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| E-Learning Uncovered |
| **Managing Your Task List** |
| Practice Files: Storyboards and book cross-reference |

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Description automatically generated**

# What Is This Document?

These storyboards can be used to build a 15-minute course on time management in Storyline 360. The course is specifically designed to give you a chance to practice the major features of Storyline.

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 Storyline skills, each storyboard also comes with specific 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 Storyline—its designed to help you practice your skills.

This course is a companion to the book, [E-Learning Uncovered: Articulate Storyline 360](https://www.amazon.com/Learning-Uncovered-Articulate-Storyline-2021/dp/B08XS3YKHR) (2021 edition). 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. A published version and a completed Storyline file are provided in the course folder. This will give you a good sense of what you’ll be creating.

From there, you can use one of two approaches.

* **Slide-by-slide approach**: With this approach, 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 Storyline 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, but if you want to follow along in the book, you’ll be flipping around a lot.
* **Chapter-by-chapter approach**: With this approach, you go through each chapter in the book and then practice just the parts covered in that chapter. This is method is better for those who want the linear progression of following along with the book. If you use this approach, you’ll jump around from slide to slide a bit: working on just the parts you’ve learned how to do at any given point, and then coming back later to finish a slide once you’ve learned more techniques. If you prefer this approach, follow the instructions in the separate “Chapter by Chapter” document.

# What Permissions Do I Have to Use This?

Anyone can use and distribute these practice files and the course 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 on how to use Storyline, [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.

# Scene 1: Overview

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| **1.1** | **Managing Your Task List** | |
| **On-screen** | | **Narration** |
| **Video:**  *Intro\_Video.mpg*  ***Image:***  *From Content Library*  ***Text:***  *Welcome*  *Managing Your Task List*  *Get some quick tips to help you make the most of each day.* | | None |
| **Programming Notes** | | |
| * Use the **Welcome** layout from the **Velocity** family in the content library. * Add the video, scaled to full screen, and set to auto start. * Trim the video so that the title at the end never appears. * Have the video fade away after it is over to reveal the title text and graphics. * Swap out the template picture with a photo of person using a notepad from the Content Library. | | |
| **Cross-Reference to Book** | | |
| |  |  | | --- | --- | | **Task** | **Book location** | | 1. Create a new, blank project. | p. 15 | | 1. Save the new project. | p. 22 | | 1. Rename the scene “Overview.” | p. 28 | | 1. Add a new slide from the content library (**Velocity** > **Welcome**) | p. 30 | | 1. Update the text per the storyboard. | p. 51 | | 1. Delete the blank slide that came automatically with the scene. | p. 34 | | 1. Expand the **Background** group in the **Timeline**. | p. 107 | | 1. Select the background image and change the picture to a photo from Content Library. | p. 73 | | 1. Use search term “notepad” to find photo of person creating a list on a notepad. | p. 70 | | 1. Resize and crop the picture as needed to fill the screen. | p. 108, 74 | | 1. Add **Intro\_Video.mpg** to the slide. (Resize as needed.) | p. 90 | | 1. Trim the end of the video so that the title doesn’t show. | p. 95 | | 1. Add an exit animation to the video so it fades out. | p. 124 | | 1. Adjust the endpoint of the video object on the **Timeline** so that it disappears when it is done playing. | p. 120 |   . | | |

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| **1.2** | **Introduction** | |
| **On-screen** | | **Narration** |
| **Imported PPT Slide:**  *123\_Prioritizing.PPTX*  **Text:**  After completing this course, you will learn:   * Importance of a to-do list * Advantages and disadvantages of different types of lists * Tips for creating a list * Ways to prioritize your list * Importance of enforcing your list | | Is your list longer than your day? How do you decide what to do first when it all needs to be done now?  In this course, you’ll learn some simple techniques to manage and prioritize your tasks. Specifically, you’ll learn the importance of a to-do list, the advantages and disadvantages of different types of lists, tips for creating a list, ways to prioritize your list, and the importance of enforcing your list. |
| **Programming Notes** | | |
| * Import slide 2 only from the PPT file. * Insert audio narration file, **1-2.wav**. * Manually add closed captions for all slides with narration. * Animate graphics/text in sync with audio narration. At second paragraph of narration, get rid of initial text and then show the objectives, one at a time. * The slide imports from PowerPoint with auto advance. Change the slide properties to advance by user and not automatically. | | |
| **Cross-Reference to Book** | | |
| |  |  | | --- | --- | | **Task** | **Book location** | | 1. Import the PowerPoint slide into the current scene. | p. 33 | | 1. Rename the slide “Introduction.” | p. 34 | | 1. Change the slide properties so that the slide doesn’t automatically advance. | p. 48 | | 1. Add a new text box with the objectives text. | p. 51 | | 1. Add entrance and exit animations to the three large text boxes. | p. 124 | | 1. Add an entrance animation to the list of bullets and set them to appear by paragraph. | p. 124 | | 1. Click the expand arrow that appears next to the bulleted list in the **Timeline**, so you can see the individual bullets in the **Timeline**. | p. 124 | | 1. Add the audio file. | p. 79 | | 1. Add cue points to the **Timeline** to indicate when each object should appear or disappear. | p. 121 | | 1. Adjust the slide objects so they appear and disappear at the appropriate times. | p. 120 | | 1. Add closed captions. | p. 88 |   . | | |

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| **1.3** | **What Would You Do With Extra Time?** | |
| **On-screen** | | **Narration** |
| **Image:**  *Leave image from the slide template.*  **Instructions Text:**  *What would you do if you had an extra two hours at work each week?* | | What would you do with a little extra time? In the space provided, type down what you would do if you had an extra two hours at work each week. Throughout this course, you’ll learn tips that will help you carve out enough time to make this happen. |
| **Programming Notes** | | |
| * Use the “Contact” layout from the content library. * On all slides using the red and black title placeholders, put the scene name in the red text placeholder and the slide name in the gray text placeholder. * Insert audio narration file **1-3.wav**. * Remove the extra text boxes and straight connector. * Add a text entry box with the instructions text, “Type your thoughts here.” | | |
| **Cross-Reference to Book** | | |
| |  |  | | --- | --- | | **Task** | **Book location** | | 1. From the content library, add the **Contact** slide in the **Velocity** theme. | p. 30 | | 1. Add the scene name and slide title to the text placeholders per the storyboard. | p. 51 | | 1. Ungroup the **Title 01** and instructions text box. | p. 107 | | 1. In the text box under the **Title 01** heading, add the instructions text. | p. 51 | | 1. Delete the **Title 01** text box, the extra placeholder text boxes and the second straight connector. | p. 105 | | 1. Add a text entry field in the empty space. | p. 204 | | 1. Look in the **Triggers** panel at the name of the variable used for that text entry field. Go to the **Variables** dialog box and change the name of that variable to “ExtraTime.” | p. 184 | | 1. Add the audio file. | p. 79 | | 1. Add the transcript text to the **Notes** panel. | p. 47 | | 1. Add closed captions. | p. 88 |   . | | |

# Scene 2: To-Do Lists

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| **2.1** | **Getting Tasks Out of Your Head** | |
| **On-screen** | | **Narration** |
| **Character:**  *Photographic character of choice in a thinking pose*  **Shape:**  *Thought cloud*  **Graphic:**  *Blank\_List.png*  **Text:**  *Pick up the dry cleaning*  *Prepare for staff meeting*  *Revise archive system*  *Mow the lawn*  *Review vendor bids* | | It’s hard to prioritize a task list when that list is running around your head. As soon as you stop to focus on one task, all the others clamor for attention. And they all try to make you think that they are the most important one. The best way to manage this chaos is to get them out of your head and onto a list. |
| **Programming Notes** | | |
| * Have character on the bottom-right corner, looking up and to the left at the thought bubble, which has the five text boxes randomly arranged. Put each piece of text in its own text box, and center the text in the text box. Put notepad on the left side of the screen, to appear after the thought bubble appears. * Insert audio narration file **2-1.wav**. * Animate graphics/text in sync with audio narration. * Animate text with motion paths to move from the thought cloud to the ***Blank\_List.png*** graphic. | | |
| **Cross-Reference to Book** | | |
| |  |  | | --- | --- | | **Task** | **Book location** | | 1. Add a new scene. | p. 28 | | 1. Rename the scene: “To-Do Lists.” | p. 28 | | 1. Apply the **Title Top** layout. | p. 43 | | 1. Add the scene name and slide title to the text placeholders per the storyboard. | p. 51 | | 1. Add the **Blank\_List.png** image from the **Media** folder. | p. 67 | | 1. Add a thought bubble. | p. 75 | | 1. Add the character, **Atsumi**. | p. 71 | | 1. Add five text boxes with the thoughts shown in the storyboards. | p. 51 | | 1. Adjust size and position of objects per the storyboard. | p. 108 | | 1. Add a spin and grow entrance effect to the 5 text boxes. | p. 124 | | 1. Add an exit animation to fade out the thought bubble. | p. 124 | | 1. Add a fly in entrance animation to the notepad. | p. 124 | | 1. Click the show/hide icon for the thought bubble so you can see the notepad better. (When you are done with step 14, click the icon again.) | p. 119 | | 1. Add a guideline down the middle of the notepad to help you line up the motion paths. | p. 112 | | 1. Add motion paths to each of the text boxes so they line up along the center of the notepad. | p. 125 | | 1. Add the audio file. | p. 79 | | 1. Adjust the timing of the text boxes so they appear one at a time. | p. 120 | | 1. Add a cue point to the **Timeline** to indicate when the cloud disappears, paper appears, and text boxes move. | p. 121 | | 1. Adjust the timing of the thought bubble to disappear at the cue point. | p. 120 | | 1. Adjust the timing of the notepad to appear at the cue point. | p. 121 | | 1. Edit each of the “move” triggers to happen when the **Timeline** reaches that cue point. | p. 159, 173 | | 1. Adjust the **Jump to slide** trigger on slide 1.3 to jump to scene 2. | p. 159, 170 | | 1. Add the transcript text to the **Notes** panel. | p. 47 | | 1. Add closed captions. | p. 88 |   . | | |

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| **2.2** | **What Method Do You Use?** | |
| **On-screen** | | **Narration** |
| **Embedded Web Object** | | Take this quick survey about your preferred to-do list method. |
| **Programming Notes** | | |
| * Insert audio narration file **2-2.wav**. * Insert an embedded web object, directed to:  <http://elrnguncvrd.wufoo.com/forms/todo-list-survey/> | | |
| **Cross-Reference to Book** | | |
| |  |  | | --- | --- | | **Task** | **Book location** | | 1. Add a new **Basic Layout** slide using the **Title Top** layout in the **Velocity** theme. | p. 32 | | 1. Add the scene name and slide title to the text placeholders per the storyboard. | p. 51 | | 1. Add and position the web object per the storyboard. | p. 99 | | 1. Add the audio file. | p. 79 | | 1. Add the transcript text to the **Notes** panel. | p. 47 | | 1. Add closed captions. | p. 88 |   . | | |

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| **2.3** | **Survey Results** | |
| **On-screen** | | **Narration** |
| **Embedded Web Object** | | Here’s how other participants answered the same question. |
| **Programming Notes** | | |
| * Insert audio narration file **2-3.wav**. * Insert an embedded web object, directed to:  <http://elrnguncvrd.wufoo.com/reports/todo-survey-results/> | | |
| **Cross-Reference to Book** | | |
| |  |  | | --- | --- | | **Task** | **Book location** | | 1. Add a new **Basic Layout** slide using the **Title Top** layout in the **Velocity** theme. | p. 32 | | 1. Add the scene name and slide title to the text placeholders per the storyboard. | p. 51 | | 1. Add and position the web object per the storyboard. | p. 99 | | 1. Add the audio file. | p. 79 | | 1. Add the transcript text to the **Notes** panel. | p. 47 | | 1. Add closed captions. | p. 88 |   . | | |

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| **2.4** | **Must Do, Should Do, Nice to Do** | |
| **On-screen** | | **Narration** |
| **Graphic:**   * *Three notepads, labeled Must Do, Should Do, and Nice to Do*   **Text:**  ***Must Do:***  *Must Do tasks have urgency and critical consequences if not done. For example:*   * *Running payroll* * *Fixing an overflowing toilet* * *Calming an angry customer*   ***Should Do:***  *Should Do tasks are time-sensitive and have consequences, yet may have flexibility. For example:*   * *Internal deadlines or meetings* * *Project work* * *Managing employees*   ***Nice to Do:***  *Nice to Do tasks have benefits but may not have consequences, and are usually longer term. For example:*   * *Improving a process* * *Getting organized* * *Getting a head start on a project* | | One of the most useful methods for prioritizing your to-do list is the Must Do, Should Do, Nice to Do system.  Click each item to learn about what the three categories mean. |
| **Programming Notes** | | |
| * Insert audio narration file **2-4.wav**. * Draw the three notepads using simple shapes. * Set each item of text to reveal when the user clicks each notepad. | | |
| **Cross-Reference to Book** | | |
| |  |  | | --- | --- | | **Task** | **Book location** | | 1. Add a new **Basic Layout** slide using the **Title Top** layout in the **Velocity** theme. | p. 32 | | 1. Add the scene name and slide title to the text placeholders per the storyboard. | p. 51 | | 1. Make three notepads using three yellow rectangles and three rectangles that use a green marble texture fill. | p. 75, 114 | | 1. Add text headings to the three green rectangles. | p. 51 | | 1. Group each of the notepads. | p. 107 | | 1. Add a new text box on top of each notepad with the text from the storyboard. | p. 51 | | 1. In the **Timeline**, name each of the three groups and each of the three text boxes. | p. 119 | | 1. Set the initial state of the three text boxes to be hidden. | p. 147 | | 1. Add a trigger to each notepad that changes the state of its text box to normal when the user clicks that notepad. | p. 157, 168 | | 1. Add the audio file. | p. 79 | | 1. Add the transcript text to the **Notes** panel. | p. 47 | | 1. Add closed captions. | p. 88 |   . | | |

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| **2.5** | **Types of To-Do Lists** | |
| **On-screen** | | **Narration** |
| **Buttons with Text:**   * *Outlook* * *Online* * *Paper*   **Text:**  *Click each button to learn more.*  **BUTTON ONE CONTENT - OUTLOOK**  *Advantages:*   * *There are many extra features such as reminders, setting priorities, sorting, and filtering.* * *You can quickly create tasks from the email messages where the request comes from.* * *Outlook lists can sync to mobile devices, so you can always have your list with you.*   *Disadvantages:*   * *An electronic list can become “out of sight—out of mind.”* * *If you don’t keep up with the list, the number of tasks can become very long.*   **BUTTON TWO CONTENT - ONLINE**  *Advantages:*   * *You can find a system that is tailored to what you want.* * *You can access it from any computer and many mobile devices*   *Disadvantages:*   * *You may have to try a few systems before you find one you want.* * *You may have trouble accessing the list if you do not have internet connectivity.*   **BUTTON THREE CONTENT - PAPER**  *Advantages:*   * *It can be very visible, displayed prominently at your desk at all time.* * *You get a sense of accomplishment when you cross something off.*   *Disadvantages:*   * *If you are mobile, you might not always have the list with you.* * *If you lose the list, you are out of luck!* * *You need to rewrite the list regularly.* | | What’s the best method for a to-do list? Outlook? An online system? A paper list? All of these systems have advantages and disadvantages.  Click each button to learn about some of the advantages and disadvantages of these types of lists. |
| **Programming Notes** | | |
| * Insert audio narration file **2-5.wav**. * Set each button to reveal a slide layer with content. * Hide the instructions text when the layers show (and reappear when the layers close). * Give the pop-ups a close button. * Apply custom visited states for each button. * Disable the player’s next button until all three buttons have been clicked. | | |
| **Cross-Reference to Book** | | |
| |  |  | | --- | --- | | **Task** | **Book location** | | 1. Add a new **Basic Layout** slide using the **Title Top** layout in the **Velocity** theme. | p. 32 | | 1. Add the scene name and slide title to the text placeholders per the storyboard. Add the instructions text to the center of the slide. | p. 51 | | 1. Create a layer named “Outlook.” | p. 148 | | 1. Add a table with 2 columns and 4 rows. | p. 62 | | 1. Change the colors of the cells and borders. | p. 64 | | 1. Add headings and text to the table per the storyboard. | N/A | | 1. Add a rounded-end button in the shape of a circle with a button icon of an X. | p. 162 | | 1. Add a trigger to this button that hides the current layer when clicked. | p. 157, 169 | | 1. Duplicate the layer to create two other versions, named “Online” and “Paper.” | p. 148 | | 1. Replace the text on the new layers with the text that corresponds to each layer. | N/A | | 1. On each layer, hide the instructions text that appears on the base layer. | p. 150 | | 1. Add a button named “Outlook” to the base layer of the slide and format as you like. | p. 162 | | 1. Go to the **States** panel and modify the **Hover** state and the **Visited** state as you like. | p. 146 | | 1. Add a trigger to the button so that it shows the **Outlook** layer. | p. 157, 169 | | 1. Copy and paste the button to make two more: “Online” and “Paper.” | p. 105 | | 1. Edit the triggers to show the corresponding layers or each button. | p. 159, 169 | | 1. Add a trigger that changes the player’s **Next** button to **Disabled** when the **Timeline** starts. | p. 157, 168 | | 1. Add a trigger that changes the player’s **Next** button to **Normal** when the state of all three buttons is **Visited**. | p. 157, 168 | | 1. Add the audio file. | p. 79 | | 1. Add the transcript text to the **Notes** panel. | p. 47 | | 1. Add closed captions. | p. 88 |   . | | |

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| **2.6** | **Tips for Creating a To-Do List** | |
| **On-screen** | | **Narration** |
| **Graphic:**  *Sample\_To\_Do\_List.png*  **Markers with Text:**   * ***Task Categories -*** *You may want to separate your tasks into categories, such as immediate and long-term tasks. Just be sure to keep only one list. [Place next to second heading in the image.]* * ***Estimates -*** *Include a rough time estimate for each task. This will help you determine if your expectations are realistic. [Place under last column in the image.]* * ***Priorities -*** *Create a prioritization system to help you identify the most important tasks. Here, the “Must Do” tasks are given an “A.” [Place under first column in the image.]* * ***Completed Tasks –*** *Be sure to cross things off your list when you are done with them. This releases endorphins in the brain! [Place under the crossed-off task.]* | | To-do lists come in many different forms, which you’ll learn about later in this course. Regardless of which type you use, there are many ways to organize your to-do list.  Click each icon for a few tips. |
| **Programming Notes** | | |
| * Use markers to add pop-up text to the image. * Insert audio narration file **2-6.wav**. | | |
| **Cross-Reference to Book** | | |
| |  |  | | --- | --- | | **Task** | **Book location** | | 1. Add a new **Basic Layout** slide using the **Title Content** layout in the **Velocity** theme. | p. 32 | | 1. Add the scene name and slide title to the text placeholders per the storyboard. | p. 51 | | 1. Use the content placeholder to insert the **Sample\_To\_Do\_List.png** graphic from the **Media** folder. | p. 67 | | 1. Add a marker and add the text from the storyboard. | p. 166 | | 1. Format the marker and label as desired. | p. 167 | | 1. Copy and paste the marker to make a total of four. | p. 105 | | 1. Reposition the three new markers to the appropriate place on the image and edit to use the corresponding text. | p. 108 | | 1. Add the audio file. | p. 79 | | 1. Add the transcript text to the **Notes** panel. | p. 47 | | 1. Add closed captions. | p. 88 |   . | | |

# Scene 3: Setting Priorities

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| **3.1** | **What’s Wrong With This Picture?** | |
| **On-screen** | | **Narration** |
| **Text:**  *Find the four issues in this photo. Click on each one to identify them.*  **Graphic:**  *Desk\_Issues.png*  **Text:**  *Sticky note: Be careful about putting important info on sticky notes. They can get lost easily.*  *Notebook: If you are going to create a list, make sure you LOOK at it!*  *Phone: Keep your to-dos in one place, not your phone, a notebook, and a paper list.*  *Scrap paper: Have a dedicated place for random notes that you need to jot down quickly.*  **Shape:**  *Checkmark* | | Just as there are many ways to use a task list correctly, there are many ways to use them incorrectly. There are four issues in this photo. See if you can find them and click on each one. |
| **Programming Notes** | | |
| * Insert audio narration file *3-1.wav*. * Place transparent shapes around each of the following part of the image: notebook, sticky note, scrap paper, phone. * Add a red caption with the text for each of the issues. Set the initial state of each to hidden. * When the user clicks on each transparent shape, set the corresponding caption to change to its normal state. * Using variables, keep a running total of issues found, and display it to the student. When the student clicks on each transparent shape, add a point to the total. Include logic so that the student cannot get more than one point for each click on the same issue. * Place a hidden checkmark next to the running total of issues found and change its state to normal once the running total reach a total of 4. | | |
| **Cross-Reference to Book** | | |
| |  |  | | --- | --- | | **Task** | **Book location** | | 1. Add a new scene named “Setting Priorities.” | p. 28 | | 1. Apply the **Title Top** layout in the **Velocity** theme. | p. 43 | | 1. Add the scene name and slide title to the text placeholders per the storyboard. | p. 51 | | 1. Add the **Desk\_Issues.png** image from the **Media** folder. Adjust the size and position to fit the space. | p. 67 | | 1. Add four captions as described in the storyboards. | p. 75 | | 1. Add a text box that says “Issues Found:” in the top-right corner of the image. | p. 51 | | 1. Add a checkmark to the right of the text box. | p. 75 | | 1. Change the initial state of the four captions and the checkmark to **Hidden**. | p. 147 | | 1. Add a transparent rectangle (not hotspot) over each problem area. | p. 75, 114 | | 1. Name each of the captions and each of the rectangles in the **Timeline**. | p. 119 | | 1. Add a trigger to each rectangle to change the state of the corresponding caption to **Normal** when the rectangle is clicked. | p. 157, 168 | | 1. Add a number variable called “IssuesFound” to keep track of the number of issues found. Set the initial value to zero. | p. 181 | | 1. Add a text box with a reference to the **IssuesFound** variable you created. | p. 51, 185 | | 1. Add a trigger to each rectangle to add one point to the variable you just created. | p. 157, 186 | | 1. Add a trigger to each rectangle to change the rectangle to hidden when clicked (so they can’t keep adding points by clicking the same one over and over). | p. 157 | | 1. Add a trigger to set the **IssuesFound** variable to zero when the **Timeline** starts (for when students come back to the slide). | p. 157, 186 | | 1. Add a trigger to change the state of the checkmark to **Normal** when the variable **IssuesFound** changes if **IssuesFound** is equal to **4**. | p. 157, 168, 197 | | 1. Adjust the **Jump to slide** trigger on slide 2.6 to jump to scene 3. | p. 159, 170 | | 1. Add the audio file. | p. 79 | | 1. Add the transcript text to the **Notes** panel. | p. 47 | | 1. Add closed captions. | p. 88 |   . | | |

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| **3.2** | **What’s Your Control Factor?** | |
| **On-screen** | | **Narration** |
| **Dial:**  *Slider with 5 stop positions and an initial stop of 0. Half-turn rotation (180 degrees) from “12:00” position to “6:00” position.*  *Image:*  *Photographic character*  **Text:**   * *Low Control – With a control factor of low, you can anticipate dedicating 25% of your time to your task list.* * *Medium Control – With a control factor of medium, you can anticipate dedicating 50% of your time to your task list.* * *High Control – With a control factor of high, you can anticipate dedicating 75% of your time to your task list.*   **Text:**  *Turn the dial to see how your control factor affects the time you get to use for YOUR tasks.* | | How much control do you really have in your day-to-day work environment? Are you pulled from one task to another with little notice? Or, do you work independently and have more control over what you do?  Completing your task list on any given day depends on your control factor. Using the dial, indicate your control factor and learn how much time you can really dedicate to completing *your* tasks. |
| **Programming Notes** | | |
| * Make a character with 4 states: thinking, high control expression, medium control expression, and low control expression. Add the instructions to the thinking state. Add the description text to each of the control states. * Insert audio narration file **3-2.wav**. * Using the dial logic, change the state of the character to high, medium, and low at stops 1, 2, and 3. Return to normal (showing the instructions) at 0 and 4. | | |
| **Cross-Reference to Book** | | |
| |  |  | | --- | --- | | **Task** | **Book location** | | 1. Add a slide from the content library using the **List** layout in the **Velocity** theme. | p. 30 | | 1. Add the scene name and slide title to the text placeholders per the storyboard. | p. 51 | | 1. Add three new states to the character: “High,” “Medium,” and “Low.” | p. 143 | | 1. Change the pose of the character in each of the new states to correspond with the level of control. | p. 146, 72 | | 1. Change the text in the three list items (each red box and the sentence under it) to match what’s in the storyboards. | p. 51 | | 1. Resize and position the three list items so that they are about 150 pixels from the left edge of the slide (to make room for the dial). | p. 108 | | 1. Cut each of the list items from the main and paste them to the corresponding state. | p. 105, 146 | | 1. Add a text box with the instructions to the **Normal** state. | p. 51, 146 | | 1. Add a dial to the slide and rotate it so goes from 12:00 to 6:00. | p. 201 | | 1. Set the dial to have 5 stops. (**Initial** = 0, **End** = 4, **Initial Value** = 0, **Step Value** = 1) | p. 202 | | 1. Add a trigger that changes the state of the character to **High** when the dial turns and is equal to **1**. | p. 157, 168, 203 | | 1. Add similar triggers for the other dial stops. (0 = **Normal**, 2 = **Medium**, 3 = **Low**, 4 = **Normal**) | p. 157, 168, 203 | | 1. Add the audio file. | p. 79 | | 1. Add the transcript text to the **Notes** panel. | p. 47 | | 1. Add closed captions. | p. 88 | | | |

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| **3.3** | **Creating a To-Do List** | |
| **On-screen** | | **Narration** |
| **Graphic:**  *Outlook\_Task.png.*  **Buttons with Text:**  *Tutorial*  *Try It* | | Now that you’ve learned about the different types of to-do lists and how to manage and prioritize your to-list, it’s time to practice creating a task.  Click each button to learn how to create a task in Microsoft Outlook and then try it out for yourself. |
| **Programming Notes** | | |
| * Insert audio narration file *3.3.wav*. * Trigger the “Tutorial” button to launch a lightbox slide (see lightbox slide 4.1 for content). * Trigger “Try It” button to launch a lightbox slide (see lightbox slide 4.2 for content). | | |
| **Cross-Reference to Book** | | |
| |  |  | | --- | --- | | **Task** | **Book location** | | 1. Add a new **Basic Layout** slide using the **Title Top** layout in the **Velocity** theme. | p. 32 | | 1. Add the scene name and slide title to the text placeholders per the storyboard. | p. 51 | | 1. Add the **Outlook\_Task.png** image from the **Media** folder. Adjust size and position as appropriate. | p. 67 | | 1. Add two matching buttons called “Tutorial” and “Try It.” | p. 162 | | 1. Add the audio file. | p. 79 | | 1. Add the transcript text to the **Notes** panel. | p. 47 | | 1. Add closed captions. | p. 88 |   Continue with scenes 4 and 5. When those are done, complete these steps on this slide.   |  |  | | --- | --- | | **Task** | **Book location** | | 1. On slide 3.3, add a trigger to the **Tutorial** button that brings up the video demo (scene 4) in a lightbox. | p. 157, 172 | | 1. Add a trigger to the **Try It** button that brings up the first slide of the **Try It** scene (scene 5) in a lightbox and includes navigational controls. | p. 157, 172 |   . | | |

# Scene 4: Video Demo

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| **4.1** | **Outlook Step-by-Step Tutorial** | |
| **On-screen** | | **Narration** |
| **Screen Recording:**   * *Step-by-step demonstration* | | To create a task in Microsoft Outlook, begin by clicking the **New Task** button in the ribbon.  In the subject line, type the name of your task. Then select a start date and due date.  Finally, indicate the priority of the task and click the **Save & Close** button. |
| **Programming Notes** | | |
| * Insert audio narration file **4.1.wav**. * Record and insert a step-by-step demonstration showing how to create a task in Microsoft Outlook. | | |
| **Cross-Reference to Book** | | |
| |  |  | | --- | --- | | **Task** | **Book location** | | 1. Open Outlook with the **Tasks** pane open. | N/A | | 1. Begin a screen recording with audio narration. | p. 252 | | 1. In Outlook, begin performing the steps as described in the script, while reading the narration script. | N/A | | 1. End the recording. | p. 253 | | 1. Insert the recording as a video on a single slide in a new scene. | p. 255 | | 1. Add a zoom region to focus on the new task entry fields while they are being demonstrated. | p. 130 | | 1. Add the transcript text to the **Notes** panel. | p. 47 | | 1. Add closed captions. | p. 88 | | | |

# Scene 5: Try Scene

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| **5.1** | **Outlook Try It** | |
| **On-screen** | | **Narration** |
| **Screen Recording:**   * *Step-by-step try mode* | | Now it’s your turn to try it. Using the same information from the tutorial, create a new task in Outlook. |
| **Programming Notes** | | |
| * Insert audio narration file **5.1.wav**. * Using the recording from the previous slide, reinsert the recording as a step-by-step try mode simulation. | | |
| **Cross-Reference to Book** | | |
| |  |  | | --- | --- | | **Task** | **Book location** | | 1. Re-Insert the recording in step-by-step try mode in a new scene. | p. 265, 255 | | 1. Configure the options to remove the hand cursor and show hint captions always. | p. 256 | | 1. Adjust the text, formatting, and placement of the captions, as needed. | Various | | 1. Adjust the size and placement of the hot spots as needed. | p. 108 | | 1. Adjust the placement and formatting of the text entry box on any typing slide. | p. 108, 54 | | 1. Adjust the action fine tuning to eliminate any hover effects that give away the answer. | p.259 | | 1. Add the audio file. | p. 79 | | 1. Add the transcript text to the **Notes** panel. | p. 47 | | 1. Add closed captions. | p. 88 |   Return to slide 3.3 to launch the tutorial and practice from the two buttons on that slide. | | |

# Scene 6: Knowledge Check

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| **6.1** | **Question 1** | |
| **On-screen** | | **Narration** |
| **Text:**  *Which to-do list method is best?*   1. *Paper list* 2. *Outlook list* 3. *Online list* 4. *It depends (correct)* | | N/A |
| **Programming Notes** | | |
| * Multiple choice question. * Feedback: *The correct answer is: it depends. There are advantages and disadvantages to each type of list. The best one for you is the one that meets YOUR criteria.* | | |
| **Cross-Reference to Book** | | |
| |  |  | | --- | --- | | **Task** | **Book location** | | 1. Add a new scene called “Knowledge Check.” | p. 28 | | 1. Add a new multiple-choice question using one of the **Velocity** layouts. | p. 207 | | 1. Add the quiz question text, options, and feedback in **Form View**. Indicate the correct answer. | p. 212, 213, 226 | | 1. Switch to **Slide View** and add the name of the scene to the red text on the slide (if the template you chose requires it). | p. 227, 51 | | 1. Delete the first slide that was automatically created when you added the scene. | p. 34 | | 1. Adjust the **Jump to slide** trigger on slide 3.3 to jump to scene 6. | p. 159, 170 |   . | | |

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| **6.2** | **Question 2** | |
| **On-screen** | | **Narration** |
| **Text:**  *Determine which task falls into which category.*   1. *Submit government audit paperwork due Friday – Must do* 2. *Revise archiving system – Nice to do* 3. *Prepare for Thursday’s staff meeting – Should do* | | N/A |
| **Programming Notes** | | |
| * Matching drag-and-drop question. * Feedback: Use default feedback for correct. For incorrect, show a list of the correct matches. | | |
| **Cross-Reference to Book** | | |
| |  |  | | --- | --- | | **Task** | **Book location** | | 1. Add a matching drag-and-drop question. | p. 207 | | 1. Apply the **Question** layout in the **Velocity** theme. | p. 43 | | 1. Add the quiz question text, options, and feedback in **Form View**. | p. 212, 226 | | 1. Add the name of the scene to the red text in **Slide View**. | p. 51 | | 1. Apply the **Velocity Feedback** master to the **Correct** and **Incorrect** layers, if needed. | p. 232 |   . | | |

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| **6.3** | **Question 3** | |
| **On-screen** | | **Narration** |
| **Text:**  *Drag each task to the notepad with the appropriate relative priority.*   |  |  | | --- | --- | | Drag item | Drop target | | Revise archiving system | Nice to Do notepad | | Submit audit paperwork | Must do notepad | | Prepare for staff meeting | Should do notepad | | Run payroll | Must do notepad | | | N/A |
| **Programming Notes** | | |
| * Freeform drag-and-drop question. * Feedback: Use default feedback for correct. For incorrect, show screen capture of question answered correctly. | | |
| **Cross-Reference to Book** | | |
| |  |  | | --- | --- | | **Task** | **Book location** | | 1. Add a freeform drag-and-drop question. | p. 207, 221 | | 1. Apply the **Question** layout in the **Velocity** theme. | p. 43 | | 1. Copy and paste the three notepads from slide 2.4. | p. 105 | | 1. Delete the triggers attached to the notepads. | p. 158 | | 1. Add four text boxes with the text to be dragged. | p. 51 | | 1. In **Form View**, add the drag items in the first column and the corresponding drop targets in the second column. | p. 222 | | 1. Add the feedback text. | p. 230 | | 1. In slide view, add the name of the scene in the red text and the question instructions in the black text. | p. 51 | | 1. Apply the **Velocity Feedback** master to the **Correct** and **Incorrect** layers, if needed. | p. 232 |   . | | |

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| **6.4** | **Results Slide** | |
| **On-screen** | | **Narration** |
| N/A | | N/A |
| **Programming Notes** | | |
| * Insert a graded result slide with passing score of 80%. * Allow user to review the quiz, try again, and print results. | | |
| **Cross-Reference to Book** | | |
| |  |  | | --- | --- | | **Task** | **Book location** | | 1. Add a graded results slide using the **Velocity** theme. | p. 329 | | 1. On the **Success** and the **Failure** layers, adjust the **Jump to slide** triggers to go back to the first question in the quiz. | p. 159, 170 | | 1. Override the player settings for the four slides in this scene so the seekbar doesn’t appear. | p. 48 |   . | | |

# Scene 7: Closing

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| **7.1** | **Time to Make a Change** | |
| **On-screen** | | **Narration** |
| **Introductory Text:**  *By making some simple changes to how you manage your time, you’ll have more time to get to tasks that matter most to you:* | | At the beginning of this course, you thought about what you would do if you had an extra two hours at work each week. You now have some specific steps that you can use to take control of your week, so you have more time for the things that matter most. |
| **Programming Notes** | | |
| * Use the Contact slide in the Velocity Theme. * Add a text reference back to the text entry box on slide 1.3. * Turn off the player’s next button. * Insert audio narration file **7-1.wav**. | | |
| **Cross-Reference to Book** | | |
| |  |  | | --- | --- | | **Task** | **Book location** | | 1. Add a new scene called “Closing.” | p. 28 | | 1. From the content library, add the **Contact** slide in the **Velocity** theme. | p. 30 | | 1. Delete the slide that came with the new scene. | p. 34 | | 1. Delete the three columns of text and the separator lines. | p. 105 | | 1. Add the scene name and slide title to the text placeholders per the storyboard. | p. 51 | | 1. Add a new text box with the introductory statement. | p. 51 | | 1. Type a hard return, and then add a reference to the variable storing the student’s answer from slide 1.3. | p. 185 | | 1. To allow for long answers, change the text box’s properties to shrink on overflow, and resize the text box to fill the space available. | p. 56 | | 1. In slide properties, turn off the **Next** button and the ability to swipe next. | p. 48 | | 1. Adjust the **Jump to slide** trigger on slide 6.4 to jump to scene 7. | p. 159, 170 | | 1. Add the audio file. | p. 79 | | 1. Add the transcript text to the **Notes** panel. | p. 47 | | 1. Add closed captions. | p. 88 |   . | | |

# Player Configuration

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| **N/A** | | **Glossary Terms** | | |
| **Term** | | | | **Definition** |
| Must-Do Task | | | An item or task with the highest priority. Must-do tasks have urgency and critical consequences if not done. | |
| Nice-to-Do Task | | | An item or task with the lowest priority. Nice-to-do tasks have benefits if you do them but may not have consequences if you don’t. They often don’t have a deadline or have a deadline that’s still far away. | |
| Should-Do Task | | | An item or task with a medium priority. Should-do tasks are time-sensitive and have consequences, yet may have a little bit flexibility about how they get done or when they need to get done. | |
| **N/A** | **Player Attachments** | | | |
| **Attachment** | | | **Name** | |
| *To-Do List Template.docx* | | | To-Do List Template | |
| **Cross-Reference to Book** | | | | |
| |  |  | | --- | --- | | **Task** | **Book location** | | 1. Open the **Player Properties** dialog box. | p. 274 | | 1. Enable the **Menu** tab and **Notes** tab in the sidebar. Enable the **Resources** tab and **Glossary** tab in the topbar. | p. 275 | | 1. Add a custom player tab called “Exit” with an **Exit the Course** trigger.   *NOTE: The* ***Exit*** *link may not work if you are viewing the course from your computer. (It should work if the files are loaded to a server or published to Articulate 360.)* | p. 276 | | 1. Add the title, seekbar, play/pause, and logo. | p. 277 | | 1. On the **Menu** tab, remove the video demo scene and the try it scene. | p. 281 | | 1. On the **Menu** tab, rename the three quiz questions to “Question 1”, “Question 2,” and “Question 3.” | P. 281 | | 1. Change the menu navigation to **Restricted** and add automatic page numbering.   *NOTE: The sample finished course file does not have the menu restriction turned on.* | p. 282 | | 1. On the **Resources** tab, add the **To-Do List Template** document. | p. 283 | | 1. On the **Glossary** tab, add the glossary terms at the end of the storyboard. | p. 284 | | 1. On the **Colors & Effects** tab, change the accent color to a light red. | p. 285 | | 1. On the **Colors & Effects** tab, change the navigation to **Icon and text**. | p. 286 | | 1. On the **Text Labels** tab, change the name of the **Notes** tab to “Transcript.” | p. 289 | | 1. Save the player configuration as “RQM Player.” | p. 293 |   . | | | | |