MINERVA SAFETY MANAGEMENT EDUCATION

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.
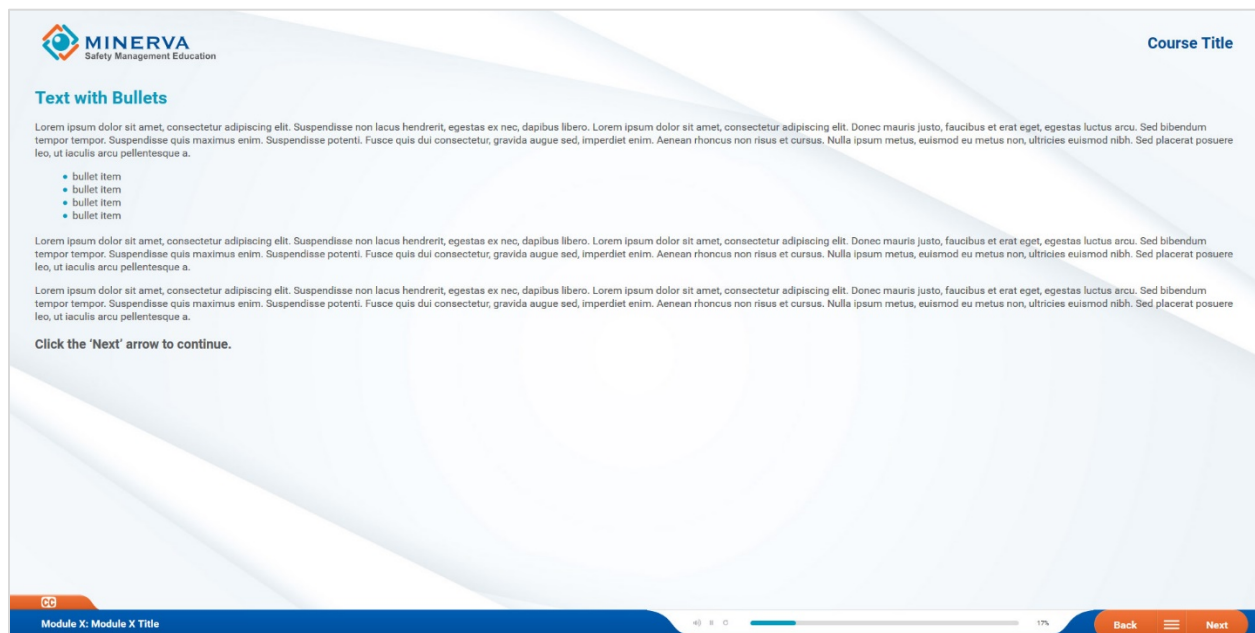
Primary Logo

User Interface

There are two relevant UI designs in the Minerva Safety Management Solution that work together to provide a more engaging and robust user experience.

The Course UI

The UI for the solution is shown below.

Current page title appears on the right top of the UI, while the current topic appears on the left of the bottom bar.

Note: *The hierarchies, module and course title locations may change based on the needs of the client.*

The Landing Portal

The landing portal is an HTML based page that is launched from the traditional Moodle course page.

This feature allows for a more engaging and customizable look and feel for client solutions and acts as a full portal into each course offering.

This landing page can include support, resources, essential and useful links, news feeds, social media links, a community forum, technical specs, FAQ's and other essential information, along with a wide screen video introduction to the course itself and a main menu navigation system allowing the user to begin or revisit any module or topic in the course.

The course UI window will launch through this accordion styled, course navigation menu system.

Primary Colors

There are 5 primary colors used in the Minerva 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).

Blue	D. Orange	Aqua	Black	White
#005097	#f26524	#059cbf	#000000	#ffffff
0,80,151	242,101,36	5,156,191	0,0,0	255,255,255
100,76,11,1	0,74,98,0	78,21,17,0	75,68,67,90	0,0,0,0

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	Mid Grey	Light Grey	Off White
#595a5d	#b5b6bc	#e4e4e9	#fef3e5
89,90,93	181,182,188	228,228,233	254,243,229
64,56,52,26	29,23,20,0	9,7,4,0	0,4,9,0

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	Orange # f3743a 243,116,58	Blue #005097 0,80,151	Aqua #059cbf 5,156,191	Charcoal #2d2d2d 45,45,45	White #ffffff 255,255,255
Bottom Color	D. Orange # d95b20 217,91,32	D. Blue # 003b76 0,59,118	D. Aqua # 04819e 4,129,158	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	L. Orange # ff9b4d 255,155,77	Blue #005eb3 0,94,179	Aqua #07bad2 7,186,210	Charcoal #3b3b3b 59,59,59	White #ffffff 255,255,255
Bottom Color	D. Orange # ff794d 255,121,77	D. Blue # 004d9a 0,77,154	D. Aqua # 05a7bb 5,167,187	Black #111111 17,17,17	Light Grey # e4e4e4 228,228,228

Secondary Gradients

A secondary gradient pallette is also available if required for use use in diagrams and other assets:

Top Color	Green # 34aa0f 52,170,15	Yellow # dec229 222,194,41	Red # b61f1f 181,31,31
Bottom Color	D. Green # 28810c 40,129,12	D. Yellow # b38822 179,136,34	D. Red # 931616 147,22,22

Secondary Gradient Rollovers

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

Top Color	L. Green # 3ebb12 62,187,18	Yellow # e4cd31 230,210,66	Red # cf2727 207,39,39
Bottom Color	D. Green # 309a0e 48,154,14	D. Yellow # c3a129 195,161,41	D. Red # 931616 179,29,17

Navigation Features

This solution uses a simple navigation style with 'Back' and 'Next' 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 the completion of the solution.

This solution also uses a progress bar to show the user their progress through the course as a percentage and 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 over the UI. 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:
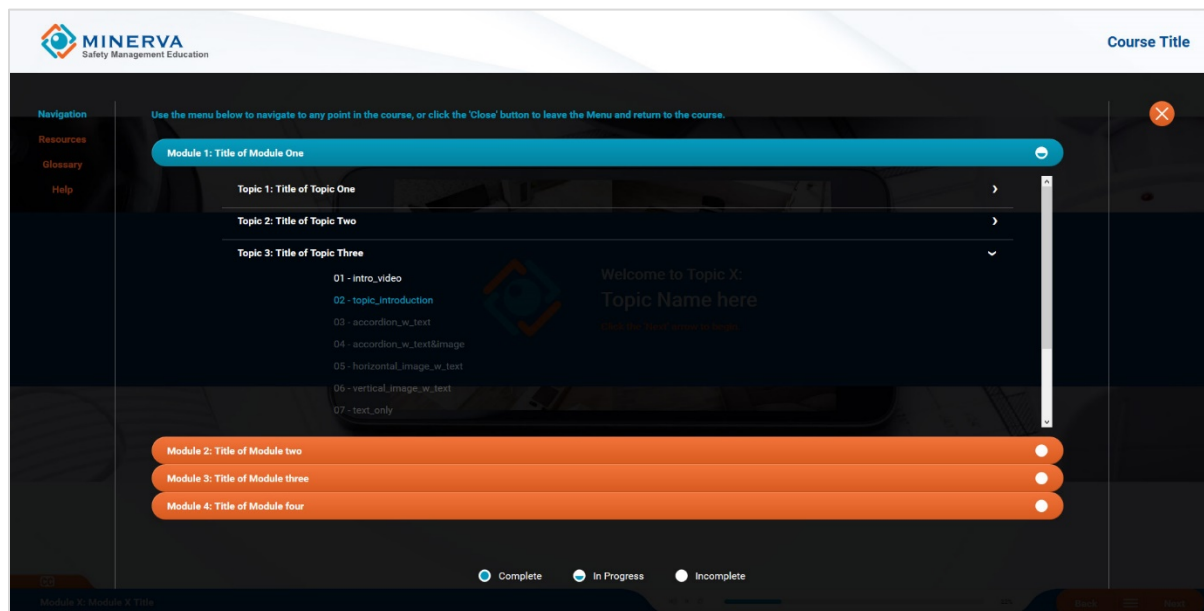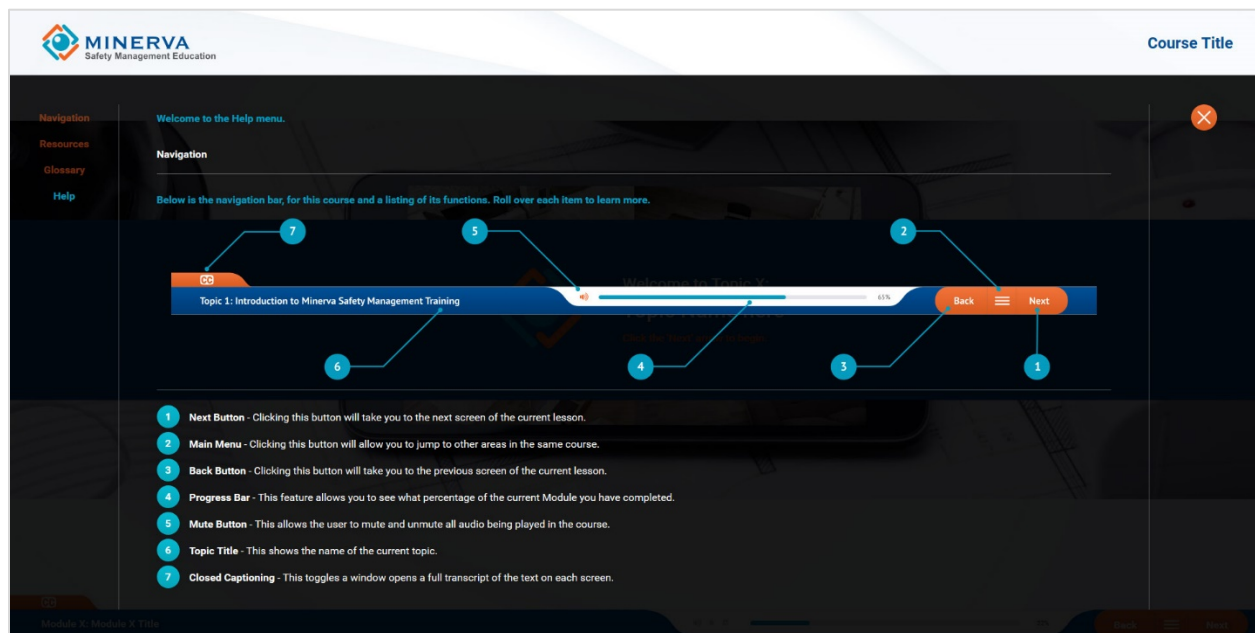

Below is the 'Resources' section, allowing the user access to any resources, links, images, pdfs, and other supplementary materials used in the course to help further their learning:
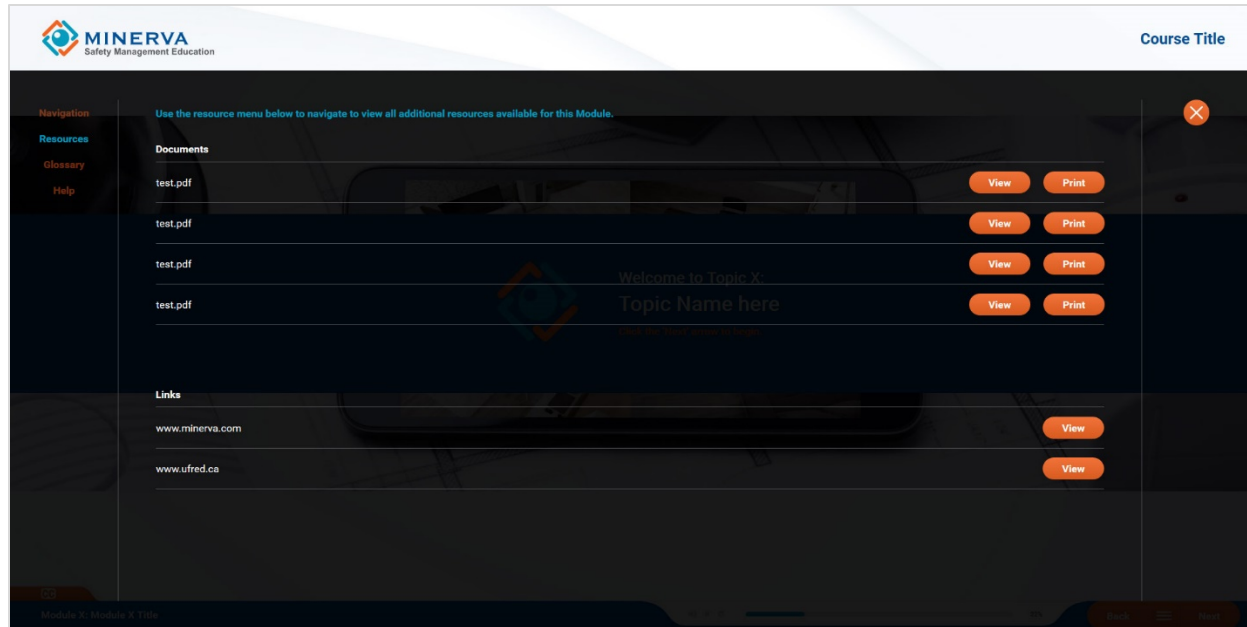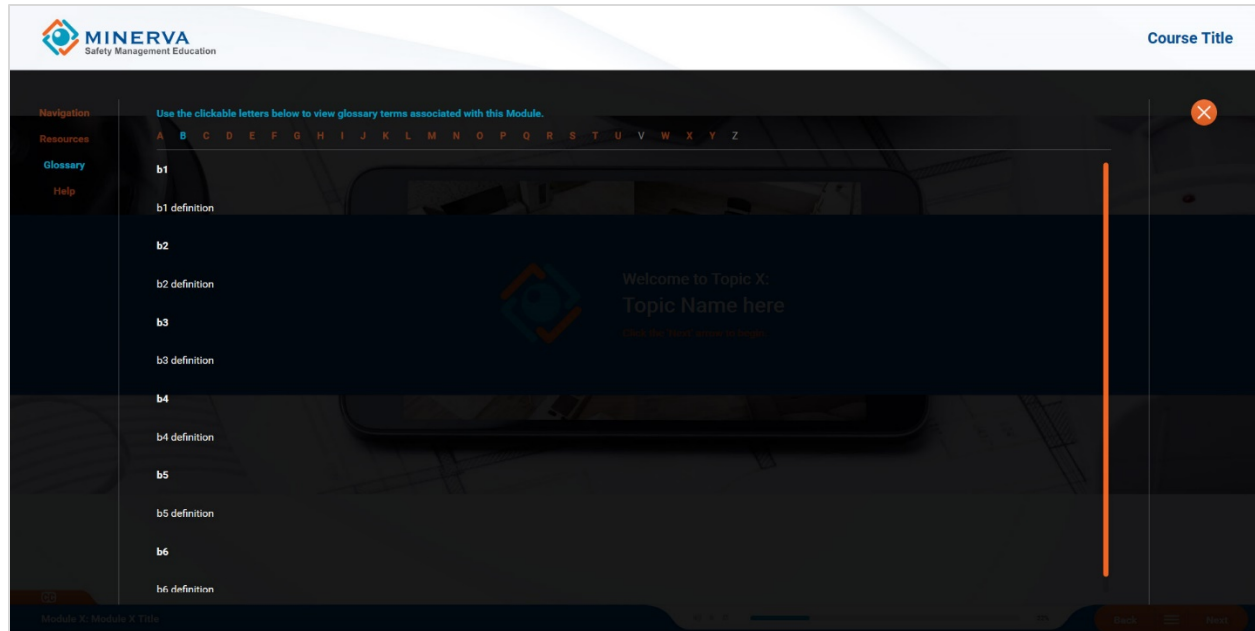
The 'Help' section, explains the navigation used within the course and the various buttons and features available:

The 'Glossary' section, provides a listing of all key terms used in the solution and provides definition and clarification.

In addition to the four menu sections shown above, an 'Accessibility' section will also be added for this solution. The accessibility section will list items and resources available for people with special needs and requirements along with information pertaining to the standards used in this solution.

Core Screen Types

There are several standard 'core' screen types that have been identified and will be used for the majority of the pages in this solution.

These core page types are listed below for identification purposes:

Module Introduction

The Module Introduction video will appear at the beginning of each module, before the first topics splash screen. While the video can vary in length based on the number of items, narrator cadence, etc…, it's basic structure should remain the same.

This generally consists of a welcome message, followed by a bullet point overview of what the user can expect to cover during their time in the Module.

After the video has completed, users will be directed to click the next arrow to begin viewing the topic level content for that module.

This initial page, along with the Module Summary page, is housed outside of the topic structure and will be presented on a full screen video background to differentiate it from the topic level content. The module summary will appear very similar to the module intro video in structure, but will also have a complete button overlaid to allow the user to mark the module as complete.

Topic Splash and Completion Screens

The splash and completion screens appear at the beginning and ending of each Topic within a Module.
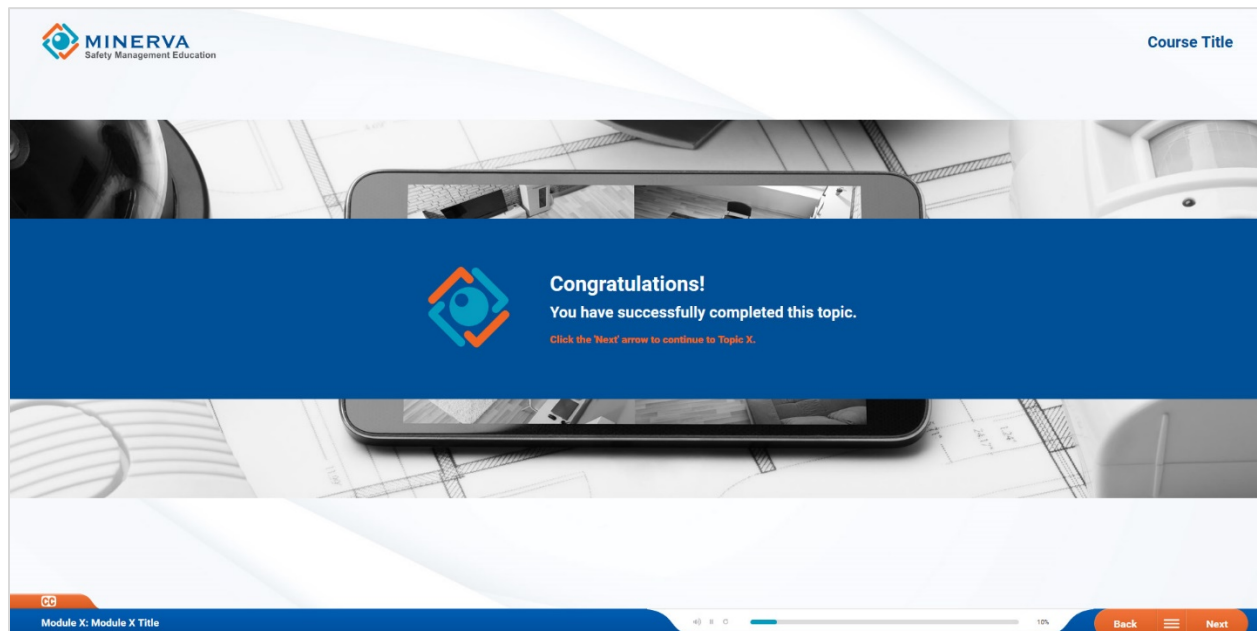
The image used in the splash screen will be reused in the completion screen for the same Topic, but the completion image will be greyed out, to signify that it has been completed by the user. See above.

Horizontal Image with Bullets

Vertical Image with Bullets

Accordion with Text and Image

Accordion with Text

Text with Bullets

Table

Hover and Display

Note: *If the images have been removed from either template and the content text still will not fit onscreen without scrolling, see the ID to split the screen content into two screens.*

Self-Check

Self-Check assessments generally happen near the end of each Topic, though in some cases, it can occur at the end of each Module at the Instructional Designer/Subject Matter Expert's discretion.

Module Summary

The Module Summary will appear at the end of each module.

Note: *Storyboard screencaps, which are sometimes included by the Instructional Designer for layout purposes, should in no way override the standard layouts and templates described above. Any deviation from the standard screen types is considered a new template and will be handled separately. When in doubt stick with the template, work with the ID to substitute for another screen type, or ask the graphic designer for guidance.*

Fonts

The standard font for Minerva solutions is Roboto and this font contains in a wide range of weights and styles. All fonts in any given Minerva solution must use the Roboto family 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: Page Title – 2 em, 21.6pt, Roboto, Bold, #005097
Bottom Bar: Topic/ Module Title – 1.5 em, 16pt, Roboto, Bold, #ffffff
Page Title – 1.5 em, 27.2pt, Roboto, Bold, # 5059cbf
Sub Title – 1.25 em, 20pt, Roboto, Bold, # 595a5d
Standard Page Font – 1 em, 16pt, Roboto, Regular, # 595a5d
Button Text – 1.5 em, 16pt, Roboto, Bold, #ffffff
Directives – 1 em, 20pt, Roboto, Bold, # 595a5d

Bullets

There are 3 bullet styles used in the Minerva solution. These are described below:

Standard Bullets

Standard bullets should be the standard page font size and should be the Minerva aqua color #059cbf.

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.

If after trying both styles, doubt still remains on which color to use, feel free to contact the designer for clarification.

Orange Video Bullets

Orange page bullets should be the standard page font size and should be the Minerva orange color # f26524.

This style is only used in the module intro video pages and module summary pages which use the full screen video background. It should not be used in regular course pages.

Bullet Point Formatting

Indentation

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.

  - 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

While there is no set style to cover every image in a Minerva offering, the 'standard' image treatment used on screens is shown below:
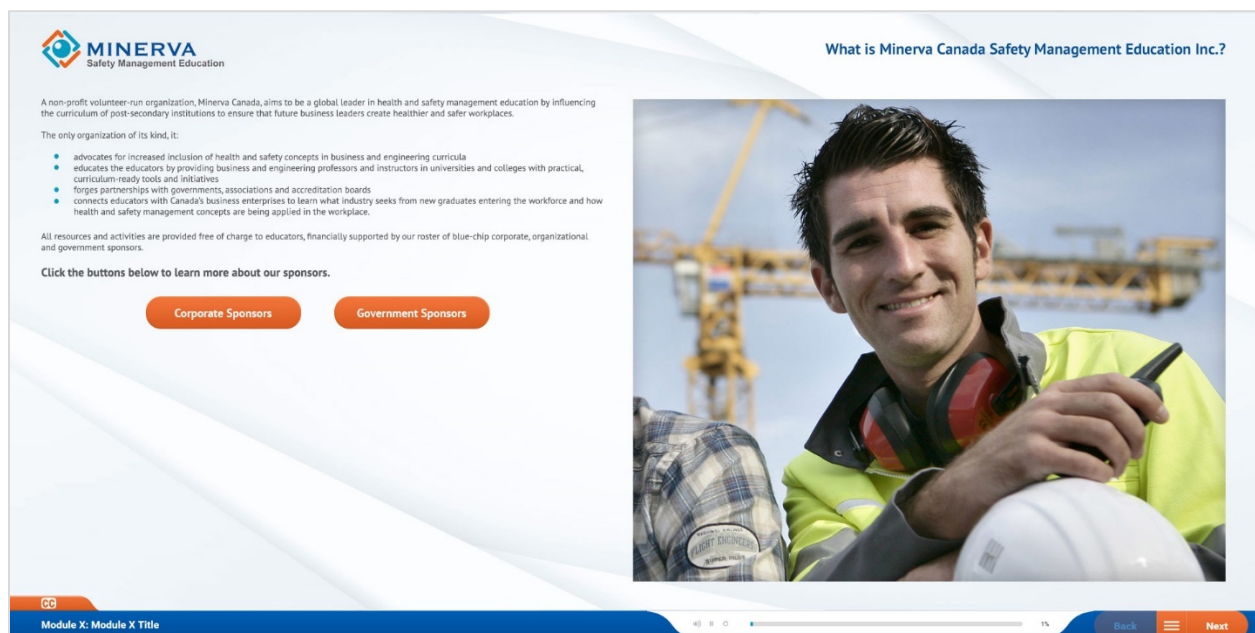
As seen above, images will be top aligned with the content text, with approximately 50px (height of the bottom bar) of padding on the left, right and bottom. This padding/spacing should be reduced proportionally at smaller resolutions to keep the same visually pleasing layout where possible.

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, the image must be removed from the course and other arrangements made.

Diagrams

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

Diagrams should be built in shape layers 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.
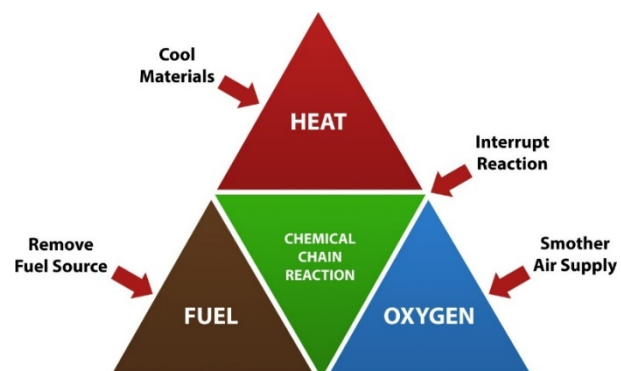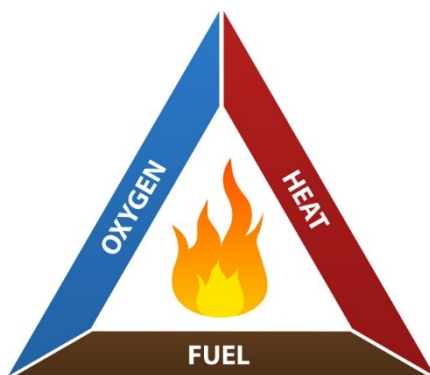
Buttons

Regular page buttons used throughout the course should appear as below, with a 10 px rounded corner.

Proportion of text size to button size, and spacing on the button, should be the same as seen below to ensure consistency across buttons. Button text size is 1.5 em. 18pt Roboto Bold (#ffffff)

Button Style

Popup and Feedback Boxes

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

These boxes should contain the same colors 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 inside boxes should appear as shown at scale.

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.

Hyperlink text should be short, concise and clear to the user about where the link will be taking them. It is a much better practice to create clear link names and add any hyperlinks to that text, rather than inserting long and ambiguous web addresses onscreen.

User Directives

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

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

Standard page directives should be:

Roboto Bold, 1.5 em, #595a5d.

Menu directives should be:

Roboto Bold, 1.5 em, # 059cbf.

Writing style standards (for ID use)

There are other writing styles for Minerva that should be taken into consideration when storyboarding for Minerva solution. These are defined below:

Module and topic titles

Naming of Modules and topics should match the following standard:

- Use a single numeral only for numbered items. E.g. 'Module 1: Introduction'.
- **No** spelled out versions of numbers should be used unless it is on a Topic Introduction page. E.g. 'Module One: Introduction'.

Note: Intro video content doesn't include the module naming scheme at all, it will instead simply read 'Welcome to:' then the full module name. E.g. '**Welcome to:** Health and Safety 101'. See course 100 for format.

Topic introduction screens

These standard screens use spelled out versions of topic numbers. E.g. 'Topic One: Introduction'. Everywhere else the single numeral standard should apply.

Other numbering

Accordions, interactive options numbering, main menu module and topic level titles, and numbering included in certain page titles and elements - should also follow this standard. E.g. 'Exercise 1'. 'Option 1'. 'Reason 1'. Etc… if required.

Main menu page numbering

<u>Note:</u> The only exception to this rule is in the **main menu page numbering**. In this case, the use of a double numeral page numbering scheme is allowed. E.g. '01 – Topic Introduction'. See course menu for example.

Transition Style

The general transition style for this solution is fading, with the exception of the Closed Captioning box, which slides 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

Full audio will be used in the Minerva solution and will be a prominent feature of the offering.

Each page will contain audio and audio controls have been added to the UI to allow control of all audio playing per screen.

It is assumed audio will also be used in the menu system, but to what extent has not been finalized as of this writing.

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 Minerva 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 "Minerva Canada. Copyright 201" (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

Several new features are being added to the Minerva 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 another 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.

5. Support for use of modern screen reading technology for visually impaired users.

Closed Captioning

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

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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.

Tool Tips

An example of the tooltip style is shown below: