**INFO8940 – Collaborative Environmental Processes II**

**Enterprise Content Management (ECM)**

|  |  |
| --- | --- |
| ***Title*** | Training Manual |
| ***Grade Turnaround*** | Approximately 2 weeks from due date |
| ***Instructions*** | ***This is a team (paired) assignment. Each student is responsible to maintain the integrity of their own work.***  ***Each student is required to upload:***   1. ***A copy of your completed manual***   ***Please submit your assignment based on the following scenario***  ***Your Written Assignment:***  You will be graded on your ability to design and draft an effectively written instruction manual for your training topic that incorporates learned format and layout features:   * Headers and footers * Style Sets * Quick Parts * Borders and Shading * Tables * Lists (Unordered & Ordered/Balanced/Parallel Construction) * Graphics * Theme Fonts * Theme Colours * Tables of Contents & Figures * Captions * Drop Caps * Effective Writing Techniques   + Word Count Range (Appropriate & Effective – Cohesion)   + Direct and Indirect Paragraph Plans (Applied appropriately)   + Varied Sentence Length   + Reader-Centred Writing * Chunking * Highlighting   **This assignment will evaluate your ability to:**   * Prepare and deliver a complete training manual using all training preparation and practical application preparation techniques   **STUDENT INFORMATION**  The focus of this assignment is to complete your training delivery experience.  The level of sophistication of your manual will also be evaluated: Did you provide a set of skills that will allow the user to use the software with a degree of expertise?  Does your information for your learners flow coherently? Does the information connect logically? Do the step-by-step instructions result in the desired outcome?  Are the graphics relevant? Is there a clear connection between the graphic and its related text?  You may present this assignment in format simple Word document of choice (MS-Word, Google Docs etc.)  Remember the “KISS” formula, but don’t leave out the details. Keep it clean and consistent and remember to respect/follow all of the discussed topics.   * Target is 30 pages including all sections * 20 pages minimum and MAXIMUM 60 pages * Target does **NOT** include Cover page or lesson plan insert   Document must consider/follow Conestoga APA formatting guidelines.  Document MUST include a cover page with the following details:   * Your Team # * Your full name * Your partner’s name * Course number * Professor name * Date assignment posted * Date assignment due   Each assignment must be upload via the EConestoga portal by the due date.  Posted course evaluation and submission rules strictly apply.  **UPLOAD FILE NAME (**Please name the file(s)):  Training Manual: 8940-TM-{date}-YourName |

**INFO8940 – Collaborative Environmental Processes II**

***Training Manual Format & Layout Specifications Chart***

Please consult the table below to ensure a uniform production of your manual that will promote readability, accessibility and usability.

| **Item** | **Requirements** |
| --- | --- |
| **Paper** | 8.5" by 11" Portrait Orientation |
| **Submission Requirements** | 1. Cover Page using cover page styles containing your manual title, your names, your team #, professor name, course info, the Distributed date and Due date of submission 2. The manual itself that uses heading to clearly indicate:    1. The manual title Title Style    2. Appropriate heading levels for information and instructions 3. The full citation list using the heading level 1 title “References” the proper APA full citations for various sources for each citation in the order in which they appear in your report 4. The full references of all sources in APA format using the level 1 heading “Reference or Bibliography” 5. An index of key terms and phrases (min. 10 entries) 6. . 7. You will be required to submit an electronic copy of your group’s manual to the eConestoga drop box provided on the designated due date (refer to Presentation Schedule). |
| **Recommendation** | You should consider hard copy printing, in colour, and properly bound copy of your manual. This can be done in the print center (fee applies). It would be good for your employment portfolio. |
| **Length** | Minimum 20 pages, excluding front and back matter, to allow appropriate space for full coverage of the software topic. |
| **Message Format** | Manuscript |
| **Page Margins** | Set margins to 1.25" for left, right, top and bottom margins |
| **Blocking and Justification - Paragraphs** | Block format left justified/ragged right margin (no indent/use white space between paragraphs) |
| **Lists** | Both Ordered and Unordered lists should be used in conveying information and instructions appropriately |
| **Spacing** | 1.15 Remove Space After Paragraph. |
| **Widow/Orphan Control** | Avoid leaving a heading by itself at bottom of page/leave white space. Do not break graphics, tables or charts over pages. |
| **Graphics Layout** | Graphics are a required element of your manual. Provide a caption for the graphic centered beneath it. |
| **Graphics Documentation** | APA format for in-text citations in captions and for the Bibliography |
| **Page Header** | No header on first page. Set header to "Different First Page", Left-justify Title, right-justify your last name and the page number on all odd pages following. Alternate for even pages. Headers will not apply to first pages of Index or bibliographies. |
| **Formatting Conventions** | You will be graded on your application of formatting and layout of lists and their construction, the appropriate and effective use of colour and shading, marginalia, text boxes, themes, borders, QuickParts or gloss items. |