

Slide Number	Audio & Narration Script (Audio Files Identified in next Column. They are noted by the file name V.#. In the section of the storyboard, you would include the audio file name.)	Files and Notes to Help GUIDE you with Your Storyboard Build. Use the notes in this section to help you figure out what goes on screen and what goes into the Functionality / eLearning Developer Notes.
		Note there is a menu to the left with IDC Logo. Note the playbar set up. Note the logo in top left. You can instruct the developer to use a font of their choice. Note color scheme - you can find something similar and provide the hex codes. Tip: you can use the eye dropper in ppt to determine the hex color.

1.0 Home Screen / Splash Page	V1: [TEXT 1] Welcome to inclusion in the workplace training.	Home Screen / Splash Page Media: Image 1.0 A IDC Logo and Image 1.0.B Three Women Working are default on screen; VO: 1.0_V1 You will use the text box, shapes, and images feature available in Google Slides or PowerPoint to help you mock up your storyboard screen. You are not expected to create the exact thing the developer will build. You are only expected to give enough guidance and direction that they can build from to create something great. Tell developer how the Title Animates onscreen followed by animation of subtitle You will need to provide directions to the developer letting the developer know that slide 1 will auto advance to slide 1.1.
1.1	V1: [TEXT 1] This training includes sound; please ensure your volume is on;	Media: Image 1.1 Navigation.VO: 1.1 v1.

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	[TEXT 2] if you need closed caption features, click on the Closed Caption icon at the bottom left of your screen.	Create your own mock up the screen using the images, text, and shape features available. Full script should be included in the script below the slides with cues. On screen you will need to add a cue that aligns with the audio script to inform the developer when and what text should appear on screen. You have two sets of onscreen text that will need to be displayed and triggered. For example, the default text on screen would have the label [TEXT 1]. The second set of onscreen text will be [TEXT 2]. In addition, in the developer notes, you will need to tell the developer that [TEXT 1] defaults on screen and should be removed <i>(or wiped as I call it. When you see wipe in my developer notes, that means I want the developer to remove everything from the screen.)</i> when the audio triggers for [TEXT 2] and TEXT 2 should appear on screen. See examples in the course on how to do this. Cues should always be numbered and align with their audio triggers if a specific text box

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		needs to appear when a specific audio tract plays. For example you will have [TEXT2] both on screen and in the audio script. In the developer notes, you will tell the developer that TEXT 2] should appear on screen with the [TEXT 2] cue in the audio. Place the audio right before the word or sentence that initiates the onscreen action. Give directions explaining how the slide will advance to slide 1.2. You will determine this by trying to advance the slide.
1.2	V1: [TEXT 2] Inclusive organizations have leveraged the Diversity of skills, experience, and perspectives to create a work environment that allows everyone to want to strive for and do their best.	Media: Slide 1.2 Inclusive audio, Image 1.2 Rainbow People Bold, VO: 1.2 v1. Create your own mock up the screen using the images, text, and shape features available. Full script should be included in the script below the slides with cues. Onscreen, your title will be labeled with

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		[TEXT 1] and the paragraph will be [TEXT 2] Both are default on screen without any animation or special directions. Tell developer how to advance to the next slide.
1.3		Set up developer notes to indicate that at the start of the slide, the 1.3 Course Objectives Video will play. Give directions explaining how the slide will advance to slide 1.4. You will determine this by trying to advance the slide.
1.4	V1: [TEXT 2] Diversity, Equity, and Inclusion (DEI) began in the 1960s during the civil rights movement and has grown to include gender, sexual orientation, religion, country of origin, and other identities and has come to be known as DEIB (Diversity, Equity, Inclusion, and Belonging). V1: [TEXT 3] As businesses and companies focus on	Media: Image 1.4 Rainbow Cut Out People, VO:1.4 DEI Create your own mock up the screen using the images, text, and shape features available. Full script should be included in the script below the slides with cues.

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	building more inclusive, safe, sustainable, and innovative workplaces, DEIB has become the foundation for making inclusive workplaces possible. V1: [TEXT 4]Let's break down the meaning of DEIB.	Image and title default on screen. You will need to label your image with [TEXT 1] then label the three bullet points with [TEXT 2] and etc both on screen and in the audio. You will need to tell the developer how the text comes on screen - does it appear or is it animated? Tell developer how the learner will advance to slide 1.5 in the developer notes.
1.5	V1: As mentioned, DEIB is Diversity, Equity, Inclusion, and Belonging. V2: Take a moment to click on each card to read more about DEIB.	Media: Slide 1.5_V1-V6, 1.5 Icon Rainbow Heart. 1.5.b open hand with people, VO:1.5 V1-V6 Create your own mock up the screen using the images, text, and shape features available. Full script should be included in the script

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	● Diversity (Front of card) - no voiceover ● V3: (Back of Card) - [TEXT 3], the practice or quality of including or involving people from different genders, sexual orientations, ages, religions, physical abilities, ethnic backgrounds, and more. ● Equity (Front of card) - no voiceover ● V4: (Back of Card) - [TEXT 4]the quality of being fair and impartial. The goal is for all employees to have equal opportunity to grow and progress, designing a workplace that allows for under-represented voices, tackling unconscious biases, and providing inclusive, culturally competent care through health plans. ● Inclusion (Front of card) - no voiceover ● V5: (Back of card) - [TEXT 5]the practice or policy of providing equal access to opportunities and resources for people who might otherwise be excluded or marginalized, such as those with physical or intellectual disabilities and members of other minority groups. ● Belonging (Front of Card) - no voiceover	below the slides with cues. On screen, you will mock up the title [TEXT 1], the directions [TEXT 2], and the four tabs [IMAGE 1], [IMAGE 2], [IMAGE 3], [IMAGE 4], In the Developer notes, you will tell the developer how to build the slides. You will give the developer notes on how the learner should access the content behind each tab. Use your experience clicking the tab to sort this out. You will need to cue the developer what content should be on screen with a [TEXT X] label. Because the tabs have front and backs, you will either have to make tabs small on screen and let the developer know that one side is the front and the other is the back or create a second slide for this slide and let the developer know that slides X and X are both slide 5 of your elearning. This happens a lot when there is too much content for us to display on a single slide to communicate our ideas to the developer.

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	● V6: (Back of card) - [TEXT 6] Belonging in the workplace is an employee's sense that their organization and colleagues accept their uniqueness.	Tell developer how the learner will advance to slide 1.6 in the developer notes. In this case, the learner has to listen to the full audio on the timeline of the default tab, then click on each tab and listen to the full audio for each before they are able to advance.
1.6	V1: [TEXT 2] So, why is DEIB essential in the workplace? ● V2: [TEXT 3] It brings a sense of belonging and promotes willing, eager employees. ● V3: [TEXT 4] It promotes diverse work environments. ● V4: [TEXT 5] It increases the overall performance of the company. ● V5: [TEXT 6] It promotes innovation amongst diverse educational backgrounds and gender diversity. ● V6: [TEXT 7] It promotes more creative and problem-solving work environments. ● V7: [TEXT 8] And lastly, it promotes higher-level positions to perform above their financial status.	Media: Slide 1.6 V1-V7, Image 1.6 Differently Abled People, VO:1.5 V1-V6 and V1-7 Create your own mock up the screen using the images, text, and shape features available. Full script should be included in the script below the slides with cues. Title will be [TEXT1] and you will need to mock this out on your slide. You will add the title with TEXT 1, you will add the orange box, you will add the bullet points with labels and add corresponding labels into the script. Tell the developer how these points appear using

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		onscreen in script cues. You will add the image to the bottom right of the screen. Tell developer how the learner will advance to slide 1.7 in the developer notes.
1.7	V1: Scenario: Mike has noticed that Jen has been purposely excluding Meera because Jen has openly expressed she only hangs with women that look like her and not of different races or ethnicities. Mike sees that Jen's statements have been making Meera uncomfortable, and Meera now waits until all group meetings have started before entering the conference room to avoid sitting by Jen. V2: Play the video on the screen's left and choose one of the four options on the right to determine Mike's best course of action.	Media: Slide 1.7, VO: V1-2, 1.7 Scenario Video Create your own mock up the screen using the images, text, and shape features available. Full script should be included in the script below the slides with cues. Tell developer that the learner must play the video and give them the video file name. Tell the developer that they must select the right option, give directions on what happens if they do or don't select the right answer. Tell the developer which answer is correct

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		and the message that goes with the correct answer (see slide and click through it to experience it and then build directions for it) Tell the developer how the learner will advance to the next slide.
1.8	V1: Now, let's test your knowledge of what you just learned.	First slide has title and 1.3 Rainbow Cutout People - you will need to mock this up. You will need to tell the developer that this is all default on screen. You will also need to tell them how to advance slide 1.9 VO: 1.8 V.1
1.9	V1: The following few slides will test your knowledge of the content you have previously reviewed. You must complete the Knowledge Check with 50% or above to move forward. V2: You will have two attempts to get the answer right. If you fail the Knowledge Check, this will result in a retake.	Media: VO: Slide 1.9 V1-2, image 1.9 grad book hat, image 1.9 Person at Desk You will mock up the slide with the title, the paragraphs, and the 1.9 grad and 1.9 persona at a desk. You will need to tell the developer that this is all default on screen.

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1.10–1.13	Knowledge Check	Media: Image 1.9 Grade Book Hat Mock up each question on it's own slide. Give directions for correct answers and wrong answers. Be sure to tell the developer what the correct answer is. 1) True. 2) drag in the order (top down) Diversity, equity, inclusion, belonging. 3) Civil Rights. 4) Diversity Equity Inclusion Belonging Note how to advance through knowledge check. Note what happens when you get the question right - you need to give directions for this. Note what happens when you get the question wrong - you need to give directions for this. Note how many wrong tries you get on each

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		question. As an ID, you will need to test passing and failing to see all the screens we build into our storyboard. Tell the developer everything above.
1.14	Pass layer V1: Congratulations, you have passed. You can either restart the course by clicking the "Course Restart" button or move on by viewing your certificate of completion by clicking the "View Certificate" button. Fail layer V1: Sorry you did not pass! Please click the "Retry" button again to retake the quiz. Fail Layer V2: If you need to review the course materials, click the "Course Restart" button.	Media: VO: 1.14 Pass Layer V1 and 1.14 Fail Layer V1 and V2, Image 1.14 Sarah Pointing, Image 1.14 Sarah Arms Folded. 1.14c Certificate Scroll Create your own mock up the screen using the images, text, and shape features available. Full script should be included in the script below the slides with cues. Note the different screens for each button that you will need to build and add to your storyboard. Include directions to the developer what screen is associated with each button. Note graphic on restart and certificate. Tell developer how slide should advance.

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1.15	V1: If you wish to obtain a copy of your certificate, use the "Print" button to print a copy. Then click "Next" to continue.	Media: VO: 1.15 V1, Image 1.15 diploma icon Create your own mock up the screen using the images, text, and shape features available. Full script should be included in the script below the slides with cues. Pay attention to the print button. These are directions to give to the developer.
1.16	V1: In conclusion, DEIB is about creating work environments that resemble our everyday world, which is full of rich and diverse cultures, religions, races and ethnicities, genders, abilities, and more, as the world is a rainbow of people, and so should our workforce. V2: In our next lesson, we will dive more into Unconscious Bias and its effects on the workforce. V3: This concludes this course. Please use the exit button to exit the course.	Media: VO: 1.16 V1-V3, Image 1.16 Group of People Create your own mock up the screen using the images, text, and shape features available. Full script should be included in the script below the slides with cues. Tell developer how DEIB animates on screen as well as the bullet points. Note buttons that appear on screen and associated actions. Tell the developer what to do with each. For example, restart goes back

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		to the lesson title page. Exit Lesson closes the lesson.