

## Storyboard

### Module Title: Warehouse Safety Training

**Target Audience:** This training is for all new employees beginning at Ames Furniture Warehouse. Most employees have had prior manual labor experience at other jobs, and all have some prior warehouse experience in entry-level warehouse positions.

### Learning Objectives:

#### Terminal LOs:

1. Wear the correct Personal Protective Equipment (PPE) in the warehouse every day.
2. Consistently implement safe lifting procedures with your body.
3. Consistently implement safe lifting procedures with a pallet jack.

#### Enabling LOs:

For LO1:

- Identify the Personal Protective Equipment (PPE) needed for warehouse safety:
- List the mandatory PPE that is needed to be worn while working in the warehouse every day.
- List the task-specific PPE needed to be worn while only performing certain warehouse tasks.

For LO2:

- Recognize when to lift an object manually and when to use equipment for lifting.
- Explain the safe steps for manually lifting objects with your body.
- Use the correct body positioning when manually lifting objects.

For LO3:

- Recognize when to lift an object manually and when to use equipment for lifting.
- Explain what a pallet jack is.
- Explain the safe steps for using a pallet jack to lift large or multiple objects

**Seat Time:** 15 minutes

#### Outline:

- Welcome
- Navigation
- Scenario
- Learning Objectives
- What is PPE/Why is it important
- Mandatory PPE

#### Custom title and subtitle shapes & colors:

Safety Training Part 1: Personal Protective Equipment

Let's review PPE



- Knowledge check
- Task specific PPE
- PPE review
- Importance of safe lifting
- Steps to safe lifting using the body
- Knowledge check
- What is a pallet jack
- When to use a pallet jack
- Steps to safe lifting using a pallet jack
- Assessment
- Summary
- Congratulations

#### Font:







Montserrat: body & buttons (size 16)

Open Sans: titles/headings (size 28)

#### Provided Assets:

A folder titled “Warehouse Safety Training Media” houses the images, video, and music files for this course. Rights to media already acquired.

#### Color Palette:

					
#4BACC6	#F79646	#1F497D	#0DDEE	#FFC000	#0000FF

#### Global Comments:

- Slide dimensions are 16:9 ratio with slide size (1280 x 720)
- Use Modern Player in Storyline
- Most slides will display a custom title & subtitle bar/shape, (shown on cover page)
- Use the custom color scheme for shapes throughout, (see color palette above). Use white font on colored backgrounds & dark blue font on white backgrounds
- Use a white background on slides that don't have a background image
- Text in [brackets] should not appear on the slide [or be recorded in voiceover (VO)]
- Slide numbers with letters (ex. 1.8a) indicate layers for corresponding slide number
- Use “Tony” Avatar from the Storyline Library
- For the Narrator and for the Tony Avatar audio, use the “Matthew” voice from the Storyline Text-to-Speech

**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).

Slide: 1.1 / Menu Title: Intro Welcome			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>No custom title or subtitle.</p> <p>Background video: media file v-1.1</p> <p>A large box shape overlays the background video. Semitransparent. Aligned to the left border of the screen. Choose color from palette.</p> <p>The course title, buttons, and directions textbox are set in the triangle shape.</p> <p>Custom Navigation and Start buttons.</p>	<p>[Slide Title] <b>Warehouse Safety Training for New Hires</b></p> <p>[Directions] Select a button below:</p> <p>[Buttons] NAVIGATION START COURSE</p>	<p>[Music clip: (media file m-1.1) begins playing along with the background video when slide begins, and then fades out after 10 sec. After that, Narration VO begins:]</p> <p>Welcome to the Ames Furniture new employees safety training course.</p> <p>Before we begin, if you would like information on how to navigate the course, please select the navigation button.</p> <p>If you're ready to jump right in, select the start course button to begin.</p>	<p>Background video begins playing when the slide begins. Video stops at 10 sec and is then shown as a still frame/ paused image of the 2 men walking in the warehouse.</p> <p>When the video becomes still, the right triangle shape &amp; course title enter in reference to the VO “Welcome to the Ames Furniture.....”</p> <p>The Start Course and Navigation buttons will fade in time with the VO reference.</p> <p>The Start button will jump to slide 1.3.</p> <p>The Navigation button will jump to the next slide (slide 1.2).</p> <p>Next and Previous buttons are hidden.</p>

**Notes:****Slide: 1.2 / Menu Title: Navigation****LO:**

<b>Visual / Display:</b>	<b>Slide Text:</b>	<b>Narration / Voiceover:</b>	<b>Animation / Interaction:</b>
<p>Player shows the Menu on the left.</p> <p>Custom title at the top of the slide, (as shown on cover page), but extends the entire length of the slide.</p> <p>Custom subtitle bar, (as shown on cover page), but positioned to the right of the slide title instead of under it.</p> <p>Background image: file i-1.2; centered on slide; white space around image.</p> <p>Caption bubbles with labels point to player features.</p>	<p>[Slide Title] <b>Navigation</b></p> <p>[Directions] Please take a moment to familiarize yourself with how to navigate this course.</p> <p>[Captions] Next Previous Full Screen Volume Replay Seekbar Pause/Play Menu</p>	<p>Please take a moment to familiarize yourself with how to navigate the course.</p> <p>If you would like to move forward or backward, click the Previous or Next button. View the course in full screen mode by clicking here. Use the volume button to raise or lower the audio.</p> <p>Click the replay button to restart any slide from the beginning. Use the seek bar to move to any point on the current slide. You can also pause the player. Click the same button again to resume play.</p> <p>Finally, on the left is the menu button. This enables you to see your course progress. You can also use the menu to move freely through different slides in the course. Please click the next button when you are ready to begin.</p>	<p>Subtitle/pentagon shape containing the slide directions floats in at the top of the slide, in time with VO reference.</p> <p>Caption bubbles with text labels will fade in, timed with their reference in the audio.</p> <p>Next button takes learner to next slide (1.3)</p>

**Notes:**

**Slide: 1.3 / Menu Title: Warehouse Welcome**

**LO:**

Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>No custom title/subtitle.</p> <p>Background image: file i-1.3</p> <p>Rectangular shape with rounded corners placed in the upper left corner.</p> <p>The Tony avatar is positioned towards the middle of the slide, with a smiling expression.</p> <p>Caption bubble to the right of Tony.</p> <p>Rectangle containing slide directions also to the right of Tony.</p>	<p>[Slide Title] <b>Warehouse Introduction</b></p> <p>[Rounded rectangle text] Hello!</p> <p>[Caption text] My name is Paul. I'm one of the warehouse supervisors. What's your name?</p> <p>[Directions text] <b>Type your name here</b></p> <p>[Button] Submit</p>	<p>Hello and welcome to the Ames Furniture team! We're so excited you're here.</p> <p>Please enter your name in the box. Click submit when you are done.</p>	<p>Directions fade in with VO reference.</p> <p>Submit button fades in with VO reference.</p> <p>When the user types in a name and hits the submit button, they are taken to the next slide (1.4); use a variable reference for this.</p> <p>Next button is hidden on this slide.</p>

**Notes:**

Slide: 1.4 / Menu Title: Meet Supervisor Paul			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>No custom title/subtitle.</p> <p>Same background image as previous slide.</p> <p>Rectangular shape placed in upper left of slide.</p> <p>Tony Avatar is centered in the middle of the slide. His expression starts with excitement, then turns to concern, and ends pointing at the learner.</p> <p>Caption bubble to the right of Tony.</p>	<p>[Slide Title] <b>Meet Supervisor Paul</b></p> <p>[Rectangular shape text] [Welcome to this training, ____! [(learner name); variable reference; this will be filled in automatically from what learner typed in previous slide]</p> <p>[Caption text] It's great to meet you. As a warehouse employee, you are invaluable. We want to make sure ALL of our employees stay safe.</p> <p>Lately, we've had too many warehouse employees become injured on the job! We need your help to turn this around and ensure everyone on the Ames Furniture team stays safe and injury free!</p>	<p>It's great to meet you. As a warehouse employee, you are invaluable. We want to make sure all of our employees stay safe from the minute you enter the warehouse until the minute you leave.</p> <p>Lately, we've had too many new warehouse workers become injured on the job, especially while lifting heavy boxes and furniture.</p> <p>We need your help to turn this around and ensure everyone on the Ames Furniture team stays safe and injury free.</p>	<p>Caption text fades in with VO reference.</p> <p>Next button is hidden on this slide.</p> <p>When audio/VO ends, automatically advances to the next slide (1.5)</p>
Notes:			

Slide: 1.5 / Menu Title: Learning Objectives			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom title at the top of the slide, (as shown on cover page), but extends the entire length of the slide.</p> <p>Directly beneath title are two images: file i-1.5a &amp; i-1.5b</p> <p>Text/LOs will be displayed on the left side of the screen.</p> <p>Tony Avatar is to the right of the LOs, gesturing to them.</p>	<p>[Slide Title] <b>Learning Objectives</b></p> <p>[Learning Objectives] <b>By the end of this course, you will be able to...</b></p> <p>01- Wear the correct personal protective equipment (PPE) in the warehouse every day.</p> <p>02- Consistently implement safe lifting techniques with your body.</p> <p>03- Consistently implement safe lifting techniques with a pallet jack.</p>	<p>[Narrator VO] By the end of this e-Learning course, you will be able to:</p> <p>Wear the correct personal protective equipment in the warehouse every day.</p> <p>Consistently implement safe lifting techniques with your body.</p> <p>Consistently implement safe lifting techniques using a pallet jack.</p>	<p>The learning objectives text will fade in time with the VO.</p> <p>Next button is disabled until the VO audio is completed.</p>
Notes:			

Slide: 1.6 / Menu Title: What is PPE?			LO: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Standard title and subtitle, (shown on cover page).</p> <p>Background image: file i-1.6</p> <p>On the left are 2 icons: one of a safety vest: file i-1.6-1, and another of a safety helmet: file i-1.6-2</p> <p>Below each icon is a button. When the learner clicks on each button, a pop-up text box will appear and display information for that button.</p> <p>Direction text is at the bottom left of the screen below the icons and buttons.</p>	<p>[Slide Title] <b>Safety Training Part 1: Personal Protective Equipment</b></p> <p>[Subtitle] What is PPE and why is it important?</p> <p>[Buttons] What is PPE? Why is it important?</p> <p>[Directions] Click each button. Click next when you are finished.</p>	<p>[Narrator VO] Personal protective equipment is an essential part of warehouse safety.</p> <p>Click each button to learn more.</p>	<p>The directions text will fade in time with the VO.</p> <p>Each button will reveal a layer of pop-up text with further information.</p> <p>Next button is disabled until both buttons are visited.</p>
Notes:			

Slide: 1.6 a / Menu Title:			LO: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Slide title from base layer still visible at the top.</p> <p>Large pop-up box, in the shape of a rounded rectangle, should take up most of the slide, centered on the left.</p> <p>Pop-up box contains slide text, image file: i-1.6a, and a Go Back button.</p>	<p>[Slide Title] <b>Safety Training Part 1: Personal Protective Equipment</b></p> <p>[Pop-up box title] What is Personal Protective Equipment?</p> <p>[Pop-up box text] Personal Protective Equipment, or PPE, is safety apparel that is worn while you are working in the warehouse.</p> <p>[Button] Go Back</p>	<p>[Narrator VO] Personal protective equipment, or PPE for short, is important safety gear that is worn every day in our warehouse.</p>	<p>This layer corresponds with the “What is PPE?” button.</p> <p>The Go Back button appears in time with the end of VO.</p> <p>The Go Back button will take the learner back to slide 1.6.</p>
Notes:			

Slide: 1.6 b / Menu Title:			LO: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>This layer has the same layout as the previous layer, except the pop-up box contains image file i-1.6b.</p>	<p>[Slide Title]  <b>Safety Training Part 1: Personal Protective Equipment</b></p> <p>[Pop up box title]  Why is wearing PPE important?</p> <p>[Pop up box text]  PPE is your first line of defense and will help prevent workplace injuries.</p> <p>Wearing the correct PPE will enhance your safety and the safety of others.</p> <p>[Button]  Go Back</p>	<p>[Narrator VO]  Wearing PPE is very important.</p> <p>It's your first line of defense from workplace injuries.</p> <p>Wearing the correct PPE enhances everyone's safety in the warehouse.</p>	<p>This layer corresponds with the "Why is it important?" button.</p> <p>The Go Back button appears in time with the end of VO.</p> <p>The Go Back button will take the learner back to slide 1.6.</p>
Notes:			

Slide: 1.7 Menu Title: Mandatory PPE			LO: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom title &amp; subtitle (shown on cover page).</p> <p>Direction text appears in white space to the right of the subtitle.</p> <p>Most of the slide is taken up by an accordion interaction.</p> <p>Five tabs displaying the tab titles take up about 1/3-1/4 of the accordion area, and are shown vertically, leaving the remainder of space for content to show within the accordion frame.</p> <p>The closed accordion will show on the screen to start.</p> <p>When the learner clicks on each tab, it will pop to its open position and display the information for that tab.</p> <p>Each tab should be a different palette color. The layer associated with each tab, and</p>	<p>[Slide Title] <b>Safety Training Part 1: Personal Protective Equipment</b></p> <p>[Subtitle] What is mandatory PPE?</p> <p>[Rectangle text box] Discover the 5 types of PPE that are <i>mandatory</i> for you to wear while you are working in the warehouse every day.</p> <p>[Accordion tab titles] Hard hat Safety vest Long sleeved clothing Steel toe boots Nitrile gloves</p> <p>[Directions text] Select each tab to learn more. Click Next when finished.</p>	<p>[Narrator VO] It can be tempting to wear your most comfortable shoes and clothes to work. However, for your safety, and the safety of others, there is PPE that is mandatory for you to wear at all times while you are working in the warehouse.</p> <p>Take some time to learn about these required items of PPE put forth by Ames Furniture. If you follow these guidelines and wear the correct PPE every day, you can feel confident that your risk for workplace injury will be minimized.</p> <p>Click on each tab to learn more.</p>	<p>During the first part of narration, a video will play inside the area that is the “cover” of the closed accordion.</p> <p>When the VO reaches, “For your safety...” the video will freeze upon the still image of woman in a hard hat smiling.</p> <p>When the VO reaches, “Take some time to learn...” the video will fade out and white space will remain for the remainder of the VO.</p> <p>Direction text fades in time with the end of VO.</p> <p>The learner will be able to click on tabs, which will open the accordion and show the corresponding slide layer. When the learner clicks on each tab, the accordion will “pop” open to the corresponding layer.</p>

<p>therefore the “open” section of each accordion area should have the same background palette color as the tab for that section.</p> <p>To the right of the accordion tabs, there is a rectangular text box (choose a palette color).</p>			<p>The Next button is hidden until all 5 tabs are visited by the learner.</p>
<b>Notes:</b>			

Slide: 1.7 a / Menu Title:			LO: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Image i-1.7a shown on the left side within the open accordion. Text is to the right of the image.</p> <p>Subtitle is displayed prominently within the open section of accordion. Bullet points are listed below.</p>	<p>[Subtitle] <b>Hard hat</b></p> <ul style="list-style-type: none"> <li>• Critical for your safety.</li> <li>• Protects your head from falling objects, debris, and stacked merchandise.</li> <li>• Wear your hard hat at all times to prevent injury.</li> </ul>	<p>[Narrator VO] Wearing a hard hat is critical for your safety. This will protect your head from falling objects, debris, and stacked merchandise.</p> <p>If something fell on your head and you were not wearing a hard hat, you could sustain a serious injury.</p>	<p>Accordion subtitle and bulleted text fades in together at the start of the VO.</p> <p>Learner can select another tab from this layer.</p>

Notes:

Slide: 1.7 b / Menu Title:

LO: 1

Visual / Display:

Image i-1.7b shown on the left side within the open accordion. Text is to the right of the image.

Subtitle is displayed prominently within the open section of accordion. Bullet points listed below.

Slide Text:

[Subtitle]

**Safety vest**

- Reflective & lightweight.
- Protects you by making you easily visible to moving vehicles.
- Wear your safety hat at all times to keep yourself safe.

Narration / Voiceover:

[Narrator VO]  
Wearing a safety vest is another way to prevent warehouse injuries.

These vests are reflective and lightweight. They will protect you by making you easily visible to other employees, especially those operating moving vehicles.

Wear your safety vest at all times while working in the warehouse.

Animation / Interaction:

Accordion subtitle and bulleted text fades in together at the start of the VO.

Learner can select another tab from this layer.

Notes:

Slide: 1.7 c / Menu Title:			LO: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Image i-1.7c shown on the left side within the open accordion. Text is to the right of the image.</p> <p>Subtitle is displayed prominently within the open section of accordion. Bullet points listed below.</p>	<p>[Subtitle] <b>Long sleeved shirt &amp; pants</b></p> <ul style="list-style-type: none"> <li>• Protects your arms &amp; legs from scratches and abrasions.</li> <li>• Wear long sleeved clothing in the warehouse every day.</li> </ul>	<p>[Narrator VO] Wearing a long sleeved shirt and long pants will protect your arms and legs from getting scratches and abrasions while you are working in the warehouse.</p> <p>It is required to wear a long sleeved shirt and long pants in the warehouse every day.</p>	<p>Accordion subtitle and bulleted text fades in together at the start of the VO.</p> <p>Learner can select another tab from this layer.</p>
Notes:			

Slide: 1.7 d / Menu Title:			LO: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Image i-1.7d shown on the left side within the open accordion. Text is to the right of the image.</p> <p>Subtitle is displayed prominently within the open section of accordion. Bullet points listed below.</p>	<p>[Subtitle]</p> <p><b>Steel toe boots or shoes</b></p> <ul style="list-style-type: none"> <li>Protects your feet from falling furniture or dropped objects.</li> <li>Wear your steel toe boots or shoes every day in the warehouse to prevent serious injuries.</li> </ul>	<p>[Narrator VO]</p> <p>Putting on steel toe boots or shoes will keep you safe from serious and painful injuries by protecting your feet from falling furniture or other dropped objects.</p> <p>You must have your steel toe boots or shoes on every day while you are working in the warehouse.</p>	<p>Accordion subtitle and bulleted text fades in together at the start of the VO.</p> <p>Learner can select another tab from this layer.</p>
Notes:			

Slide: 1.7 e / Menu Title:			LO: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Image i-1.7e shown on the left side within the open accordion. Text is to the right of the image.</p> <p>Subtitle is displayed prominently within the open section of accordion. Bullet points listed below.</p>	<p>[Subtitle]</p> <p><b>Nitrile gloves</b></p> <ul style="list-style-type: none"> <li>• Lightweight and breathable.</li> <li>• Protects your hands from cuts, scrapes, and pinches.</li> <li>• Improves your grip on boxes, furniture, machinery, and other items.</li> <li>• Wear your gloves at all times while working in the warehouse.</li> </ul>	<p>[Narrator VO]</p> <p>Nitrile gloves worn in the warehouse are light and breathable.</p> <p>Keeping gloves on your hands will protect you from cuts, scrapes, and pinches.</p> <p>These gloves will also improve your grip on boxes, furniture, machinery, and other items.</p> <p>It is important to wear your gloves at all times while working in the warehouse.</p>	<p>Accordion subtitle and bulleted text fades in together at the start of the VO.</p> <p>Learner can select another tab from this layer.</p>
Notes:			

Slide: 1.8 / Menu Title: Knowledge Check 1			LO: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background should be a lightened palette color.</p> <p>Title bar/border should be a different color than non-KC slides, (choose one from palette).</p> <p>Question mark icon (file i-q) placed to the left of the slide title.</p> <p>Direction text is displayed below the slide title.</p> <p>On the left side of the slide, there are 5 different text boxes stacked vertically, each describing a different safety measure.</p> <p>In the middle of the slide are 5 different PPE icons (use images i-1.8 a, i-1.8b, i-1.8c, i-1.8d, i-1.8e).</p> <p>Tony avatar is on the far right of the slide, gesturing to the</p>	<p>[Slide Title] <b>Test Your Knowledge!</b></p> <p>[Directions] Drag and drop each of the 5 mandatory items of PPE to the appropriate safety measure. Click Submit when you are finished.</p> <p>[Safety measures/text boxes/drop items] Keeps you safe from head injuries. [*This is the answer that will correctly match to drag item icon/image i-1.8-a]  Prevents you from getting cuts on your hands. [*This is the answer that will correctly match to drag item icon/image i-1.8-b]  Makes you easy to be seen by moving vehicles. [*This is the answer that will correctly match to drag item icon/image i-1.8-c]</p>	<p>[Narrator VO] Let's test our knowledge.</p> <p>Drag and drop each of the five mandatory items of PPE to the appropriate safety measure.</p> <p>Click submit when you are finished.</p>	<p>Question mark icon flies in at the start of VO.</p> <p>This slide is a freeform drag-and-drop KC interaction.</p> <p>There will be 5 icons/examples of mandatory PPE as drag items that the learner will need to match to the corresponding protection/safety measure text box.</p> <p>As the learner hovers over each PPE icon, a small caption bubble appears with the name of the PPE (ex: hard hat).</p> <p>The drag items should be arranged in a scrambled order so they are not already sorted in order. Allow 2 attempts in the form settings.</p> <p>Arrange the dropped items in</p>

<p>PPE icons.</p>	<p>Prevents you from getting cuts on your arms and legs. [*This is the answer that will correctly match to drag item icon/image i-1.8-d]</p> <p>Keeps your feet safe from heavy, fallen objects. [*This is the answer that will correctly match to drag item icon/image i-1.8-e]</p>		<p>a “Tile” or “Free” format so that they are all visible to the learner once they are dropped.</p> <p>Each drag item should have a correct and incorrect state. The correct state will have a green border around the icon. The incorrect state will have a red border. Delay the items’ states until the interaction is submitted and feedback is given to the learner.</p> <p>When the learner clicks Submit, it will show either the correct or try again feedback layer on the first attempt.</p> <p>The dropped items do not reset for the second attempt. The learner will drag the items from where they were dropped. After the second attempt, the learner will see either the correct or incorrect layer.</p>
<p><b>Notes:</b></p>			

Slide: 1.8 a / Menu Title:			LO: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Textbox with feedback is in the center of the slide. Use a palette color for the textbox.</p> <p>Green (correct) checkmark is above the textbox.</p> <p>Continue button is below the textbox.</p> <p>Tony avatar is to the right of the textbox; excited expression.</p>	<p>[Correct feedback text] Great work! You correctly matched all 5 items of mandatory PPE to the corresponding safety measure.</p> <p>[Buttons] Continue</p>	<p>[Narrator VO] Great work! You correctly matched all five items of mandatory PPE to the corresponding safety measure.</p> <p>Click the continue button to proceed to the next lesson in our warehouse safety training course.</p>	<p>Delete the built-in buttons and textboxes on the feedback layer and hide the remaining objects (except for the green correct checkmark) by using a white rectangle to cover objects on the slide. The avatar and text box will sit on top, so the correct and incorrect layers appear customized.</p> <p>The Continue button jumps to Slide 1.9.</p>
Notes:			

Slide: 1.8 b / Menu Title:			LO: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Textbox with feedback is in the center of the slide. Use a palette color for the textbox.</p> <p>Red (incorrect) checkmark is above the textbox.</p> <p>The Try Again button is below the textbox.</p> <p>Tony avatar is to the right of the textbox; neutral expression.</p>	<p>[Try again feedback text] Almost! Please try again.</p> <p><u>HINT:</u> The items you matched correctly are now highlighted in green. The items you did not match correctly are highlighted in red.</p> <p>[Buttons] Try Again</p>	<p>[Narrator VO] You almost got it right. Please try again.</p> <p>Here is a hint to help you.</p> <p>The PPE items you matched correctly are now highlighted in green. The PPE items you did not match correctly are now highlighted in red.</p>	<p>Delete the built-in buttons and textboxes on the feedback layer and hide the remaining objects (except for the red/incorrect X) by using a white rectangle to cover objects on the slide. The avatar and text box will sit on top, so the correct and incorrect layers appear customized.</p> <p>The Try Again button takes the learner back to KC for a second attempt.</p>
Notes:			

Slide: 1.8 c / Menu Title:			LO: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Textbox with feedback/review is in the center of the slide. Use bullet points for feedback. Use a palette color for the textbox.</p> <p>Red (incorrect) checkmark is above the textbox.</p> <p>The Continue button is below the textbox.</p> <p>Tony avatar is to the right of the textbox, gesturing to the feedback; explaining expression.</p>	<p>[Incorrect feedback text] I'm sorry, that's incorrect.</p> <p>Remember:</p> <ul style="list-style-type: none"> <li>• Hard hat = head protection</li> <li>• Safety vest = easy visibility</li> <li>• Gloves = hand protection</li> <li>• Steel toe shoes = foot protection</li> <li>• Long sleeved clothing = arm &amp; leg protection</li> </ul> <p>[Buttons] Continue</p>	<p>[Narrator VO] I'm sorry, that's not correct.</p> <p>Remember, a hard hat will protect your head from injuries. A safety vest will make you visible to other employees and moving vehicles. Gloves will protect your hands from injuries. Steel toe shoes will keep your feet safe, and long sleeved clothing will protect your arms and legs.</p> <p>Click the continue button to move on to the next part of our warehouse safety training.</p>	<p>Delete the built-in buttons and textboxes on the feedback layer and hide the remaining objects (except for the red/incorrect X) by using a white rectangle to cover objects on the slide. The avatar and text box will sit on top, so the correct and incorrect layers appear customized.</p> <p>The Continue button jumps to Slide 1.9.</p>
Notes:			

Slide: 1.9/ Menu Title: Task-Specific PPE			LO: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom title &amp; subtitle (shown on cover page).</p> <p>Direction text appears in white space to the right of the subtitle.</p> <p>Slide directions below title &amp; subtitle.</p> <p>To the right of the directions is a text box.</p> <p>Centered and taking up most of the slide are 2 images: i-1.9a and i-1.9b.</p> <p>Image i-1.9a has one button next to it, and image i-1.9 b has two buttons next to it.</p> <p>When the learner clicks on each button, a pop-up text box will appear and display information for that button.</p>	<p>[Slide Title] <b>Safety Training Part 1: Personal Protective Equipment</b></p> <p>[Subtitle] What is task-specific PPE?</p> <p>[Directions] Select each button to learn more. Click Next when you are finished.</p> <p>[Text box] Discover the items of PPE that are only required when you are <i>performing certain tasks</i> in the warehouse.</p> <p>[Buttons] [for image i-1.9a]: Back support belt [for image i-1.9b]: Safety goggles Face mask</p>	<p>[Narrator VO] There are some items of PPE that are task-specific.</p> <p>You will only be required to wear these items when you are performing certain jobs in the warehouse.</p> <p>Wearing task specific PPE will further enhance your safety and reduce your risk of personal injury on the job.</p> <p>Click on each button to learn more.</p>	<p>The directions text will fade in time with the VO.</p> <p>Each button will reveal a layer of pop-up text with further information.</p> <p>Next button is disabled until all buttons have been visited.</p>
<b>Notes:</b>			

Slide: 1.9 a/ Menu Title:			LO: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Slide title, subtitle &amp; text box from base layer still visible on this layer.</p> <p>Medium sized pop-up box, in the shape of a square with rounded edges, will open next to the image. (Choose a palette color for the pop-up box.)</p> <p>Pop-up box contains the box title, text, and a Go back button.</p>	<p>[Pop-up box title] <b>Back Support Belt</b></p> <p>[Pop-up box text]</p> <ul style="list-style-type: none"> <li>Wear only when manually lifting items.</li> <li>Will reduce serious back injury and pain.</li> </ul> <p>[Button] Go Back</p>	<p>[Narrator VO] When you are performing the task of lifting items manually, then wearing a back support belt is required.</p> <p>This will reduce your risk of serious back injury and pain.</p>	<p>This layer corresponds with the “Back support belt” button.</p> <p>Image for this layer, (i-1.9a) remains visible, but the other image, (i-1.9b) disappears when the learner clicks the Back support belt button.</p> <p>Go back button appears in time with the end of VO.</p> <p>Go back button will take the learner back to the base slide.</p>
<b>Notes:</b>			

Slide: 1.9 b/ Menu Title:			LO: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Same format as Slide 1.9a</p>	<p>[Pop-up box title] <b>Safety Goggles</b></p> <p>[Pop-up box text]</p> <ul style="list-style-type: none"> <li>Wear only when unpacking boxes.</li> <li>Will protect your eyes from dust and debris.</li> </ul>	<p>[Narrator VO] When you are performing the task of unpacking furniture boxes, then you are required to wear safety goggles.</p> <p>This will protect your eyes from dust and debris.</p>	<p>This layer corresponds with the “Safety goggles” button.</p> <p>Image for this layer, (i-1.9b) remains visible, but the other image, (i-1.9a) disappears when the learner clicks the Safety goggles button.</p>

	[Button] Go Back		Go back button appears in time with the end of VO.  Go back button will take the learner back to the base slide.
<b>Notes:</b>			

Slide: 1.9 c/ Menu Title:			LO: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same format as Slide 1.9a	[Pop-up box title] <b>Face Mask</b>  [Pop-up box text] <ul style="list-style-type: none"> <li>• Wear only when unpacking boxes.</li> <li>• Will protect you from inhaling dust and debris.</li> </ul> [Button] Go Back	[Narrator VO] When you are unpacking boxes in the warehouse, then you are required to wear a face mask.  This will protect you from breathing in dust and debris.	This layer corresponds with the “Face mask” button.  Image for this layer, (i-1.9b) remains visible, but the other image, (i-1.9a) disappears when the learner clicks the Face mask button.  Go back button appears in time with the end of VO.  Go back button will take the learner back to the base slide.
<b>Notes:</b>			

Slide: 1.10/ Menu Title: PPE Review			LO: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom title &amp; subtitle (shown on cover page).</p> <p>Background image: file i-1.6</p> <p>Tony avatar stands directly below title/subtitle bars, aligned to the left of the screen. Tony has 4 expressions: 1-holding clipboard/smiling, 2-pointing at learner/smiling, 3-gesturing down to the right w/neutral face. 4-thumbs up/smiling</p> <p>To the right of Tony is a caption bubble that tracks the narration on the screen.</p> <p>8 PPE icons appear on the screen below the caption bubbles: images i-1.8 a, i-1.8b, i-1.8c, i-1.8d, i-1.8e, i-1.10a, i-1.10b, and i-1.10c.</p>	<p>[Slide Title] <b>Safety Training Part 1: Personal Protective Equipment</b></p> <p>[Subtitle] Let's review PPE</p> <p>[Caption text] You're doing fantastic!</p> <p>Let's review the key elements of PPE. Remember, wearing the correct PPE is critical to your safety!</p> <p>There are 5 items of <i>mandatory</i> PPE for you to wear <i>at all times</i> in the warehouse:</p> <p>There are 3 types of <i>task-specific</i> PPE that are only required for you to wear at <i>certain times</i>:</p> <p>Click Next to move on to the next part of our safety training.</p>	<p>[Narrator VO] Wow! You're doing fantastic, and you've already learned so much! Let's take a moment and review the key elements of PPE.</p> <p>Remember, wearing PPE is critical to your safety on the job. There are 5 items of PPE that are mandatory for you to wear at all times while you are working in the warehouse. This includes: a hard hat, safety vest, long-sleeved shirt and pants, steel toe shoes and nitrile gloves.</p> <p>There are 3 items of PPE that are task-specific. You will only wear these items of PPE when you are performing certain tasks in the warehouse. Task-specific PPE includes a back support belt, safety goggles, and a face mask.</p> <p>Click the next button to move on to the next part of our warehouse safety training.</p>	<p>The caption text will fade in time with the VO.</p> <p>Each PPE icon will appear in reference with the VO, fading in from the bottom of the screen.</p> <p>Mandatory PPE icons (images i-1.8 a, i-1.8b, i-1.8c, i-1.8d, i-1.8e), will fade out slightly before task-specific VO reference begins.</p> <p>Task-specific PPE icons (i-1.10a, i-1.10b, i-1.10c) will fade out slightly before "Click next.." VO.</p> <p>Tony avatar begins with clipboard/smiling pose. -Tony changes to pointing pose in time with these VO references: "Remember...." "There are 3 items of PPE..." -Tony changes to gesturing/down pose (to PPE icons) in time with these VO references: "This includes a hard hat..." "Task specific PPE includes..." -Tony ends with thumbs up pose in time with VO</p>

			reference "Click next..."  Next button is hidden until VO says "Click next..."
<b>Notes:</b>			

Slide: 1.11/ Menu Title: Safe Lifting Importance			LO: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom title &amp; subtitle (shown on cover page).</p> <p>Image: file i-1.5b is placed to the right of the title &amp; subtitle borders.</p> <p>Background image: file i-1.11a</p> <p>Rectangular text boxes stacked vertically and taking up most of the slide space. Choose color from the palette.</p> <p>Manual lifting icon: file i-1.11b in lower right corner of slide.</p> <p>Arrow shape with directions points to the icon. Choose color from the palette.</p>	<p>[Slide Title] <b>Safety Training Part 2: The Mighty Manual Lift</b></p> <p>[Subtitle] Why is safe lifting important?</p> <p>[Rectangular text boxes]</p> <ul style="list-style-type: none"> <li>• Back injuries account for 1 out of every 5 injuries in the workplace.</li> <li>• 80% of these injuries are associated with manual lifting &amp; handling tasks.</li> <li>• While you are working in the warehouse, <i>you</i> will be <b>manually lifting</b> many different objects.</li> <li>• Using the <b>proper manual lifting</b> technique is critical for your safety!</li> </ul>	<p>[Narrator VO] According to the Bureau of Labor Statistics, back injuries account for one of every five injuries and illnesses in the workplace.</p> <p>Eighty percent of these injuries occur to the lower back and are associated with manual lifting and handling tasks.</p> <p>While you are working in the warehouse, you will be manually lifting many heavy objects, including furniture and boxes.</p> <p>Using the proper manual lifting technique is very important for your safety and will help prevent you from lower back injury.</p>	<p>The rectangular text will fade in time with the VO.</p> <p>Arrow shape/text and icon will fade in time with the VO.</p> <p>Next button is disabled.</p> <p>When the learner clicks the icon, jumps to slide 1.12.</p>

	[Arrow text] Click the icon to learn safe lifting steps.	Click on the picture to learn the steps for safe lifting with your body.	
<b>Notes:</b>			

Slide: 1.12/ Menu Title: Steps to Safe Lifting			LO: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom title &amp; subtitle (shown on cover page).</p> <p>Image: file i-1.5b is placed to the right of the title &amp; subtitle borders.</p> <p>Rectangular text box and direction text below the title &amp; subtitle borders.</p> <p>Centered on the slide, and taking up the bottom half of the slide, are 3 large tabs made to look like folders.</p> <ul style="list-style-type: none"> <li>-Use the same palette color for all 3 tab titles (which will be buttons that open to a layer).</li> <li>-Use a different palette color for each of the tab folders.</li> <li>-Each folder will represent one of the three steps to safe lifting and will have a different image centered upon it: Step 1: file i-1.12-1, Step 2: file 1-1.12-2, Step 3: file i-1.12-3</li> </ul>	<p>[Slide Title] <b>Safety Training Part 2: The Mighty Manual Lift</b></p> <p>[Subtitle] How do I manually lift items safely?</p> <p>[Rectangular text] Discover the <u>3 sequential steps</u> to <b>safely lifting</b> items using your <b>body</b>.</p> <p>[Direction text] Select each step below in order. Click next when finished.</p> <p>[Button/tab title text] Step 1 Step 2 Step 3</p>	<p>[Narrator VO] It is very important to use safe lifting techniques every day while you are working in the warehouse.</p> <p>Click on the tabs below to learn the steps to safe lifting using your body. You must complete the steps in order. Begin with Step 1, then proceed to Step 2 and Step 3.</p>	<p>Direction text fades in at the end of VO.</p> <p>Buttons/tabs are disabled until VO ends.</p> <p>When the learner clicks each button/tab, a pop-up box will open with further information.</p> <p>Learner must click the buttons in order, (disable buttons 2 &amp; 3 until previous buttons are visited).</p> <p>Next button is disabled until all 3 buttons are visited.</p>

**Notes:****Slide: 1.12 a /Menu Title:****LO: 2****Visual / Display:**

Slide title, subtitle, text box & direction text from the base slide are still visible on this layer.

All other media from the base slide is hidden while on this layer.

A large pop-up box will be displayed that takes up the entire bottom half of the slide. (Color should match the corresponding folder color from the base slide).

Pop-up box contains:

- the box title
- box text
- two images: i-1.12a, i-1.12aa, (with text placed below each image)
- Go Back button

**Slide Text:**

[Pop-up box title]  
Safe Lifting Step #1

[Pop-up box text]

- **SQUAT DOWN** with a **straight back**.
- DO NOT bend over at your waist!

[Image text (i-1.12a)]  
Step 1 correct form

[Image text (i-1.12aa)]  
Step 1 incorrect form

[Button]  
Go Back

**Narration / Voiceover:**

[Narrator VO]  
Step 1. While standing close to the object you are lifting, first you will squat down with a straight back.

Do not bend over at your waist.

**Animation / Interaction:**

This layer corresponds with the “Step 1” tab/button.

Images for this layer appear in time with the VO.

Go back button appears in time with the end of VO.

Go back button will take the learner back to the base slide.

**Notes:**

Slide: 1.12 b /Menu Title:			LO: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Same format as Slide 1.12 a</p> <p>Pop-up box contains:</p> <ul style="list-style-type: none"> <li>-the box title</li> <li>-box text</li> <li>-two images: i-1.12b, i-1.12bb, (with text placed below each image)</li> <li>-Go Back button</li> </ul>	<p>[Pop-up box title] <u>Safe Lifting Step #2</u></p> <p>[Pop-up box text]</p> <ul style="list-style-type: none"> <li>• <b>Lift STRAIGHT UP.</b></li> <li>• Use your leg muscles for power.</li> <li>• DO NOT lift with a bent back!</li> </ul> <p>[Image text (i-1.12b)] Step 2 correct form</p> <p>[Image text (i-1.12bb)] Step 2 incorrect form</p> <p>[Button] Go Back</p>	<p>[Narrator VO] Step 2. Keeping your back straight, lift up. Engage your leg muscles and use them for power. Do NOT lift with a bent back!</p>	<p>This layer corresponds with the “Step 2” tab/button.</p> <p>Images for this layer appear in time with the VO.</p> <p>Go back button appears in time with the end of VO.</p> <p>Go back button will take the learner back to the base slide.</p>
Notes:			

Slide: 1.12 c /Menu Title:			LO: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Same format as Slide 1.12 a</p> <p>Pop-up box contains:</p> <ul style="list-style-type: none"> <li>-the box title</li> <li>-box text</li> <li>-two images: i-1.12c, i-1.12cc, (with text placed below each image)</li> <li>-Go Back button</li> </ul>	<p>[Pop-up box title] <u>Safe Lifting Step #3</u></p> <p>[Pop-up box text]</p> <ul style="list-style-type: none"> <li>• <b>Carry the object close to your body.</b></li> <li>• Against your abdomen = power zone.</li> <li>• DO NOT bend over at your waist or carry outside of your power zone.</li> </ul> <p>[Image text (i-1.12c)] Step 3 correct form</p> <p>[Image text (i-1.12cc)] Step 3 incorrect form</p> <p>[Button] Go Back</p>	<p>[Narrator VO] Step 3. Carry the object you are lifting close to your body. Hold it against your abdomen. This is your power zone. Do NOT bend over at your waist, and do not hold the object away from your abdomen.</p>	<p>This layer corresponds with the “Step 3” tab/button.</p> <p>Images for this layer appear in time with the VO.</p> <p>Go back button appears in time with the end of VO.</p> <p>Go back button will take the learner back to the base slide.</p>
Notes:			

Slide: 1.13 / Menu Title: Knowledge Check 2			LO: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Background color, title bar/border, question mark icon, slide directions/text, and Tony avatar displayed the same as KC 1 (Slide 1.8).</p> <p>To the left of Tony are 2 large images, stacked vertically: files i-1.13a &amp; i-1.13b.</p>	<p>[Slide Title] <b>Test Your Knowledge!</b></p> <p>[Directions] Select the picture below that shows the correct steps to safe lifting with your body.</p> <p>Click Submit when you are finished.</p>	<p>[Narrator VO] Let's test our knowledge.</p> <p>You are working in the warehouse and you need to move a box containing wall decor. How should you lift the box using safe lifting techniques with your body?</p> <p>Select the picture below that shows the correct steps to safe lifting. Click submit when you are done.</p>	<p>Question mark icon flies in at the start of VO.</p> <p>This slide is a freeform multiple choice interaction (with only 2 answer choices), so therefore, only 1 attempt is given. <b>Image file i-1.13a is the correct answer choice.</b></p> <p>When the learner clicks Submit, the correct or incorrect layer will be shown.</p>
Notes:			

Slide: 1.13 a / Menu Title:			LO: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same display as Slide 1.8 a	<p>[Correct feedback text] Great work! You remembered that the steps to safe lifting are:</p> <ol style="list-style-type: none"> <li>1. Squat down with a straight back.</li> <li>2. Lift up keeping your back straight.</li> <li>3. Hold the item against your abdomen, in your power zone.</li> </ol> <p>[Buttons] Continue</p>	<p>[Narrator VO] Great work! You remembered that the steps to safe lifting with your body are: Step 1: squat down with a straight back. Step 2: Lift up, keeping your back straight. And Step 3, hold the item you are lifting against your abdomen, in your power zone.</p> <p>Click the continue button to move on to the next part of our safety training course.</p>	<p>Delete the built-in buttons and textboxes on the feedback layer and hide the remaining objects (except for the green correct checkmark) by using a white rectangle to cover objects on the slide. The avatar and text box will sit on top, so the correct and incorrect layers appear customized.</p> <p>The Continue button jumps to Slide 1.14.</p>
Notes:			

Slide: 1.13 b / Menu Title:			LO: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same display as Slide 1.8 c	<p>[Incorrect feedback text]  I'm sorry, that's not correct.  Remember, the steps to safe lifting are:  1. Squat down with a straight back.  2. Lift up keeping your back straight.  3. Hold the item against your abdomen, in your power zone.</p> <p>[Buttons]  Continue</p>	<p>[Narrator VO]  I'm sorry, that's not correct.  Remember, the steps to safe lifting with your body are:  Step 1: squat down with a straight back. Step 2: Lift up, keeping your back straight. And Step 3, hold the item you are lifting against your abdomen, in your power zone.</p> <p>Click the continue button to move on to the next part of our safety training course.</p>	<p>This layer corresponds to the incorrect answer choice.</p> <p>Delete the built-in buttons and textboxes on the feedback layer and hide the remaining objects (except for the red incorrect X) by using a white rectangle to cover objects on the slide. The avatar and text box will sit on top, so the correct and incorrect layers appear customized.</p> <p>The Continue button jumps to Slide 1.14.</p>
Notes:			

Slide: 1.14/ Menu Title: What is a Pallet Jack			LO: 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom title &amp; subtitle (shown on cover page).</p> <p>Background image: file i-1.14a</p> <p>Below the subtitle are 2 textboxes.</p> <p>Below the 2 textboxes are 2 medium sized images, centered on the slide: files i-1.14b and i-1.14c.</p>	<p>[Slide Title] <b>Safety Training Part 3: Partner Up With a Pallet Jack</b></p> <p>[Subtitle] What is a pallet jack?</p> <p>[Text box 1] A pallet jack is a tool used to lift and move pallets.</p> <p>[Text box 2] Pallet jacks enable us to move several items around the warehouse at once.</p>	<p>[Narrator VO] Let's take some time now to learn about pallet jacks. A pallet jack is a tool we use in the warehouse to move pallets containing boxes and furniture.</p> <p>Pallet jacks enable us to move many items around the warehouse at once. They also help us to move heavier items in a quick and safe manner.</p>	<p>Text boxes fade in time with VO reference.</p> <p>Next button is disabled until VO ends.</p>
Notes:			

Slide: 1.15/ Menu Title: When to Use a Pallet Jack			LO: 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom title &amp; subtitle (shown on cover page).</p> <p>Image: file i-1.15a is placed to the right of the title &amp; subtitle bars.</p> <p>Background image: file i-1.15b</p> <p>Rectangular text box placed below the title &amp; subtitle bars. Choose color from the palette.</p> <p>Below the text box, is a large image of a pallet jack: file i-1.15c</p> <p>Pallet jack icon: file i-1.15d placed in lower right corner of slide.</p> <p>Arrow shape with directions points to the icon. Choose color from the palette.</p>	<p>[Slide Title] <b>Safety Training Part 3: Partner Up With a Pallet Jack</b></p> <p>[Subtitle] When should I use a pallet jack?</p> <p>[Text box] Pallet jacks must be used when you are moving objects that weigh more than 50 pounds.</p> <p>[Arrow text] Click the icon to learn safe lifting steps.</p>	<p>[Narrator VO] You may be wondering, when should I use a pallet jack while I'm working? Pallet jacks must be used whenever you are moving objects in the warehouse that weigh over 50 pounds.</p> <p>Click this icon to learn the steps to safe lifting using a pallet jack.</p>	<p>The text box and large image of the pallet jack will fly in at the start of VO.</p> <p>Arrow shape/text and icon will fade in time with the VO.</p> <p>Next button is disabled.</p> <p>When the learner clicks the icon, jumps to slide 1.16.</p>
<b>Notes:</b>			

Slide: 1.16/ Menu Title: Steps to Safe Pallet Jack			LO: 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>This slide has the same layout as slide 1.12, except the images centered upon the folders will be different. For Step 1 folder, use: file i.1.16-1, for Step 2 folder: file i.1.16-2, and for Step 3 folder: i.1.16-3</p>	<p>[Slide Title]  <b>Safety Training Part 3: Partner Up With a Pallet Jack</b></p> <p>[Subtitle]            How do I lift items safely with a pallet jack?</p> <p>[Rectangular text]            Discover the <u>3 sequential steps</u> to <b>safely lifting</b> items with a <b>pallet jack</b>.</p> <p>[Direction text]            Select each step below in order. Click next when finished.</p> <p>[Button/tab title text]            Step 1            Step 2            Step 3</p>	<p>[Narrator VO]            It is very important to use safe lifting techniques every day while you are working in the warehouse.</p> <p>Click on the tabs below to learn the steps to safe lifting using a pallet jack. You must complete the steps in order. Begin with Step 1, then proceed to Step 2 and Step 3.</p>	<p>Direction text fades in at the end of VO.</p> <p>Buttons/tabs are disabled until VO ends.</p> <p>When the learner clicks each button/tab, a pop-up box will open with further information.</p> <p>Learner must click the buttons in order, (disable buttons 2 &amp; 3 until previous buttons are visited).</p> <p>Next button is disabled until all 3 buttons are visited.</p>
Notes:			

Slide: 1.16 a /Menu Title:			LO: 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Slide title, subtitle, text box &amp; direction text from the base slide are still visible on this layer.</p> <p>All other media from the base slide is hidden while on this layer.</p> <p>A large pop-up box will be displayed that takes up the entire bottom half of the slide. (Color should match the corresponding folder color from the base slide).</p> <p>Pop-up box contains:</p> <ul style="list-style-type: none"> <li>-the box title</li> <li>-box text</li> <li>-large image of man using a pallet jack; file: i-1.16a</li> <li>-arrow placed on top of image i-1.16a (in the center of the pallet jack handle bar, pointing right)</li> <li>-Go Back button</li> </ul>	<p>[Pop-up box title] <u>Pallet Jack Step #1</u></p> <p>[Pop-up box text]</p> <ul style="list-style-type: none"> <li>• Slide the forks underneath the pallet.</li> <li>• Forks are centered from front to back.</li> </ul> <p>[Button] Go Back</p>	<p>[Narrator VO] First, you will position the forks of the pallet jack. Slide the forks fully underneath the pallet, centering them from front to back.</p>	<p>This layer corresponds with the “Step 1” tab/button.</p> <p>Arrow appears on top of the pallet jack handle slightly after beginning of VO.</p> <p>Arrow moves from the center of the handlebar across to the right, indicating movement towards the box. Repeat this motion 3 times.</p> <p>Go back button appears in time with the end of VO.</p> <p>Go back button will take the learner back to the base slide.</p>
Notes:			

Slide: 1.16 b /Menu Title:			LO: 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Same format as Slide 1.62 a</p> <p>Pop-up box contains:</p> <ul style="list-style-type: none"> <li>-the box title</li> <li>-box text</li> <li>-large image, file: i-1.16b</li> <li>-arrow placed on top of image i-1.16b (in the center of the pallet jack handle bar, pointing down &amp; slightly left)</li> <li>-Go Back button</li> </ul>	<p>[Pop-up box title] <u>Pallet Jack Step #2</u></p> <p>[Pop-up box text]</p> <ul style="list-style-type: none"> <li>• Raise the load on the pallet jack.</li> <li>• Grab the handle and pump it up &amp; down.</li> </ul> <p>[Button] Go Back</p>	<p>[Narrator VO] Step 2. Next, you will raise the load on the pallet jack. Grab the handle and pump it up and down until you have the pallet at the desired height.</p>	<p>This layer corresponds with the “Step 2” tab/button.</p> <p>Arrow appears on top of the pallet jack handle slightly after beginning of VO.</p> <p>Arrow moves from the center of the handlebar down (and slightly left) towards the floor, and then back up to the handle bar, indicating movement of the handle bar up and down. Repeat this motion 2 times.</p> <p>Go back button appears in time with the end of VO.</p> <p>Go back button will take the learner back to the base slide.</p>
Notes:			

Slide: 1.16 c /Menu Title:			LO: 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Same format as Slide 1.62 a</p> <p>Pop-up box contains:</p> <ul style="list-style-type: none"> <li>-the box title</li> <li>-box text</li> <li>-large image, file: i-1.16c</li> <li>-arrow placed on top of image i-1.16c (in the center of the man's safety vest, pointing to the left)</li> <li>-Go Back button</li> </ul>	<p>[Pop-up box title] <u>Pallet Jack Step #3</u></p> <p>[Pop-up box text]</p> <ul style="list-style-type: none"> <li>• Steer the pallet jack.</li> <li>• PUSH the handle in the direction you want to go.</li> <li>• DO NOT pull a loaded pallet jack!</li> </ul> <p>[Button] Go Back</p>	<p>[Narrator VO] Step 3. Last, you will steer the pallet jack by pushing the handle in the direction you want to go. Do not pull a loaded pallet jack. This can cause strain and injury on your back.</p>	<p>This layer corresponds with the "Step 3" tab/button.</p> <p>Arrow appears on top of the man's safety vest slightly after beginning of VO.</p> <p>Arrow moves from the center of the man's safety vest to the left, (indicating movement towards the pallet jack boxes). Repeat this motion 3 times.</p> <p>Go back button appears in time with the end of VO.</p> <p>Go back button will take the learner back to the base slide.</p>
Notes:			

Slide: 1.17/ Menu Title: Quiz Introduction			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Custom title &amp; subtitle (shown on cover page), except use colors that are similar to those on previous KC slides</p> <p>Background image i-1.17</p> <p>Centered in the middle of the slide are 3 medium-sized text boxes; square shape with rounded corners.</p> <p>Centered on top of each text box is icon/image: i-1.17-2</p>	<p>[Slide Title] <b>Final Quiz</b></p> <p>[Subtitle] It's time to show what you know!</p> <p>[Text box 1] 80% to pass</p> <p>[Text box 2] 5 questions</p> <p>[Text box 3] Unlimited retakes</p>	<p>[Narrator VO] You have reached the end of the course, and it is now time to assess your understanding of warehouse safety with a short quiz.</p> <p>To pass this course, you need to score an 80% or higher. There are five questions. If you do not pass, you can retake the quiz as many times as you'd like.</p> <p>Be sure to review the slides of this course if needed. When you are ready to start the quiz, click the Next button.</p>	<p>Text inside text boxes fades in with VO reference.</p> <p>Next button is disabled until VO ends.</p>
Notes:			

Slide: 1.18/ Menu Title:			LO: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>All 5 assessment question slides should have the same layout and formatting.</p> <p>Slide background &amp; title format is the same as previous KC slides, except the question icon is removed.</p> <p>Tony avatar is shown on the right side of the screen facing to the left, with a thinking expression, as if to indicate that he is taking the quiz along with the learner.</p> <p>The question text appears larger than the multiple select answer options, which are displayed below the question and to the left of Tony avatar.</p> <p>The directions also appear below the question text, but above the answer choice options.</p>	<p>[Slide Title] <b>Question 1</b></p> <p>[Question] You are about to begin your shift in the warehouse. Which mandatory items of PPE should you be wearing?</p> <p>[Directions] Select the 5 correct items below, then click Submit.</p> <p>[Answer Choices] 1. <b>steel toe boots/shoes</b> <b>[CORRECT ANSWER]</b> 2. <b>hard hat</b> <b>[CORRECT ANSWER]</b> 3. <b>safety vest</b> <b>[CORRECT ANSWER]</b> 4. shorts 5. <b>nitrile gloves</b> <b>[CORRECT ANSWER]</b> 6. <b>long pants/long sleeved shirt</b> <b>[CORRECT ANSWER]</b></p>	<p>[Narrator VO] You are about to begin your shift in the warehouse. Which items of PPE are mandatory for you to be wearing?</p> <p>Select the 5 correct items below, and then click Submit.</p>	<p>Score by question with 1 attempt for each quiz question as the learner progresses through the quiz. They will be able to retake the entire quiz at the end if they do not pass.</p> <p>Shuffle question answers.</p> <p>Results slide 1.23; graded quiz slide – multiple response.</p> <p>When learner clicks Submit, submit multiple responses and advance to next slide.</p> <p>The learner should not get <i>immediate</i> feedback with Correct or Incorrect feedback layers. They should answer all of the questions sequentially FIRST in the graded assessment, then receive their score on the Results page. If they do not pass, they can come back and review the quiz.</p>

Notes:

Slide: 1.19/ Menu Title:			LO: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same visual layout for Slides 1.18, 1.19, 1.20, 1.21, and 1.22. *Note: the only difference is slide 1.18 is multiple response, slides 1.19 through 1.21 are multiple choice, and slide 1.22 is a sequence drag & drop.	<p>[Slide Title] <b>Question 2</b></p> <p>[Question] You're assigned the task of unpacking several boxes of furniture in the warehouse. Which <u>task-specific</u> PPE will keep you safe from breathing in dust and debris while unpacking boxes?</p> <p>[Directions] Select the correct answer below, then click Submit when finished.</p> <p>[Answer Choices] 1. <b>a face mask</b> <b>[CORRECT ANSWER]</b> 2. a safety vest 3. steel toe shoes 4. a back support belt</p>	<p>[Narrator VO] You're assigned the task of unpacking several boxes of furniture in the warehouse. Which task specific PPE will keep you safe from breathing in dust and debris while you are unpacking boxes?</p> <p>Select the correct answer, and then click Submit when finished.</p>	Same settings for Slides 1.18, 1.19, 1.20, 1.21, and 1.22.

Notes:

Slide: 1.20/ Menu Title:			LO: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Same visual layout for Slides 1.18, 1.19, 1.20, 1.21, and 1.22.</p> <p>*Note: the only difference is slide 1.18 is multiple response, slides 1.19 through 1.21 are multiple choice, and slide 1.22 is a sequence drag &amp; drop.</p>	<p>[Slide Title] <b>Question 3</b></p> <p>[Question] You need to move a small end table across the warehouse floor. How should you position your body to implement safe lifting techniques?</p> <p>[Directions] Select the correct answer below, then click Submit when finished.</p> <p>[Answer Choices] 1. <b>Squat down and keep your back straight as you reach for the end table.</b> <b>[CORRECT ANSWER]</b> 2. <i>Bend your back</i> over at the waist and reach down to grab the end table. 3. <i>Twist your back</i> and reach for the end table.</p>	<p>[Narrator VO] You need to move a small end table across the warehouse floor. How should you position your body to implement safe lifting techniques?</p> <p>Select the correct answer, then click Submit when finished.</p>	<p>Same settings for Slides 1.18, 1.19, 1.20, 1.21, and 1.22.</p>
Notes:			

Slide: 1.21/ Menu Title:			LO: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Same visual layout for Slides 1.18, 1.19, 1.20, 1.21, and 1.22.</p> <p>*Note: the only difference is slide 1.18 is multiple response, slides 1.19 through 1.21 are multiple choice, and slide 1.22 is a sequence drag &amp; drop.</p>	<p>[Slide Title] <b>Question 4</b></p> <p>[Question] You've been assigned the task of moving a 30 pound box of picture frames in the warehouse. How can you implement safe lifting techniques with your body when handling this box?</p> <p>[Directions] Select the correct answer below, then click Submit when finished.</p> <p>[Answer Choices] 1. <b>Hold the box against your abdomen, in your power zone, for stability while walking.</b> <b>[CORRECT ANSWER]</b> 2. Hold the box high above your head for better visibility while walking. 3. Hold the box up on one shoulder for ease while walking.</p>	<p>[Narrator VO] You've been assigned the task of moving a 30 pound box of picture frames in the warehouse. How can you implement safe lifting techniques with your body when handling this box?</p> <p>Select the correct answer, then click Submit when finished.</p>	<p>Same settings for Slides 1.18, 1.19, 1.20, 1.21, and 1.22.</p>

**Notes:**

Slide: 1.22/ Menu Title:			LO: 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same visual layout for Slides 1.18, 1.19, 1.20, 1.21, and 1.22. *Note: the only difference is slide 1.18 is multiple response, slides 1.19 through 1.21 are multiple choice, and slide 1.22 is a sequence drag & drop.	<p>[Slide Title] <b>Question 5</b></p> <p>[Question] Your supervisor instructs you to move several boxes of furniture using the pallet jack. What are the correct steps to safely lifting with a pallet jack?</p> <p>[Directions] Drag the steps below to put them in the correct order. Click Submit when finished.</p> <p>[Answer Choices] A. Position the forks, sliding them fully underneath the pallet, centered from front to back. B. Raise the load on the pallet jack to the height you'd like by pumping the handle. C. Steer the pallet jack in the direction you want to go by pushing the handle.</p>	<p>[Narrator VO] Your supervisor instructs you to move several boxes of furniture using the pallet jack. What are the correct steps to safely lifting with a pallet jack?</p> <p>Drag the steps to put them in the correct order, then click Submit when finished.</p>	Same settings for Slides 1.18, 1.19, 1.20, 1.21, and 1.22.

	[CORRECT ANSWER ORDER IS A., B., C.]		
Notes:			

Slide: 1.23/ Menu Title: Results [hide from Menu]			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Title bar and background image same as Quiz Intro slide (1.17)	<p>[Slide Title]</p> <p><b>Quiz Results</b></p> <p>Your Score: <b>XX</b>%</p> <p>Passing Score: <b>80</b>%</p>		<p>Use a Result side to show Success layer 1.23a when timeline starts if results are equal to or greater than the passing score.</p> <p>Show Failure layer 1.23b when timeline starts if results are less than passing score.</p> <p>Base layer will be visible (show through) from Success or Failure slide layers.</p> <p>Results variable reference shows the percent score only. Do not show the points variable reference.</p> <p>Built in graded quiz variable reference displays learner score where <b>XX</b> appears on slide.</p>

**Notes:**

Slide: 1.23 a / Menu Title:			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Title bar and background image same as Quiz Intro slide (1.17).  Tony avatar on the right of the screen, appears happy & is giving thumbs up.	[Slide text] Great work, you passed!  [Directions text] Click Review to see your results or click Continue to move on.  [Buttons] Review Continue		Review button: shows correct/incorrect response when reviewing.  Continue button: jumps to Slide 1.24.
<b>Notes:</b>			

Slide: 1.23 b / Menu Title:			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Title bar and background image same as Quiz Intro slide (1.17).  Tony avatar on the right of the	[Slide text] Sorry, you didn't pass.  [Directions text]		Retake button: resets results slide and jumps to Slide 1.18.  Review button: shows correct/incorrect response

screen, appears disappointed/concerned.  Red "X" next to slide text.  Directions text next to buttons.	Click Review to see your results or click Retry Quiz to take the quiz again.  [Buttons] Review Retry Quiz		when reviewing.
<b>Notes:</b>			

Slide: 1.24 / Menu Title: Summary			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Custom title at the top of the slide, (as shown on cover page), but extends the entire length of the slide.  Slide text takes up about $\frac{3}{4}$ of the slide and is aligned to the left.  To the right of the slide text is image i-1.24.	[Slide title] Summary  [Slide text] <b>You are now able to:</b> <ul style="list-style-type: none"> <li>• Wear the correct PPE in the warehouse every day.</li> <li>• Consistently implement safe lifting techniques with your body.</li> <li>• Consistently implement safe lifting techniques using a pallet jack.</li> </ul>	In this e-Learning course, you learned how to: wear the correct personal protective equipment in the warehouse every day. Consistently implement safe lifting techniques with your body, and consistently implement safe lifting techniques using a pallet jack.	Slide text fades in reference to the VO.
<b>Notes:</b>			

Slide: 1.24 / Menu Title: Conclusion			LO:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Title bar at the top of the page extends the entire length of the slide. Use the same color as the large triangle in the Intro Welcome slide (1.1).</p> <p>Below the title bar is a text box. Choose a palette color.</p> <p>Below the text box is the slide text.</p> <p>Below the slide text is the Exit button.</p> <p>To the right of the text box and slide text is a large image that takes up most of the right half of the slide. Use file: i-1.24 (thumbs-up image).</p>	<p>[Slide title] Conclusion</p> <p>[Text box] Congratulations! [Learner's name is auto-generated from same variable reference as in slide 1.3]</p> <p>[Slide text] Thank you for taking the warehouse safety training course for new employees.</p> <p>[Button] Exit</p>	<p>[Narrator VO] Congratulations, and thank you for taking this safety training course for new employees! I know you're going to be a great addition to the Ames Furniture Warehouse team.</p> <p>Click the Exit button to leave the course.</p>	<p>Same variable reference as slide 1.3 to auto-generate the learner's name inside of the text box.</p> <p>Thumbs-up image (i-1.24) flies in shortly after VO begins.</p> <p>Exit button fades in reference to the VO.</p> <p>Exit button will close the course as completed.</p>
<b>Notes:</b>			