

Information Plan

***Online Help for
Ecourses.bentley.edu***

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Report of the Needs Analysis

General Overview of the Request

I have been asked to write an online help system about ecourses.bentley.edu to be used by Bentley College's faculty. When the users have read this communication product, they should be able to use [ecourses](http://ecourses.bentley.edu) to create their own course-supplemental web site.

One: Analyze the Needs

Business need

Contain expenses by eliminating the need to have student employees create course-supplemental web sites for faculty.

Tasks

After using this communication product, faculty members will be able to create their own web site on [ecourses](http://ecourses.bentley.edu). They will need to know how to use a computer with internet access, how to use either Netscape or Microsoft Internet Explorer 4.x, and how to fill in a form on a web page.

1. Request an on-line course.
 - a. Go to ecourses.bentley.edu
 - b. Click on "Create a Course"
 - c. Within the text, click on the underlined word "form".
 - d. Fill out the online form.
 - e. Click Submit.
 - f. ATC staff will create the initial web site.

2. Familiarize yourself with the course web site
 - a. Go to ecourses.bentley.edu
 - b. Type course number into search box and press enter or
 - c. Choose semester
 - d. Find course in listing by course number and your name
 - e. Click on the link.
 - f. Find the Control Panel button in the left frame.
 - g. Click on the control panel button.
 - h. Name parts of Control Panel and become familiar with them.

3. Customize the web site
 - a. Click on control panel button
 - b. Find Site Management
 - c. Click on course options
 - d. Choose buttons
 - 1) Choose button type
 - 2) Choose button style
 - 3) Choose button colors

- 4) Can use the button gallery to see many options at once
 - 5) Click Submit
 - 6) Click "Return to Course" to view the web site with the changes
 - e. Choose which buttons to include
 - 1) For each button title, choose "Enabled" or "Disabled".
 - 2) Click "Secure" if you want only students who are enrolled to access the button.
 - 3) Click Submit
 - 4) Click "Return to Course" to view the web site with the changes
 - f. Choose custom banner, if desired.
 - g. Edit course information, if desired.
 - h. Choose a subject area.
- 4. Prepare an Announcement
 - a. Click on Control Panel
 - b. Find the Page Editors section
 - c. Click on Announcements
 - d. Enter information into the box
 - e. Choose options
 - f. Click Submit
 - g. Click "Return to Course" to view the web site with the changes
- 5. Provide Course Information
 - a. Add a new folder
 - 1) Click the "Add new folder" button
 - 2) Choose or enter name
 - 3) Enter a description
 - 4) Choose display options
 - 5) Choose availability
 - 6) Click Submit
 - b. Add a new document
 - 1) Click the "Add new document" button
 - 2) Choose or enter title
 - 3) Choose a color for the title banner
 - 4) Enter text, choose a file for upload, or both
 - 5) Choose a special action
 - 6) Choose other options
 - 7) Click Submit
 - c. Click "Return to Course" to view the web site with the changes
- 6. Provide Staff Information
 - a. Add a new folder
 - 1) Click the "Add new folder" button
 - 2) Choose or enter name
 - 3) Enter a description
 - 4) Choose display options
 - 5) Choose availability
 - 6) Click Submit
 - b. Add information about a new staff member
 - 1) Click the "Add new staff member" button
 - 2) Fill in the form with the proper information
 - 3) If desired, choose a picture file

- 4) If desired, enter a personal link
 - 5) Choose availability options
 - 6) Click Submit
 - c. Click "Return to Course" to view the web site with the changes

- 7. Add Course Documents
 - a. Add a new folder
 - 1) Click the "Add new folder" button
 - 2) Choose or enter name
 - 3) Enter a description
 - 4) Choose display options
 - 5) Choose availability
 - 6) Click Submit

 - b. Add a new document
 - 1) Click the "Add new document" button
 - 2) Choose or enter title
 - 3) Choose a color for the title banner
 - 4) Enter text, choose a file for upload, or both
 - 5) Choose a special action
 - 6) Choose other options
 - 7) Click Submit
 - c. Click "Return to Course" to view the web site with the changes

- 8. Provide Assignments
 - a. Add a new folder
 - 1) Click the "Add new folder" button
 - 2) Choose or enter name
 - 3) Enter a description
 - 4) Choose display options
 - 5) Choose availability
 - 6) Click Submit

 - b. Add a new document
 - 1) Click the "Add new document" button
 - 2) Choose or enter title
 - 3) Choose a color for the title banner
 - 4) Enter text, choose a file for upload, or both
 - 5) Choose a special action
 - 6) Choose other options
 - 7) Click Submit
 - c. Click "Return to Course" to view the web site with the changes

- 9. Add External Links
 - a. Add a new folder
 - 1) Click the "Add new folder" button
 - 2) Choose or enter name
 - 3) Enter a description
 - 4) Choose display options
 - 5) Choose availability
 - 6) Click Submit
 - b. Add external links
 - 1) Enter the title of the link

- 2) Enter the URL
 - 3) Enter a description of the link
 - 4) Choose options
 - 5) Click Submit
 - c. Click "Return to Course" to view the web site with the changes
10. Modify existing information
 - a. Edit an Announcement
 - b. Edit Course Information
 - c. Edit Staff Information
 - d. Add or delete Course Documents
 - e. Add or delete Assignments
 - f. Add or delete External Links

User Groups

Faculty members of Bentley College, very educated, wide range of computer knowledge and experience, motivation ranges from nice-to-know to should use it.

User 1

Bob is an economics professor at Bentley College. He is 54 years old, and has been teaching at Bentley for 15 years. In the past few years, he has wanted to put assignments and other documents for his course online, but he does not know HTML and is unfamiliar with other ways to make a web site. He has been using the services of the Academic Technology Center (ATC), and they have created a web site for him, but he feels a lack of control. He wants to be able to put the files up by himself when he needs to, rather than having to bring them to the ATC on disk. He doesn't feel that he has the time to learn how to create a web site on his own.

User 2

Sarah is an accounting professor at Bentley College. She is 36 years old, and has been teaching at Bentley for 2 years. She has had no previous interest in putting up a web site, and knows nothing about how it is done. She uses PowerPoint presentations in her class, and her students have asked her if she can put them online so they can access them to study by. She has no desire to do anything fancy, she just wants to be able to post the PowerPoint slides.

User 3

Tyler is a computer information systems professor at Bentley College. He is 45 years old, and has been teaching at Bentley for 7 years. For the past couple of years he has had his own web site for his courses on his employee web account. He is capable of continuing to use his web site in this way, but is running into space constraints. He also is teaching more classes this semester than he normally does, and doesn't have the time for the entire creation process. He is looking for two specific things: a quicker way to put up a web site, and a shorter address so that his students don't have to remember the lengthy address to his employee account.

Project Constraints

- First draft of design must be completed March 27, 2000.
- Second draft of design must be completed April 3, 2000.
- Final draft of design must be completed by April 6, 2000.
- First draft of product must be completed by April 24, 2000.
- Final product must be completed by May 1, 2000.
- Budget is limited to the amount of personal money spent.
- Must meet quality standards of client, professor, design-o-rama, and style-o-rama.
- Form of communication product desired is an online help, developed using RoboHelp.

Two: Set Goals

Business objective

Contain expenses by eliminating the need to have student employees create course-supplemental web sites for faculty.

Content objectives

1. Request an on-line course.
 - a. Go to ecourses.bentley.edu
 - b. Click on "Create a Course"
 - c. Within the text, click on the underlined word "form".
 - d. Fill out the online form.
 - e. Click Submit.
 - f. ATC staff will create the initial web site.

2. Familiarize yourself with the course web site
 - a. Go to ecourses.bentley.edu
 - b. Type course number into search box and press enter or
 - c. Choose semester
 - d. Find course in listing by course number and your name
 - e. Click on the link.
 - f. Find the Control Panel button in the left frame.
 - g. Click on the control panel button.
 - h. Familiarize yourself with the Control Panel.

3. Customize the web site
 - a. Click on control panel button
 - b. Find Site Management
 - c. Click on course options
 - d. Choose buttons
 - 1) Choose button type
 - 2) Choose button style
 - 3) Choose button colors
 - 4) Can use the button gallery to see many options at once
 - 5) Click Submit
 - 6) Click "Return to Course" to view the web site with the changes
 - e. Choose which buttons to include
 - 1) For each button title, choose "Enabled" or "Disabled".
 - 2) Click "Secure" if you want only students who are enrolled to access the button.
 - 3) Click Submit
 - 4) Click "Return to Course" to view the web site with the changes
 - f. Choose custom banner, if desired.
 - g. Edit course information, if desired.
 - h. Choose a subject area.

4. Prepare an Announcement
 - a. Click on Control Panel
 - b. Find the Page Editors section
 - c. Click on Announcements
 - d. Enter information into the box

- e. Choose options
 - f. Click Submit
 - g. Click "Return to Course" to view the web site with the changes
- 5. Provide Course Information**
- a. Add a new folder
 - 1) Click the "Add new folder" button
 - 2) Choose or enter name
 - 3) Enter a description
 - 4) Choose display options
 - 5) Choose availability
 - 6) Click Submit
 - b. Add a new document
 - 1) Click the "Add new document" button
 - 2) Choose or enter title
 - 3) Choose a color for the title banner
 - 4) Enter text, choose a file for upload, or both
 - 5) Choose a special action
 - 6) Choose other options
 - 7) Click Submit
 - c. Click "Return to Course" to view the web site with the changes
- 6. Provide Staff Information**
- a. Add a new folder
 - 1) Click the "Add new folder" button
 - 2) Choose or enter name
 - 3) Enter a description
 - 4) Choose display options
 - 5) Choose availability
 - 6) Click Submit
 - b. Add information about a new staff member
 - 1) Click the "Add new staff member" button
 - 2) Fill in the form with the proper information
 - 3) If desired, choose a picture file
 - 4) If desired, enter a personal link
 - 5) Choose availability options
 - 6) Click Submit
 - c. Click "Return to Course" to view the web site with the changes
- 7. Add Course Documents**
- a. Add a new folder
 - 1) Click the "Add new folder" button
 - 2) Choose or enter name
 - 3) Enter a description
 - 4) Choose display options
 - 5) Choose availability
 - 6) Click Submit
 - b. Add a new document
 - 1) Click the "Add new document" button
 - 2) Choose or enter title
 - 3) Choose a color for the title banner

- 4) Enter text, choose a file for upload, or both
 - 5) Choose a special action
 - 6) Choose other options
 - 7) Click Submit
 - c. Click "Return to Course" to view the web site with the changes
- 8. Provide Assignments
 - a. Add a new folder
 - 1) Click the "Add new folder" button
 - 2) Choose or enter name
 - 3) Enter a description
 - 4) Choose display options
 - 5) Choose availability
 - 6) Click Submit
 - b. Add a new document
 - 1) Click the "Add new document" button
 - 2) Choose or enter title
 - 3) Choose a color for the title banner
 - 4) Enter text, choose a file for upload, or both
 - 5) Choose a special action
 - 6) Choose other options
 - 7) Click Submit
 - c. Click "Return to Course" to view the web site with the changes
- 9. Add External Links
 - a. Add a new folder
 - 1) Click the "Add new folder" button
 - 2) Choose or enter name
 - 3) Enter a description
 - 4) Choose display options
 - 5) Choose availability
 - 6) Click Submit
 - b. Add external links
 - 1) Enter the title of the link
 - 2) Enter the URL
 - 3) Enter a description of the link
 - 4) Choose options
 - 5) Click Submit
 - c. Click "Return to Course" to view the web site with the changes
- 10. Modify existing information
 - a. Edit an Announcement
 - b. Edit Course Information
 - c. Edit Staff Information
 - d. Add or delete Course Documents
 - e. Add or delete Assignments
 - f. Add or delete External Links

Evaluation

User Satisfaction Survey

(attached, page 12)

Usability Scenario

You are a professor of economics at Bentley College. Over the past year, you have changed your teaching style from just lecturing and using the blackboard to supplementing your lectures with PowerPoint slides. This semester, your students have asked you if you could put the slides online for them to review, and you have agreed to look into it. You know nothing about web pages, and doubt your ability to learn how to create one yourself. After speaking with other faculty members, you have decided to try out the new ecourses system. You are provided with this online help system to assist you in your course web site development. Given an already created account, customize the look and add an online syllabus, staff information, assignments, and readings.

Tasks	Comments
<ul style="list-style-type: none"> ▪ Familiarize yourself with the course web site <ul style="list-style-type: none"> Are you able to: <ul style="list-style-type: none"> <input type="checkbox"/> Go to ecourses.bentley.edu <input type="checkbox"/> Type course number into search box and press enter or <input type="checkbox"/> Choose semester <input type="checkbox"/> Find course in listing by course number and your name <input type="checkbox"/> Click on the link. <input type="checkbox"/> Find the Control Panel button in the left frame. <input type="checkbox"/> Click on the control panel button. <input type="checkbox"/> Familiarize yourself with the Control Panel. 	
<ul style="list-style-type: none"> ▪ Customize the web site <ul style="list-style-type: none"> Are you able to: <ul style="list-style-type: none"> <input type="checkbox"/> Click on control panel button <input type="checkbox"/> Find Site Management <input type="checkbox"/> Click on course options <input type="checkbox"/> Choose buttons <ul style="list-style-type: none"> ◊ Choose button type ◊ Choose button style ◊ Choose button colors ◊ Can use the button gallery to see many options at once ◊ Click Submit ◊ Click "Return to Course" to view the web site with the changes <input type="checkbox"/> Choose which buttons to include <ul style="list-style-type: none"> ◊ For each button title, choose "Enabled" or "Disabled". ◊ Click "Secure" if you want only students who are enrolled to access the button. ◊ Click Submit ◊ Click "Return to Course" to view the web site with the changes <input type="checkbox"/> Choose custom banner, if desired. <input type="checkbox"/> Edit course information, if desired. <input type="checkbox"/> Choose a subject area. 	

<ul style="list-style-type: none"> ▪ Provide Course Information <ul style="list-style-type: none"> Are you able to: <ul style="list-style-type: none"> ❑ Add a new folder <ul style="list-style-type: none"> ◇ Click the "Add new folder" button ◇ Choose or enter name ◇ Enter a description ◇ Choose display options ◇ Choose availability ◇ Click Submit ❑ Add a new document <ul style="list-style-type: none"> ◇ Click the "Add new document" button ◇ Choose or enter title ◇ Choose a color for the title banner ◇ Enter text, choose a file for upload, or both ◇ Choose a special action ◇ Choose other options ◇ Click Submit ❑ Click "Return to Course" to view the web site with the changes 	
<ul style="list-style-type: none"> ▪ Provide Staff Information <ul style="list-style-type: none"> Are you able to: <ul style="list-style-type: none"> ❑ Add a new folder <ul style="list-style-type: none"> ◇ Click the "Add new folder" button ◇ Choose or enter name ◇ Enter a description ◇ Choose display options ◇ Choose availability ◇ Click Submit ❑ Add a new document <ul style="list-style-type: none"> ◇ Click the "Add new staff member" button ◇ Fill in the form with the proper information ◇ If desired, choose a picture file ◇ If desired, enter a personal link ◇ Choose availability options ◇ Click Submit ❑ Click "Return to Course" to view the web site with the changes 	
<ul style="list-style-type: none"> ▪ Add Course Documents <ul style="list-style-type: none"> Are you able to: <ul style="list-style-type: none"> ❑ Add a new folder <ul style="list-style-type: none"> ◇ Click the "Add new folder" button ◇ Choose or enter name ◇ Enter a description ◇ Choose display options ◇ Choose availability ◇ Click Submit ❑ Add a new document <ul style="list-style-type: none"> ◇ Click the "Add new document" button 	

<ul style="list-style-type: none"> ◇ Choose or enter title ◇ Choose a color for the title banner ◇ Enter text, choose a file for upload, or both ◇ Choose a special action ◇ Choose other options ◇ Click Submit □ Click "Return to Course" to view the web site with the changes 	
<ul style="list-style-type: none"> ▪ Provide Assignments <ul style="list-style-type: none"> Are you able to: <ul style="list-style-type: none"> □ Add a new folder <ul style="list-style-type: none"> ◇ Click the "Add new folder" button ◇ Choose or enter name ◇ Enter a description ◇ Choose display options ◇ Choose availability ◇ Click Submit □ Add a new document <ul style="list-style-type: none"> ◇ Click the "Add new document" button ◇ Choose or enter title ◇ Choose a color for the title banner ◇ Enter text, choose a file for upload, or both ◇ Choose a special action ◇ Choose other options ◇ Click Submit □ Click "Return to Course" to view the web site with the changes 	

Client Performance

Client performance will be measured by the number of faculty members that switch from relying on the Academic Technology Center to create and maintain their web site to creating and maintaining the web site themselves. Also taken into consideration will be the amount of hours that have to be spent assisting faculty members when they can not find the answer to their question themselves.

Design Plans

Three: Choose the Form of the Communication Product

Type of Communication Product

I have chosen to develop this product as an online help. An online help would be the easiest way for users to get the information they need about a specific topic. A user can go in and get only the information they need without having to search through the pages of a book. Because ecourses is used exclusively online, there is no need to make the help information portable.

User Expectations

Searching for Information

Users typically search for information of interest within an online help by using either a table of contents, an index, or a search option. Also they can jump from one topic to a related topic through the use of hyperlinks.

Types of Information Available

- Definitions of terms
- Step-by-step instructions for performing tasks
- Examples shown through graphics

Writing Style

Informal, yet professional, written mostly in procedures in a directive-imperative mood. Uses many visuals for emphasis.

Format

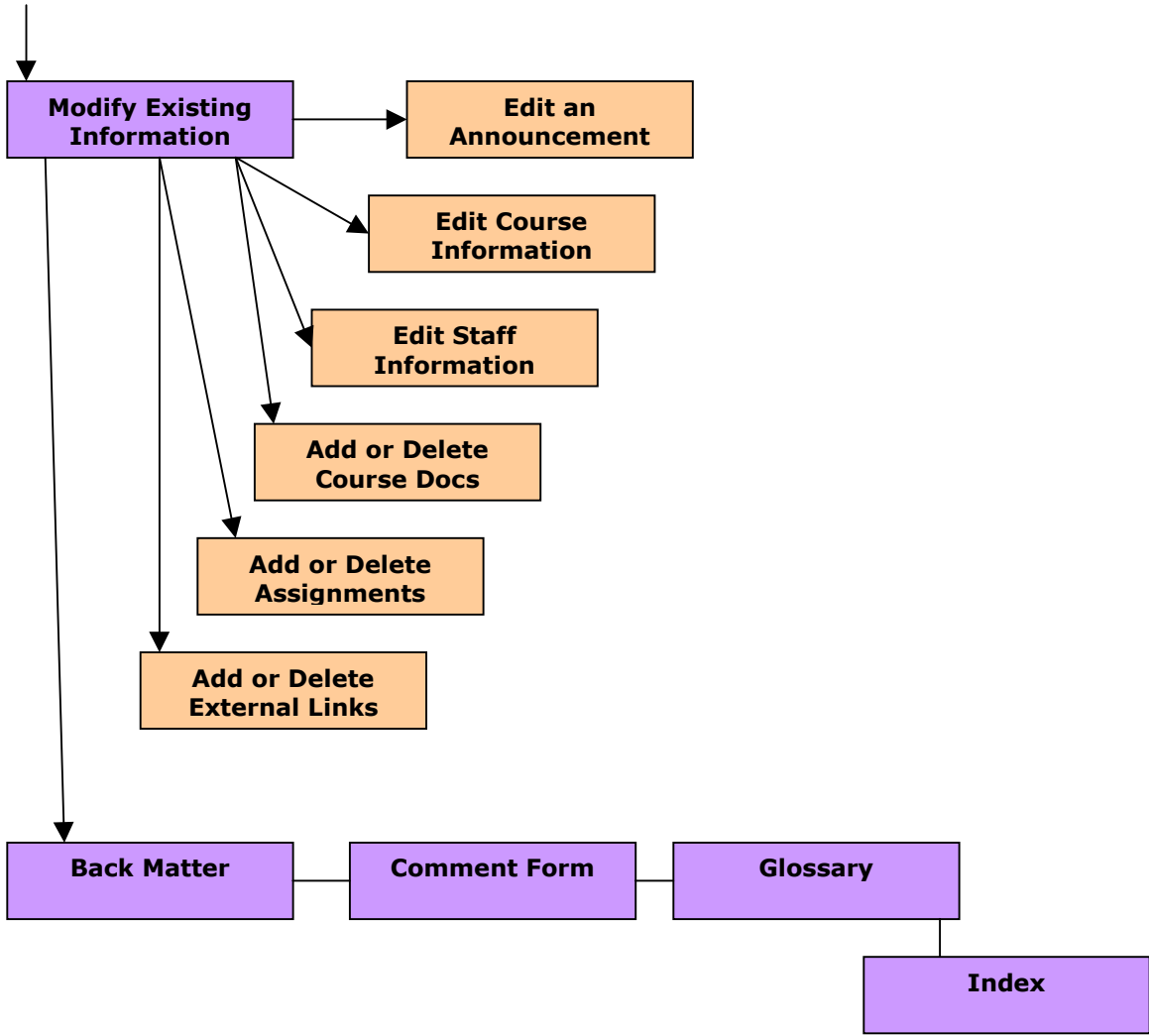
Mostly step by step instructions and descriptions, presented in the style of a Windows-type help.

Other Expectations

Users expect to access help either by pressing F1 or by choosing Help from a main menu. They expect the information to be brief, but sufficient enough to help them complete their task.

Communication Medium

I have chosen the online medium for this project. Part of this is because the online medium is required by the course instructor, but online is also the most appropriate medium for ecourses. Ecourses is used exclusively online, so it is best to have a help system that is available to the user at the same place they are using the product. Despite the appropriateness of this medium, it does have its disadvantages. More effort, time, and money is required to produce using this medium than is required to produce using the print or live mediums.



Sample Section

Requesting an On-line Course on Ecourses

You can request to have a course web site on Ecourses through the ecourses.bentley.edu web site.

1. Using a web browser (Internet Explorer is recommended) go to <http://ecourses.bentley.edu>.
2. Using the menu on the left, click on the "Create a Course" button.
3. Read the introduction paragraph, then click on the underlined word "form".
4. Fill out the online form.
 - a. Enter your name, office phone number, department, and email address into the proper fields.
 - b. Enter the course title, course number, and section number into the proper fields.
 - c. Choose the semester in which the course is being taught.
 - d. Choose which course option you desire. In this case, you should click the first option, which says, "An ecourse that I can create and maintain myself."
 - e. If you have any comments or special requests, enter them into the comments box.
 - f. Click Send to send the request, or Reset to start over.

The staff of the Academic Technology Center will receive your request and set up an account for you. You will receive an email containing your username, default password, and course url. Once you receive these, you can continue on to your course web site.

Related Topics:

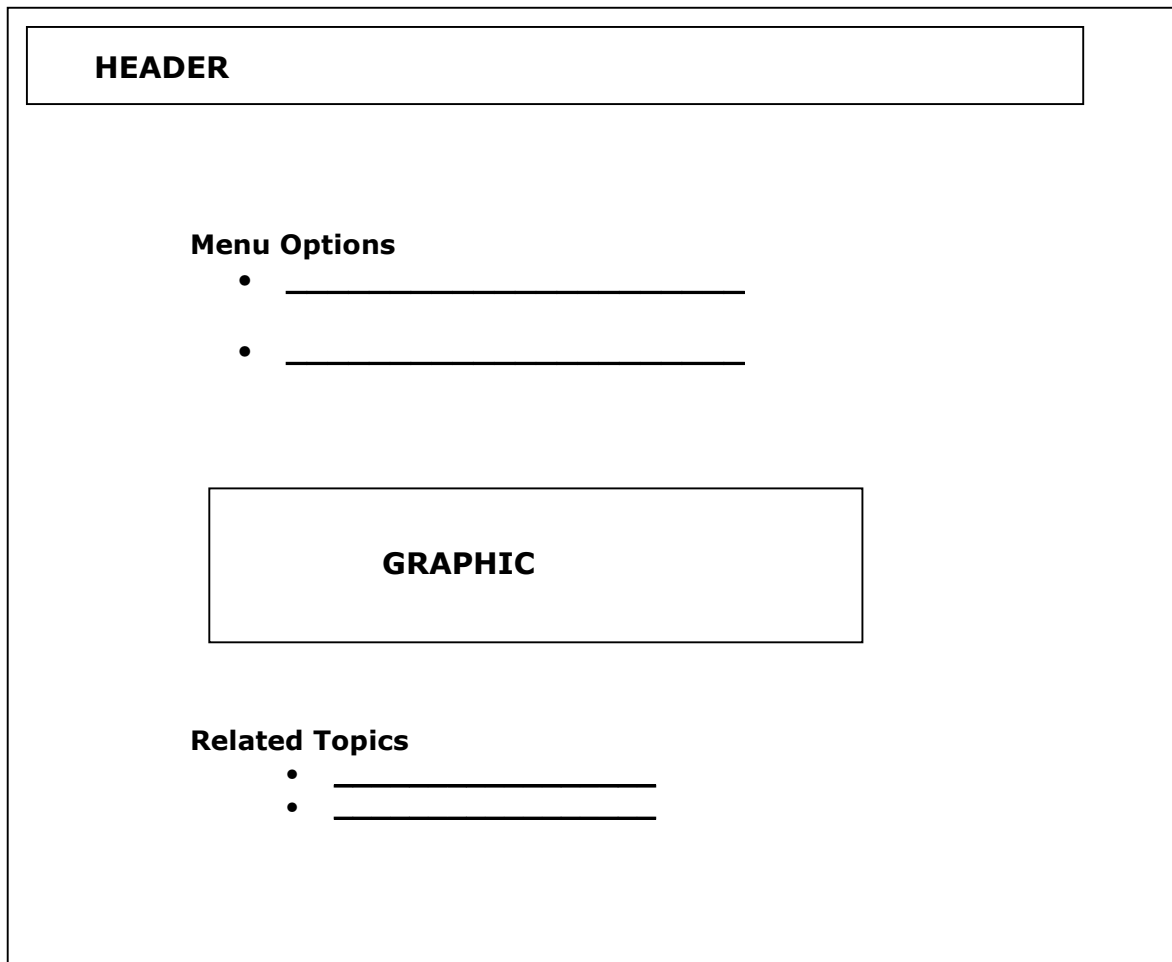
- [Finding your course web site](#)
- [Customizing your course web site](#)

Storyboards

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Main Objective

Familiarize yourself with the course web site.



Production Instructions:

- graphic, probably showing elements of the course site

Programming Instructions:

- hyperlink to Requesting a Course section
- hyperlink to Customizing your Course section
- hyperlinks on any words that need defining to definitions

Display 6 of 27

Main Objective

Locate your course web site.

HEADER

Overview of Procedure:

Step by step instructions

SEARCH BOX GRAPHIC

URL FORMULA AND SAMPLE URL GRAPHIC

Related Topics

- _____
- _____

Production Instructions:

- screen capture of search box
- graphic of URL formula and sample URL

Programming Instructions:

- hyperlink to Requesting a Course section
- hyperlink to Customizing your Course section
- hyperlinks on any words that need defining to definitions

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Main Objective

Familiarize yourself with the control panel.

HEADER

Introduction

Screen shot of control panel
w/explanations

Related Topics

- _____
- _____

Production Instructions:

- screen capture of control panel with added features

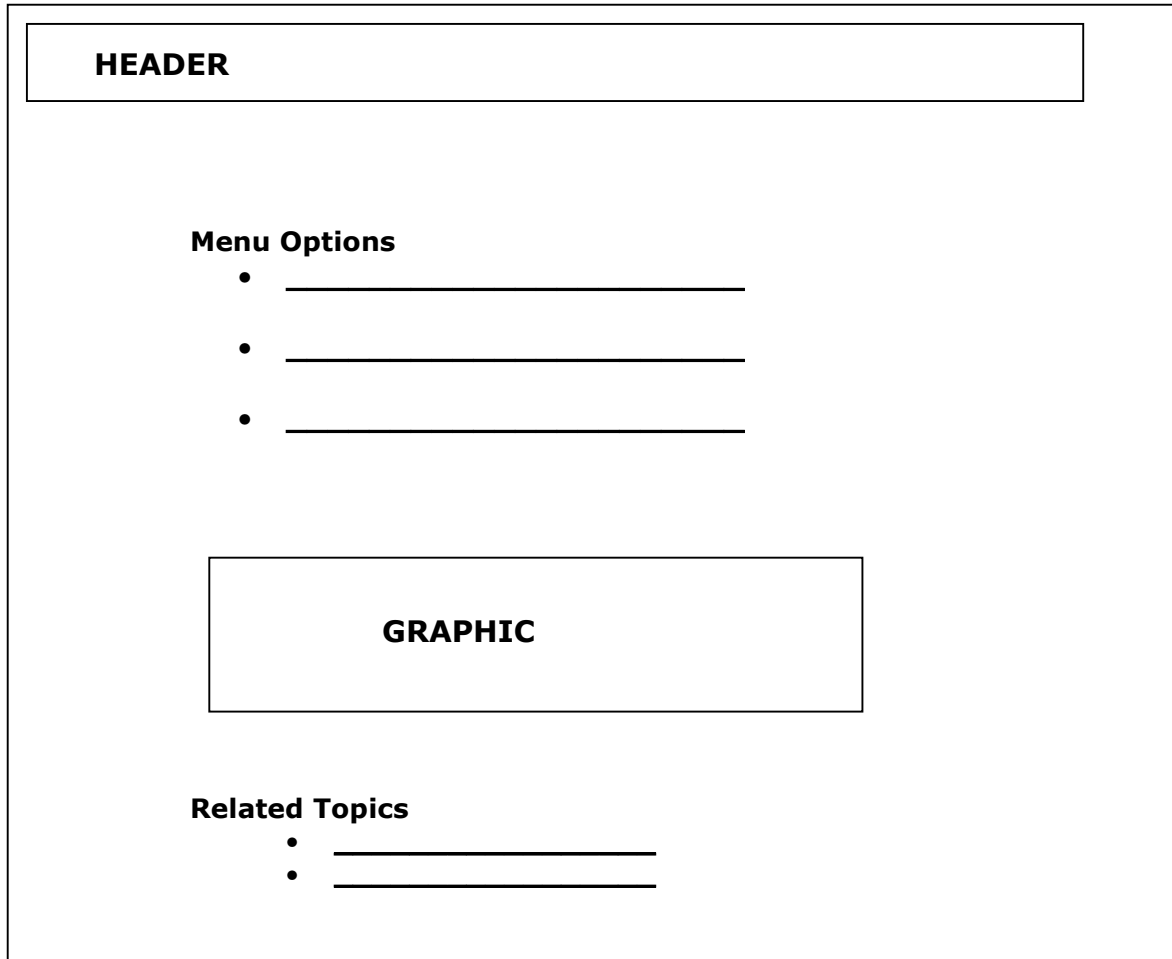
Programming Instructions:

- hyperlink to Locating your course
- hyperlink to Customizing your Course section
- hyperlinks on any words that need defining to definitions

Display 8 of 27

Main Objective

Customize your web site.



Production Instructions:

- graphic, probably showing elements of the course site

Programming Instructions:

- hyperlink to Familiarize yourself with web site
- hyperlink to Prepare an Announcement
- hyperlinks on any words that need defining to definitions

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Main Objective

Choose the look of the buttons on your site.

HEADER

Overview of Procedure:

Step by step instructions

SAMPLE BUTTON

SAMPLE BUTTON

SAMPLE BUTTON

Related Topics

- ---
- ---
- ---
- ---

Production Instructions:

- graphics of sample buttons

Programming Instructions:

- [hyperlink to Customizing your Course section](#)
- [hyperlink to Choosing your Buttons section](#)
- [hyperlink to Customizing Other Course Information](#)
- [hyperlink to Prepare An Announcement](#)
- [hyperlinks on any words that need defining to definitions](#)

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Main Objective

Choose which buttons to include.

HEADER	
Overview of Procedure: _____ _____ _____	
Step by step instructions _____ _____ _____ _____ _____ _____ _____	GRAPHIC
Related Topics <ul style="list-style-type: none">• _____• _____• _____• _____	

Production Instructions:

- screen capture

Programming Instructions:

- hyperlink to Customizing your Course section
- hyperlink to Customizing your Buttons section
- hyperlink to Customizing Other Course Information
- hyperlink to Prepare an Announcement
- hyperlinks on any words that need defining to definitions

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Main Objective

Customizing Other Course Information.

HEADER	
Overview of Procedure: _____ _____ _____ _____	
Step by step instructions _____ _____ _____ _____ _____ _____ _____ _____	GRAPHIC
Related Topics <ul style="list-style-type: none">• _____• _____• _____• _____	

Production Instructions:

- screen capture

Programming Instructions:

- hyperlink to Customizing your Course section
- hyperlink to Customizing your Buttons section
- hyperlink to Choosing Button Options section
- hyperlink to Prepare an Announcement
- hyperlinks on any words that need defining to definitions

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Main Objective

Prepare an Announcement.

HEADER	
Overview of Procedure: _____ _____ _____	
Step by step instructions _____ _____ _____ _____ _____ _____ _____	GRAPHIC
Related Topics <ul style="list-style-type: none">• _____• _____	

Production Instructions:

- screen capture

Programming Instructions:

- hyperlink to Customizing your Course section
- hyperlink to Provide Course Information section
- hyperlinks on any words that need defining to definitions

Main Objective

Provide Course Information.

HEADER	
Overview of Procedure: _____ _____ _____	
Step by step instructions _____ _____ _____ _____ _____ _____ _____	GRAPHIC
Related Topics <ul style="list-style-type: none">• _____• _____	

Production Instructions:

- screen capture

Programming Instructions:

- hyperlink to Prepare an Announcement section
- hyperlink to Provide Staff Information section
- hyperlinks on any words that need defining to definitions

Main Objective

Provide Staff Information.

HEADER	
Overview of Procedure: _____ _____ _____	
Step by step instructions _____ _____ _____ _____ _____ _____ _____	GRAPHIC
Related Topics <ul style="list-style-type: none">• _____• _____	

Production Instructions:

- screen capture

Programming Instructions:

- hyperlink to Provide Course Information section
- hyperlink to Add Course Documents section
- hyperlinks on any words that need defining to definitions

Display 15 of 27

Main Objective

Add Course Documents.

HEADER	
Overview of Procedure: _____ _____ _____	
Step by step instructions _____ _____ _____ _____ _____ _____ _____	GRAPHIC
Related Topics <ul style="list-style-type: none">• _____• _____	

Production Instructions:

- screen capture

Programming Instructions:

- hyperlink to Provide Staff Information section
- hyperlink to Provide Assignments section
- hyperlinks on any words that need defining to definitions

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Main Objective

Provide Assignments.

HEADER	
Overview of Procedure: _____ _____ _____	
Step by step instructions _____ _____ _____ _____ _____ _____ _____	GRAPHIC
Related Topics <ul style="list-style-type: none">• _____• _____	

Production Instructions:

- screen capture

Programming Instructions:

- hyperlink to Add Course Documents section
- hyperlink to Add External Links section
- hyperlinks on any words that need defining to definitions

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Main Objective

Add External Links.

HEADER	
Overview of Procedure: _____ _____ _____	
Step by step instructions _____ _____ _____ _____ _____ _____ _____	GRAPHIC
Related Topics <ul style="list-style-type: none">• _____• _____	

Production Instructions:

- screen capture

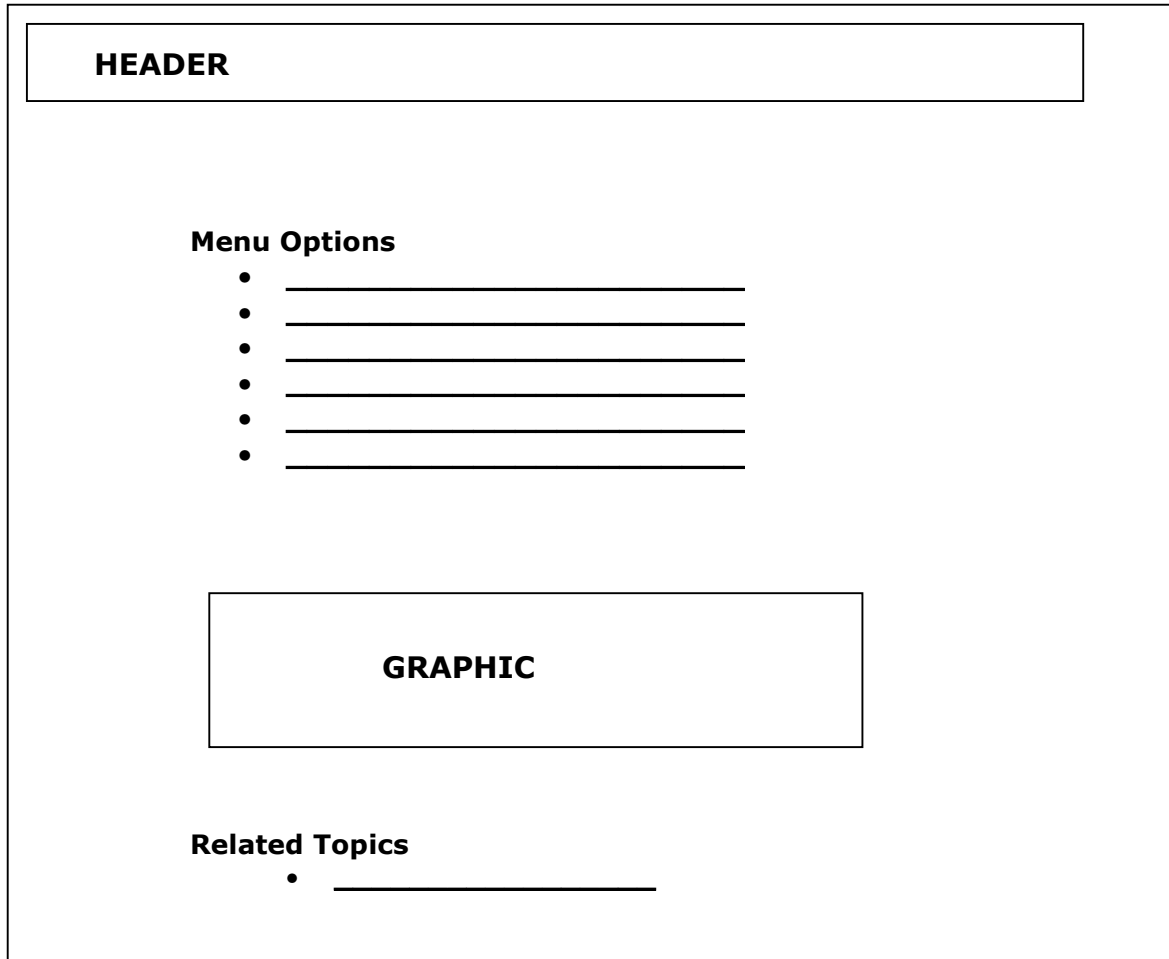
Programming Instructions:

- hyperlink to Provide Assignments section
- hyperlink to Modify Existing Information section
- hyperlinks on any words that need defining to definitions

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Main Objective

Modify Existing Information.



Production Instructions:

- graphic, probably showing elements of the course site

Programming Instructions:

- hyperlink to Edit Announcements section
- hyperlink to Edit Course Information section
- hyperlink to Edit Staff Information section
- hyperlink to Add or Delete Course Documents section
- hyperlink to Add or Delete Assignments section
- hyperlink to Add or Delete External Links section
- hyperlinks on any words that need defining to definitions

Main Objective

Edit Announcements.

HEADER	
Overview of Procedure: _____ _____ _____ _____	
Step by step instructions _____ _____ _____ _____ _____	GRAPHIC
Related Topics <ul style="list-style-type: none">• _____• _____• _____• _____• _____• _____	

Production Instructions:

- screen capture

Programming Instructions:

- hyperlink to Modify Existing Information section
- hyperlink to Edit Course Information section
- hyperlink to Edit Staff Information section
- hyperlink to Add or Delete Course Documents section
- hyperlink to Add or Delete Assignments section
- hyperlink to Add or Delete External Links section
- hyperlinks on any words that need defining to definitions

Main Objective

Edit Course Information.

HEADER	
Overview of Procedure: _____ _____ _____ _____	
Step by step instructions _____ _____ _____ _____ _____	GRAPHIC
Related Topics <ul style="list-style-type: none">• _____• _____• _____• _____• _____• _____	

Production Instructions:

- screen capture

Programming Instructions:

- hyperlink to Modify Existing Information section
- hyperlink to Edit Announcements section
- hyperlink to Edit Staff Information section
- hyperlink to Add or Delete Course Documents section
- hyperlink to Add or Delete Assignments section
- hyperlink to Add or Delete External Links section
- hyperlinks on any words that need defining to definitions

Main Objective

Edit Staff Information.

HEADER	
Overview of Procedure: _____ _____ _____ _____	
Step by step instructions _____ _____ _____ _____ _____	GRAPHIC
Related Topics <ul style="list-style-type: none">• _____• _____• _____• _____• _____• _____	

Production Instructions:

- screen capture

Programming Instructions:

- hyperlink to Modify Existing Information section
- hyperlink to Edit Announcements section
- hyperlink to Edit Course Information section
- hyperlink to Add or Delete Course Documents section
- hyperlink to Add or Delete Assignments section
- hyperlink to Add or Delete External Links section
- hyperlinks on any words that need defining to definitions

Main Objective

Add or Delete Course Documents.

HEADER	
Overview of Procedure: _____ _____ _____ _____	
Step by step instructions _____ _____ _____ _____ _____	GRAPHIC
Related Topics <ul style="list-style-type: none">• _____• _____• _____• _____• _____• _____	

Production Instructions:

- screen capture

Programming Instructions:

- hyperlink to Modify Existing Information section
- hyperlink to Edit Announcements section
- hyperlink to Edit Course Information section
- hyperlink to Edit Staff Information section
- hyperlink to Add or Delete Assignments section
- hyperlink to Add or Delete External Links section
- hyperlinks on any words that need defining to definitions

Main Objective

Add or Delete Assignments.

HEADER	
Overview of Procedure: _____ _____ _____ _____	
Step by step instructions _____ _____ _____ _____ _____	GRAPHIC
Related Topics <ul style="list-style-type: none">• _____• _____• _____• _____• _____• _____	

Production Instructions:

- screen capture

Programming Instructions:

- hyperlink to Modify Existing Information section
- hyperlink to Edit Announcements section
- hyperlink to Edit Course Information section
- hyperlink to Edit Staff Information section
- hyperlink to Add or Delete Course Documents section
- hyperlink to Add or Delete External Links section
- hyperlinks on any words that need defining to definitions

Main Objective

Add or Delete External Links.

HEADER	
Overview of Procedure: _____ _____ _____ _____	
Step by step instructions _____ _____ _____ _____ _____	GRAPHIC
Related Topics <ul style="list-style-type: none">• _____• _____• _____• _____• _____• _____	

Production Instructions:

- screen capture

Programming Instructions:

- hyperlink to Modify Existing Information section
- hyperlink to Edit Announcements section
- hyperlink to Edit Course Information section
- hyperlink to Edit Staff Information section
- hyperlink to Add or Delete Course Documents section
- hyperlink to Add or Delete Assignments section
- hyperlinks on any words that need defining to definitions

Five: Establish Product and Project Guidelines

Product Guidelines

Editorial Guidelines

- Style Guide – Chicago Style Guide
- Dictionary – descriptive (Webster's)

Technical Guidelines

- Authoring software
 - RoboHelp
 - Word processing – Microsoft Word
 - Graphics – Paint Shop Pro or Adobe Photoshop
- Hardware platform
 - At least 486 processor
 - Capable of accessing the Internet
- Operating System
 - Windows 95/98

Production Guidelines

- Distributed by Web, CD, or diskette
- If distributed by Web, has an introduction containing usage instructions
- If distributed by CD or diskette, packaged in jewel case with liner notes containing instructions for use

Project Guidelines

Schedule

Draft of product – April

Final product completed – May 1

Budget

Limited to personal money spent