Step one

- Identify course title, description, goals, and objectives.
- These should be stated at the beginning of the storyboard.

Course Analysis

Title: I won’t be stranded!: A how-to guide for car emergencies.

Target Audience: People driving Automobiles

Goals: To learn how to deal with car emergencies

Objectives: To learn how to change a tire and properly use jumper cables

Step two

- Evaluate Content for Relevance
- Streamline and gather only necessary information
  - Focus on learning objectives and practice activities
  - You can provide links to extra/nonessential information
  - Storyboard should show modules (if content is more than 15 min in length or more than one learning objective)
- Example:

Gather Materials - you will need a lug wrench, jack, and spare tire. (These are the most common tools, for information on other wrenches, jack stands, etc., click here)

Step three

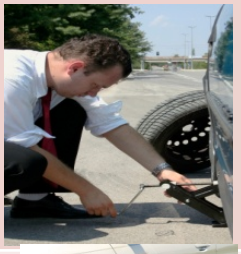
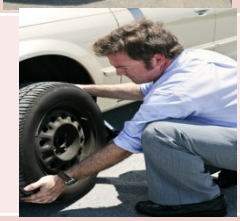
- Develop a time frame for the content
  - Approximate how long it will take to teach each module and the entire course
  - This is just an estimate; don't design your course around this time.

Example of a Storyboard:		
Module 1		I won't be stranded!: A how-to guide for car emergencies
Module 2		Changing a Tire
Module 3		Changing Oil

Step four

- Determine the main points to cover in each module.

Example of a Storyboard:

Module 2		Changing a tire
Slide 1		Gather lug wrench, spare tire, and jack
Slide 2		Position Jack under the Frame
Slide 3		Loosen lug nuts
Slide 4		Jack car up and remove loosened lug nuts
Slide 5		Remove and Replace Tire
Slide 6		Replace Lug Nuts
Slide 7		Lower and Remove Jack

Step five

- Gather pictures that demonstrate and elaborate on each point or module.
- Make sure they are relevant to the material
- Keep copyright information in mind (for copyright help, see copyrighted photos job aid, here.)

Example of a Storyboard:		
Module 1		I won't be stranded!: A how-to guide for car emergencies
Module 2		Changing a Tire
Module 3		Using Jumper Cables

Step six

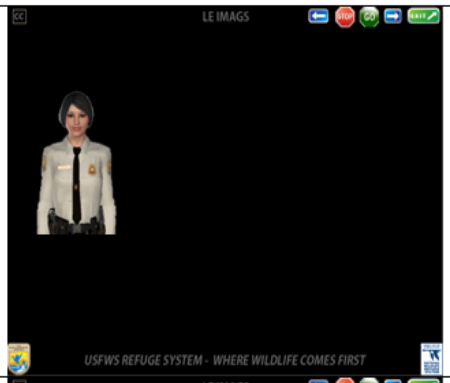
- Decide placement and type of practice activities:
  - Placement: after each module, at the end of the course, etc.
  - Type: quiz with feedback, matching, drag and drop, multiple choice, etc.

Example of a Storyboard:		
Module 1		I won't be stranded!: A how-to guide for car emergencies
Module 2		Changing a Tire
**Insert drag and drop activity about steps of changing a tire		
Module 3		Using Jumper Cables

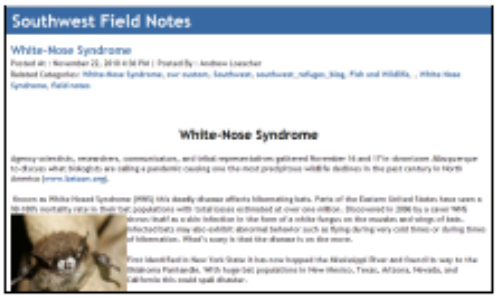
Step seven

Narration	
If you use audio	Write a script for narration -Write everything you want to be said on each slide* - Choose a narrator - Record narration *The writer/editor is available to assist in writing the script
If not	Storyboard is Complete!

Examples:

Login Troubleshooting		**Notes:** Cover that login problems may be active directory issue
Program Sections		**Notes:** Navigation Menu, Announcements, Main Content The avatar will point to the appropriate sections as they are described **Mandatory Items in Blue**
MODULE 2 – Officers		**Notes:** This module will open with a bust of the character describing the key point of this portion of the database,

Examples: (cont'd)

Learning Objectives: Define social media. List social media tools and how they are used.	Define social media. List social media tools and how they are used.
What is Social Media? 	You may have heard the term "social media" and wondered what it meant. "Social media" is used to describe Web-based tools that are used to create content and share information.
What is a blog?  	A blog is a website with one or more authors who post content regularly that you can comment on. An example of a blog is Southwest Field Notes

Examples: (cont'd)

How is FWS Using Social Media?

FWS is using social media in a variety of ways such as:
establishing national pages under each of these tools;
engaging Refuge photographers to post their images on Flickr and videos on YouTube; and
using Facebook to connect people with nature.
External Affairs oversees the Service's social media efforts, and works with offices to set up official accounts.