>	<p>[Sarah's Voice] Number 3: Shadowing a Teammate</p>
<p>12 Slide 3</p>	<p>Scene opens with Sarah walking into an office space with lots of desks while talking. She walks up to a smiling teammate who is waving at the learner.</p> <p>[1] The teammate changes to giving a thumbs up while continuing to smile.</p>	<p>Text: N/A</p> <p>Graphics: Background is Open office space with desks and people working Character-Sarah Character-Teammate</p>	<p>[Sarah] After the team meeting, your supervisor will show you to your work space and will assign you to shadow one of our experienced staff members.</p> <p>[1] You'll be shadowing them for the rest of the day, and possibly longer, depending on your position. They will show you the ropes of the job and can be a great resource for you going forward when you have any questions.</p>

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<p>13 Slide 3</p>	<p>Scene opens in the same office space as the last scene. Team mate hands toward the camera a piece of paper that says “Training Schedule” on it.</p> <p>On the side of the screen, a white rectangle wipes down with a picture of a training schedule on it. The learner can click on the training schedule picture and it will take them to a link of “their” training schedule.</p> <p>After Sarah finishes speaking, the timeline pauses as does the video. When the learner has read their training schedule, they can click the Continue Button to move on to the next scene.</p>	<p><i>Text:</i> Training Schedule Nav instructions: When you are ready to move on, please click Continue. Continue (button)</p> <p><i>Graphics:</i> Background is the same office scene as the last scene Character- Team mate, sitting at a desk Piece of paper with the training schedule Continue button</p>	<p>[Sarah’s Voice] You will go over your training schedule and learn all about the onboarding process you’ll be going through over the next several weeks.</p> <p>Here is a sample training schedule for you to checkout.</p> <p>Use the scroll bar on the right hand side to move down the page.</p> <p>When you are ready to continue, please click the continue button.</p>
<p>14 Slide 4</p>	<p>Scene opens with the teammate sitting down at a computer that will be large enough to show pictures of email, slack, and folders on a server.</p> <p>Teammate shows off the different things coming up on the computer screen as Sarah says them.</p>	<p><i>Text:</i> N/A</p> <p><i>Graphics:</i> Background is office with desk Computer on the desk, with a screen large enough to see what appears on it Email symbol Slack logo Picture of folders in finder window</p>	<p>[Sarah’s Voice] You will also learn how to sign on to our servers and virtual workspace, and get you connected to email, and slack so you can communicate with your coworkers.</p>
<p>15 Slide 4</p>	<p>Scene cuts to the teammate walking through the building and toward the café.</p>	<p><i>Text:</i> N/A</p> <p><i>Graphics:</i> Background is the inside of an office building with a café space inside Several other background characters doing things, talking, or eating at the cafe Character- Teammate, showing off the space B-side logo</p>	<p>[Sarah’s Voice] Your teammate may take a walk with you to help you familiarize yourself to our office building! Be sure to check out the Bistro which serves coffee, pastries, snacks, and deli lunches throughout the day,</p>

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16 Slide 4	<p>Scene cuts to the teammate showing off a balcony on top of the building.</p> <p>The camera pans around the space, if possible.</p>	<p><i>Text:</i> N/A</p> <p><i>Graphics:</i> Background is a rooftop with a track on it, a few people are walking around the track Character- Teammate</p>	our rooftop walking track,
17 Slide 4	Scene cuts to the camera zooming in and panning on a view of a river and downtown area.	<p><i>Text:</i> N/A</p> <p><i>Graphics:</i> Background is a view of a river and downtown city area.</p>	and our amazing view of the river and downtown Portland.
18 Slide 4	<p>Number 4</p> <p>Slide wipes in, and the text shows on the banner, then wipes out again.</p>	<p><i>Text:</i> Number 4 We're Here for You!</p> <p><i>Graphics:</i> Fun background in one of B-Side's color palette Banner that pops up with the text on it</p>	[Sarah's Voice] Number 4: We're Here for You!
19 Slide 4	<p>Scene opens with Sarah standing in the same office as the last scene, facing the camera.</p> <p>When she talks about contacting her, a button appears that the learner can click. And the Nav instructions and Continue button appear. The timeline and video stop.</p> <p>When the learner is ready, they will press the continue button to continue the timeline and move on to the next scene.</p>	<p><i>Text:</i> N/A</p> <p><i>Graphics:</i> Background is the same office scene as the last scene Character- Sarah, standing in the office White rectangle for contact me button Contact me button Continue button</p>	<p>Tomorrow will be a big day, but just remember: Both your supervisor and I are excited to have you join the team and are here to support you as you settle into your new role at B-Side Footwear. No question or concern is too small to share with us.</p> <p>To send me an email with any questions you have about the first day, the onboarding process, benefits, or anything else, please click the contact me button at the end of the video.</p>
20 Slide 4	Scene opens zoomed in on Sarah outside the B-side office building. As he speaks, the camera pans out so the learner can	<p><i>Text:</i> N/A</p> <p><i>Graphics:</i></p>	You're about to join an amazing company full of passionate and

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	<p>see lots of people outside the building, standing behind Sarah, excited for the learner to start work.</p> <p>[1] Everyone raises their hands and cheers.</p>	<p>Background is the outside of an office building with the B-Side logo on it.</p> <p>Character- Sarah</p> <p>Lots of other workers all facing the camera and smiling.</p> <p>Everyone raises their hands in celebration.</p>	<p>motivated people. Our employees love working with us!</p> <p>[1] We're so happy you're joining us! See you tomorrow!</p>