User Interface Specification

Version 1.0

e-Port ISLT Portfolio Support System

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Contents

1. Log-in Page

The "Log-in" page is the starting point for any prospective user of the system. Full access to the system and its tools are available to registered users, while "Guest" users have access to the Guided Tour and a limited view of system screens.
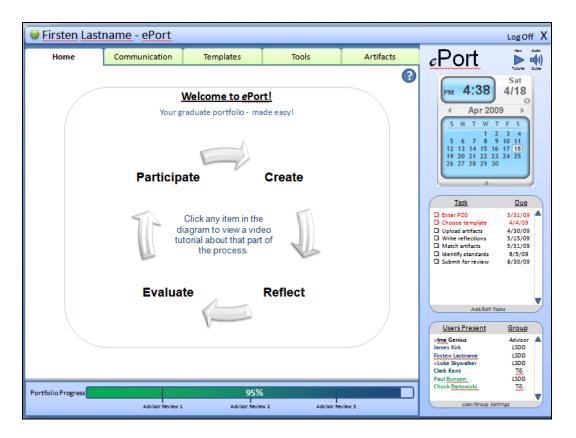
1.1.   Description of elements

The screen consists of the following elements:

- Log-in Form: Each registered user of the system may use his/her Pawprint or previously created account information to access the system. The e-mail address and password specified at registration (or Pawprint password in the case of a Pawprint ID) may be used.
- Go! Button: After the user supplies an e-mail address and password, he/she may click this button to transmit log-in information to the secure server that validates the request

- <u>Guest Log-in:</u> Clicking this link grants non-registered users access to the guided tours and help system, as well as read only views of the main screens of a sample portfolio.

- <u>Guided Tour:</u> Clicking this button launches a short video tour of the main features and flow of the e-Port support system.

2. Home Page

The "Home" page is the starting point for all activities and tasks executed in the e-Port support system. This page is intended to give individuals a quick summary of pending tasks, past and present accomplishments, progress to date and co-horts, friends and advisors that may be online to provide immediate assistance or just a friendly chat. There is also quick access to other tools using tabs across the top of the interface, and access to the help system in the upper right corner, using the help icon "**?**" or audio/video options.

2.1.   Description of elements

The screen consists of the following elements:

- Tutorials/Video Tours: e-Port's primary goal is to make the completion of a graduate portfolio easier. Students may initially feel overwhelmed by the task and not understand where to begin. Furthermore, students will return to the system having completed different parts of the overall portfolio but may still need assistance with the current set of tasks. This work flow is

mirrored in the graphic that students see when they enter the system. For those that are just getting started, they can click the "Create" image to learn about creating artifacts and better understand expectations for this component of the portfolio. As they return and advance along the path to completion, and require evaluation, for example, the student may click the "Evaluate" image to learn about required tasks and support available within e-Port and externally from advisors. Thus, the student is supported at multiple points in his/her work flow as the portfolio is completed.
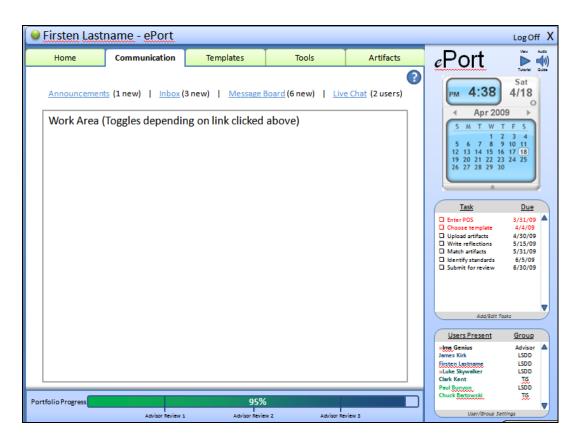
- Help: The help and support system consists of multiple layers to provide progressively more detailed support if required. In addition to the video tours in the center of the home page, there is always context specific help available when users click the help (**?)** icon. Whereas the Tutorials provide a high level overview of workflow and tasks, the context specific help enables users to drill down into more detailed levels of assistance with the current task being performed. For example, if the user is on the "Communication" tab and specifically using the "Messaging" component, clicking the help icon (**?)** will expose the help system, and display the topic associated with messaging. There are also two icons in the upper right corner of each screen (**View Tutorial; Audio Guide**) that will give brief instruction/support on using elements on the current tab/screen.

- Portfolio Progress: The progress indicator at the bottom of the screen contains milestones (such as Advisor Review 1) that aid the user in quickly understanding where he/she is at in the overall process of completing the portfolio. The progress meter will automatically advance as requisite components are completed. The requisite components are the six main items that are required for any portfolio, and are also contained in the Task List.

- Calendar: The Calendar component is displayed in the right sidebar. The current date is identified and the current day will be selected upon entering the system. Days that have specific tasks will be bold, while days without

tasks due will be presented in standard font. Hovering over a day will display tasks entered for that day.

- Task List: The task list displays the custom tasks that have been entered by the user. The first time the user enters the system this list will contain a default set of tasks that lists the primary tasks required to complete the six requisite components of every portfolio. Users are free to customize the list by adding, editing, or deleting tasks using the **Add/Edit Tasks** command link at the bottom of the list. Tasks are presented in various colors to identify if they are overdue, or not. Red font will indicate a task is past due, while Black indicates the task is not overdue. Additionally, a scroll bar will appear if the list contains more tasks than can be listed in the current view.

- User Awareness: The "Users/Groups" component displays users with whom the student may regularly interact. The list has several features that visually represent different characteristics of the users in the list. Specific features include:
  1. An **icon (>>)** that represents users that are currently online and active.
  2. **Color coding** to represent that user's portfolio progress to date (green represents early stage, while blue represents having completed greater than 75%). A potential benefit of this is being able to easily identify resources/peers that may provide valuable assistance or advice about latter stages of the process. Advisors are always represented in black because they are non-participants in terms of completing portfolios. Additionally, each user is typically added to the group associated with their program. There are two graduate programs who will use the portfolio – the LSDD program and the TIS program.
  3. A **User/Group Settings** link provides access to an administrative panel where users can be allowed to see the user's portfolio details. It acts a facility which allows gives users the ability to allow others to see their ePortfolio.

4. **Internal Chat facility:** a user can mouse over another user and select the chat option to chat with the user as need be.

- Log Off: In the upper right corner of every screen is the "Log Off" link which when clicked, will prompt the user to save or cancel any changes to their current item(s) and log the user out of the e-Port system.

3. Communication

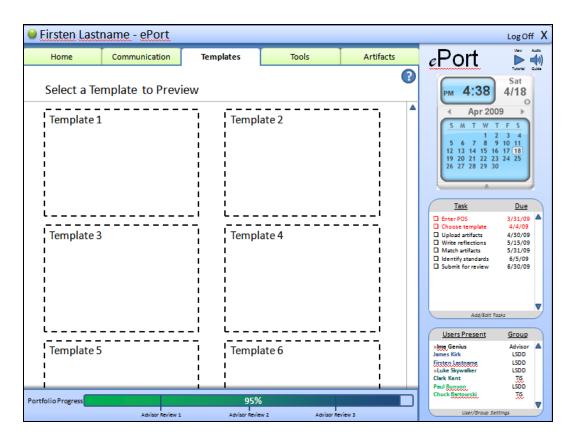The "Communications" page allows the user to send and receive messages. Registered users can even join live chat sessions with other users logged on.

3.1.   Description of elements

The Communications tab consists of the following elements:

- Announcements: Each registered user of the system will receive announcements from the program advisors.

- Inbox: The user supplies an e-mail address and password in the log-on screen, this allows the user to receive messages from other student or university faculty and staff.

- Message Board: This on-line discussion site allows the user to participate in an Internet forum that builds relationships from topic discussions that build over time.

- Live Chat: The user of the portfolio will often need to informally communicate with advisors or other students.

- Work Area: Depending on the toggle that is click the work area allows you to read messages or respond to messages.The screen consists of the following elements:
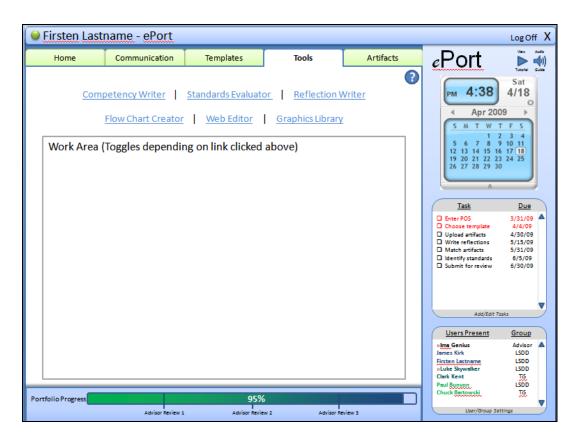
4. Templates

The "Templates" page allows the user to choose among several templates to design their portfolio.

4.1.   Description of elements

The use will click the various templates to preview and then select their preferred design. The user then has the ability to format that design template only within the program guidelines. The chosen template is then imported into the system.

5. Tools

The "Tools" page is an improved version of a text/graphics editor. Users will enter the information for a particular component of their portfolio and can use each of the tools to enhance the identified information.

5.1.   Description of elements

The user can select the various editors which will assist in the formatting of the information.

- <u>Compentency writer</u>: Comprises of different types of editors (text, graphics,etc…) with key guidelines/hints provided to the user as they complete a compentency. In this writer the user can attach a particular artefact selected from the artefact area.

- <u>Standards Evaluator</u>: This link will allow users to ensure that certain standards are adhered to as they complete a compentency entry.

- <u>Reflection writer</u>: This is similar to the compentency writer the only difference is that it is strictly text based and provides examples of appropriate words. In

order to use the reflection writer, a compentency, activity or artifact must be selected.

- Flow Chart creator: This tool allows users to create flowcharts to demonstrate some activity in their portfolio.

- Web Editor: this tool allows the user to select an entry (artifact, competency, flowchart,e tc..) and ensure that its appearance/font style/etc.. for online is appropriate. It assists users with formatting for the web.

- Graphics Library: This tool provides users with additional graphics to enhance their entrys

6. Artefacts

The "Artefacts" page is a storage area for all artefacts used in the eportfolio.

6.1.   Description of elements

The user can select, copy, edit, export, preview and delete artefacts as done with any tool that deals with files. This assumes that the machine being used has the required ability to display the artefacts in the formats in which they were saved.

- <u>More tasks:</u> Additional tools associated with artefacts