

Design Document

<i>Business Purpose</i>	Often, new employees struggle with some of the daily routines and procedures that come with being in a new career field. While having a personal training session for new employees seems like the best choice, employers don't always have the resources or time to train someone personally. This training will help new employees work through the unfamiliar procedures at their own pace. Once new employees have completed this training and have a grasp of the basic responsibilities/procedures, they can be given personal training over some of the more complex job expectations.
<i>Target Audience</i>	New employees of the South Central Library System
<i>Training Time</i>	25-30 minutes eLearning course-this gives learners time to take the course, complete the assessment, and review their assessment results
<i>Training Recommendation</i>	• 1 e-Learning course followed by in-person training for any complex procedures (if needed) • For this course, eLearning will save time and resources. Since it is self-paced, it won't require an instructor. • Course would have learners practice completing different parts of the library system's daily responsibilities. • Final evaluation
<i>Deliverables</i>	Storyboard including script, Storyline eLearning course, and employee-created voiceover (also created in Storyline)
<i>Learning Objectives</i>	By the end of this course, learners will be able to: • Recognize the library rules for patrons • Locate where specific books are shelved based on their genre • Navigate the circulation desk applications • Identify the established procedures for checking out books • Identify how to locate events in the event calendar
<i>Training Outline</i>	Welcome Slide -Navigation -Learning objectives Rules and Shelf Arrangement -Library rules-go over the basics about drinks, pets, noise, and horseplay -Shelf arrangement-Nonfiction vs Fiction and how they're arranged by genres -Knowledge check for checking out books-give sample books summaries and have learners shelve the books accordingly -Results of knowledge check Circulation Desk -Overview-introduce Lily as a patron who is ready to check out a book -Sample view of desktop and Flyr application so learner can see where commonly used apps are located -Sample library card- show learners where to find the library number and how to enter in the system

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	-How to scan a barcode on a book Community Event Calendar -Tabs/layers for information-include event calendar, where to add events, and how/where to add event host contact information Final Assessment
<i>Assessment Plan</i>	Learners will be given a final assessment of 5 questions. Learners have unlimited attempts to take the quiz, and they must make at least an 80% on the quiz to pass the entire course.