



University of Exeter

Academic Induction

Hello

Whilst you are reviewing the storyboard, please pay attention to the items below:

- **Key learning objectives are met**
- **Text is correct including module title, section and page titles**
- **Voiceover text is correct (if applicable)**
- **Appropriate language, terminology and capitalisation are used**
- **Learning interactions are appropriate**
- **Illustrations, photographs or image suggestions are appropriate**
- **Final assessment (if applicable) is appropriate**

VERSION	NOTES	DATE
V1.0	Storyboard version 1	20/06/16

STORYBOARD OVERVIEW	DETAILS
Academic Induction	Academic Induction
Brief description	The University of Exeter is creating a 3 stage induction programme for academic staff beginning a new role at the university. The first stage will consist of a 45 minute online learning experience. Content will cover an
Audience / user profile	The elearning will be open access, but it will be aimed at academics. The elearning module will complement the face-to-face inductions by making sure all employees have a base level of knowledge, allowing the training day to be
Key learning objectives	Before starting their new role, Academics should:· 1. Be welcomed to the city and university 2. Understand the basic structure of the college they are joining
Voice over / sound requirements	No V/O
Sources used	Documents within client folder and University of Exeter website.
Instructional Designer	James Thomas
Project Manager	Nyk Gawadzyn/Vicki Kennedy
Authoring technology	Adapt

TEXT CONVENTIONS	DETAILS
Bullet points	• Always capitalise the first word, even if it is a continuation of the introduction • For single-sentence bullets never use end punctuation unless it is a question • If there is more than one sentence in a bullet point, then use end punctuation for all sentences in that bullet point
Section titles	Sentence case.
Page titles	Sentence case.
Specific text conventions relevant to this module / client	

	SECTION	PAGE EQUIVALENTS	TOTAL PAGE COUNT	MAXIMUM NUMBER OF PAGES AS DEFINED IN THE DESIGN SPECIFICATION
1	Section Title	1	55	45
1	Section Title	1		
1	Section Title	1		
1	Section Title	1		
1	Section Title	1		

DOES THIS COURSE NEED:
A menu / internal navigation page? An LMS menu page? A references / glossary button? Any new PDF's designed? Any other pages / buttons designed? If so, please include them within the storyboard comments. Please delete this reminder once read / actioned.