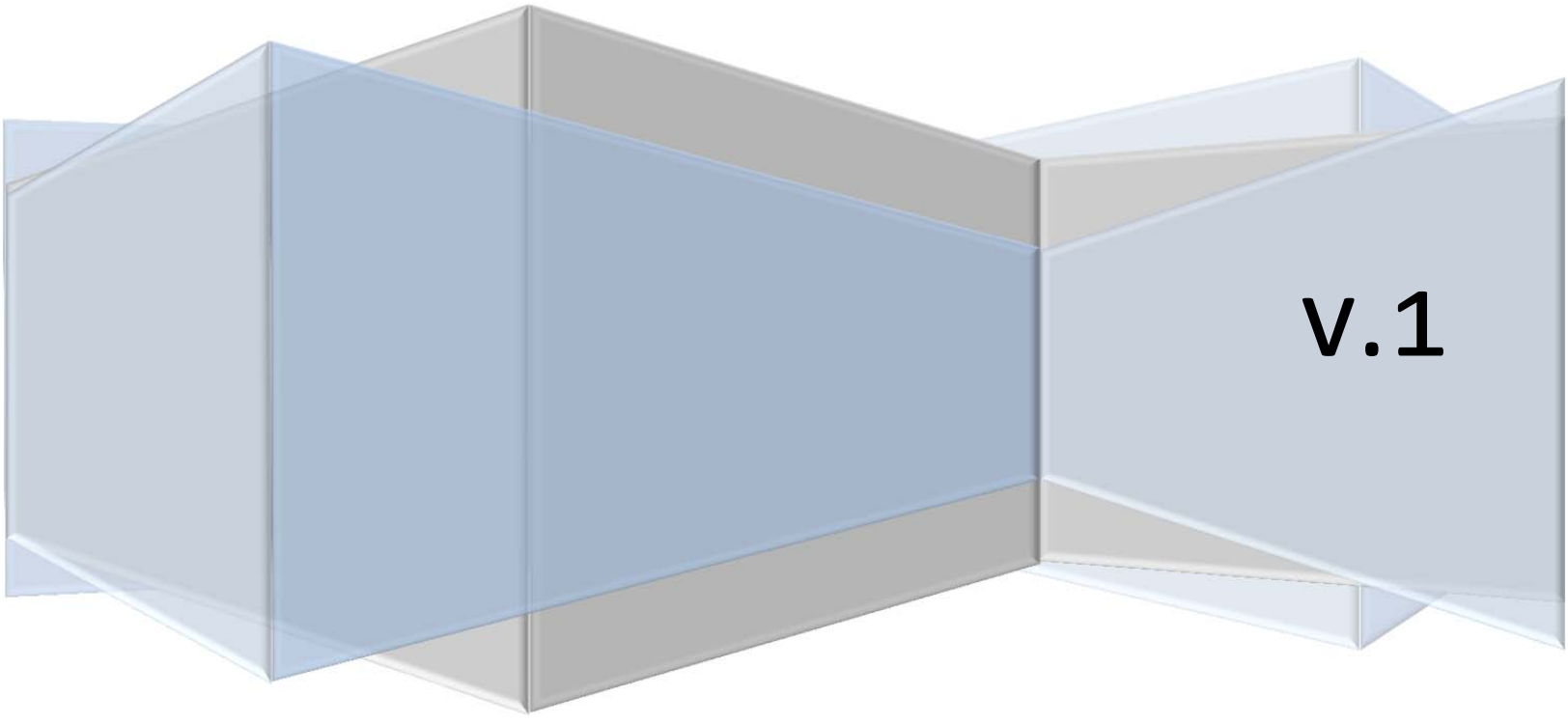
Veterans Health Administration
Employee Education System

VA HEALTH CARE | Defining EXCELLENCE in the 21st Century

Title

Storyboards

DRAFT v.1



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Introduction and Use of Storyboards

Introduction

Storyboards are like architectural blueprints for an eLearning or mLearning product—they help project team members *pre-visualize* an interactive media sequence. Storyboards organize learning content in the form of text, images, and onscreen elements displayed in a linear or nonlinear sequence. Storyboards are used to present and describe content for interaction development, instructional design, user-controlled events, audio, video, and navigation in onscreen interfaces.

There are several advantages to creating and using storyboards for all phases of design and development:

- All members of a the eLearning team are able to contribute to the learning product document
    - Instructional content, instructional design, usability, implementation, etc.
    - Edits and quality assurance
- It's a communication tool for the entire eLearning team: LCs, PMs, designers, developers, and clients
    - Most of the design and development information is contained in the storyboard
    - Changes and edits can be easily tracked or reviewed
    - The team can reach consensus *before* development begins
    - Storyboards collect all information in one place, which is helpful because different team members' tasks are carried out at different times.
- By placing team members' ideas on drafts of the storyboards, the process of visual thinking and planning allows the team to brainstorm. This fosters better ideas and generates consensus inside the group.

Use of Storyboards: Instructional Designers & Developers

- Instructional Designers (IDs) use storyboards to communicate the manner in which learners progress through the instructional material.
    - IDs are able to chunk information so that learners can easily understand and digest it.
    - IDs indicate how the learner navigates through the material and how they interact with onscreen elements
    - IDs are able to ensure that all the learning objectives are addressed in the instructional material
- Developers reference storyboards when they are "building" the eLearning product
    - All onscreen text is contained in the storyboard
    - Navigation and interactivity instructions are indicated in the storyboard
    - The storyboards help the developer manage all the files and electronic resources required for the eLearning product.

Use of Storyboards: LCs and PMs

- Learning Consultants references storyboards as needed in order to:
    - Check the status of an eLearning product (design, development, etc.)
    - Ensure implementation is appropriate
    - Maintain targeted client communication
- PMs use storyboards to:
    - Assist with work breakdown structures, schedules, and quality assurance
    - Aid in status sharing between various team members at different times in the process
    - Arrange for instructional content to be available for the developers
    - Ensure learning objectives are met and assessments are in place
    - Determine when materials can be submitted for 508 review
    - Coordinate posting to the TMS

Use of Storyboards: Clients/SMEs

- Clients use the content within the storyboard to :
    - Ensure that performance gaps and learning gaps are being addressed.
- SMEs use the storyboards to:
    - articulate their expertise and organize their thoughts
    - Help inventory their information and ensure everything required to meet learning objectives is present
    - Coordinate information when two or more SMEs are contributing to the content.

Description of Storyboard Elements

It is important to complete each field on each storyboard page on each page. The different fields are used by various design and development team members during the project lifecycle. If a field in not relevant to that screen, instructional design, or implementation, enter **N/A** to indicate that information is not accidentally missing.

Header

Put the main title of the course here in the header exactly as it will appear in the TMS. Placing the title in the header helps save room on the page for the storyboard content. The date will revise itself automatically.

Top Section

- **Module/Lesson** – Enter the name of the module or lesson exactly as it will appear in the TMS
- **Storyboard Label** – Enter the title of the screen, screen number, or the topic of the screen. *This for project team members' reference only.*

Main Section

- **Page Heading** – Enter the name of the screen within the module/lesson. The information entered in this field is flexible because courses may each require customized module/lessons naming
- **Onscreen text, Treatment/layout, Wireframe** – Enter the main body of the instructional material. Text, use of media players, graphics, hyperlinks, knowledge checks and exams will be detailed in this field. The exact format will be unique to each training project or course
  Animations and related ancillary explanations use their own template—each animation template will refer to the single storyboard page where it is to be placed
- **Previous Page/Next Page** – enter the numbers of the storyboards that immediately precede and follow the current storyboard. This will confirm the navigation required for the learning. This is especially important for nonlinear progression through the instructional material. The number sequence restarts with each new lesson
- **Prompt** – Enter the navigation instructions that learners will see onscreen
- **Programming Instructions** – enter special instructions to the developers for items/assets, interactions, or special onscreen considerations

File Resource Section

- **Image** – enter the name of the image file, the alt text that will accompany the image (a 508 requirement), and a long description if one is required/available
- **Audio** – enter the name/label of the speaker and of each audio file(s) that accompanies the content from that storyboard. Enter the ***exact*** transcript of the audio. If audio accompanies the visuals onscreen, this transcript is required in order to be 508 compliant.
- **Video** – enter the name of each video file(s) that accompanies the content from that storyboard. Enter the ***exact*** transcript of the video's audio track. If audio accompanies the visuals onscreen, this transcript is required in order to be 508 compliant.

Metadata

- **Keywords** – Enter keywords here which describe the content in the course. Search engines will use these keywords when users search for this course
- **Metadata Description** – enter a description of the content which is presented in your lesson. Users will see this information when they view a description of the course or module

Footer

This area tracks the pages in the storyboard document and is not related to the storyboard pagination, navigation, or content

Title of the Project/Program Storyboard

Module/Lesson	Module or Screen Title
Storyboard label	Label for this panel/screen *[For team members' reference, not onscreen]*

Page heading	Heading *[this will appear onscreen]*		
Onscreen text, treatment/layout, wireframe	Text…		
Previous page	Label of previous storyboard	Next page	Label of next storyboard
Prompt	Onscreen navigation cue or prompt		
Programming instructions	Text		

Image #	Alt Text	Long description (if needed)

Audio #	Character and Narration Text

Video #	Filename

Metadata

- Keyword, keyword, keyword
- Brief description of page contents: will appear in TMS

Storyboard Author and Approval

Module/Lesson	Module or Screen Title
Storyboard label	Label for this panel/screen *[For team members' reference, not onscreen]*

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