



digital practices



Support sessions

JAN 22nd 2021

WEEK 10

- 1 recaps & trouble-shooting support
- 2 drop-in sessions for feedback and help
- 3 1-2-1 tutorials

■ submission reminder

Repeated from last week as final summary of your submission. In short, you will submit your project by submitting the 500-word document in Turnitin. This has to include your site map and a link to your website. Your website is to meet the 2,500 word count, i.e. it is the '2,500 word portfolio', and you do **not** need to copy&paste the content to submit it.

You will be submitting the website via its link in the project document.



digital practices

Project submission reminder ^_^

Unsure what to submit? In short:

submission = project document

= 500 word write-up / submit via Turnitin / include site link and site plan

DEADLINE
25 JAN 2021
by 3pm BST

website title + tagline 

website link 

→

website mission

target group 

***required**

content structure 

site title 

Home page | About page | Services page

Theme choice

 _____

Design rationale

 _____

APPENDIX 

recommended addition:
representative screenshots of your website's pages





To safeguard against last minute disasters as well as technical trouble during assessments, I would recommend that you take screenshots of the most important pages and include those as appendix. This means if all fails and your site's offline for some reason, assessments and reviews can still be done.

***optional**

REMINDER: portfolio / 2,500 words = your website! included in your submission via link

reminders once more

on content

Remember who your site is for and what its mission is – aim to write for your chosen target group and review your phrasing accordingly. This is likely quite a different challenge for you as your site should not read like an academic paper at all.

Make sure to review your phrasing overall. Phrasing of the main text of your site is vital to your mission and should speak to your target group. Post titles as well as menu links are another important aspect to consider. While your post titles might be longer than 2-3 words, it will be important to keep the menu links very short and succinct for easy skim reading and access.

on themes

Please do remember our advice during our sessions and choose your theme wisely. If you need a refresher on this, read Claire's posts on [What To Avoid](#) and [Fancy Themes & Design Plugins](#).

Design for inclusion.
Design for delight.

This applies both to your content and your design. Keep in mind that content is king and easy access to your posts is paramount. This will lead you to have only 1-3 pages in total, and most of your content published as posts, neatly organised into ! tting categories.

on legalities

Make sure to have the cookie consent in place, linked to the updated privacy policy page. This is a legal requirement for any website (though not strictly speaking yours due to the VPN) and is good professional practice in any case.

:-) DO...

- 1 inject personality into your site.**
This website is unique to you, and your approach to the subject is your decision ~ do let that shine through in all aspects, from text and visuals to design.
- 2 focus on your site's mission.**
This will be re! ected in a strong and clear site title and tagline, as well as short and succinct menu link text, and, of course, a ! tting tone of language for all content.
- 3 use an informal and personable tone if ! tting.**
Your site is meant to have a mission for a positive change for people and society. Depending on your objective and target group, this might be best expressed by using the ! rst person narrative and speaking to site visitors

directly. Don't be shy to write as yourself and share your own experiences. Just make sure to put everything into the context of your site's mission.

DO NOT... !

- 1 Do not add all your posts as submenu items.**
Avoid submenus and keep your menu links to a few, well phrased, short and succinct.
- 2 Do not use a theme which relies on plugins.**
if you install a theme and get messages asking you to install additional plugins, this is a red flag! Please do not use such a theme.
- 3 Do not keep the login link visible.**
Check on the existing addition of your setup for sidebar and footer (admin panel > appearance > widgets). Make sure to remove any superfluous elements, such as the calendar or archive listing. Or indeed the login link which should not be accessible by the general public.
- 4 Do not forget to include references and credits.**
For your digital site, any externally sourced content (such as images) has to reference its source and credit the original creator, usually via link. This could be done via footnotes, or published as separate page.
- 5 Do not touch the WordPress or site URL settings!!**
this will make your site inaccessible and will require additional help to fix!

submission checklist for project document

To include:

- 1 site title and tagline**
Clearly stated as main heading or mentioned in write-up.
- 2 URL**
Link to your website's public view included.

site map

3 Write-up to include site plan of final content structure.

4 project rationale

Outlining your approach to the brief, your site's mission, target group, content structure (i.e. site plan) and theme choice.

Final submission deadline

project submission

Monday, Jan 25th 2021 by 3pm BST

APPENDIX : optional/recommended:

addition of screenshots:

To safeguard against technical trouble during assessments as well as last minute disasters, I would recommend that you take screenshots of the most important pages and include those as appendix. This means if all fails and your site's offline for some reason, assessments and reviews can still be done.

PROJECT PROGRESS

PROJECT: ready for submission :)

