

Ian Jones

MIT 511 – Job Aid Design

Design Document

Color

- I decided to use a pale blue background for easy viewing without the distraction of bright colors for the learner.
- I attempted to utilize a color scheme similar to Digication website for uniformity in my highlight boxes, titles, background and other features of the job aid.
- I used brightly colored arrows and highlights to draw user's attention to important concepts.

Content

- The modules are designed assist entry-level learners who are beginning to use Digication. The goal is that they will be able to access and navigate a course that has already been developed. I am also designing a job aid for those looking to create a course.
- This module approaches learners through screenshots as well as optional demonstrations.

Contrast

- I opted to use lighter backgrounds and darker text. This allows users to easily read text without backgrounds. I also utilized text boxes over screenshots so that users could easily see that text had been inserted.

Repetition

- For this job aid, I repeated element sizes, shapes and colors in order to establish uniformity within the module and not distract from objective.
- At the end of each section, I inserted a menu in order to make navigation easier, yet non-linear. This occurs at the end of each section and at the end of each demonstration.

Legibility

- I used Cambria font in at least 20-point for headings and at least 14-point for other text. The size and clarity of the font allow users to better read the text when needed.

Navigational Help

- I inserted module controls at the bottom of the screen to make them both visible and easy to control. I opted for the controls that included a slider so that users could see their location within the modules.

- I chose to embed menus to provide the users with not only navigational assistance, but also to offer them choice in progression (linear or non-linear, with or without demonstrations, replay sections, return to menu).

Organization, Pacing and Sequence

- I organized this job aid in a fashion in which the user controls the organization of his/her learning. I felt that in order to be an effective support system, users would have to be able to quickly access the content they needed without navigating through an entire module to get to it. This is why I included a menu (Table of Contents) at the beginning of the job aid.
- Users have control of the pacing of this job aid, even in the demonstrations. They must click forward or back on most slides in order to advance or replay slide content.
- Users can freely move in a linear or non-linear fashion.

Sound

- I chose to add narration to my modules in order to offer learners a multimedia experience, focusing their attention on the layout and design elements of the content to be learned rather than text that needed to be read. I was mindful not to be redundant in my narration by not reading any captions that I added to the module. I chose not to add narration to the demonstrations so that users could read text pop-ups.

Visuals

- I chose to utilize screenshots with narrated text to display conceptual elements to navigating the site. I added demonstrations so that users could see the process in action. This, I feel, will be helpful in designing the next module – Creating an Online Community Using Digication.
- The use of arrows and highlights help direct users' attention to important components of the screenshots. The demonstrations include mouse movements, keyboard strokes and pop-up text boxes to assist learners.

Documentation/Instructions

- Introductory section includes statement of purpose and instructions for using the job aid.