GREAT WEST LIFE

GROUP DISABILITY CASE MANAGER TRAINING

Solution Style Guide

UNIVERSITY OF
FREDERICTON
CANADA

Table of Contents

Overview

This document attempts to capture all pertinent information on the creative, design and development aspects of this solution, any special instructions or design elements requested by the client, along with general look and feel.

Primary Logo

User Interface

The User interface for GWL 2019 solutions is described below.

The Course UI

Current module/course title appears on the right top of the UI, while the current lesson appears on the bottom left of the bottom bar.

Primary Colors

There are 5 primary colors used in the GWL solution. All standard elements within the solution should reflect these colors. Other colors may be used where necessary (at the discretion of the graphic designer).

| Green
#458600
69,134,0 | Blue
#1278ab
18,120,171 | Slate
#34444a
52,68,74 | Black
#000000
0,0,0 | White
#ffffff
255,255,255 |

Supplementary Colors

There are a few supplementary colors also used in this solution. Other colors may be used where necessary (at the discretion of the graphic designer).

| Dark Grey
#595a5d
89,90,93 | Mid Grey
#b5b6bc
181,182,188 | Light Grey
#e4e4e9
228,228,233 | Off White
#f7f6f1
247,246,214 |

Gradients

There are subtle gradients used throughout the solution to help add depth. These gradients should be used in the following elements:

- UI top and bottom bars
- Accordions and their rollovers
- UI buttons and rollovers
- Page buttons and rollovers
- Regular page buttons
- Feedback popups
- Charts and diagrams (at the discretion of the graphic designer

Top Color	Green #458600 69,134,0	Blue #1278ab 18,120,171	Charcoal #2d2d2d 45,45,45	White #ffffff 255,255,255
Bottom Color	D. Green #2c6d00 44,109,0	D. Blue #115c8b 17,92,139	Black #000000 0,0,0	Light Grey #dcdcdc 220,220,220

Gradient Rollovers

Rollovers on interactive items will be more vibrant versions of the gradients defined above, please see below:

Top Color	D. Green #2c6d00 44,109,0	D. Blue #115c8b 17,92,139	Charcoal #3b3b3b 59,59,59
Bottom Color	D. Orange #2b5300 43,83,0	D. Blue #0d496e 13,73,110	Black #111111 17,17,17

Navigation Features

This solution uses a simple navigation style with 'Back' and 'Next' text buttons placed on the right side of the bottom bar.

Between the 'Back' and 'Next' buttons, there is a menu button. This menu button will open a "mega" menu styled menu system, containing many different options, links, resources, help and support, main menu navigation, and other elements essential to completion of the solution.

This solution also uses a progress bar to show the user his progress through the course as a percentage and an audio on and off, play and replay buttons to control the audio VO.

The "Mega" Menu

On click of the Menu button, the "Mega" menu will appear overlaid upon the UI itself. The user can return to the regular course and close the menu system by clicking the close button located in the top right corner of the menu UI.

The use of a mega menu allows for a much more robust and full featured navigation system as well as an easy to navigate repository for many different sections, tools, links and documents that the user may access at any time to help complete and maximize their learning.

Below is shown the 'Navigation' accordion menu, allowing the user full access to each module, topic, and page of each course:
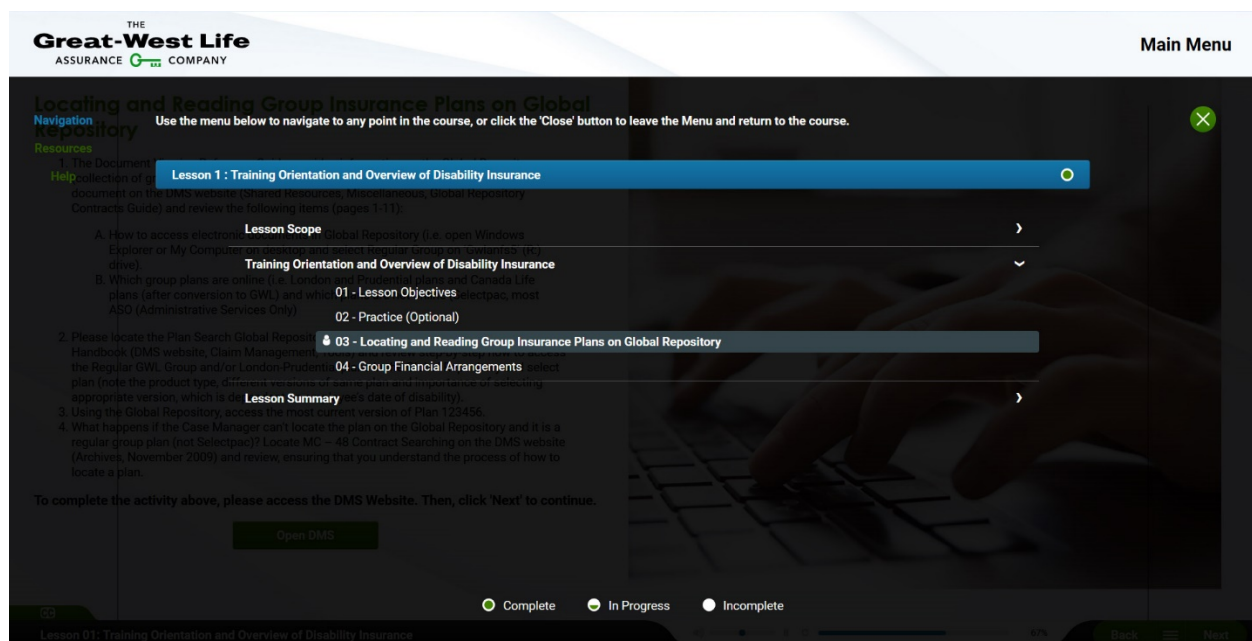
Standard Screen Types

There are several standard screen types that have been identified for this solution. These pages will contain a standard reused image and structure each time it appears.

These core page types are listed below for identification purposes:

Lesson Introduction Video

The Lesson Introduction video will appear at the beginning of each module. The videos will be reused from the flash versions previously created for the existing course. See below:

Lesson Objectives:

This screen is a standard screen and should appear immediately after the introduction video for each lesson. See below:

DMS Communications Page

This screen is a standard page as well. On click of the button onscreen an iframe will open allowing communication through the course window directly to the DMS website for completing activities and training. See below:

Lesson Summary

The Lesson Summary screen will appear at the end of each module. This will contain a standard image that will be consistent throughout all lesson summary screens in the course. This page will also contain a 'Complete' button, which will mark the lesson complete on the LMS and return the user to the course page. See below:

Fonts

The standard fonts for this GWL solution are Century Gothic and Roboto. All fonts in any given GWL solution must use these families of fonts, except in the case of a special font for a screen element as part of a media request (i.e.: using custom 'flaming' styled text for a special image on a page, etc.)

In a case where it is a special request, it is at the discretion of the graphic designer.

Top Bar: Course Title – 28pt, Roboto, Bold, #000000
Bottom Bar: Lesson Title – 18.6667pt, Roboto, Bold, #ffffff
Page Title – 31.7333pt, Century Gothic, Bold, #458600
Sub Title – 20.5333pt, #458600
Standard Page Font – 18.6667pt, Roboto, Regular, #000000
Button Text – 18.6667pxpt, Roboto, Bold, #ffffff
Directives – 20.5333pt, Roboto, Bold, #000000

Bullets

There are 2 bullet styles used in the GWL solution. These are described below:

Standard Bullets

Standard bullets should be the standard page font size and should be the GWL green: #458600.

These bullets appear on regular content pages and appear upon the standard background image for the UI. This color should work in most situations.

White Page Bullets

White page bullets should be the standard page font size and should be the standard white color #ffffff.

This secondary bullet style can be used in areas of color that do not work well with the standard bullet style defined above in areas where the background is darkened.

Bullet Point Formatting

Indentation and coloring

Bullet points for this project should be formatted per the Storyboard which will use the pre-defined 'New Bullet Level' setting for all top-level bullets, and any sub-level bullets as follows:

- Top-level.

    o   Sub-level one.

        ▪   Sub-level two.

There will be one space between the content and bulleted lists and list levels and content are not to go beyond two sub-levels. In the event content requires a third sub-level, this is an indication that either a new top-level, sub-level one, or a new subheading or topic is required.

Punctuation

For this project, all bulleted lists should have punctuation applied. Unless otherwise noted in the Storyboard, this should be a period at the end of each item. Other acceptable punctuation, depending on context of content is a semi-colon, except in the case of Top-level or Sub-level one items that are parents to Sub-level one or two lists. In these instances, a colon should be applied at the end of the Top-level or Sub-level one parent bullet item *immediately before* the next level list. If the statement or parent list item doesn't seem to fit this format, please ask the Instructional Designer.

Aside from these guidelines, there should be no other punctuation at the end of bullet items present.

Images and Diagram Styles

No standard photo treatments are applied to the images for the GWL solutions. Out of photoshop, only a smart sharpen and optimization for file size purposes is required for photos.

Photo Usage

The use of client photo assets is permitted in this solution; however, permissions must be secured to use anything that the client does not own legal rights to.

Photos used in any pre-existing old courses must be updated and replaced with available stock art, in order to ensure proper licensing and permission requirements are met, unless the client can ensure that the source permissions are valid.

Images without permissions will be replaced by similar imagery from stock photo sources we control.

In the event a replacement cannot be found, must be removed from the course and other arrangements made.

Diagrams

Any diagrams, charts, or elements of these media items, created as part of the GWL solution should utilize the color and gradient palettes recorded above wherever possible. Other secondary colors are allowed at the discretion of the graphic designer.

Diagrams should be build in shape layers in Photoshop or vector in Illustrator or another easily editable non-raster format to allow reuse and easy manipulation and export to different formats. SVG format is preferred if possible to ensure no loss of quality and small file sizes. Other appropriate formats may also be used as required.

Buttons

Regular page buttons used throughout the course should appear as below, with a 4px rounded corner.

Proportion of text size to button size, and spacing on the button, should remain equal.

Popup and Feedback Boxes

Activities and interactions that contain feedback boxes should use the following style:

These boxes should contain the same dark color identified above and have rounded corners similar to the button conventions at 10 px corner radius.

Font sizes and formatting should follow the regular page font sizing conventions identified. Layout and spacing of items within the feedback boxes should be consistent throughout.

Links

Regular page link text should follow the following:

Roboto, 1.5 em, # f26524.

Any regular link text in the course, should be underlined on rollover to provide a visual cue to the user that it is clickable.

All linked Word documents should be converted to pdf format before linking, unless there is a valid reason to link in its native format.

File Naming Convention

This GWL solution will use the following file naming convention for the naming of pages:

'gwl_l1A_p1' *(gwl_lesson1_page1)*

The naming of assets associated with those pages will follow the same format, but will include an extra underscore at the end to denote the type and number of assets:

'gwl_l1A_p1_i1' *(gwl_lesson1_page1_image1)*

'gwl_l1A_p1_a1' *(gwl_lesson1_page1_audio1)*

'gwl_l1A_p1_v1' *(gwl_lesson1_page1_video1)*

User Directives

Directives should appear on any page that requires a user interaction, including clicking the next button to continue on the UI.

For regular screen pages, "Click 'Next' to continue." Is the standard directive and should be included on all pages requiring it. Other directives may be added at Instructional Designers discretion.

There are several standard, generic, and reusable directives defined below. These should be used as is in the vast majority of templated screentypes by default, but client supplied directives will supercede these in any case:

Module and Topic level video intros:

Click 'Next' to begin.

Half Horizontal/Half Vertical/Text Only:

Click 'Next' to continue.

'Assignment' pages:

Click 'View Assignment' below to access the assignment page. Then, click 'Next' to continue.

Accordions/Click and displays:

Click the items below to learn more. Then, click 'Next' to continue.

Screens with page buttons to open feebacks, popups or other secondary elements:

Click '*Button Name Here***' to learn more. Then, click 'Next' to continue.**

Screens with diagrams or images (ONLY at mobile sizes too small to be viewed properly, will open the image/diagram in a new browser tab at a larger size):

Click the image below to view a larger version. Then, click 'Next' to continue.

For screens where a resource document, reading or activity is available to the user, or you can download a version of that asset for later use/reference:

Click the (*image, thumbnail, button , or resource***) below to download a copy. Then, click 'Next' to continue.**

Other directives may be added at Instructional Designers discretion for custom screens and interactions where appropriate. These custom directives should be used only in special cases where other more specific guidance is required and should also follow the same two sentence structure as the standard:

Example 1:

Click each (***option, area, section, or item***) shown in the diagram to learn more about each managerial responsibility. Then, click 'Next' to continue.

Example 2:

Click the link below to take the free online test. Then, when you have completed the test, click 'Next' to continue.

Color will depend on where the directive is appearing. On a dark background like the Menus, the directive will be white. On a regular screen with regular text, it will be the same color as regular content text.

Note: Directives may also vary at the request of the client and should follow their instruction if otherwise indicated.

Transition Style

The general transition style for this solution is fading, with the exception of the Closed Captioning box, which slide up into place when called for.

Unless otherwise stated, any elements that require animation or syncing to audio or video elements, (bullets, text, images, etc.) should be faded into position over a time span of approximately 1 second per item.

Longer or shorter transitions may be allowed at ID discretion for special purposes.

Audio Usage

Limited use of audio will be used in the GWL solution, with most audio located within the courses many videos. Audio may be used in select places

Video Usage

The use of video assets is permitted in this solution set; however, permissions must be secured to use anything that the client does not own legal rights to.

Videos linked form 3rd parties must also have their permissions verified before implementation into a course can take place.

Any video that we do not have permissions to use, must be removed from the course and other arrangements made.

Browser Compatibility

The GWL solution should be designed and tested to be viewed on the following browser sets at many different resolutions:

- Google Chrome
- Mozilla Firefox
- Safari

Documentation

All supplemental training documentation provided by UFred will include the primary logo in the upper right-hand corner of the first page, and must include the document name in the formatted header of each page. The proper naming convention will be "Program – Course Name" at the left; "Document Name" at the right. Footer should be formatted with "GWL Canada. Copyright 2018" (or current year) in the bottom left footer with formatted page numbers in bottom right. Ensure that the margins of the page allow all text to appear within the printable boundaries of the page. Fonts, styles, and colours will match this style guide unless deviation from the guide is warranted due to content limitations or requirements.

Accessibility

There are several new features being added to the GWL solution to comply with AODA accessibility standards, as per the contract. These features are defined below:

1.All rollovers and clickable areas should have an adequate visual cue, color shift, or other visual indicator, to let the user know that it is an active area. This includes all buttons and interactives included in custom page templates.

2.Text based tooltips will be added to all non text-based UI buttons and clickable areas, as well as the progress bar and percentage complete indicator in the bottom nav area.

3. Keyboard navigation options for people with physical impairment.

4. Closed Captioning of all narrated screen text available for the hearing impaired.

Closed Captioning

The left side of the bottom navigation bar also holds a Closed Captioning tab as shown below.

On click, it will open a window that appears along the bottom of the content area, that will allow better accessibility for people with hearing impairment. This text should match any audio and video playing on the currently open screen.

The Closed Captioning window can be toggled open and closed at any time, by clicking the 'CC' tab on the left side of the bottom navigation bar.