

Exhibit 6.2. Web Content Organization Checklist.

As you collect and create the content for your learning Web site, make sure you have done the following tasks to organize the content:

Select the Organization Strategy

If you want your learners to explore the content and discover or create meaning from it, the site uses the Cognitive Model.

If your learners are new to the subject and need to know the names and pieces of things, the site uses the Content About Things model.

If your learners need to know how to do a task, the site uses the Content About Procedures model.

If your learners need to understand what happens when they do a task, the site uses the Content About Processes model.

Focus on Action

The objectives state what learners will be able to do when they finish using the Web site.

Each content piece states what the learner should do (read, write, discuss with a colleague, join the chat room).

Web site navigation tells the learner what to do on each page, and where to go or what to do next.

Provide a Site Overview

The site has a table of contents.

The site has a guided tour or map that shows the learner all the major sections.

Use Consistent Vocabulary

Terminology (such as labels, names, or titles) is consistent on every page.

A glossary is linked to the site.

Unfamiliar words are highlighted and linked to the glossary.

Allow Learners to Make Contributions

Learners are given the path to the Web server and file where they can post documents.

Learners are encouraged to participate in chats and discussions on-line.

Explain the Content Architecture

The table of contents or site map explains why the content was organized this way.

Use Hyperlinks Sparingly

Links are attached to a few key words, rather to sentences or paragraphs.

Backward links are provided so that learners can easily return to their starting point.