



eLearning Storyboards Workshop

Writing Effective Storyboards

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What's a **storyboard**?



To storyboard or **not to** storyboard?



But still, **why** do we need storyboards for eLearning?



Bring everyone on the
same page



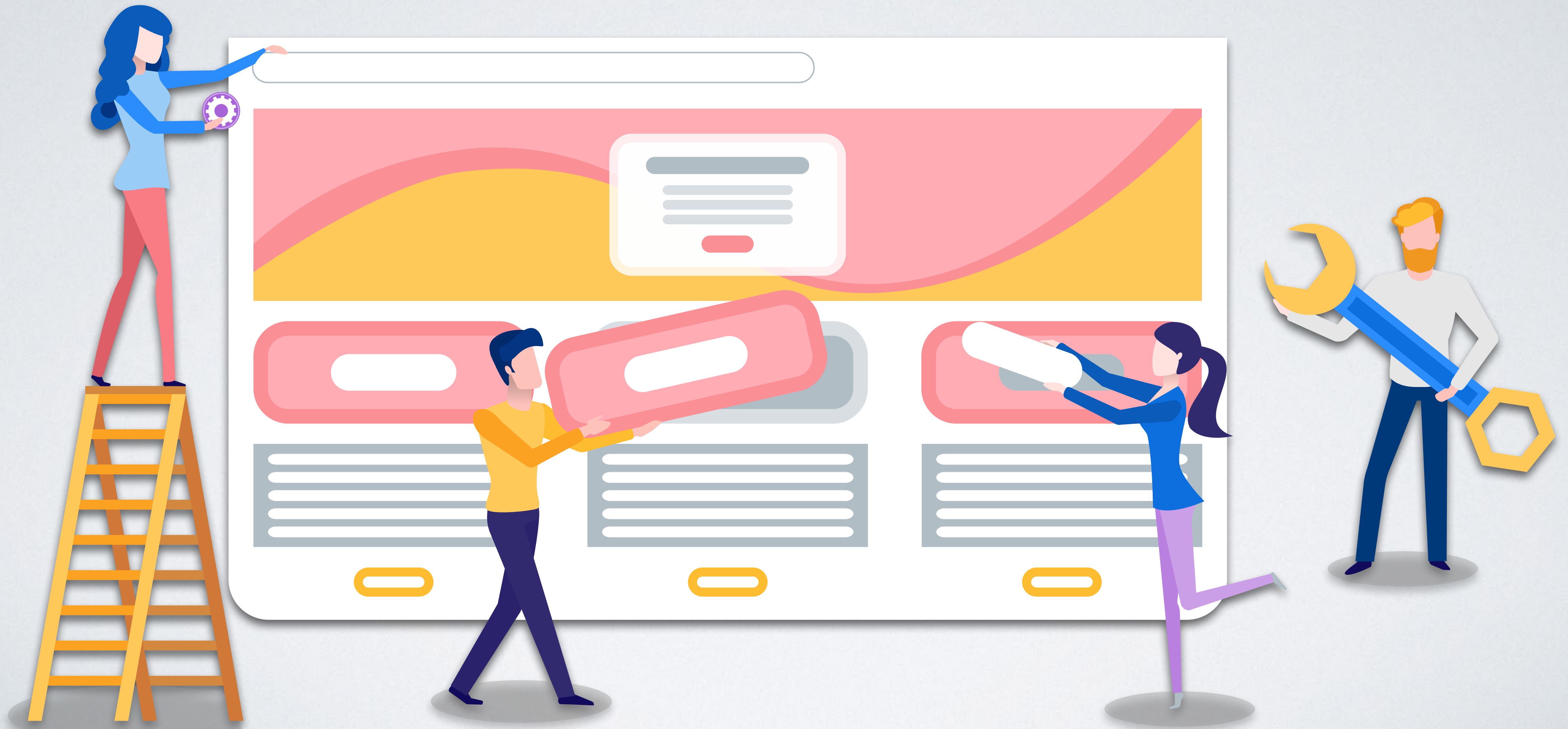
Finalise **course structure** and **sequence**



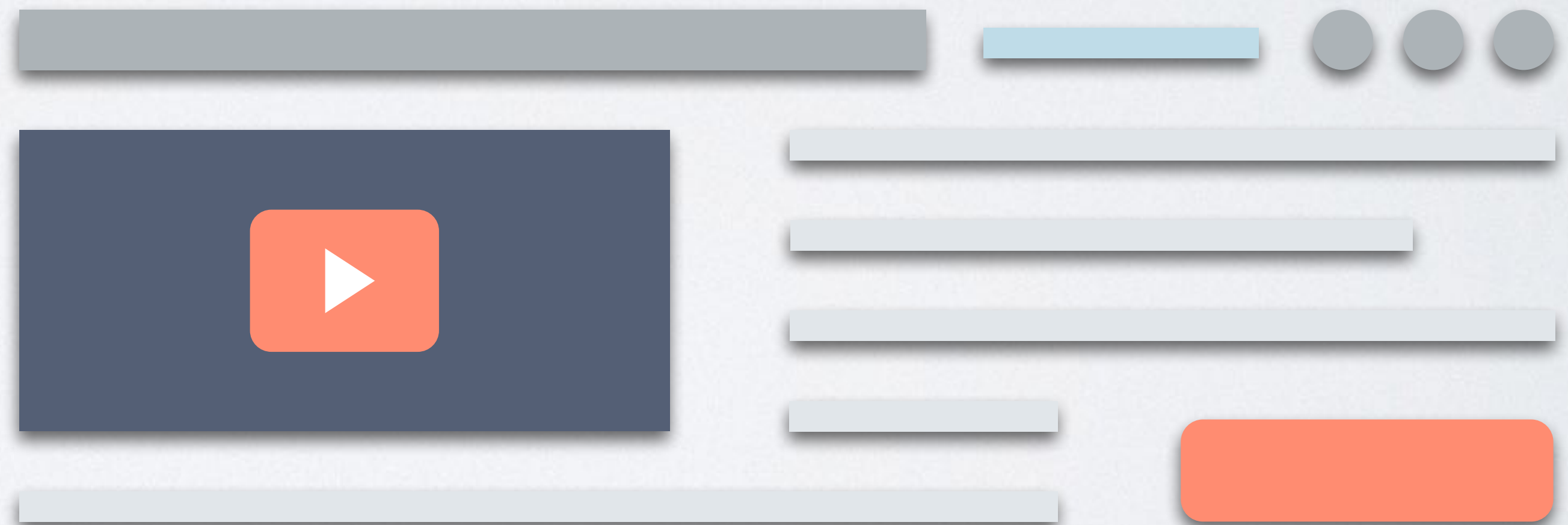
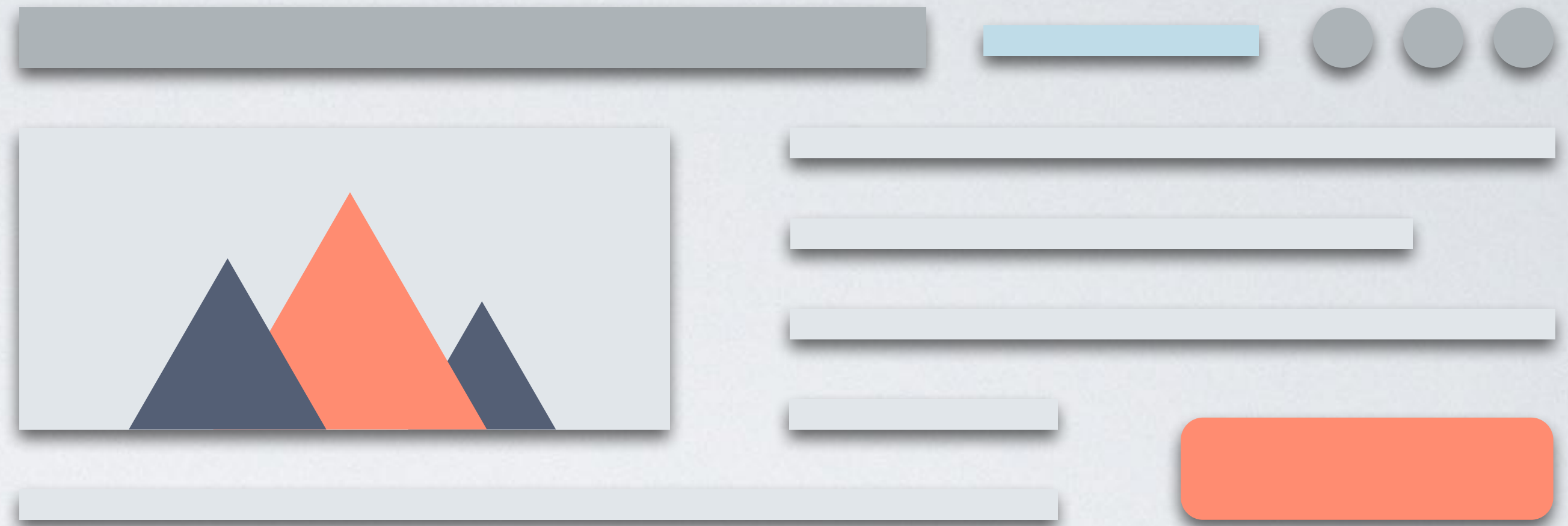


Identify and bridge the
learning gaps

Add **details**



Facilitate **visualisation**



Easy to **edit**





Save time and money



Avoid **scope creeps**

Team **collaboration**



Easy to **review** and get a **sign off**



Easy **maintenance**



How to author **Awesome Storyboards**?



Before you begin, **complete the data collection**

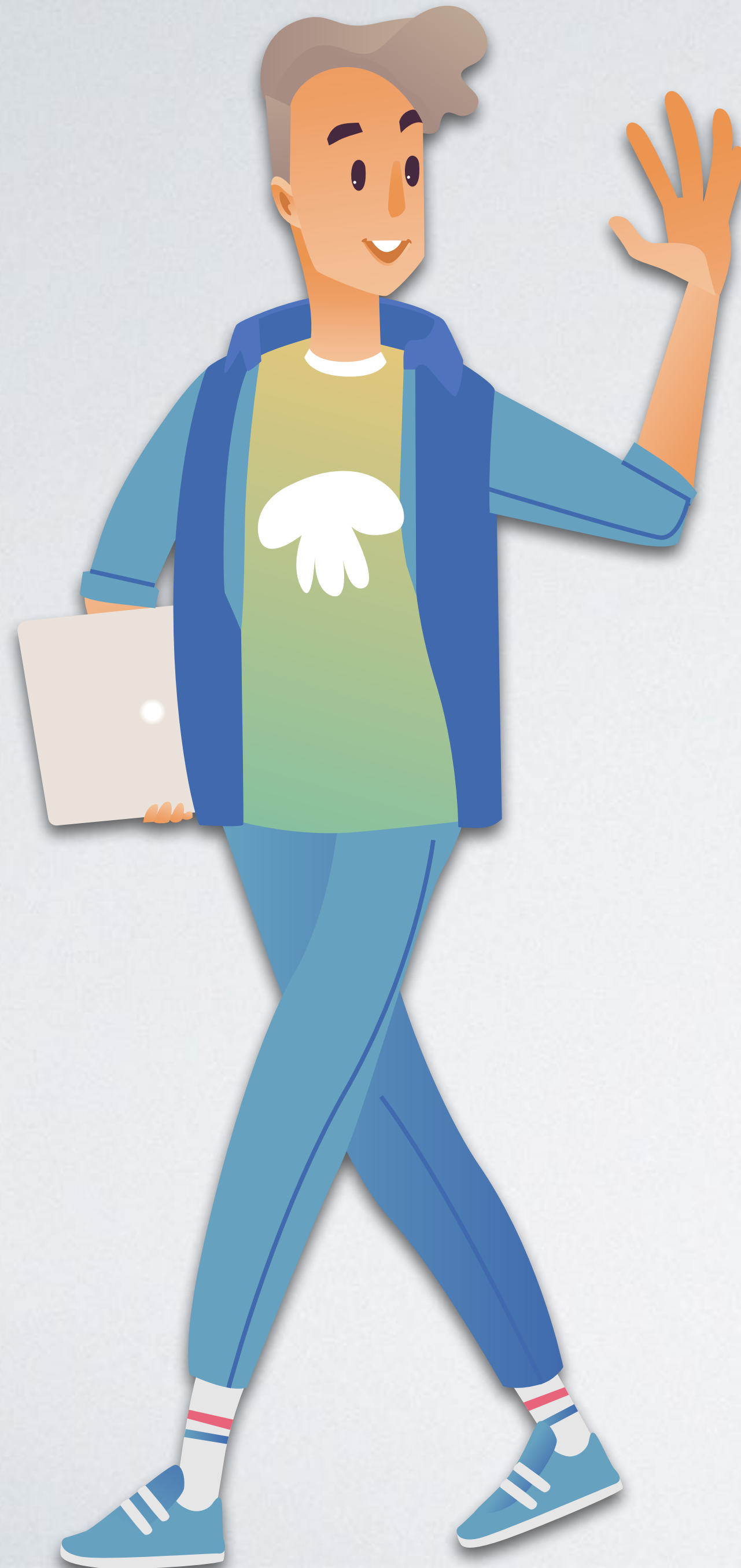


Know your **target audience**



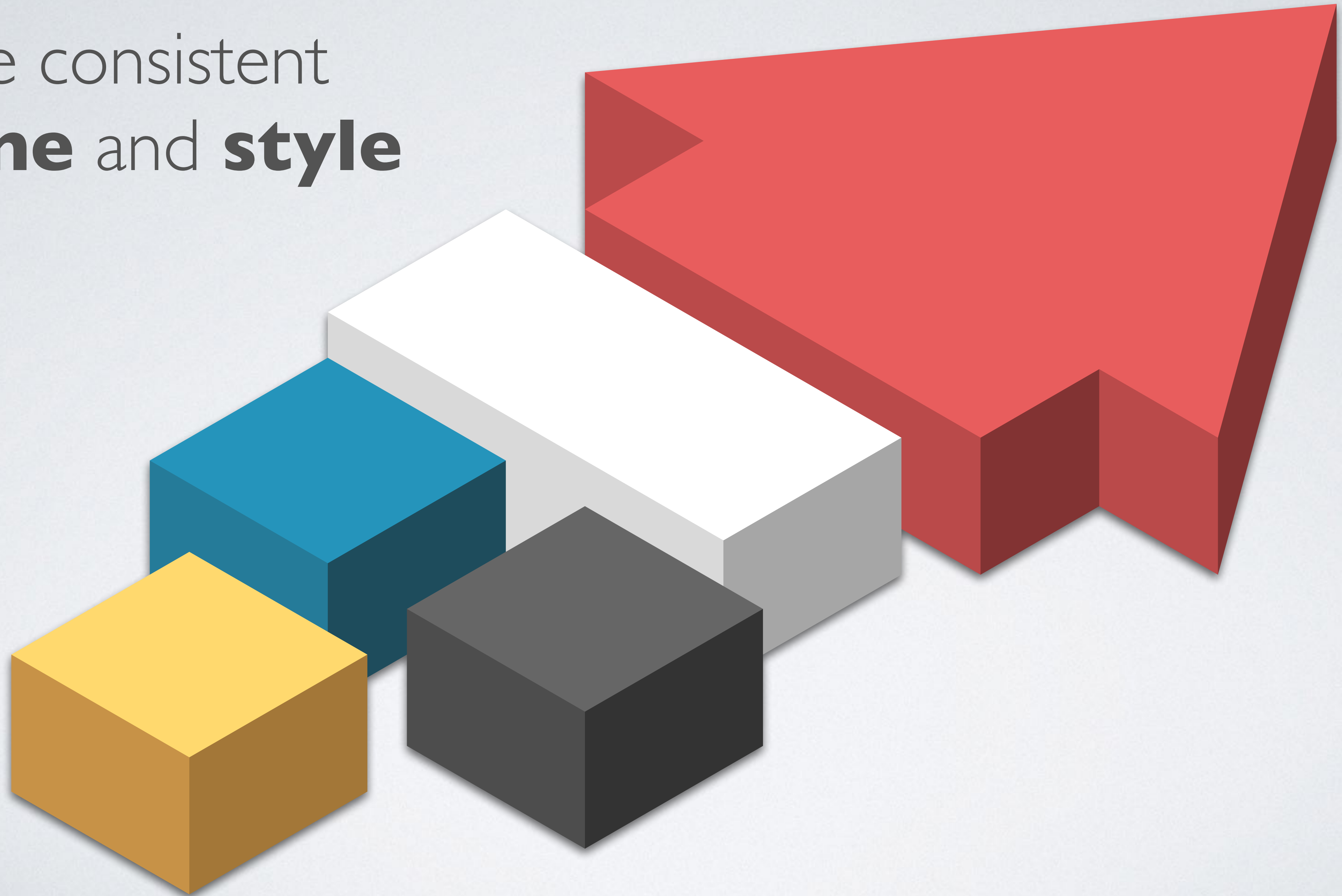


Focus on the **goals** and
objectives



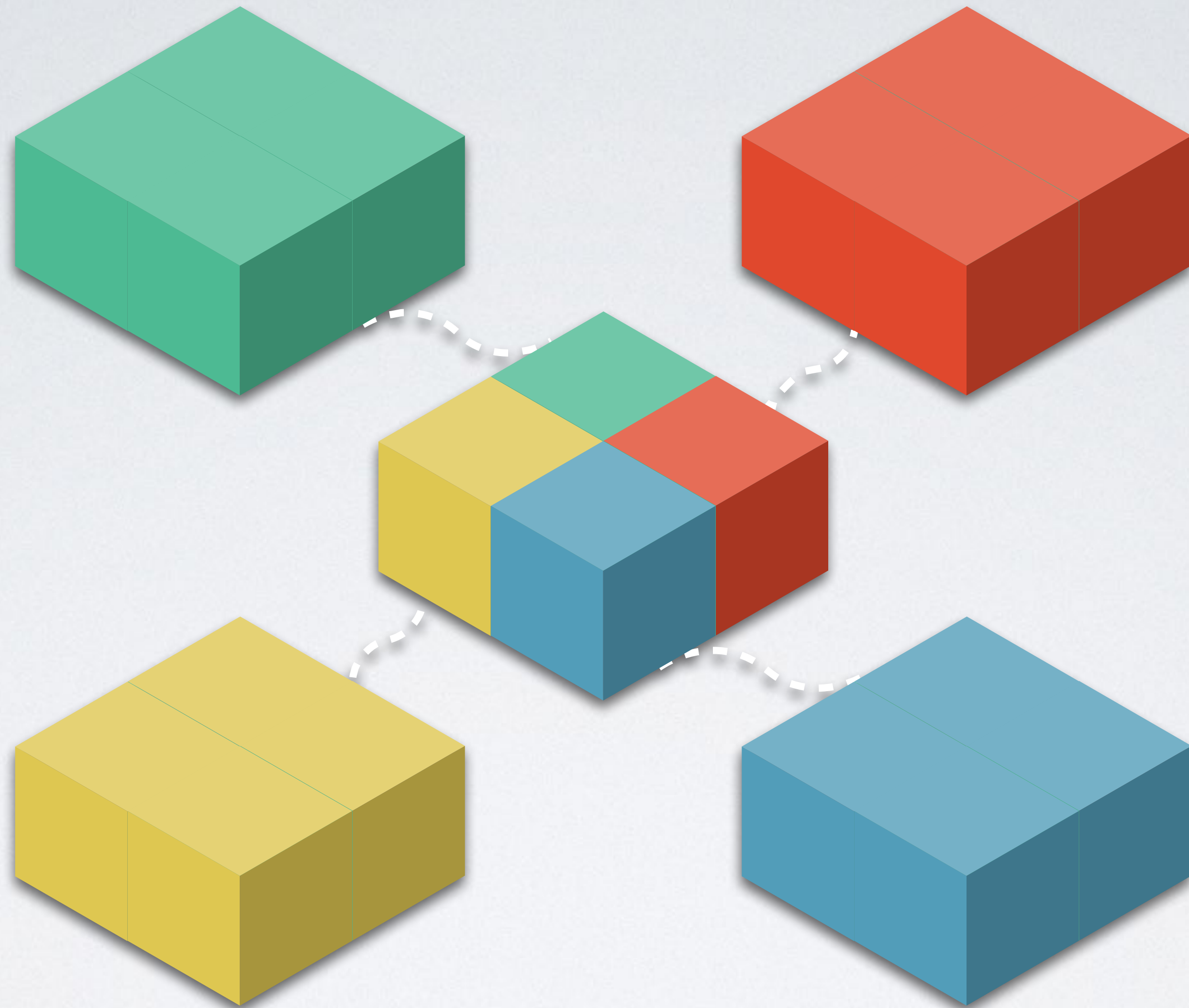
Say goodbye to **nice to know** info

Use consistent
theme and **style**



Use a **template**





Keep it **bite-sized**

Keep it **conversational** and **informal**



Use **familiar** terminology



Get **to the point**



Keep it **short**

Once upon a time ...

Happy end.

Use **simple** words

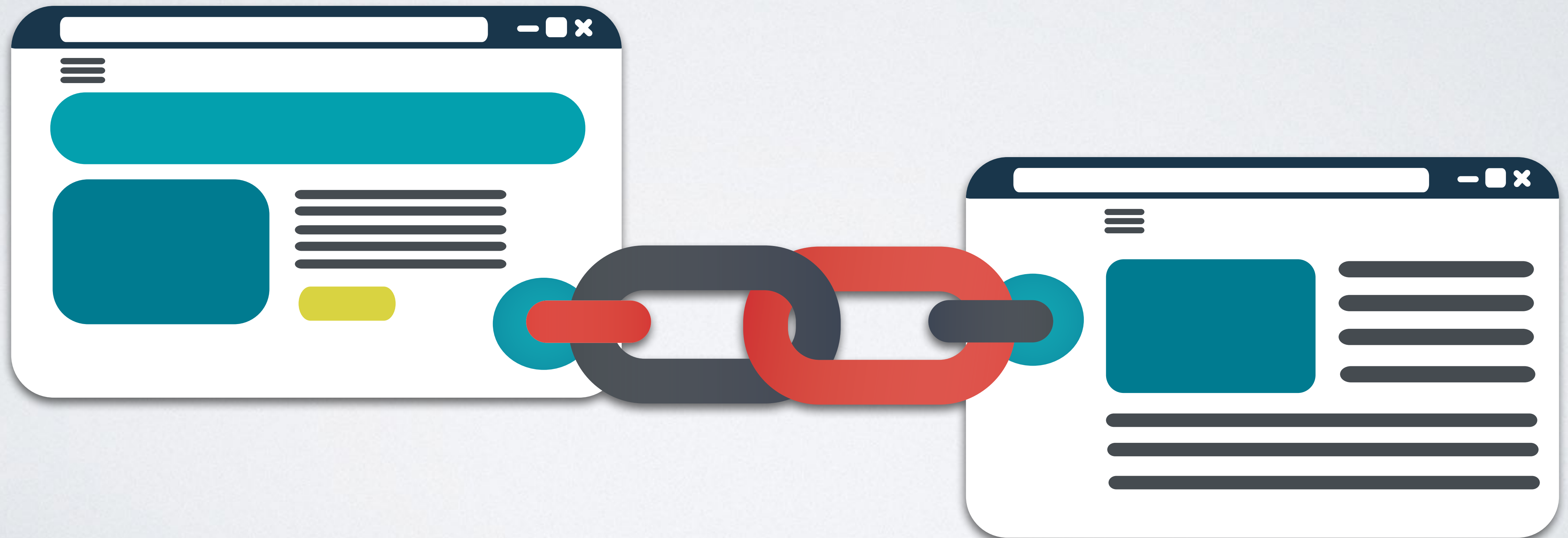


Keep it
Simple

Have a **good mix** of slide types and interactions



Don't forget the
transition slides



Get **feedback** and **sign off**



Types of storyboards

Visual

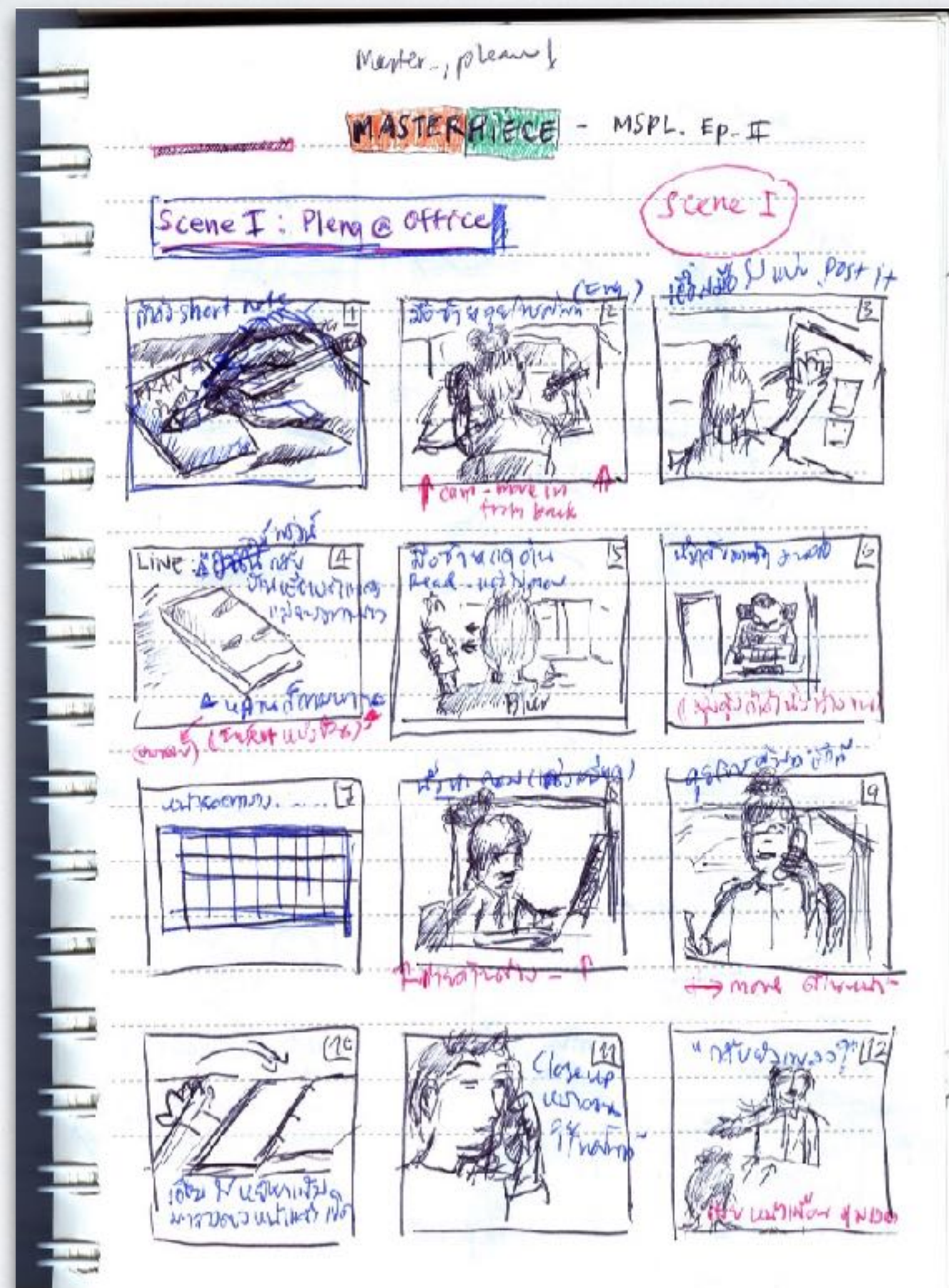
Written



Post it notes



Sketches



Text-based storyboard

Slide Type: Content Screen with Animation			
Slide #			
Slide Title		Monday morning!	
Audio Transcript			
<p>It's a bright and sunny Monday morning. You breeze into your office, expecting a lot of congratulatory emails for the brilliant Friday evening customer presentation. [1]</p> <p>Sipping your coffee, you glance at your phone, only to find an email from your colleague, Nick. [2]</p> <p>He's upset that you dumped his inputs for the presentation and blaming you for throwing him under the bus in front of your manager. [3]</p> <p>You're genuinely upset after reading this email, as he's trying to malign all your hard work. What should you do? How should you respond to Nick? [4]</p>			
Audio Sync		Media /Onscreen Text	
[1]		John entering the office with a big smile on his face.	
[2]		John looking at his phone at his desk and sipping coffee	
[3]		Close up of mobile with Nick's email	
[4]		John looking upset	
Instructional Text			
N/A			
Tech			
N/A			
Previous Link		Back	Next Link
			Next

Visual storyboard





Visual storyboard


Adobe

Time Management


Proper Time Management




Proper time management helps you:




Increase Available Time




Eliminate Time Wasters




Improve Productivity



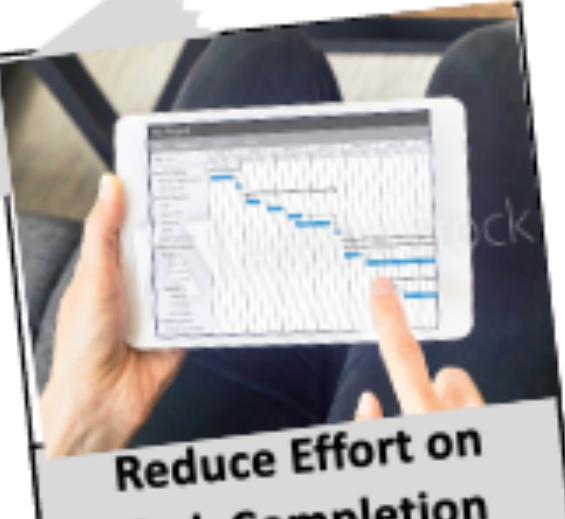
Achieve Work-life Balance



Reduce Stress



Make Achieving Goals Easier



Reduce Effort on Task Completion

Template ID:

Screen ID:

Audio Transcript:






To begin, let's understand the significance of time management in our day-to-day life.



Proper time management helps you increase your available time, achieve work-life balance, identify and eliminate time wasters, improves your productivity, reduces effort on task completion, reduces stress, and makes achieving your goals easier.

Graphic Notes and Image IDs:

Sync the OST with the audio.

Reference Icon links:
[Time](#), [Work-life](#), [Time Wasters](#),
[Productivity](#), [Tasks](#), [Stress](#), [Goals](#)








Visual storyboard

Adobe

Time Management

Check Your Understanding



 Drag and drop the situation on the appropriate task prioritization.

Urgent and Important

Important, Not Urgent

Urgent, Not Important

Not Important, Not Urgent

Major escalation of project. Team is facing third time rework.

HR calls you to attend birthday party celebrations for the month.

Your boss wants you to submit the productivity report for the last week.

It is the beginning of the month and you need to plan resource allocation.

Submit

Template ID:

Screen ID:

Audio Transcript:

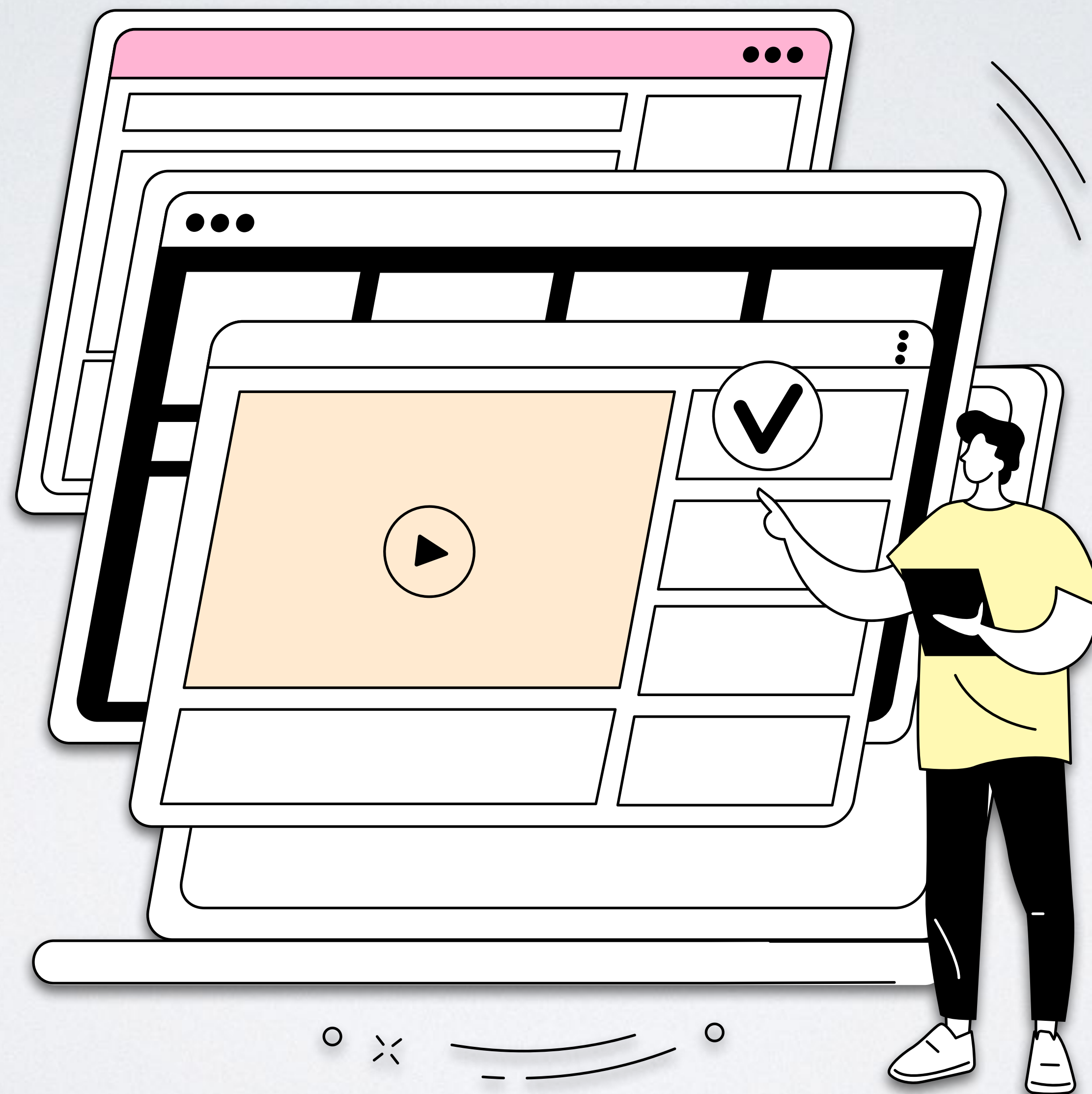
Here's an activity to test your understanding on managing tasks.

Graphic Notes and Image IDs:

This is a drag and drop categorization template. The correct answer is in the next slide of the PPT.

If the first attempt is wrong, display the "Incorrect feedback with the correct matches."

Wireframes



Rapid prototype

20

21

22

▼ KC Question 2 (19)

23

24

25

26

27

Slide Title: **Personality Type: Fast Word Challenge – Slide 1**

Knowledge Check



PERSONALITY TYPE



Fast Word Challenge #1



00:30



Tell me what you know about ...

✓


IGNIS 


GLACIEM 


TERRA 


AERIS 

DEVELOPER NOTES

Slide Animation

- None

Image List

- 4 cutout people representing the different personality types

Page Functionality

- This page is part of a 2 question Knowledge Check, This test is a practice activity, and is not scored..
- This is a series of multiple choice questions. The storyboard shows one question all the way through. (See slides 19 – 22.)

[Female Narrator:] Here's a challenge to see if you know what kinds of phrases to use when talking to the various types.

Phrase appears

Phrase lists:

Terra

Which one is right for you?

Visual

Written



Basic **components** of a storyboard

Slide Type: Content Screen with Animation			
Slide #			
Slide Title			
Audio Transcript			
Audio Sync		Media /Onscreen Text	
Instructional Text			
Tech			
N/A			
Previous Link	Back	Next Link	Next

Storyboarding for different **slide types**

Text-heavy slides

Slide Type: Content Screen			
Slide #			
Slide Title		Perks and Challenges of Working from Home	
Onscreen Text			
<p>Now-a-days, many professionals are choosing to work from the comfort of their home.</p> <p>While working from home does come with perks like:</p> <ul style="list-style-type: none">1. Flexible work schedule2. More time with your family3. Increased productivity <p>It can be stressful too. As it is less structured, you may actually work too hard and eventually get burned out.</p>			
Instructional Text			
N/A			
Media			
Comparative image of work and leisure			
Tech			
N/A			
Previous Link		Back	Next Link
			Next

Slides with animation/voice-over

Slide Type: Content Screen with Animation			
Slide #			
Slide Title		Monday morning!	
Audio Transcript			
<p>It’s a bright and sunny Monday morning. You breeze into your office, expecting a lot of congratulatory emails for the brilliant Friday evening customer presentation. [1]</p> <p>Sipping your coffee, you glance at your phone, only to find an email from your colleague, Nick. [2]</p> <p>He’s upset that you dumped his inputs for the presentation and blaming you for throwing him under the bus in front of your manager. [3]</p> <p>You’re genuinely upset after reading this email, as he’s trying to malign all your hard work. What should you do? How should you respond to Nick? [4]</p>			
Audio Sync		Media /Onscreen Text	
[1]		John entering the office with a big smile on his face.	
[2]		John looking at his phone at his desk and sipping coffee	
[3]		Close up of mobile with Nick’s email	
[4]		John looking upset	
Instructional Text			
N/A			
Tech			
N/A			
Previous Link		Back	Next Link
			Next

Slides with animation/voice-over

Slide Type: Content Screen with Animation			
Slide #			
Slide Title		Time management	
Audio Transcript			
<p>Meet Peter. Not a nice time to meet him though as he finds himself stressed out [1], missing deadlines [2], facing a meltdown [3], and with absolutely no work-life balance [4].</p> <p>Can you relate to Peter’s situation? [5] Do you find yourself in similar conditions at times? If so, welcome to this course on Time Management and learn how to regain your work-life balance.</p>			
Audio Sync		Media /Onscreen Text	
		When the slide loads, show the full screen image of Peter looking stressed and tired. [Image id: 208048988]	
[1]		Stressed?	
[2]		Missed deadlines?	
[3]		Facing a meltdown?	
[4]		No work-life balance?	
[5]		Can you relate to Peter’s situation?	
Instructional Text			
N/A			
Tech			
N/A			
Previous Link		Back	Next Link
		Next	

Interaction slides

Slide Type: Flip card Interaction			
Slide #			
Slide Title		How to avoid workplace gossips?	
Onscreen Text			
Though being dangerous for the workplace environment, gossips are short-lived. With the right measures, gossips can easily be avoided and controlled.			
Instructional Text			
Click each card to learn more about it.			
Flip card Content			
Card 1 Be busy: Being busy will help you avoid listening to gossips and potentially spreading them.			
Card 2 Be positive: If someone is being gossiped about, say something positive about that person to deflate the interest of people in the gossip.			
Card 3 Discourage it: Don't show interest in listening to a gossip or spreading it. If possible, walk away from there, or change the topic.			
Card 4 Report it: If gossips in your workplace are going beyond control, report to your supervisor.			
Media			
Front of the card will be an image and back of the card will have content.			
Tech			
Clicking each flip card should show the content. Click should be disabled once the content shows up.			
Previous Link		Back	Next Link
		Next	

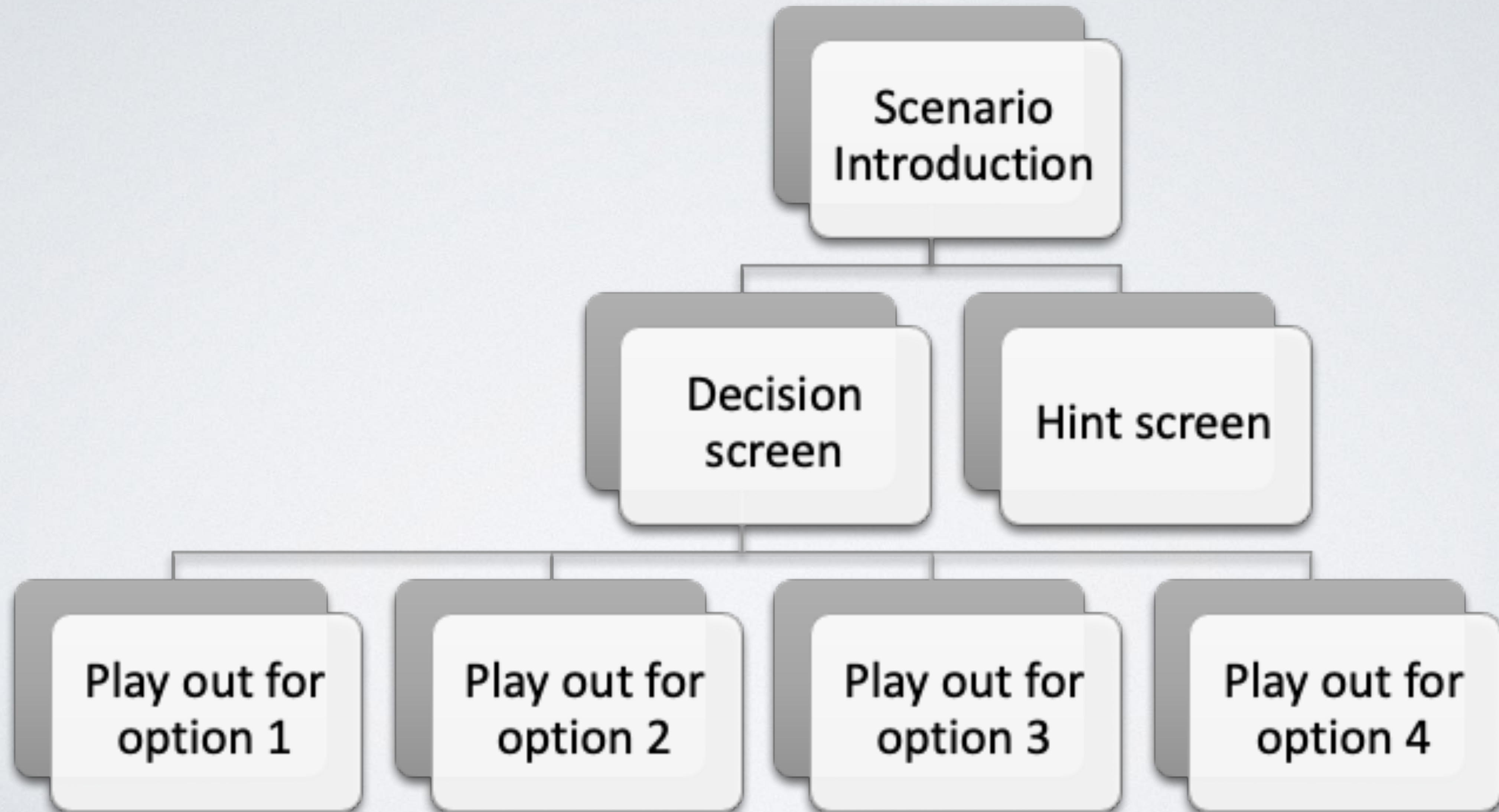
Question slides

Slide Type: Multiple Choice Single Select	
Slide # 15	
Slide Title	Question 1
Question Stem	
Your colleague talks to you about a potential affair between two employees and begins to share the details with you. What should be your reaction? Select the correct option and click Submit .	
Options	
<ul style="list-style-type: none"><input type="radio"/> Listen to your colleague but don't say anything<input type="radio"/> Don't show interest or politely change the topic<input type="radio"/> Listen to your colleague and share your observations<input type="radio"/> Scold your colleague for spreading rumors	
Correct Answer	
Don't show interest or politely change the topic	
Media	
N/A	
Tech	
N/A	

Question slides

Slide Type: Multiple Choice Multiple Select	
Slide # 16	
Slide Title	Question 2
Question Stem	
What should you do to be more efficient while working from home? Select the three correct options and click Submit .	
Options	
<ul style="list-style-type: none"><input type="checkbox"/> Chalk out your work schedule and stick to it.<input type="checkbox"/> Spend extra hours working as you are saving the commute time.<input type="checkbox"/> Take short breaks during your work hours.<input type="checkbox"/> Finish all household chores while working so that you can relax in the evening.<input type="checkbox"/> Have a dedicated workspace, where you can sit every day and work.	
Correct Answers	
Chalk out your work schedule and stick to it. Take short breaks during your work hours. Have a dedicated workspace, where you can sit every day and work.	
Media	
N/A	
Tech	
N/A	

Scenarios



Some handy tips and tricks

Introduction Slides

Start with an interesting **plot**,
problem, story, or
scenario.



Avoid doing this...

Hello and welcome to this course.

In this course, we will talk about the perks and challenges of working from home, and the best practices for being efficient at work.



A simple opening **plot**

As interesting and juicy as they may sound, gossips can spoil the workplace environment, and make some of the employees uncomfortable. Let's talk about...

A **problem**

While working from home, you find it difficult to stop working at the end of the day. There's always that one last thing that you wish to finish.

Sounds familiar? Let's see how to deal with this problem.

A **scenario**

It's a bright and sunny Monday morning. You breeze into your office, expecting a lot of congratulatory emails for the brilliant Friday evening customer presentation.

Sipping your coffee, you glance at your phone, only to find an email from your colleague, Nick. He's upset that you dumped his inputs for the presentation and blaming you for throwing him under the bus in front of your manager.

You're genuinely upset after reading this email, as he's trying to malign all your hard work. What should you do? How should you respond to Nick?

VoiceOver narration

Use **contractions**

Don't stop,
YOU'RE NEARLY
THERE!

Use **contractions**

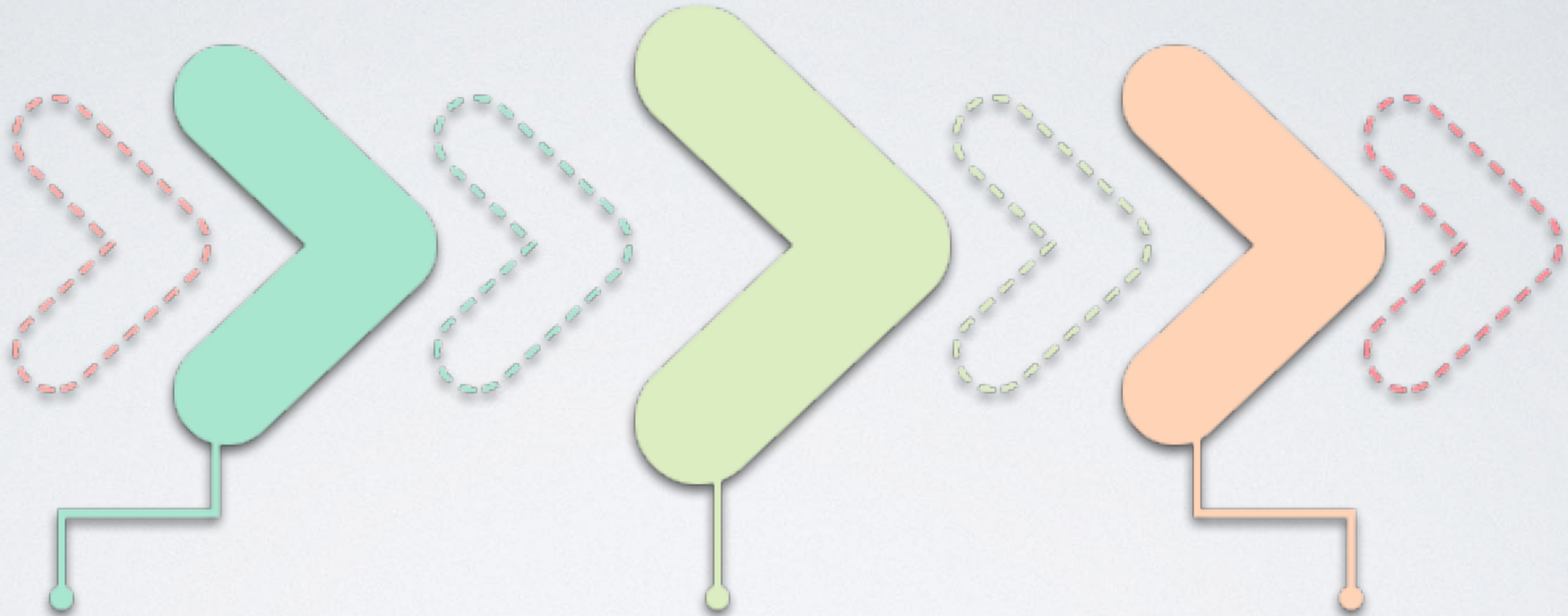
Hi! I'm George, a manager here at ENFIN8Y. I've just received reports that the number of ergonomics-related injuries at our office are on the rise.

Can you help determine what's going on, and what ergonomic principles need to be implemented to reduce our costs?

Write an **ear-friendly**
script



Steps to write an **ear-friendly** script



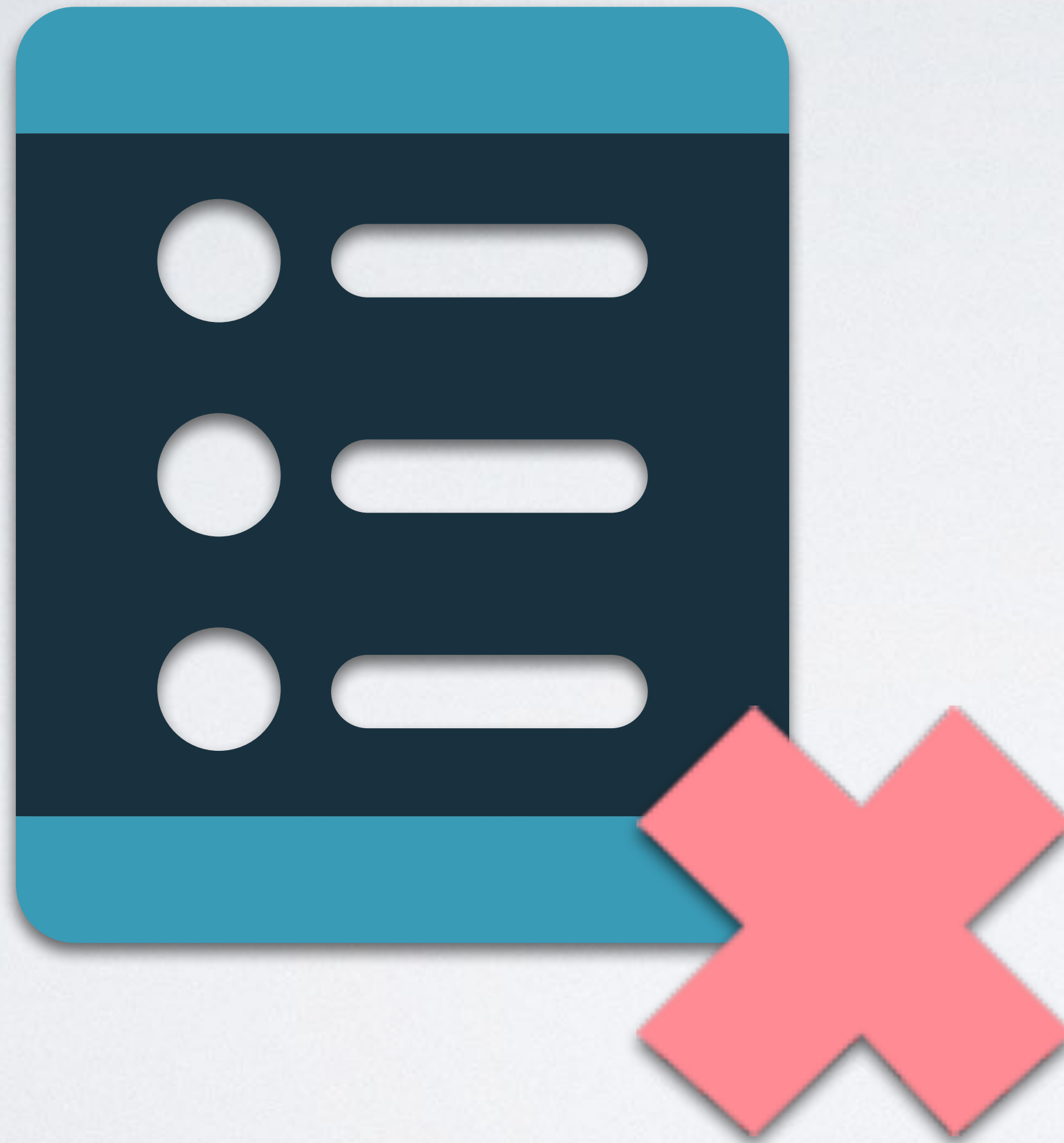
Jot down the points you need to cover in the script

Record the narration assuming you are explaining the points to someone

Transcribe the recording.
Then make the edits

Give **passive voice** a pass!





Say **no** to
bullet points

Great for reading, not **listening!**

Tips and Best Practices

- Complete most important tasks first
- Learn to say “no”
- Devote your entire focus to the task at hand
- Get an early start
- Don’t allow unimportant details to drag you down
- Turn key tasks into habits
- Set a timeline for yourself
- Create organizing systems

On-screen text & narration script should be **different!**

Adobe

Time Management

Course Overview

Stressed?

Missed deadlines?

Facing a meltdown?

No work-life balance?

Can you relate to Peter's situation?

Template ID:

Screen ID:

Audio Transcript:

Meet Peter. Not a nice time to meet him though as he finds himself stressed out, missing deadlines, facing a meltdown, and with absolutely no work-life balance.

Can you relate to Peter's situation? Do you find yourself in similar conditions at times? If so, welcome to this course on Time Management and learn how to regain your work-life balance.

Graphic Notes and Image IDs:

BG ID: 208048988

Animate the OST elements in sync with the audio when the audio reads "stressed, missing".

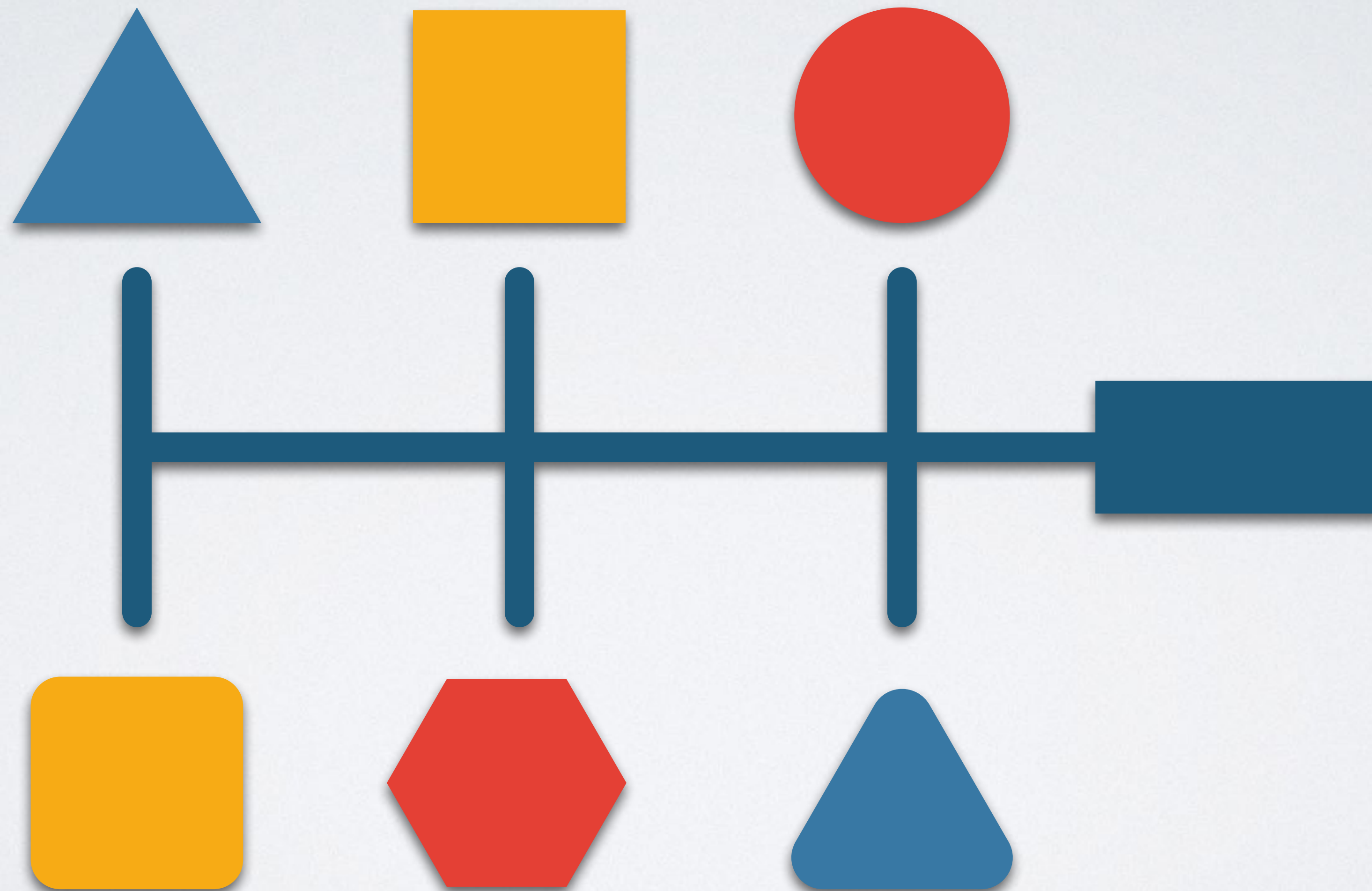
Bring in the last OST in sync with the second para of audio.

Question Slides

Avoid **trick questions**



Add a **variety** of question types



Try to avoid **True/False** questions



Provide clear **instructions**

Quiz Instructions

Now it's your turn to show us what you know. Please take a few minutes to complete this final quiz. In this quiz, there are 10 multiple choice questions.

You must score at least 80% to pass, and may retry as many times as you need.

When you're ready, select the forward arrow to get started.

Don't provide any **clues**
in the question stem



Avoid **incomplete** sentences



What are meteors commonly known as?



Meteors are commonly known as:

If absolutely necessary, avoid blanks at the **beginning** of the question stem

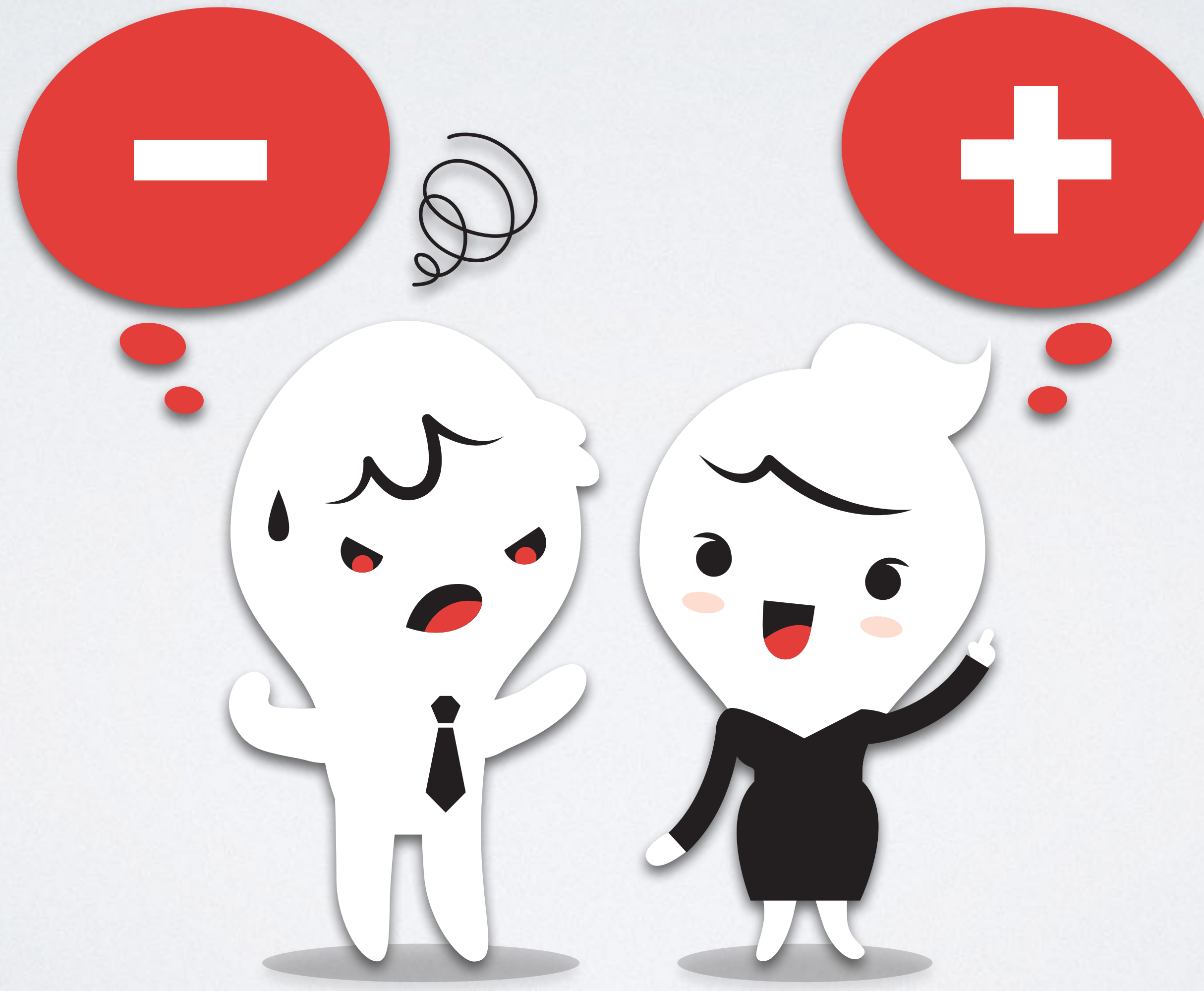


The second nearest star to earth is _____.



_____ is the second nearest star to earth.

Choose to stay **positive**



Choose to stay **positive**



What is the correct value for Pi?



What is NOT the correct value for Pi?

Ask a **single** question at a time!



What are meteors commonly known as?



What are meteors commonly known as
and why?

Provide **context** and necessary **information** in the stem

Sophia is experiencing pain in her wrists and hands as a result of a poor workstation set up. Which of the following redesign strategies will help her improve the condition?



Select the **three** important things that you need to decide before starting meditation?

Tell exactly **how many** options are correct



A

Time and place that works for you



B

Clothes you need to buy for meditation



C

Duration of the meditation



D

Inform your friends about starting it




E

Guided or unguided form of meditation

Limit the number of options



Make the options look visually **equal**

- 
- A** Adjusting her work surface to just below the height of her elbows
 - B** Placing her monitor slightly to the left of her keyboard
 - C** Using a footrest to ensure her feet rest flat on the surface



Which of these tools will help you in identifying productive versus non-productive time?

Write **plausible**
distractors



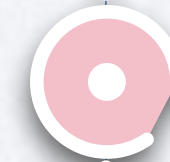
A

To-do List



B

Calendar



C

Time Log



D

Resource Loading Sheet



Sophia is experiencing pain in her wrists and hands as a result of a poor workstation set up. Which of the following redesign strategies will help her improve the condition?

A

Adjusting her work surface to just below the height of her elbows

B

Placing her monitor slightly to the left of her keyboard

C

Using a footrest to ensure her feet rest flat on the surface

Each option should logically **answer the question**

There should be a
clear winner!



Steer clear of these **options**

- **All of the above**
- **None of the above**
- **Both A and C**



Now it's your turn!

1. Pick any topic
2. Gather content
3. Use any storyboard template
4. Create a **storyboard**
5. Submit at **eLprojects@adobe.com**
6. Deadline: **October 5th, 2021** by 11:59 PM PT
7. Receive your **Certificate of Participation!**



Thank you

Let's continue the conversation on LinkedIn: www.linkedin.com/in/poojajaisingh