

Technology Onboarding for New Employees Design Document

Project Overview

Technology Onboarding for New Employees is a self-paced eLearning course developed in Articulate Rise 360. The course provides foundational training on Outlook, Microsoft Teams, and Canvas. The training supports newly hired employees by increasing confidence, reducing onboarding friction, and providing guided instruction on commonly used workplace technologies.

Target Audience

New employees requiring proficiency in organizational communication, collaboration, and learning management systems.

Delivery Method

- Self-paced eLearning
- Articulate Rise 360
- Mobile-friendly design
- Approximately 2.5 hours

Learning Objectives

Outlook Module: Compose professional emails, organize inboxes, manage contacts, and schedule meetings.

Teams Module: Navigate Teams, utilize collaboration features, access workflow tools, and support daily operational tasks.

Canvas Module: Navigate the LMS, create and organize courses, manage assignments, and organize learning resources.

Instructional Strategy

Chunked learning, guided procedures, visual demonstrations, knowledge checks, flashcard reviews, accordion interactions, workplace examples, and retrieval practice.

Assessment Strategy

Formative assessments include knowledge checks, flashcard reviews, reflection questions, and procedural practice activities.

Course Structure

Module 1: Email Communication & Calendar Management

Module 2: Team Collaboration & Workflow Tools

Module 3: Learning Management System Navigation

Success Criteria

Learners successfully complete all modules and demonstrate understanding of core technology workflows necessary for effective workplace performance.