

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: Preproduction 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 your 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?
- Save your documents

Activity 2: HTML Documents

Task: Web Site

- 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
- Save the text file with an HTML file extension
- View the HTML document in a web browser to make sure it looks like your design
- Open your persuasive essay
- Save your essay as a text file
- Copy and paste the text of your persuasive essay into your HTML document
- Format the text of your persuasive essay
- View your HTML document in a web browser to make sure it displays correctly
- Save your Web site

Activity 3: Hypertext and Hypermedia

Task: Web page with Hypertext and Hypermedia

- Open the text file containing your HTML documents
- Use the anchor element to hyperlink to credible online sources you used in your topic research

- Use the embedded image element or the embed element to add hypermedia sources relevant to your topic
- View your HTML document in a web browser to ensure it displays correctly
- Save the text file with an HTML file extension
- Save your Web site

Activity 4: Cascading Style Sheets

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 and make sure:
 - All hyperlinks and navigation bars work
 - Font sizes and colors are correct and readable
 - Graphics and other media display correctly
 - 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: Postproduction Validation

Task: Publishing Plan

- 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 the following 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 work 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?