

Compass Training Design Kit Guidelines

v1.1 - 10.2024



What is this?

This is a kit to enable teams to **create training content that is aligned** with Last Mile Brand and Compass training content standards.

THIS KIT INCLUDES:

- 1. Compass Storyline Template:** A mobile and tablet-friendly template used for all Articulate Storyline-based modules and activities as well as Continuing Education(CE) content.
- 2. Compass Companion Guide Template**
A Microsoft PowerPoint-based template used for the facilitation and reference guides the Driver Trainer uses to conduct class. The guide provides visual aids, structure, and is synced with the module content.
- 3. Compass Job Aid Template** a simple and flexible resource for Job Aid content on the Learning Portal Continuing Education Platform.
- 4. Illustration and interface sticker sheets**
An easy-to-use Adobe Illustrator based resource for design teams and agency partners to source illustrations and reference Compass interface elements.

Using this kit

This Design Kit is intended for Last Mile Training content creators and their agency partners. **Follow the guidelines when using this system** to ensure your work meets or exceeds the quality bar.

WHEN USING THIS KIT:

- 1. Use the assets as designed.** If you encounter a use case that the template does not cover, set up a review with the Compass team.
- 2. Start with a solid foundation.** Great training content starts with good process and writing. Follow the development standards.
- 3. Only use Last Mile assets.** This Design Kit is created to use only Last Mile Illustrations and assets. Don't use other Amazon assets or mix and match.
- 4. Leverage design resources.** The templates in this kit are created to be used by internal learning design teams and agency partners.

Writing

Writing Tips

Compass templates are made for micro-learning experiences. Make sure that the content is **short and to the point** so that everyone can understand the content.

TIPS FOR WRITING ACCESSIBLE LEARNING CARDS:

- 1. Write short, simple sentences.** Avoid complex grammar like semi-colons or long comma-punctuated lists.
- 2. Use active voice.** Avoid passive voice and filler words. Ex: therefore, meaning, for instance.
- 3. Include specific, action-based headers** for each card to help learners review.
Ex: 'When to use the Shelf-Method'.
- 4. Define acronyms** when they are introduced. For longer definitions there is a dedicated vocabulary click and reveal.

Writing Example 1

Simple is best! **By leading with vocabulary** that is new to the learner and **keeping details to a minimum**, you reduce length and increase retention of new material.



Do This

“Eye Lead-Time is the estimated distance between your vehicle and an object in your line of sight.”

Why? Short, direct, leads with vocabulary



Not This

“The distance you estimate is between your vehicle and an object in view is called **Eye Lead-Time**. Which you determine by visually scanning the space ahead of your vehicle.”

Why? Redundant and buries vocabulary

Writing Example 2

Use active voice to improve clarity, create a sense of immediacy, and to foster a more decisive, confident instructional style in your writing. Follow a “subject, action, object” format.



Do This

“Place the package on the doorstep
and take a Photo On Delivery (POD)”

Why? Written with simple structure in active voice



Not This

“When you want to deliver a package, it can be
placed on the doorstep, then, afterwards is an
appropriate time for a Photo On Delivery (POD).”

Why? Complicated structure in passive voice

Writing for translation

Compass content will soon be **translated into multiple languages**. By following these guidelines, your writing will be **more accessible** to translators and **less prone to misinterpretation** across languages.

TIPS FOR EASIER TRANSLATION

- 1. Avoid idioms, slang, or overly complex sentence structures** that may not translate well into other languages.
- 2. Be consistent with terminology:** Use the same words for the same concepts throughout your text. This helps translators maintain consistency across the translation.
- 3. Limit the use of metaphors and figurative language:** These often don't have direct equivalents in other languages and can be hard to interpret correctly.
- 4. Avoid ambiguous phrases:** Sentences with double meanings or unclear references can lead to incorrect translations. Be precise about what you are describing.

Writing for translation example

Compass content will soon be **translated into multiple languages**. By following these guidelines, your writing will be **more accessible** to translators and **less prone to misinterpretation** across languages.



Do This

"Handle the package with care and do not throw or drop it during the delivery."

Why? Clear and simple language and structure



Not This

"Be on the up and up, everytime, and don't chuck the package when making the drop."

Why? Complex, slang, idiom, and ambiguous

Character Limits and Translation

When English is translated into other languages, the text length can **grow up to 35%**. Strict character limits **allow for text expansion** without disrupting the layout.

EXAMPLE

English

109 Characters

Use a solid surface like a step or handrail
as a point of contact. DO NOT use the
steering wheel or seatbelt!

German

145 Characters (33% growth)

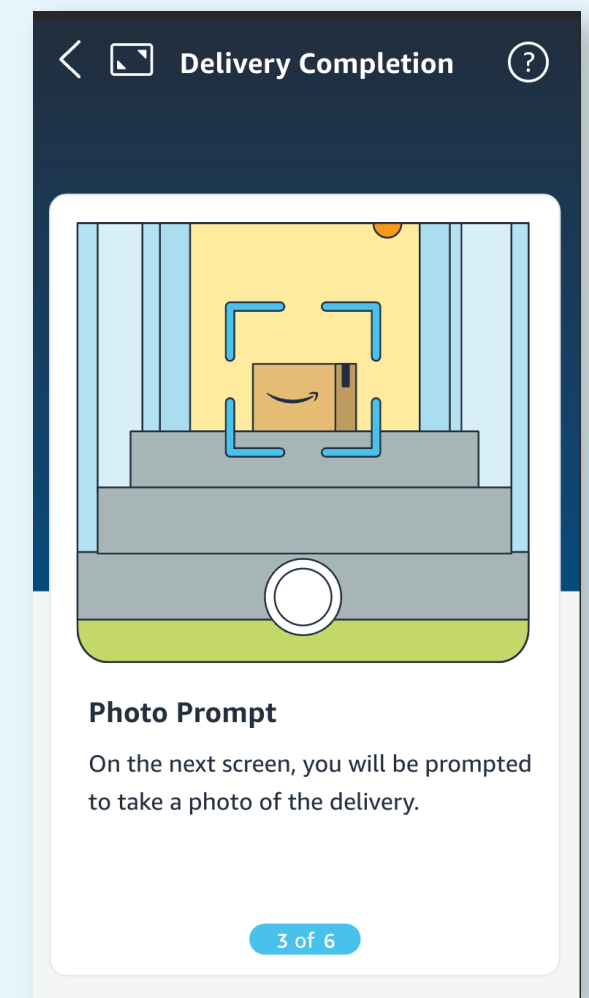
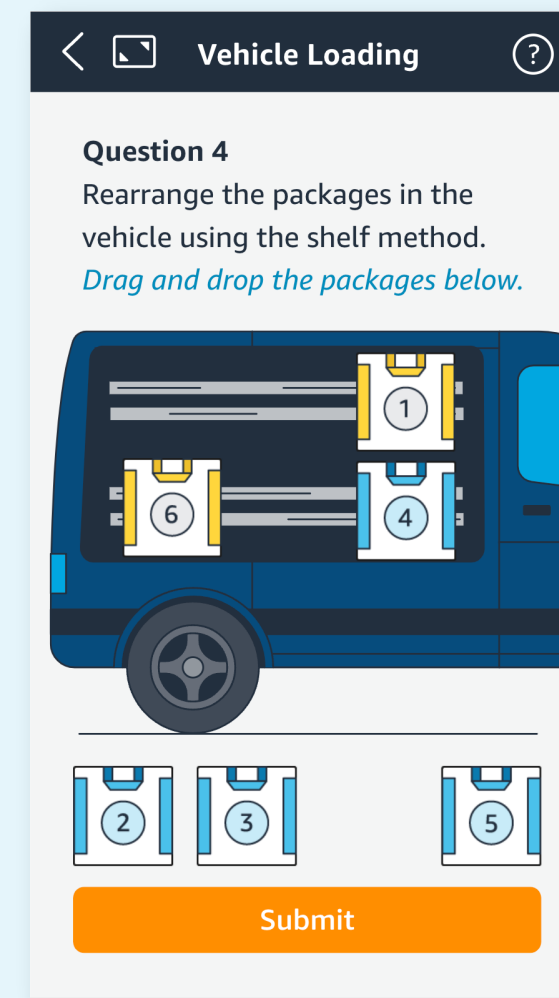
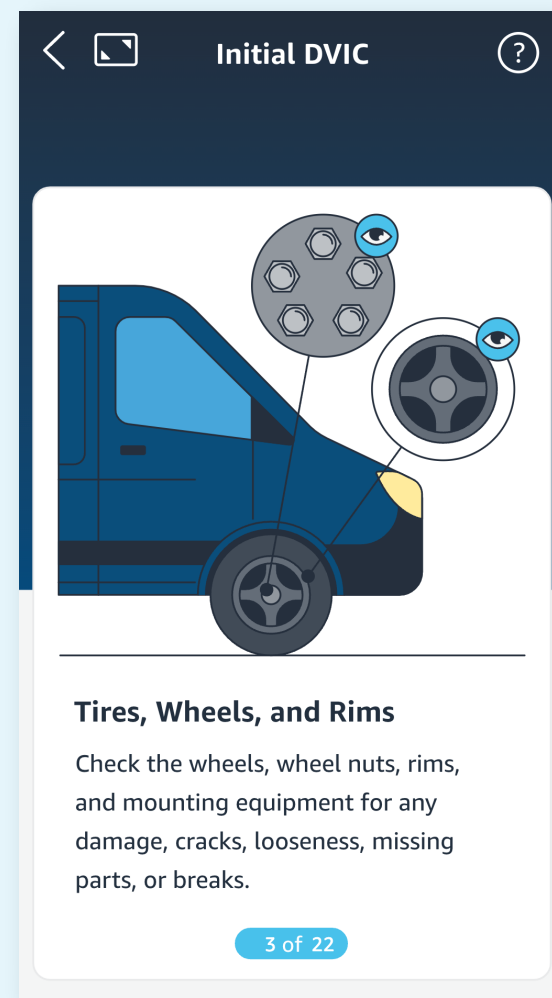
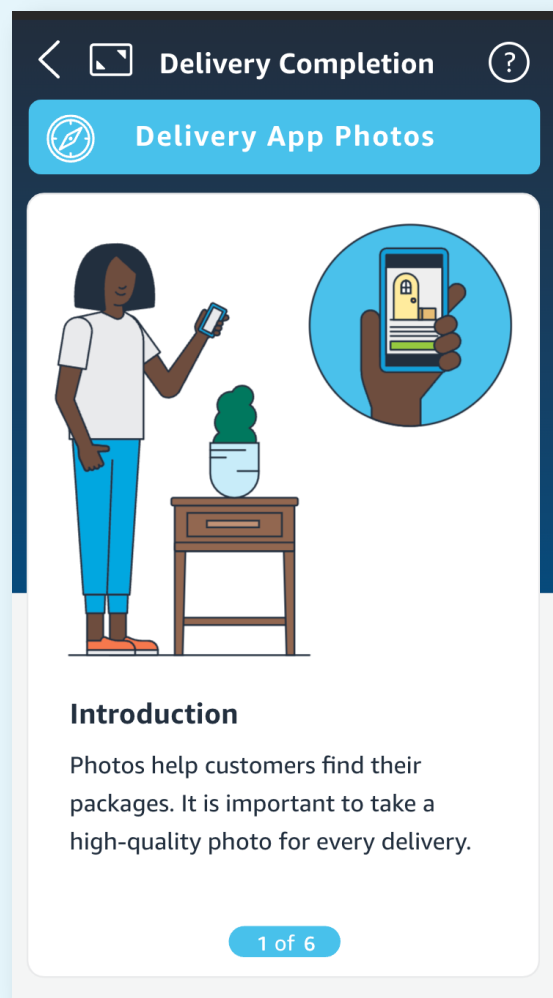
Verwenden Sie als Kontaktpunkt eine
feste Oberfläche wie eine Stufe oder
einen Handlauf. Benutzen Sie NICHT das
Lenkrad oder den Sicherheitsgurt!

Content Design

Content Design

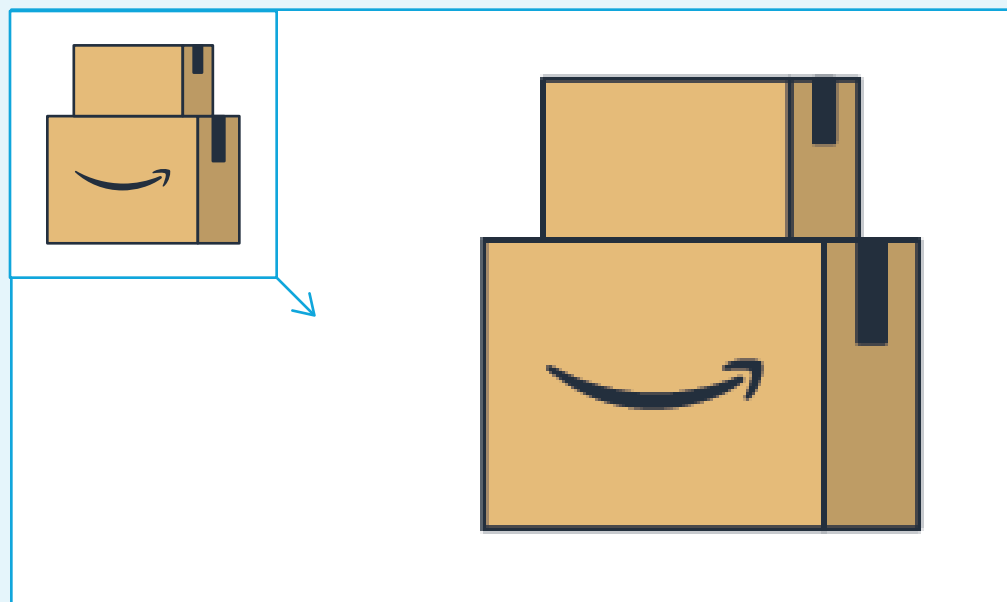


Lead with simple, clear visuals. Use animation, illustration, and interactivity to **communicate in a simple and clear manner**, then augment with text.





Don't Do This



Do This

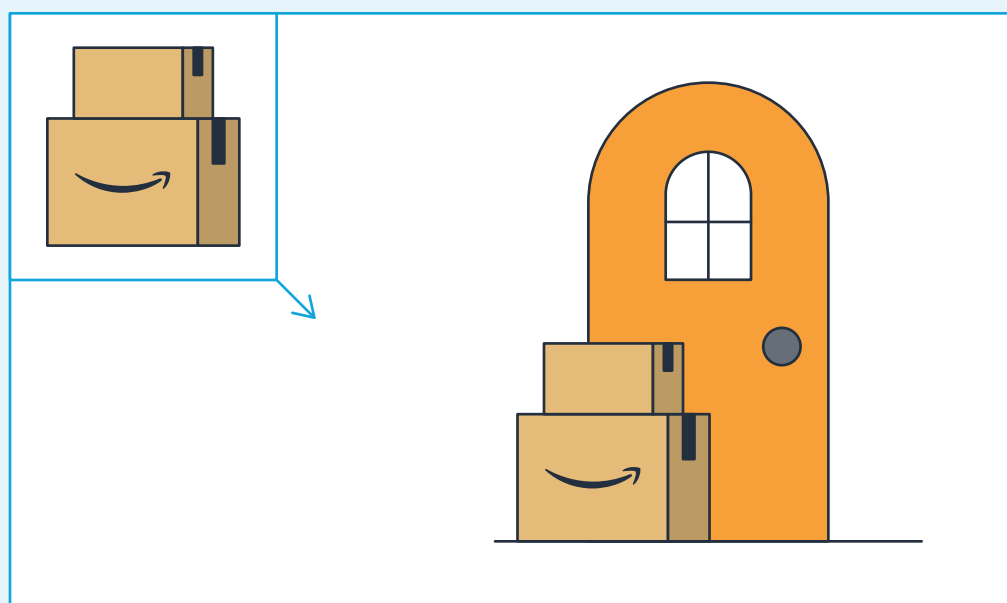


Illustration Tips

There is a wide variety of icons, illustrations, and photos available to you on [the AMZL DAM](#).

ILLUSTRATIONS & ICON TIPS

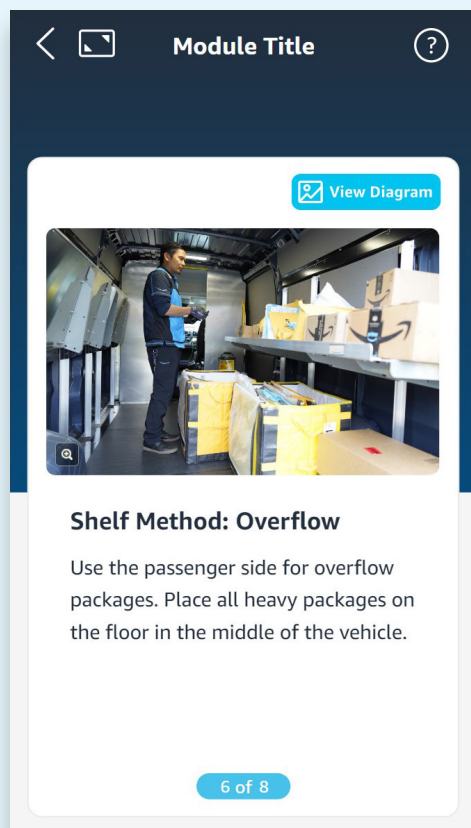
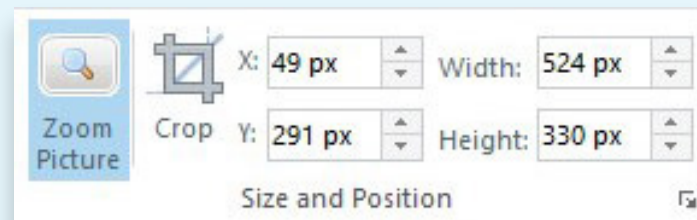
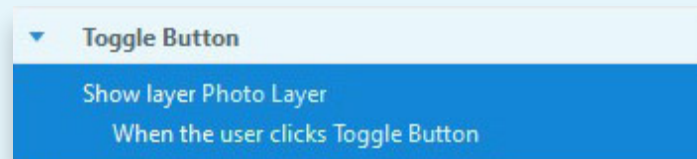
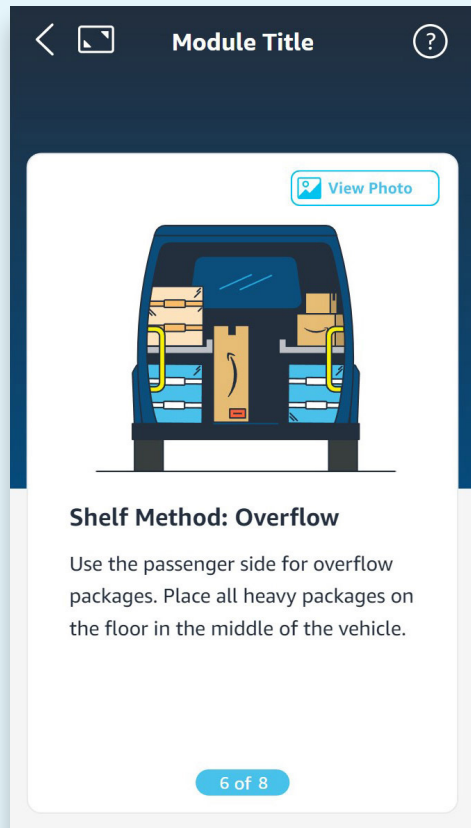
1. For illustrations specific to Compass and the Last Mile System see [the Last Mile Resources Folder](#).
2. **Do not resize** or stretch existing icons and illustrations. This will change the outline thickness and can reduce the resolution.
3. Instead **combine existing illustrations** and icons when necessary.

Photo Toggle

Avoid using photos or videos.
If necessary, **use a Photo Toggle** to supplement an illustration.

TEMPLATE INSTRUCTIONS

1. Fill out the card header and body copy on the base layer of the Photo Toggle Card.
2. Replace the Photo Placeholder on the Photo Layer and turn on zoom functionality from the Picture Tools tab.
3. Check the Slide Triggers on the Base Layer for a trigger that says Show Photo Layer when user clicks Toggle Button.

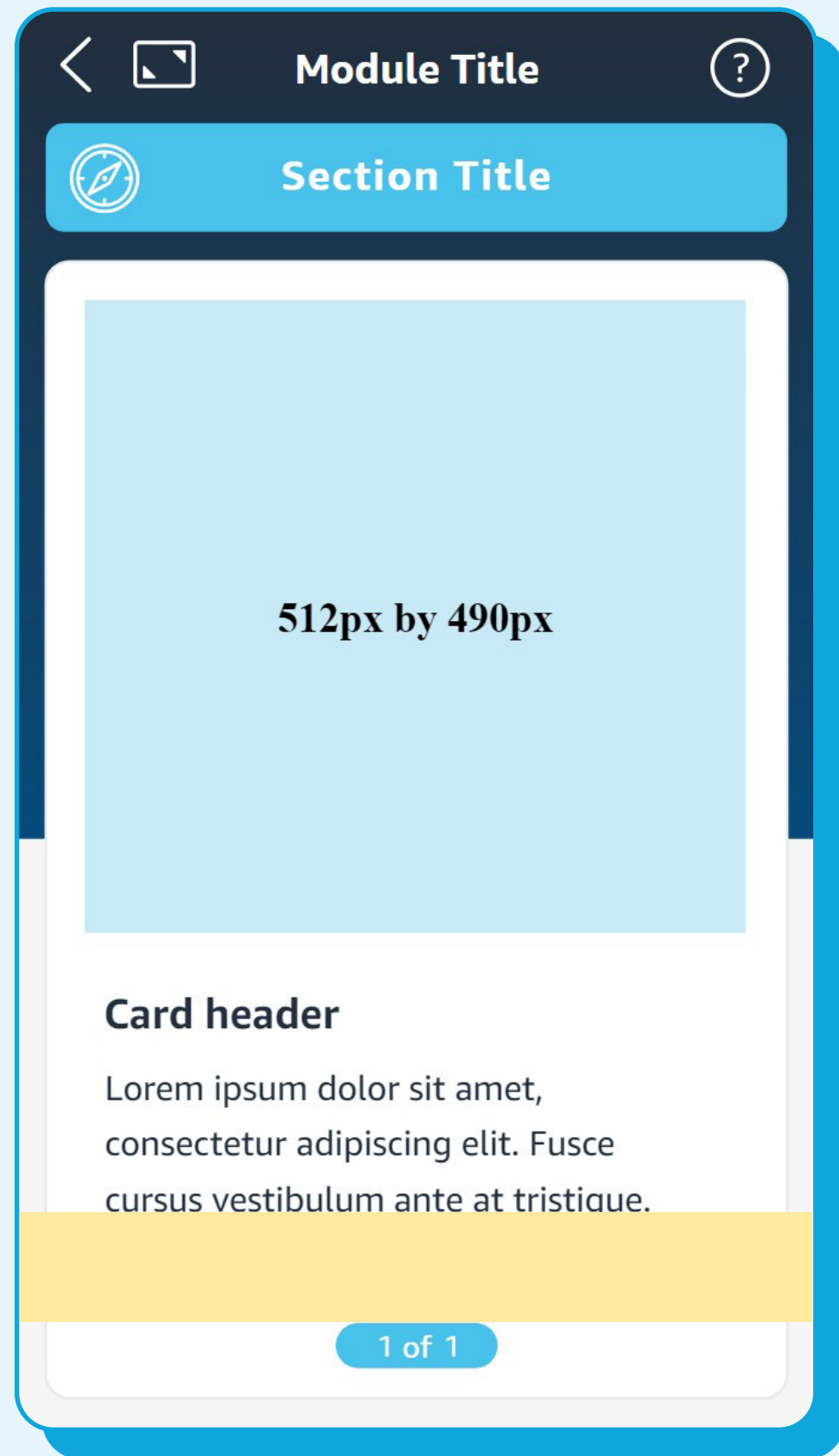


Storyline Template

Here are some helpful tips and tricks for getting started with the Compass Storyline Template.

FILE MANAGEMENT TIPS

1. Ensure the **Amazon Ember** font family is installed before opening the working file.
[Find the font family at this link.](#)
2. **Create a new Scene** along side the template ones, and copy and paste slides between them as needed.
3. Put in any text on screen in the **Notes tab** as well, so that you can efficiently share Word Doc scripts to reviewers.
4. Remove template scenes from **Story View** and rename the module from **Player View** before final export.



Info Slides

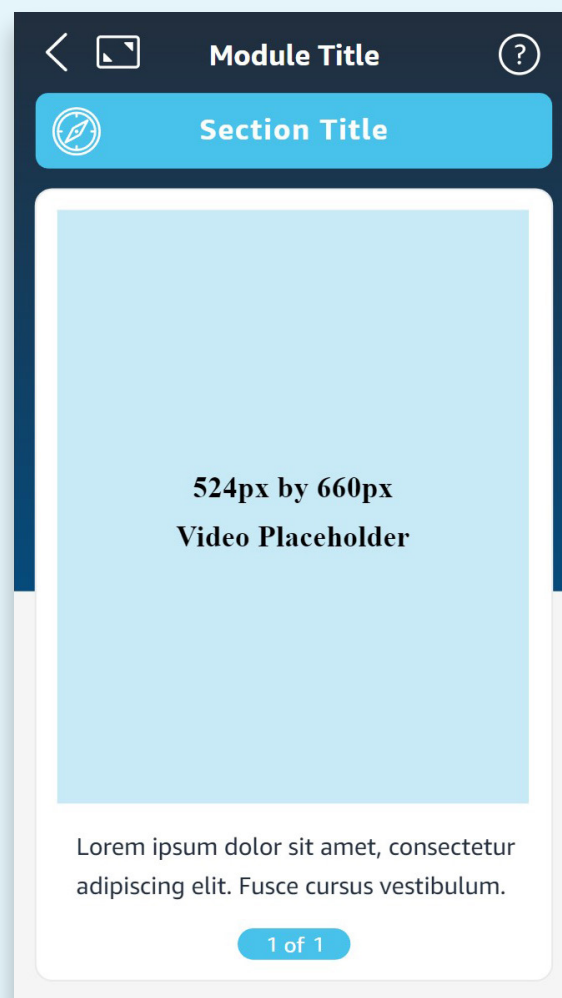
To create new Info Slides, simply replace the image and text placeholders.

INFO SLIDE TIPS:

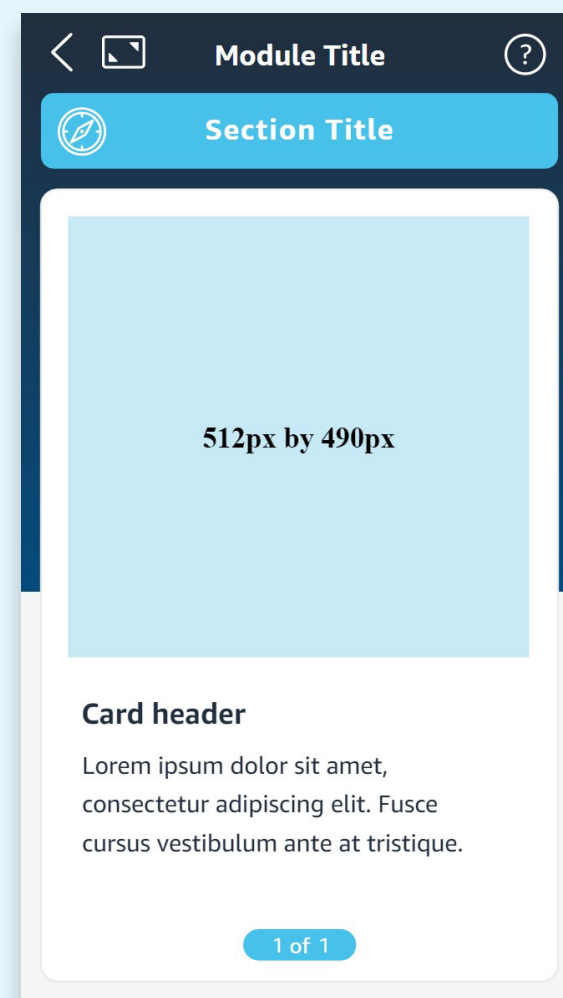
1. Once all your slides are in, **adjust the page numbers**. Page numbers should restart with each teal section you create.
 - To change page numbers, use the Section Numbers in the Trigger Menu to the right

Info Slides

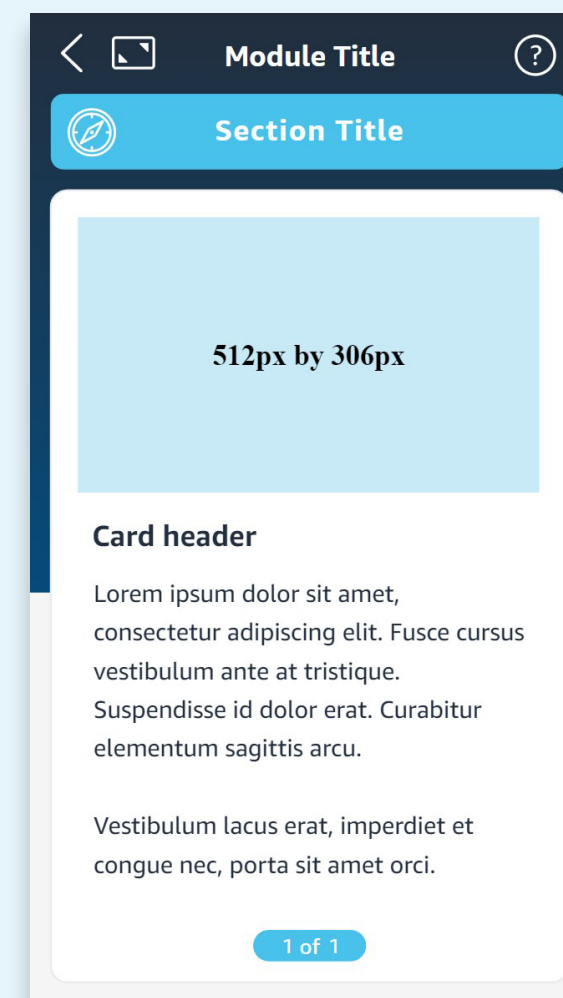
There are four info slide layouts to choose from. Select a layout based on the focus of the content. Ex: To show a detailed label, pick the Image Majority slide. To allow for translation, character limit guidance.



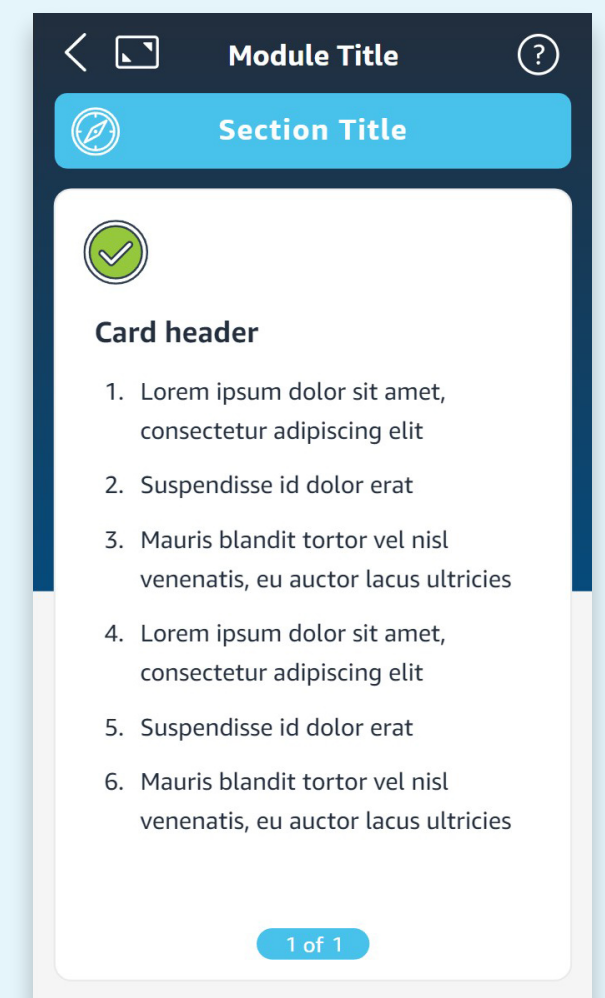
(90 character limit)



(185 character limit)

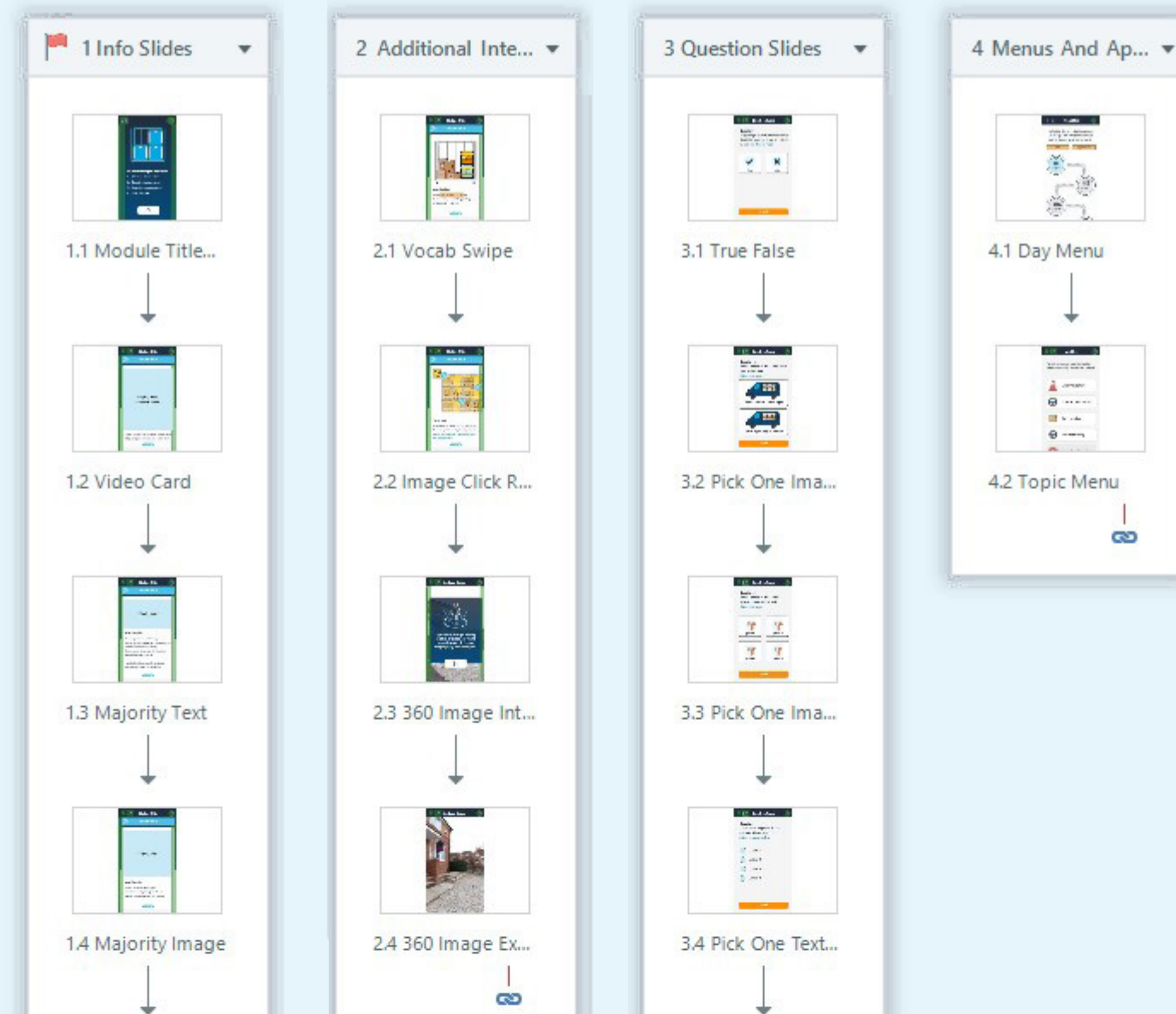


(385 character limit)



(400 character limit)

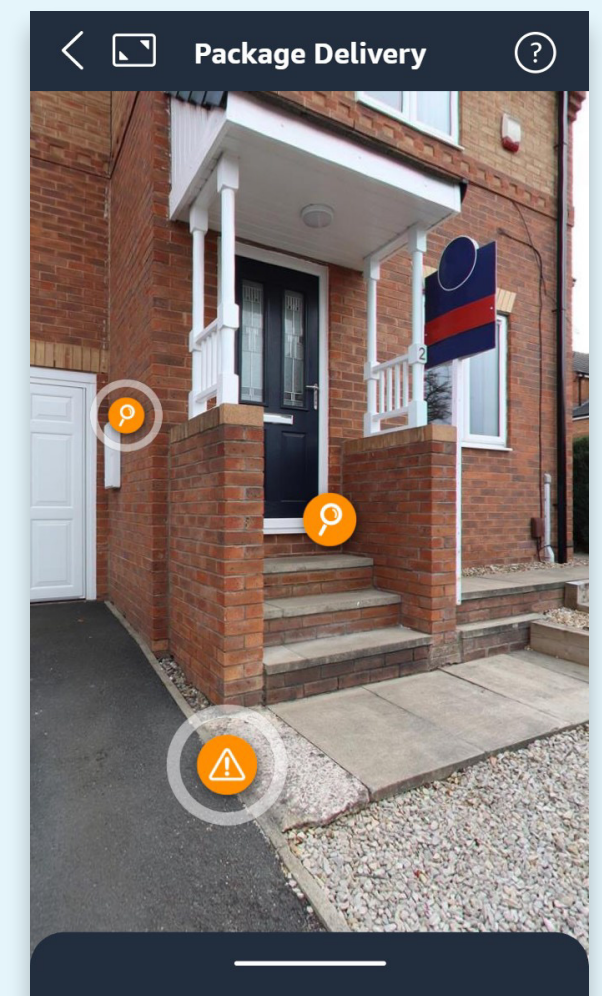
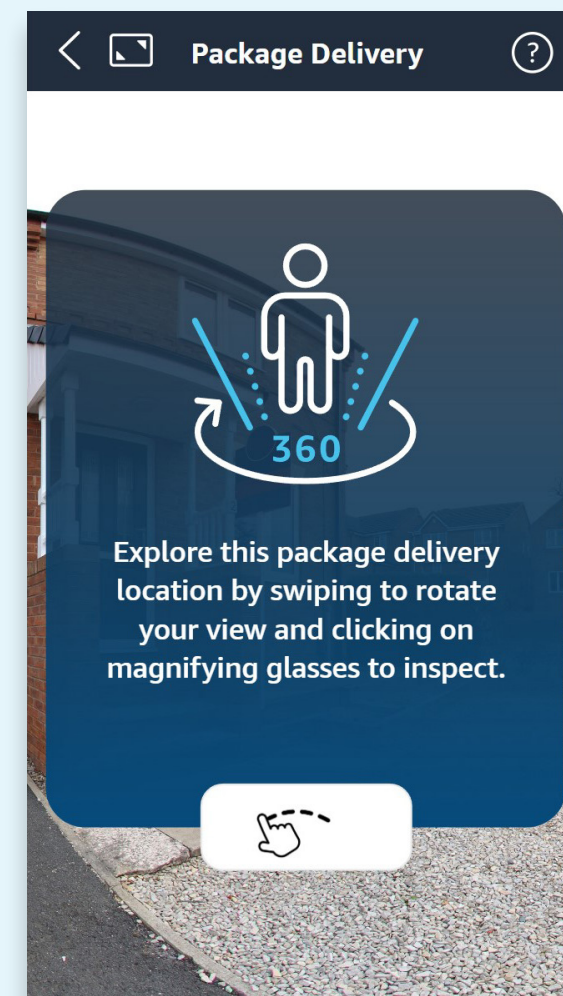
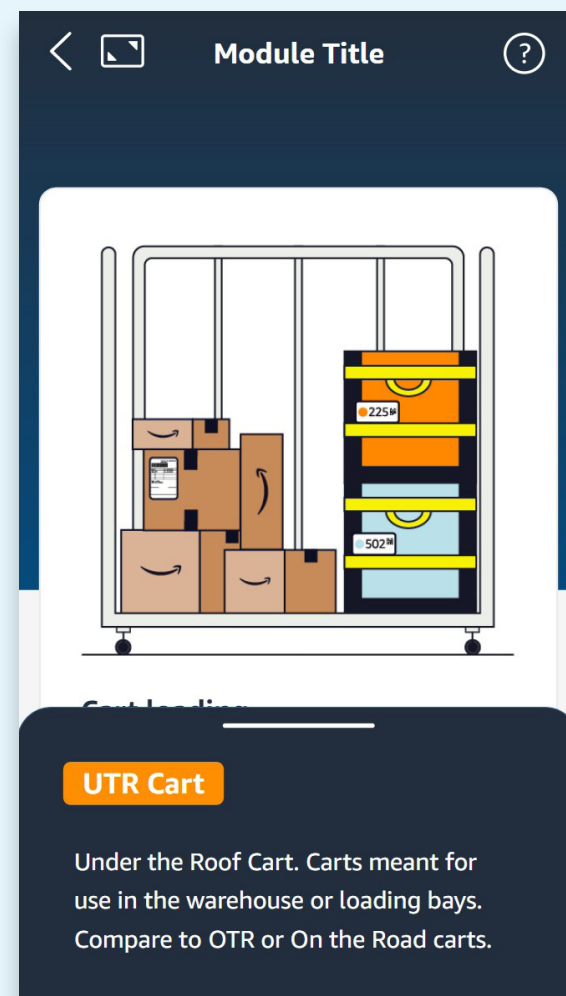
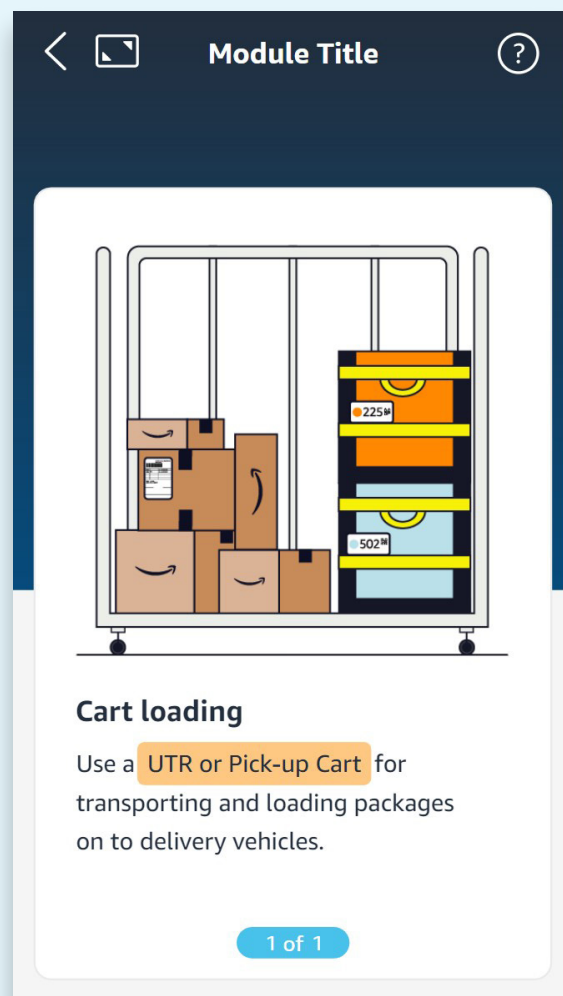
Storyline Template



Copy the **Compass Template.story** working file to create new modules. This template includes info, interaction, and question slides equipped with triggers and animations.




Additional Interactions

There are also interaction-enhanced info slides. These include vocabulary click-and-reveals, 360 photo tours, and photo toggle cards.





Question Slides

There are ten question types available. These range from multiple choice to drag and drop. For nearly every question type there is an image-based and text-based version.




  Question Types 

Question 1
All packages loaded into the vehicle should be arranged from front (cab) to rear. *Tap True or False.*

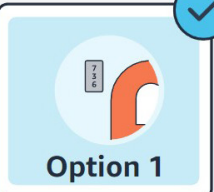

True

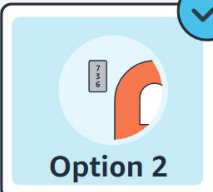

False

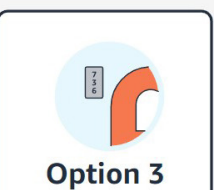
Submit

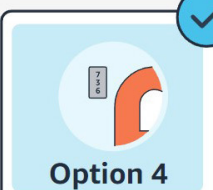
  Question Types 

Question 7
This is a multiple choice where the user can select multiple answers. *Select all that apply.*





Option 1


Option 2

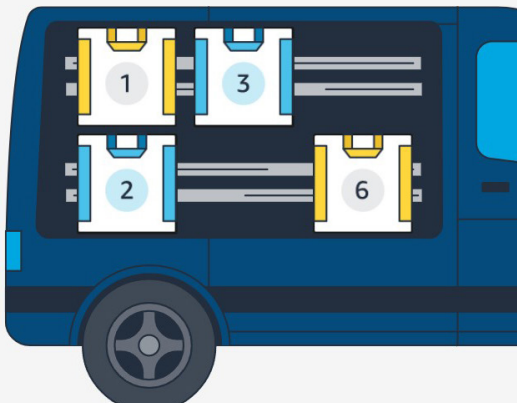
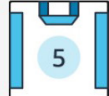
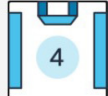

Option 3


Option 4




Submit

  Question Types 

Question 8
Rearrange the packages in the van using the shelf method. *Drag and drop the packages below.*

Submit

  Question Types 

Question 9
Place the steps of a QR-Code Delivery in the correct order. *Drag and drop the steps below.*

1

Draggable Answer 3

2

Draggable Answer 2

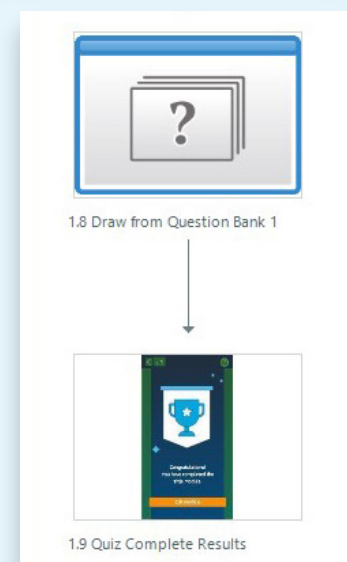
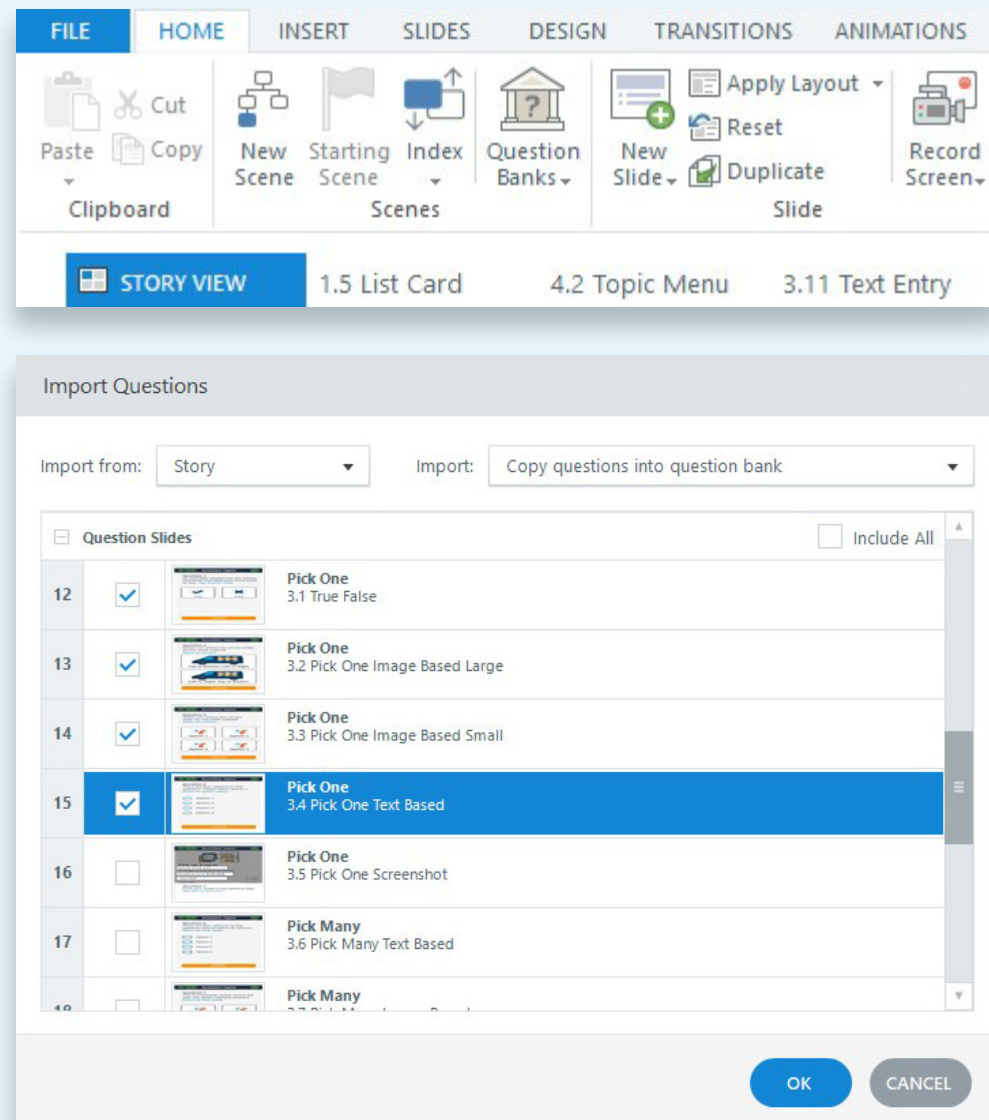
3

Draggable Answer 1

4

Draggable Answer 4

Submit



Question Slides

Import your questions into a **Quiz Bank** to make them reportable to the results slide.

ILLUSTRATIONS & ICON TIPS

1. From **Story View**, click the **Question Banks** button and create a new Question Bank.
2. Import the questions you have created.
3. Select **New Draw from Question Bank** from the **Question Bank** drop-down. Replace your questions in the Scene with the single slide this creates.

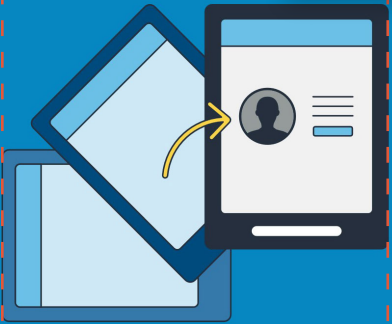
Notes

Class Overview

- Lesson 1: Cart Handling**
 - Safety
 - Staging & Scanning
- Lesson 2: Vehicle Loading**
 - Labels
 - Shelf Method
 - Triple Stack Method
- Lesson 3: Load Out Wrap Up**
 - Completing Vehicle Loading
 - Getting Load Out Help

Cart Handling

Rotate your tablet to portrait (or vertical) view when you start a module.





☐ Ruler
☐ Gridlines
☒ Guides
Show

Notes

Cart Handling

What part of the package label is highlighted?



 **Class Questions**

Companion Guides

Use the **Companion PowerPoint** template to create trainer guides.

COMPANION GUIDE TIPS

1. Install the Amazon Ember front and **use PowerPoint for Desktop** to ensure type and brand consistency.
2. Outline all topics on the Class Overview slide.
3. Turn on Guides to place all imagery in the right 3rd of the screen.
4. Include Speaker Notes in the Notes section discussion answers and external resources.

Continuing Education : Job Aid Template

The kit includes a Microsoft PowerPoint template for Continuing Education Job Aids. It is based on current Last Mile Comms Templates but is simplified for a quicker and easier production process.

KEEP IN MIND WHILE USING THE TEMPLATE:

- 1. This template is only for Continuing Education Job Aids** that appear on the Learning Portal platform. Do not use for Onboarding content.
- 2. Only add images** if they are created in the Last Mile Illustration style. Do not add photos, logos or other graphics.
- 3. You can switch out the header design by content topic.** The file contains options for Delivery, On-Road, DA Resource Hub, Pre-Shift/Loadout, and Seasonal Safety.
- 4. For best quality,** in PowerPoint select export as a PDF, then export PNG out of Acrobat. Canvas size can be adjusted in PPT or cropped after export.

Resources

For resources mentioned in this guide and more information reference these links.

CONTACT & OFFICE HOURS

us-amzl-compass-support@amazon.com

WIKI PAGE

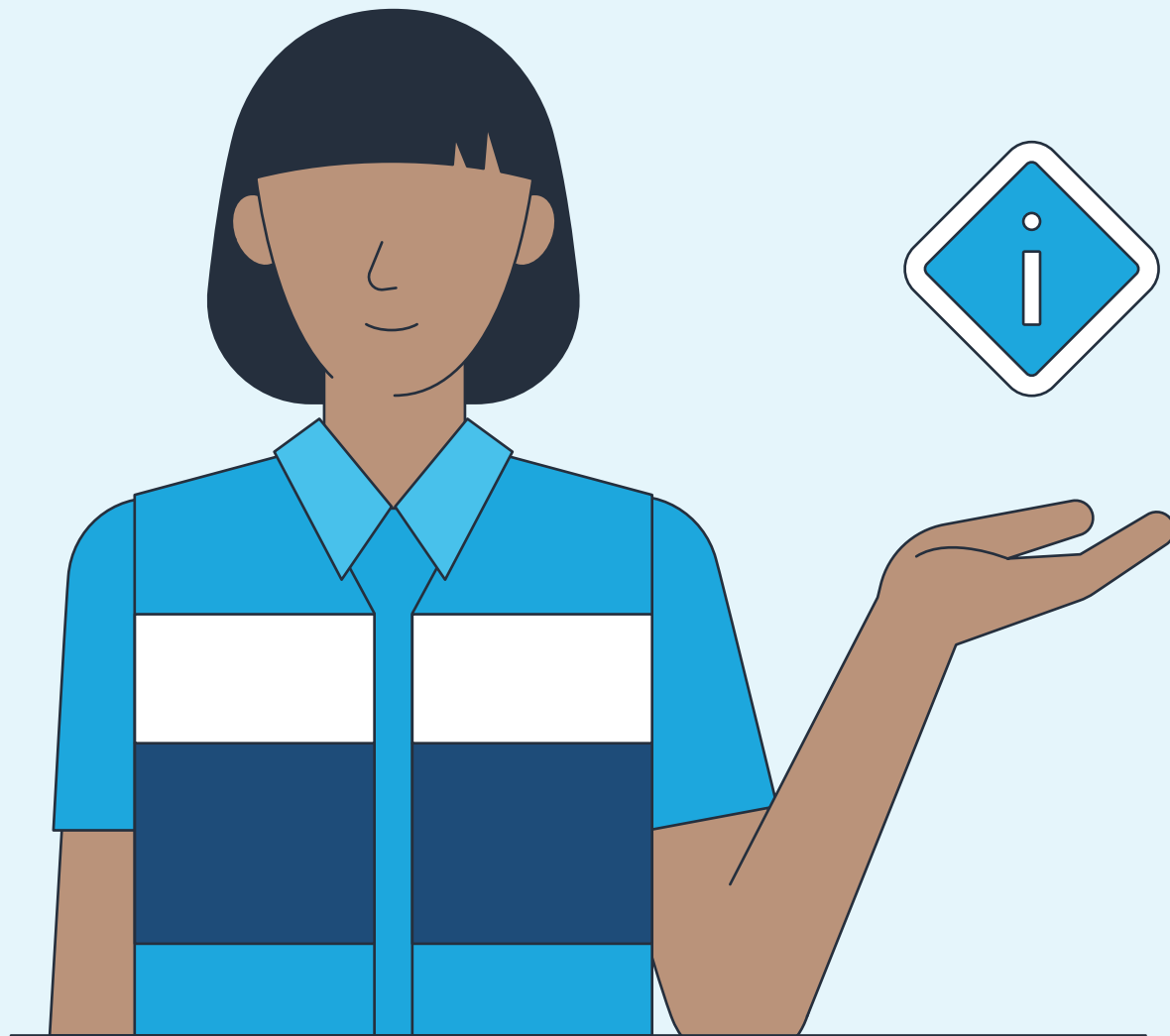
[Driver Training and Programs \(DT&P\) Wiki](#)

ASSET DOWNLOADS

[Compass OTR Training Design Kit \(Alpha\)](#)

[Last Mile Design Assets](#)

[Amazon Brand Assets](#)



Thank you!