

## Microlearning Lesson Plan

*Creating a template in PowerPoint and importing it to Storyline 360*

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Completed as an Instructional Design Team to bring a cohesive voice to these units.	
<b>Learner Outcome</b>	Adult learners will successfully create a learning experience template with a custom background, fonts, and buttons and import the PowerPoint file into Storyline 360. <b>GOAL:</b> After completing these units, participants will be able to create a more visually appealing, interactive learning object to better engage with their future learners.
<b>Task</b>	Lesson 1 focuses on the creative process of cohesive design fundamentals using constructivist principles. Lesson 2 focuses on executing the proper structural setup using behaviorist principles. As a group, these two units help remind the participant of the importance of properly setting the stage for their learning object.
<b>Learner Analysis</b>	Adult learners who have familiarity with PowerPoint and are learning Storyline 360. These learners have fundamental knowledge of the elements of design. <ul style="list-style-type: none"><li>● 25 - 55 years old</li><li>● Working professionals who are new to eLearning software, like Articulate Storyline</li><li>● Basic understanding of PowerPoint + Storyline 360</li><li>● Basic understanding of the principles of design</li></ul>
<b>Required Technology</b>	Computer, PowerPoint, Storyline 360, Internet
<b>Duration</b>	Lesson 1: 20 minutes Lesson 2: 8 minutes Final Assessment: 20 minutes Overall the entire course is less than 60 minutes.
<b>Objectives</b>	<b>Lesson 1: Create an engaging custom template in Powerpoint</b> <ol style="list-style-type: none"><li>1. Decide on a background image that reflects your project and insert it in PowerPoint.</li><li>2. Select one to two fonts and three font sizes for the heading, subheading, and body text. The font should be legible.</li><li>3. Use the shape tab to insert a shape style for your navigation buttons and change the color to match your template theme.</li></ol>

	<p><b>Lesson 2: Properly upload that custom template into Storyline 360</b></p> <ol style="list-style-type: none"> <li>1. Set your aspect ratios prior to uploading your template</li> <li>2. Set and lock your template background after your upload is complete</li> <li>3. Turn off default navigation buttons to ensure there is no cognitive overload</li> </ol>
<b>Standard</b>	To pass these courses, the learner is required to achieve an 80% on any given unit or final assessment, or the course needs to be repeated for certification.
<b>Prior Required Learning</b>	<p><b>Lesson 1: Create an engaging custom template in Powerpoint</b></p> <p>The participant has a basic understanding of the principles of design. They have reviewed the following videos on design: <a href="#">Fundamentals</a>, <a href="#">Color</a>, <a href="#">Typography</a>, and <a href="#">Layout/Composition</a>. This unit is to apply this past training on design to ensure a new learning object is properly created.</p> <p><b>Lesson 2: Upload that custom template into Storyline 360</b></p> <p>The participant has already viewed the <a href="#">LinkedIn Learning</a> course on Storyline 360 Essential Training. This unit is to support post-learning and ensure the participants are able to successfully get their learning object started.</p>
<b>Condition</b>	<p>These participants are able to utilize the presented units on their own time, during a normal work week.</p> <p>These units would ideally be presented to a group of individuals who are working in training and development and are new to eLearning platforms, like Storyline. They are taking their training to the next level.</p> <p>Completing these two units and the given assessment would end in an internal certification for the participants.</p>
<b>Delivery</b>	Interactive video, such as edPuzzle. This is an asynchronous microlearning object. The two lessons can be taken immediately back to back, or over time. The final assessment can be completed immediately after lesson 2, or within a week of course completion.
<b>UDL in Practice</b>	The videos will have closed captioning, speed controls, and prompt learners with questions.
<b>Instructor Introduction</b>	Melanie and Meredith. We recently worked together to create a template in PowerPoint for use in storyline 360.

They will teach you how to work between PowerPoint and storyline to create a custom template.

Lesson 1 completed by Meredith Sward

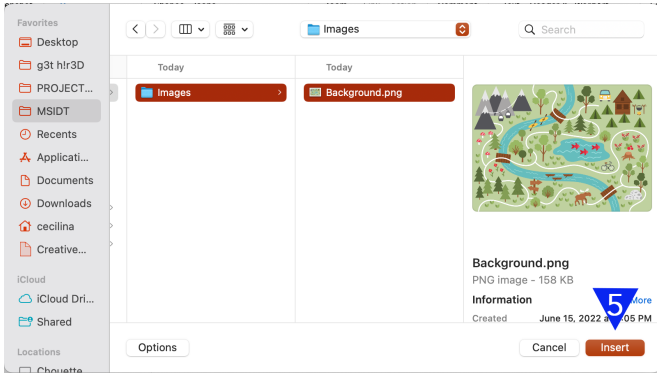
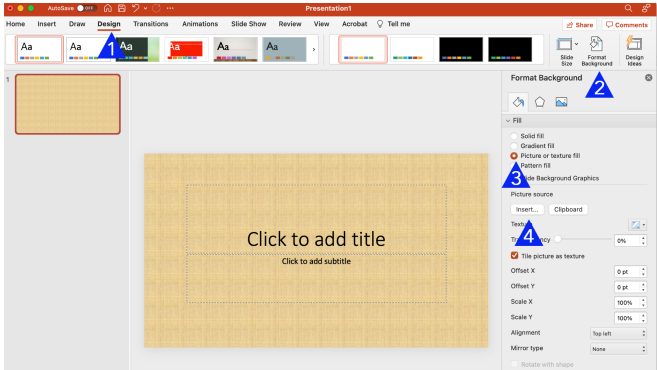
**Instructional Outline - Lesson 1**

**Learning Strategies:** Direct Instruction + Decision Making

**Learning Theory:** Cognitivism

**First learning Point:** Adding a background image

**On-Screen action:** From the (1) Design Tab > (2) Format Background (background image properties open on the right-hand side of the screen)> (3) picture or texture > (4) insert > (5) select image from your project files

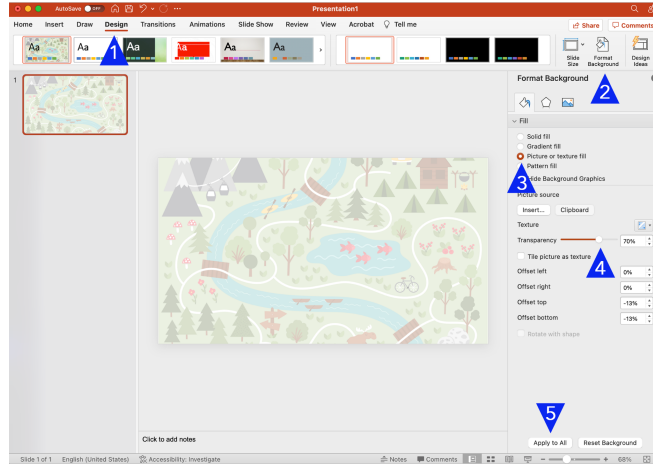


**Question Prompt:** *What is your learning project about? What colors or images reflect the theme of your project?*

**Narration:** "My project is on first-aid situations that can happen at Summer Camp. I chose to use an illustration of a camp map."

**Question Prompt/Narration:** Did you use an image? Is it a busy image like the camp map I used? I will adjust the transparency of my background image to make the text easier to read.

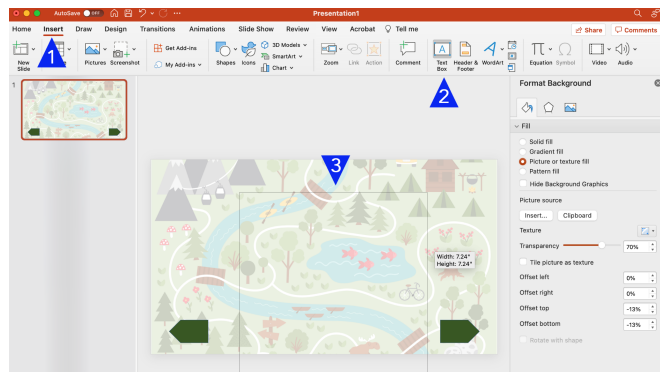
**On-Screen Action:** (1) Design tab > (2) Format Background > (3) picture or texture > (4) transparency > (5) apply to all



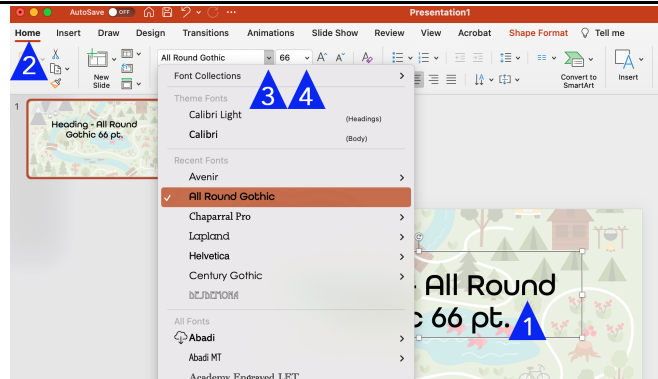
**Reflection:** What message are you trying to convey through your design decisions?

**Second Learning Point:** Choose font family and sizes

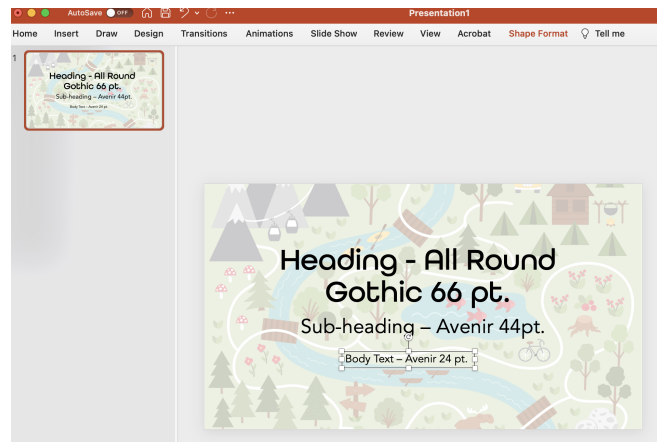
**On-screen:** (1) Insert > (2) Text Box > (3) Draw text box



**On-screen:** (1) Type text in text box > (2) Home tab > (3) change font family > (4) change font size



*Repeat for sub-heading and body text*



**Question Prompt:** *How does typography affect the look and feel of your project? Are your font and size easily legible?*

**Narration:** “I chose a slab sans-serif font because it is more informal looking but still easy to read. The audience of my learning module is teens and young adults who will be working at a summer camp. In the next lesson, you will learn how to create shapes, and I will add a white box behind my font to make it more readable.”

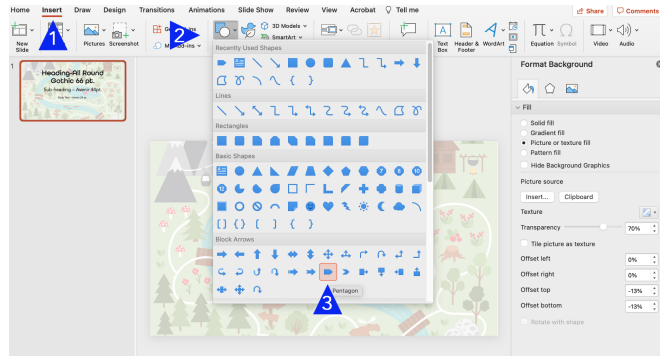
**Knowledge Check:** Which two tabs do you have to access to insert and change the font?

**Third Learning Point:** Create custom navigation and shapes.

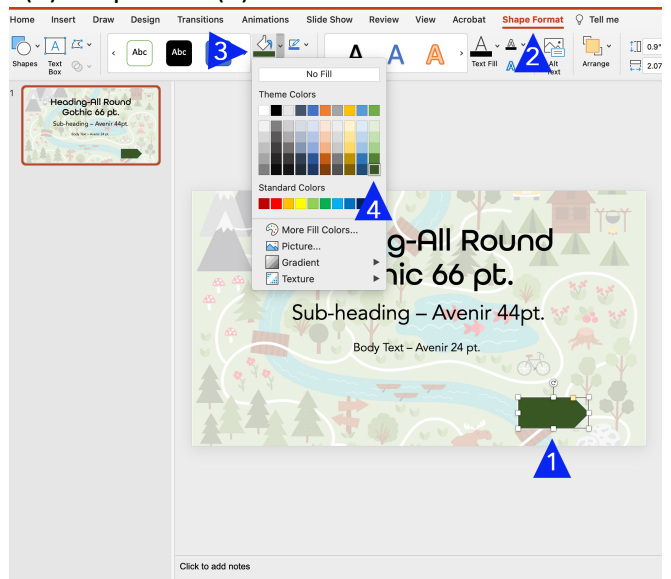
**Narration:** Like selecting a background image or color, your decision will influence the look and feel of your project.

**Question prompt:** What design choices will reflect the theme and content of your learning module? Will you use an arrow shape? Why did you make those decisions?

**On-screen:** (1) Insert > (2) Shape > (3) choose shape or arrow style



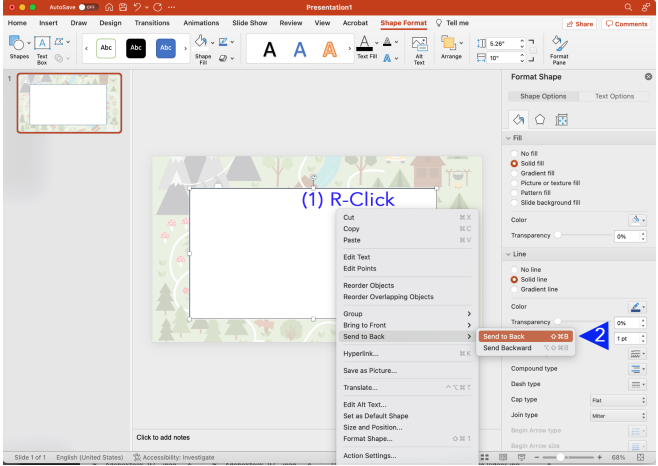
**Onscreen:** (1) Draw shape in work area > (2) Shape format > (3) Shape fill > (4) choose color



**Narration:** Now, I am going to follow the same steps to create a white box behind my text.

**On-screen:** Insert > Shape > choose the shape (rectangle) > draw the shape in the work area > shape format > Shape fill > choose color

**On-screen:** (1) Right-click on shape > (2) Send to back

	 <p><b>Reflection:</b> Now that you have the three essential elements of your template, do you think the elements work cohesively? Why did you make these choices? What decisions would you make if you created a template for your favorite restaurant?</p>
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Lesson 2 completed by Melanie Isola

**Instructional Outline: Lesson 2**

**Learning Strategies:** Direct Instruction + New American Lecture

**Learning Theory:** Behaviorism

**First learning Point:** Setting your aspect ratios

**On Screen:** The participant will follow the narrated video that guides them through the proper steps to set their aspect ratio.  
 Design > Story Size > Choose Aspect Ratio > 16:9

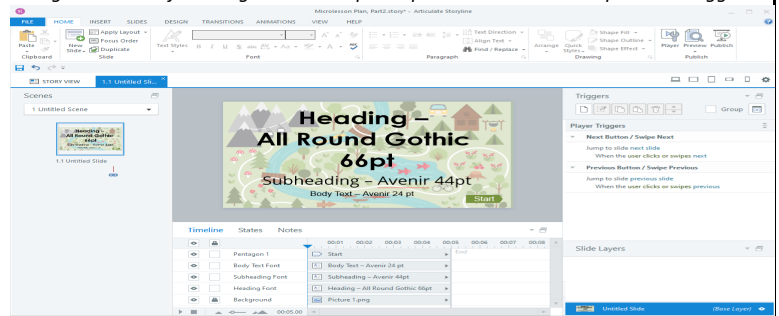
**Narration:** Welcome to your second unit on setting up a new eLearning template. We will be learning how to upload a PowerPoint template into Storyline 360 and the importance of properly setting up the aspect ratio prior to the download. (The narration and visuals will step by step walk the participant through this process)

**The Why:** The narration ends by explaining the importance of setting your aspect ratio so that your PowerPoint template can import without any visual distortions. The why helps the participant invest in the importance of this process. PowerPoint's default aspect ratio is 16:9, while Storyline's default aspect ratio is 4:3.

	<p><b>Knowledge Check:</b>  M/C Questions: Why is it so important to properly set your aspect ratio?  T/F Question: What aspect ratio is the default of PowerPoint?</p>
<p><b>Second Learning Point:</b> Uploading and locking your template background</p>	<p><b>On Screen:</b> The participant will follow the narrated video that guides them through the steps to upload their template.  Slides &gt; Import &gt; New Scene</p> <p><b>Narration:</b> Now that your aspect ratio is set you are ready to import the template you created in PowerPoint. (The narration and visuals will step by step walk the participant through this process)</p> <p><b>On Screen:</b> The participant will then watch as the narrated video shows them how to lock their template background into place.  Right Click Image &gt; Click the Lock Button on the Timeline</p> <p><b>Narration:</b> If you utilized an image as your background in PowerPoint instead of a given template, you may need to lock your background image in place to ensure it does not move around during your design process. (The narration and visuals will step by step walk the participant through this process)</p> <p><b>The Why:</b> The narration ends by explaining why it can be helpful to lock your background images and how decisions you make in a slide will affect any future duplicate slides.</p> <p><b>Knowledge Check:</b>  M/C Question: How do you properly lock your background in place?  T/F Question: Why is this an important step?</p>
<p><b>Third Learning Point:</b> Turning off the default navigation provided from Storyline 360</p>	<p><b>On Screen:</b> The participant will follow the narrated video that guides them through the steps to turn off their default navigation provided.  Player &gt; Menus&amp;Controls &gt; Off →  Triggers &gt; Click Previous + Next Triggers &gt; Delete</p>



*\*Image shows the final stage where the participant would delete the provided triggers.*



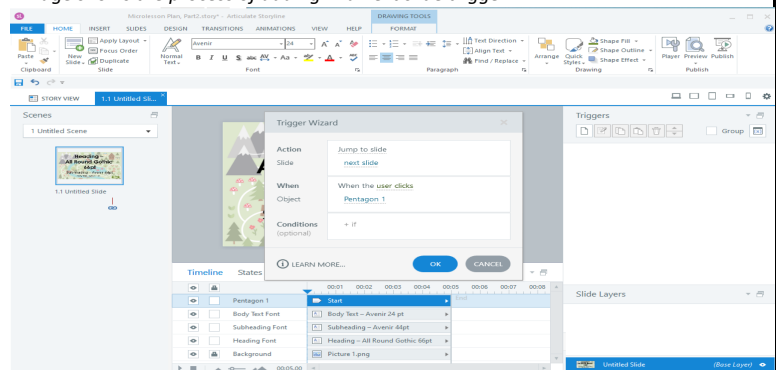
**Narration:** Since you have worked so hard to create your own navigation buttons, we want to turn off the default options provided to us by Storyline 360. (The narration and visuals will step by step walk the participant through this process)

**The Why:** The narration ends by explaining it can be distracting during the development stage to see unnecessary triggers on each slide. It is better to delete these to have a cleaner look.

**On Screen:** The participant will follow as the narrated video takes them through the basic triggers of forward and backward navigation.

Triggers > Paper Icon (insert) > Jump to slide: Next > When the user clicks: Image > OK

*\*Image shows the process of adding in a next slide trigger.*



**Narration:** Now that you have removed the unnecessary default triggers, you can add in your own backward and forward navigation. (The narration and visuals will step by step walk the participant through this process)

	<p><b>The Why:</b> The narration ends by explaining that you wouldn't want to have competing navigation options as it can cause cognitive overload in your learners.</p> <p><b>Knowledge Check:</b> M/C Question: How do you properly turn off the default navigation?</p> <p><b>Knowledge Check Lesson 2:</b> Drag/Drop Question: What is the proper order of operations to do the following steps. Set your aspect ratio, Import your PowerPoint, Lock your backgrounds, Remove the default navigation, Set basic forward and backward navigation on your provided buttons.</p>
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Completed as an Instructional Design Team to bring a cohesive voice to these units.

<p><b>Review + Guided Practice:</b></p>	<p><b>Lesson 1</b> teaches participants how to complete three actions in Powerpoint. It also includes self-expressive learning through decision-making prompts, encouraging participants to consider why they are choosing colors and fonts.</p> <p><b>Lesson 2</b> is all about muscle memory and committing new, important material to the participant's long term memory. The focus is on behavioral adaptations. There will be knowledge questions after each learning point. These will ensure the participant is engaged in the microlesson.</p> <p><b>A short review video on both lessons:</b></p> <p><b>Narration:</b> In lesson 1, we learned how to set up a template in PowerPoint by selecting a background image, deciding on fonts and sizes, and creating navigation buttons. Remember that your design choices should reflect the learning material and still be legible.</p> <p><b>On-screen:</b> Fast forward video going through processes for the three steps.</p> <p><b>Narration:</b> In lesson 2, we learned how to import this template into Storyline and ensure our project is properly set with the right aspect ratio, locked background and custom navigation.</p>
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	<p><b>On-screen:</b> There is a video reminding the participants of these three steps that they just learned.</p> <p><b>Practice:</b> Participants are encouraged to test out their knowledge of Powerpoint and Storyline with a sample project. Learners can download files to use or find their own images. If participants run into trouble, quick access to reach section of lesson 1 and 2 will be linked for easy access.</p>
<p><b>Evaluation:</b></p>	<p><b>Multiple choice questions:</b> Identifying the tools used in setting the background, choosing and changing fonts, and inserting shapes in PowerPoint.</p> <p><b>Drag and Drop:</b> The learner is then asked to properly drag and drop the correct order of procedures from aspect ratio, to import, to locking the background and then finally to modifying the navigation in Storyline.</p> <p><b>Scenario:</b> Participants are given a scenario for a learning object they will be creating.</p> <ol style="list-style-type: none"> <li>1) They are given several images to choose from. Participants must choose the image that correctly fits the theme and adjust transparency if needed.</li> <li>2) Learner will then choose from 3 font families for the text. They must keep in mind legibility.</li> <li>3) Participants are provided with shapes of different colors; they must choose the shape and color that most closely relates to the theme.</li> </ol> <p>After each step, the learner is asked either a multiple choice question or true/false question.</p>
<p><b>Retention and Transfer:</b></p>	<p>Following the completion of both lesson 1 and lesson 2, the participant will be required to create and upload three slides from PowerPoint into Storyline 360</p>

## References

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