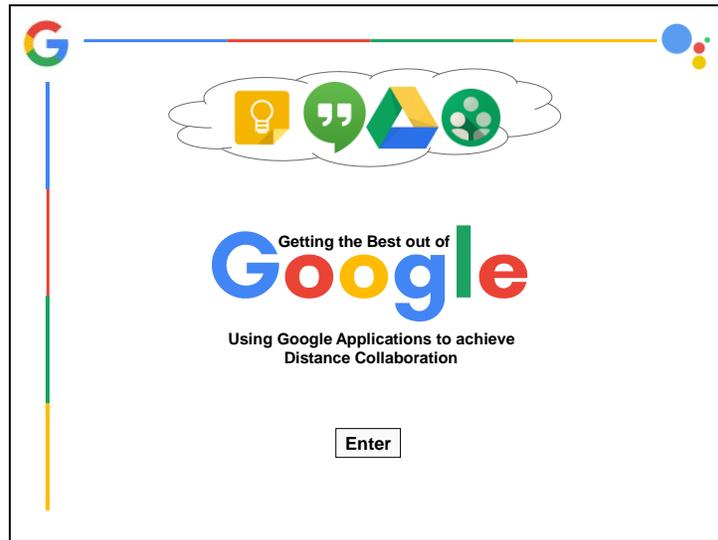Slide 1

Title Screen #1

Google prides itself on a very clean design with a white background, so I decided to keep that same concept throughout the module. All of the colors of google are used, and their "cloud" is displayed with the four applications that will be outlined within the training. Once the focus is on the applications, solid lines of each color of the application will be used.

Images:

Four google application icons
Google Assistant Logo
Google G Logo

Buttons: Bolded Enter button will take the user to a Navigation page.

Slide 2
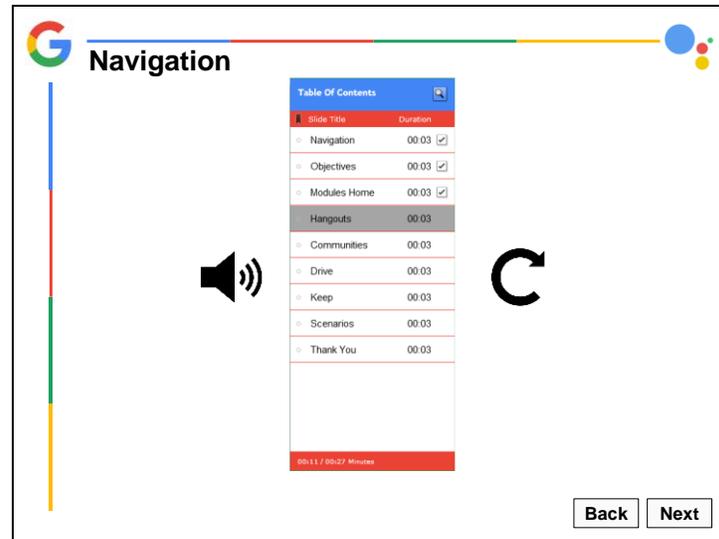
Navigation Screen #2

The Navigation screen will tell participants how to successfully navigate the training module.

Images:
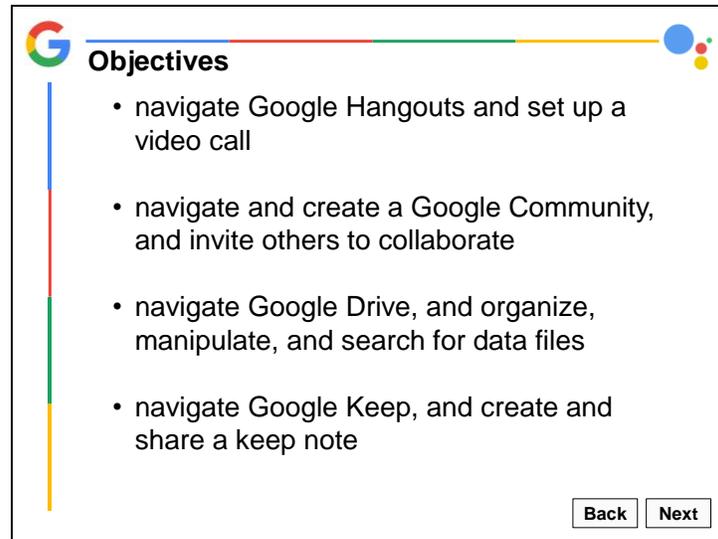
Table of Contents Screenshot
Sound Icon
Replay Icon

Narration Script:

To successfully navigate this training please note the following…

• Make sure your audio is on, as this training will be narrated
• In the top left corner, a G is displayed. Click this button to get back to the Module homepage
• The Next and Back buttons in the bottom right corner will help you move forward or backwards throughout the training
• If you would like to replay a screen or module, please click the replay button
• In the top right corner, you can click the Google Assistant logo if you need help
• If you click on the top left arrow buttons, you can access the Table of Contents for this training

Buttons:

• Bolded Back button will take the user to the Title page.
• Bolded Next button will take the user to an Objective page.
• Google Assistant Logo is a possible help button
• Double arrows in the top left corner open up a Table of Contents
• Google G is a "Home button"

Slide 3

Objectives Screen #3

The objectives screen will alert participants to what their objectives are throughout the module.

Narration Script:

In this training course, you will be taken through four different modules highlighting the uses of four Google Applications. By the conclusion of the training you will be able too…
- Navigate Google Hangouts and set up a video call
- Navigate and create a Google Community and invite others to collaborate
- Navigate Google Drive, and organize, manipulate, and search for data files
- Navigate Google Keep, and create and share a keep note

Buttons:

- Bolded Back button will take the user to the Navigation page.
- Bolded Next button will take the user to the Module Start page.
- Google Assistant Logo is a possible help button
- Double arrows in the top left corner open up a Table of Contents
- Google G is a "Home button"

Slide 4
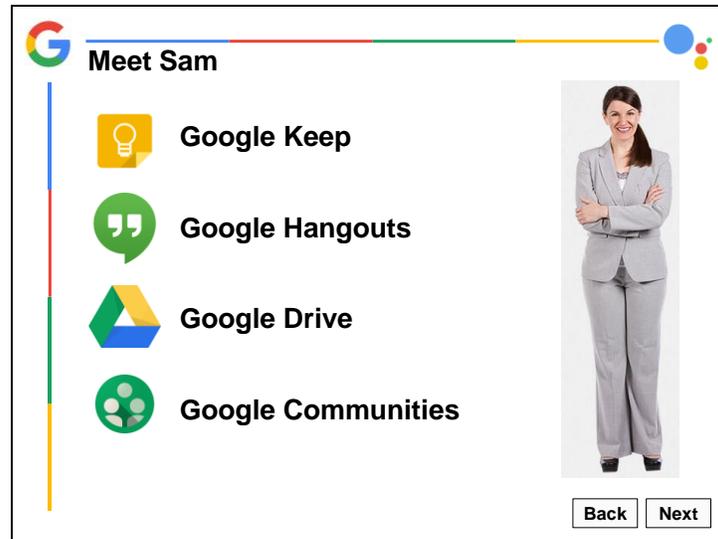
Intro to Scenario Screen #4

This screen will introduce the "person" who is the focus of the final scenario-based assessment questions. She will briefly introduce each application that will be explained in the modules.
Each of the four applications will be shown throughout the time of the slide screen with their names to the right so that members can identify what they are on the next slide.

Images:

Captivate asset image of welcoming person
Each of the four google application logos

Narration Script:

Hello! I'm so glad you're here! I was tasked to co-produce workshops for the company I work for. I need to collaborate with three other leaders, but I am the project leader. I was told that Google has applications that will help me accomplish everything I need to!

Unfortunately, I don't know how to use any of the applications yet. Maybe you can help me learn how to use them, and then decide what I can use them for!

Buttons:

- Bolded Back button will take the user to the Navigation page.
- Bolded Next button will take the user to the Module Start page.
- Google Assistant Logo is a possible help button
- Double arrows in the top left corner open up a Table of Contents
- Google G is a "Home button"
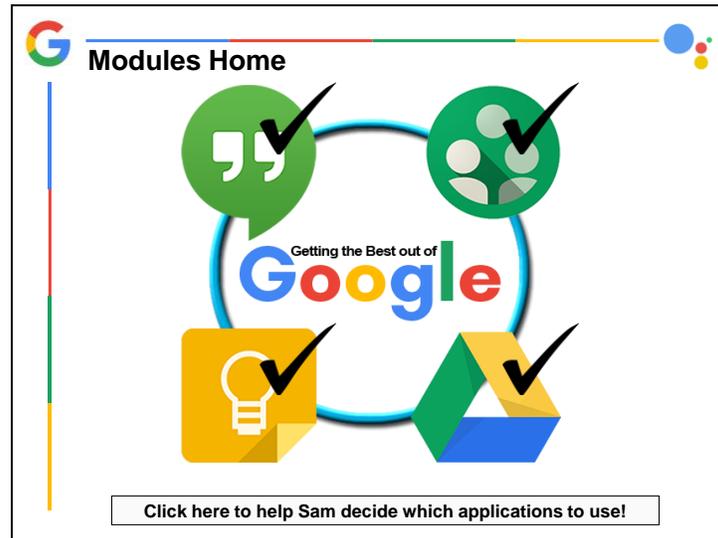
Modules Screen #5

This is the home modules screen. Here users can access each of the four modules. After each module is completed, a checkmark appears. Once all modules are completed, a Test button will appear so users can access the final scenarios.

Narration Script:

Please click on each of the four modules below to access the Google application you would like to learn more about. Once all four modules are completed, you can access the scenario assessment.

Buttons:

- Hangouts Button takes user to Hangouts module
- Communities Button takes user to Communities module
- Drive Button takes user to Drive module
- Keep Button takes user to Keep module
- Google Assistant Logo is a possible help button
- Double arrows in the top left corner open up a Table of Contents
- Google G is a "Home button"
- Once all modules are complete, Test button appears

Slide 6
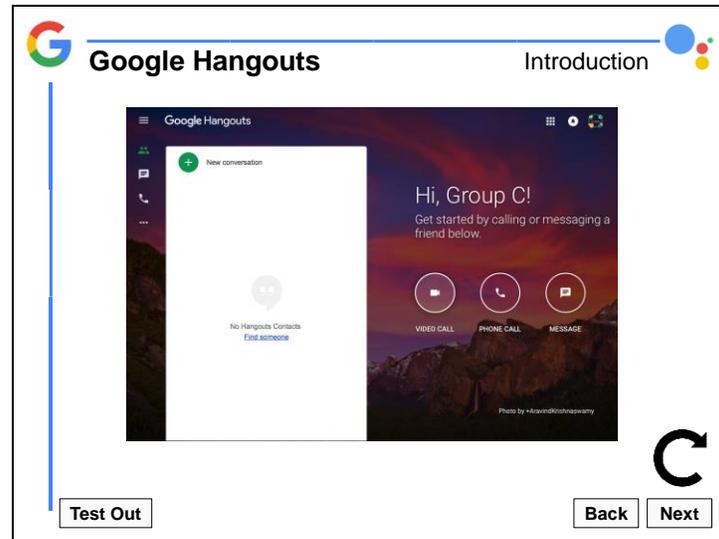
Keep Screen #6

This is the Google Hangouts Module screen. To consider the module completed, users must go through until the final slide. Users can also test out of the module by clicking the Test Out button.

After an initial introduction on what Google Hangouts is about, how it relates to distance collaboration, and the benefits of using it, users will then access a demonstration of how to navigate and use it.
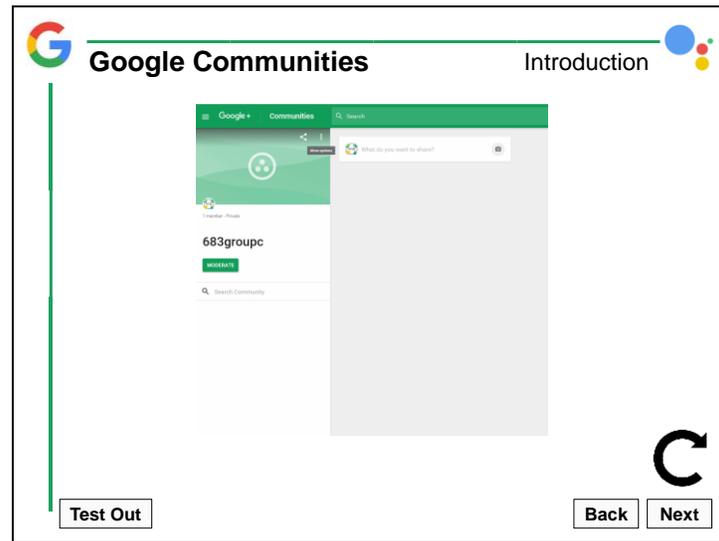
Once the demonstration is completed, users can access the quick assessment for the module. The assessment will include an interactive simulation.

Narration Script:

To be determined after demonstration is created.

Buttons:

- Bolded Back button will take the user to the previous page.
- Bolded Next button will take the user to the next page until the final screen of the module. The final screen of the module will then lead back to the Modules home page.
- Test out button allows users to access the simulation immediately
- Google Assistant Logo is a possible help button
- Double arrows in the top left corner open up a Table of Contents
- Google G is a "Home button"
- Replay button pops up at the conclusion of the demonstration so that users can replay it if they want to.

Slide 7

Keep Screen #7

This is the Google Communities Module screen. To consider the module completed, users must go through until the final slide. Users can also test out of the module by clicking the Test Out button.

After an initial introduction on what Google Communities is about, how it relates to distance collaboration, and the benefits of using it, users will then access a demonstration of how to navigate and use it.

Once the demonstration is completed, users can access the quick assessment for the module. The assessment will include an interactive simulation.
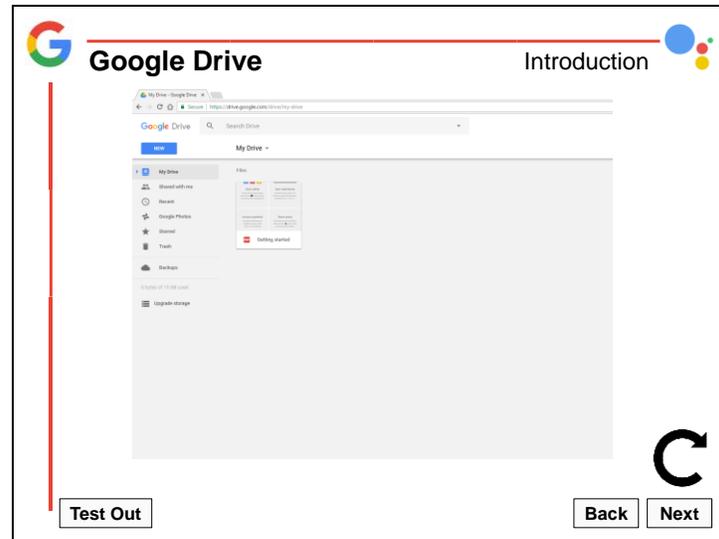
Narration Script:

To be determined after demonstration is created.

Buttons:

• Bolded Back button will take the user to the previous page.
• Bolded Next button will take the user to the next page until the final screen of the module. The final screen of the module will then lead back to the Modules home page.
• Test out button allows users to access the simulation immediately
• Google Assistant Logo is a possible help button
• Double arrows in the top left corner open up a Table of Contents
• Google G is a "Home button"
• Replay button pops up at the conclusion of the demonstration so that users can replay it if they want to.

Slide 8

Keep Screen #8

This is the Google Drive Module screen. To consider the module completed, users must go through until the final slide. Users can also test out of the module by clicking the Test Out button.

After an initial introduction on what Google Drive is about, how it relates to distance collaboration, and the benefits of using it, users will then access a demonstration of how to navigate and use it.

Once the demonstration is completed, users can access the quick assessment for the module. The assessment will include an interactive simulation.
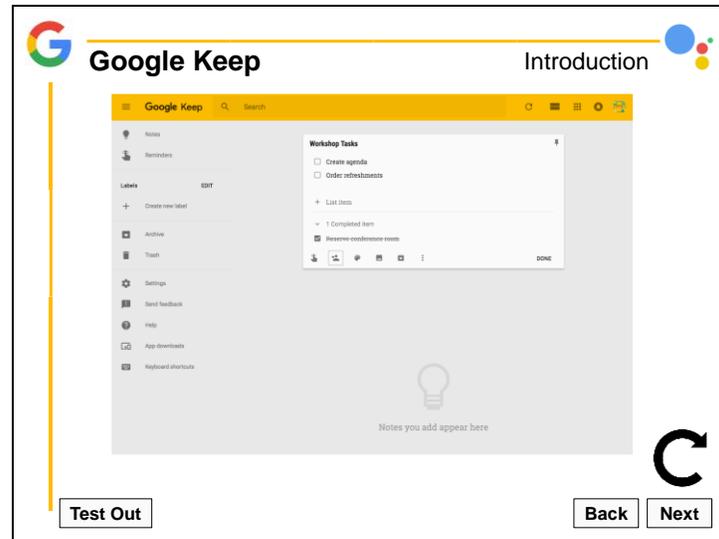
Narration Script:

To be determined after demonstration is created.

Buttons:

- Bolded Back button will take the user to the previous page.
- Bolded Next button will take the user to the next page until the final screen of the module. The final screen of the module will then lead back to the Modules home page.
- Test out button allows users to access the simulation immediately
- Google Assistant Logo is a possible help button
- Double arrows in the top left corner open up a Table of Contents
- Google G is a "Home button"
- Replay button pops up at the conclusion of the demonstration so that users can replay it if they want to.

Slide 9

Keep Screen #9

This is the Google Keep Module screen. To consider the module completed, users must go through until the final slide. Users can also test out of the module by clicking the Test Out button.

After an initial introduction on what Google Keep is about, how it relates to distance collaboration, and the benefits of using it, users will then access a demonstration of how to navigate and use it.
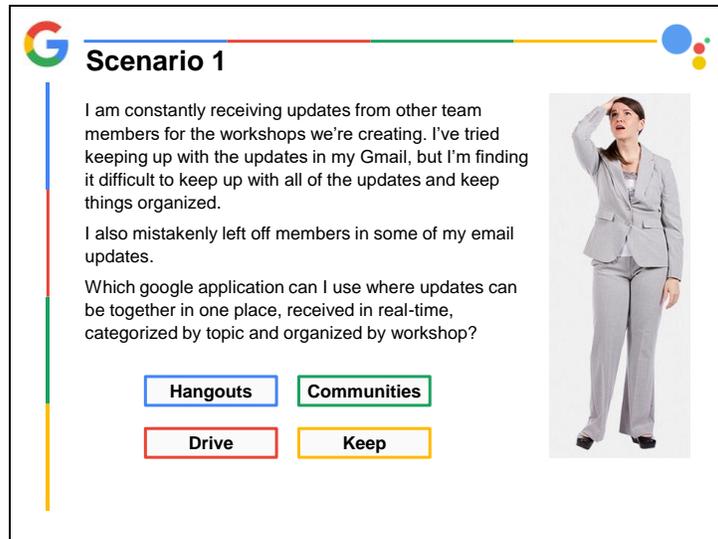
Once the demonstration is completed, users can access the quick assessment for the module. The assessment will include an interactive simulation. The learner will be asked to create a list, give the list a title, add three items to the list (create agenda, order refreshments, reserve conference room), check off one item on the list, and share the list with collaborators.

Narration Script:

To be determined after demonstration is created.

Buttons:

- Bolded Back button will take the user to the previous page.
- Bolded Next button will take the user to the next page until the final screen of the module. The final screen of the module will then lead back to the Modules home page.
- Test out button allows users to access the simulation immediately
- Google Assistant Logo is a possible help button
- Double arrows in the top left corner open up a Table of Contents
- Google G is a "Home button"
- Replay button pops up at the conclusion of the demonstration so that users can replay it if they want to.

Slide 10

Scenario 1 Screen #10

Each answer choice will branch to a different slide with feedback to help the user learn. The feedback slide will have a next button that takes them to the next scenario.

Google Hangouts: (answer: Hangouts is a great way to communicate using chat and conference calls but doesn't offer a way to organize topics for your group. Try again)

Google Communities (answer: Correct! Communities allows you to create groups, organize topics, and share updates in real-time.)

Google Drive (answer: Drive will let you share documents, photos and videos with your group but is not the best way to share updates or organize topics. Keep trying!)

Google Keep: (answer: Not quite! Keep allows you to create a list and share with your group, but doesn't allow you to share post or comment on topics.)
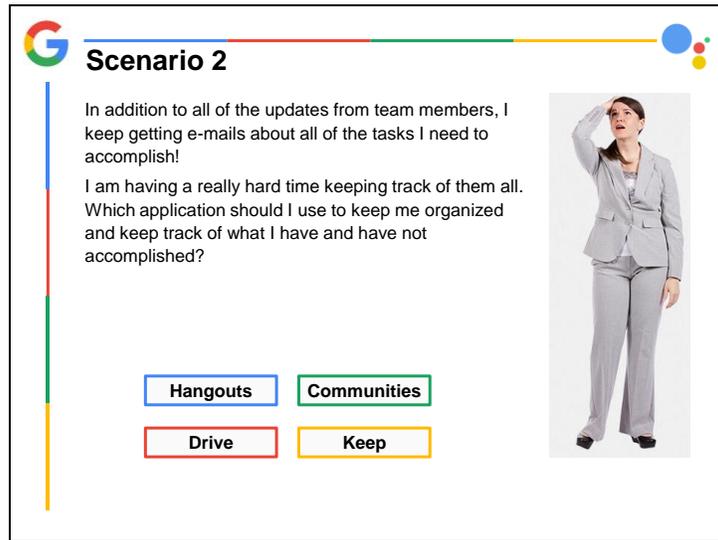
Images:

Captivate asset image of perplexed person

Narration Script:

To be determined.

Buttons:

- Google Assistant Logo is a possible help button
- Double arrows in the top left corner open up a Table of Contents
- Google G is a "Home button"
- Four option buttons will branch out accordingly

Scenario 2 Screen #11

Each answer choice will branch to a different slide with feedback to help the user learn. The feedback slide will have a next button that takes them to the next scenario.

Google Hangouts (answer: Hangouts is a great way to connect and talk with others on your team but doesn't offer a way to create a list. Try again)
Google Communities (answer: Communities allows your group to keep in touch with each other by posting updates but is not the best way to share a simple list with your collaborators. Try again)
Google Drive (answer: Drive will let you share documents and update them but may not be the simplest app for this task. Try again)
Google Keep (answer: Correct! Keep is the best way to create a simple list and share it with your group.)
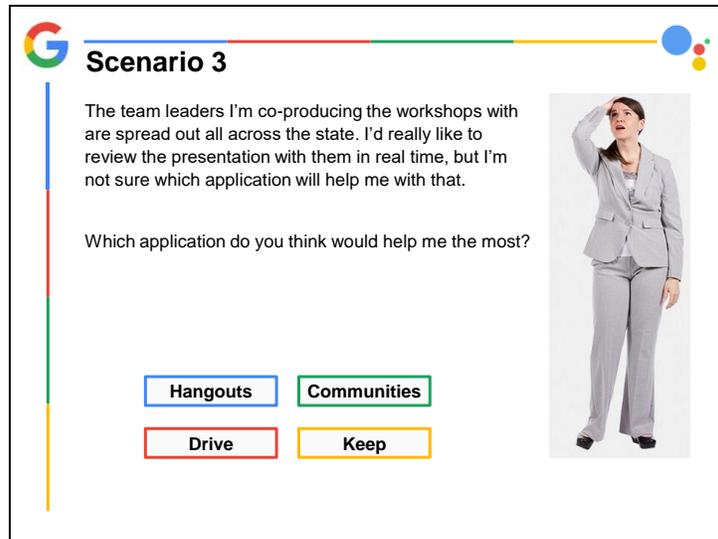
Images:

Captivate asset image of perplexed person

Narration Script:

To be determined.

Buttons:

- Google Assistant Logo is a possible help button
- Double arrows in the top left corner open up a Table of Contents

- Google G is a "Home button"
- Four option buttons will branch out accordingly

Slide 12

Scenario 3 Screen #12

The final assessment screen is a scenario-based assessment on how to use all four apps to collaborate with other team members in a project.

Google Hangouts (answer: Yes! Hangouts is the best choice. It allows me to meet with the team leaders online and share my screen in real time!)
Google Communities (answer: Communities allows me to post ideas, however I need to discuss specific parts of the presentation in real time with the team leaders. Try again)
Google Drive (answer: I can use Drive to share the presentation, but it doesn't allow me to review and have a real time discussion with the team leaders. Try again)
Google Keep (answer: Keep let's me list action items, however I need to review and discuss the presentation with the team leaders. Try again)
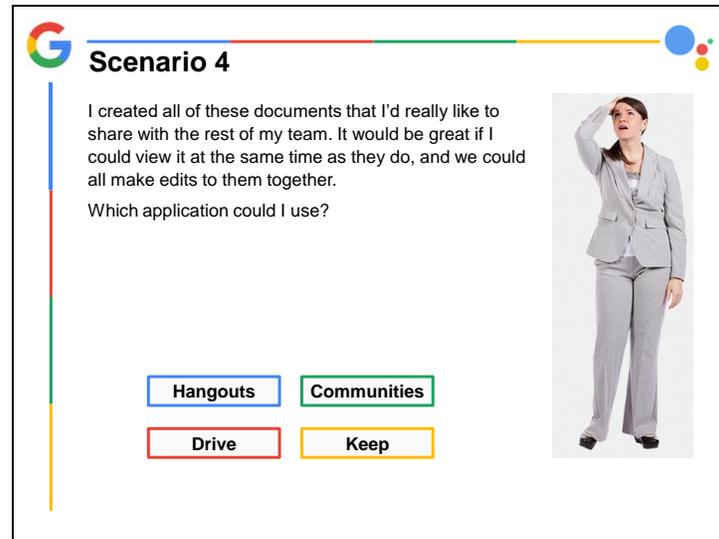
Images:

Captivate asset image of perplexed person

Narration Script:

To be determined.

Buttons:

• Google Assistant Logo is a possible help button
• Double arrows in the top left corner open up a Table of Contents
• Google G is a "Home button"
• Four option buttons will branch out accordingly

Scenario 4 Screen #13

The final assessment screen is a scenario-based assessment on how to use all four apps to collaborate with other team members in a project. The feedback slide will have a next button that takes them to the next scenario.

Google Hangouts (answer: Hangouts would be a great choice to share the presentation with the group, but it won't allow the other members to edit the presentation. Try again!)
Google Communities (answer: With Communities I could give the members links to the presentation, but it won't actually allow me to view it at the same time. Try again!)
Google Drive (answer: Correct! With Google Drive, I can share the presentation with them at the same time, and we can all make edits! There is even a chat feature that would allow us to discuss what we're doing if we're not using another application to conference.)
Google Keep (answer: Google Keep would allow me to check off that I created the project, but it won't help me to view the presentation with my leaders. Try again!)

Images:

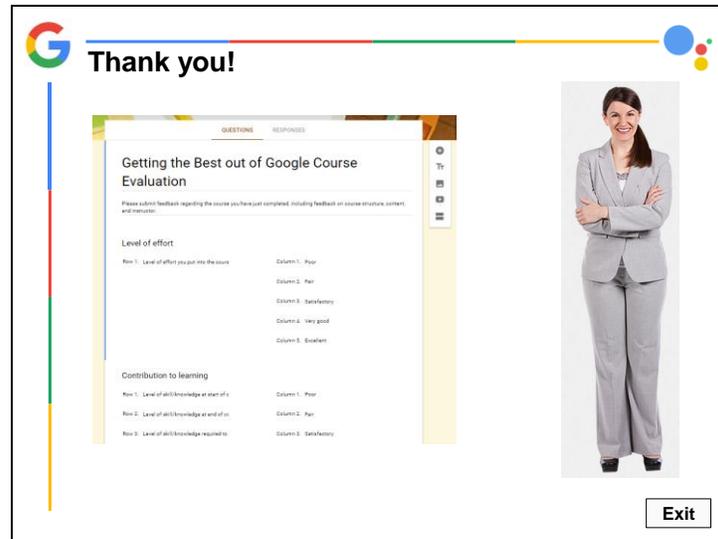Captivate asset image of perplexed person

Narration Script:

To be determined.

Buttons:
- Google Assistant Logo is a possible help button
- Double arrows in the top left corner open up a Table of Contents
- Google G is a "Home button"
- Four option buttons will branch out accordingly

Slide 14

Conclusion Screen #14

The final screen requests participants to take part in a survey on Google Forms, and thanks them for participating in the course.

This screen will also list any credits that need mentioning before the survey is displayed.

Images:

Captivate asset image of thankful person

Narration Script:

Thank you so much for helping me out with my workshops!

If you could, please fill out a brief course evaluation survey improvements can be made in the future.

Buttons:

- Google Assistant Logo is a possible help button
- Double arrows in the top left corner open up a Table of Contents
- Google G is a "Home button"
- Screen Capture of Google Form Survey in new window
- Exit Button takes users out of training