Interaction Design Portfolio

Sarah Chou 5th Year Northeastern University

Major: Computer Science and Cognitive Psychology Minor: Interaction Design Week 1: Experience of Use Analysis Poster

A Complicated Journey... WHAT: MURRENIA TRAIN From Prague => Budapest frustrated, with How did what I feel? worked? soapy hands Step By Step Process HOW: () Rub soap Giveup ask for on hands helo Find a () Try Twisting 6 button 2 Try to press water Knob for water comes ov achieve success a last -xperience Kating SUMMARY: Efficiency Learnability Memorability Errors Satisfaction Since it took me Once I learned After a period of not made about 3 Very unpleasant, all I several failed the task, it was Using this, I would still errors: pressing the wanted was to wash mu attempts and asking very easy to remember what to do Knub pressing the nands. My hands had for help, I gave this complete, since and how to use the soap already that dried Knob's button and D for accomplishing it only involved up as I tried to find H sink. + wisting the knob the task on the first pressing a button Nothing bad happened water. I was frustrated nothing happened at all and confused throughout tty. It didn't help that No recovery needed. the process. the Button had a red light.

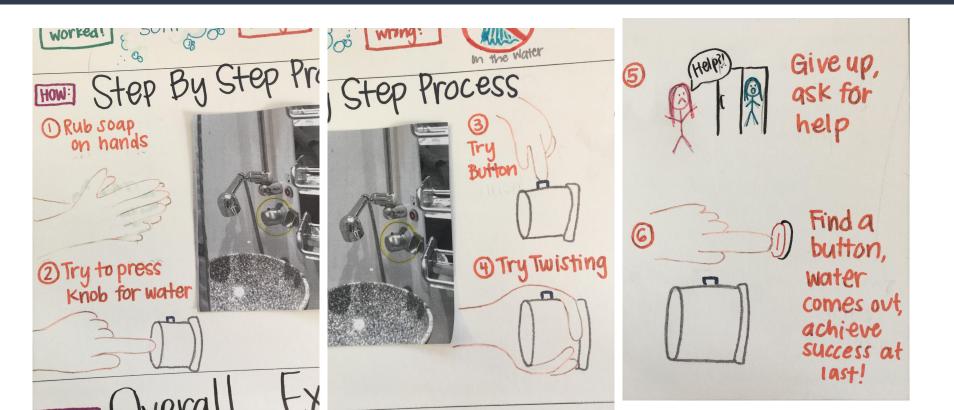
For this assignment, you will produce a poster that illustrates a physical—*not* digital—experience where you performed a task and felt some level of frustration.

I created a poster that illustrated and analyzed my stressful and frustrating attempt to wash my hands in a sleeper train from Prague to Budapest.

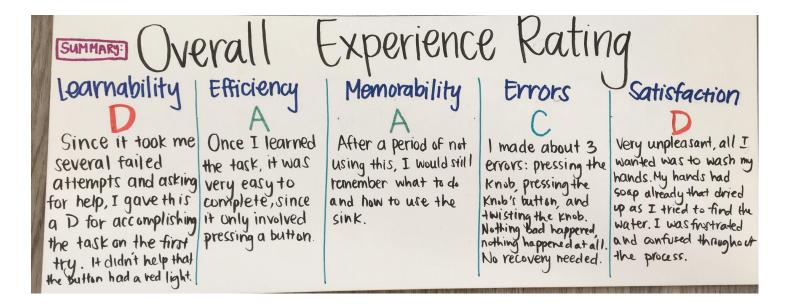
Poster Close Ups: Background Info



Poster Close Ups: Step by Step



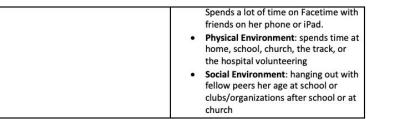
Poster Close Ups: Overall Experience Rating:



Week 2: Personas, Brainstorm List, and Project Ideas

Persona 1: High School Senior

Fictional Name: Sxss. Ter Job Title/Major Responsibilities: High school senior at Lowell High School President of Bracelets for Kiddos Track & Field/Cross Country Varsity Team Hospital Volunteer CSF Tutor T 7 years old youngest of 3 children lives in San Francisco, CA goes to Lowell High School Get good grades Get nomework done on time Study for exams Maintain an active social life by going to friends' birthday parties and supporting them at sporting events Help clean room and do dishes and other chores around the house Complete college applications and essays by their due dates Volunteer at the hospital each week Keep track of schedule Clubs and organizations involved in (track and field, bracelet making club, church fellowship group) Mentor freshmen on the track and cross country team Volunteer at marathons Volunteer at marathons Mentor freshmen on the track and cross country team Volunteer at marathons Volunteer at mara	Demonstration	M. 17	
Job Title/Major Responsibilities: High school senior at Lowell High School President of Bracelets for Kiddos Track & Field/Cross Country Varsity Team Hospital Volunteer CSF Tutor Demographics: 17 years old youngest of 3 children lives in San Francisco, CA goes to Lowell High School Get good grades Get homework done on time Study for exams Maintain an active social life by going to friends' birthday parties and supporting them at sporting events Help clean room and do dishes and other chores around the house Complete college applications and essays by their due dates Volunteer at the hospital each week Keep track of schedule Clubs and organizations involved in (track and field, bracelet making club, church fellowship group) Mentor freshmen on the track and cross county team Volunteer at marathons Help students with their homework at a CSF tutor Environment: Technical Environment: She is Technical Environment: She is 	Persona:	My 17 year old sister	
School President of Bracelets for Kiddos President of Bracelets for Kiddos Track & Field/Cross Country Varsity Team Hospital Volunteer CSF Tutor Demographics: 17 years old goes to Lowell High School Get good grades Goals and tasks: 6 Get good grades Study for exams Maintain an active social life by going to friends' birthday parties and supporting them at sporting events Help clean room and do dishes and other chores around the house Complete college applications and essays by their due dates Volunteer at the hospital each week Keep track of schedul Clubs and organizations involved in (track and field, bracelet making club, church fellowship group) Mentor freshmen on the track and cross county team Volunteer at marathons Help students with their homework at a CSF tutor Environment: Technical Environment: She is		Syss Ter	
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	Environment:	Technical Environment: She is	



Persona 2: College Roommate

Persona:	College Roommate	
Fictional Name:	Rue Mayt	
Job Title/Major Responsibilities:	 5th Year Student at Northeastern University. Majoring in Interaction Design. Dogwalker. 	
Demographics:	 College student (upperclassman) Female From New Jersey 21 years old pursuing a Bachelor's degree 5'3" oldest of 3 girls has 2 dogs 	
Goals and tasks:	 Do chores Wash dish towels Clean kitchen surfaces Take out trash Sweep the floor Clean the bathroom Remember to lock the door Do homework Walk friends' dog every day maintain good grades maintain active social life put on makeup bake and cook food on the regular Live in a clean and orderly manner in 	

	 Tell other roommates when people are invited over
	Figure out how to decorate the spaceWork out in the gym
Environment:	 Technical Environment: She is comfortable using a computer. Usually connected to Wi-Fi or data on her phone. Uses email, iMessage, Facebook message, and actively browses the web.
	 Physical Environment: spends time in Lightview apartment, on campus at Northeastern (mostly Ryder or Shillman), exploring around Boston, walking to Fenway area to walk dog
	 Social Environment: friends with Computer Science females since freshman year, friends with high school friends from home

Persona 3: CS4100 TA

Persona:	TA for Artificial Intelligence	
Fictional Name:	Ta Ai	
Job Title/Major Responsibilities:	TA for CS4100 at Northeastern University	
Demographics:	 Graduate student Female 27 years old married 	
Goals and tasks:	 Grade student's homework on time Provide feedback and answer questions on the class forum (Piazza) Host office hours for students to ask questions about the homework Attend class Reply to emails from students and the professor Submit hours worked each week on timesheet 	
Environment:	 Technical Environment: Comfortable with a computer, excellent 	

programmer, uses Piazza and gmail and the class website

- Physical Environment: Northeastern University, Richards 300, Richards 237 for office hours
- Social Environment: Spends time with her husband, other grad students, other TAs, and the undergraduate students she supports in the class

Persona 4: Mom

Persona:	My Busy Mom	1		•	Update CaringBridge to notify close		
Job Title/Major Responsibilities:	Stay at home retired mom who is always busy and has things to do constantly				friends and family about her cancer journey		
Demographics:	 56 years old Female Mother of 3 children, 2 of which live at home Born and raised and currently living in San Francisco, CA Retired 		Environment:	•	Plan vacations Pay bills Cook meals Technical Environment: comfortable using a computer, uses email and Facebook, sometimes has to ask for		
Goals and tasks:	 Pay college tuition for me Support family emotionally, spiritually, financially, with knowledge about everything at any time of day Make sure youngest daughter gets to and from school and activities Attend church and prayer group Maintain active social life (with friends, lei-making club, church group, etc.) Make sure husband stays on his)		5		•	help on how to achieve tasks Physical Environment: currently staying at home or going to the hospital (Kaiser) Social Environment: spends time with family (husband, 17 year old daughter, 25 year old son), spends time with other female friends her age, as well as the church community of all ages and gender, mostly Asian.
	 restricted low-sodium diet, and takes medication for congestive heart failure every day Go to the hospital for breast cancer treatments Have phone appointments with the doctor 						

Brainstorm Ideas

Brainstorm List

For 17 year old high school senior: (things to keep track of)

- Senior year activities and events to attend to (prom, graduation, senior portraits, senior picnic) (yearly)
- Homework assignments due (daily)
- Exams and quizzes to study for (weekly)
- Sports practice, meets, volunteering events (weekly)
- · How are her running times improving over time (yearly, monthly, weekly)
- Chores to do (weekly)
- Social activities (friend's birthdays, hang outs, facetime calls with sister/abroad friends, family events, concerts, etc.) (weekly)
- Volunteering shifts (at the hospital every Sunday, at marathons on Saturdays once a month, CSF Tutoring twice a week after school in the library) (weekly)
- What college events to go to (such as a school visiting the high school, or a networking event, or SAT prep or essay review) (monthly)
- What college apps are due when, what is required for them (a personal essay, filling out a portal, sending a transcript, etc.) (yearly)

For female college roommate: (things to keep track of)

- When to clean the bathroom (monthly)
- When to clean the kitchen (monthly)
- When to wash shared towels/dish rags (monthly)
- When to cook dinner for the roommates (weekly)
- · When to pick up packages (weekly or whenever they come)
- When homework is due (weekly)
- When to walk the dog (balanced in between class schedule) (daily)
- When to unload dishwasher (daily)
- When to work out (daily/weekly)
- When to take out trash (daily)
- When to do laundry (biweekly)

For TA: (things to keep track of)

- · When to submit hours worked into timesheet (weekly)
- When to grade student's homework (weekly)
- When to show up to office hours (weekly)
- When to post on Piazza or reply to student questions (daily)
- When to check email (hourly)

porTAl

A TA Portal for Fellows to share tips, grade assignments, have discussions, have an appointment calendar for one on one meetings, etc.

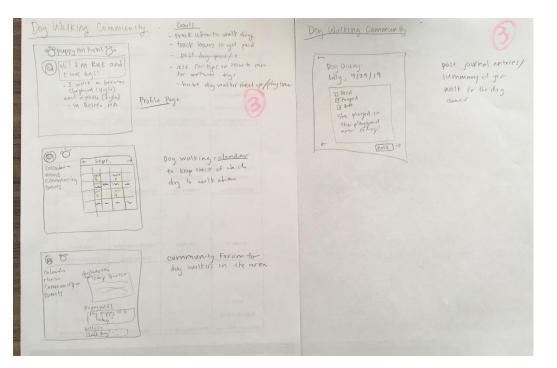
TA perial Fallow form -sharing tips -fallow gabat the lesson plan -link to Grading center -talking about the lesson plan -link to Grading center -having the lesson plan -link to G	TA Portal E Imusheat E mean of Alan Enter hours Enter description (Patil) External External	Timusheet to enter hours and disangeton. Clearly states week. allows edit, or go tuil/back a week
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I convert New State I convert State Stat	Lesson Plan. West I IT PDF die IT I TOF die IT I TOF die IT I TOF I I I I I I I I I I I I I I I I I I I	Lesson Plan Page -allows This / Teacher comments "PPF of the LP - LP side bus for easy access/sourch of

Event Planner

A place to store events happening in your life, with a name and date, has a calendar view, each Event card has Who's Coming, What to Do, What to Buy, a Countdown, Email All Guests, and Notes.

Event Planners	2
My EVENTS ECTIVICA Eday Sep 30 Move Nghi excy Thus t New excel t New excel t New	Organize craits you are planing smply by adding a name and date
Calendar Van - October - October	catenda view
Private Gan Blog	
Funder Night Date: Oct 3 - Who's coming? - Who's coming? - Kat 1. - Janne - What D PO - Clean Erden Emil - Clean Erden Notes - What to Bay - What t	Event information -grests -things to do - """ buy - countdown - email attendes - Notes

Dog Walking Community



For dog walkers to keep track of when to walk which dogs, ask for tips on how to walk big dogs etc, have dog walker play time/meet-ups, track hours of dog walking to get paid, have a dog diary to share with the dog's owner that day.

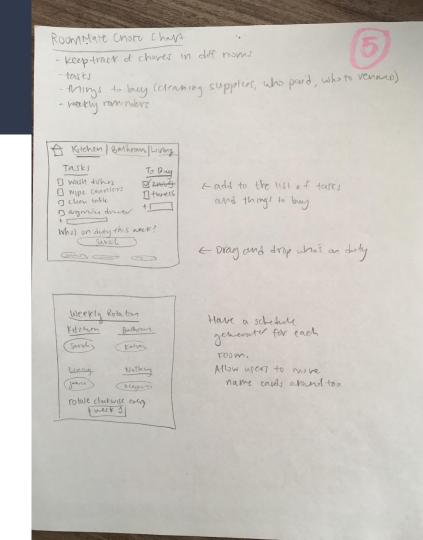
Colleges4Me

A way for high school seniors to keep track of college apps, write personal essays, invite others to comment on essays, keep track of due dates, and search colleges based on parameters.

	Colleges & Me		
	- search colleges based	an criteria - organize applications	
	-major.	-calendar to and	
	-location	dates - have an in-websile cs by	
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	- Job outta college	Grammar check	
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Roommate Chore Chart

A place for college roommates to keep track of who needs to do what chores in what room, including what tasks, what to buy, etc., includes a rotation.



Week 3: Interview Script

[Project] Interview Script					
Timing	Section	Prompts (what exactly are you going to ask; follow-up questions or alternative questions based on participant's response)	Observation Points (reminders of why you are asking this question, prompts to look for artifacts, reminders about specific behaviors you are intending to observe)		
	g and Intro I, what am I look	ing for, why I want to talk to them, etc.)			
2 min	Opening and key points to provide context for interview	Hi my name is Sarah I'm a student at Northeastern University and I'm working on a class project. This is (observer/note taker's name). You probably know why we're here but let me go over it. I'm asking people like you to help me understand how you currently organize your duties as a Fellow for CS1200. We'll be talking for the next 10-15 minutes. If you need to take a break at any time, just let me know. Before we get started do you have any questions?	Provide a brief overview of what will be happening during the interview.		
	IP questions	to get them used to the interview format)			
2 min	Warm-up 1	What's your occupation? What do you do all day?	Baseline demographic information. If relevant, you can also include sex, age (approximate), level of education, etc.		
3 min	Warm-up 2	About how many hours a day are you on the internet? You don't need to be precise; a rough estimate is fine. When you're on the internet, what are the primary things that you do? What devices do you use to access the internet? (desktop/laptop, tablet, mobile, watch) Of those devices, which 2 devices do you use	Useful to understand how often they are on the internet, what activities they are engaged, and what device they use.		
1		most often to access the internet?			

5 min	Ques. 1	Tell me how you became interested in becoming a Fellow. - or -	Get them to tell you a story to understand their use case . Look for follow-up questions: "You mentioned (something really
		Tell me about your interest in mentoring first year students.	interesting); can you talk more about that?"
5 min	Ques. 2	The last time you prepared for your Fellow class, can you show me what you did?	Get them to tell you a story to understand their use case. This works <i>especially</i> well if you can have them <i>show you</i> what they did on their own device. You may want to bring your laptop as a back-up.
5 min	Ques. 3	The last time you were trying to prepare for class, did anything slow you down or prevent you from doing it?	Attempting to uncover pain points .
5 min	Ques. 4	What would help you organize your Fellow duties more quickly or easily?	Another attempt to uncover pain points by asking for ideas.
	Ques. 5	How do you keep track of your tasks (such as events, things to grade, etc.)?	
	Ques. 6	Who are people you need to communicate with in order to do your job?	
	Ques. 7	How do you currently communicate with these people? What would you change about this if you could?	

Cool down 1	Is there anything else you think I should be asking?	Allows interviewee to share any additional information they might have.
Cool down 2	Is there anyone else you think I should talk to about this?	
Wrap-up and thanks		
2 min	Can I follow-up with you if I have any additional questions? (If yes) What is the best way to contact you?	You may need to contact them again; this is a useful heads-up
	Thank you for your feedback/time.	

Week 4: Interview Findings, Updated Personas, Workflow Sketches

Interview Findings

See <u>here</u>!

Updated Persona #1

Persona:	A 16 year old high school student
Fictional Name:	Syss Ter
Job Title/Major Responsibilities:	 High school junior at Lowell High School Member of Bracelets for Kiddos Track & Field/Cross Country Varsity Team Hospital Volunteer CSF Tutor
Demographics:	 16 years old youngest of 3 children lives in San Francisco, CA goes to Lowell High School
Goals and tasks:	 Get good grades Get homework done on time Study for exams Maintain an active social life by going to friends' birthday parties and supporting them at sporting events Help clean room and do dishes and other chores around the house Volunteer at the hospital each week Keep track of schedule Clubs and organizations involved in (track and field, bracelet making club, church fellowship group) Mentor freshmen on the track and cross country team Volunteer at marathons Help students with their homework as a CSF tutor Start preparing for exams like ACT and SAT Take the PSAT to qualify for the National Merit Scholarship

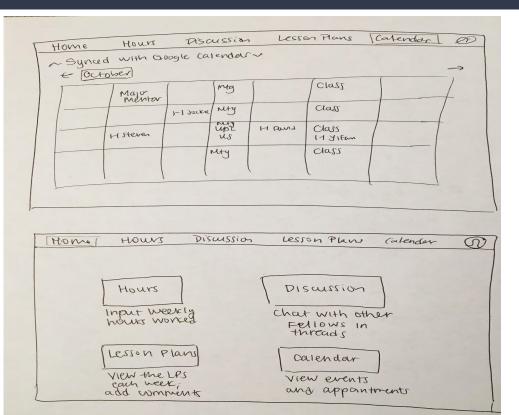
Environment:	 Technical Environment: She is comfortable with using a computer. Spends a lot of time on Facetime with friends on her phone or iPad.
	 Physical Environment: spends time at home, school, church, the track, or the hospital volunteering
	 Social Environment: hanging out with fellow peers her age at school or clubs/organizations after school or at church

Updated Persona #2

Persona:	TA for CS1200 (*updated from last time)	
Fictional Name:	Ta Ai	
Job Title/Major Responsibilities:	TA for CS1200 at Northeastern University	
Demographics:	 Undergraduate student Female 21 years old Studying CS Searching for a co-op 	
Goals and tasks:	 Grade student's homework on time Meet with each student for one-on- one appointments for 10-15 minutes Attend weekly staff meetings Attend class Reply to emails from students and the professor 	
	 Submit hours worked each week on timesheet 	

Environment:	 Technical Environment: Comfortable with a computer, excellent programmer, uses Blackboard and gmail and google calendar Physical Environment: Northeastern University Dudge 200
	 University, Ryder 268 Social Environment: Spends time with friends, socializes with other Fellows, and the undergraduate students she supports in the class

Workflow Sketch #1: Calendar and Home Page

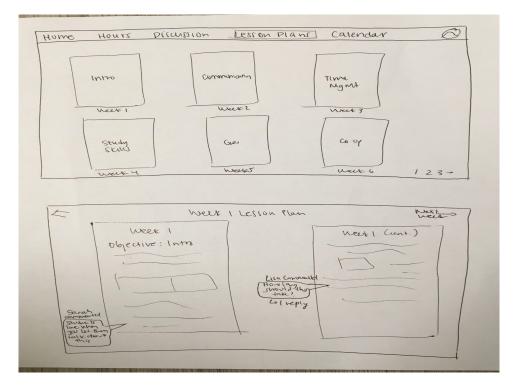


Workflow Sketch #2: Discussion Board

Home	Hours	[Discussion]	Lesson Plans	Calendar	co
		Fellow Discuss	sions	-	
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Wer & 3					
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Post to Weet 3 "	Save Daft Post

Workflow Sketch #3: Lesson Plans



Week 5: Roles and Goals, Primary Workflows, UI Brain Drawings, Sitemap and Wireframes

Roles and Goals

Roles & Goals for porTAl

Priority (Low, Medium or High)	As a (Briefly describe the role of the user.)	I want to (What does the user want to do? What is their task?)	So I can (Why does the user want to do this? What is their goal?)	
High	CS1200 Fellow	Be able to talk with other fellows and ask questions regarding this week's lesson plan	Get someone to replace me when I need to miss class, and ask questions about resources I can share with my students.	
High	CS1200 Fellow who has done this before	View the lesson plan and add helpful comments	Provide feedback, comments, and tips for other Fellows , and prepare for when I have to teach the class	
High	CS1200 New Fellow	View the lesson plan and add questions	Prepare for when I have to teach the class by reviewing the material and my sections, add questions on the lesson plan	
Medium	CS1200 Fellow	Put in my hours worked and what I did this week	Get paid for working as a TA	
Medium	CS1200 Instructor	Upload the lesson plans	Ensure my TAs are able to prepare to teach their section of the class	
Medium	CS1200 Student	See my Fellow's schedule and schedule an appointment with them	Meet with them one on one and get my questions answered and receive course credit for the meeting	
Low	random site visitor	View the site and see what Fellows do and see what their experience is like	Figure out if I want to apply to become a fellow	
Low	Khoury student exploring the Khoury website	Figure out what this site is about See what jobs are available for Khoury student		

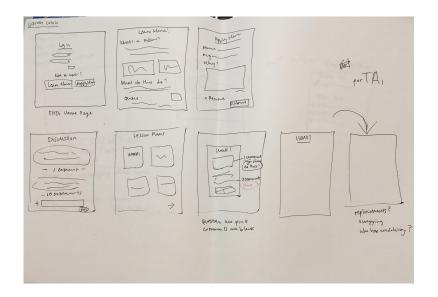
Notes: Add notes here (or create another column) regarding a specific role, task or goal.

The main point of the site is to cater to the high priority user of a Fellow who wants to keep track of their tasks and do their job well. I broke it down so that there are different types of fellows, like ones that have done the job before and are more experienced, so they can offer tips, vs new fellows who aren't as familiar with the job and may have questions. The fellow should also be able to talk with other fellows about resources or if they need a replacement for their class.

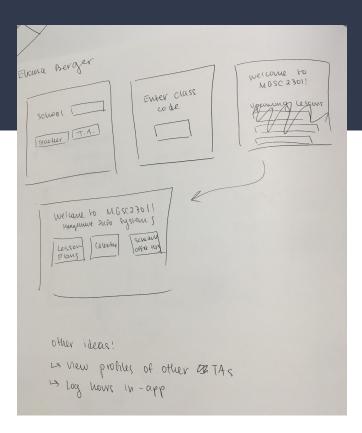
Primary Workflows

Task	Trigger	Workflow	Goal
Action or process that	Event or circumstance	Repeatable sequence of steps needed to complete a task.	Desired result that a
needs to be	that starts a particular	Describe the first screen by answering the following: What do	user plans to achieve.
accomplished to	action, process or	they know? What do they see? What do they do?	
achieve the goal.	situation.		
Post to discussion board	Needs a replacement for next week's class	They know they have access to porTal, and there is a place where they can reach other Fellows. They see there is a Discussion link	Post to the discussion board so someone will
		at the top nav bar. They click on it so they will be taken to the Discussion board, so they can ask all the other fellows at once for a replacement.	see it and they will get a replacement.
View lesson plans	Needs to know what to be prepared to talk about or teach for this week's class.	They know the lesson plans live in <u>porTAL</u> . They see there is a link to Lesson Plans at the top <u>nav</u> bar. They click on it so they will be taken to the Lesson Plans. They see all the lesson plans for the semester, and click on the one for the current week.	They want to see what the advisors expect them to talk about for the fellow-led portion of the class.
Input hours for the week.	They need to get paid.	They know that in order to get paid, they need to put their hours into <u>porTAL</u> . They see a link to Hours in the <u>nav</u> bar, so they click on that to take them to the place to input their hours.	They want to successfully input their hours so they will get paid for their work
Access the calendar to see what events are happening this week.	They know they are responsible for attending events but do not know when they are.	They click on Calendar in the <u>nav</u> bar, which shows them required events, meetings, one on one appointments, and other events happening around Northeastern they might want to tell their students about.	They want to be well informed of the events they need to attend.
	Action or process that needs to be accomplished to achieve the goal. Post to discussion board View lesson plans Input hours for the week. Access the calendar to see what events are	Action or process that needs to be accomplished to achieve the goal.Event or circumstance that starts a particular action, process or situation.Post to discussion boardNeeds a replacement for next week's classView lesson plansNeeds to know what to be prepared to talk about or teach for this week's class.Input hours for the week.They need to get paid.Access the calendar to see what events are happening this week.They know they are responsible for attending events but do not know when they	Action or process that needs to be accomplished to achieve the goal.Revent or circumstance that starts a particular action, process or situation.Repeatable sequence of steps needed to complete a task. Describe the first screen by answering the following: What do they know? What do they see? What do they do?Post to discussion boardNeeds a replacement for next week's classThey know they have access to porTal, and there is a place where they can reach other Fellows. They see there is a Discussion link at the top nav bar. They click on it so they will be taken to the Discussion board, so they can ask all the other fellows at once for a replacement.View lesson plansNeeds to know what to be prepared to talk about or teach for this week's class.They know the lesson plans live in porTAl. They see there is a link to Lesson Plans at the top nav bar. They click on it so they will be taken to the Lesson Plans. They click on it so they will be taken to the Lesson Plans. They click on it so they will be taken to the Lesson Plans. They click on it so they will be taken to the Lesson Plans. They see all the lesson plans for the semester, and click on the one for the current week.Input hours for the week.They need to get paid.They know that in order to get paid, they need to put their hours into porTAl. They see a link to Hours in the nav bar, so they click on that to take them to the place to input their hours.Access the calendar to see what events are happening this week.They know they are responsible for attending events but do not know when theyThey click on Calendar in the nay bar, which shows them required events, meetings, one on one appointments, and other events happening around Northeastern they might want to tell

UI Brain Drawings

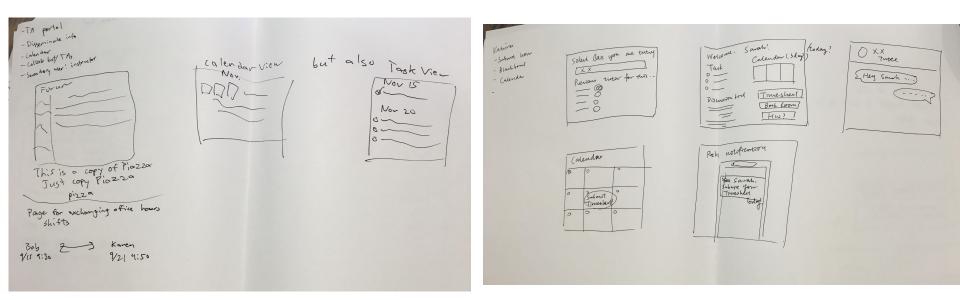


Sarah's Brain Drawing



Eliana's Brain Drawing

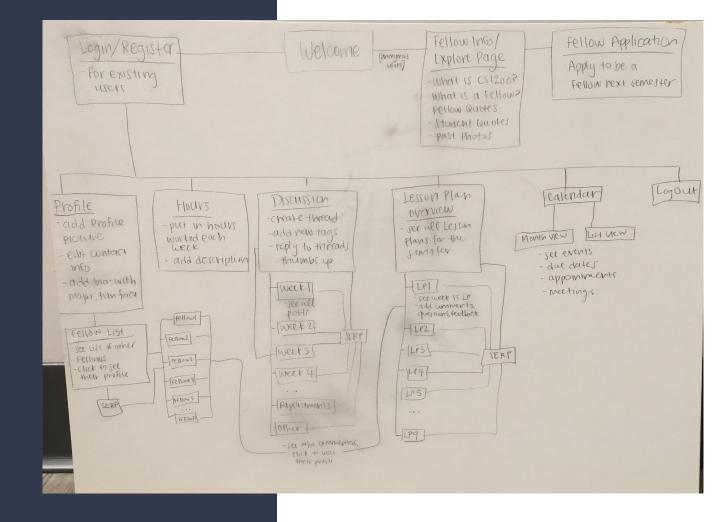
UI Brain Drawings



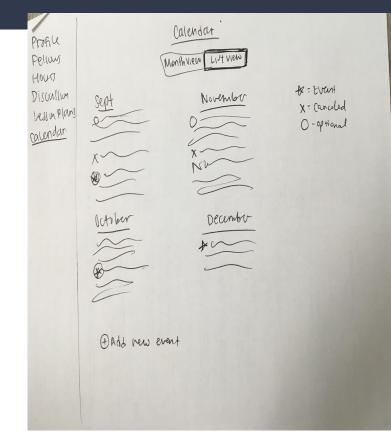
Ian's Brain Drawing

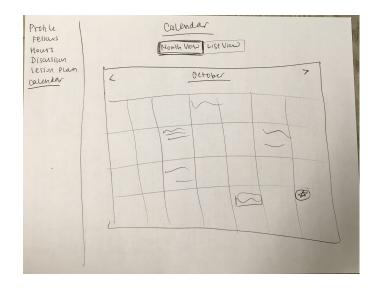
Katrina's Brain Drawing

Sitemap:

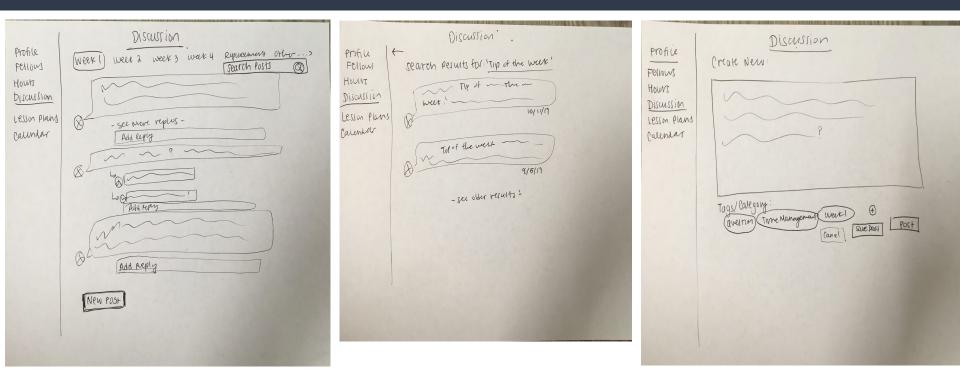


Wireframes: Calendar

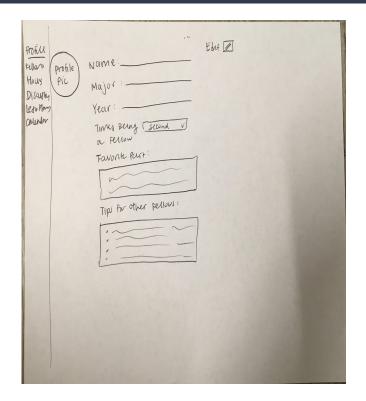


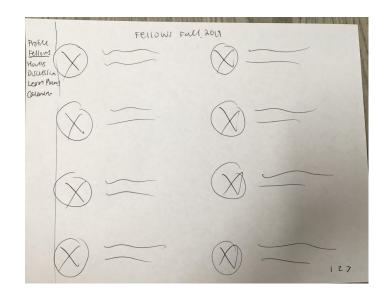


Wireframes: Discussion

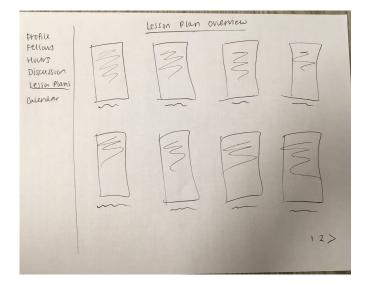


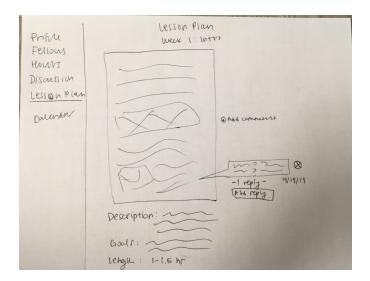
Wireframes: Profile





Wireframes: Lesson Plan





Wireframes: Hours

Profile Fellows <u>Howrs</u> Discussion Lesson Plane Calendar	HOUNS Submit Hours for the week of: " Courbur 142017 " Sun Mon The wed Theo Fri Sat Sun Mon The Wed Theo Fri Sat Submit
	<u>Seve History:</u> 9/10: 8 hr 9/17: 16 hr 9/26: 4 hr 10/3: 4 hr 10/10: 8 hr

Week 6: Benchmark Presentation, Design Case Narratives, and Storyboards

Design Case Narrative 1

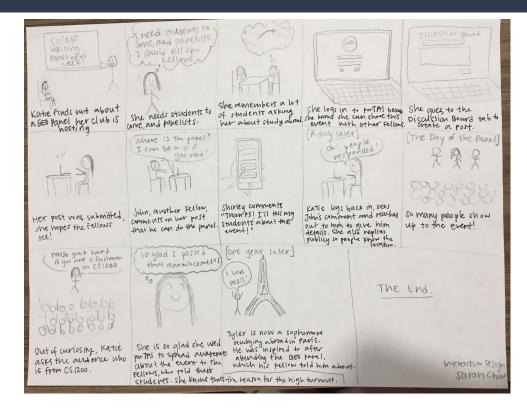
Design Case Narrative #1: Sharing Information in the Discussion Board

- A user who is a 2nd time Fellow, 4th year student at Northeastern University studying Computer Science, logs into porTAl. She is also on the e-board for CoSMO, Computer Science Mentoring Organization, which is a club on campus.
- This user wants to tell other Fellows about a GEO panel that is happening this week, so that they can let their students know about the opportunity.
- She knows that a lot of her students have had questions about studying abroad, and also wants a high turnout at the panel event.
- She does not have all of the emails to all of the Fellows, but knows that there is a discussion board on porTAI.
- She navigates to the discussion board page, and creates a new post with a short description of the event and all the details provided, so the other fellows can post announcements to Blackboard and notify their students of the opportunity. She clicks "post" and it gets sent out.
- The other Fellows react positively; some of them did not know about CoSMO, and others did not know about the event. One fellow knew but didn't think to share with his students until he saw the post!
- Other fellows shared the event details, and the number of students that showed up was twice the amount of the usual attendance.

Benchmark Presentation

See <u>here</u>!

Storyboard 1

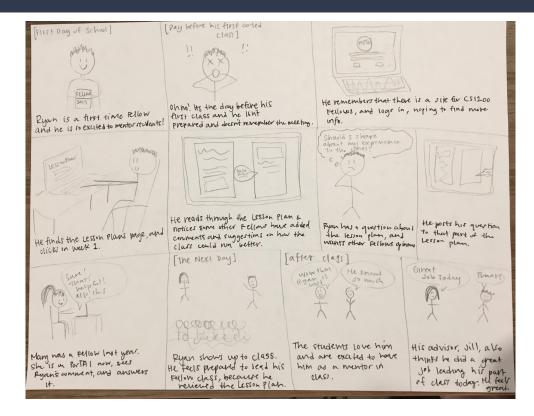


Design Case Narrative 2

Design Case Narrative #2:

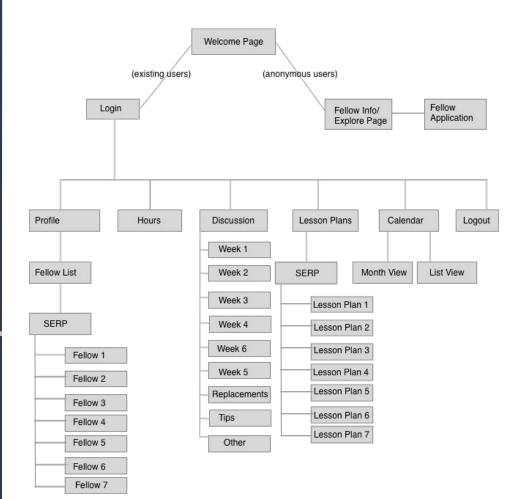
- A user who is a first time Fellow wants to be prepared to teach his class on Resources. He is a 3rd year Computer Science and Biology major at Northeastern.
- The user knows that the advisors post the lesson plans on porTAl after the staff meeting, so he logs in to see what the outline says.
- He navigates to the Lesson Plans tab, and clicks on "Week 3: Resources"
- The lesson plan is outlined, and he notices that some other Fellows have added comments to the lesson plan, including some other resources to share during the Tip of the Week section.
- After reviewing the Lesson Plan, he feels prepared and ready to co-lead tomorrow's class. He knows where to find it in case he needs to pull it up before class tomorrow for a reminder.

Storyboard 2



Week 7: Clickable Wireframes, Digital Sitemap, and Elevator Pitch

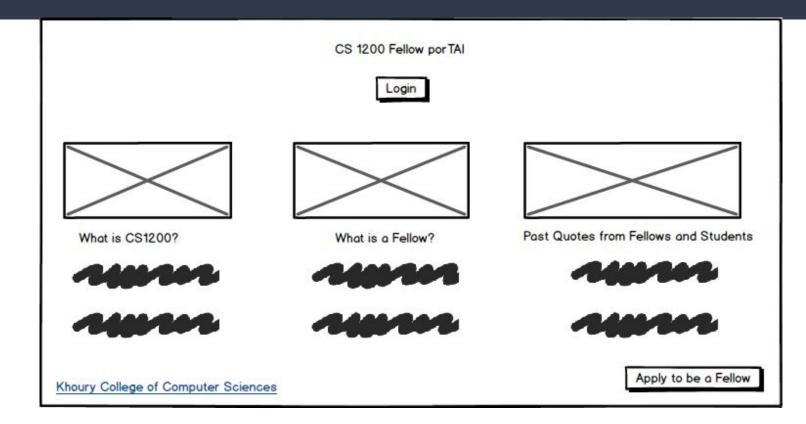
Digital Sitemap



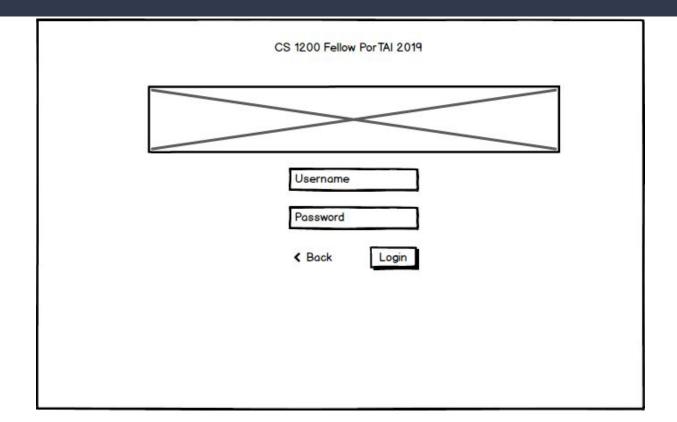
Clickable Wireframe: PDF

See the entire clickable PDF here

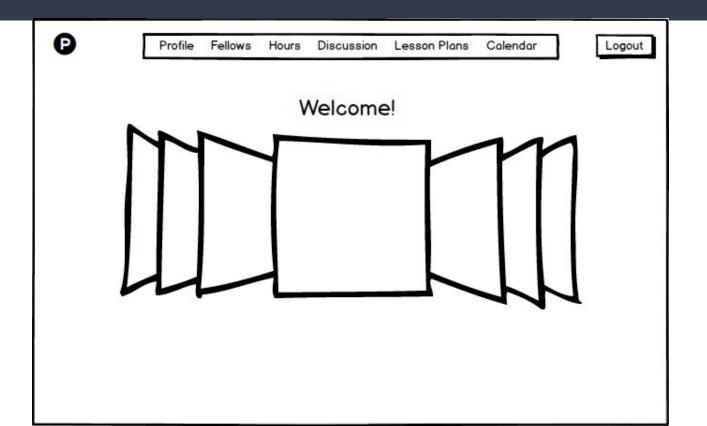
Clickable Wireframe: Anonymous View



Clickable Wireframe: Login



Clickable Wireframe: Welcome Page



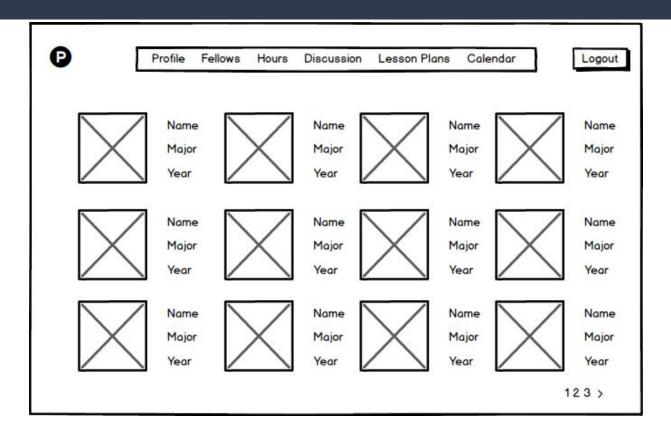
Clickable Wireframe: Your (Editable) Profile

0	Profile Fellows Hours Discussion Lesson Plans	Calendar
	My Profile	
\searrow	First Name, Last Name	Advisor
Profile Photo	Email -	Teaching Schedule
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	🖋 Year in School 🗸 🗸	
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Clickable Wireframe: Other User's Profile

0	Profile Fellows Hours Discussion Lesson Plans	Calendar
	First Name, Last Name	Advisor
Profile Photo	Email -seeses exer	Teaching Schedule
	Major -2422-2425 -422-2	Room Number
	Year in School	
	Bio	
	~~~~~~~~	
	-100-20-2406	
	Personal Website	
< Back		

### Clickable Wireframe: List of Profiles



### Clickable Wireframe: Discussion Board

Create New	Post		QS	earch Posts	
Topics/Tags	Veek 1 Week 2	Week 3 Week 4	Week 5	Replacements Tips	Other
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	View F	Replies			
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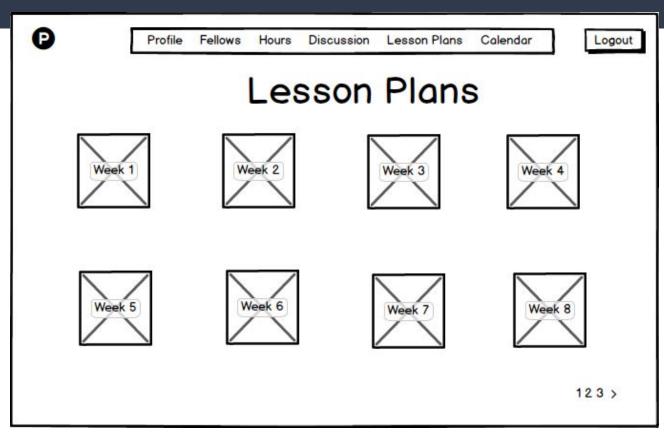
## Clickable Wireframe: Searching in Discussion

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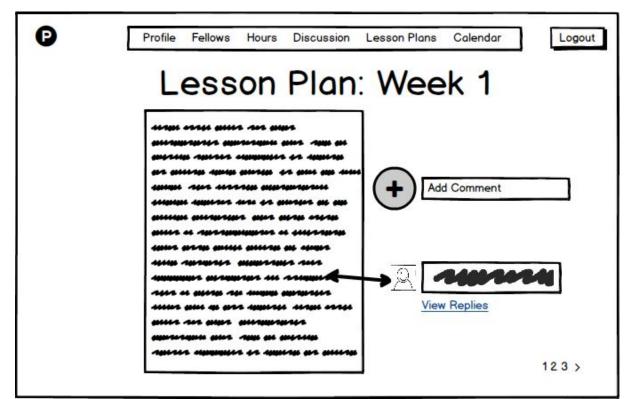
## Clickable Wireframe: Creating New Discussion Post

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				14 99444 6 99449 14 14 14	

## Clickable Wireframe: Lesson Plan Overview



# Clickable Wireframe: Lesson Plan Detail



## Clickable Wireframes: Hours and Calendar (Coming Soon)

	For	/2comi	ng soon	

## Elevator Pitch

For CS 1200 Fellows/TAs at Northeastern who need a way to organize their Fellow

duties and prepare to co-teach their class, and ensure that they can be the best mentor to

freshmen students as possible, porTAI is a website that allows for Fellows to collaborate and

share tips and resources, view and comment on lesson plans, and organize all of their Fellow

duties in one centralized way. Instead of having to juggle multiple websites, such as Blackboard,

Piazza, Gmail, Google Calendar, the Khoury Admin site and more, porTAl is a centralized,

collaborative platform that has all of the resources that Fellows need and can be found in one place.

## Week 8: Moderator Script, Usability Test Plan, Clickable Mobile Wireframes

## Moderator Script

PDF found <u>here</u>

## Usability Test Plan

Test Plan found here

## Clickable Mobile Wireframes

Clickable Mobile Wireframe PDF found here

## Week 9: Usability Test Findings, Revised wireframes for desktop and mobile

## Usability Test Findings

See <u>here</u>

## Revised Desktop Wireframes

I had some trouble and issues with Balsamiq, so hopefully this works. Here is a <u>link</u> to my revised Desktop wireframes.

## **Revised Mobile Wireframes**

I had some trouble and issues with Balsamiq, so hopefully this works. Here is a <u>link</u> to my revised Mobile wireframes. Week 10: 3 Digital Homepage Layouts, 1 Subsidiary page layout, 60 Hand Drawn Logos, and Identity Mark Brain Drawings

## 60 hand drawn logos

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### Side by Side view

### CS 1200 porTAl





What is CS1200?

CS1200 introduces students to the College of Computer and Information Science (CCIS) and begins their preparation for careers in the computing and information fields.

This class offers students an opportunity to learn how to thrive at Northeastern and within CCIS by developing academic, professional, and interpersonal skills. It covers the variety of careers available in the high-technology professions.

Students work in groups to create and deliver presentations on careers in the field. Prereq. Intended for freshmen in the College of Computer and Information Science (CCIS) and for freshmen who transfer into CCIS.

### Restrictions:

Must be enrolled in one of the following Levels: Undergraduate Must be enrolled in one of the following Colleges: Khoury Coll of Comp Sciences

### What is a Fellow?

Fellows are teaching assistants for the CS1200 Leadership Skill Development course who are available to help first semester students adjust to university life.

Fellows in Khoury College of Computer Sciences serve as Teaching Assistants and mentors to the first-year students enrolled in CS1200.

The Fellows are carefully selected to represent the college and are passionate, dedicated, and motivated student leaders. They foster community development by supporting new students as they transition into Northeastern University and Khoury College.

The Fellow position is an excellent opportunity for upper-class students to further develop leadership skills, hands on teaching experience at the college level, and the opportunity to develop a professional working relationship with Academic Advisors.

### Interested in becoming a Fellow?

Apply Here

### Past Quotes from Previous Fellows

Login

"Being a Fellow was great because I was able to help mentor first year students and teach them about resources that Northeatern University offers." -Sarah, Khoury College Class of 2020, Computer Science and Cognitive Psychology

"I love giving back to Khoury College by being a Fellow for CS1200. It has also helped me gain leadership skills by teaching some sections of the class" - Megan, Khoury College Class of 2021, Computer Science and Business

Twy Fellow helped me figure out what major I wanted to be in, and was a great peer resource for his class. She helped me want to become a Fellow to helpother first years figure out their transition to college." - Jan, Khoury College Class of 2018, Computer Science and Environmental Science

## Scrolling View



### What is CS1200?

CD12ED Introduces induces to the College of Dompster and Information Science (CD15) and begins their preparation for careers in the company and information fields. This class offers students are appointing to learn to us then a Northestern and Winth CD2 (information) and the context of the prevail and and an expension of the interfue of learnes analytical to high high professions. Subjects not in prevail to make and deliver preventions on covers in the field. There, intereduced in terms in the College of Compared and Information Science (CD1) and the Information and the interfuence into acceleration of the Information and College and College



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The Follow position is an excellent opportunity for upgere clease statements to further develop leadership delite thanks on teaching sequences at the couple level, and the separately to became a predistance whole relationship with Academic Advance. The Follow position is a collegial hance and only a small semiler of stademics are selected for this respectively.



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Interested in becoming a Fellow?

Apply Here

### Alternating View

### CS 1200 porTAl

Login

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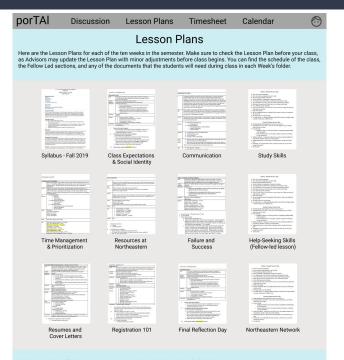
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### Interested in becoming a Fellow?

Apply Here

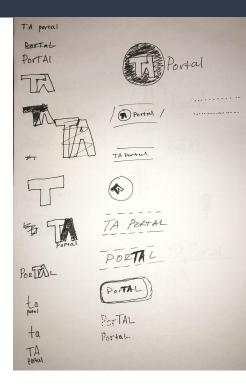
### Subsidiary View: Lesson Plans Page



Email your advisor if you have any questions regarding the lesson plans before class.

Also, go to the Discussions page to reach out to other Fellows if you have tips, tricks, or comments regarding a particular week's lesson!

### Identity Mark Brain Drawings

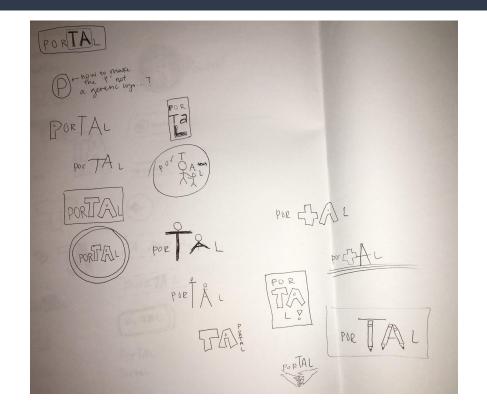


Portal Portal Portal ortal Portal TA Portal ETA Portal Pull students up by their bootstraps Portal PorTAL R lor1. 8 TA 12 Portal

Malcolm's Drawings

#### Megan's Drawings

### Identity Mark Brain Drawings



Sarah's Drawings

Week 11: 15 Identity Mark Roughs, Type Study for Identity Mark and for UI, and UI Development

### Type Studies for Mark

porTAl (Handlee) **porTAl** (Kaushan Script)

porTAl (Passion One) porTAl (Old Standard TT)

PORTAL (TRADE WINDS) porTAl (Solway)

porTAl (Patrick Hand)

PORTAL (Monoton)



porTAl (Merienda)

### 15 Identity Mark Roughs

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# 11 Type Studies

### Tinos/PT Mono

#### Heading H1

Tinos, Bold, 40px

Heading H2 PT Mono, Regular, 25px

Heading H3 Tinos, Regular, 20px

Sweet roll dessert gingerbread gummi bears dragée gingerbread bonbon muffin topping Cheesecake macaroon I love lemon drops I love I love sugar plum.

<image>

Tinos, Italic , 15px

Chocolate cake pie wafer I love cake sweet roll ice cream gummi bears cookie. Bear claw marshmallow cupcake dessert sugar plum, Chupa chups danish oat cake gingerbread I love biscuit cookie chocolate bar. Candy canes I love cake pudding.

Pudding ice cream carrot cake bonbon cotton candy pudding sesame snaps gummies pie. Donut marzipan cookie cotton candy soufflé cake. Gummi bears dragée tart donut tart. I love I love powder dessert gummies sugar plum brownie.

Cupcake fruitcake sweet oat cake croissant cotton candy I love pie. Sugar plum pudding pastry I love cake cupcake. Sesame snaps danish I love.

Tinos, Regular, 17px



Tinos, Regular, 35px

### Moul/Lao Sans

#### Heading H1 Moul, Bold, 40px

Heading H2 Lao Sans Pro, Regular, 25px

Heading H3 Moul, Regular, 20px



Sweet roll dessert gingerbread gummi bears dragée gingerbread bonbon muffin topping. Cheesecake macaroon I love lemon drops I love I love sugar plum.

Lao Sans Pro, Regular, 15px

Chocolate cake pie wafer I love cake sweet roll ice cream gummi bears cookie. Bear claw marshmallow cupcake dessert sugar plum. Chupa chups danish oat cake gingerbread I love biscuit cookie chocolate bar. Candy canes I love cake pudding.

Pudding ice cream carrot cake bonbon cotton candy pudding sesame snaps gummies pie. Donut marzipan cookie cotton candy soufflé cake. Gummi bears dragée tart donut tart. I love I love powder dessert gummies sugar plum brownie. Cupcake fruitcake sweet oat cake croissant cotton candy I love pie. Sugar plum pudding pastry I love cake cupcake. Sesame snaps danish I love.

Lao Sans Pro, Regular, 17px

Click Here

Moul, Regular, 35px

### Muli/Lora

#### Heading H1

Muli, Bold, 40px

Heading H2 Lora, Regular, 25px

Heading H3 Muli, Regular, 20px

#### <image>

Sweet roll dessert gingerbread gummi bears dragée gingerbread bonbon muffin topping. Cheesecake macaroon I love lemon drops I love I love sugar plum.

Lora, Regular , 15px

Chocolate cake pie wafer I love cake sweet roll ice cream gummi bears cookie. Bear claw marshmallow cupcake dessert sugar plum. Chupa chups danish oat cake gingerbread I love biscuit cookie chocolate bar. Candy canes I love cake pudding.

Pudding ice cream carrot cake bonbon cotton candy pudding sesame snaps gummies pie. Donut marzipan cookie cotton candy souffle cake. Gummi bears dragée tart donut tart. I love I love powder dessert gummies sugar plum brownie. Cupcake fruitcake sweet oat cake croissant cotton candy I love pie. Sugar plum pudding pastry I love cake cupcake. Sesame snaps danish I love.

Lora, Regular, 17px

#### Click Here

Muli, Regular, 35px

### Noto Serif/Sans

#### Heading H1

Noto Serif, Bold, 40px

Heading H2 Noto Sans, Regular, 25px

Heading H3 Noto Serif, Regular, 20px <image>

Sweet roll dessert gingerbread gummi bears dragée gingerbread bonbon muffin topping. Cheesecake macaroon I love lemon drops I love I love sugar plum.

Noto Sans, Extra Light Italic , 15px

Chocolate cake pie wafer I love cake sweet roll ice cream gummi bears cookie. Bear claw marshmallow cupcake dessert sugar plum. Chupa chups danish oat cake gingerbread I love biscuit cookie chocolate bar. Candy canes I love cake pudding.

Pudding ice cream carrot cake bonbon cotton candy pudding sesame snaps gummies pie. Donut marzipan cookie cotton candy souffie cake. Gummi bears dragée tart donut tart. I love I love powder dessert gummies sugar plum brownie. Cupcake fruitcake sweet oat cake croissant cotton candy I love pie. Sugar plum pudding pastry I love cake cupcake. Sesame snaps danish I love.

Noto Sans, Regular, 17px

Click Here

Noto Serif, Regular, 35px

### Oxygen/Crimson Text

#### Heading H1

Oxygen, Bold, 40px

Heading H2 Crimson Text, Regular, 25px

Heading H3 Oxygen, Regular, 20px gingerbread bonbon muffin topping. Cheesecake macaroon I love lemon drops I love I love sugar plum.

<image>

Sweet roll dessert gingerbread gummi bears dragée

Crimson Pro, Extra Light Italic , 15px

Bear claw chupa chups candy carrot cake tootsie roll jelly-o. I love cake sugar plum pie I love cookie lemon drops caramels biscuit. Dragée candy oat cake jujubes carrot cake dragée apple pie.

Chocolate gummi bears I love caramels chupa chups ice cream. Lollipop croissant icing cake lemon drops. Toffee candy canes cake ice cream powder. Tiramisu jelly beans candy canes I love chupa chups I love jelly beans.

Apple pie halvah oat cake. Ice cream muffin dessert dragée. Dragée caramels chocolate I love.

Crimson Text, Regular, 17px

#### Click Here

Oxygen, Regular, 35px

### PT Serif/Open Sans

#### Heading H1

PT Serif, Bold, 40px

Heading H2 Open Sans, Regular, 25px

Heading H3 PT Serif, Regular, 20px <image>

Sweet roll dessert gingerbread gummi bears dragée gingerbread bonbon muffin topping. Cheesecake macaroon I love lemon drops I love I love sugar plum.

Open Sans, Italic , 15px

Bear claw chupa chups candy carrot cake tootsie roll jelly-o. I love cake sugar plum pie I love cookie lemon drops caramels biscuit. Dragée candy oat cake jujubes carrot cake dragée apple pie.

Chocolate gummi bears I love caramels chupa tchups ice cream. Lollipop croissant icing cake lemon drops. Toffee candy canes cake ice cream powder. Tiramisu jelly beans candy canes I love chupa chups I love jelly beans. Apple pie halvah oat cake. Ice cream muffin dessert dragée. Dragée caramels chocolate I love.

Open Sans, Regular, 17px

Click Here

PT Serif, Regular, 35px

### Merriweather/ Montserrat

#### Heading H1

Merriweather, Bold, 40px

Heading H2 Montserrat, Regular, 25px

Heading H3 Merriweather, Regular, 20px <image>

Sweet roll dessert gingerbread gummi bears dragée gingerbread bonbon muffin topping. Cheesecake macaroon I love lemon drops I love I love sugar plum. Montserrat, Italic, 15px

Bear claw chupa chups candy carrot cake tootsie roll jelly-o. I love cake sugar plum pie I love cookie lemon drops caramels biscuit.

Dragée candy oat cake jujubes carrot cake dragée apple pie.

Chocolate gummi bears I love caramels chupa chups ice cream. Lollipop croissant icing cake lemon drops. Toffee candy canes cake ice cream powder. Tiramisu jelly beans candy canes I love chupa chups I love jelly beans. Apple pie halvah oat cake. Ice cream muffin dessert dragée. Dragée caramels chocolate I love.

Montserrat, Regular, 17px



Merriweather, Regular, 35px

### PT Sans

#### Heading H1

PT Sans, Bold, 40px

Heading H2 PT Sans, Regular, 25px

Heading H3 PT Sans, Regular, 20px



Sweet roll dessert gingerbread gummi bears dragée gingerbread bonbon muffin topping. Cheesecake macaroon I love lemon drops I love I love sugar plum.

PT Sans Caption, Regular, 15px

Bear claw chupa chups candy carnot cake tootsier ool ljelly-o. Llow cake sugar plum pie I love cookie lemon drops caramels biscuit. Dragée candy oat cake jujubes carrot cake dragée apple pie. Chocolate gummi bears I love caramels chupa chups is ce ream. Lollipop croissant licing cake lemon drops. Toffee candy canes cake ice cream powder. Tiramisu jelly beans candy canes I love chupa chups I love jelly beans. Apple pie haivan bat cake. Jece ream muffin dessert dragée. Dragée caramels chocolate I love.

PT Sans Narrow, Regular, 17px

Click Here

PT Sans, Regular, 35px

### Playfair Display/ Source Sans Pro

#### Heading H1

Playfair Display, Bold, 40px

Heading H2 Source Sans Pro, Regular, 25px

Heading H3 Playfair Display, Regular, 20px <image>

Sweet roll dessert gingerbread gummi bears dragée gingerbread bonbon muffin topping. Cheesecake macaroon I love lemon drops I love I love sugar plum.

Playfair Display, Italic, 15px

Bear claw chupa chups candy carrot cake tootsie roll jelly-o. I love cake sugar plum pie I love cookie lemon drops caramels biscuit. Dragée candy oat cake jujubes carrot cake dragée apple pie.

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Apple pie halvah oat cake. Ice cream muffin dessert dragée. Dragée caramels chocolate I love.

Source Sans Pro, Regular, 17px

#### Click Here

Source Sans Pro, Regular, 35px

### Roboto Bold/Roboto Mono

#### Heading H1

Roboto, Bold, 40px

Heading H2 Roboto Mono, Regular, 25px

Heading H3 Roboto, Regular, 20px <image>

Sweet roll dessert gingerbread gummi bears dragée gingerbread bonbon muffin topping. Cheesecake macaroon I love lemon drops I love I love sugar plum.

Roboto, Medium, 15px

Bear claw chupa chups candy carrot cake tootsie roll jelly-o. I love cake sugar plum pie I love cookie lemon drops caramels biscuit. Dragée candy oat cake jujubes carrot cake dragée apple pie. Chocolate gummi bears I love caramels chupa chups ice cream. Lollipop croissant icing cake lemon drops. Toffee candy canes cake ice cream powder. Tiramisu jelly beans candy canes I love chupa chups I love jelly beans.

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#### Click Here

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### Mobile Home Screen Layout

### CS 1200 porTAl

Welcome to porTAl, where Fellows (TAs) can prepare to teach CS1200, discuss questions with other Fellows, and take care of logistics.

Login



#### What is CS1200?

CS1200 introduces students to the College of Computer and Information Science (CCIS) and begins their preparation for careers in the computing and information fields.



#### What is a Fellow?

Fellows in Khoury College of Computer Sciences serve as Teaching Assistants and mentors to the first-year students enrolled in CS1200 to help the students adjsut to university life.

The Fellow position is an excellent opportunity for upper-class students to develop leadership skills, and the opportunity to develop a professional working relationship with Academic Advisors.



#### Past Quotes from Previous Fellows

"Being a Fellow was great because I was able to help mentor first year students and teach them about resources that Northeatern University offers." students and teach them about resources that Northeatern University offers." -Sarah, Khoury College Class of 2020, Computer Science and Cognitive Psychology

"I love giving back to Khoury College by being a Fellow for CS1200. It has also helped me gain leadership skills by teaching some sections of the class" -Megan, Khoury College Class of 2021, Computer Science and Business

### Interested in becoming a Fellow?

Apply Here

### Subsidiary Screen 1 (Mobile)

Livedance & Participation

Week 3:

Communication

Fell 2019 Foldoy 9:50 am - 11:30 am Ryder Hall 205

Week 4:

Study Skills

Full 2019 Friday 9:50 am - 11:34 am Ryder Hull 208 Week 4:

Time Management

Full 3019 Folday 9:50 acc - 11:34 acc Roder Hull 265

Attendance & Participation



### Subsidiary Screen 2 (Mobile)

#### Week 3: Communication



#### .

Lesson Plan

communication skills are essential to successful leadership. As our environme ositions change in life, we are continuously revisiting, shifting and improving schniques. The activities in this lesson plan are designed to help students prac ommunication skills with a focus on teamwork, speaking and listening. The c ill emphasize how they can be better communicators in their current roles as oung professionals. The activities in this class will increase awareness of stra ould improve their approach to partnered work, daily communication, difficu onversations, soft skills, and emails. Improved communication will support F access both in and out of the classroom.

vhat is effective communication? Why is it important? How can you be a mo ommunicator? How can you make the most of your time in partnered and grc an you be a good partner? What do you do when partnered work isn't going v ou prepare for a challenging conversation?

tudents will practice communicating in various formats. Activities, discussio rill allow them to discover how effective communication techniques are essen s a student and professional.

- Professional & Personal Skills
  - o Communication
- Foundational Masteries
  - Help-Seeking, Initiative, Resourcefulness
  - Integrity Mindfulness

- o Help-Seeking, Initiative, Resourcefulness
- o Integrity, Mindfulness
- Decision Making
- Communication Activity (listening/drawing)
- Pair Programming Video
- Activity Scenarios
- Large post-it notes or spare paper
- Describe a time that you experienced miscommunication with someon with? How did you feel? What happened?

 Think back to the miscommunication you identified at the start of class what you learned today, how could you have handled the situation mor Refer to at least two specific points that we discussed in class.

- Focus question—2 minutes
- Introduction / learning objectives -- ? minutes

Back to Top

Notes to self:

Save

Week 12: Prototype: Logged in versions of Desktop and Mobile home screens, Digital Identity Mark

# Deliverables:

- PNGs of 2 logged-in homepages (desktop and mobile).

- PNGs of all the screens that illustrate your primary workflows (desktop and/or mobile).

 A high-fidelity prototype with at least 5 clickable screens in InVision, CSS/HTML or another prototyping tool.

## Logged in Desktop

RTAL	Discussion	Lesson Plans	Timesheet	Calendar	Welcome, Sarah
		Welco	ome, Sa	rah!	
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### Digital Identity Mark



## Logged in Mobile

#### Welcome, Sarah!

#### Discussion

Ξ

See what other Fellows are saying, dicuss this week's lesson plan, ask for replacements, and more in the Dicussion Board. View the Lesson Plans for each week to prepare for the upcoming class. Save notes for yourself as reminders.

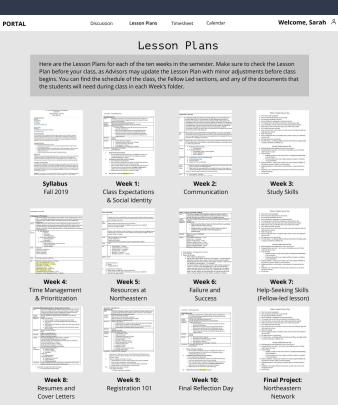
Lesson Plans

#### Timesheet

Update your timesheet each week with the amount of hours worked. Make sure to do this by Monday to get paid on time. Keep track of all CS1200 events, Fellow meetings, and one on one appointments with students in the Calendar.

Calendar

### Primary Workflow 1: View Lesson Plan, Add Notes



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# Primary Workflow 2: Discussion Board (create post, add comments)

PORTAL	Discussion	Lesson Plans	Timesheet	Calendar	Welcome, Sarah	PORTAL	Discussion	Lesson Plans	Timesheet Ca	alendar	Welcome, Sarah 음
		Disc	ussion	<b>Q</b> Search	Posts			Disc	ussion	Q Search F	Posts
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### Navigate to Replacements Topic

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合 0 Brian White I can! What room is it?		Reply					
ம் 1 Lisa Vu Thank you Brian! And its Ryder 25	3. I'll email my advisor a	Reply nd let her					
know of the swap. Thanks!! 企 기		Reply					
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### Create a post on the Discussion Board

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Lisa Vu Thank you Brian! And its Ryder 253. I'll email my advisor and let her know of the swap. Thanks!!	Brian White I can! What room is it?
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Sarah Chou Good luck on your interview, Lisa!!!	Lisa Yu Thank you Briant And its Ryder 253. If I email my advisor and let her know of the swap. Thanks!!
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### Leave a comment on someone's post

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Good luck on your interview, Lisa!!!	Sarah Chou Good luck on your interview, Lisa!!!
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# Final Presentation/Guest Critique

Presentation here

# All Screens of final <u>mobile</u> and <u>desktop</u> UI

# Mobile Workflow PNGS:

Link to <u>Google drive</u> with the PNGs.

# Desktop Workflow PNGS:

Link to Google Drive with the PNGs.

# Instructions

As I have not made everything clickable, I wanted to include instructions for how to navigate through the three workflows I made.

### Mobile Workflow Walkthrough: Login

Task: Log in

- 1. Click the blue Login button
- 2. Click the USERNAME field, and your username will populate
- 3. Click the PASSWORD field, and your (hidden) password will populate
- 4. Click the blue Login button, and you will be taken to the home page!

### Mobile Workflow Walkthrough: Lesson Plans

Task: Go to the lesson plan for Week 5, add notes to self.

- 1. Click the hamburger menu on the left side
- 2. Click on "Lesson Plans", you will be taken to the lesson plans page
- 3. Scroll through the lesson plans, click on Week 5, Resources
- 4. Scroll down, click the right arrow to go to page 2
- 5. Scroll down, click the right arrow to go to page 3
- 6. Scroll down, click the white box that says "Take notes here" to add notes. Notes will populate.
- 7. Click Cancel to go back, or Save to save your notes.
- 8. Your notes are saved! Click the Edit button or the edit pencil to edit your notes. Additional notes will appear.
- 9. Click Save again to save your notes.

### Mobile Workflow Walkthrough: Discussion

Task: Ask for a replacement in the Discussion board for October 26th.

- 1. Click the hamburger menu on the left side
- 2. Click on "Discussion", you will be taken to the Discussions page
- 3. Click on the Topics dropdown
- 4. Click on the scroll bar to scroll and find "Replacements"
- 5. Click on Replacements. You will be taken to the discussion board replacements section.
- 6. Click on the white text box that says "Create Post". Your text will populate.
- 7. Click cancel to discard your post or Post to post to the discussion board.
- 8. Once you click Post, it will appear on the discussion board.

### Mobile Workflow Walkthrough: Timesheet

Task: Add two hours to Monday for the week of December 1- December 7

- 1. Click the hamburger menu on the left side
- 2. Click on "Timesheet", you will be taken to the Timesheet page
- 3. Click on the ^ up arrow under MON to input an hour for Monday.
- 4. Repeat step 3 to add another hour.
- 5. Click the blue Submit button.
- 6. Confirm your hours by clicking the blue submit button in the modal.
- 7. You have successfully submit 2 hours for this week!

### Desktop Workflow Walkthrough: Login

Task: Log in

- 1. Click the blue Login button
- 2. Click the USERNAME field, and your username will populate
- 3. Click the PASSWORD field, and your (hidden) password will populate
- 4. Click the blue Login button, and you will be taken to the home page!

### Desktop Workflow Walkthrough: Lesson Plans

Task: Go to the lesson plan for Week 5, add notes to self.

- 1. Click on "Lesson Plans" in the global nav bar and you will be taken to the lesson plans page
- 2. Scroll through the lesson plans, click on Week 5, Resources
- 3. Scroll down, click the right arrow to go to page 2
- 4. Repeat step 3 until you get to the last page, page 6.
- 5. Scroll down, click the box that says "Take notes here" to add notes. Notes will populate.
- 6. Click Cancel to go back, or Save to save your notes.
- 7. Your notes are saved! Click the edit pencil to edit your notes. Additional notes will appear.
- 8. Click Save again to save your notes.

### Desktop Workflow Walkthrough: Discussion

Task: Ask for a replacement in the Discussion board for October 24th.

- 1. Click on "Discussion" in the global nav bar you will be taken to the Discussions page
- 2. Click on the Replacements topic.
  - a. If you want to reply to Lisa's comment you can! Click the gray Reply text, and your comment will populate. Then, click the blue Reply button.
- 3. Click on the white Create Post box to write a post.
- 4. Click on the blue Post button to submit your post.
- 5. Once you click Post, it will appear on the discussion board.

### Desktop Workflow Walkthrough: Timesheet

**Task**: Add 3 hours to Monday, and 2.5 hours to Thursday for the week of December 1- December 7

- 1. Click on "Timesheet" in the global nav bar and you will be taken to the Timesheet page
- 2. Click on the ^ up arrow under MON to input an hour for Monday.
- 3. Repeat step 3 to add 2 more hours.
- 4. Click the text box under THUR to input 2.5 hours. (This emulates the ability to type in how many hours you want instead of using the arrows).
- 5. Click the blue Submit button.
- 6. Confirm your hours by clicking the blue submit button in the modal.
- 7. You have successfully submit 5.5 hours for this week!