Client Guide to Script Markup

Do's

1. DO indicate if you would like text over 323 characters (w/ out spaces) to be split into two cards OR if you'd prefer a scroll bar. **(Emtrain recommends splitting text into two cards.)**

2. DO **submit changes within the body of the script** as you wish to see it in your course. There are four types of changes - adding, editing, deleting, and reorganizing.

3. DO **add a comment to any lessons copied and pasted** from other programs/microlessons AND highlight edits made to the content.

4. DO **thoroughly review your edited content** prior to providing final approval before Emtrain freezes your script.

Don't's

1. DON'T edit the text in light purple. **Any text appearing in light purple represents metadata that cannot be edited.** Most of this text is internal information that does not appear in the program itself.

2. DON'T edit video subtitles. **Subtitles for videos cannot be edited as they are a part of the video itself.** Videos cannot be edited, but can be removed or replaced entirely.

3. DON'T cut and paste lessons to rearrange lesson order within the body of the script. **Please indicate lesson order in the course table of contents.**

Non-Gated Quiz Cards/Workplace Color Spectrum Quiz Cards (Poll cards): Non-gated quiz cards and Workplace Color Spectrum quiz cards will collect and display how the learner, others at your organization, and the global community answered.

Emtrain recommends leaving these cards unedited so that learners can see the global responses in addition to your org. Any edits made to these card types will result in the card being custom to your organization, and will therefore only collect and display your org data in both the "my org" and "global" data results.

To easily find quiz cards, search for "quiz" in the word doc and look for "quiz" in the card type.