

Standardized Online Training Graphical User Interface (GUI) Specifications Document



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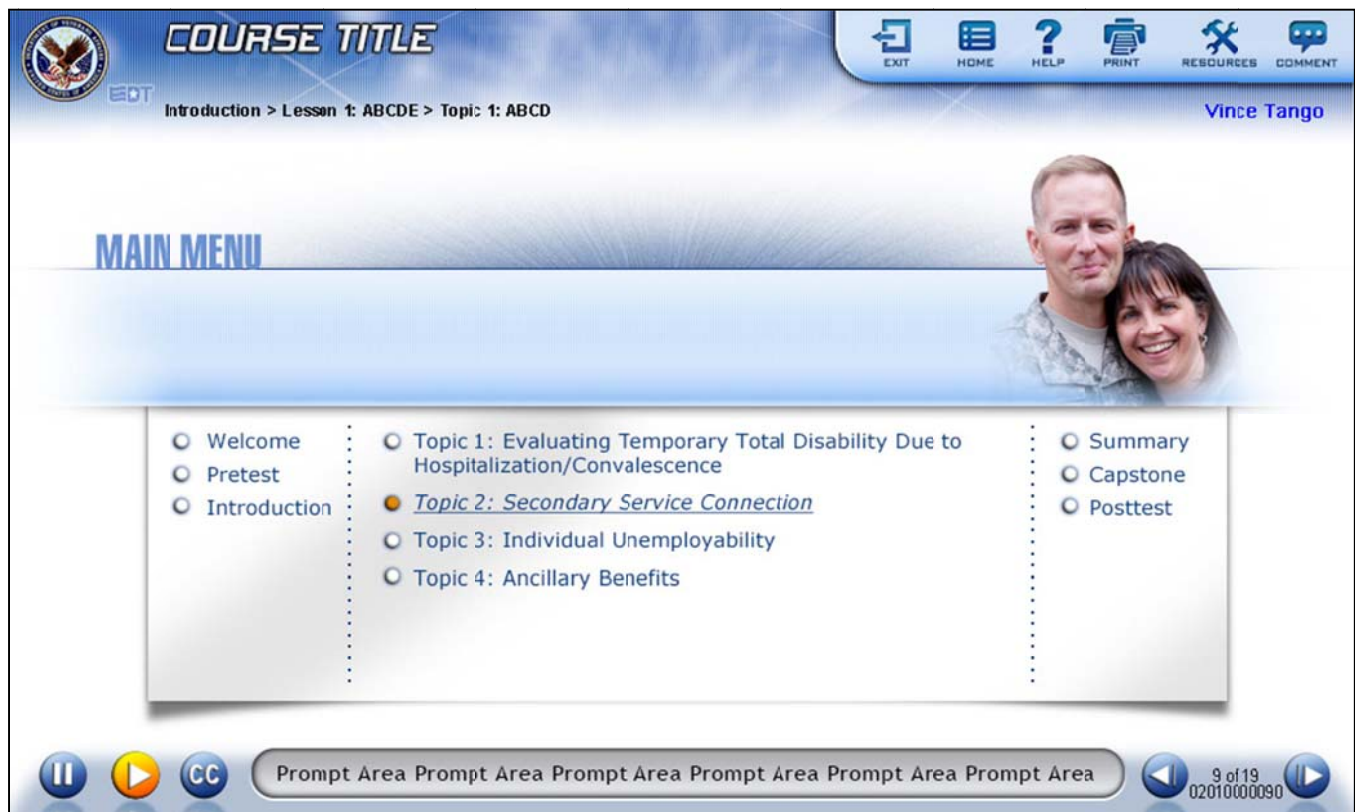
I. Introduction

This document is an artistic and programming specification document to standardize the online instructional courseware interface for use in the Department of Veterans Affairs.

Some of the images in this document convey the various states of different Graphical User Interface (GUI) elements denoted by color change. We recommend that you view this document online or print using a color printer.

II. Interface Design

Main Course Menu Design (Example shown is for VBA Original Compensation)



Top Navigational Buttons

There are six buttons across the top of the GUI. The functionality of these buttons is as follows:

- EXIT Button: Select to exit the course. If you wish to return to the Lesson Menu, select the HOME button. The course will bookmark your current location in the training.
- HOME Button: Select to return to the Lesson Menu.
- HELP Button: Select to view guidance for navigating and completing the lesson.
- PRINT Button: Select to print the current screen. The PRINT button is not active while taking a test.
- RESOURCES Button: Select to access reference materials and the glossary associated with the course.
- COMMENT Button:



Bottom Navigation Bar

The bottom navigation bar is made up of three elements: the audio controls, the prompt bar, and navigation buttons.

Audio Controls

The images below illustrate the different states of the audio controls. The image on the left represents the Normal state. The image on the right shows how the buttons look when the student hovers the cursor over or selects the button.



Normal (blue)



Active (blue-green)

Prompt Bar

The Prompt Bar is located at the bottom center of the screen and contains directional text for the student. For example, the student can be directed to select specific text links or images to receive additional information or be prompted to select the Next button to continue to the next screen in the course. This text is either automatically generated or manually entered during development of the course.



BACK and NEXT Buttons

These buttons control the navigation between course screens. Button sizes and shapes are standardized. The images below illustrate the different states of the Back and Next navigation. The image on the left represents the Normal state. The image on the right shows the Active state; how the buttons look when the student hovers the cursor over or selects the button.



Normal (blue)



Active (blue-green)

Storyboards

The storyboards (screens) contain the text, graphics, icons, and additional buttons.

Icons

Icons are utilized as a signal to the student that there is additional information on the screen. They are displayed on the screen and can either be selectable (to open a window with additional information on a topic) or used as a visual cue noting that adjacent information is significant.

- **REMEMBER:** Information that was provided on an earlier topic or lesson that can provide context to the current content.
- **NOTES:** Non-critical information that may help clarify the content on the screen.
- **BEST PRACTICE:** Consensus among subject matter experts on a process or procedure that is highly efficient even though it may not be a part of a regulation or policy.
- **CASES:** Selected to access an applicable case file associated with the current screen.



Distractor Button States

Distractor buttons are found on question screens, adjacent to each answer choice. Like Navigation buttons, the distractor buttons are selectable and have both a Normal and Active state, as shown below.



Normal (blue)



Active (yellow)

Additional Buttons

There are additional buttons that the student will use throughout the course. These buttons function to either submit information (e.g., answers to questions) or to interact in some way with the course (e.g., to close a window or the course). Examples of these buttons and their Normal and Active states are below.

SUBMIT button



(blue)

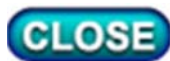


(blue-green)

CLOSE Button



(blue)



(blue-green)

FEEDBACK Button



(blue)



(blue-green)

III. Graphics

There are six basic content graphic sizes: graphic right, left, top, bottom, right/left extra-large, and graphic only. Below are examples of each graphic with sizing and resolution specifics that should be used in courses.

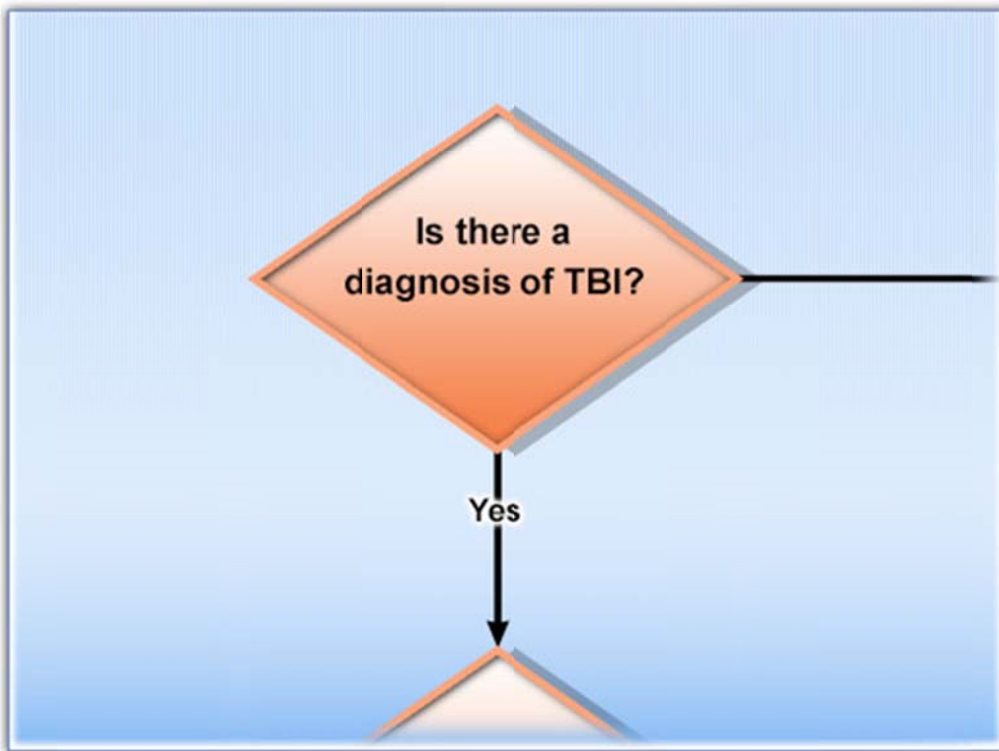
Graphic Top or Bottom

Image Area: 929 x 233 pixels; Resolution: 72 ppi



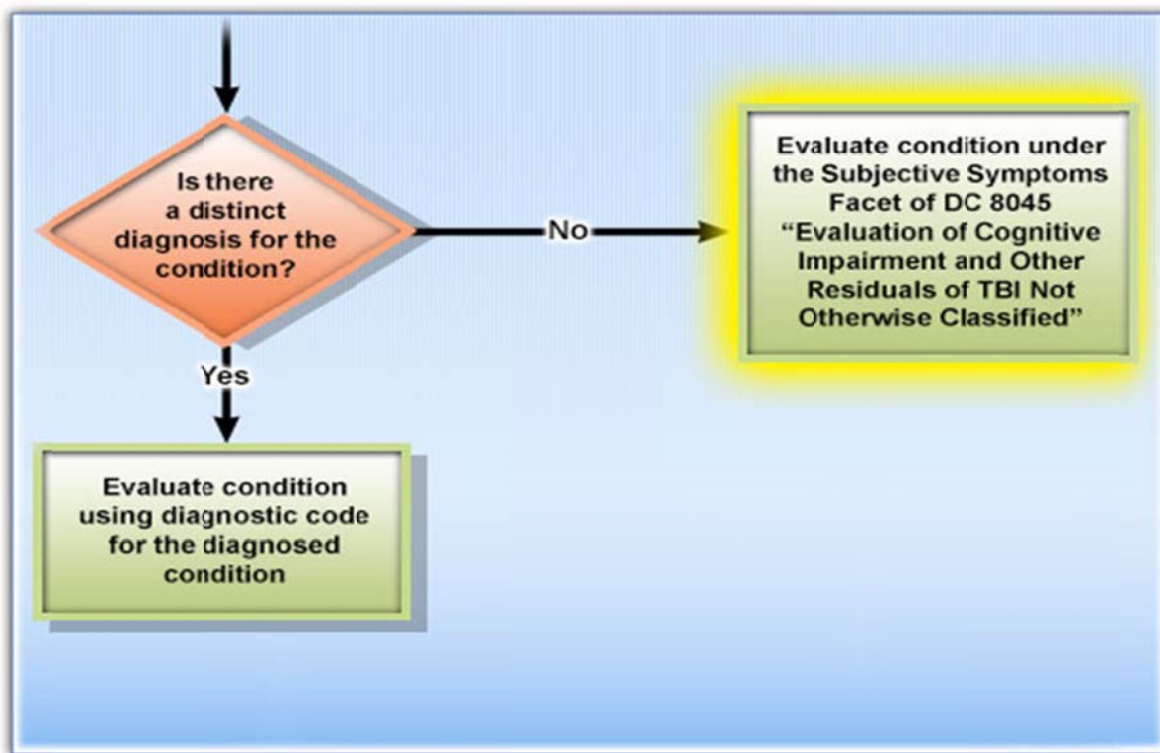
Graphic Right/Left

Image Area: 512 x 384 pixels; Resolution: 72 ppi



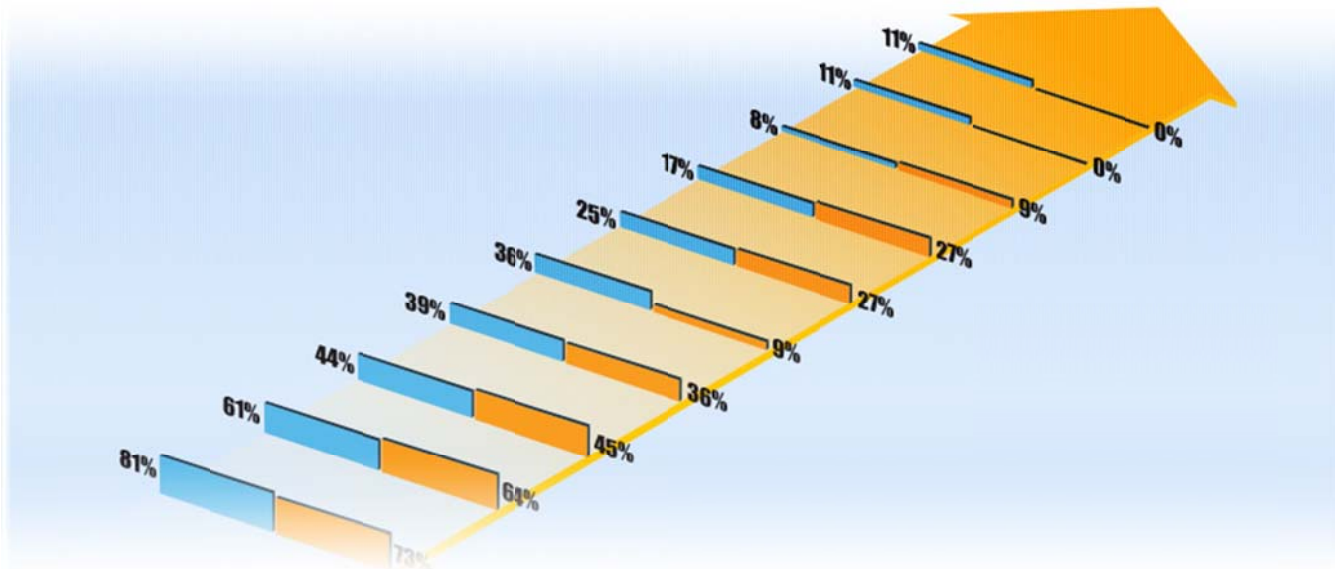
Graphic Right/Left Extra-Large

Image Area: 563 x 384 pixels; Resolution: 72 ppi



Graphic Only

Image Area: 890 x 402 pixels; Resolution: 72 ppi



General Graphics Assumptions

Development of all graphics will be based on the following general assumptions:

- You have not used any inaccurate, incomplete, outdated, biased, offensive, or otherwise inappropriate graphics/cartoons, materials, jokes, videos, or other files anywhere in your training.
- All established Veterans Affairs (VA), Veterans Benefits Administration (VBA), local policies, and copyright laws have been adhered to in the creation and use of your graphics.
- The completed graphic accurately reflects the storyboard and contributes to the instructional value of the course. (For example, do not use an image of a man or woman at a desk just to have an image on the screen.) Your image choices should enhance the learning. (For example, a graphic that supports the content, such as a depiction of the work process with highlights on related information.).
- The file is named correctly.
- The completed graphic is legible/crisp.
- A spell check has been completed.
- File compression has been maximized.

IV. Text Treatment

Body and Prompt Text

- Font: Arial, Helvetica, sans serif
- Color: #000000
- Size: 16 pixel (px)

Menu Text

- Font: Verdana, Geneva, sans serif
- Color: #084184
- Size: 16 px (lesson title: 125%)

All text within main content area can be manipulated on a case-by-case basis according to the storyboard requirements and designer requests.

Hyperlinks within the content will have the following:

1. A default color of hex #0000EE
2. A visited color of hex #0000EE
3. An over color of hex #0000EE

V. Programming

Specifications

- GUI width: 1000 px
- GUI height: 600 px
- Title area height: 102 px
- Main content height: 446 px
- Navigation and controls height: 52 px

GUI Navigation and Controls Frame

For VBA courseware, the GUI's navigation and controls frame will contain the following courseware elements:

Title Area:

- Course title
- As appropriate, the Module, Lesson, and Topic breadcrumbs
- Links and/or buttons to common courseware features, including but not limited to a Glossary, Resources, and Help
- Student Name

Navigation and Controls Area:

- MP3 audio player (hidden)
- Multimedia controls (audio, video, animation): Play/pause, Replay, and Closed Caption
- Audio and animation “synchronized” closed captions box (user-controlled pop-up)
- Courseware prompt area
- NEXT and BACK navigation
- Page XX of XX

Main Content Area:

- The GUI's main content frame shall be reserved for the course menu system and storyboarded content.

Questions or Concerns

If you have any questions or concerns regarding anything in this specifications document, please contact ED&T for information at 1-407-835-5593.