



Employee Wellness Handbook

INSTRUCTOR HANDBOOK



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Course Introduction

This is the Course Introduction for both the Instructor Manual and Student Manual. To edit this, please go to Content Explorer > Introduction.htm. Replace this text with your own content.

This template is designed to have the Instructor Manual PDF contain all of the Content for both the instructor and the student. The Student Manual PDF is intended to only contain the content that pertains to the student.

Instructor Notes

1. These are the Instructor Notes that only appear in the Instructor Manual. The Instructor Notes are intended to be on the same page as the Course Introduction.
2. This is styled using the **div.InstructorNote** style.
3. Delete this text and replace it with your own.

Course Objectives

- These Course Objectives appear in both the Instructor Manual and Student Manual and will follow the Course Introduction.
- This is styled using the **div.CourseObjective** style.
- Delete this text and replace it with your own.

Module 1

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Hands On Assignment

This is where you insert an assignment for the students before moving onto the next module. It is styled using the `div.StudentNote` style. Delete this text and replace with your own.



Suggested Discussion Topic



This area is where the Instructor should insert the suggested topic that the students should discuss. It is removed from the student version of the PDF. Delete this text and replace with your own.

Module 2

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Knowledge Check 1



This can be used to describe a hands-on assignment.

This is a question with a single answer

- First answer
- Second answer
- Third answer



This can be tip content for the instructor. It is removed in the student version.

This is a multiple choice question

- True
- False

This is a multiple response question (Select all that apply)

- First answer
- Second Answer
- Third Answer

Module 3

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Warning: Insert your warning text here

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Knowledge Check 2

This is a multiple response question (Select all that apply)

- First answer
- Second answer
- Third answer



This can be tip content for the instructor. It is removed in the student version. Delete this text and replace with your own, or select the div on the structure bars to remove it entirely.

This is a multiple response question (Select all that apply)

- First answer
- Second answer
- Third answer
- Fourth answer

Self Assessment

This topic can be used to summarize the course. The self-assessment quiz begins next. The instructor PDF is set to show the correct answers, the student PDF will not have the answers marked with the correct answers. This is a setting that can be changed in the Advanced tab of the PDF target. Delete this text and replace with your own. The assessment questions will start on a new page.



- ☑ **Summary:**
 - Include some summary content here
 - You can keep it as text, or turn it into list like this
 - You might list out key take aways
 - This is an additional summary bullet
 - This is an additional summary bullet
 - This is an additional summary bullet
 - This is an additional summary bullet
 - This is an additional summary bullet
 - You can also delete this summary

Question 1

This is a multiple choice question with a single answer

- Answer one
- Answer two
- Answer three

Question 2

This is a multiple choice question with a multiple answers (Select all that apply)

- Answer one
- Answer two
- Answer three

Question 3

This is a multiple choice question with a single answer

- True
- Flase

Glossary

C

Consectetur

Definition for consectetur.

I

Ipsum

Definition for ipsum.

L

Lorem

Definition for lorem.

M

Maecenas

Definition for maecenas.

Maximus

Definition for maximus.