

Checklist for Web Site

Checklists can help you keep track of your work. Use the following checklist to make sure you complete the task for each activity. If you have access to a printer, you may want to print the checklist for reference as you work through the activities. Ask your teacher for help if you have any questions about the checklist.

Activity 1: Web Design

Task: Web Page Design

- Open the plain text file that contains your Web page
- Improve the appearance and usability of your Web page by using the these design tips:
 - Use key phrases from your main points as headings
 - Maintain a consistent look and feel by repeating colors and fonts
 - Use contrasting colors for text and background
 - Use fonts that are easy to read on any kind of display
 - Create contrast by using different fonts and styles
 - Use the Alt attribute with image tags to provide alternate text
 - Align type and graphics so that they are easy to view
 - Leave white space and balance the content of the page
 - Add multimedia that conveys information about the issue
 - Check spelling and grammar
 - Use consistent punctuation
- Proofread your Web page
- Save your Web page frequently
- Ask someone to read your Web page and discuss:
 - What parts have the most and least visual appeal?
 - Are any parts difficult to read?
 - What argument is made in the Web page?
 - Does the reader find the argument interesting, convincing, and entertaining?

Activity 2: Web Teams

Task: Web Site Evaluation

- With a team of at least three members, choose a student-created Web site
- Open a new word processing document and type your names, date, and a title
- Create a table with two columns, labeled *Effective* and *Ineffective*
- In the two columns, cite specific instances of effective and ineffective Web design
- Save your document
- Discuss your design evaluation with your team, consider the following questions:
 - What parts of the Web site are most effective?
 - What roles are probably strongest on the Web team that produced the site?
 - What parts of the Web site are least effective?
 - What roles are probably weakest on the Web team that produced the site?
 - What features did each member of your team notice when evaluating the Web site?
 - What role might be best for each member of your team when producing a Web site?

Activity 3: Site Planning

Task: Web Site Design

- Form a Web team of at least three members and choose roles for each member
- Plan a Web site that includes each individual's Web pages, using the following steps:
 - Gather all of the content and media you may want to include

- Brainstorm additional content and media that could enhance the site
- Decide what content could be gathered and what content needs to be created
- Decide what content is most important to your audience
- Organize similar content into groups and identify relationships among groups
- Brainstorm ways to organize groups so that users can easily find the most important content
- Open a new word processing document and type your names, date, and a title
- Create a graphic organizer of your proposed site architecture
- Do a peer review with another Web team
- Revise your site architecture based on the peer feedback
- Open a new word processing document and type your names, date, and a title
- Design a layout for your Web site
- Discuss the following questions with your teacher:
 - What roles did each member of your Web team play in planning your site?
 - What alternatives did your team consider for you site architecture and layout design?
 - How did your team decide among alternatives?
 - How do you expect users to navigate through your site architecture?
 - How does your layout design help users find the information they want?
- Start a new text file and create a basic HTML document
- Add tables to the body to create a Web page that looks like your layout design
- View the HTML document in a web browser to make sure it looks like your design

Activity 4: Site Style

Task: Style Sheets

- With your team, create style sheets
- Add the style sheets to your layout template
- Use your layout template and style sheets to create a home page for your Web site
- View your home page in a web browser and make any necessary changes
- Use the layout template and style sheets to format your own Web page
- View your Web page in a browser and make any necessary changes
- With your team, use your site architecture and hyperlink the pages of your Web site
- View your home page in a web browser to make sure all the links work correctly:
 - Make sure all hyperlinks and navigation bars work
 - Make sure font sizes and colors are correct and readable
 - Make sure graphics and other media display correctly
 - Make sure tables and text are correctly and consistently formatted
- Share your Web site and get feedback, such as:
 - What parts of the Web site have the most and least visual appeal?
 - Can readers navigate the site quickly and easily?
 - Are any parts of the site difficult to read?
 - What arguments are made in the Web site?
 - Do readers find the Web site interesting, convincing, and entertaining?

Activity 5: Web Publishing

Task: Publishing Plan and Web Publishing

- Open a new word processing document and type your names, date, and a title
- With your team, develop a plan for publishing your Web site on the Internet and review these questions with your teacher:
 - What alternatives did your team consider for publishing your Web site?
 - How did your team decide among alternatives?

- What resources do you need to publish your Web site?
- How will you proof and test your Web site?
- What roles will each member of your Web team play in publishing your site?
- Choose a host for your Web site
- Upload your HTML documents to the host server
- Proofread your Web site
- Test your Web site:
 - Verify the technical aspects, making sure that:
 - HTML, CSS, and embedded multimedia work
 - Hyperlinks, navigation, text, and tables are properly formatted
 - A document type definition (DTD) is included on the first line of each HTML file. Use: `< !DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 4.01 Transitional//EN" "http://www.w3.org/TR/html4/loose.dtd">`
 - Different web browsers render your Web site properly (you can use an online verification tool)
 - Test usability with a few representatives
 - Test accessibility to verify that your Web site can be used by:
 - People with disabilities
 - People with poor Internet access
 - Hand-held devices, such as cellular phones and personal digital assistants
- View your HTML documents in a web browser to ensure that they works correctly
- Discuss your Web site with two people who have visited it, asking questions such as:
 - What parts of the Web site have the most and least visual appeal?
 - Are any parts of the site difficult to read or understand?
 - What parts of the Web site are most and least persuasive?
 - What parts of the Web site are most and least entertaining?