

STYLE GUIDE OUTLINE

PREPPING TRAINER'S PC

- Install Audacity
- Load Firm Template
- Load Firm Captions
- Load Firm Buttons
- Load Firm Skin
- Set Default Screen Resolution for Recording
- Set up working folder structure

COURSE PURPOSE AND OBJECTIVES

- Terminal Learning Objectives
- Enabling Learning Objectives
- Storyboarding
 - Project and Module Information
 - Objectives
 - Audio/Narration
 - Video Clips
 - Graphics
 - On-Screen Text
 - Navigation & Interactivity
 - Quiz/Test Information
 - Questions
 - Answers
 - Feedback
 - Notes

COURSE STRUCTURE

- Suggested Course Progression

INTERACTIVITY

- Guidelines for Interactivity
- Levels of Interactivity

E-LEARNING ASSESSMENTS

- Writing Assessment Questions
 - Multiple Choice Questions
 - True/False Questions

- Matching
- Practices
- Module Assessment Settings
 - Backward movement
 - Show score
 - Show progress
 - Attempts
 - Pass/Fail percentage
 - Feedback settings

COURSE INTERFACE DESIGN SPECIFICATIONS

STANDARD COURSE SCREENS

- Introduction
 - Course/Module Title
 - Objectives - ELOs
- Instructions
 - How to Navigate
 - Audio Intro (only used when audio is included in module)
- Section Divider
- Misc. Info Screens
- Closing
 - “Repeat Course” button
 - Objectives restated
- Reference Materials (optional)
 - Web Links
 - Job Aid Links

COURSE CONTROL ELEMENTS

- Playbar
- TOC/Navigation Menu
 - Position
 - Color
 - Which buttons?
 - Info button?

GRAPHICAL SCREEN ELEMENTS

- Qualitative Considerations
- Technical Considerations

- Charts and Illustrations
- Pictures
- Videos

TEXTUAL SCREEN ELEMENTS

- Layout
- Appearance – Font, Color, Size, etc.
 - Commands
 - Typed Text
- Caption Types
 - General
 - Instruction/Commands
 - Success
 - Failure
 - Hints
- Other Slide Elements
 - Highlight Boxes
 - Arrows
 - Checkmarks

VIDEO RECORDING STANDARDS

- Window/Desktop
- Application Windows
- Logos
- Settings in Captivate
 - Full Motion Recording
 - Default Keys
 - Mouse Settings

AUDIO

- When appropriate
- Guidelines for recording
- Settings in Captivate