#54 Online Academic Advising & Career Development Modules - Project Artifacts

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List of Artifacts

- Undergraduate Advising Guide
  - Website
  - Module
  - Promotional Flyer (attached; below)
  - User’s Guide (attached; below)

- Career Development and Job Readiness Guide
  - Website
  - Module
  - Promotional Flyer (attached; below)
  - User’s Guide (attached; below)
This online module is meant to supplement academic advising and provide learning outcomes for students in their first year at PSU.

Learn about any or all of the following:

Graduation requirements
Preparing to see your adviser
Exploring your goals
Campus resources

Academic planning
Making choices
Adviser-advisee partnership
Finding your adviser

To access the Undergraduate Advising Guide, visit www.pdx.edu/advising/undergraduate-advising-guide. You must have an active Odin account to access via D2L.
All new undergraduate students are required to receive academic advising from their intended major department during their first year at Portland State. In addition, it is highly recommended that students connect with their adviser regularly to assure that they continue to make progress towards their degree.
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Introduction
The purpose of this user’s guide is to assist any future employee in their attempt to modify the Online Academic Advising Module. As of this writing, the module lives inside of the cumbersome shell of the “Desire 2 Learn” content management system, however, it was created as a stand-alone website that is perfectly capable of living on its own out in the wilds of the interwebs. But since it currently lives within D2L, this guide will describe the site as it operates within D2L. It will also describe how to make changes to the site in D2L, as well as how to make changes to the web pages themselves outside of D2L.

All of the files and resources used to create this module are all saved within the D2L course module (and hopefully also an external HD somewhere in the ACS).

Definitions
To avoid any confusion, the following is a list of terms that may or may not be used throughout this guide:

- **D2L** - This refers to the Desire 2 Learn content management system that the Academic Advising module was originally created for.
- **Topic** - This refers to what D2L calls a page of content within the site. A topic is essentially a web page that lives inside of a D2L “Module”.
- **Module** - This refers to what D2L calls a section of content within the site. A module is like a container for a group of web pages (Topics). Think of it as like a folder that contains html files.
- **ACS** - if you don’t know what this stands for; you’re fired. But just so you know---as you are clearing out your work area--it stands for “Academic and Career Services”.
- **JQuery** - multi-browser JavaScript library that was used to create the module
- **Plug-in** - jquery library used to create some of the animated features of the site
- **CSS** - Cascading Style Sheet
- **Advising Module** – This is just a shorthand term to refer to the Online Academic Advising Module
- **Testplan** - this is the testing plan to make sure that everything didn’t explode and crash
- **Tooltips** – these are the little pop-up definitions that are triggered when a user moves their cursor over certain words or phrases
- **Accordion (or collapsible) menu** – these are the collapsible menus found on several pages in which the user clicks a heading and then more information on that topic is displayed.
- **Animated text boxes** – These are the colored, text-filled rectangles that grow larger when a user moves their cursor across them (or clicks them).
- **Broken Link** – this refers to a hyperlink that when clicked either displays nothing or takes the user to the wrong web page
- **Accessibility** – this refers to how accessible the web page or content is to people of various abilities and disabilities
- **IE** – This refers to the web browser Internet Explorer
- **FireFox** – This refers to the Mozilla FireFox web browser
- **Safari** – This refers to Apple’s Safari web browser (typically the default web browser for macs)
- **Chrome** – This refers to the Google Chrome web browser
- **Opera** – This refers to the Opera web browser

Also, any D2L path that is referenced in this guide will be done using blue text (if you printed this in black and white, you may not notice any difference). For example, this path: Course Content > Manage Files > resources refers to the “resources” folder inside the Course Content area of D2L. Just look for the associated links separated by “>” symbols.

**Starting at the top: What’s this thing made of?**

As stated in the Introduction, the pages of the site all live within and are hosted by D2L. Since this is the current framework, this guide will describe how the module works within D2L. It will describe how to make changes to the D2L module itself, and also how to make changes to the individual web pages outside of D2L.

Looking past D2L for a moment, the web pages of the module were made using HTML5, CSS3, and javascript (primarily with Jquery and Jquery plug-ins). As you should be able to see from the code, it is all fairly simple and straightforward (hopefully). Most of the text content is just right there inside of the HTML, with the other features linked as separate css and javascript files. Many of the plugin files have been minified (meaning that they have been compressed and optimized for faster download speed). All of these files, and all of the associated resources, are located within the D2L module under the Course Content > Manage Files area (more on this D2L stuff later).

Now that we have a starting point, let’s begin describing the aspects of the module in detail...
D2L Top Navigation Bar

This is D2L’s Nav bar, which you can find and change via the Course Settings > Navigation > Nav Bars area. If you follow that link, you will see that the active nav bar is the “Online Orientation Nav”, which was created under the “Templates” tab on the Nav Bars page. You can change the current Nav bar by clicking the “Online Academic Advising Toolbar” link, or you can create a new Top Nav bar by clicking the Templates > New Template button.

As you can see from the looks of the current top nav, I have stripped out a lot of the stuff that comes default. I have also added the “advising” image (which is linked to via the images folder in the manage content area).

Course Home

The Course Home button on the Top Nav bar links to the module’s main landing page, which is the “Learning-Outcomes.html” page. You can change this by going into the Course Settings > Homepages area. That will take you to the Manage Homepages area, where you can see that the currently active homepage is the “Online Academic Advising Homepage”. You can create a new homepage by clicking the “New Homepage” link, and then linking to an html page that is either internal to D2L, or external on the web.
Course Content

This is a pretty important area in D2L. This is where you add the webpages (which they call topics) to the Online Academic Advising module. Clicking this Course Content link takes you to D2L’s “Manage Content” area, which allows you to add new topics and modules, edit topics and modules and reorder the topics and modules. By clicking on the little pencil tool next to one of the topics, you can change the name of the topic’s heading, change the html “content” file that the topic links to and also add restrictions on that particular topic by clicking on the “restrictions” tab and declaring your desired restriction.

An example of a restriction: You want a user to go to another topic page before visiting the one you are editing. Therefore you would add a content restriction that the user must visit such and such a page before the one you are editing becomes available.

Adding a Topic or Module
You can easily add a new topic/module by clicking the “New Topic” link or “New Module” link and then linking a web page to the content section of the topic. You can then put that Topic or Module in any order by clicking on the “reorder” link.

Managing Files
This area, which can be reached by clicking on the “Manage Files” link in the Manage Content area takes you to the Manage Files area. You will get very familiar with this area as it is where you will be uploading new or revised files. This is where all the files and images are stored for the entire module. The only things not located in this area are the videos, which are all hosted on youtube, since D2L doesn’t host video (more precisely, their servers don’t have the ability to stream video).

It is a good idea to keep a backup of everything you use here in the “resources” folder.

View Content
This link basically takes you to the “table of contents” for the site, which is just a listing of links to all of the site’s webpages.

Settings
This link takes you to the “Main Page” area that allows you to modify how the table of contents appears. For example, you can add a sidebar next to the content’s list or add a link to an html file.
D2L Home
This link takes you back to the main PSU D2L homepage. This page is where you will see links to any courses you may be taking or to any other D2L modules you may be working on.

Classlist
This link takes you to the Classlist area where you can add participants, generate reuser reports and change classlist settings such as what roles users have (like if they are faculty or students). You can also access the “Reports” area and the “Settings” area.

How to Add Participants
From the Classlist area, it is easy to add participants. Simply click the “Add Participants” link, then click either the “Add existing users” link (if you are uploading only a few users), or the “Import users from a file on your computer” if you would like to bulk upload a lot of users at once.

If you just need to add one, or a few users, after clicking the “Add existing users” link, search for the user you would like to add by their odin username, lastname or pdx email address. Click the search button, and then once the search has brought up the user, select a role for them, then click the “Enroll Selected Users” button. And that’s it, they’re enrolled!

If you need to add lots of users, click the “Import users from a file on your computer” link. That will bring up the “Import Users From File” area, which will allow you to browse your computer for the appropriate file to upload. If you are wondering about the file format and anything else related to bulk uploading, the area has instructions and an example of the proper file format.

Course Settings
This link takes you to the “Course Administration” area. All the links to any of the course tools you will be using are all on this page. This is where you can find the links to modify and add widgets, edit the Nav bar, the Homepage, and access all of the other D2L
admin management tools. There are many links, many of the ones most useful to the module are covered in their own individual areas. But this area is a great place to go to when you’ve forgotten where to access certain areas within D2L.

Breakdown of important aspects of the HTML Pages

The following is an overview of important aspects of the web pages that make up the Online Academic Advising module. The overview will cover how it was made and other important details that are particular to the module.

Learning Outcomes landing page

The Learning Outcomes page is not only the course home page, but it also contains the welcome video, which covers important information about how to navigate through the module. As you can see, each different mini-module has its own little collapsible accordion menu box with a brief description and link that jumps to that section.

Videos, Iframes and Youtube

The videos are not hosted locally, but embedded iframes and mostly hosted on Youtube. Remember to add “?rel=0” at the end of any youtube links so that related videos don’t show up at the end of the video. Also a good idea to use the “nocookie” version of the vids.

Lack of a D2L header

As you may notice, the little D2L header is gone. This is not a mistake, I’ve knocked it out to clean up the page and reduce the number of little links and buttons. That way we have more control over the look and the navigation of the site. This was done by making setting the D2L “course homepage” to the “learningoutcomes.html” page. Then I just used relative links to all of the other pages in the site since they all live in the same folder in the D2L “Manage Files” area. That way every page is inside of the “self” frame, and no D2L header thing shows up.

Tooltips

These are fairly easy to add and just require that you link to “jquery.tooltipster.min.js” (which every page should link already). More can be found about them by going to: http://calebjacob.com/tooltipster/ I tweaked the library some to both to fit with our design and the features we wanted to use. For example, the tooltips fire a function that allow the user to hover over and stay on the tooltip so that they can click a link if they wanted to.
Sliding Text Elements
These are fairly easy to add and just require that you link to the "jquery.kwicks.min.js" (which every page should link already). This is the jquery library that allows for this feature. More can be found about them by going to: http://devsmash.com/projects/kwicks. I tweaked the code a bit to fit with our design and the features we wanted to use.

Again, these are animated by just using the kwicks plugin and manipulating the look of each via the associated css page and the function on the bottom of the page.
Remember not to make changes on the main css page, but just to the linked stylesheet particular to the page you are working on.

Graphics
Any graphic files used to make any of the buttons, headings or other graphics are all stored in the "resources" folder in the D2L Manage Content area. For example, The triangle graphic was made with Adobe Illustrator and the file is in the "resources" folder in the D2L Manage Content area. As are all of the header images. The “titles” photoshop file is also in the resources folder.

More on Accordion Menus
The only real thing of note that hasn’t been covered in the pages above is the use of 2 side by side accordion menus. They are arranged that way by use of the css float property.

Links and important words and phrases
You may notice that anything that is a tooltip or a link is usually a bolder, larger font, and may have a simple jquery text animation function that enlarges it further--usually 130% of regular size. I’ve tried to keep this consistent throughout the site.
About the Guide
The Career Development & Job Readiness Guide is an online module available in D2L and was produced by Advising & Career Services. It is designed to help students understand and engage in the process of choosing a career, making a career plan, and getting ready for their job search.

Intention
This guide is intended to serve as an introduction to the career planning process and to the vast array of resources, information and services available to assist you in finding your path, making a plan, and reaching your goals.

To Get Started:
Go to d2l.pdx.edu
Sign in with your Odin account.
Click the Self Registration button on the navbar.
Click to Continue.
Select “Career Planning and Job Readiness”.
Click “Register”, then “Submit”.
On the next screen, click “Finish”.
The Guide will appear in the "Ongoing" section.
Portland State University
Career Development & Job Readiness
User’s Guide
# Table of Contents

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Introduction

The purpose of this user’s guide is to assist any future employee in their attempt to modify the Career Development & Job Readiness Guide (CDJR). As of this writing, the module lives inside of the cumbersome shell of the “Desire 2 Learn” content management system, as well as outside living on its own out in the wilds of the interwebs on the Student Affairs Server (www.sa.pdx.edu/careerguide/). But since a version of it currently lives within D2L, this guide will describe the site as it operates within D2L, as well as outside of D2L. It will describe how to make changes to the site in D2L, as well as how to make changes to the web pages themselves outside of D2L (That said, there should be very little difference between the two).

All of the files and resources used to create this module are all saved within the D2L course module, on the Student Affairs server (and hopefully also an external HD somewhere in the ACS).

Definitions

To avoid any confusion, the following is a list of terms that may or may not be used throughout this guide:

- **D2L** - This refers to the Desire 2 Learn content management system that the Academic Advising module was originally created for.
- **Topic** - This refers to what D2L calls a page of content within the site. A topic is essentially a web page that lives inside of a D2L “Module”.
- **Module** - This refers to what D2L calls a section of content within the site. A module is like a container for a group of web pages (Topics). Think of it as like a folder that contains html files.
- **ACS** - If you don’t know what this stands for; you’re fired. But just so you know--as you are clearing out your work area--it stands for “Academic and Career Services”.
- **jQuery** - Multi-browser JavaScript library that was used to create the module
- **Plug-in** - jquery library used to create some of the animated features of the site
- **CSS** - Cascading Style Sheet
- **Career Guide or (CDJR)** – This is just a shorthand term to refer to the Career Development & Job Readiness Guide
- **Blue Line** – This is the series of webpages that fall under the “Career Development” section of the module. It is supposed to be like the “Blue Line” on the MAX.
- **Orange Line** – This is the series of webpages that fall under the “Job Readiness”
section of the module. It is supposed to be like a line on the MAX (No, there is no actual orange line—at least not yet!).

- **Green Line** – This is the series of webpages that fall under the “Work in Portland” section of the module. It is supposed to be like the “Green Line” on the MAX.
- **Testplan** - This is the testing plan to make sure that everything didn’t explode and crash
- **Animated Background** - these are the background scenes that the little MAX train scoots along.
- **Adobe Edge Animate** - this is the Adobe software program that was used to create the animated backgrounds.
- **Tooltips** – these are the little pop-up definitions that are triggered when a user moves their cursor over certain words or phrases
- **Accordion (or collapsible) menu** – these are the collapsible menus found on several pages in which the user clicks a heading and then more information on that topic is displayed.
- **Student Affairs Server** – This is the server, run by the Portland State Student Affairs Department, that hosts the stand-alone version of the module.
- **Broken Link** – this refers to a hyperlink that when clicked either displays nothing or takes the user to the wrong web page
- **Accessibility** – this refers to how accessible the web page or content is to people of various abilities and disabilities
- **IE** – This refers to the web browser Internet Explorer
- **FireFox** – This refers to the Mozilla FireFox web browser
- **Safari** – This refers to Apple’s Safari web browser (typically the default web browser for macs)
- **Chrome** – This refers to the Google Chrome web browser
- **Opera** – This refers to the Opera web browser

Also, any D2L path that is referenced in this guide will be done using blue text (if you printed this in black and white, you may not notice any difference). For example, this path: Course Content > Manage Files > resources refers to the “resources” folder inside the Course Content area of D2L. Just look for the associated links separated by “>” symbols.

**Starting at the top: What’s this thing made of?**

As stated in the Introduction, there is one version of the site hosted on D2L, and another stand-alone version on the Student Affairs server. Since this is the current framework, this guide will describe how the module works within D2L, as well as on the Student Affairs server. It will describe how to make changes to the D2L module itself, and also how to make changes to the individual web pages outside of D2L.

Looking past D2L for a moment, the web pages of the module were made using
HTML5, CSS3, and javascript (primarily with JQuery and JQuery plug-ins). As you should be able to see from the code, it is all fairly simple and straightforward (hopefully). Most of the text content is just right there inside of the HTML, with the other features linked as separate css and javascript files. Many of the plugin files have been minified (meaning that they have been compressed and optimized for faster download speed). All of these files, and all of the associated resources, are located within the D2L module under the Course Content > Manage Files area (more on this D2L stuff later), or just right out there on the Student Affairs server.

Now that we have a starting point, let’s begin describing the aspects of the D2L version of the module in detail...

D2L Top Navigation Bar

This is D2L’s Nav bar, which you can find and change via the Course Settings > Navigation > Nav Bars area. If you follow that link, you will see that the active nav bar is the “Career Dev & Job Readiness Nav”, which was created under the “Templates” tab on the Nav Bars page. You can change the current Nav bar by clicking the “Career Dev & Job Readiness Nav” link, or you can create a new Top Nav bar by clicking the
Templates > New Template button.

As you can see from the looks of the current top nav, I have stripped out a lot of the stuff that comes default. I have also added the custom “Help Guide” widget. This widget is a free-floating dialog box with a breakdown of the buttons and now to navigate through the module.

My Home

This link takes you back to the main PSU D2L homepage. This page is where you will see links to any courses you may be taking or to any other D2L modules you may be working on.

Course Content

This is a pretty important area in D2L. This is where you add the webpages (which they call topics) to the Career Development & Job Readiness Guide. Clicking this Course Content link takes you to D2L’s “Table of Contents” area, which allows you to add new topics and modules, edit topics and modules and reorder the topics and modules. By clicking on the little drop down arrow next to one of the topics, you can change the name of the topic’s heading, change the html “content” file that the topic links to and also edit the HTML in a pop-up window. Warning! Editing the any of the topics in the D2L pop-up window is not recommended—I recommend making the changes locally on your test version of the module, then after testing, upload to D2L, overwriting the previous version.

Adding a Topic or Module
You can easily add a new topic/module by clicking the “New” link and choosing “Create a File”, or “Add from Manage Files” and then linking a web page to the content section of the topic. You can then put that Topic or Module in any order by clicking on and dragging the “reordering” tool that is next to the topic’s name, or clicking on the drop-down arrow and selecting “Move down” or “Move to”. 
Managing Files
This area, which can be reached by clicking on the “Manage Files” link in the “Course Administration” area takes you to the Manage Files area. You will get very familiar with this area as it is where you will be uploading new or revised files. This is where all the files and images are stored for the entire module. The only things not located in this area are the videos, which are all hosted on youtube, since D2L doesn’t host video (more precisely, their servers don’t have the ability to stream video).

It is a good idea to keep a backup of everything you use here in the “resources” folder.

View Topic
This link basically takes you from the “table of contents” area to the page inside D2L.

Course Home
The Course Home button on the Top Nav bar links to the module’s main landing page, which is the “Welcome” page. You can change this by going into the Course Settings > Homepages area. That will take you to the Manage Homepages area, where you can see that the currently active homepage is the “CDJR – Full Screen Homepage”. You can create a new homepage by clicking the “New Homepage” link, and then linking to an html page that is either internal to D2L, or external on the web.

Course Settings
This link takes you to the “Course Administration” area. All the links to any of the course tools you will be using are all on this page. This is where you can find the links to modify and add widgets, edit the Nav bar, the Homepage, and access all of the other D2L admin management tools. There are many links, many of the ones most useful to the module are covered in their own individual areas. But this area is a great place to go to when you’ve forgotten where to access certain areas within D2L.
Classlist

Although this link is not accessible from the navigation bar, it is one of the options in the course administration area, and it is a very important tool. If you look under the “Learner Management” area within the Course Administration area, you will see the “Classlist” icon and text. This link takes you to the Classlist area where you can add participants, generate reuser reports and change classlist settings such as what roles users have (like if they are faculty or students). You can also access the “Reports” area and the “Settings” area.

How to Add Participants

From the Classlist area, it is easy to add participants. Simply click the “Add Participants” button, then click either the “Add existing users” link (if you are uploading only a few users), or the “Import users from a file on your computer” if you would like to bulk upload a lot of users at once.

If you just need to add one, or a few users, after clicking the “Add existing users” link, search for the user you would like to add by their odin username, lastname or pdx email
address. Click the search button, and then once the search has brought up the user, select a role for them, then click the “Enroll Selected Users” button. And that’s it, they’re enrolled!

If you need to add lots of users, click the “Import users from a file on your computer” link. That will bring up the “Import Users From File” area, which will allow you to browse your computer for the appropriate file to upload. If you are wondering about the file format and anything else related to bulk uploading, the area has instructions and an example of the proper file format.

Help Guide

This link opens up the “Help Guide”, which is a free-floating dialog box that has basic information about where to begin, what the various buttons do, and also how to navigate through the module.
Breakdown of important aspects of the HTML Pages

The following is an overview of important aspects of the web pages that make up the Career Development & Job Readiness Guide. The overview will cover how it was made and other important details that are particular to the module.

Welcome landing page

The Welcome page is not only the course home page, but it is also the main transit map, and area where users can access the 3 different "lines" (Career Development, Job Readiness and Work in Portland). As you can see, each different "line" is a mini-module that has its own color associated with it (Blue, Green, Orange). These can only be accessed from this homepage! After a student finishes one of any of the lines, they are returned to the homepage (so that they can then explore another line—or at least that’s the hope).

Choosing a "transit line"

The user starts by clicking or tapping on any of the "transit lines" (which are the floating words "Career Development", "Job Search Skills" or "Work in Portland") and is then presented with the various "stops", or topics, associated with that transit line. To learn more about a particular topic, they can click or tap on the circle (the "stop"). When you click or tap on the "stop" circle, you will be taken to that section for more detailed information.
Side Content Bar

This is the bread and butter of the module and was created with heavy use of the jQuery UI library, and the jQuery UI accordion in particular.

Navigation buttons

Navigating through the different pages is done by clicking or tapping the red “next” and “back” arrows located in the upper right corners of every page. On some pages, you may also hover over key words for more information or tap or click on highlighted phrases to expand the accordion menu of information.

Homepage Button

The Career Development and Job Readiness homepage is where the user can access all of the different learning outcomes, or “stops” within this module.

Refresh Button

If the user feels like the page isn’t loading or displaying properly, they can always click the brown refresh button in the upper right corner of the page to return to reload the current page. Because of how the module is set up within D2L, we do not recommend that the user uses the refresh button on their browser, as it will cause the module to return to the homepage (it’s a bug!).
Print Button

Next to the home button is a purple button with a small printer icon. The purple button allows you to print an ink friendly copy of the current page.

Collapse and Expand Buttons

To the right of the purple print button is a blue button with an "X" icon. Clicking or tapping this button hides the sidebar so that the user can have an unobstructed view of the background image. To make the side content return, they simply click the orange arrow button on the upper right-hand corner of the screen.

Full Screen Button

Within the pages, you can hover over or tap the orange arrow buttons that are adjacent to the bold, highlighted phrases. When you click or tap that button, the side content bar will expand to the full width of the browser window. The information on the web page is not different, it's just provides you with a larger space to access the information you need.

More on Accordion Menus

Because the accordion menus are such a prominent aspect of the module, it's a good idea to learn more about them! The accordion menus that were used to create the side content bar are from jquery ui. To learn more about the properties and what you can do with these puppies, visit: http://jqueryui.com/accordion/

Videos, Iframes and Youtube

The videos are not hosted locally, but embedded iframes and mostly hosted on Youtube. Remember to add “?rel=0” at the end of any youtube links so that related
videos don’t show up at the end of the video. Also a good idea to use the “nocookie” version of the vids. Yes, this is the only time I ever turn down a cookie.

Lack of D2L side constraints

As you may notice, the D2L version of the module is not hemmed in by D2L’s iframe. This is not a mistake, I’ve knocked it out to clean up the page and reduce the D2L clutter. That way we have more control over the look and the navigation of the site. This was done by making setting the D2L “course homepage” to the “CDJR-Welcome.html” page. Then I just used relative links to all of the other pages in the site since they all live in the same folder in the D2L “Manage Files” area. That way every page is inside of the “self” frame, and no D2L weirdness shows up.

Tooltips

These are fairly easy to add and just require that you link to “jquery.tooltipster.min.js” (which every page should link already). More can be found about them by going to: http://calebjacob.com/tooltipster/ I tweaked the library some to both to fit with our design and the features we wanted to use. For example, the tooltips fire a function that allow the user to hover over and stay on the tooltip so that they can click a link if they wanted to.

Graphics

Any graphic files used to make any of the background graphics, buttons, headings and all other graphics were all created in Adobe Illustrator and or Adobe Photoshop. They are mostly vector graphics. All of these graphics are available in the “images” folder in the “Manage Content” area of D2L, as well as the version of the module that is on the Student Affairs server.
Adobe Edge Animate

This is the program that was used to make the background scenes have animated qualities. It is also the program used to create the bulk of the Homepage’s functionality. The program is a timeline-based, and will not be difficult to use for anyone familiar with Adobe software, and using layers and keyframes and the like. The output is all HTML5 and works in all browsers, operating systems and devices. It’s not FLASH!!!