

Module Title: Ergonomics in the Office

Target Audience: The primary learners of this course are office bound employees ranging in age from early 20s to mid 50s with at least a high diploma who will be using computers the majority of their work day

Learning Objectives:

Terminal LOs:

1. Demonstrate proper ergonomic setup of workstation components
2. Adjust workstation components to alleviate physical discomfort
3. Implement ergonomic best practices to prevent injury and improve well-being

Seat Time: 20 minutes

Outline:

- Welcome
- Navigation
- Introduction
- Learning Objectives
- What is Ergonomics
- Benefits of Ergonomics
- Knowledge Check
- Risk Factors
- Optimize Workflow
- Importance of Movement
- Benefits of Movement
- Graded Quiz
- Summary
- Congratulations

Font:

Roboto Black (headings)

Roboto (body)

Roboto Condensed Light (captions)

Color Palette:



Hex #F29919

Hex #E61537

#191919 (black)

Avatars:

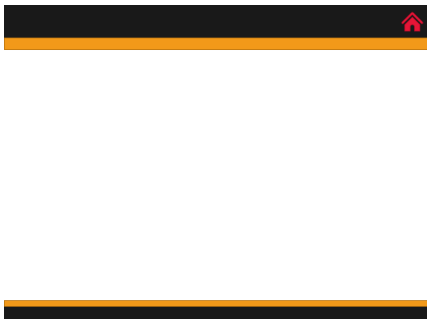
2 avatars represent **Bill** (veteran office employee) and **Sarah** (new hire to the company)

Directions:

When reviewing fields, please leave a comment or track *actionable* suggestions **within** the document aiming for comprehension and accuracy.

Global Comments:

- Slide dimensions are 16:9 ratio with slide size 1280:720
- All slides and layers will show a custom and bottom border using the color palette and logo in the top right corner (with the exception of the Welcome slide). Black top border will contain slide title left justified and gold border below that will contain directions as needed, also left justified



- Use Modern Player
- Text in [brackets] should not appear on the slide [or be recorded in voiceover]
- If text in caption bubble is too long to display at once, fade out/fade in text in the caption and arrange sequentially on timeline
- Slide numbers with letters (ex. 13a) indicate layers for corresponding slide number

Slide: / Menu Title: 1.1 Welcome			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
No top/bottom border Background: Looped video Parallelogram semi transparent shape overlaying left half of video in custom color Course title set in text box 40 font Subtitle set (business name) in text box 15 font Directions (body) in textbox 12.5 font Custom Start and Navigation buttons	[Slide Title] Ergonomics in the Office [Subtitle] By Real Homes Mortgage Company [Instructions] Click the Start button to begin the course Click the Navigation button for a navigation tutorial Start Navigation	Narrator: "Welcome to Ergonomics in the Office. The goal of this module is to help each individual create a work environment that minimizes the risk of discomfort, injury, and strain while maximizing productivity and efficiency. You may click the Start button to begin or click the navigation button to get clarification on how to proceed through the course."	Background video will loop even after timeline runs out The Start button will jump to slide 1.3 The Navigation button will jump to the next slide (slide 1.2) Next button is hidden

Slide: / Menu Title: 1.2 Navigation			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Player shows Menu on the left. Photographic image of someone working at a desk; centered on slide and rounded edges; white space above and below image Caption bubbles with labels point to player features	[Slide Title] Navigation [Directions] Use these options to navigate the course [caption bubbles] Menu Play/pause	Narrator: "Take a moment to familiarize yourself with the navigation of this module. The menu on the left can be used to keep track of your progress during this module. The button in the lower left corner is the play/pause button. You may pause this slide at any time. The	Caption bubbles with text labels will fade in timed with their reference in the audio Next button advances learner to slide 1.3

	Seekbar Replay Volume Playback speed Fullscreen Previous Next	button to the right of that is pointing to the seekbar. You can use the seekbar to play, pause, or refresh the slide. The next button over is the replay button. You can use the replay button if you'd like to watch the slide again. Next is the volume button and it can be used to adjust the volume of the slide. The two buttons in the lower right corner are the previous and next buttons. They can be used to toggle between the previous and next slides. 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 going to the next slide."	
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Slide: / Menu Title: 1.3 Introduction			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background image: Office setting with a plant subtly displayed and not blocked by avatars This slide will begin with Bill (veteran employee) standing just left of center facing Sarah who stands further over to the right. The two are facing each other, leaving space between for caption bubbles	[Bill caption] Hey Sarah, welcome to the team! I'm Bill and I'll be showing you around and helping you get settled in your new office space. [Sarah caption] Thanks, Bill! I'm excited to be here.	Bill: " Hey Sarah, welcome to the team! I'm Bill and I'll be showing you around and helping you get settled in your new office space." Sarah:"Thanks, Bill! I'm excited to be here." Bill: "Great! Let's start with your workstation. It's important to set	The caption text will be displayed on the slide timed with the VO audio. Slide begins with both Bill and Sarah present and Bill in the talking pose while Sarah listens. Caption bubbles track their conversation with slide text fading in and out on timeline,

Caption bubbles track their conversation on screen. As the two converse, the caption shape will remain between them Bill has 2 poses: talking and listening Sarah has 2 poses: listening and talking	[Bill caption] Great! Let's start with your workstation. It's important to set it up in an ergonomically friendly manner to ensure your comfort and productivity. [Sarah caption] Ergonomically friendly? What does that mean? [Bill caption] Essentially, it means arranging your workspace in a way that minimizes strain on your body while you work. You see, sitting at a desk for long periods can lead to discomfort and even injuries if your setup isn't right.	it up in an ergonomically friendly manner to ensure your comfort and productivity." Sarah: "Ergonomically friendly? What does that mean?" Bill: "Essentially, it means arranging your workspace in a way that minimizes strain on your body while you work. You see, sitting at a desk for long periods can lead to discomfort and even injuries if your setup isn't right."	timed with VO Next button is hidden When timeline ends, it will jump to slide 1.4
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Slide: / Menu Title: 1.4 Learning Objectives			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Visuals will be the same as slide 1.3 to start When Bill is motion pathed left, 3 stacked shapes will appear displaying the learning objectives for the module. They should be a contrasting custom color to the color chosen for the caption bubbles and outlined to stand out.	[Slide Title] Learning Objectives [Bill caption] Let me help you understand Ergonomics better. By the time we're done, you'll be able to: [top shape] Demonstrate proper ergonomic setup of your workstation components	Bill: "Let me help you understand Ergonomics better. By the time we're done, you'll be able to demonstrate proper ergonomic setup of your workstation components and be able to adjust the components to alleviate physical discomfort as well as implement ergonomic best practices to prevent injury and improve your well-being"	Slide begins with both Bill and Sarah present and Bill in the talking pose while Sarah listens. After Bill's initial caption button, he will be motion pathed left for the remainder of the slide to make way for 3 stacked rectangles containing the 3 LOs for this module. It will still be Bill's VO reading the

	[middle shape] Adjust the components to alleviate physical discomfort [bottom shape] Implement ergonomic best practices to prevent injury and improve your well-being [Sarah caption] I see. Can you help me get started?	Sarah: "I see. Can you help me get started?" Narrator: "Click on the plant to learn more"	LOs once they appear. Before Sarah speaks, the shapes need to fade out, making way for Sarah's caption bubble and the narrator's instruction. Caption bubbles track their conversation with slide text fading in and out on timeline, timed with VO When narration appears, a red plant shaped icon will appear over the plant already in the picture and a hot spot will overlay its entirety The Next button is hidden The hotspot will take the learner to next slide
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Slide: / Menu Title: 1.5 What is Ergonomics			LO: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same background pic as 1.3 3 semi-transparent shapes the full width of the slide with information inside (no avatars)	[Slide Title] What is Ergonomics? [first shape] ...design of workspaces, equipment, and tasks to fit the capabilities and limitations of the human body... [second shape] ...could involve providing ergonomic supplies and training...	Narrator: "What is Ergonomics in the Office? Ergonomics in the office refers to the design of workspaces, equipment, and tasks to fit the capabilities and limitations of the human body, This might involve providing ergonomic supplies and training as well as designing tasks to minimize repetitive motions, excessive force, and awkward	Semi-transparent shapes with text will appear on screen timed with VO and remain until the end of the slide Next button advances learner to slide 1.6

	[third shape] ...minimize repetitive motions, excessive force, and awkward postures...	postures that can help prevent repetitive strain injuries and other musculoskeletal disorders.”	
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Slide: / Menu Title: 1.6 Benefits of Ergonomics			LO: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same background office pic as slide 1.3 2 avatars: Bill is to the far left speaking to and facing the learner Sarah is to the far right listening to and facing Bill 4 labeled “buttons” are displayed between the avatars each labeled and containing an appropriate icon	[Slide Title] Benefits of Ergonomics [directions] Click on each item to learn more [button 1] Chair [button 2] Monitor [button 3] Keyboard [button 4] Mouse	Bill: “Designing the work area to fit the person, rather than forcing the person to fit the work area can significantly reduce ergonomic risks and enhance productivity. Much of this can be done by using the proper ergonomic equipment. Click each button to learn more.”	Each button will send the learner to another slide Button 1 sends to 1.7 Button 2 sends to 1.8 Button 3 sends to 1.9 Button 4 sends to 1.10 The Next button will be hidden until all 4 buttons are visited. Once visited, the Next button will be available and will send the learner to 1.11 Buttons will be unavailable until narration completes

Slide: / Menu Title: 1.7			LO: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background pic remains same as slide 1.3 Avatar Bill continues to instruct the learner	[Slide Title] Benefits of Ergonomics [caption bubble]	Bill: “An ergonomic chair is designed to support the natural curvature of the spine, promote proper posture and reduce the risk of back pain and discomfort.”	Next button is hidden When timeline ends, slide jumps back to slide 1.6

A pic depicting a person stretching a sore back while sitting will appear where the buttons had been The lower right corner will display an unlinked copy of the “chair” button A caption button will display above the picture	An ergonomic chair is designed to support the natural curvature of the spine, promote proper posture and reduce the risk of back pain and discomfort [copy of original button] Chair		
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Slide: / Menu Title: 1.8			LO: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background pic remains same as slide 1.3 Avatar Bill continues to instruct the learner A pic depicting a person stretching a sore neck will appear where the buttons had been The lower right corner will display an unlinked copy of the “monitor” button A caption button will display above the picture	[Slide Title] Benefits of Ergonomics [caption bubble] An ergonomic monitor is characterized by adjustable height, tilt, and swivel capabilities, allowing users to position the screen at eye level in order to reduce neck strain [copy of original button] Monitor	Bill: “An ergonomic monitor is characterized by adjustable height, tilt, and swivel capabilities, allowing users to position the screen at eye level in order to reduce neck strain.”	Next button is hidden When timeline ends, slide jumps back to slide 1.6

Slide: / Menu Title: 1.9			LO: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

Background pic remains same as slide 1.3 Avatar Bill continues to instruct the learner A pic depicting a person stretching soothing their hands will appear where the buttons had been The lower right corner will display an unlinked copy of the “keyboard” button A caption button will display above the picture of the person’s hands	[Slide Title] Benefits of Ergonomics [caption bubble] An ergonomic keyboard is designed to promote a more natural typing posture, with features such as cushioned palm rests and adjustable tilt angle support, minimizing risk of hand and wrist fatigue [copy of original button] Keyboard	Bill: “An ergonomic keyboard is designed to promote a more natural typing posture, with features such as cushioned palm rests and adjustable tilt angle support, minimizing risk of hand and wrist fatigue.”	Next button is hidden When timeline ends, slide jumps back to slide 1.6
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Slide: / Menu Title: 1.10			LO: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background pic remains same as slide 1.3 Avatar Bill continues to instruct the learner A pic depicting a person with a sore wrist will appear where the buttons had been The lower right corner will display an unlinked copy of the “mouse” button A caption button will display above the picture	[Slide Title] Benefits of Ergonomics [caption bubble] An ergonomic mouse is shaped to fit comfortably in the hand, reducing muscle tension and preventing repetitive strain injuries such as carpal tunnel syndrome [copy of original button] Mouse	Bill: “An ergonomic mouse is shaped to fit comfortably in the hand, reducing muscle tension and preventing repetitive strain injuries such as carpal tunnel syndrome.”	Next button is hidden When timeline ends, slide jumps back to slide 1.6

Slide: / Menu Title: 1.11 Knowledge Check			LO: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
White background Avatar Sarah is on the right and depicted larger, facing the question and possible answers. Her pose is thinking	[Slide Title] Knowledge Check [directions] Select the correct answer below [Question] Which ergonomic accessory is designed to reduce muscle tension and prevent repetitive strain injuries such as carpal tunnel syndrome? [answer choices] Ergonomic chairs Ergonomics keyboard Ergonomic monitors Ergonomic mouse	Narrator: "Which ergonomic accessory is designed to reduce muscle tension and prevent repetitive strain injuries such as carpal tunnel syndrome? Choose the correct answer below and click on the submit button."	Learner will get 2 attempts to answer correctly

Slide: / Menu Title: 1.11a			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
White shape appears Check mark on green background appears above text	Correct That's right! They are designed to reduce muscle tension and prevent repetitive strain injuries such as carpal tunnel syndrome [button] Continue		Continue button will hide the layer and jump to the next slide

Slide: / Menu Title: 1.11b			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
White shape appears "x" on red background appears above text	Incorrect That is incorrect. Remember, ergonomic mice are designed to fit comfortably in the hand, reducing muscle tension and preventing repetitive strain injuries such as carpal tunnel syndrome [button] Continue		Continue button will hide the layer and jump to the next slide

Slide: / Menu Title: 1.11c			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
White shape appears "x" on red background appears above text	Incorrect Remember, ergonomic mice are designed to fit comfortably in the hand, reducing muscle tension and preventing repetitive strain injuries such as carpal tunnel syndrome. Please try again. [button] Try Again		Try again button will hide the layer allowing the learner to make another selection

Slide: / Menu Title: 1.12 Risk Factors	LO: 2
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Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same background pic as 1.3 4 semi-transparent shapes the full width of the slide with information inside (no avatars)	[Slide Title] Risk Factors [1st shape] Several ergonomic risk factors can contribute to discomfort, strain and potential injuries including: [2nd shape] Poor Posture [3rd shape] Improper Workstation Setup [4th shape] Lack of Ergonomic Equipment	Narrator: "In an office environment, several ergonomic factors can contribute to discomfort, strain, and potential injuries among workers. These risks often stem from prolonged periods of sitting, repetitive tasks, poor workstation setup, and inadequate ergonomic equipment. These risk factors can include: Poor posture due to sitting in an awkward position for extended periods of time without adequate support which can strain the back, neck and shoulders, Improper workstation setup such as wrong chair height or monitors placed too low or too high can lead to neck, shoulder and back strain, and Lack of ergonomic equipment which can lead to discomfort and strained during prolonged use"	Semi-transparent shapes with text will appear on screen timed with VO and remain until the end of the slide Next button is hidden when timeline starts Next button is normal when timeline ends

Slide: / Menu Title: 1.13 Optimize Workflow			LO: 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
White background Centered shaped with 3 button tabs on top Right side of shape will have a pic	[Slide Title] Optimize Workflow [1st tab] Keyboard and Mouse Placement	Narrator: "Optimizing the layout of your desk can significantly reduce ergonomic risks and enhance productivity. Regularly assess your desk setup to ensure	Next button is set to hidden Next button will be set to normal once all layers have been visited Click on "Keyboard and Mouse

with an office desk Left side will have text and directions	[2nd tab] Desk Organization [3rd tab] Personalize Your Workspace [text] Optimize your desk layout to reduce your risk and regularly reassess your setup [directions in bold] Click on the tabs above to explore these key considerations:	that it continues to meet your ergonomic needs as they may change over time. Click on the tabs above to explore these key considerations:"	Placement" sends learner to layer 1 Click on "Desk Organization" sends learner to layer 2 Click on "Personalize Your Workspace" sends learner to layer 3 Tabs will be unavailable until narration completes
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Slide: / Menu Title: 1.13a			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
New background pic of desk keyboard A semi transparent shape the entire width of the slide containing text	[Slide Title] Optimize Workflow [text] Keep your keyboards and mouse at the same level and close to your body to avoid reaching	Narrator: "It is best practice to keep your keyboard and mouse at the same level and close to your body to avoid reaching. This will not only reduce strain but also maximize productivity."	Next button is hidden When timeline ends, layer is hidden

Slide: / Menu Title: 1.13b			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
New background pic of an organized desk A semi transparent shape the entire width of the slide containing text	[Slide Title] Optimize Workflow [text] Maintain a clutter free workspace by organizing frequently used	Narrator: "In order to maximize your time and efficiency it is important that you maintain a clutter free workspace by organizing frequently used items	Next button is hidden When timeline ends, layer is hidden

	items within arm's reach while minimizing clutter	within arm's reach while minimizing clutter."	
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Slide: / Menu Title: 1.13c			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
New background pic of a desk A semi transparent shape the entire width of the slide containing text	[Slide Title] Optimize Workflow [text] Customize your desk layout based on your specific needs and preferences finding the most comfortable setup for you	Narrator: "Everyone is different and therefore it is best to customize your desk layout based on your specific needs and preferences, finding the most comfortable setup for you."	Next button is hidden When timeline ends, layer is hidden

Slide: / Menu Title: 1.14 Importance of Movement			LO: 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background image same as 1.3 Avatar Bill standing just left of center facing Sarah who stands further over to the right. The two are facing each other, leaving space between for caption bubbles Caption bubbles track their conversation on screen. As the two converse, the caption shape will remain between them Bill has 2 poses: talking and listening	[Slide Title] Importance of Movement [Bill caption] Before you dive into your tasks, I want to emphasize the importance of taking care of your physical well-being, especially since you'll be spending a lot of time at your desk [Sarah caption] Absolutely, I understand. What do you suggest?	Bill: "Before you dive into your tasks, I want to emphasize the importance of taking care of your physical well-being, especially since you'll be spending a lot of time at your desk." Sarah: "Absolutely, I understand. What do you suggest?" Bill: "Well, in addition to setting up your workstation ergonomically, it's crucial to incorporate regular movement	Next button is hidden until timeline ends

Sarah has 2 poses: listening and talking	[Bill caption] Well, in addition to setting up your workstation ergonomically, it's crucial to incorporate regular movement breaks into your day. Sitting for long periods can lead to all sorts of musculoskeletal issues and repetitive strain injuries [Sarah caption] That makes sense. What kind of breaks do you recommend? [Bill caption] Walking breaks are fantastic. Try to get up and move around for a few minutes every hour or so. It could be as simple as taking a lap around the office or stepping outside for some fresh air [Sarah caption] Thanks, Bill. I appreciate you looking out for me [Bill caption] Of course, Sarah. We're all about supporting each other here. If you ever have any questions or need assistance with anything, don't hesitate to ask	breaks into your day. Sitting for long periods can lead to all sorts of musculoskeletal issues and repetitive strain injuries." Sarah: "That makes sense. What kind of breaks do you recommend?" Bill: "Walking breaks are fantastic. Try to get up and move around for a few minutes every hour or so. It could be as simple as taking a lap around the office or stepping outside for some fresh air." Sarah: "Thanks, Bill. I appreciate you looking out for me." Bill: "Of course, Sarah. We're all about supporting each other here. If you ever have any questions or need assistance with anything, don't hesitate to ask."	
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Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same background pic as 1.3 4 semi-transparent shapes the full width of the slide with information inside (no avatars)	[Slide Title] Importance of Movement [1st shape] Movement is crucial for mitigating ergonomic risks and promoting overall well-being. There are several reasons why: [2nd shape] Prevention of musculoskeletal disorders [3rd shape] Improvement of Circulation [4th shape] Enhanced Posture	Narrator: "Movement throughout the day in an office setting is crucial for mitigating ergonomic risks and promoting overall well-being. There are several reasons why it is important: Prevention of Musculoskeletal Disorders such as back pain, neck pain, and repetitive strain injuries, Improvement of Circulation helps prevent stiffness and discomfort, Enhanced Posture reduces the risk of back and neck pain.	Semi-transparent shapes with text will appear on screen timed with VO and remain until the end of the slide Next button is hidden when timeline starts Next button is normal when timeline ends

Slide: / Menu Title: 1.16 Benefits of Movement			LO: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
White background Accordion Interaction with 4 tabs take up about 1/3 of the accordion area and are shown vertically leaving the remainder of the space in the frame for content Each tab should alternate the custom colors	[Slide Title] Benefits of Movement [directions above accordion- not in border] Incorporating movement in your day has several benefits: [Tabs] Alleviate Muscle Tension Prevent Stiffness and Discomfort Stimulates Circulation Enhance Focus and Productivity	Narrator: "There are several reasons to incorporate movement into your day. Click on each of the buttons below to see some of these benefits."	There will be video on loop while the accordion is closed The Next button is set to hidden until all tabs are visited When clicked, each tab will "slide" open and take the learner to the layer of the same name

Slide: / Menu Title: 1.16 a			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
An appropriate picture related to tab content will be displayed when the accordion opens on tab. Text is above the accordion in an open white section	[Slide Title] Benefits of Movement [text above accordion- not in border] Regular movement helps alleviate muscle tension and reduces the strain on specific muscle groups	Narrator: “Regular movement helps alleviate muscle tension and reduces the strain on specific muscle groups.”	Tabs that are next selected appear to “slide open”, revealing and appropriate picture to the context of the layer and will close after time VO Next button is set to hidden Hide layer when timeline ends

Slide: / Menu Title: 1.16 b			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
An appropriate picture related to tab content will be displayed when the accordion opens on tab. Text is above the accordion in an open white section	[Slide Title] Benefits of Movement [text above accordion- not in border] Even simple activities like stretching or walking, promotes blood flow and help prevent stiffness and discomfort	Narrator: “Even simple activities like stretching or walking, promotes blood flow and helps prevent stiffness and discomfort.”	Tabs that are next selected appear to “slide open”, revealing and appropriate picture to the context of the layer and will close after time VO Next button is set to hidden Hide layer when timeline ends

Slide: / Menu Title: 1.16 c			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
An appropriate picture related to tab content will be displayed when the accordion opens on	[Slide Title] Benefits of Movement	Narrator: “Movement stimulates circulation and oxygen flow,	Tabs that are next selected appear to “slide open”, revealing and appropriate picture to the

tab. Text is above the accordion in an open white section	[text above accordion- not in border] Movement stimulates circulation and oxygen flow, leading to increased energy levels and cognitive function	leading to increased energy levels and cognitive function."	context of the layer and will close after time VO Next button is set to hidden Hide layer when timeline ends
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Slide: / Menu Title: 1.16 d			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
An appropriate picture related to tab content will be displayed when the accordion opens on tab. Text is above the accordion in an open white section	[Slide Title] Benefits of Movement [text above accordion- not in border] Short breaks throughout the day help combat fatigue and enhance focus and productivity	Narrator: "Short breaks throughout the day help combat fatigue and enhance focus and productivity."	Tabs that are next selected appear to "slide open", revealing and appropriate picture to the context of the layer and will close after time VO Next button is set to hidden Hide layer when timeline ends

Slide: / Menu Title: 1.17 Graded Quiz			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Background pic remains same as slide 1.3 Avatar Bill is on the left side of the slide facing the learner Bill's pose is talking A caption bubble is displayed to the right	[Slide Title] Graded Quiz [Bill caption] You will now take a five question quiz. Each question will be either multiple or multi choice. You must receive an eight"y percent in order to pass the course, meaning you must answer at	Bill: "You will now take a five question quiz. Each question will be either multiple or multi choice. You must receive an eight"y percent in order to pass the course, meaning you must answer at least four questions correctly. Use the menu to review the course, if needed. Click on the	Next button is hidden until audio is complete

	least four questions correctly. Use the menu to review the course, if needed. Click on the Next button when you are ready to begin	Next button when you are ready to begin."	
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Slide: / Menu Title: 1.18			LO: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
White background Avatar Sarah is on the right and depicted larger, facing the question and possible answers. Her pose is thinking	[Slide Title] Question 1 [question] You're experiencing shoulder pain after long hours of computer work. What ergonomic adjustment can help alleviate your discomfort? [answer choices] 1. Lowering the chair height 2. Adjusting the monitor to eye level 3. Placing the keyboard at an angle 4. Increasing screen brightness	Narrator: "You're experiencing shoulder pain after long hours of computer work. What ergonomic adjustment can help alleviate your discomfort?"	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. When the learner clicks Submit, submit multiple-choice and advance to the next slide. The learner should not get immediate 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 slide, 1.23 If they do not pass, they can come back and review the quiz.

Slide: / Menu Title: 1.19			LO: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

White background Avatar Sarah is on the right and depicted larger, facing the question and possible answers. Her pose is thinking	[Slide Title] Question 2 [question] You have been tasked with setting up a new workstation for a new colleague in your office. Which of the following would ensure that the workstation is ergonomically sound to promote comfort, productivity, and overall well-being? [answer choices] 1. The computer monitor is positioned above eye level, the chair is low, and the keyboard is placed on top of the desk 2. The computer monitor is at eye level, the chair is adjusted so that the feet rest flat on the floor, and the keyboard and mouse are positioned at elbow height. 3. The desk is positioned in front of a bright window and the keyboard is placed at an angle. 4. The desk is cluttered with unnecessary items, the chair lacks lumbar support, and the computer monitor is placed off to the side.	Narrator: “You have been tasked with setting up a new workstation for a new colleague in your office. Which of the following would ensure that the workstation is ergonomically sound to promote comfort, productivity, and overall well-being?”	Same settings for Slides 1.18, 1.19, 1.20, 1.21, and 1.22
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Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
White background Avatar Sarah is on the right and depicted larger, facing the question and possible answers. Her pose is thinking	[Slide Title] Question 3 [question] Since you spend the majority of your workday sitting at a desk, why is it important that you make the effort to incorporate movement? [answer choices] 1. Prevention of musculoskeletal disorders 2. Improvement of circulation 3. Worsening of posture 4. Boosting energy and productivity	Narrator: "Which of the following are benefits of incorporating movement throughout the workday in an office setting?"	Same settings for Slides 1.18, 1.19, 1.20, 1.21, and 1.22 This question is multi-choice instead of multiple choice like the other quiz questions

Slide: / Menu Title: 1.21)			LO: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
White background Avatar Sarah is on the right and depicted larger, facing the question and possible answers. Her pose is thinking	[Slide Title] Question 4 [question] You have been experiencing back pain at work. What could be a possible cause? [answer choices] 1. You are using a chair without proper lumbar support 2. You take regular breaks to	Narrator: "You have been experiencing back pain at work. What could be a possible cause?"	Same settings for Slides 1.18, 1.19, 1.20, 1.21, and 1.22

	stretch your neck muscles 3. You adjusts your monitor to eye level 4. You sit with proper posture		
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Slide: / Menu Title: 1.22			LO: 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
White background Avatar Sarah is on the right and depicted larger, facing the question and possible answers. Her pose is thinking	[Slide Title] Question 5 [question] What is a key consideration for optimizing the layout of your desk to reduce ergonomic risks and enhance productivity? [answer choices] - Keeping the desk cluttered with frequently used items - Placing the keyboard and mouse at different levels Maintaining a clutter free workspace within arms reach - Using a fixed desk layout without customization	Narrator: "What is a key consideration for optimizing the layout of your desk to reduce ergonomic risks and enhance productivity?"	Same settings for Slides 1.18, 1.19, 1.20, 1.21, and 1.22

Slide: / Menu Title:			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
White background	[Slide Title] Quiz Results	NO NARRATION on base layer	Use a Result slide to show Success layer 1.23a when timeline

	Your Score: _% Passing Score: _%		starts if results are equal to or greater than the passing score Show Failure layer 1.23b when timeline starts if results are less than passing score. Base layer will be visible from Success or Failure slide layers Results variable reference shows the percent score only. Not the Points variable reference. Built in graded quiz variable reference displays learner score
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Slide: / Menu Title: 1.23a			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
	[above score] Nice job, you passed! [directions below score] Click Review to see your results or click Continue to move on [buttons] Review Quiz Continue	Narrator: "Congratulations! You passed your quiz. You may press the review button to review your answers or press the continue button to move on"	Review button shows correct/incorrect response when reviewing Continue button jumps to slide 1.24

Slide: / Menu Title: 1.23b			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

	[above score] Sorry, you didn't pass. [directions below score] Click Review to see your results or click Retry to take it again [buttons] Review Quiz Retry Quiz	Narrator: "Unfortunately, you did not pass your quiz. You may press the review quiz button to look over your answers and when you are ready press the retry quiz button to retake the quiz."	Retake button resets results slide and jumps to slide 1.18 Review button shows correct/incorrect response when reviewing
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Slide: / Menu Title: 1.24 Summary			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same background pic as 1.3 3 semi-transparent shapes the full width of the slide with information inside (no avatars)	[Slide Title] Summary [text in gold border] You should now be able to: [1st shape] Demonstrate proper ergonomic setup of workstation components [2nd shape] Adjust workstation components to alleviate physical discomfort [3rd shape] Prevent injuries and improve physical well-being	Narrator: "Well done! You should now be able to: Demonstrate the proper ergonomic setup of a workstation's components, Adjust a workstation's components to alleviate any physical discomfort, and Implement ergonomic best practices to prevent injuries and improve your physical well-being."	Next button should be hidden until VO ends

Slide: / Menu Title: 1.25 Congratulations			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

Same as Welcome slide No top/bottom border Background: Looped video Parallelogram semi transparent shape overlaying left half of video in custom color Course title set in text box 40 font Directions (body) in textbox 12.5 font Custom Complete button	Congratulations Click the Complete box to end this course [button] Complete	Narrator: "Congratulations on completing this course. Click on the Complete button to exit the course"	Background video will loop even after timeline runs out Next button is hidden Complete button will exit course but is inaccessible until VO is done
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