Course Design Document

Version 1.1 | August 25, 2026 | Designer: Martine Brown | v1.1 adds legal screens, course shell, visual design system

1. Project overview

Field	Detail
Working title	Copilot at Northwind: Your First Week
Format	Custom web-based interactive module (HTML/React), vibe-coded with Claude Code
Length	12 to 15 minutes, six modules plus a legal notice at open and close
Audience	New hires with Microsoft 365 access, day one through week one. Mixed technical comfort. Most have used a consumer AI chatbot; few have used Copilot inside Office apps.
Delivery	Hosted on Netlify or GitHub Pages as a standalone URL. SCORM/xAPI wrapper available on request.
Portfolio role	Demonstrates vibe-coded course development alongside a Storyline signature piece and a Rise course.

2. Business need

Northwind Logistics rolled Copilot out to all Microsoft 365 users in August 2026. Two problems surfaced in the first month: employees either did not use it at all (adoption gap) or used it carelessly (pasting customer data, sending unverified numbers upstream). Both are onboarding problems. This module gives every new hire the same baseline in their first week: where Copilot lives, what the company allows, how to write a prompt that works, and how to check what comes back.

3. Learning objectives

By the end of the module, the learner will be able to:

1. Locate Copilot inside Word, Excel, Outlook, and Teams and describe what it does in each app.
2. Sort common workplace data into approved and prohibited categories according to Policy NW-IS-014.
3. Write a Copilot prompt using the Goal, Context, Source, Expectations structure.
4. Identify factual errors in AI-generated output by checking it against the source document.
5. Apply all of the above under time pressure in a realistic Day One scenario.

4. Instructional strategy

- Scenario-based. The learner is a new Operations Coordinator at the Dallas hub. Every task comes from a real-feeling Tuesday, not a feature list.
- Practice over presentation. Each screen has at least one interaction. No screen is read-only except the welcome.
- Policy woven in, not bolted on. Compliance content appears as a game (Screen 3) and as a consequence (Screen 6 path C), so it lands twice.

- Verification as a first-class skill. Screen 5 is dedicated to catching AI errors, which most Copilot training skips.
- Transfer at exit. Learner leaves with the three prompts they built, filled in with their own words.

5. Course structure

#	Screen	Purpose	Primary interaction	Objective
0	Legal Notice	Portfolio disclaimer, trademark notice, fictional-company statement	Continue button (3-second minimum read)	-
1	Welcome	Frame the week, set expectations, show progress model	Start button, time estimate	-
2	Where Copilot Lives	Orient to Copilot across four apps	Hotspot tour + Which App? sorter	1
3	The Rules	Teach the AI acceptable use policy	Green light / red light swipe deck + acknowledgment	2
4	Your First Three Prompts	Teach prompt structure	Guided prompt builder + Fix the Bad Prompt	3
5	Trust But Verify	Teach verification	Spot the Error + confidence slider	4
6	Day One Ready	Apply everything under pressure	Branching scenario with clock + prompt pack download	5
7	Legal and Credits	Full notice, credits, contact	Links to portfolio and repo	-

5a. Course shell and learner flow

The screens above are the content. The shell is the container the learner moves through. It is built once in Phase 1 and every screen renders inside it. This replaces the Storyline player.

Shell anatomy

Region	Desktop (over 1024px)	Mobile (under 1024px)
Top bar	Northwind wordmark left. Module name center. Percent-complete pill right.	Wordmark left, hamburger right. Percent pill below.
Module rail	Persistent left rail, 260px. Lists Intro, six modules, Close. Each row: status icon, title, minutes. Current row highlighted with an amber left edge.	Slide-in drawer from the hamburger. Same list.
Stage	Content area, max width 1100px, centered, generous whitespace.	Full width, 20px gutters.
Action bar	Bottom right: one primary Continue button. Bottom left: Back as a text link. Between them: a dot stepper for screens within the current module (e.g., 2A, 2B).	Sticky bottom bar, same elements stacked.
Footer	HR contact and 'Legal' link that jumps to Screen 7.	Same, inside the drawer.

Module status rules

- Locked: gray icon, not clickable, tooltip 'Complete the previous module first.' (Enforced in Phase 2.5; open during build.)
- Current: amber icon, always clickable.
- Done: navy check, clickable to revisit. Revisiting never resets scores.
- Intro and Close are always available.

The Continue model

There is exactly one primary action on every screen: Continue. It is disabled with a short helper line under it ('Find all four hotspots to continue') until the screen's gate is met. When a gate is met the button animates from gray to navy with a 200ms ease. Back is a low-emphasis text link. This keeps the learner's eye on one target, which is the single biggest usability difference between a well-built web module and a Storyline default player.

Module rhythm

Each module follows the same three-beat pattern so the course feels designed rather than assembled:

6. Module opener (inline card at the top of the first screen, not a separate screen): module number, title, one-sentence 'you'll be able to', and minutes. Fades in.
7. The screens (1 or 2 per module).
8. Module close interstitial: a brief full-stage card with a check animation, one line of feedback drawn from that module's state (e.g., 'Policy score: 8 of 10'), and a 'Next: Module 4, Your First Three Prompts' Continue button. Two seconds of breathing room.

Learner path

0 Legal -> 1 Welcome -> [M2 opener] 2A -> (2B) -> [M2 close] -> [M3 opener] 3A -> 3B -> [M3 close] -> [M4 opener] 4A -> 4B -> [M4 close] -> [M5 opener] 5A -> (5B) -> [M5 close] -> [M6 opener] 6A -> 6B -> [M6 close] -> 7 Legal and Credits.

Resume

State persists to browser storage. On reload with saved state, the Welcome screen is replaced by a 'Welcome back' card: 'You were on Module 4, Your First Three Prompts.' Buttons: Resume, Start over. Start over asks for confirmation.

6. Visual design system

This is a vibe-coded build, so the bar is 'looks like a product from a design-led company,' not 'looks like an LMS.' Claude Code will default to generic dashboard styling unless told otherwise. The tokens and rules below are pasted into the build as a design brief before any screen is built (Assembly Guide, Prompt 1.0).

Direction

Quiet, confident, editorial. Think a well-set annual report crossed with a modern SaaS onboarding flow. Lots of air, strong type hierarchy, one accent used sparingly, motion that explains rather than

decorates. Nothing bouncy, nothing gradient-heavy, no glassmorphism, no drop shadows deeper than 8px.

Tokens

Token	Value	Use
--navy	#1F3A5F	Primary text on light, primary buttons, rail highlight
--navy-deep	#142A47	Hover on primary, headings
--amber	#E8A33D	The one accent: current-module marker, hotspots, flagged states, focus ring
--amber-soft	#FBEFD9	Accent backgrounds, tags
--paper	#FAFAF8	Page background
--card	#FFFFFF	Cards and panels
--ink	#1A1D23	Body text
--ink-muted	#5E6672	Secondary text, helper lines
--line	#E4E6EA	Borders, dividers
--green	#2E8B57	Correct, Source part color
--coral	#E2725B	Incorrect, Expectations part color
--radius	12px	Cards, buttons 8px, device frames 16px
--shadow	0 2px 8px rgba(20,42,71,0.08)	Cards only

Type

- Display: 'Fraunces' (Google Fonts), 600 weight, for screen headlines only. Gives the editorial feel and separates the course from the Microsoft UI in the screenshots.
- Body and UI: 'Inter', 400 and 500. 17px body, 1.6 line height, 68 characters max measure.
- Scale: headline 40/44, section 28/32, card title 20/26, body 17/27, caption 14/20, mono 14 for prompts (JetBrains Mono).

Components

- Device frame: 16px radius, 1px --line border, a 32px caption bar in --paper with three faint dots left and the capture date right. All screenshots live inside one.
- Copilot mock pane: 360px wide, --card, 1px --line, a sparkle icon and 'Copilot' label, message bubbles with 12px radius, the prompt rendered in mono with the four color-coded parts as underlines, not backgrounds.
- Choice card: --card, 1px --line, 24px padding, letter badge top left, hover lifts 2px and border turns --navy. Selected: --amber-soft background.
- Swipe card: 420x260, centered, subtle stack effect (two cards peeking behind at 96% and 92% scale). Flip on answer.
- Pill indicator: --line border, --ink-muted text; lit = --green border and text with a check.
- Stat tile: big number in Fraunces 40, label in caption.
- Buttons: primary = --navy fill, white text, 8px radius, 44px tall. Secondary = text link in --navy. Disabled = --line fill, --ink-muted text, helper line beneath.

Motion

- Screen change: 220ms fade plus 12px rise. Never slide horizontally (it fights the rail).
- Gate met: Continue button color transition 200ms, a single 1px amber ring pulse once.
- Hotspot: 1.6s soft pulse, stops after it's clicked.
- Module close: check draws in over 400ms, text fades in after.
- Clock on 6A: digits roll like a flip counter, 300ms per change.
- Respect prefers-reduced-motion: all of the above become instant.

Anti-patterns (tell Claude Code explicitly)

- No emoji as icons. Use Lucide icons at 20px, 1.75 stroke.
- No purple gradients, no card grids for their own sake, no centered-everything layouts, no rounded-corner overload.
- No modal dialogs except the 6A policy panel and the Start over confirmation.
- No default browser focus ring replaced by nothing. Always a 2px --amber ring with 2px offset.

7. Accessibility

- Every interaction works by keyboard. Swipe cards have Approve / Reject buttons; drag targets have a click-to-place fallback.
- Visible focus rings, 4.5:1 contrast minimum, alt text on all screenshots, no information carried by color alone (the swipe verdict is also a word).
- Target: WCAG 2.1 AA. Stated in the README.

8. Assessment and completion

- No formal quiz. Assessment is embedded: swipe score, errors found, and the branching outcome.
- Completion = reaching Screen 6B after acknowledging the policy. Displayed as a Day One Ready badge with a summary of the learner's scores.
- If wrapped for an LMS later: completion fires on 6B, and the score combines the policy score, errors caught, and branching points, normalized to 100.

9. Technical approach

Field	Detail
Stack	Vite + React, single page, no backend
Media	PNG screenshots, one short MP4 or GIF for the welcome
Hosting	Netlify (drag and drop the dist folder) or GitHub Pages
Build tool	Claude Code, screen by screen from this storyboard
Repo	Public GitHub repo with README, screenshots, and a Design Decisions section

10. Assumptions and risks

Risk	Mitigation
Copilot UI changes after screenshots are captured	Date-stamp captures in a caption bar; keep a screenshot folder for quick refresh
Learner expects real Copilot inside the course	Welcome screen states that Copilot responses are recorded examples
Personal Microsoft 365 UI differs slightly from enterprise	Note in README; enterprise Copilot placement is nearly identical in Word, Excel, Outlook
Scope creep on interactions	Phase 1 list is fixed at five interactions; everything else is Phase 2.5

Fictional company and content created for Martine Brown's instructional design portfolio.