

# Build Guide

The entry point for building the course in Claude Code. It says what to build, in what order, which text appears on screen, and which text is only a note. When this guide and another tab seem to disagree, ask before building.

## 1. What you're working from

- **This document, all tabs**, is the build source: Storyboard, Build Guide, Scenes, Assessment, Quick Guide, and Requirements & Sources.
- **The assets/ folder** in the project holds the photos, the Quick Guide PDF, and the optional logo, named as listed in section 7.
- **What to deliver**: the finished site as a self-contained folder (starting with `index.html`) plus a zip of that folder, ready to upload to the bucket by hand. Don't deploy or ask for account logins.

**The prototype/ folder** holds approved Claude Design prototypes. Match their look and layout, and apply the same patterns to screens of the same type. If their text or behavior differs from this document, follow this document.

**Export like Storyline or Rise**: the finished course must be a folder I can upload to my Google Cloud Storage bucket and open from its public link, the same way a Storyline or Rise web export works. Everything inside it must work from that link with no extra setup.

**The course is a static website** hosted in a public Google Cloud Storage bucket. There is no server, database, login, or tracking. All file paths are relative. Progress is saved in the learner's browser.

## 2. On screen or note? (read this before building any screen)

**Shown on screen, word for word:**

- **Everything inside an "On screen" block or a "Situation" block.** **Bold Name (role)**: at the start of a line is a speaker label: show the speaker's avatar, name, and role, then the line. Italic text in the scripts only marks narration or a stage direction: show it as regular text, never in italics on screen. The one exception: a word italicized inside a spoken line to show how it's said (such as "really" in assessment 3A) stays italic.
- **The decision prompt**, including its instruction line ("Choose one answer, then select Submit.").
- **Each option**, without the "(Best)" label.
- **Each feedback line**, starting with its verdict (Good choice. or Not the best choice.), which is the feedback card's heading.
- **Consequences in story scenes**: shown in the feedback panel in this order: the verdict (the card's heading), then "Your answer:" and the chosen option, then the consequence in its own light teal

box, then the rest of the feedback in the feedback card (section 6). Recognition scenes (CO, 1A, 1B, 1C, 4A) have one consequence shared by all options. It isn't shown after Submit: it's the story's last line, before the decision, as plain narration, so they show only the feedback card.

- **Bridges** on the "What to remember" cards, and the content of each card.
- **Button labels** exactly as written (Next, Submit, Show the question, Finish, Download certificate (PDF), Download summary (PDF)).

#### Notes only, never shown:

- Scene IDs and headings ("1B: 'He laughs too'", "Question 2: Respond when targeted")
- The "(Best)" label, which only marks the correct answer
- Screen type, Goal(s), Characteristic, Placement, Setting & characters, Input, Controls, Notes, Verdicts, Visual notes, and Accessibility notes. These are build instructions.
- **People lines:** in Setting & characters, "People:" lists who is in the scene. It's a note and isn't shown on screen. Each speaker's role tag on their dialogue lines is their short tag from the Short tags table on the Storyboard tab (Setting & Cast), the same every time. Assessment characters use the role in brackets on their "People:" line (for example, "Rosa (new forklift trainer)"). The longer project role is for reference only and isn't shown to learners.
- **Topic names** for the assessment (Recognize, Respond when targeted, and so on). They appear only on the results and summary screens, under "Topics to review."

**Placeholders to fill at runtime:** [Learner name] from the name box on the Assessment Results screen; [Date] as today's date (for example, October 8, 2026); [number] and [topics] from the assessment results; [question number] from the question the learner missed (Second Situation screens).

**Never add:** citation labels, extra text, images you create yourself, or anything not in these tabs. Use only the image files supplied in the assets folder. The one exception is the drawn setting banners on story scenes (section 6, "Setting banners").

## 3. Screen order

Every screen, in order. Each screen has its own unique title, in the format "Title | Recognize, Respond, Report." The one exception is the title screen (CN), whose tab title is just the course name, so it isn't repeated.

| # | Screen           | Page title                                                           | Script     |
|---|------------------|----------------------------------------------------------------------|------------|
| 1 | Content note     | Recognize, Respond, Report: Your Part in a Harassment-Free Workplace | Scenes: CN |
| 2 | Cold open        | The Kickoff Meeting                                                  | Scenes: CO |
| 3 | The four actions | The Four Actions                                                     | Scenes: FA |
| 4 | Reflection       | Reflection                                                           | Scenes: RF |
| 5 | Scene 1A         | Recognize · The Project Chat                                         | Scenes: 1A |

| #       | Screen                                        | Page title                                    | Script                                      |
|---------|-----------------------------------------------|-----------------------------------------------|---------------------------------------------|
| 6       | Scene 1B                                      | Recognize · At the Coffee Station             | Scenes: 1B                                  |
| 7       | Scene 1C                                      | Recognize · The Vendor Calls                  | Scenes: 1C                                  |
| 8       | Scene 1D                                      | Recognize · In the Workspace                  | Scenes: 1D                                  |
| 9       | Recognize summary card                        | Recognize · What to Remember                  | Scenes: W1                                  |
| 10      | Scene 2A                                      | Respond · In the Training Room                | Scenes: 2A                                  |
| 11      | Scene 2B                                      | Respond · The Night Shift                     | Scenes: 2B                                  |
| 12      | Respond summary card                          | Respond · What to Remember                    | Scenes: W2                                  |
| 13      | Scene 3A                                      | Report · The Monday Stand-Up                  | Scenes: 3A                                  |
| 14      | Scene 3B                                      | Report · At Grace's Desk                      | Scenes: 3B                                  |
| 15      | Scene 3C                                      | Report · The Contract Analyst                 | Scenes: 3C                                  |
| 16      | Report summary card                           | Report · What to Remember                     | Scenes: W3                                  |
| 17      | Scene 4A                                      | Don't Retaliate · After the Report            | Scenes: 4A                                  |
| 18      | Scene 4B                                      | Don't Retaliate · At Tyler's Desk             | Scenes: 4B                                  |
| 19      | Scene 4C                                      | Don't Retaliate · In the Break Room           | Scenes: 4C                                  |
| 20      | Scene 4D                                      | Don't Retaliate · The Northfield Calls        | Scenes: 4D                                  |
| 21      | Don't Retaliate summary card                  | Don't Retaliate · What to Remember            | Scenes: W4                                  |
| 22      | Story epilogue                                | Launch Day                                    | Scenes: EP                                  |
| 23 – 27 | Assessment Questions 1–5 (see section 4)      | Assessment · Question 1 of 5 (through 5 of 5) | Assessment tab                              |
| 28      | Results, with name entry                      | Assessment Results                            | Assessment: Assessment Results              |
| 29      | Certificate (passed) or Summary (didn't pass) | Your Certificate or Your Summary              | Assessment: Your Certificate / Your Summary |
| 30      | Close, screen 1                               | Before You Finish                             | Scenes: CL, Screen 1                        |
| 31      | Close, screen 2                               | Course Complete                               | Scenes: CL, Screen 2 (button: Finish)       |

## 4. Assessment logic

1. Show Question 1, Version A.

2. After Submit, show the feedback panel. If the answer is correct, Next goes to the next question's Version A.
3. If the answer is wrong, the feedback ends with: "You have one more try, with a new situation on the same topic." Next goes to that question's Version B (the Second Situation). Version B opens, directly under the screen heading, with: "You didn't choose the correct answer on Question [question number]. Try this new situation on the same topic." Its page title adds ", Second Situation."
4. After Version B's feedback, Next goes to the next question's Version A, whether B was right or wrong. Every learner answers all 5 questions. Version B's feedback never includes the "one more try" line: if B is also wrong, the feedback shows its verdict and explanation, and Next goes to the next question.
5. A question counts as passed if Version A or Version B was correct. The learner passes only if all 5 questions are passed.
6. **Topics to review** = the topic name of each question where both A and B were wrong, using these names: Recognize; Respond when targeted; Report early, from anyone; Stop your own conduct; Don't retaliate.
7. On screen, a question's heading shows only its number ("Assessment · Question 2 of 5"), never its topic name. On a second try, the heading adds ", Second Situation," as in "Assessment · Question 2 of 5, Second Situation," so no two screens share a heading. On the results screen, "Assessment Results" is the H1 and the result message is an H2 directly below it.
8. Then: Assessment Results (with name entry) → Your Certificate (passed) or Your Summary (didn't pass) → Close.

The Assessment tab's "How the assessment works" section has the same rules in more detail.

## 5. Interface rules

Follow the Storyboard tab's **Navigation & Accessibility** section exactly. In short:

- **Header, at the top of every screen:** course title, a progress bar with six labeled markers (Recognize, Respond, Report, Don't Retaliate, Assessment, and Wrap-up), and two buttons: Sections and Policy at a glance.
- **Footer, at the bottom of every screen:** Back on the left, Next on the right, in the same place with the same labels on every screen. The last screen uses Finish instead of Next.
- **Decisions:** radio buttons in a labeled group, with one Submit button directly below. In story scenes, the decision appears only after the learner selects "Show the question" (see "Show the question" below); assessment questions show it right away. After Submit, the feedback panel appears below and receives focus. In story scenes, the learner can choose a different option and select Submit again; the new feedback replaces the old, and the most recent answer is the one saved. Assessment questions are locked once their feedback is shown.

- **Policy at a glance panel:** the Quick Guide tab's content, plus the one-line EEOC definition. The EEOC's online portal, email, and field-office addresses are text links that make sense on their own (WCAG 2.2).
- **Accessibility:** WCAG 2.2 Level A and AA. Keyboard access everywhere, a visible focus outline, "Skip to main content" as the first link, focus moved on every screen change (see "Screen changes" below), click targets at least 24 by 24 pixels, no drag-only interactions, color never the only signal, and `<html lang="en">` on every page.
- **Saved in the browser only:** everything the learner does (the current screen, every answer, and the name), so Back, Resume, and the results all work. Nothing entered on the Reflection screen is saved. Survey answers on the last screen aren't saved or sent anywhere.

**Screen heading:** every screen shows its heading (the page title from section 3, without the course name) as a visible H1 at the top of the content. Learners never see the word "Chapter."

#### **More screen reader and visual rules:**

- **Your answer:** on every question, in story scenes and the assessment, after Submit, "Your answer:" and the chosen option appear right after the verdict heading, so screen reader users know what they chose.
- **Nothing selected:** if Submit is selected with no answer chosen, show "Choose an answer first." next to the question and announce it immediately.
- **Form fields:** every text box and rating (the Reflection box, the name box, the survey) has a visible label connected to it in the code, any instructions are connected to the field, and any error is shown in text and announced.
- **Progress bar:** each screen belongs to a stage. The title screen, cold open, The Four Actions, and Reflection are Introduction, before the first marker. Then come Recognize, Respond, Report, and Don't Retaliate (Launch Day is part of Don't Retaliate); the assessment questions, results, and certificate or summary are Assessment; the Close is Wrap-up. For screen readers, a line of visually hidden text directly after each screen's heading says "[number]% complete," matching the bar's fill rounded to a whole number ("0% complete" on the title screen, where it comes after the subtitle), so it's heard on every screen. Visually, the bar covers the whole course (see "Progress bar fill").
- **Sections and Policy at a glance:** open as dialogs. Focus moves into the panel, Tab stays inside it, Esc and a visible Close button close it, and focus returns to the button that opened it.
- **Lists:** the 1C timeline is a numbered list, read in order.
- **Zoom and motion:** everything works at 400% zoom and at 320px width without sideways scrolling, and no animation plays when the learner's device is set to reduce motion (everything appears at once). On small or zoomed screens, the header and footer may scroll with the page instead of staying fixed, so they never cover the content.
- **Readable text:** body text line height of 1.5, clear space between paragraphs, and no all-caps blocks of text.

- **Chat scenes** (story 1A, assessment 1B and 5B): the messages are a list in the code, so screen readers announce how many there are. Story 1A shows them in a chat window (section 6). Every message is read with its sender first, for example "Tyler, project coordinator: ...". In all dialogue, the speaker's name and role come before the line in the code, not just beside it visually.
- **Selected answers:** the chosen option shows a filled radio button (or checked box) and bold text. After Submit, a small "Your answer" tag appears next to it, so the choice is never shown by color alone.
- **Progress bar fill:** fills evenly across every screen of the course, from empty on the title screen to full only on the last screen (Course Complete), so there's always some bar left until the course ends. A Second Situation screen keeps the same fill and percentage as the question it replaces. The introduction screens come before the first marker; the Close falls under Wrap-up, the last marker. The bar's fill and its marker icons are dark teal #077A82, and the current stage's marker is highlighted. Every marker shows its icon with a short text label below it (Recognize, Respond, Report, Don't Retaliate, Assessment, Wrap-up). On narrow screens such as phones, where the six labels don't fit, show the icons only and display the current stage's name as text next to the bar; the full labels stay available to screen readers.
- **Starting state:** every question starts with nothing selected and no feedback visible. Feedback, including "Your answer," appears only after the learner chooses an option and selects Submit.
- **Story scene reveal** (the cold open and 1A–4D; not the assessment): each time a story scene opens, every item before the decision fades in, in reading order: each narration line, speech bubble, and chat message (the 1C timeline and the 4D calendar card fade in as one item each), then a recognition scene's consequence line, then the "Show the question" button. Items start 0.3 seconds apart, closer when a scene has more items, and each takes 0.4 seconds, so everything has appeared within 2 seconds. Everything is in the page from the start, in reading order, so screen readers can read it right away; there is no live region. With reduced motion, everything appears at once.
- **Show the question** (story scenes only): a main-style button at the end of the story. Selecting it once reveals the decision directly below and removes the button; the decision can't be hidden again. Keyboard focus moves to the "Your decision" heading (focusable with `tabindex="-1"`, no visible focus ring needed), so screen reader users know where they are on the same page. The button has no `aria-expanded` or `aria-controls`. Once revealed, the decision stays revealed when the learner leaves and comes back (Back, the Sections menu, or Resume); this is saved with progress and cleared by Start over. A scene that already has a chosen or submitted answer opens with the decision shown.
- **Screen changes:** after every screen change, move keyboard focus to the first thing the learner needs on the new screen: normally the screen's heading, and on the Assessment Results screen, the result message ("You passed." or "You didn't pass this time.") just below the heading. Screen readers then read it and stay inside the course content instead of jumping to the browser or back to the header, which stays reachable with Shift+Tab. When the course first opens

(including Resume), don't move focus: the page starts at the top, so the first Tab reaches "Skip to main content."

- **Skip link:** "Skip to main content" is the first focusable item on every screen. Activating it moves keyboard focus (not just the scroll position) to the screen's H1, the start of the main content, so the header can be skipped in one step from the top of any screen.
- **Assessment questions:** if Next is selected before the question is submitted, the "Answer required" pop-up opens (see "Pop-ups" below). Story scenes are unaffected: there, Next always moves on.
- **Returning learners:** if saved progress exists, the title screen shows "Welcome back. You can pick up where you left off." with two buttons: Resume (main button) and Start over (secondary button). Start over opens the "Start over?" pop-up; confirming clears saved progress and the name. A learner who returns after finishing goes to Course Complete, where the Sections menu lets them review everything, with assessment answers locked.
- **Sections menu:** a Sections button in the header opens a dialog (same rules as the other panels) listing Introduction, Recognize, Respond, Report, Don't Retaliate, Assessment, and Wrap-up. Stages the learner has reached, including the current one, are links, with the current one marked "Current." Later stages are listed as "Not started yet" and aren't links. Selecting a stage goes to its first screen. The menu also has a Start over button (secondary style) at the bottom, so learners and reviewers can start again at any time; it works the same as Start over on the title screen.
- **Back button:** hidden on the title screen. Everywhere else, it goes to the previous screen, with any answers shown. Story scene answers can still be changed; assessment answers stay locked.
- **Acknowledgment checkbox (Before You Finish screen): required.** Its label starts with "(Required)" on screen, so screen reader users hear that it's required before the long label, and the checkbox is marked required in the code (`required` and `aria-required="true"`), so screen readers announce it. If Next is selected while it's unchecked, the "Please confirm" pop-up opens (see "Pop-ups" below).
- **Tips:** none on screen. The Need-to-Know Tips table on the Storyboard tab is reference only: every tip's point is on the What to Remember cards (W1–W4), so tips aren't shown after the feedback.
- **No audio, video, or time limits:** don't add sounds, video, timers, countdowns, or screens that advance on their own.

**Pop-ups.** There are four pop-ups: three open when Next is selected too early, and one confirms Start over. All four work the same way: it's a dialog (`role="alertdialog"`) with a visible title and message, both announced as soon as it opens. Keyboard focus moves to its first button, Tab and Shift+Tab stay inside it, and Esc does the same as the first button. When it closes, focus goes where the table says. Buttons use the main and secondary styles from section 6.

| Screen                                              | Title              | Message                                                                                                                                  | Buttons                                                   | Focus after it closes                                                                                                                                               |
|-----------------------------------------------------|--------------------|------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Assessment questions (not yet submitted)            | Answer required    | Choose an answer and select Submit before moving on.                                                                                     | OK (main)                                                 | The first answer choice                                                                                                                                             |
| Before You Finish (box unchecked)                   | Please confirm     | Check the box to confirm you understand Larkstone's expectations before you continue.                                                    | OK (main)                                                 | The checkbox                                                                                                                                                        |
| Assessment Results (name box blank)                 | Your name is blank | Your certificate needs your first and last name. Continue without it? (Learners who didn't pass see "summary" instead of "certificate.") | Enter my name (main); Continue without a name (secondary) | Enter my name: the name box. Continue without a name: the next screen's heading, and the certificate or summary shows "Name not entered," on screen and in the PDF. |
| Title screen or Sections menu (Start over selected) | Start over?        | This clears your progress, your answers, and your name.                                                                                  | Cancel (main); Start over (secondary)                     | Cancel: the Start over button that opened it. Start over: the title screen, as when the course first opens.                                                         |

## 6. Visual rules

Follow the Storyboard tab's **Visual Direction** section: teal #0AB7C2, black, white, coral #FF7A59, and dark teal #077A82; Source Sans 3 (Google Fonts) for all text; icons are flat and geometric, with no more than three colors; scene images (cold open and Launch Day only) may be photos or flat illustrations, and the other story scenes have drawn setting banners (see "Setting banners" below); people may appear with no detailed facial features (no eyes or mouths), never as photorealistic AI-generated people.

**Type discipline:** Source Sans 3 at regular (400), semibold (600), and bold (700); left-aligned text; one consistent size scale (for example, 16px body text, 20px subheadings, 28px page headings); lines no wider than about 70 characters.

**Corners:** a small 2–4px radius on buttons, cards, the decision card, and the feedback panel. Avatars stay circular, and speech bubbles keep the look of the approved prototype.

**Title screen (CN):** the course name and subtitle sit in white text on a deep teal gradient band, from #055A60 to dark teal #077A82. White text passes contrast (5.1:1 or higher) across the whole band.

**Buttons and focus:**

| Button type | Which buttons                                                            | Look                               | Contrast |
|-------------|--------------------------------------------------------------------------|------------------------------------|----------|
| Main action | Next, Submit, Download certificate (PDF), Download summary (PDF), Finish | Dark teal #077A82 fill, white text | 5.1:1    |

| Button type | Which buttons                                      | Look                                                                    | Contrast               |
|-------------|----------------------------------------------------|-------------------------------------------------------------------------|------------------------|
| Secondary   | Back, Sections, Policy at a glance, Close          | White fill, black text, thin black border                               | 21:1                   |
| Hover       | All buttons                                        | Main buttons darken to #055A60; secondary buttons get a light gray fill | 8:1 or better          |
| Focus       | All buttons, answer choices, links, and text boxes | 2px black outline with a 2px white gap                                  | Visible on every color |

After Submit, assessment answer choices lock but are never grayed out; their text keeps full contrast. The Submit button is disabled once an assessment answer is locked: it stays visible in a muted style, has no hover change, Tab skips it, and screen readers announce it as unavailable. The white gap keeps the black focus outline visible even around a dark teal button.

#### Defaults, unless changed:

- **Named character avatars:** each of the eight story characters has their own circle and initials colors, listed in the Avatar colors table on the Storyboard tab (Setting & Cast). Every avatar has a 2px black outline. Assessment characters reuse any of those combinations, since each appears only once.
- **Unnamed people** (a teammate, the HR partner, a supervisor, a contract analyst, a mechanic from an outside vendor, a vendor's rep, a delivery driver): a white circle with a black outline and a simple person icon instead of initials, labeled with their role.
- **The learner:** no avatar; their lines are labeled "You."
- **Logo:** if `assets/larkstone-logo.jpg` isn't supplied, use the words "Larkstone Supply Co." in Source Sans 3 Bold.
- **Icons** (the four actions, check and information icons, card icons): simple flat SVG icons drawn in the palette.
- **Scene images have alt text.** The two banner images are meaningful, not decorative. Use the alt text given in each screen's visual notes (Scenes tab: CO and EP). The drawn setting banners are decorative (see "Setting banners" below).

**Scene layout.** Scenes where people speak (story scenes and assessment questions) use these sections, top to bottom, each with its own look so they don't blend together. Scenes built around a chat thread (story 1A, assessment 1B and 5B), a timeline (1C), or narration only (3B, 4A, 4D) follow the same order, with that element in place of the dialogue. The other sections stay in the same order:

1. **Heading:** the screen's visible H1 (see section 5).
2. **Scene setting:** narration and stage directions as plain regular text (not italic), with no box and no icon.

3. **Dialogue:** each spoken line in a speech bubble, tinted #E7F8F9 (a light tint of the brand teal) with black text, the speaker's avatar beside it, and their name and role above the text. Narration between lines stays plain regular text, outside the bubbles.
4. **Show the question** (story scenes only): the button at the end of the story that reveals the decision card (section 5).
5. **Decision card:** set apart from the scene by extra space. A coral #FF7A59 header band with the label "Your decision" in black text, then the prompt, options, and Submit button inside the card. Use the header band, not a coral outline alone; a coral outline doesn't meet 3:1 contrast against white.
6. **Feedback panel:** appears below the decision card after Submit, a white panel whose heading is the verdict with its icon, then "Your answer:", then two boxes 12px apart. The **consequence box** (story scenes, when the option has its own consequence): light teal #E7F8F9 background, black text, 16px by 20px padding, 4px corners, and no border, avatar, or speech-bubble tail; if the consequence has an avatar (the HR partner in 3B), it stays beside the text, inside the box. The **feedback card** (story scenes and the assessment): white, with a thin light gray border (#CCCCCC), a 4px dark teal (#077A82) bar on the left, 16px by 20px padding, and 4px corners, holding only the feedback text that comes after the verdict. Recognition scenes and the assessment show only the feedback card. Neither box has a heading, label, or role, and the reading order doesn't change. In the assessment, "You have one more try, with a new situation on the same topic." stays below the feedback card. Verdict icons: a check for "Good choice."; for "Not the best choice.", an x in story 1A and an information mark elsewhere. The icons are decorative; the text carries the meaning.

**Scene images:** the cold open and Launch Day each show a wide banner image (section 7) between the heading and the scene.

**Setting banners:** every other story scene (1A–4D) shows a short, wide, flat illustration of its setting in the same place, drawn as inline SVG: places and objects only, no people, in the course palette (teal #0AB7C2, dark teal #077A82, coral #FF7A59, light teal #E7F8F9, black, white), with 3px black outlines, inside a 2px black border with 4px corners. Each shows the place in its scene's "Setting & characters" note (see each scene's visual notes). They're 112px tall, or 72px on screens 480px wide or narrower, fill the width, and trim their outer edges on narrow screens so the page never scrolls sideways. They're decorative (`aria-hidden="true"`, no text), since the narration already says where the scene is.

**Chat window (story 1A):** the project chat's messages sit inside a chat window: a bordered frame with a dark teal title bar (three dots) and an empty message box with a send icon at the bottom, all decorative. The messages keep their speech bubbles with avatar, name, and role.

For screen readers, each section has a heading: "Scene," "Your decision," and, after Submit, the verdict. The "Scene" heading can be visually hidden, since the layout already shows it.

**Decorative elements.** Mark every purely visual element as decorative so screen readers skip it: avatars (the name and role are always in the text beside them), icons (verdict, check and information icons, the

four action icons, card icons), and divider lines. Use `aria-hidden="true"` for icons and avatars. Nothing that carries meaning may exist only in a decorative element.

**Action icons.** Each of the four actions (Recognize, Respond, Report, Don't Retaliate) has one simple flat icon, always in the same places so learners can predict them: on The Four Actions screen, where each icon is introduced; as a small icon before the action name in section headings (for example, "[icon] Recognize · The Project Chat"); on that section's summary card; and on its progress bar marker. Icons never appear in dialogue, decision cards, or feedback. They're dark teal #077A82 on white backgrounds and black on teal backgrounds (such as the summary card's header band). They're decorative; the action name is always written beside them.

**Stage icons.** The two non-action stages get their own icons in the same style and color rules as the action icons: Assessment is a clipboard with a checkmark, and Wrap-up is a finish flag. They appear only on the progress bar and in the Sections menu, always with their text labels.

## 7. Assets

Put every file in an `assets/` folder with exactly these names. If a file is missing, leave a plain teal panel in its place.

| File                                                                                                 | Used on                                                                                |
|------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| <code>assets/photos/meeting-room.png</code>                                                          | Cold open (CO)                                                                         |
| <code>assets/photos/warehouse-dock.png</code>                                                        | Launch Day (EP)                                                                        |
| <code>assets/quick-guide.pdf</code>                                                                  | Before You Finish screen ("Download the Recognize, Respond, Report Quick Guide (PDF)") |
| <code>assets/larkstone-logo.jpg</code> (stored in <code>assets/larkstone-logo.js</code> for the PDF) | Certificate and summary PDFs (optional; see section 6)                                 |

Only two screens have a photo: the cold open and Launch Day. Every other screen has no photo. The setting banners on story scenes 1A–4D are drawn in the code (section 6), not files.

## 8. Decisions already made

- **Passing:** all 5 questions correct, with one Second Situation per missed question.
- **Everyone finishes:** every learner completes the Close, whether or not they passed.
- **Certificate and summary:** generated as PDFs with the learner's name and date, downloaded, and sent to HR by the learner. Nothing is sent automatically.
- **Feedback:** in story scenes, verdict (as heading), "Your answer:", then the consequence box (none in recognition scenes, where the consequence is in the story), then the feedback card

with the explanation; in the assessment, verdict (as heading), "Your answer:", then the feedback card with one short explanation, with no consequence.

- **Citations:** none on screen in the assessment. Story scenes keep their existing wording.
- **Survey:** demo only; answers aren't saved.

## 9. Still to supply

- **Photos:** the two files listed in section 7.
- **Quick Guide PDF:** the designed version, saved as `assets/quick-guide.pdf`. Until then, the Quick Guide tab is the draft.
- **Logo (optional):** `assets/larkstone-logo.jpg`.