



DOH LMS PowerPoint Training Templates Guide

December 2013

Your comprehensive course guide for branded DOH LMS training design

To protect, promote & improve the health of all people in Florida through integrated state, county, & community efforts.

It's a New Day in Public Health



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Section 1 - Introduction

To ensure that Department of Health (DOH) training course materials are of high quality and meet the TRAIN Florida course standards, the Florida Department of Health Training Content Standards have established statewide guidelines in order to exhibit a unified, organized, and professionalized approach to designing and developing training courses.

The Department has designed a set of branded PowerPoint templates for use with mandatory, required, and recommended level courses. Creation of these templates supports the consistency of the course level organization, and allows learners to recognize at a glance the level of the course in which they are participating. Mandatory, required, and recommended level courses **will each use one** unique PowerPoint template that will define them as specific level training courses. The Department has provided **eighteen** templates for local level use. Course developers may choose to use any of the eighteen available templates designated for local level courses they may create.

Section 2 - DOH LMS Template General User Requirements

The DOH LMS PowerPoint templates meet the following Florida Department of Health Training Content Standards: **Branding, Color Scheme, Font Typography, Font Size, and Formatting.**

General User Requirements

- Course developers **may not alter the Master Slides.**
- Course developers must save a working copy of the desired template to their hard drive, for use with their chosen course.
- Course developers may add slide images, captions, text boxes, and reformat existing text boxes to meet their specific design needs.
- All Flash presentations must include a pre-set "How to Use Navigation" slide as the second slide. (**See Appendix I**)
- Script text must be saved in the Notes section under each slide in PowerPoint.

NOTE: For Local Level template presentations course developers must replace the template "branding" with their own, by adding a local logo or other local branding where appropriate, along with the DOH logo. Also course developers may suggest templates by submitting a sample PowerPoint template to the DOH LMS Support team for consideration as a DOH LMS training template for the upcoming Fiscal Year, with the understanding that DOH approved colors will be used.

Section 3 - DOH Mandatory Training Template

This template is for use with DOH Mandatory Trainings only.

User Requirements

- Course developers **may not alter the Master Slides**.
- Course developers must save a working copy of the desired template to their hard drive, for use with their chosen course.
- Course developers may add slide images, captions, text boxes, and reformat existing text boxes to meet their specific design needs.
- All Flash presentations must include the pre-set “How to Use Navigation” slide as the second slide. **(See Appendix I)**

Sample Slide Layout



Slide #1

This is the Introduction/Title Slide
Click in the text box to add the presentation title



Slide #2

This is the Flash Presentation Navigation Slide
It is a pre-set PowerPoint Master Slide and must remain as the second slide of the presentation **(See Appendix I)**



Slide #3

Use this slide template for all course content
Click in the top text box to add the presentation title
Click in the bottom text box to add the presentation content
Copy this slide as needed



Slide #4

Use this slide for the end of a section or as the last slide
Click in the top text box to add the presentation title
Click in the bottom text box to add any needed instructions
Copy this slide as needed for use in sections

Section 4 - DOH Required Training Template

This template is for use with DOH Required Trainings only.

User Requirements

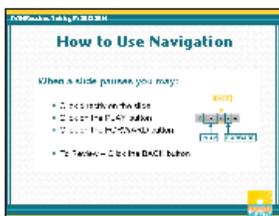
- Do not use for DOH Mandatory, Recommended, or Local Level trainings.
- Course developers may not alter the Master Slides.
- Course developers must save a working copy of the desired template to their hard drive, for use with their chosen course.
- Course developers may add slide images, captions, text boxes, and reformat existing text boxes to meet their specific design needs.
- All Flash presentations must include a pre-set “How to Use Navigation” slide as the second slide. (See Appendix I)

Sample Slide Layout



Slide #1

This is the Introduction/Title Slide
Click in the text box to add the presentation title



Slide #2

This is the Flash Presentation Navigation Slide
There are two pre-set PowerPoint Master Slide options
One must be used as the second slide of the presentation
Use the Hide Slide feature for PowerPoint only presentations
(See Appendix I)



Slide #3

Use this slide template for all course content
Click in the top text box to add the presentation title
Click in the bottom text box to add the presentation content
Copy this slide as needed



Slide #4

Use this slide for the end of a section or as the last slide
Click in the top text box to add the presentation title
Click in the bottom text box to add any needed instructions
Copy this slide as needed for use in sections

Section 5 - DOH Recommended Training Template

This template is for use with DOH Recommended Trainings only.

User Requirements

- Do not use for DOH Mandatory, Required, or Local Level trainings.
- Course developers may not alter the Master Slides.
- Course developers must save a working copy of the desired template to their hard drive, for use with their chosen course.
- Course developers may add slide images, captions, text boxes, and reformat existing text boxes to meet their specific design needs.
- All Flash presentations must include a pre-set “How to Use Navigation” slide as the second slide. (See Appendix I)

Sample Slide Layout



Slide #1

This is the Introduction/Title Slide
Click in the text box to add the presentation title



Slide #2

This is the Flash Presentation Navigation Slide
There are two pre-set PowerPoint Master Slide options
One must be used as the second slide of the presentation
Use the Hide Slide feature for PowerPoint only presentations
(See Appendix I)



Slide #3

Use this slide template for all course content
Click in the top text box to add the presentation title
Click in the bottom text box to add the presentation content
Copy this slide as needed



Slide #4

Use this slide for the end of a section or as the last slide
Click in the top text box to add the presentation title
Click in the bottom text box to add any needed instructions
Copy this slide as needed for use in sections

Section 6 - Local Level Training Templates

User Requirements

- Use any of the **eighteen Local Level Training** templates for courses created at the local level. All eighteen templates have the same slide design format.
Do not use for DOH Mandatory, Required, or Recommended trainings.
- Course developers **may not alter the Master Slides.**
- Course developers must save a working copy of the desired template to their hard drive, for use with their chosen course.
- Course developers may add slide images, captions, text boxes, and reformat existing text boxes to meet their specific design needs. Local branding may also be used.
- All Flash presentations must include a pre-set “How to Use Navigation” slide as the second slide. **(See Appendix I)**

Sample Slide Layout (1 of 18 options)



Slide #1

This is the Introduction/Title Slide
Click in the text box to add the presentation title



Slide #2

This is the Flash Presentation Navigation Slide
There are two pre-set PowerPoint Master Slide options
One must be used as the second slide of the presentation
Use the Hide Slide feature for PowerPoint only presentations
(See Appendix I)



Slide #3

Use this slide template for all course content
Click in the top text box to add the presentation title
Click in the bottom text box to add the presentation content
Copy this slide as needed



Slide #4

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Click in the top text box to add the presentation title
Click in the bottom text box to add any needed instructions
Copy this slide as needed for use in sections

Section 7 - Consultation and Assistance

DOH LMS Support Team Contacts

If you have a question, or want to share an idea, please feel free to contact the DOH LMS Support team in the Office of Performance and Quality Improvement by phone or email.

Email Address: DOHLMSSupport@flhealth.gov

Phone: (850) 245-4008

Appendix I - Navigation Instructions

Online training courses are generally presented to learners in two different formats. The first being Self Paced - this is a presentation that allows the learner to dictate the pacing of the class, by requiring them to click each slide to prompt the presentation to continue. The second is Continual Play - this is a presentation that once started plays through, allowing the learner to start and stop the presentation at will, but does not need prompting on each slide to continue to the end.

Each DOH branded PowerPoint training template provides a pre-set slide for navigation instructions, to inform the learner how to navigate through the course presentation. This slide is required to be the second slide of the presentation.

This appendix includes sample pictures of the two Master Slide navigation instruction layouts, and text for the corresponding scripts. One is for the Self Paced design, the other for Continuous Play. The PowerPoint templates for all DOH Required, Recommended, and Local Level courses include a Master Slide for each type of layout, as well as pre-populated course type tailored script text in the notes field. Once you have saved your working copy, delete the navigation instruction slide that does not apply to the format of your presentation. If the presentation is PowerPoint only, use the Hide Slide feature to remove the navigation slides from view.

Self Paced Course

How to Use Navigation - Script/Notes Text

In order to make your training experience as easy as possible during the course of this self-paced DOH Training class we are providing these navigation instructions.

When a slide pauses you can do one of three things to advance the presentation:

You may click directly on the slide with your cursor

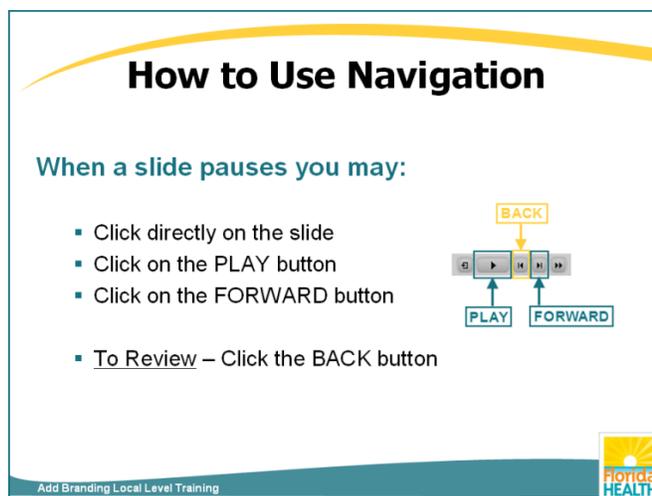
You may click on the PLAY button on the bottom left of the screen, or

You may click on the FORWARD button, also located on the bottom left of the screen

If you need to review a previous slide you may click the BACK button on the bottom left of the screen.

Please keep these instructions in mind as you proceed with this training.

You will need to advance the slide now.



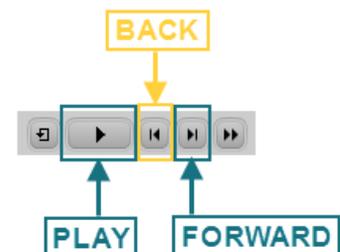
How to Use Navigation

When a slide pauses you may:

- Click directly on the slide
- Click on the PLAY button
- Click on the FORWARD button
- To Review – Click the BACK button

Diagram showing navigation controls: BACK, PLAY, and FORWARD buttons with arrows pointing to them.

Add Branding Local Level Training



Continuous Play Course or Presentation

How to Use Navigation - Script/Notes Text

In order to make your viewing experience as easy as possible during the course of this presentation we are providing these navigation instructions:

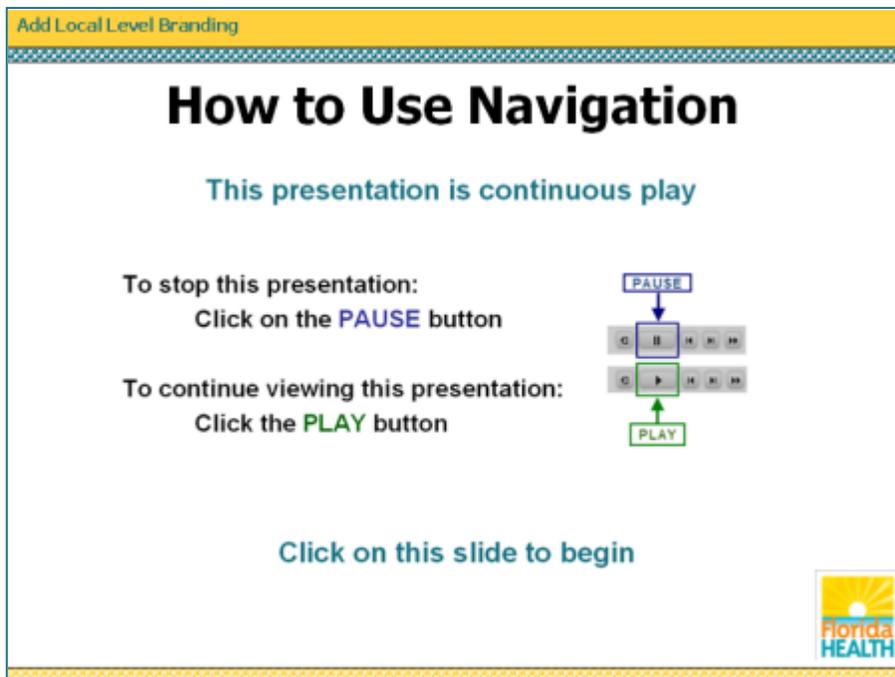
This presentation is formatted for continuous play.

If you need to stop the presentation, click on the PAUSE button, on the bottom left of the screen.

When you are ready to continue your viewing, click on the PLAY button on the bottom left of the screen.

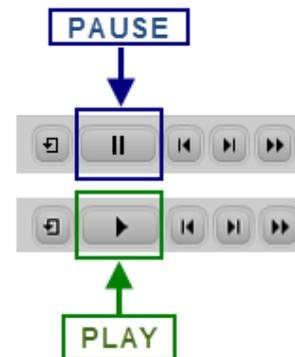
Please keep these instructions in mind as you proceed with this presentation.

To begin viewing this presentation you will need to click directly on **this** slide now.



The slide is titled "How to Use Navigation" and includes the following text:

- Add Local Level Branding** (header)
- How to Use Navigation** (main title)
- This presentation is continuous play** (subtitle)
- To stop this presentation:
Click on the **PAUSE** button
- To continue viewing this presentation:
Click the **PLAY** button
- Click on this slide to begin** (instruction)
- Florida Health logo (bottom right)



NOTE: It is recommended that the second slide, “How to Use Navigation”, within a Continuous Play course or presentation be designed with a click the slide to proceed function, to allow the learner the time to read the instructions and to choose to continue with the course.