

Electronic Job Aid Design (EPSS) Project

Project Overview

In their book, *A Handbook of Job Aids*, Rossett and Gautier-Downes (1991) define a job aid as "a repository for information, processes, or perspectives that is external to the individual and that supports work and activity by directing, guiding, and enlightening performance.

Job Aid Topics (Choose any one)

1. How to use Blogspot to create and maintain a blog
2. How to use NING social networking site
3. How to use Google docs

Job Aids should include how to set up, and basic steps on how to use blogspot/NING/GoogleDocs

Audience

4th grade students

Clear steps, slow and short sentences both in text and with oral instructions

Requirements

As a minimum, your program must include at least the following:

1. Create your own background
2. Minimum of Twenty user screens (Title Screen – Objective Screen – Content Screens– Practice Screen (s) – Review Screen (s))
3. Screens should contain text and graphics, with at least two types of variations in the text, eg. font, size, style or color
4. Two buttons. Most of you will probably actually use several buttons, for example, a "back" and "next" arrow and a Quit button.
5. Include a table of contents to separate different sections.
6. The program "runs" without errors.

Instructional Design Requirements:

As a minimum, your program must include at least the following:

1. Title of your electronic job aid
2. An introduction to the electronic job aid
3. A well-written objective of the electronic job aid.
4. Complete instructional screens presenting the information to teach your objective. Instructional screens should include both narrated powerpoint screens and screen capture demo

5. You should provide at least two interactive practice activities (e.g multiple choice or other types of practice activities) with the option of providing positive/negative feedback to the user
6. A review and wrapup section.
7. Your program should be self-instructional. A user should be able to load the program, and then all directions to proceed should be clear and complete.
8. Sound principles of visual design and computer screen design should be followed. Screens should be easy to understand and appealing. Apply multimedia design principles.

Other requirements

1. Design Document describing the statement of problem, audience analysis, the type of job aid chosen, and rationale for all decisions made (including why a job aid is appropriate in this case, why this format/medium is appropriate, and why the job aid is now ready to support performance).
2. Design Document to include Choice of 15 design elements used in developing the electronic job aid.
3. During the job aid design process pay attention to at least 15 of the design criteria listed below. Design your job aid using Adobe Captivate, Camtasia, Camstudio or any other screen capture tool.

1	BIAS AND/OR CULTURE (free of objectionable bias, appropriate for many cultures)
2	CLARITY (likely to be comprehended clearly)
3	COGNITIVE LEARNING AIDS (overview, cues, summary, chapter review, etc.)
4	COLOR (appropriate, supports media and content purpose)
5	CONTENT (relevant to objectives, up-to-date, accurate, copyright date)
6	DESIGN PRINCIPLES (contrast, repetition, alignment, proximity)
7	DOCUMENTATION AND INSTRUCTIONS (available, correct, etc.)
8	FEEDBACK OR OTHER ASSESSMENT (available, aligned with content and objectives, appropriate)
9	HELP (available, useful, easy to find)
10	LAYOUT DESIGN (effectiveness)
11	LEGIBILITY FOR USE (size, clarity, etc.)
12	MOTION (appropriate use, normal, exaggerated, slow)
13	MOTIVATION (likely to stimulate/ maintain interest)
14	NAVIGATIONAL HELPS (table of contents, glossary, index, buttons, menu, etc.)
15	ORGANIZATION, SCOPE, PACING AND SEQUENCE (obvious organization, reasonable scope, correct sequence)
16	PARTICIPATION AND/OR INVOLVEMENT (promoted, encouraged)

17	PHYSICAL USABILITY (easy to use or manipulate, stable, sturdy, storable)
18	PRACTICE ACTIVITIES (available, aligned with content and objectives, measure able)
19	READING and VOCABULARY LEVEL (aligns with audience description, content appropriate for level)
20	REALISM AND ACCURACY (represents real item effectively)
21	REFERENCES (complete and up-to-date)
22	SOUND AND SOUND EFFECTS (aligns with and relevant to content and visuals)
23	SPECIAL FEATURES (list and describe any special features of the media)
24	TECHNICAL QUALITY AND USABILITY (easy to read, free of flaws, easy to use, etc)
25	TYPOGRAPHY (font style, size, etc.)
26	VISUALS (relevant to objectives and content, follows design guidelines, verbal information aligns, etc.)

Due Dates and Points

Draft: October 12, 2009

Final: October 19, 2009

Points: This project will contribute to 25% of the total grade in this course. The grading scale that will be used to grade the project is shown below.

Requirements for Draft Submission

When you bring the **draft version** of your project to class for peer review, please include the following items:

1. Draft of electronic job aid (online)
2. A brief design document describing the statement of problem, audience analysis, the type of job aid chosen, and rationale for all decisions made (including why a job aid is appropriate in this case, why this format/medium is appropriate, and why the job aid is now ready to support performance). Also, include the rationale for the choices made for at least 15 different design criteria from the media design checklist. All the design criteria may not be applicable for each project.

Requirements for Final Submission

When you submit the **final version** of the project, please include the following items:

1	Draft of job aid design project	25
2	Copy of peer comments (Media Design Checklist, after pilot testing the job aid)	25
3	Final, revised version of job aid design project	125
4	A revised version of your design document.	75
	Total	250