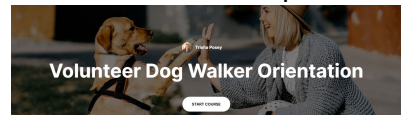
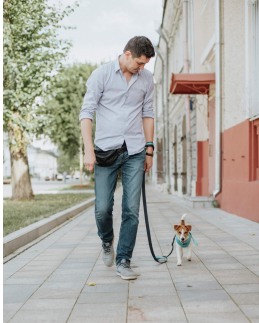


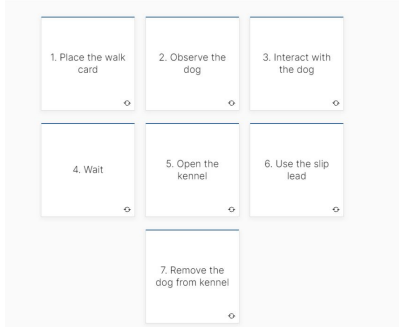
Project Name: Volunteer Dog Walker Orientation	Instructional Designer: Trisha Posey
Audience: Volunteers at the dog shelter who have not gone through dog walker orientation.	
Learning Objectives: By the end of this course, the learner will be able to: 1. Identify necessary steps in pre-walk preparation. 2. State the walking equipment needed and where to get it. 3. Order the seven steps to take to remove a dog from a kennel. 4. How and where to prepare the dog for a walk. 5. What to do and not to do on a walk. 6. Identify necessary steps to return the dog to the kennel after the walk.	Course Outline: 1. Main Course Page 2. Overview 3. Pre-walk Preparation a. Steps b. Knowledge check 4. Removing Dog from Kennel a. Steps b. Knowledge check 5. Prepare Dog for Walk a. Steps b. Knowledge Check 6. Go on Walk a. To do on walk b. To not do on walk 7. Return Dog to Kennel a. Steps b. Knowledge Check 8. Quiz

	Slide Title and Text	Visuals	Interactions
Section 0	Main Course Page		
0.1	Thank you for volunteering to be a dog walker to help our dogs get exercise and be better prepared for adoption. This short orientation course will help prepare you for dog walking in order to keep you and the dog as safe as possible.	Picture of woman with dog with course title on top. 	User clicks “Start Course”

Section 1	Overview		
1.1	Welcome! Thank you so much for volunteering your time to help dogs who do not yet have a home of their own. As you go through this course, please feel free to contact us with any questions you may have. We want you to feel as prepared and confident as possible when you are volunteering. volunteer@dogshelter.com 314-555-1234 IG: DogShelterUSA	Picture of man walking dog with leash 	User clicks “Continue”
Section 2	Pre-walk Preparation		
2.1	Introduction There are several steps that need to take place at the shelter before starting a walk.	n/a	The steps are presented as “interactive process” slides - one step per slide that the user clicks through. User clicks “Start”
2.2	Step 1 Sign out the Dog On the sign out whiteboard in the main office, write the following: 1. The dog’s name 2. Your name 3. The current time	Picture of woman writing on whiteboard 	User clicks the arrow button for the next page.
2.3	Step 2 Get General Walking Supplies	Picture of dog with leash in his mouth	User clicks the arrow button for the next page.

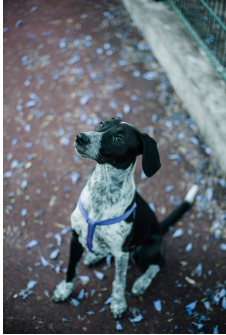
	Get the following items in the supplies room: 1. Slip lead 2. Clip leash 3. Waste bags 4. "I'm on a walk" sign 5. Treats		
2.4	Step 3 Get Dog-Specific Walking Supplies Your dog has walking supplies that have been specifically fitted for them. In the supplies room, find the hanging pocket organizer that has your dog's name written on it. The pocket should contain the following: 1. Martingale collar 2. Harness 3. "Adopt Me" bandana	Picture of dog with harness on 	User clicks the arrow button for the next page.
2.5	Summary Double check that you have done each of the three steps: 1. Sign out the dog 2. Get general walking supplies 3. Get dog-specific walking supplies Now you're ready to get your dog!	n/a	User can click "Start Again" to look through the slides again or the user can click "Continue" to move forward in the course.
2.6	Knowledge Check What are the steps involved in signing out your dog? 1. Tell the front office staff that you are leaving. 2. Write your dog's name, your name, and the current time on the	n/a	User answers a multiple choice question User clicks "Submit"

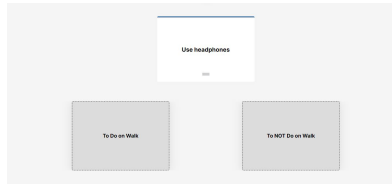
	whiteboard. 3. Write your dog's name, your name, and the current time on the iPad spreadsheet.		User is shown if the answer is correct or incorrect. They can redo the question by clicking "Take Again" or move forward in the quiz by scrolling.
2.7	Knowledge Check Select the general walking supplies that you will get from the supplies room. (Select multiple answers) 1. Slip lead 2. Water bowl 3. Clip leash 4. Waste bags 5. "I'm on a walk" sign 6. Bones 7. Treats	n/a	User answers a multiple response question User clicks "Submit" User is shown if the answer is correct or incorrect. They can redo the question by clicking "Take Again" or move forward in the quiz by scrolling.
2.8	Knowledge Check Select the dog-specific walking supplies that you will get from the supplies room. (Select multiple answers) 1. Harness 2. "Adopt Me" Bandana 3. Slip lead 4. Martingale collar 5. Waste bag	n/a	User answers a multiple response question User is shown if the answer is correct or incorrect. They can redo the question by clicking "Take Again" or move forward to the next section by clicking "Continue."
Section 3	Removing Dog from Kennel		

3.1	The following are the steps to take to safely remove your dog from their kennel before the walk. 1. <i>Place the walk card</i> / Place the "I'm on a walk" card on the front of the dog's kennel. 2. <i>Observe the dog</i> / Observe the dog's behavior. If the dog shows behaviors you're not comfortable with, do not take the dog out! 3. <i>Interact with the dog</i> / Give the dog some time to get used to you. Give them a treat by tossing it into the kennel. Do NOT put your fingers through the kennel door. 4. <i>Wait</i> / Give the dog some time to calm down. Once they are more calm, you can take them out. 5. <i>Open the kennel</i> / Open the kennel door slightly. Put your foot in front of the door to prevent it from being pushed open. 6. <i>Use the slip lead</i> / Have the loop on the slip lead go around the dog's head. It will tighten around their neck. 7. <i>Remove the dog from the kennel</i> / Keep a short leash. Quickly move the dog from the high-stress kennel area to the walking prep room.		The steps are presented on interactive flashcards in a grid formation. The front of the card has the title of the step. When the user clicks on the card it will flip over to see more information about the step. User clicks "Continue" after looking at all the flashcards.
3.2	Knowledge Check Where does the walk card go? 1. On the front of the dog's kennel 2. Hand it to the front desk staff on your way out 3. Put it in your pocket	n/a	User answers a multiple choice question User clicks "Submit" and is shown if the answer is correct or incorrect. They can redo the question by clicking "Take Again" or move forward in the quiz by scrolling.
3.3	Knowledge Check If you feel uncomfortable, what should you do? 1. Go ahead and take the dog for a walk. It will probably be fine. 2. Do not take the dog out of their kennel.	n/a	User answers a multiple choice question User clicks "Submit" and is shown if the answer is

			correct or incorrect. They can redo the question by clicking “take again” or move forward in the quiz by scrolling.
3.4	Knowledge Check Which of the following statements regarding foot placement is true? 1. Both feet should be inside the kennel. 2. One foot should be in front of the kennel door to prevent it from being pushed open. 3. It doesn't matter where your feet are - just do whatever is most comfortable.	n/a	User answers a multiple choice question User clicks “Submit” and is shown if the answer is correct or incorrect. They can redo the question by clicking “Take Again” or move forward in the quiz by scrolling.
3.5	Knowledge Check Select the two correct answers below based on the following statement: When you remove the dog from the kennel and are walking to the walking prep room, you should... 1. Walk slowly 2. Walk quickly 3. Keep a short leash 4. Keep a long leash 5. Allow dogs to greet each other as you walk in front of the other kennels	n/a	User answers a multiple response question User is shown if the answer is correct or incorrect. They can redo the question by clicking “Take Again” or move forward to the next section by clicking “Continue.”
Section 4	Prepare Dog for Walk		
4.1	Introduction Once in the walking prep room, take the following steps to ensure that your dog is safe and prepared for the walk.	n/a	The steps are presented as “interactive process” slides - one step per slide. User clicks “Start”

4.2	Step 1 Close the Door Make sure the door is closed securely.	Picture of door being shut 	User clicks the arrow button for the next page.
4.3	Step 2 Put on the Martingale Collar The collar has already been fitted for your dog. Make sure there is about an inch of fabric between the two metal rings on the collar.	Embedded video about what a martingale collar is and how to use one. Link here Put on the Martingale Collar 	User clicks the arrow button for the next page.
4.4	Step 3 Put on the Harness Put the pre-fitted harness on your dog. Double check that it is securely clasped shut.	Picture of dog with harness on	User clicks the arrow button for the next page.

			
4.5	Step 4 Put on the “Adopt Me” Bandana Tie the bandana around the dog’s neck so that “Adopt Me” is clear.	Picture of dog with “adopt me” bandana on 	User clicks the arrow button for the next page.
4.6	Step 5 Attach Two Leashes You should have two leashes. Attach one to the martingale collar and the other to the harness.	Picture of two leashes 	User clicks the arrow button for the next page.
4.7	Step 6 Head Outside!	Green circle with check mark in the middle.	User clicks “continue”

	Double check everything is secure on your dog and head outside for the walk.		
4.8	Knowledge Check The user will need to put the 6 steps from the previous section in the correct order. They will match each step with text that says “Step 1,” “Step 2,” etc.	n/a	User puts answers in the correct order User clicks “Submit” when done with the knowledge check, and then clicks “Continue”
Section 5	Go on Walk		
5.1	Introduction While on the walk, there are things to do and not do in order to keep you and your dog safe. Please put these things in the correct category below.	n/a	The steps are presented as an “interactive sorting activity.”
5.2	The user is given a stack of statements on virtual notecards. The user sorts statements into “To Do on Walk” and “To NOT Do on Walk” The statements are as follows: To do on a walk: • Watch your dog for signs of overheating, being too cold, or becoming fatigued. • Spend 20-60 minutes on the walk during the week. • Spend 15 minutes on the walk during peak weekend adoption times To not do on a walk: • Allow your dog to interact with other dogs		The user sorts the given cards The user clicks “Continue” when done with the activity

	• Allow your dog to interact with people • Use headphones • Use your cellphone		
Section 6	Return Dog to Kennel		
6.1	Introduction After you are done with your walk, follow the steps to ensure safety when returning the dog to their kennel.	n/a	The steps are presented as “interactive process” slides - one step per slide. User clicks “Start”
6.2	Step 1 Enter Shelter Through Side or Back Door Entering through a side or back door will limit the risk of interacting with other people or dogs in the visitor area. If you see another volunteer entering through one of the doors, wait until they are totally out of sight.	n/a	User clicks the arrow button for the next page.
6.3	Step 2 Go to the Walk Prep Room Take off the following: 1. One leash 2. “Adopt Me” bandana 3. Harness 4. Martingale collar 5. Put the slip lead over the dog's head and prepare to leave the room.	Picture of check list 	User clicks the arrow button for the next page.
6.4	Step 3 Return Your Dog to the Kennel Using the slip lead, walk the dog back to their kennel quickly and with a short leash.	Picture of dog in kennel	User clicks the arrow button for the next page.

	Open the kennel door and have the dog walk into the kennel. Loosen the slip lead and close the kennel door.		
6.5	Step 4 Return Walk Items Go back to the walk prep room and gather your dog's walk items. Return them to your dog's designated place in the supply room.	n/a	User clicks the arrow button for the next page.
6.6	Step 5 Record Time Go to the volunteer whiteboard in the main office and record the time you finished walking on the line you wrote your name and the dog's name earlier.	Picture of watch 	User clicks the arrow button for the next page.
6.7	Thank you! You're done with the walk! Thank you for volunteering your time to help our dogs!	Picture of dog with thank you card in mouth 	The user clicks "Continue"
6.8	Knowledge Check	n/a	User puts correct answers

	The user will need to put the 5 steps from the previous section in the correct order. They will match each step with text that says “Step 1,” “Step 2,” etc.		in order. User clicks “Submit” when done with the knowledge check, and then clicks “Continue”
Section 7	Test Your Knowledge		
7.1	Test your Knowledge Take this short quiz to test your knowledge.		User clicks “Start Quiz”
7.2	Quiz Question 1 What are some of the items needed to take a dog on a walk? (Select all that apply) 1. Martingale collar 2. Waste bags 3. Headphones 4. “Adopt Me” bandana (Feedback with wrong answer: You should never use headphones while walking a dog in order to be more aware of your surroundings.)	n/a	User answers a multiple response question User clicks “Submit” when done with the question. They will see if the answer is correct, and then they will click “Next.”
7.3	Quiz Question 2 When returning from a walk, you should enter the building with another volunteer who is returning from their walk as well. 1. True 2. False (Feedback with wrong answer: Please do not allow your dog to get close to or interact with any other dogs or people. If another volunteer is close by, wait until they are out of sight to continue into the building.)	n/a	User answers a true/false question User clicks “Submit” when done with the question. They will see if the answer is correct, and then they will click “Next.”
7.4	Quiz Question 3 If you feel uncomfortable getting your dog out of their kennel, you	n/a	User answers a true/false question

	should not take them out. ☒ True ☐ False (Feedback with wrong answer: If you ever feel uncomfortable or unprepared, please tell a staff member and we can help you or assign you a different task.)		User clicks "Submit" when done with the question. They will see if the answer is correct, and then they will click "Next."
7.5	Quiz Question 4 When walking a dog from their kennel to the walk prep room, you should walk slowly so your dog can greet dogs in the other kennels. ☐ True ☒ False (Feedback with wrong answer: Please walk quickly through the kennel area with a short leash in order to leave the area as quickly as possible. The kennel area is a very high stress area for dogs.)	n/a	User answers a true/false question User clicks "Submit" when done with the question. After seeing if the answer was correct, the user clicks "Next."
7.6	Quiz Question 5 When getting supplies to walk your dog, you can pick any collar and harness you want. ☐ True ☒ False (Feedback with wrong answer: Please remember to get the designated collar and harness for your dog. These have been pre-fitted, so you will not have to do any adjustments.)	n/a	User answers a true/false question User clicks "Submit" when done with the question. After seeing if the answer was correct, the user clicks "Next."
7.7	Quiz Question 6 What are the steps to taking a dog out of their kennel? The user will need to put the 7 steps in the correct order. They will match each step with text that says "Step 1," "Step 2," etc.	n/a	User puts answers in the correct order User clicks "Submit" when done. User must earn an 80% or higher on the quiz. If they do not, they may take the quiz again.