

Module Title: Studio Procedures

Target Audience: This training is for both new and existing ClayWorks Collective members. They are primarily middle-aged pottery enthusiasts with basic pottery skills. All were informed of the studio procedures at the start of their membership but may have forgotten or need additional reinforcement.

Learning Objectives:

Terminal LOs:

1. Demonstrate mastery of clean up procedures.
2. Adhere to health and safety standards.
3. Communicate expectations and consequences to other studio members.

Enabling LOs:

1. Identify potential hazards and how to remediate them.
2. Identify the consequences of noncompliance.

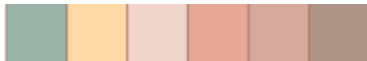
Seat Time: 15-minute e-learning

Font:

Open Sans (body; minimum 16pt)

Open Sans (bold; headings 26pt)

Color Palette:



(#99B3A7, #FED8A6, #F0D3C9, #E8A895, #D6AA9A, #B19488)

Top Border/Title Bar:



Avatars:

“Valeria” avatar to represent **Maya** (established studio member)

“Carlos” avatar to represent **Alex** (new studio member)

Outline:

- Welcome
- Navigation
- Studio Scenario
- Learning Objectives
- Why keep a clean studio?
 - Cleaning Up - 3 basin system
 - Cleaning Equipment
 - Cleaning Tools
 - Waste Disposal
 - Knowledge Check
- Health and Safety
 - Safety Protocols
 - Knowledge Check
- Accountability
 - Expectations
 - Consequences
 - Communication
 - Studio Scenario
 - Communication Steps
 - Knowledge Check
- Summary
- Assessment
- Conclusion

Module Resources/References: Job aid

Directions:

Please review all fields. To leave feedback, please add a comment or track suggestions within the document text. Please ensure that your comments provide actionable feedback that can be implemented, aiming to ensure that the module is comprehensive and accurate.

Ex. Instead of writing, “This is confusing,” please write, “This would be clearer if it said: _____,” (and suggest language that works better).

Global Comments:

- All slides and layers will show a custom top border using a custom color palette. Slide titles will be displayed on the left side of this border unless otherwise noted. Applicable directions will be displayed on the right side of this border unless otherwise noted.
- Use Modern Player set to “Light”
- Use custom color scheme for shapes throughout (see Color Palette on storyboard cover sheet); white font on dark colored background/ dark brown font on white or light colored background
- Use the same color for captions throughout the final assessment.
- Text in [brackets] should not appear on the slide [or be recorded in voiceover (VO)]
- If text in caption bubble is too long to display at once, fade-out/fade-in text in the caption (speech bubble) and arrange sequentially on timeline; do not use scrolling text in captions
- Letters in [brackets] correspond with the first letter of the associated avatar’s name.
- Numbers in [brackets] indicate changes in the avatar’s pose. (ex. [M2] indicates a change to the Maya avatar’s 2nd pose.)
- Images and videos can be found in the attached asset library and are labeled with the slide number.
- Seekbar visible and controllable for learner on all slides and layers; Menu is “free” in the Player properties; option to adjust playback speed is available on all slides
- Slide numbers with letters (ex. 1.8a) indicate layers for corresponding slide number

Slide: 1.1 / Menu Title: Welcome			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>No top border/title bar</p> <p>Background: Close up video of clay being shaped on a pottery wheel</p> <p>Round Same Side Corner shape pointing in from the left of the slide. Logo and all text appear on this shape.</p> <p>Custom Start and Navigation buttons appear in line with text.</p>	<p>[Slide Title] Studio Cleaning Procedures</p> <p>Click [Navigation button] to learn how to move through this course</p> <p>OR</p> <p>Click [Start button] to dive right in.</p> <p>[Buttons] NAVIGATION START</p>	<p>Welcome Clayworks Collective member! To ensure all members have the best studio experience, it's important to learn the proper procedures for cleaning and maintaining our pottery studio.</p> <p>Click the navigation button to learn how to move through this course, or click the start button to dive right in.</p>	<p>Slide opens on pottery video. Video slowly fades to white by the end of the slide.</p> <p>Rounded shape flies in from the left.</p> <p>ClayWorks logo fades in on top of the shape, then fades out and is replaced by the Slide Title.</p> <p>Slide text and custom buttons fade in with VO.</p> <p>Navigation button jumps to slide 1.2</p> <p>Start button jumps to slide 1.3</p> <p>Player Prev/Next buttons are hidden on this slide.</p>

Slide: 1.2 / Menu Title: Navigation			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Player shows Menu on the left</p> <p>Background image: Screenshot of Welcome slide paused to show the logo; white space around image</p>	<p>[Slide Title] Navigation</p> <p>[Captions] Play/Pause Volume</p>	<p>Let's take a moment to get familiar with the navigation of this course. The menu on the left can be used to keep track of your progress. The button in the lower left corner is the volume button</p>	<p>Slide opens on background image.</p> <p>Oval graphics and labels fade in and out in time with VO</p>

Oval graphics with labels circle player features	Seekbar Replay Playback speed Previous/Next	and can be used to adjust the volume of the slide. The seekbar can be used to move forward or backward in the timeline of the slide and this button can be used to replay the slide. This button can be used to adjust the playback speed. The two buttons in the lower right corner are the previous and next buttons. They can be used to go forward to the next slide or back to the previous one. If those buttons appear to be disabled, it means you are either unable to go back to the previous slide or you need to complete an activity prior to moving forward	
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Slide: 1.3 / Menu Title: Studio Scenario			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background image: messy pottery studio</p> <p>Maya avatar appears on the right side of the screen.</p> <p>Caption bubbles (speech bubbles) appear to the left of the avatar and track Maya's speech.</p> <p>Maya avatar has 4 poses:</p> <ul style="list-style-type: none"> M1. Distracted M2. Shocked M3. Upset M4. Thinking 	<p>[Slide Title] In the studio...</p> <p>[Maya caption] Wow! This place is a wreck! How am I supposed to get any work done in such a mess? Whoever left the studio like this clearly doesn't remember the cleanup procedures we follow at ClayWorks Collective! I bet they could use a reminder.</p>	<p>[Maya] [M1] Wow! [M2] This place is a wreck! [M3] How am I supposed to get any work done in such a mess? Whoever left the studio like this clearly doesn't remember the clean up procedures we follow at ClayWorks Collective! [M4] I bet they could use a reminder.</p>	<p>Maya avatar flies in from the right.</p> <p>Automatically jump to the next slide when the timeline ends.</p>

Slide: 1.4 / Menu Title: Learning Objectives	
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Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background image: Happy potters in their studio</p> <p>Semi-transparent shape covers the left half of the slide.</p> <p>The learning objectives appear within the shape using colored bullet points.</p>	<p>[Slide Title] Learning Objectives</p> <p>By the end of this training, members will be able to:</p> <p>[Learning Objectives]</p> <ul style="list-style-type: none"> • Demonstrate mastery of cleanup procedures • Adhere to health and safety standards • Communicate expectations and consequences to other studio members 	<p>By the end of this training, members will be able to demonstrate mastery of cleanup procedures, adhere to health and safety standards, and communicate expectations and consequences to other studio members.</p>	<p>Next button is disabled until audio completes.</p> <p>Slide opens on background image.</p> <p>Semi-transparent rectangle flies up from the bottom just before the learning objectives are introduced.</p> <p>Text fades on screen in time with VO.</p>

Slide: 2.1 / Menu Title: Why keep a clean studio?			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background image: Video of a pottery wheel being cleaned.</p> <p>Slide text appears centered within 3 semi-transparent rectangles, each its own color from the custom palette. The rectangles are stacked from top to bottom and fully cover the background image.</p>	<p>[Slide Title] Why keep a clean studio?</p> <p>[Rectangle text] Work efficiently Safe and healthy space Produce high quality work</p>	<p>Why is keeping a clean pottery studio important anyway?</p> <p>Maintaining a clean and organized studio space helps members work efficiently,</p> <p>keeps the space safe and healthy for those that use it,</p> <p>and allows members the ability to produce high quality work without unnecessary obstacles and distractions.</p>	<p>Next button is disabled until the timeline ends.</p> <p>Slide opens on background video. Video pauses just before rectangles and text appear.</p> <p>Semi-transparent rectangles enter by growing in time with VO.</p> <p>Automatically jump to the next slide when the timeline ends.</p>

Slide: 2.2 / Menu Title: Cleaning up - 3 basin system	LO: 1
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Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background image: 3 basin sink</p> <p>There is a custom colored rectangle button above each basin labeling which it is. These buttons form a bar that stretched across the width of the slide.</p> <p>Directions appear in a white tab below the top border/title bar.</p>	<p>[Slide Title] 3 Basin Cleaning System</p> <p>[Buttons (from left to right)] Basin 1 Basin 2 Basin 3</p>	<p>We use a three basin cleaning system at Clayworks Collective to keep clay from clogging the drain.</p> <p>Click on each button to learn more about how to use the basins.</p>	<p>Next button is disabled until all layers have been visited.</p> <p>Slide opens on the background image of sinks.</p> <p>The buttons labeling each basin fade in from left to right.</p> <p>White tab with directions appears to drop down from the top border/title bar in time with VO.</p> <p>When clicked: Basin 1 button shows layer 2.2a Basin 2 button shows layer 2.2b Basin 3 button shows layer 2.2c</p>

Slide: 2.2a			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>A white semi-transparent rectangle fills the space between the top border/title bar and the buttons on the base layer. All layer assets appear on this rectangle.</p> <p>Title and text appear to the left of the slide.</p> <p>An image of a bucket of scrap clay appears to the right.</p>	<p>[Slide Title] Screening clay</p> <ol style="list-style-type: none"> 1. Dump your clay bucket in Basin 1. 2. Use the screen to remove any solids. 3. Scrape solids into the slurry bin. 	<p>Nobody wants a clogged drain! Basin 1 is for screening clay. Dump your clay bucket in Basin 1. Use the screen to remove any solids. Scrape solids into the slurry bin.</p>	<p>Layer opens with white rectangle, title, and image visible.</p> <p>Remaining text fades on screen in time with VO.</p>

Slide: 2.2b			
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Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>A white rectangle fills the space between the top border/title bar and the buttons on the base layer. All layer assets appear on this rectangle.</p> <p>Title and text appear to the left of the slide.</p> <p>An image of dirty clay tools appears to the right.</p>	<p>[Text inside rectangular border] Screening clay</p> <p>Wash all clay from dirty tools and sponges in Basin 2.</p>	<p>Basin 2 is the dirty rinse. Wash all clay from dirty tools and sponges in Basin 2.</p>	<p>Layer opens with white rectangle, title, and image visible.</p> <p>Remaining text fades on screen in time with VO.</p>

Slide: 2.2c			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>A white rectangle fills the space between the top border/title bar and the buttons on the base layer. All layer assets appear on this rectangle.</p> <p>Title and text appear to the left of the slide.</p> <p>An image of clean clay tools appears to the right.</p>	<p>[Text inside rectangular border] Clean Rinse</p> <p>Rinse all clay residue off of tools that have already been cleaned in Basin 2.</p>	<p>Basin 3 is the clean rinse. Rinse all clay residue off of tools that have already been cleaned in Basin 2.</p>	<p>Layer opens with white rectangle, title, and image visible.</p> <p>Remaining text fades on screen in time with VO.</p>

Slide: 2.3 / Menu Title: Cleaning equipment			LO: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background: white</p> <p>The slide is divided in half with a picture of a wedding table in use on the left and a picture of a</p>	<p>[Slide Title] Cleaning Equipment</p> <p>[Buttons] Pottery Wheel</p>	<p>All members are responsible for cleaning equipment after use. This keeps the studio clean and ready for others to work.</p>	<p>Next button is disabled until both tabs have been visited.</p> <p>Slide opens on white background.</p>

<p>pottery wheel in use on the right.</p> <p>Each image has a rounded tab identifying what it is. These tabs are placed along the line in the center of the slide where the 2 pictures meet. Each tab is a custom button and faces the image it identifies.</p> <p>Directions appear in a white tab on the left of the slide.</p>	<p>Wedging Table</p> <p>[Directions] Click the tabs to learn more.</p>	<p>Click the tabs to learn how to properly clean the wedging table and pottery wheels after use.</p>	<p>Wedging table image and tab fly in together from the left.</p> <p>Pottery wheel image and tab fly in together from the right. The images meet in the center of the slide and tabs appear to overlap.</p> <p>Directions tab flies in from the left in time with VO.</p> <p>When clicked: Pottery Wheel button shows layer 2.3a Wedging Table button shows layer 2.3b</p>
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Slide: 2.3a			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>White rectangle covers the left half of the slide so only the top border/title bar, Wedging Table button, and Pottery Wheel image are visible on the base layer.</p> <p>Pottery Wheel button is copied onto this slide and overlaps the white rectangle.</p> <p>All layer assets appear within this rectangle.</p> <p>A picture of a pottery wheel being cleaned appears on the top of the rectangle.</p> <p>Text appears below the picture.</p>	<p>[Text inside rectangular border]</p> <p>Use a damp sponge to wipe all traces of clay from the wheel and surrounding areas.</p>	<p>Use a damp sponge to wipe all traces of clay from the wheel and surrounding areas.</p>	<p>Wedging Table button on the base layer is clickable from this layer.</p>

Slide: 2.3b			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>White rectangle covers the right half of the slide so only the top border/title bar, Pottery Wheel button, and Wedging Table image are visible on the base layer.</p> <p>Wedging Table button is copied onto this slide and overlaps the white rectangle.</p> <p>All layer assets appear within this rectangle.</p> <p>A picture of a wedging table being used appears on the bottom of the rectangle.</p> <p>Text appears above the picture.</p>	<p>[Text inside rectangular border]</p> <ol style="list-style-type: none"> 1. Use a damp sponge to remove all traces of clay from the plaster table. 2. Spray the table with disinfecting solution. 	<p>First use a damp sponge to remove all traces of clay from the plaster table. Then spray the table with disinfecting solution.</p>	<p>Pottery Wheel button on the base layer is clickable from this layer.</p>

Slide: 2.4 / Menu Title: Cleaning tools			LO: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background image: Dirty clay tools on a table</p> <p>Semi-transparent rectangle covers the left half of the slide.</p> <p>Slide text appears on this shape.</p>	<p>[Slide Title] Cleaning Tools</p> <ol style="list-style-type: none"> 1. Use a damp sponge to wipe all traces of clay from the tools. 2. Clean tools and sponge in the appropriate basins. 3. Spray wooden tools and sponge with disinfectant before returning them to 	<p>Whether you use the community tools or bring your own, you need to know how to clean them properly.</p> <p>First, you'll use a damp sponge to wipe all traces of clay from the tools.</p> <p>Then, you will use the basins to rinse tools free of all residue.</p>	<p>Next button is disabled until the timeline ends.</p> <p>Slide opens on the background image.</p> <p>Semi-transparent rectangle flies in from the bottom before the cleaning steps are introduced.</p> <p>Slide text fades on screen in time</p>

	the bins.	Finally, wooden tools must be sprayed with disinfectant before returning them to their bins.	with VO.
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Slide: 2.5 / Menu Title: Waste Disposal			LO: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background image: Close up image of a pottery wheel surrounded by 3 different kinds of clay waste. The picture fills the entire slide below the top border/title bar.</p> <p>There is a colored marker next to each type of clay that opens to a caption when clicked.</p>	<p>[Slide Title] Waste Disposal</p> <p>[Directions] Click the markers to learn more.</p> <p>[Marker captions] Unused Clay Wrap in plastic and return to the clay closet.</p> <p>Dry Clay</p> <ol style="list-style-type: none"> 1. Vacuum up dust and dried clay. 2. Empty the shop vac into the trash when done. <p>Wet Clay</p> <ol style="list-style-type: none"> 1. All clay scraps go in your water bucket as you are cleaning up. 2. Dump the bucket into basin 1. 3. Pull the screen up to remove the solids and scrape them into the slurry bin next to the sink. 	<p>Cleaning tools and equipment is great, but what do you do with your leftover clay?</p> <p>Click the markers to learn how to dispose of different kinds of clay waste.</p>	<p>Next button is disabled until all markers have been visited.</p> <p>Slide opens on background image.</p> <p>Markers fade on screen one at a time.</p> <p>Directions fade on screen in time with VO.</p>

Slide: 2.6 / Menu Title: Knowledge Check			LO: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

<p>[Same as slide 2.2]</p> <p>Background image: 3 basin sink</p> <p>There is a custom colored rectangle above each basin labeling which it is. These rectangles form a bar that stretches across the width of the slide.</p> <p>A white rectangle fills the space between the basin labels bar and the top border/title bar.</p> <p>A colored rounded rectangle frames the question and sits on the left third of the white box.</p> <p>Labeled images of clean tools, clay bucket, and dirty tools fill the rest of the white rectangle.</p>	<p>[Slide Title] Knowledge Check</p> <p>[Directions] Drag and drop the items to the correct cleaning basin.</p> <p>[Question] Using our 3 Basin Cleaning System is important to keep the sink drains clear and operational. What are the 3 sink basins used for?</p> <p>[Correct answers] Clay bucket - basin 1 Dirty tools - basin 2 Clean tools - basin 3</p>	<p>Let's check your knowledge!</p> <p>Using our 3 basin cleaning system is important to keep the sink drains clear and operational. What are the 3 sink basins for?</p> <p>Drag and drop each item in the correct cleaning basin.</p>	<p>Freeform Drag and Drop Question</p> <p>Targets are the 3 basins.</p> <p>Objects to be dragged are the labeled images of a clay bucket, dirty tools, and clean tools</p> <p>Slide opens with background image, basin labels, and white rectangle visible.</p> <p>Question box fades on screen in time with VO.</p> <p>Remaining assets (images and directions) fade on screen together in time with VO.</p>
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Slide: 2.6a			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>A larger version of the same colored rounded rectangle shape is centered on the slide below the top border/title bar. All assets for this layer are framed within and centered.</p> <p>Green checkmark icon.</p>	<p>[Slide Title] Correct</p> <p>[Feedback] You understand how to use the basins!</p> <p>Basin 1 is for screening clay. Basin 2 is for cleaning dirty tools. Basin 3 is for rinsing tools clean.</p> <p>[Button] Continue</p>	<p>That's correct! You understand how to use the basins!</p>	

Slide: 2.6b			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>A larger version of the same colored rounded rectangle shape is centered on the slide below the top border/title bar. All assets for this layer are framed within and centered.</p> <p>Red X icon</p>	<p>[Slide Title] Incorrect</p> <p>[Feedback] Basin 1 is for screening clay. Basin 2 is for cleaning dirty tools. Basin 3 is for rinsing tools clean.</p> <p>[Button] Continue</p>	<p>Good try. Remember that Basin 1 is for screening clay, Basin 2 is for cleaning dirty tools, and Basin 3 is for rinsing tools clean.</p>	

Slide: 2.6c			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>A larger version of the same colored rounded rectangle shape is centered on the slide below the top border/title bar. All assets for this layer are framed within and centered.</p> <p>Red X icon</p>	<p>[Slide Title] Almost</p> <p>[Feedback] Not quite. Please try again.</p> <p>[Button] Try Again</p>	<p><i>Not quite. Please try again.</i></p>	

Slide: 3.1 / Menu Title: Health and Safety			LO: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background: white</p> <p>Maya avatar appears on the left side of the slide. She is pointing to the right of the slide.</p> <p>A colored caption appears to her</p>	<p>[Slide Title] Health and Safety - Hazards</p> <p>[Directions] Click on the hazards in this image.</p>	<p>You have already learned how to clean pottery tools and equipment, but to keep the studio safe and healthy, it is important to identify potential hazards and know how to address them.</p>	<p>Next button is disabled until all layers have been visited.</p> <p>Slide opens to white background.</p> <p>Avatar flies in from the bottom of</p>

<p>right. Directions appear within the caption.</p> <p>The remainder of the slide is taken up by a sequence of images:</p> <ul style="list-style-type: none"> • Potter cleaning • Hazard icon • Image of potters in the studio surrounded by a dust pile, moldy tools, and a clay bucket. <p>There are 3 hotspots placed on this image:</p> <ul style="list-style-type: none"> - Dust pile - Moldy tools - Clay bucket 		<p>Click on all the places in this image that you see a potential hazard. Hint: there are 3.</p>	<p>the slide.</p> <p>Images appear to replace each other in time with VO and using the following animations:</p> <p>The potter cleaning fades in and out.</p> <p>Hazard icon spins and grows in and spins and shrinks out. Studio image grows in and remains on screen until the timeline ends.</p> <p>Caption with directions fades on screen in time with VO.</p> <p>When clicked: Hotspot over clay bucket shows layer 3.1a Hotspot over dust pile shows layer 3.1b Hotspot over moldy tools shows layer 3.1c</p>
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Slide: 3.1a			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>A large white rectangle with colored border is centered in the space between the top border/title bar and the bottom of the slide. All assets on this layer are framed within this rectangle.</p> <p>Text is on the left of the rectangle with the hazard icon underneath.</p> <p>Title is on the bottom right of the rectangle with a picture of the</p>	<p>[Slide Title] Slipping Hazard</p> <p>Water or wet clay on the floor can cause people to slip and fall.</p> <p>[Button] X (to hide layer)</p>	<p>Watch out for those slipping hazards. Water or wet clay on the floor can cause people to slip and fall.</p>	<p>X button hides layer.</p>

<p>spilled bucket above it.</p> <p>Custom X button in the top right corner of the rectangle.</p> <p>Base layer assets are hidden except for the top border/title bar.</p>			
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Slide: 3.1b			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>A large white rectangle with colored border is centered in the space between the top border/title bar and the bottom of the slide. All assets on this layer are framed within this rectangle.</p> <p>Text is on the right of the rectangle with the hazard icon underneath.</p> <p>Title is on the bottom left of the rectangle with a picture of clay dust above it.</p> <p>Custom X button in the top right corner of the rectangle.</p> <p>Base layer assets are hidden except for the top border/title bar.</p>	<p>[Slide Title] Dust Hazard</p> <p>An excess of dried clay and dust causes poor air quality in the studio and can irritate lungs.</p> <p>[Button] X (to hide layer)</p>	<p>Achoo! Dust hazards are dangerous. An excess of dried clay and dust causes poor air quality in the studio and can irritate lungs, especially in people with asthma or allergies.</p>	<p>X button hides layer</p>

Slide: 3.1c			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>A large white rectangle with colored border is centered in the space between the top</p>	<p>[Slide Title] Mold Hazard</p>	<p>Mold isn't just gross, but dangerous to breathe in. Tools made from wood and other</p>	<p>X button hides layer</p>

<p>border/title bar and the bottom of the slide. All assets on this layer are framed within this rectangle.</p> <p>Text is on the right of the rectangle with the hazard icon underneath.</p> <p>Title is on the bottom left of the rectangle with a picture of moldy sponges above it.</p> <p>Custom X button in the top right corner of the rectangle.</p> <p>Base layer assets are hidden except for the top border/title bar.</p>	<p>Tools made from wood and other porous materials can grow mold if not cleaned correctly.</p> <p>[Button] X (to hide layer)</p>	<p>porous materials can grow mold if not cleaned correctly.</p>	
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Slide: 3.2 / Menu Title: Safety Protocols			LO: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background: light color from palette</p> <p>Close up of Maya avatar fills the right side of the slide. She is thinking.</p> <p>A thought bubble fills the remainder of the slide.</p> <p>Inside the bubble are 3 labeled images:</p> <ul style="list-style-type: none"> • Mold • Spills • Dust <p>Each image acts as a custom button.</p>	<p>[Slide Title] Safety Protocols</p> <p>[Directions] Click the hazard to find out what to do.</p>	<p>How do you address these hazards? That is easy when you follow basic safety protocols.</p> <p>Click the hazard to find out what to do.</p>	<p>Next button is disabled until all layers are visited.</p> <p>Slide opens with Maya avatar.</p> <p>Thought bubble and labeled image buttons fade on screen at the beginning of the timeline.</p> <p>Directions fade on screen in time with VO.</p> <p>When clicked: Mold button shows layer 3.2a Dust button shows layer 3.2b Spills button shows layer 3.2c</p>

Slide: 3.2a			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background and avatar are visible on base layer.</p> <p>The base layer thought bubble is copied onto this layer. All layer assets appear within this bubble.</p> <p>Title and text appear on the right.</p> <p>Pictures of a spray bottle and wooden clay tools fill the remaining space.</p> <p>There is an X button on the top right corner of the bubble to hide the layer.</p>	<p>[Slide Title] Mold</p> <p>Spray disinfectant on porous surfaces.</p>	<p>An easy way to prevent mold is to Spray disinfectant on porous surfaces like the plaster wedging table and wooden tools.</p>	<p>X button hides this layer.</p>

Slide: 3.2b			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background and avatar are visible on base layer.</p> <p>The base layer thought bubble is copied onto this layer. All layer assets appear within this bubble.</p> <p>Title and text appear on the right.</p> <p>Picture of a shop vac fills the remaining space on the left.</p> <p>There is an X button on the top right corner of the bubble to hide the layer.</p>	<p>[Slide Title] Dust</p> <p>Sweeping clay dust will make it airborne and can irritate your lungs. Use a dust mask and shop vac instead.</p>	<p>Sweeping clay dust will make it airborne and can irritate your lungs. Use a dust mask and shop vac instead.</p>	<p>X button hides this layer.</p>

Slide: 3.2c			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background and avatar are visible on base layer.</p> <p>The base layer thought bubble is copied onto this layer. All layer assets appear within this bubble.</p> <p>Title and text appear on the right.</p> <p>Picture of a wet floor sign fills the remaining space on the left.</p> <p>There is an X button on the top right corner of the bubble to hide the layer.</p>	<p>[Slide Title] Spills</p> <p>Mop up any spills and display a caution sign when the floor is wet.</p>	<p>Mop up any spills and display a caution sign when the floor is wet.</p>	<p>X button hides this layer.</p>

Slide: 3.3 / Menu Title: Knowledge Check			LO: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background: white</p> <p>A light colored irregular shape is centered below the top border/title bar.</p> <p>Maya avatar is centered on the bottom of the slide. Only the top half of her body is visible.</p> <p>Directions are centered above the avatar.</p> <p>6 images fill the space surrounding the avatar and directions:</p> <ul style="list-style-type: none"> Caution sign 	<p>[Slide Title] Knowledge Check</p> <p>[Directions] Click to select the items you need to follow studio safety protocols.</p> <p>Click submit when done.</p>	<p>Let's check your knowledge!</p> <p>What items do you need to keep the studio safe and healthy when addressing hazards like dust, spills, and mold?</p> <p>Select all that apply and click submit when done.</p>	<p>[Freeform pick many interaction]</p> <p>Slide opens on the irregular shape over white background.</p> <p>Maya avatar flies in from the bottom</p> <p>Object images fade on screen one at a time.</p> <p>Question and directions fade on screen in time with VO.</p>

<ul style="list-style-type: none"> • Paper towels • Dustpan • Dust mask • Spray bottle • Shop vac 			
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Slide: 3.3a			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Base layer is hidden.</p> <p>Background: white</p> <p>Happy Maya avatar stands to the left of the slide.</p> <p>A large rounded colored rectangle takes up the remaining space on the layer.</p> <p>All text, icons, and buttons are centered within the rectangle.</p> <p>Green checkmark icon</p>	<p>[Slide Title] That's right!</p> <p>You need the mask and vacuum to address dust, the disinfecting spray to prevent mold, and the caution sign to let everyone know that the floor is slippery.</p> <p>[Button] Continue</p>	<p>That's right! You need the mask and vacuum to address dust, the disinfecting spray to prevent mold, and the caution sign to let everyone know that the floor is slippery.</p>	<p>When clicked: Continue button jumps to slide 4.1</p>

Slide: 3.3b			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Base layer is hidden.</p> <p>Background: white</p> <p>Sad Maya avatar stands to the left of the slide.</p> <p>A large rounded colored rectangle takes up the remaining space on the layer.</p>	<p>[Slide Title] Sorry!</p> <p>You need the mask and vacuum to address dust, the disinfecting spray to prevent mold, and the caution sign to let everyone know that the floor is slippery.</p> <p>[Button]</p>	<p>Sorry. That's incorrect. You need the mask and vacuum to address dust, the disinfecting spray to prevent mold, and the caution sign to let everyone know that the floor is slippery.</p>	<p>When clicked: Continue button jumps to slide 4.1</p>

All text, icons, and buttons are centered within the rectangle. Red X icon	Continue		
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Slide: 3.3c			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Base layer is hidden.</p> <p>Background: white</p> <p>Thinking Maya avatar stands to the left of the slide.</p> <p>A large rounded colored rectangle takes up the remaining space on the layer.</p> <p>All text, icons, and buttons are centered within the rectangle.</p> <p>Red X icon</p>	<p>[Slide Title] Not quite!</p> <p>You almost had it. Try again.</p> <p>[Button] Try Again</p>	<p>Not quite right. You almost had it. Try again</p>	<p>When clicked: Try again button hides this layer.</p>

Slide: 4.1 / Menu Title: Accountability			LO: 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background image: Video of people working together in a pottery studio.</p> <p>The video fills the entire slide below the top border/title bar.</p>	<p>[Slide Title] Accountability</p>	<p>We believe that a responsible and supportive community is our studio's greatest asset. Members are expected to adhere to basic guidelines to ensure a positive and productive environment for everyone.</p>	<p>Jump to next slide when timeline ends.</p>

Slide: 4.2 / Menu Title: Expectations	LO: 3
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Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background image: Video of potters helping one another.</p> <p>The video takes up the right $\frac{3}{4}$ of the slide.</p> <p>Slide text appears centered within 3 rectangular tabs, each with its own color from the custom palette. The tabs sit next to each other and fill the remaining $\frac{1}{4}$ of the slide.</p> <p>Custom buttons(tabs): Take responsibility Maintain studio Assist others</p>	<p>[Slide Title] Expectations</p> <p>[Directions] Click the tabs for more details about each expectation.</p> <p>[Text on tabs (left to right)] Take responsibility Maintain studio Assist others</p>	<p>At ClayWorks Collective, members are expected to foster a culture of positivity and accountability by taking responsibility, maintaining the studio, and assisting others.</p> <p>Click the tabs for more details about each expectation.</p>	<p>[Accordion interaction]</p> <p>Next button is disabled until all layers are visited.</p> <p>Slide opens with all 3 tabs visible and video playing.</p> <p>Directions fade on screen in time with VO.</p> <p>When clicked: Take responsibility button shows layer 4.2a Maintain studio button shows layer 4.2b Assist others button shows layer 4.2c</p>

Slide: 4.2a			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Take responsibility tab and top border/title bar are visible on the base layer.</p> <p>Maintain studio and Assist others tabs are moved to the right of the slide.</p> <p>There is a rectangle filling the space between the tabs. The rectangle is similar in color to the Take responsibility tab.</p> <p>All layer text appears within the rectangle.</p>	<p>[Slide Title] Take responsibility for mistakes.</p> <ul style="list-style-type: none"> Work to correct the mistake. Ask for help if you need it. <p>[Buttons] Maintain studio Assist others</p>	<p>Mistakes happen to everyone. It's what you do with them that counts. Members are expected to take responsibility for their mistakes and work to correct them. It's okay to ask for help if you don't know the correct procedure or protocol.</p>	<p>[Accordion interaction]</p> <p>Text fades on screen in time with VO.</p>

<p>A picture of a surprised person appears on the left side of the rectangle.</p> <p>Slide text appears on the right side of the rectangle.</p> <p>Layer title is centered above the woman and text.</p>			
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Slide: 4.2b			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Take responsibility tab, Maintain studio tab, and top border/title bar are visible on the base layer.</p> <p>Assist others tab is moved to the right of the slide.</p> <p>There is a rectangle filling the space between the tabs. The rectangle is similar in color to the Maintain studio tab.</p> <p>All layer text appears within the rectangle.</p> <p>A picture of a hand and sponge appears in the bottom left corner of the rectangle.</p> <p>Layer title is centered in the top portion of the rectangle.</p> <p>Slide text fills the space between title and image..</p>	<p>[Slide Title] Support the studio community in maintaining a clean and organized workspace</p> <ul style="list-style-type: none"> Follow cleanup procedures Address issues/hazards <p>[Buttons] Take Responsibility Assist others</p>	<p>This is a cooperative space and always needs to be ready for those that use it. Members are expected to support the studio community in maintaining a clean and organized workspace by following clean up procedures and addressing issues as they arise.</p>	<p>[Accordion interaction]</p> <p>Text fades on screen in time with VO.</p>

Slide: 4.2c			
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Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>All 3 tabs and top border/title bar are visible on the base layer.</p> <p>There is a rectangle filling the space between the tabs. The rectangle is similar in color to the Assist others tab.</p> <p>Layer title is centered in the top portion of the rectangle.</p> <p>An image of a group of friends takes up the bottom of the rectangle.</p>	<p>[Slide Title] Assist others with following procedures as needed.</p> <p>[Buttons] Take responsibility Maintain studio</p>	<p>Members are expected to assist others with following procedures as needed. If you see someone struggling or forgetting the right way to do things, don't just point out their failure but offer to help so they can learn.</p>	<p>[Accordion interaction]</p> <p>Text fades on screen in time with VO.</p>

Slide: 4.3 / Menu Title: Consequences			LO: 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background color: white</p> <p>An irregular shape in a color from the palette is centered within the white space underneath the top border/title bar. Layer assets overlap this shape.</p> <p>A large sad Maya avatar sits on the right side of the slide.</p> <p>Slide text appears to the left of the avatar.</p>	<p>[Slide Title] Consequences</p> <ol style="list-style-type: none"> 1. Warning 2. Cleaning fee 3. Cleaning fee and membership suspension of up 1 month 4. Cleaning fee and membership cancellation 	<p>What happens when someone doesn't meet these expectations?</p> <p>First, a warning is issued to the member. Second, the member is charged a cleaning fee. Third, the member is charged a cleaning fee and may be suspended from using the studio up to 1 month. Finally, a cleaning fee is charged and membership is canceled.</p>	<p>Slide opens on avatar on lower right of the screen.</p> <p>Avatar moves slowly upward to final position before text appears.</p> <p>Text fades on screen in time with VO.</p>

Slide: 4.4 / Menu Title: Communication			LO: 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background image:</p>	<p>[Slide Title]</p>	<p>So, how do you address cleanup</p>	<p>Next button is disabled.</p>

<p>Video of people talking to each other in the studio</p> <p>White Round Same Side Corner shape stretches across the width of the slide and takes up the bottom $\frac{1}{3}$ of the space. Slide text and button appear centered within this shape.</p> <p>Custom button centered underneath text.</p>	<p>Communication</p> <p>How do you address cleanup concerns with another member?</p> <p>[Button] Click to start scenario</p>	<p>concerns with another member?</p> <p>Click to start the scenario.</p>	<p>Slide opens on background video.</p> <p>White tab with text flies in from bottom in time with VO.</p> <p>Custom button fades on screen in time with VO.</p> <p>When clicked: Button jumps to slide 4.5</p>
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Slide: 4.5 / Menu Title: Studio Scenario			LO: 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background image: Same messy studio as in slide 1.3</p> <p>2 avatars: Maya and Alex</p> <p>Maya avatar appears on the left side of the slide.</p> <p>Alex avatar appears on the right side of the slide. Caption(speech bubble) appears between them.</p> <p>Maya avatar has 5 poses:</p> <ul style="list-style-type: none"> M1. Happy M2. Shocked M3. Talking (positive) M4. Talking (neutral) M5. Thumbs up <p>Alex avatar has 5 poses:</p> <ul style="list-style-type: none"> A1. Checking time A2. Talking (positive) A3. Shocked A4. Talking (neutral) 	<p>[Slide Title] In the studio...</p> <p>[Directions] Click Next to review Maya's approach.</p> <p>[Captions]</p> <p>[Maya] Hey Alex, can I talk to you for a second?</p> <p>[Alex] Sure, Maya, what's up?</p> <p>[Maya] I noticed that the wheel and the area around it weren't fully cleaned up. I totally get that it's easy to forget, especially when you're focused on your work, but it's really important that we all follow the clean up procedures. It helps keep the space ready for everyone else and prevents any potential issues.</p>	<p>[M1] Maya is a dedicated member of ClayWorks Collective. She is finishing up her work in the studio and notices Alex [A1], another member, packing up to leave. [M2] She sees that he hasn't wiped down the wheel or cleaned his tools properly, leaving clay splatters on the floor and a clogged drain in the sink. Let's see what happens...</p> <p>[Maya] [M3] Hey Alex, can I talk to you for a second?</p> <p>[Alex] [A2] Sure, Maya, what's up?</p> <p>[Maya] [M4][A3] I noticed that the wheel and the area around it weren't fully cleaned up. I totally get that it's easy to forget, especially when you're focused on your work, but</p>	<p>Next button is disabled until timeline ends.</p> <p>Slide opens on background image.</p> <p>Maya avatar flies in from bottom at the beginning of the timeline.</p> <p>Alex avatar flies in from bottom in time with VO.</p> <p>Caption fades on screen in time with VO and follows their conversation.</p> <p>Directions fade on screen in time with VO.</p>

<p>A5. Thumbs up</p> <p>Maya avatar changes poses at these points:</p> <ul style="list-style-type: none"> • Pose 1 to 2 when she notices the mess • Pose 2 to 3 when saying Hi to Alex • Pose 3 to 4 when mentioning the mess • Pose 4 to 5 when Alex says Thank you <p>Alex avatar changes poses at these points:</p> <ul style="list-style-type: none"> • Pose 1 to 2 when Alex starts speaking • Pose 2 to 3 when Maya mentions the mess • Pose 3 to 4 when Alex responds to Maya's complaint • Pose 4 to 5 when accepting Maya's help 	<p>[Alex] Oh, I didn't realize I left it like that. Thanks for pointing it out, Maya.</p> <p>[Maya] Would you like some help cleaning it up? Together we can make sure the correct procedures are followed so you don't lose studio privileges or worse.</p> <p>[Alex] That would be great! Thank you, Maya.</p>	<p>it's really important that we all follow the clean up procedures. It helps keep the space ready for everyone else and prevents any potential issues.</p> <p>[Alex] [A4] Oh, I didn't realize I left it like that. Thanks for pointing it out, Maya.</p> <p>[Maya] Would you like some help cleaning it up? Together we can make sure the correct procedures are followed so you don't lose studio privileges or worse.</p> <p>[Alex] [M5] [A5] That would be great! Thank you, Maya.</p> <p>[Narrator] Click next to review Maya's approach.</p>	
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Slide: 4.6 / Menu Title: Communication Steps			LO: 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background: white</p> <p>A light colored irregular shape is centered below the top border/title bar.</p> <p>Maya and Alex avatars are in the same position and pose as at the end of slide 4.5.</p> <p>Slide text appears as a numbered list between them.</p>	<p>[Slide Title] Steps of effective communication</p> <ol style="list-style-type: none"> 1. Observe a problem. 2. Address the issue promptly and respectfully. 3. Reinforce expectations. 4. Remind about consequences. 5. Offer assistance with correcting the problem. 	<p>Great job Maya! Let's break down her approach to communicating in the studio:</p> <p>First, Maya OBSERVED a problem. She ADDRESSED the issue promptly and respectfully, focusing on collaboration rather than confrontation. Then, Maya reinforced what the expectations are and why they're important.</p>	<p>Next button is disabled until audio completes.</p> <p>Text fades on screen in time with VO.</p>

		<p>She also reminded Alex of potential consequences for noncompliance.</p> <p>Last, Maya offered to help Alex fix the problem. The more members are exposed to the correct procedures, the more likely they are to remember them.</p> <p>Remember: everyone's participation is essential in keeping the studio clean, functional, and welcoming for all members.</p>	
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Slide: 4.7 / Menu Title: Knowledge Check			LO: 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background: white</p> <p>A light colored irregular shape is centered below the top border/title bar. All slide assets overlap this shape.</p> <p>Question appears centered underneath the top border/title bar with directions below it.</p> <p>Maya avatar in a thinking pose appears on the left side of the slide.</p> <p>Slide text appears as a numbered list to the avatar's right.</p>	<p>[Slide Title] Knowledge Check</p> <p>[Question] How should you communicate an issue to another member?</p> <p>[Directions] Drag and drop the steps in the correct order.</p> <p>[Steps (in correct order)]</p> <ol style="list-style-type: none"> 1. Observe a problem. 2. Address the issue promptly and respectfully. 3. Reinforce expectations. 4. Remind about consequences. 5. Offer assistance to correct the problem. 	<p>Let's see if you can follow Maya's example.</p> <p>How should you communicate an issue to another member?</p> <p>Drag and drop the steps into the correct order.</p>	<p>Directions fade on screen in time with VO.</p>

Slide: 4.7a			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Base layer is hidden.</p> <p>Background: white</p> <p>Happy Maya avatar appears on the left side of the slide facing the viewer.</p> <p>A large light colored rounded rectangle fills the remaining space to the avatar's right. All text appears within this rectangle.</p> <p>A green checkmark icon is centered in the top of the rectangle.</p> <p>Title is centered below the icon.</p> <p>Text is below the title.</p> <p>Button is centered at the bottom of the rectangle.</p>	<p>[Slide Title] That's right!</p> <p>Addressing issues is easy when you use the following steps:</p> <ol style="list-style-type: none"> 1. Observe a problem. 2. Address the issue promptly and respectfully. 3. Reinforce expectations. 4. Remind about consequences. 5. Offer assistance to correct the problem. <p>[Button] Continue</p>	<p>That's right!</p> <p>Addressing issues is easy when you use the following steps:</p> <ol style="list-style-type: none"> 1. Observe a problem 2. Address the issue promptly and respectfully. 3. Reinforce expectations. 4. Remind about consequences. 5. Offer assistance with correcting the problem. 	<p>When clicked: Continue button jumps to slide 5.1</p>

Slide: 4.7b			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Base layer is hidden.</p> <p>Background: white</p> <p>Sad Maya avatar appears on the left side of the slide facing the viewer.</p> <p>A large light colored rounded</p>	<p>[Slide Title] Sorry!</p> <p>Addressing issues is easy when you use the following steps:</p> <ol style="list-style-type: none"> 1. Observe a problem. 2. Address the issue promptly and respectfully. 	<p>Sorry, but that's incorrect.</p> <p>Addressing issues is easy when you use the following steps:</p> <ol style="list-style-type: none"> 1. Observe a problem 2. Address the issue promptly and respectfully. 3. Reinforce expectations. 	<p>When clicked: Continue button jumps to slide 5.1</p>

<p>rectangle fills the remaining space to the avatar's right. All text appears within this rectangle.</p> <p>A red X icon is centered in the top of the rectangle.</p> <p>Title is centered below the icon.</p> <p>Text is below the title.</p> <p>Button is centered at the bottom of the rectangle.</p>	<ol style="list-style-type: none"> 3. Reinforce expectations. 4. Remind about consequences. 5. Offer assistance to correct the problem. <p>[Button] Continue</p>	<ol style="list-style-type: none"> 4. Remind about consequences. 5. Offer assistance with correcting the problem. 	
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Slide: 4.7c			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Base layer is hidden.</p> <p>Background: white</p> <p>Confused Maya avatar appears on the left side of the slide facing the viewer.</p> <p>A large light colored rounded rectangle fills the remaining space to the avatar's right. All text appears within this rectangle.</p> <p>A red X icon is centered in the top of the rectangle.</p> <p>Title is centered below the icon.</p> <p>Text is below the title.</p> <p>Button is centered at the bottom of the rectangle.</p>	<p>[Slide Title] Not quite!</p> <p>You almost had it. Try again.</p> <p>[Button] Try again</p>	<p>Not quite right. You almost had it. Try again.</p>	<p>When clicked: Try again button hides this layer</p>

Slide: 5.1 / Menu Title: Summary			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background: Custom color from the palette</p> <p>The slide appears divided from left to right by 3 equal rectangles, each using a custom color from the palette.</p> <p>The left rectangle is the same color as the background with text centered in the top of the rectangle with an image of clay tools underneath.</p> <p>The center rectangle is a second color and has text centered in the bottom of the rectangle with an image of a caution sign above.</p> <p>The right rectangle is a third color with text centered in the top of the rectangle and a speech bubble graphic underneath.</p>	<p>[Slide Title] Summary</p> <p>[Left rectangle] Cleanup Procedures</p> <p>[Center rectangle] Health and Safety Standards</p> <p>[Right rectangle] Expectations and Consequences</p>	<p>You now know the procedures for cleaning up the studio. You've learned how to identify and address health and safety issues and how to communicate maintenance expectations and consequences to other studio members. This knowledge is essential for a smooth and enjoyable experience at ClayWorks Collective.</p>	<p>Each rectangle containing appropriate text and image flies in from the right in time with VO.</p>

Slide: 5.2 / Menu Title: Quiz Introduction			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background: white</p> <p>Maya avatar appears on the left side of the slide. Her pose is as if she's talking to the learner.</p> <p>A light colored caption (speech bubble) appears to her right.</p>	<p>[Slide Title] Final Graded Quiz</p> <p>[Caption] Let's test your knowledge of ClayWorks Collective's procedures and protocols.</p> <p>To complete this course:</p>	<p>[Maya] Let's test your knowledge of ClayWorks Collective's procedures and protocols.</p> <p>[Narrator] To complete this course, you will need to answer 4 out of 5 questions correctly to earn a</p>	<p>Next button is hidden.</p> <p>Slide opens with avatar visible.</p> <p>Caption and text fade on screen in time with VO.</p> <p>Start button jumps to slide 5.3.</p>

Slide text appears below the caption. Custom Start button in line with text.	<ul style="list-style-type: none"> • Answer % questions correct to earn 80% • Use menu to review course • Click Start when you are ready to begin 	passing score of 80 percent. Feel free to use the menu to go back and review the course. Click start when you are ready to begin.	
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Slide: 5.3			LO: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background: white</p> <p>A light colored rounded rectangle contains the question and is centered below the top border/title bar.</p> <p>Maya avatar appears on the right side of the slide and is facing left while thinking.</p> <p>Question choices appear to the avatar's left.</p>	<p>[Slide Title]</p> <p>Question 1</p> <p>[Question]</p> <p>It's cleanup time. You have scraped up all clay and put the scraps in your water bucket. What should you do with the bucket full of clay water?</p> <p>[Answer choices]</p> <ul style="list-style-type: none"> • Dump the contents of the bucket into Basin 1, screen out the solids, and scrape them into the slurry bin. (Correct) • Dump the contents of the bucket into the sink and wash it down the drain. • Dump the contents of the bucket into Basin 1 and leave the wet clay to dry on the screen. • Dump the contents of the bucket on the grass outside. 	<p>It's clean up time. You have scraped up all clay and put the scraps in your water bucket. What should you do with the bucket full of clay water?</p>	

Slide: 5.4	LO: 1
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Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background: white</p> <p>Maya avatar appears on the right side of the slide facing left and looks nervous.</p> <p>A light colored rounded rectangle appears to her left and contains the question and directions.</p> <p>Drop down answer choices are below the question.</p>	<p>[Slide Title] Question 2</p> <p>[Question] You know that members are responsible for cleaning the studio before they leave. You have already cleaned the pottery wheel and wedging table. Now it's time to clean your tools.</p> <p>[Directions] Use the drop down menu to put the steps in the correct order.</p> <p>[Answer choices (in correct order)]</p> <ol style="list-style-type: none"> 1. Use a damp sponge to wipe down all traces of clay from tools. 2. Clean tools and sponge in Basin 2 (dirty rinse). 3. Rinse the dirty water off of tools in Basin 3 (clean rinse). 4. Spray wooden tools with disinfectant before putting all tools away. 	<p>You know that members are responsible for cleaning the studio before they leave. You have already cleaned the pottery wheel and wedging table. Now it's time to clean your tools. Use the drop down menu to put the steps in the correct order.</p>	

Slide: 5.5			LO: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background: white</p> <p>Custom Maya avatar holding a mop is on the left of the slide.</p> <p>A light colored rounded rectangle</p>	<p>[Slide Title] Question 3</p> <p>[Question] It's important for you to address any hazards you find in the studio</p>	<p>It's important for you to address any hazards you find in the studio before you leave. Match each hazard with its corresponding solution. Drag and drop to make matches.</p>	

<p>appears to her right and contains the question and directions.</p> <p>The matching answer choices are below the rectangle.</p>	<p>before you leave. Match each hazard with its corresponding solution.</p> <p>[Directions] Drag and drop to make matches.</p> <p>[Answer choices]</p> <ul style="list-style-type: none"> • Clay dust [match] Dust mask/ shop vac • Wet clay on the floor [match] Mop and caution sign • Moldy tools [match] Disinfecting spray 		
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Slide: 5.6			LO: 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background: white</p> <p>A light colored rounded rectangle is on the lower left of the slide. It contains the question.</p> <p>Maya avatar in a confused pose is on the top left of the slide. Only the top half of her body is visible above the question box.</p> <p>Answer choices appear on the right half of the slide.</p>	<p>[Slide Title] Question 4</p> <p>[Question] There is a new member in the studio with you. He is about to leave without cleaning up his mess. What should you do?</p> <p>[Answers]</p> <ul style="list-style-type: none"> • Remind the new member what cleaning tasks he is expected to complete, what will happen if he doesn't do them, and offer assistance if necessary. [correct] • Tell the new member that he left a mess and go back to what you were doing. • Let the new member 	<p>There is a new member in the studio with you. He is about to leave without cleaning up his mess. What should you do?</p>	

	leave without cleaning up. He will find out the consequences the hard way.		
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Slide: 5.7			LO: 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background: white</p> <p>A light colored rounded rectangle appears on the top left of the slide and contains the question and directions.</p> <p>A nervous Maya avatar faces right and overlaps the rectangle. Only her top half is visible.</p> <p>Answer choices appear on the right half of the slide.</p>	<p>[Slide Title] Question 5</p> <p>[Question] What are the consequences if a member fails to comply with cleanup procedures?</p> <p>[Directions] Select all that apply.</p> <p>[Answer choices]</p> <ul style="list-style-type: none"> • Warning [correct] • Cleaning fee [correct] • Membership suspension [correct] • Membership cancellation [correct] • Require supervision in the studio • Restricted use of community tools • Name listed in the newsletter as noncompliant 	<p>What are the consequences if a member fails to comply with clean up procedures? Select all that apply.</p>	

Slide: 5.8 / Menu Title: Results			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background: white	[Slide Title]	[Insert Script Text]	

<p>A light colored rounded rectangle is centered on the slide with extra white space on the bottom for buttons.</p> <p>Results rectangle is located on the bottom right side of the rectangle.</p>	Quiz results		
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Slide: 5.8a			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Base layer is visible.</p> <p>A large green checkmark icon is on the left side of the base layer rectangle.</p> <p>Slide title appears centered above the results rectangle on the base layer.</p> <p>Score is centered in the results rectangle.</p> <p>Buttons are evenly spaced and centered in the white space below the rectangle.</p>	<p>[Slide Title] Nice job, you passed!</p> <p>[Buttons] Review Quiz Continue</p>	<p><i>[Insert Script Text]</i></p>	

Slide: 5.8b			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Base layer is visible.</p> <p>A large red X icon is on the left side of the base layer rectangle.</p>	<p>[Slide Title] Sorry, you didn't pass.</p> <p>[Buttons] Review Quiz</p>	<p><i>[Insert Script Text]</i></p>	

<p>Slide title appears centered above the results rectangle on the base layer.</p> <p>Score is centered in the results rectangle.</p> <p>Buttons are evenly spaced and centered in the white space below the rectangle.</p>	Retry Quiz		
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Slide: 6 / Menu Title: Conclusion			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background: white</p> <p>There is a custom video of a confident woman smiling on the left half of the slide. The background of the video is white.</p> <p>A custom “ You Did It” graphic is on the right half of the screen.</p> <p>Button is centered below the graphic.</p>	<p>[Slide Title] Course Complete</p> <p>[Button] End Course</p>	<p>You did it! You have successfully completed this course on studio procedures and are ready to make the most out of your ClayWorks Collective membership. Congratulations!</p>	<p>Slide opens on video of smiling woman.</p> <p>Custom graphic grows on screen in time with VO.</p> <p>Button fades on screen in time with VO.</p>