

HDF 190—FLITE

March 17th, 2011

Website Check-in Day

→ <Instruct> all students to set up seating configuration, the best way that is most conducive to collaborative work, and all able to see the screen best.

→ <instruct> all students to take out/ start up their laptops and have the internet ready to go (on yola.com)

Introductory

Step 1:

“Has everyone uploaded their LINK into their Sakai page. Let’s everyone check right now. For those of you who have not yet.. we will go through it ONE LAST TIME. After today if this is not done severe points deducted.

Step 2:

“Has everyone uploaded a photo of themselves into Sakai? This is WAY late if it has not been done. This topic has been presented on and you have been given resources on it since day 2 of class. If you have not done so already, please upload one NOW. After today severe points will be deducted if this is not completed.

The Homepage:

Step 1:

Background

“Reminder. This is supposed to be a **PROFESSIONAL STYLE** website, think about it for the purposes of, an employer is looking at this and judging whether or not you would be a good candidate based on this website.

Your background: Does it take away from the information you are presenting? Does it make it hard for a viewer to READ material (colors too dark, etc.) Does it have inappropriate/ not business like pictures in it. Is it distracting?

If any of the answers to these questions are even questionable, or borderline—sorry change it to something else. The template that is used on the FLITE sample site is the perfect example... very simple, not distracting, and professional. If you need to change your background, we’ll give you a minute now to do so. Ask your peers and your peer leaders for assistance/ clarification if needed. Keep your homepage up and we can answer your questions if you’re on the fence.

Step 2

Photograph

This picture should be a “faceshot” of you, in a way that is **PROFESSIONAL**. You should not be wearing/doing anything inappropriate. Think of it as, if you were going to meet the University President, what would you want to look like—then upload that for your picture. We’ll set aside a few minutes now to tweak/change your picture—again if its borderline or questionable—just change it. Better safe, than sorry.

Step 3

About me

Make sure the key components are there.. Your top 5 strengths, VIA, quote, and brief introduction. Also start to think about your “leadership philosophy to enter below your introduction”. Further detail on that to come.

NEXT go step by step though each tab, using the <http://FLITE.yolasites.com> template page as a guide. Go over intructions for each page, and make sure students are grapsing the process.

→ Everyone upload Learning Contract together to get a feel of how to do the process.