|  |
| --- |
| E-Learning Uncovered |
| **Traveling With RQM** |
| Storyboard |

# What Is This Document?

These storyboards can be used to build a 4-part course on travel reimbursement policies in Adobe Captivate. The course is specifically designed to give you a chance to practice the major features of Adobe Captivate 2019.

For each slide, you’ll find a storyboard, which serves as the “blueprint” for that slide. This is similar to what you might create or be given on a real project. Since this course is designed to help you learn and practice Captivate skills, each storyboard also comes with instructions on how to build that slide (instructions that you would *not* be given in the real world). This document is not designed to *teach* you how to use Captivate—its designed to help you practice your skills.

This course is a companion to the book, [E-Learning Uncovered: Adobe Captivate 2019](http://www.amazon.com/dp/1793950075). The instructions at the end of each storyboard include cross-references to where you can find more details in the book. However, anyone may use these practice files—you don’t have to own a copy of the book.

# How Do I Use It?

We first recommend that you view the finished course. Published versions and completed Captivate files are provided in the course folder. This will give you a good sense of what you’ll be creating.

With these practice files, you build each slide in order. This is most typical of how you would build a real project. It does mean that you’ll be jumping around and using lots of different parts of Captivate for each slide. For example, when you build the very first slide, you’ll be using techniques from at least five different chapters. Your workflow will be very realistic, and it will involve flipping around a bit in the companion book.

If you’d like more of a chapter-by-chapter approach, you can start by first adding all the slides (covered in chapter 3). Then after reviewing each chapter, you can go back to each slide and see how much you are ready to do. For example, after reading chapter 4, you can add text, images, and shapes to many of the slides.

# What Permissions Do I Have to Use This?

Anyone can use and distribute these practice files and the courses you build with these files. If you share these files (either in raw form or the finished course), we’d sure appreciate it if you mention E‑Learning Uncovered somewhere. If you are an instructor using these files to teach a course, [contact us](mailto:books@elearninguncovered.com?subject=Information%20about%20wholesale%20pricing%20on%20Articulate%20Storyline%20book) if you’d like information on wholesale pricing for the book.

# Where Can I Find Even More on Captivate?

Be sure to visit the [companion page](http://elearninguncovered.com/books/adobe-captivate-2019-book/) on our website for more resources on Adobe Captivate.

# Course 1: Business Content

|  |  |  |
| --- | --- | --- |
| **1** | **Welcome** | |
| **On-screen** | | **Narration** |
| Import logo animation from first slide of PowerPoint: **RQM Travel Reimbursements.pptx**, but take off the course title. | | None |
| **Programming Notes** | | |
| * Use a Custom slide size of 960 x 720 * Find background audio track (Whoosh 3) in the Gallery. * Don’t link the file, and change advance option to automatically advance. * Auto-advance to the next slide. | | |
|  | | |
| **Slide instructions and cross-reference to book** | | |
| |  |  | | --- | --- | | Task | Book page number | | 1. Create a new, blank project. | p. 17 | | 1. Add a new PowerPoint slide. | p. 27 | | * Select the first slide only. | p. 18 | | * Turn on auto-advance | p. 19 | | * Turn on high fidelity. | p. 19 | | * Do not link the presentation. | p. 19 | | 1. Edit the PowerPoint slide to remove the text box with the title. | p. 28 | | 1. Add an audio track from the sound gallery. | p. 71, 69 | | | |

|  |  |  |
| --- | --- | --- |
| **2** | **Traveling With RQM** | |
| **On-screen** | | **Narration** |
| **Text:**  Traveling With RQM  **Graphic:**  *Airplane.png* | | None |
| **Programming Notes** | | |
| * Apply a text effect to the title. * Use motion path animation to make Airplane.png fly from left to right of screen. * Find sound effect (Whoosh 4) in the Gallery. * Auto advance to the next slide. | | |
|  | | |
| **Slide instructions and cross-reference to book** | | |
| |  |  | | --- | --- | | Task | Book page number | | 1. Move the first slide (the one that was added automatically when you created the file) down to become the second slide. | p. 41 | | 1. Download the **Smart** theme from the Elearning Brothers assets. | p. 288 | | 1. Apply the theme. | p. 39 | | 1. Enter the course title in the text placeholder. | p. 48 | | 1. Add the airplane image to the slide. | p. 53 | | 1. Resize the image and place it off the left side of the slide. | p. 97 | | 1. Add a motion path to make the plane fly across the slide. | p. 113 | | 1. Insert a text entry box. | p. 139 | | 1. Add default text with the instructions. | p. 139 | | 1. Adjust the formatting, size, and placement of the text entry box and Submit button. | Various | | 1. Rename the variable to be **StudentName**. (In the **Variables** dialog box, select the variable, change the name in the **Name** field, and click the **Update** button.) | p. 143 | | 1. Set the text entry box and button to fade in. | p. 97 | | 1. Set the text entry box and button to appear after the plane leaves the slide. | p. 116 | | 1. Add a sound effect from the audio gallery. | p. 71, 69 | | | |

|  |  |  |
| --- | --- | --- |
| **3** | **An Urgent Request** | |
| **On-screen** | | **Narration** |
| **Video:**  *PleaseSendHelp.mp4*  **Graphic:**  *Phone in Office.jpg* | | Video: I’m at the conference, and it is crazy. We’ve had so many people at our booth—we need lots of help. Can you get on a plane tomorrow? |
| **Programming Notes** | | |
| * Put the video over the phone so it looks like a video call. Have the video start automatically. * Add a **Next** button to go to the next slide (same for all remaining slides). * Image source: <https://www.pexels.com/photo/apple-applications-apps-cell-phone-607812/> and <https://www.pexels.com/photo/apple-devices-books-business-coffee-572056/> | | |
|  | | |
| **Slide instructions and cross-reference to book** | | |
| |  |  | | --- | --- | | Task | Book page number | | 1. Add a new content slide. | p. 27 | | 1. Apply the **Cycle/Process 1** layout. | p. 38 | | 1. Delete the content placeholders. | p. 98 | | 1. Add the title text to the text placeholder. | p. 48 | | 1. Add the office image. | p. 53 | | 1. Resize and crop the image to fit properly. | p. 54 | | 1. Add the video clip. | p. 86 | | 1. Remove the video skin. | p. 87 | | 1. Rotate and resize the video to fit on the phone. | p. 97 | | 1. Add a transparent button. | p. 137 | | * Format the button using theme colors. | p. 92, 49 | | * Change the button text to “Next.” | p. 137 | | * Position the button in the bottom-right corner of the slide. | p. 97 | | 1. Add an action to the button to go to the next slide. | p. 135, 128 | | 1. If needed, adjust the timing of any object to stay up the whole time. | p. 116 | | | |

|  |  |  |
| --- | --- | --- |
| **4** | **What You Will Learn** | |
| **On-screen** | | **Narration** |
| **Learning Interaction: Tabs**  Before Tab:   * Research per diem rates * Book flight, hotel, and rental car   During Tab:   * Understand reimbursable and non-reimbursable expenses for:   + Parking   + Luggage   + Upgrades   + Food   + And More   After Tab:   * Enter travel claim into the system * Troubleshoot claims problems | | It’s time to book your travel. This course will walk you through everything you need to know before, during, and after your trip so that you can book your travel and avoid out-of-pocket expenses.  Click each tab to find out what you will learn. |
| **Programming Notes** | | |
| * Insert audio narration file *4-Obj.mp3*. | | |
|  | | |
| **Slide instructions and cross-reference to book** | | |
| |  |  | | --- | --- | | Task | Book page number | | 1. Add a new content slide. | p. 27 | | 1. Apply the **Blank** layout. | p. 38 | | 1. Add the **Tabs** learning interaction. | p. 119 | | 1. Add the text to the interaction. | p. 120 | | 1. Copy and paste the **Next** button from the previous slide. | p. 98 | | 1. Resize the interaction to take up most of the slide. Have it stop just above the **Next** button. | p. 97 | | 1. Add the audio narration. | p. 71 | | 1. If needed, adjust the timing of any object to stay up the whole time. | p. 116 | | | |

|  |  |  |
| --- | --- | --- |
| **5** | **Understanding Per Diem** | |
| **On-screen** | | **Narration** |
| **Graphic:**  Receipt with “Denied” stamped on it.  **Graphic:**  *PerDiem-LA.gif*  **Graphic:**  Photo of person with neutral to slightly upset reaction  **Text Button:**  Go to GSA Website | | When you return from a business trip, you don’t want to learn that only part of your hotel bill or only a portion of your meals are reimbursable. By researching your maximum allowable daily expenses for lodging, meals, and incidentals prior making reservations, you will know exactly how much you can spend without incurring personal costs.  We use the per diem rates established by the U.S. government’s General Services Administration, which can be found at www.gsa.gov/perdiem. |
| **Programming Notes** | | |
| * Insert audio narration file *5-PerD.mp3*. * Create receipt and denied graphic using shapes/text. Make the receipt for an upgraded hotel room and room service. * Create zoom area to highlight area Los Angeles area of *PerDiem-LA.gif*. * Animate graphics/text in sync with audio narration. * Link text button to: [www.gsa.gov](file:///C:\Users\Tim\Desktop\Captivate%208%20Practice%20Files\www.gsa.gov)/perdiem. | | |
|  | | |
| **Slide instructions and cross-reference to book** | | |
| |  |  | | --- | --- | | Task | Book page number | | 1. Add a new content slide. | p. 27 | | 1. Apply the **Objectives** layout. | p. 38 | | 1. Add the title text to the text placeholder. | p. 48 | | 1. Delete the content placeholders. | p. 98 | | 1. Add a photographic character. | p. 57 | | 1. Add a rectangle shape, formatted to be gray and rotated to a slight angle. | p. 58, 92, 97 | | 1. Add and format receipt text. (Make up your own text.) | p. 58, 49 | | 1. Add a text caption for the word “Denied.” | p. 47 | | 1. Format, rotate, and position text to look like a stamp across the receipt. | p. 49, 97 | | 1. Add the image of the per diem table. | p. 53 | | 1. Add a zoom region to magnify the row for Los Angeles. | p. 63 | | 1. Copy and paste the **Next** button from the previous slide. | p. 98 | | 1. Make a copy of the **Next** button with the text: **Go to GSA Website**. Position it at the bottom center of the slide. | p. 98, 137 | | 1. Set the button to go to URL: **www.gsa.gov/perdiem**. | p. 128 | | 1. Set the hyperlink to open in a new window. | p. 128 | | 1. Add the audio narration. | p. 71 | | 1. Synchronize the on-screen elements to the audio. | p. 116 | | | |
| **6** | **Hotels, Flights, and Rental Cars** | |
| **On-screen** | | **Narration** |
| **Graphics:**  *Car\_Icon.png*  *Hotel\_Icon.png*  *Plane\_Icon.png*  **Text:**  Click each item to learn more.  **Pop-Up Text:**  Hotel: The GSA website provides the maximum allowed rate for hotels in your primary destination area, which is the maximum amount reimbursable.  Flight: RQM expects that you will be a good steward of corporate funds and seek the best airfare possible. Business Class, First Class, or premium seats are not reimbursable.  Rental Car: Please rent through A1Rental and reference RQM’s contract number. You will be reimbursed for a compact car, unless a larger vehicle is approved in advance. | | Prior to your departure you may want to book the following: hotel, flight, and car rental. Click each item to learn more about RQM’s policies. |
| **Programming Notes** | | |
| * Insert audio narration file *6-HFR.mp3*. * Use **HFR** for any naming conventions. (Hotel-Flight-Rental car) | | |
|  | | |
| **Slide instructions and cross-reference to book** | | |
| |  |  | | --- | --- | | Task | Book page number | | 1. Make a duplicate of the **Objectives** master slide.  * Show the **Slide Master** panel. * Right-click the **Objectives** master, and select Duplicate. * Name the new version **Large Blank**. * Delete the four text captions. * Move the page title up a little. * Change the color of the red box and make it smaller. * Change color of thin box at bottom of slide to match. * Adjust the height of the grey box closer to title box. | p. 36 | | 1. Add a new content slide. | p. 27 | | 1. Apply the new **Large Blank** layout. | p. 38 | | 1. Add the title text to the text placeholder. | p. 48 | | 1. Add the three icon images and position them across the top of the blank area. | p. 53 | | 1. Add three captions with the pop-up text, format them the way you want, and position them under each icon. | p. 47, 49, 97 | | 1. Create a new caption style based on the formatting of the captions (to be used on the next slide). | p. 106 | | 1. Give a logical name to each of the captions (such as **HFR\_Hotel\_Text**). | p. 91 | | 1. Set each pop-up caption to be initially invisible. | p. 91 | | 1. Add a text caption with the instructions. | p. 47 | | 1. Position the instructions behind the middle pop-up caption. | p. 103 | | 1. Add a click-box for each of the three icons. | p. 135 | | 1. Set each click-box to show its corresponding text caption when clicked. | p. 135, 130 | | 1. For each click box, uncheck the option to continue playing the project. | p. 135 | | 1. Copy and paste the **Next** button from the previous slide. | p. 98 | | 1. Add the audio narration. | p. 71 | | 1. If needed, adjust the timing of any object to stay up the whole time. | p. 116 | | | |

|  |  |  |
| --- | --- | --- |
| **7** | **Incidental Expenses** | |
| **On-screen** | | **Narration** |
| **Graphics:**  Make three circles that say:  Internet  Parking  Tipping  **Text:**  Click each item to learn more.  **Pop-Up Text:**  **Parking**  At your destination:Parking is reimbursable at the hotel, conference center, etc.  At the airport:You will be reimbursed for the economy parking rate. If you choose a different lot, you will be responsible for the difference.  **Wi-Fi**  On the plane:Wi-fi access on the plane is only reimbursable with advanced approval.  At the hotel:Hotel wi-fi is reimbursable for each business day.  **Tipping**  Reasonable tipping is allowed for:Taxi and shared ride drivers   * Hotel bell desk staff * Restaurant wait staff * Shuttle bus drivers * Coat room staff | | Every business trip also has little expenses that can really add up. Click each item to learn more. |
| **Programming Notes** | | |
| * Insert audio narration file *7-Inc.mp3*. * Use **INC** for any naming conventions. (Incidental) * Set it up so that they can’t move forward until they click all three icons. * Show an indication so that students know which buttons they’ve clicked. * If the three captions don’t fit side by side, set it up so that each caption disappears when the next one is clicked. | | |
|  | | |
| **Slide instructions and cross-reference to book** | | |
| |  |  | | --- | --- | | Task | Book page number | | 1. Add a new content slide. | p. 27 | | 1. Apply the new **Large Blank** layout. | p. 38 | | 1. Add the title text to the text placeholder. | p. 48 | | 1. Add the three circles with the text in the storyboard and position them across the top of the blank area. | p. 58 | | 1. Add three captions with the pop-up text.  (To accommodate all the text, the captions will need to overlap. Consider using a large caption as the background and smaller captions side-by-side for the text.) | p. 47, 49, 97 | | 1. If you used multiple objects for each pop-up, group the objects together. | p. 99 | | 1. Apply the new pop-up caption style to the main caption (the background caption if you used more than one). | p. 106 | | 1. Give a logical name to each of the captions/groups (such as **Inc\_Parking\_Pop-up**). | p. 91 | | 1. Set each group to be initially invisible. | p. 91 | | 1. Copy and paste the **Next** button from the previous slide. | p. 98 | | 1. Set the **Next** button to be initially invisible. | p. 91 | | 1. Give the **Next** button a logical name (such as **Inc\_Next**). | p. 91 | | 1. Set each of the circles to use as a button. | p. 91 | | 1. Add a new in-built **Visited** state to each of the circles and format it (such as making it darker or giving it an outline). | p. 108 | | *Note: The next button will only be shown once all three buttons are clicked. Clicking each button will add a different letter (****A****,* ***B****, or* ***C****) to a variable:* ***Inc\_ClickTracking****. Once that variable contains* ***A****,* ***B****, and* ***C****, then the next button can be shown.* | N/A | | 1. Set up a new variable: **Inc\_ClickTracking**. | p. 144 | | 1. Set up an advanced action that does the following:   On the first tab:   * Show the **Parking** pop-up. * Hide the **Wi-Fi** pop-up. * Hide the **Tipping** pop-up. * Increment the variable **Inc\_ClickTracking** by **A**.   On the second tab:   * Activate the **Conditional** option. * Set up three conditions for **Inc\_ClickTracking** to contain **A**, and to contain **B**, and to contain **C**. * Set the action to show the **Next** button. * Save the action. | p. 147−151 | | *Note: Since you will use the same logic for the other two, you can set this up as a shared action. When you set up a shared action, you describe what each element of the action is for so you know how to customize it each time. For example, which caption shows and which caption hides.* | N/A | | 1. Save the action as a shared action with the following parameters descriptions:  * Inc\_ClickTracking = variable used to track this slide * A = letter assigned to this button * B = letter not assigned to this button * C = letter not assigned to this button * Parking\_Pop-Up = popup to show * Internet\_Pop-up = popup to hide * Tipping\_pop-up = popup to hide * Inc\_Next = Next button | p. 152 | | 1. Set up the **Parking** button to execute the **Parking Pop-up** advanced action. | p. 129 | | 1. Set up the **Wi-fi** button to execute the shared action with the following parameters:  * popup to show = Wi-fi pop-up * pop-up to hide = parking pop-up * pop-up to hide = tipping pop-up * variable used to track this slide = Inc\_ClickTracking * letter assigned to this button = B * letter not assigned to this button = A * letter not assigned to this button = C * Next button = Inc\_Next | p. 153 | | 1. Set up the Tipping button to execute the shared action with the following parameters:  * popup to show = tipping pop-up * pop-up to hide = parking pop-up * pop-up to hide = Wi-fi pop-up * variable used to track this slide = Inc\_ClickTracking * letter assigned to this button = C * letter not assigned to this button = A * letter not assigned to this button = B * Next button = Inc\_Next | p. 153 | | 1. Set the **Next** button to retain state on slide revisit. | p. 111 | | 1. Add the audio narration. | p. 71 | | 1. If needed, adjust the timing of any object to stay up the whole time. | p. 116 | | | |

|  |  |  |
| --- | --- | --- |
| **8** | **You Decide: Parking** | |
| **On-screen** | | **Narration** |
| **Graphics:**  *Parking.jpg*  *Control\_Panel.png*  **Text Buttons:**  Economy Parking: $10  Daily Parking: $20  **Text Feedback:**   * Economy Parking: Economy parking is fully reimbursable * Daily Parking: Daily parking is not fully reimbursable. You can park there, but you will only be reimbursed for the economy parking. | | During your trip, you will have lots of options such as where to park at the airport, whether to check a bag, or whether to order room service.  You are free to choose the options you want. There are no right or wrong answers–just reimbursable or non-reimbursable expenses.  Let’s go through some of the common situations you’ll encounter. In each case, decide what you want to do, and then find out if your choice was fully reimbursable or not.  You are running late to the airport. The daily garage is closer than the economy lot. You’d be more likely to make your flight on time, but it costs more. Where do you park? |
| **Programming Notes** | | |
| * Insert audio narration file *8-YD\_Park.mp3*. * When the user clicks one of the buttons, the amount spent is added to the total amount. The amount reimbursable is added to the reimbursable amount and the difference is calculated. * When feedback is displayed, buttons disappear so that the user cannot answer again. * Use **YD\_Park** for naming conventions. | | |
|  | | |
| **Slide instructions and cross-reference to book** | | |
| |  |  | | --- | --- | | Task | Book page number | | 1. Make a duplicate of the **Content 4** master slide.  * Show the Slide Master panel. * Right-click the **Content 4** master, and select Duplicate. * Name the new version **Content 9**. * Change the width of the green and the grey rectangles on the right side of the slide. * Change the width of the text caption to match. * Change the width of the image placeholder closer to the rectangle behind the text caption. * Change the width of the rectangle behind the image placeholder to match. * Remove the text caption below image placeholder. | p. 36 | | 1. Add a new content slide. | p. 27 | | 1. Apply the **Content 09** layout. | p. 38 | | 1. Add the title text to the text placeholder. | p. 48 | | 1. Delete the other text captions. | p. 98 | | 1. Add the parking graphic to the image placeholder. | p. 23, 53 | | 1. Resize and position, cropping the parking graphic if needed. | p. 97 | | 1. Add two text captions in the bottom right “opening” with the feedback text. (One on top of the other, since only one will be shown.) | p. 47 | | 1. Make both text boxes initially invisible. | p. 91 | | 1. Add the two buttons with the text shown in the storyboards and position them at the bottom of the screen. | p. 137 | | 1. Give the two buttons and the two text boxes logical names (such as **YD\_Park\_Daily\_FB**). | p. 91 | | 1. Add three variables with a starting value of zero:  * **YD\_Total\_Expense** * **YD\_Reimbursable** * **YD\_Difference** | p. 144 | | 1. Add three text captions, each with a reference to one of the variables. Position them in the appropriate place on the background graphic. | p. 47 | | *Note: If the student clicks the Daily Parking button, there is a total expense of $20. Of that, $10 of it is reimbursable. So there is a difference of $10.*   1. Create an advanced action called **YD\_Park\_Daily** that does the following:  * Add 20 to **YD\_Total\_Expenses**. (Increment by 20) * Add 10 to **YD\_Reimbursable**. (Increment by 10) * Calculate the difference (Expression: Difference = total minus reimbursement) * Show the daily parking feedback. * Hide both parking buttons (two separate actions). * Save the action. | p. 151 | | *Note: Since you will use the same logic for the other button and on the next slide, you can set this up as a shared action.*   1. Save the action as a shared action called **YD\_Scoring\_Logic** with the following parameters descriptions:  * YD\_Total\_Expenses (nothing needed since this variable will not change from one use to another) * 20 = Total amount of expense * YD\_Reimbursable (nothing needed since this variable will not change from one use to another) * 10 = Reimbursable amount * YD\_Difference (nothing needed since this variable will not change from one use to another) * YD\_Park\_Daily\_FB = Feedback to show * YD\_Park\_Daily = Button to hide * YD\_Park\_Econ = Button to hide | p. 152 | | 1. Execute the **YD\_Park\_Daily** action on the daily button. | p. 129 | | 1. Execute the **YD\_Scoring\_Logic** shared action on the economy button with the following parameters:  * Total amount of expense = 10 * Reimbursable amount = 10 * Feedback to show = YD\_Park\_Econ\_FB * Button to hide = YD\_Park\_Daily * Button to hide = YD\_Park\_Econ | p. 153 | | 1. Copy and paste the **Next** button from slide 6 (not slide 7) and rename it. | p. 98 | | 1. Add the audio narration. | p. 71 | | 1. If needed, adjust the timing of any object to stay up the whole time. | p. 116 | | | |

|  |  |  |
| --- | --- | --- |
| **9** | **You Decide: Baggage** | |
| **On-screen** | | **Narration** |
| **Graphics:**  *CheckIn.jpg*  *Control\_Panel.png*  **Text Buttons:**  No Bags: $0  One Bag: $20  **Text Feedback:**   * No Bags: Since you are not checking a bag, you don’t have to worry about reimbursement. However, fees for one bag are reimbursable. * One Bag: Bag fees for one bag are reimbursable. | | You are checking in at the airport. You are asked if you want to check a bag, which involves a $25 fee. Do you check the bag and pay the fee? |
| **Programming Notes** | | |
| * Insert audio narration file *9-YD\_Baggage.mp3*. * When the user clicks one of the buttons, the amount spent is added to the total amount. The amount reimbursable is added to the reimbursable amount and the difference is calculated. * When feedback is displayed, buttons disappear so that the user cannot answer again. * Use **YD\_Baggage** for naming conventions. | | |
|  | | |
| **Slide instructions and cross-reference to book** | | |
| |  |  | | --- | --- | | Task | Book page number | | 1. Make a duplicate of the previous slide. | p. 41 | | 1. Delete the parking picture and replace it with the check-in picture. | p. 98, 53 | | 1. Replace the text in the title, buttons, and the feedback captions. | p. 48, 137 | | 1. Delete the audio file and replace it with the file for this slide. | p. 80, 71 | | 1. Give the buttons and the feedback logical names (such as **YD\_Baggage\_One\_FB**) | p. 91 | | 1. Execute the **YD\_Scoring\_Logic** shared action on the one bag button with the following parameters:  * Total amount of expense = 25 * Reimbursable amount = 25 * Feedback to show = YD\_Baggage\_One\_FB * Button to hide = YD\_Baggage\_One * Button to hide = YD\_Baggage\_None | p. 153 | | 1. Execute the **YD\_Scoring\_Logic** shared action on the no bag button with the following parameters:  * Total amount of expense = 0 * Reimbursable amount = 0 * Feedback to show = YD\_Baggage\_None\_FB * Button to hide = YD\_Baggage\_One * Button to hide = YD\_Baggage\_None | p. 153 | | 1. If needed, adjust the timing of any object to stay up the whole time. | p. 116 | | | |

|  |  |  |
| --- | --- | --- |
| **10** | **Your Reimbursement Check Arrives** | |
| **On-screen** | | **Narration** |
| **Image:**  Check.png | | Based on the choices you made in the scenario, here’s how much reimbursement you would have received.  Remember that you can make your own travel decisions, such as deciding to upgrade your seat on a plane. But if you follow the policies you’ve learned here, you’ll maximize reimbursement and minimize out-of-pocket expenses. |
| **Programming Notes** | | |
| * Add audio *10-Check.mp3*. * Add text captions with variables to make it look like the check is filled out to them: date, student name (pulled from first slide) and reimbursement amount from previous activity. | | |
|  | | |
| **Slide instructions and cross-reference to book** | | |
| |  |  | | --- | --- | | Task | Book page number | | 1. Add a new content slide. | p. 27 | | 1. Apply the **Large Blank** layout. | p. 38 | | 1. Add the title text to the text placeholder. | p. 48 | | 1. Add the check image and position it in on the slide. | p. 53 | | 1. Add three text captions and position them in the space for the date, the payee, and the amount. | p. 47 | | 1. Insert variable references in each of the captions for:  * **StudentName** * **YD\_Reimbursable** (and type **.00** afterwards) * **cpInfoCurrentMonth/cpInfoCurrentDate/cpInfoCurentYear** (putting slashes between each of these *system* variables) | p. 146 | | 1. Copy and paste the **Next** button from the previous slide. | p. 98 | | 1. Add the audio narration. | p. 71 | | 1. If needed, adjust the timing of any object to stay up the whole time. | p. 116 | | | |

|  |  |  |
| --- | --- | --- |
| **11** | **Travel Safety** | |
| **On-screen** | | **Narration** |
| **Text:**  Travel Safety | | While responsible spending is of great concern to RQM, your safety while traveling is equally important to us.  In this chapter, we want to look at some of the primary safety concerns while you travel, and how you can avoid any mishaps. |
| **Programming Notes** | | |
| * Insert audio narration file *11-Safety.mp3*. * Auto Advance to next slide after narration audio completes. | | |
|  | | |
| **Slide instructions and cross-reference to book** | | |
| |  |  | | --- | --- | | Task | Book page number | | 1. Add a new content slide. | p. 27 | | 1. Apply the **Title** layout. | p. 38 | | 1. Add the title text to the placeholder. | p. 48 | | 1. Add the audio narration. | p. 71 | | 1. If needed, adjust the timing of any object to stay up the whole time. | p. 116 | |  |  | | | |

|  |  |  |
| --- | --- | --- |
| **12** | **Safety at the Airport** | |
| **On-screen** | | **Narration** |
| **Video:**  airport\_safety.mp4 | | Video: Your journey will most likely begin at the airport. While there are safety practices imposed by the federal aviation administration here are a few reminders.  While you are waiting to board your flight, be mindful of your belongings. Laptops, smartphones, and other valuables are always at risk of being stolen when in public places like the airport terminal. Remember, it is not only the device that is at risk of being stolen, but the data it contains as well.  If you must walk outside the terminal in order to board your plane, follow the crew member instructions carefully. This is a very active place and you should be paying attention to your surroundings.  Once on board the aircraft, your flight crew is there to help ensure your safety. Follow their instructions and enjoy the flight.  When you arrive at your destination, gather your carry-on baggage, and move directly to the terminal. Remember to listen to the crew and follow the marked path back to the terminal. Never cross any wires, hoses, or other visible barriers. Doing so can not only be dangerous but could result in federal penalties. |
| **Programming Notes** | | |
| * Add a **Next** button to go to the next slide. * Complete next slide, then return here to complete this slide. * Insert **Slide 13: Waiting in the Terminal** as overlay in video. | | |
|  | | |
| **Slide instructions and cross-reference to book** | | |
| |  |  | | --- | --- | | Task | Book page number | | 1. Add a new content slide. | p. 27 | | 1. Apply the **Large Blank** layout. | p. 38 | | 1. Add the title text to the placeholder. | p. 48 | | 1. Add the video clip as an Interactive Video. | p. 253 | | 1. Copy and paste the **Next** button from a previous slide. | p. 98 | | 1. Insert a video bookmark titled **Safety Violation** at the **01:01** mark. | p. 254 | | 1. Skip to next slide. Return here when complete. | N/A | | 1. Insert **Overlay** of slide 13 at **00:29** mark. | p. 256 | | 1. Adjust **Background Opacity**. | p. 257 | | 1. Continue to slide 14. | N/A | | 1. If needed, adjust the timing of any object to stay up the whole time. | p. 116 | | | |

|  |  |  |
| --- | --- | --- |
| **13** | **Waiting in the Terminal** | |
| **On-screen** | | **Narration** |
| **Text:**  Laptops are expensive and can hold valuable company or client data.  Smart phones are easily lost or stolen. Your personal data is at risk.  Personal belongings are your responsibility to keep secure.  **Graphics:**  laptop.jpg  phone.jpg  watch.jpg | |  |
| **Programming Notes** | | |
| * Add a **Continue** button to go to return to the video. (use Continue action) * Return to previous slide to add this slide as an overlay. | | |
|  | | |
| **Slide instructions and cross-reference to book** | | |
| |  |  | | --- | --- | | Task | Book page number | | 1. Add a new content slide. | p. 27 | | 1. Apply the **Content 1** layout. | p. 38 | | 1. Add the title text to the title placeholder. | p. 48 | | 1. Add the text to the three text placeholders. | p. 48 | | 1. Swap image placeholders with images. | p. 53 | | 1. Crop images as necessary. | p. 54 | | 1. Add a transparent button**.** | p. 137 | | * Format the button using theme colors. | p. 92, 49 | | * Change button text to “Continue.” | p. 137 | | * Position the button in the bottom right corner of the slide. | p. 97 | | 1. Return to previous slide and insert overlay. | N/A | | | |

|  |  |  |
| --- | --- | --- |
| **14** | **Flight Types** | |
| **On-screen** | | **Narration** |
| **Text:**  Which one of these flights is fully reimbursable under RQM’s travel policy? Select the best answer.   1. First Class: $675 2. Business Class: $550 3. Coach: $375 (correct answer) 4. Economy plus: $379   **Text Feedback:**  Only the coach flight is reimbursable. | | Let’s take a moment to check your knowledge. |
| **Programming Notes** | | |
| * Insert audio narration file *14-Quiz.mp3*. * Set up as a multiple-choice question. * Allow two attempts. (Use only “try again” language after the first attempt.) | | |
|  | | |
| **Slide instructions and cross-reference to book** | | |
| |  |  | | --- | --- | | Task | Book page number | | 1. Add a new multiple-choice question slide. | p. 157 | | 1. Add the title text to the text placeholder. | p. 48 | | 1. Enter the question text in the placeholder. | p. 48 | | 1. Increase the number of question options to 4. | p. 160 | | 1. Enter the text for the four options. | p. 48 | | 1. Designate option **C** as the correct answer. (Select that radio button on the slide.) | N/A | | 1. Allow two attempts. | p. 161 | | 1. Enable the retry message | p. 161 | | 1. Add the feedback text to the correct and incorrect captions. | p. 48 | | 1. Add the audio narration. | p. 71 | | 1. If needed, adjust the timing of any object to stay up the whole time. | p. 116 | | | |

|  |  |  |
| --- | --- | --- |
| **15** | **Daily Limits** | |
| **On-screen** | | **Narration** |
| **Text:**  Complete the sentence below by filling in the blank.  You can find the daily limits for lodging, meals, and incidentals by going to www.gsa.gov/\_\_\_\_\_\_\_\_\_\_.  (correct answer = perdiem)  **Text Feedback:**  You can find the daily limits at www.gsa.gov/perdiem. | | None |
| **Programming Notes** | | |
| * Set up as a fill-in-the-blank question. * Allow one attempt. | | |
|  | | |
| **Slide instructions and cross-reference to book** | | |
| |  |  | | --- | --- | | Task | Book page number | | 1. Add a new fill-in-the-blank question slide. | p. 157 | | 1. Add the title text to the text placeholder. | p. 48 | | 1. Enter the statement with the correct answer in the placeholder. | p. 168 | | 1. Select **perdiem** in the sentence, and then click the **Mark Blank** button. | p. 168 | | 1. Add the feedback text to the correct and incorrect captions. | p. 48 | | 1. If needed, adjust the timing of any object to stay up the whole time. | p. 116 | | | |

|  |  |  |
| --- | --- | --- |
| **16** | **Incidentals** | |
| **On-screen** | | **Narration** |
| **Text:**  Drag each expense to the appropriate category.  **Drag items:**  Wi-fi at the hotel (reimb)  Valet airport parking (not reimb)  Wi-fi on the plane (not reimb)  Hotel parking (reimb)  Plane seat upgrades (not reimb)  Tips for bell staff (reimb)  **Drop areas:**  Reimbursable  Not Reimbursable  **Text Feedback:**  Wi-fi, hotel parking, and tips for bell staff are all reimbursable. The rest of the expenses are not. | |  |
| **Programming Notes** | | |
| * Set up as a drag-and-drop question. * Allow one attempt. | | |
|  | | |
| **Slide instructions and cross-reference to book** | | |
| |  |  | | --- | --- | | Task | Book page number | | 1. Add a new content slide. | p. 27 | | 1. Apply the **Blank** layout. | p. 38 | | 1. Add the title text to the text placeholder. | p. 48 | | 1. Add a text caption under the title with the instructions. | p. 47 | | 1. Add the text for three of the drag items to the three caption placeholders. | p. 48 | | 1. Format the text captions. | p. 49 | | 1. Duplicate the three text captions. | p. 98 | | 1. Replace the text in the three new captions with the text for the remaining three drag items. | p. 48 | | 1. Add two shapes below the text captions. | p. 58 | | 1. Add the text “Reimbursable” and “Not Reimbursable” to the two shapes. | p. 58 | | 1. Align the text to be at the top of the shape. | p. 49 | | 1. Convert the slide to a drag-and-drop interaction.    * In step 1, select the six drag items, and click **Next**.    * In step 2, select the two drop targets, and click **Next**.    * In step 3, click each drag item and drag a line to its corresponding drop target, and click **Finish**. | p. 174 | | 1. Add the failure and success text to the captions that appear. | p. 48 | | 1. Reposition the failure caption, success caption, and **Submit** button to work with your layout. | p. 97 | | 1. Set both targets to have a snap behavior of **Absolute** so the drop targets don’t stack on top of each other. | p. 176 | | 1. On the **Actions** tab, check **Include in Quiz**. | p. 177 | | 1. If needed, adjust the timing of any object to stay up the whole time. | p. 116 | | | |

|  |  |  |
| --- | --- | --- |
| **17** | **Tarmac Safety** | |
| **On-screen** | | **Narration** |
| **Text:**  You have just landed and are getting off the plane. Which of these things should you NOT do?   1. Take your time and watch your step as you head directly to the terminal. 2. Gather your belongings and check the area around your seat for items you may have forgotten 3. Walk directly to the terminal stepping over any obstacles so that you take the most direct path. (correct answer) 4. Ask the flight crew for directions to your connecting flight. | |  |
| **Programming Notes** | | |
| * Set up as a multiple-choice question. * Allow two attempts. (Use “Jump to Bookmark” action after the second attempt.) | | |
|  | | |
| **Slide instructions and cross-reference to book** | | |
| |  |  | | --- | --- | | Task | Book page number | | 1. Add a new multiple-choice question. | p. 157 | | 1. Add the title text to the text placeholder. | p. 48 | | 1. Enter the question text in the placeholder. | p. 48 | | 1. Increase the number of question options to 4. | p. 160 | | 1. Enter the text for the four options. | p. 48 | | 1. Designate option **C** as the correct answer. (Select that radio button on the slide.) | N/A | | 1. Allow two attempts. | p. 161 | | 1. Enable the retry message. | p. 161 | | 1. Add the feedback text to the correct and incorrect captions. | p. 48 | | 1. If needed, adjust the timing of any object to stay up the whole time. | p. 116 | | | |

|  |  |  |
| --- | --- | --- |
| **18** | **Results Slide** | |
| **On-screen** | | **Narration** |
| * No additional elements needed. | |  |
| **Programming Notes** | | |
| * Change the quiz settings so that the quiz is required. * Use a pass rate of 80%. * Do not allow students to review the quiz. * Allow two attempts for the quiz. * Turn off the page numbering for the quiz questions. | | |
|  | | |
| **Slide instructions and cross-reference to book** | | |
| |  |  | | --- | --- | | Task | Book page number | | 1. In the quiz properties, set the quiz to be required. | p. 188 | | 1. In the quiz properties, turn off the page numbers (progress). | p. 189 | | 1. In the quiz properties, turn off the ability to review the quiz. | p. 190 | | 1. Set the passing score to 2 out of 3 correct (20 points). | p. 191 | | 1. Allow 2 attempts and show the **Retake** button. | p. 191 | | 1. If needed, adjust the timing of any object to stay up the whole time. | p. 116 | | | |

|  |  |  |
| --- | --- | --- |
| **19** | **Thank You** | |
| **On-screen** | | **Narration** |
| **Text:**   * Thank you for completing the course.   **Graphics:**   * Animated airplane from the title slide.   **Button:**   * Exit course | |  |
| **Programming Notes** | | |
| * Program button to exit the course when clicked. | | |
|  | | |
| **Slide instructions and cross-reference to book** | | |
| |  |  | | --- | --- | | Task | Book page number | | 1. Add a new content slide. | p. 27 | | 1. Apply the **Title** layout. | p. 38 | | 1. Add the text to the title placeholder. | p. 48 | | 1. Copy and paste the airplane from the first slide. | p. 98 | | 1. Add a new text button with the text **Exit Course**. | p. 137 | | 1. Set the button to exit the course. | p. 131 | | 1. If needed, adjust the timing of any object to stay up the whole time. | p. 116 | | | |

|  |  |
| --- | --- |
|  | **Player and Publishing** |
|  | |
| **Slide instructions and cross-reference to book** | |
| |  |  | | --- | --- | | Task | Book page number | | 1. Delete all unused objects from the file. | p. 279 | | 1. Bring up the skin editor. | p. 290 | | 1. Change the color of the buttons to dark teal. | p. 290 | | 1. Remove the fast forward button. | p. 291 | | 1. Show the table of contents. | p. 292 | | 1. Enter the slide titles in the table of contents. | p. 292 | | 1. Turn off the topic duration and movie duration. | p. 293 | | 1. Publish your course. | p. 300 | | |

# Course 2: Screen Simulation Demo

|  |  |  |
| --- | --- | --- |
| **1** | **Per Diem Rates: Demo** | |
| **On-screen** | | **Narration** |
| **Caption text:**   * Open a web browser. * Type **www.gsa.gov/perdiem** and press the **Enter** key**.** * Scroll down. * Select the state you want. * Scroll down to find the city you want. | | *Note: The GSA website changes from time to time. As such, the steps might be slightly different than what you see here. Please adjust the script as appropriate.*   1. To find out what the per diem rate is for your travel destination, open a web browser 2. and go to [**www.gsa.gov**](http://www.gsa.gov)**/perdiem**. 3. From here, you have several choices for finding the city you want. One option is to type in the city and state or the zip code. If you scroll down, 4. you can also pick from a map, which is usually quicker. Here, you would just click on the state of California, 5. And then scroll down 6. to find the city you want. Now you can see that the limit for hotels is $173 per night, and the limit for meals and incidentals is $64. |
| **Programming Notes** | | |
| * Start with a neutral webpage, such as the company intranet site, Google, etc. * Perform the steps as described in the audio narration in **Demo** mode. * Highlight the city/state/zip option, but do not perform those steps. * Highlight the row for Los Angeles when the search results appear. * Use audio file *GSA-Demo.mp3*. | | |
|  | | |
| **Slide instructions and cross-reference to book** | | |
| |  |  | | --- | --- | | Task | Book page number | | 1. Pull up a new browser window to a neutral webpage. | N/A | | 1. Create a new software simulation project. | p. 196 | | 1. Position the red recording frame over the browser window. | p. 196 | | 1. Set the simulation capture to **Demo** mode. | p. 198 | | 1. Go to the demo settings and remove the highlight box option. | p. 201 | | 1. Click the **Record** button. | p. 196 | | 1. Perform the steps on the GSA website. | N/A | | 1. Press the **End** key on your keyboard. | p. 196 | | 1. Go to the **Object Style Manager**, and change the default capture caption to **Blue Glass** with white text that’s centered horizontally and vertically. | p. 104 | | 1. Edit the text captions with the appropriate instructions. | p. 48 | | 1. Add a highlight box to show the city/state/zip method and to show the Los Angeles numbers. | p. 59 | | 1. Add the audio file to the first slide. | p. 71 | | 1. Distribute the audio across the slides as shown in the script above. | p. 71, 72 | | 1. Adjust the timing of captions, mouse movements, and highlight boxes as appropriate. | p. 116 | | | |

# Course 3: Screen Simulation Practice

|  |  |  |
| --- | --- | --- |
|  | **Per Diem Rates: Practice** | |
| **On-screen** | | **Narration** |
| **Instructions caption text:**   * Click in the URL field. * Type [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem) and then press **Enter**. * Click the scroll bar down. * Select **Georgia** (GA). * Click the scroll bar down.   **Incorrect feedback text:**  Please try again. | | Now it’s your turn to try. Look up the per diem rate for Atlanta, Georgia, using the map method. |
| **Programming Notes** | | |
| * Start with the same webpage as the demo started with. * Record in **Assessment** mode. * Perform the steps as the demo, using Atlanta, Georgia. * When scrolling down during the capture, click in the scroll bar instead of dragging it (since students can’t practice dragging activities). Adjust the click box to count the entire scroll bar as the correct answer. * Add instructions captions for each step. * Highlight the row for Atlanta when the search results appear. * Use audio file: *GSA-Practice.mp3*. | | |
|  | | |
| **Slide instructions and cross-reference to book** | | |
| |  |  | | --- | --- | | Task | Book page number | | 1. Pull up a new browser window to a neutral webpage. | N/A | | 1. Create a new software simulation project. | p. 196 | | 1. Position the red recording frame over the browser window. | p. 196 | | 1. Set the simulation capture to **Assessment** mode. | p. 198 | | 1. Go to the assessment settings and add text captions. | p. 201 | | 1. Click the **Record** button. | p. 196 | | 1. Perform the steps on the GSA website. | N/A | | 1. Press the **End** key on your keyboard. | p. 196 | | 1. Go to the **Object Style Manager**, and change the default capture caption to **Green Glass** with white text that’s centered horizontally and vertically. | p. 104 | | 1. Also in the **Object Style Manager**, change the default failure shape to be white with a red outline. | p. 104 | | 1. Edit the text captions (instructions and failure messages) with the appropriate instructions. | p. 48 | | 1. Adjust the text formatting of the text entry box (probably slide 2) so the text that the student types looks right. | p. 49 | | 1. Add a highlight box to show the Atlanta numbers. | p. 59 | | 1. Adjust the size and position of the various click boxes as needed to fully cover the area that is considered correct. | p. 97 | | 1. Add the audio file to the first slide. Extend the slide length to match the audio, if needed. | p. 71 | | 1. Adjust the timing of captions and highlight boxes as appropriate. | p. 116 | | | |

# Course 4: Responsive Course

|  |  |  |
| --- | --- | --- |
| **1** | **Hotels, Flights, and Rental Cars** | |
| **On-screen** | | **Narration** |
| **Text:**  Click each item to learn more.  **Buttons:**  Three circles that act as buttons:   * Hotel * Flight * Rental car   **Pop-Up Text:**  Hotel: The GSA website provides the maximum allowed rate for hotels in your primary destination area, which is the maximum amount reimbursable.  Flight: RQM expects that you will be a good steward of corporate funds and seek the best airfare possible. Business Class, First Class, or premium seats are not reimbursable.  Rental Car: Please rent through A1Rental and reference RQM’s contract number. You will be reimbursed for a compact car, unless a larger vehicle is approved in advance. | | None |
| **Programming Notes** | | |
| * Create a responsive project for this slide. | | |
|  | | |
| **Slide instructions and cross-reference to book** | | |
| |  |  | | --- | --- | | Task | Book page number | | 1. Create a new responsive project. | p. 234 | | 1. Apply the **Blank** layout. | p. 38 | | 1. Set the slide background to be sky blue. | p. 32 | | 1. Add three vertical fluid boxes. | p. 237 | | 1. Resize the boxes so there is a small header, a small footer, and a large content area in the middle. | p. 237 | | 1. Set the background of the middle fluid box to be white. | p. 241 | | 1. Add three horizontal fluid boxes to the middle fluid box. | p. 237 | | 1. Add two vertical fluid boxes to each of the three boxes just added in the white area. | p. 237 | | 1. Add two horizontal fluid boxes to the footer fluid box. | p. 237 | | 1. Add and format a text caption in the header fluid box with the slide title. | p. 239, 47 | | 1. Add and format another text caption in the header box with the instructions. | p. 239, 47 | | 1. Add and format a circle in each of the top white fluid boxes with the text as shown in the storyboard. | p. 239, 58 | | 1. Set the three circles to act as buttons. | p. 91 | | 1. Add and format a text caption in each of the bottom white fluid boxes with the text as shown in the storyboard. | p. 239, 47 | | 1. Set each of the three captions to be initially invisible. | p. 91 | | 1. Give each text caption a logical name. | p. 91 | | 1. Give each circle an action that shows the corresponding text box. | p. 130 | | 1. Add and format a transparent button to each of the two footer fluid boxes, one for previous and one for next. | p. 239, 137 | | 1. Set the actions on the buttons to go to the previous slide and go to the next slide, respectively. | p. 128 | | 1. Set the header fluid box to have a vertical flow. | p. 241 | | 1. Set the middle fluid box (the large white one with the six smaller boxes) to wrap to one row. | p. 242 | | 1. Set the footer fluid box wrap by squeezing to a row. | p. 242 | | 1. Set the six white boxes in the middle to have a horizontal and vertical padding of 10 px. | p. 244 | | 1. Set the slide to use uniform text scaling. | p. 240 | | | |

# Course 5: Virtual Reality Course

|  |  |  |
| --- | --- | --- |
| **1** | **RQM Office Policies** | |
| **On-screen** | | **Narration** |
| **Graphics:**   * myoffice.jpg * PapersOnDesk.jpg   **Text:**  Text Label:  Explore the office and click each icon to learn more about our office policies.  **Hotspots:**  *Exit Icon: Exit VR*  *Alert Icon: Display Text*  Never use sticky notes to save your passwords. Write them down in a book and keep them in a secured area such as a locked drawer.  *Picture Icon: Display Image*  PapersOnDesk.jpg  *Play Icon: Play Audio*  email.mp3  *Comment Icon: Knowledge Check*  ***1 True False Question***  Does this look like an appropriate place to discuss personnel issues?   * True * False (correct answer)   Text Feedback:   * Correct, open office areas are NOT the place to discuss personnel issues - Click the ‘Continue’ button to move forward. * Incorrect, matters such as personnel issues should be discussed in less public areas - Click the ‘Continue’ button to move forward.   **1 Multiple Choice Question**  Which of the following should you do before leaving your desk?   * Log out of your computer & put away documents. (correct) * Hide your snacks. * Clear your browser history. * Shut down your computer and turn off any lights.   Text Feedback:  Sorry, that is incorrect - Click the ‘Continue’ button to move forward.  You must answer the question before continuing.  Not quite, try again - Click the ‘Retry’ button. | | Audio Hotspot:  Leaving your computer unattended with an email client open is a recipe for disaster. Anyone could come along and read confidential email or even send false email using your account. Do yourself and everyone else a favor by logging out of your email client before your leave your desk. |
| **Programming Notes** | | |
| * Create a Virtual Reality project for this slide. * Extend slide duration to at least 10 seconds. * Add interactive hotspots to the various problem areas in the background 360 image. * Exit Icon hotspot action should **Exit** the vr slide. * Adjust the Exit Icon hotspot to appear after 8 seconds. * The rest of the hotspots should appear immediately. * Image Icon hotspot action should **Display Image** of **PapersOnDesk.jpg** for 8 seconds. * Play Icon hotspot action should **Play Audio** of **email.mp3**. * Alert Icon hotspot action should **Display Text** in storyboard. * **Add a Question** to the Chat Icon (True / False, Knowledge Check). * Adjust the starting position of the 360 image to the back of the chair. * Leave slide properties set to Exploratory. | | |
|  | | |
| **Slide instructions and cross-reference to book** | | |
| |  |  | | --- | --- | | Task | Book page number | | 1. Create a new virtual reality project. | p. 259 | | 1. Add 360 image background. | p. 260 | | 1. Add text label and enter text from storyboard. | p. 261 | | 1. Add hotspots to the following locations. | p. 262 | | * Stack of papers on desk |  | | * Computer monitor |  | | * Sticky note |  | | * People talking |  | | * Back of chair |  | | 1. Add an action to each hotspot. | p. 263-264 | | 1. Make each hotspot required viewing. | p. 264 | | 1. Add question content to Comment hotspot. | p. 265 | | 1. Add feedback content to question slide. | p. 266, 160 | | 1. Format question and feedback text. | p. 49 | | 1. Adjust timing of the Exit hotspot. | p. 116 | | 1. Set default position of 360 slide. | p. 260 | | | |

|  |  |  |
| --- | --- | --- |
|  | **Preview and Publish VR Course** | |
| **On-screen** | | **Narration** |
| None | | None |
| **Programming Notes** | | |
| * Preview VR course with Live Device Preview. * Publish for Virtual Reality Devices. | | |
|  | | |
| **Slide instructions and cross-reference to book** | | |
| |  |  | | --- | --- | | Task | Book page number | | 1. Preview your course on mobile device. | p. 267 | | 1. Publish your virtual reality course. | p. 309 | | | |