Part 1: POE documentation

Part of your POE submission is a Word document.

1. Create a new blank Word document
2. Save the document in studentnumber-POE and call it studentnumber-POE Document
3. On the first page, enter the course details, your name and your student number
4. Create the following main headings:
   SECTION 1: Template Review
   SECTION 2: Web Site Link Report
   SECTION 3: Form Report
   SECTION 4: Client Email
   SECTION 5: Understanding Web Development
   SECTION 6: Self-Evaluation
   SECTION 6: List of References
5. Add a Table of Contents before SECTION 1

Acknowledgement of sources
When information is directly or indirectly borrowed from sources, the sources must be acknowledged in the List of references.

Part 2: Project tracking

Creating all the website pages takes some time, and you will probably complete the work in stages, over several days. It is difficult to keep track of what has been done for each page. To assist with this, you will use a spreadsheet to mark off what has been done on each page.

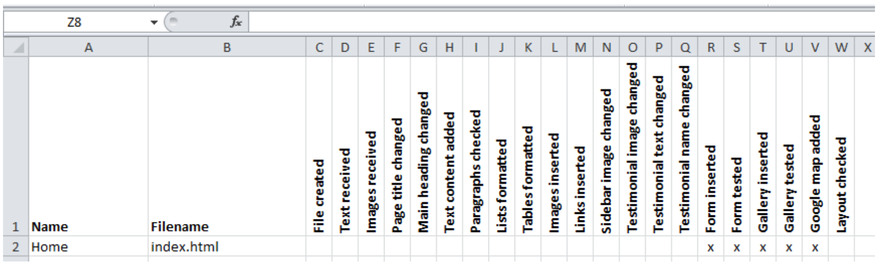
In Assignment 1, you created a basic Project Tracking spread sheet.
In Assignment 2, you used the same spread sheet to find the file names for each page, so that you could build the menu hyperlinks.

You received feedback from your lecturer for both Assignments. For the POE, make sure that you revise the spreadsheet to take into account the feedback you received.

In the POE, you are going to expand the spread sheet to hold a lot more detail, and then you are going to update the spread sheet as you work so that you can keep track of what has been done and what still needs to be done.

1. Copy studentnumber-Assignment1 / Project tracking spread sheet to the studentnumber-POE folder
2. Rename the file in studentnumber-POE to studentnumber-Project Tracking
3. Open studentnumber-Project Tracking
4. Edit the spreadsheet based on the feedback you received.
5. Add the following columns. These will be used to track your progress as you build the pages.
    a. Page name changed
    b. Main heading changed
    c. Text content added
    d. Paragraphs checked
    e. Lists formatted
    f. Tables formatted
    g. Images inserted
    h. Links inserted
    i. Sidebar image changed
    j. Testimonial image changed
    k. Testimonial text changed
    l. Testimonial name changed
    m. Form inserted
    n. Form tested
    o. Gallery inserted
    p. Gallery tested
    q. Google map added
    r. Layout checked

6. Compact the columns. The spreadsheet is really wide, making it difficult to work with.
    a. Select cells C1:W1
    b. Go to Home tab / Alignment Group / Orientation button / Rotate Text Up
    c. Resize all the columns
    d. Resize row 1 to fit the longest label
    e. Your spreadsheet should look like this:


Z8

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	Name	Filename	File created	Text received	Images received	Page title changed	Main heading changed	Text content added	Paragraphs checked	Lists formatted	Tables formatted	Images inserted	Links inserted	Sidebar image changed	Testimonial image changed	Testimonial text changed	Testimonial name changed	Form inserted	Form tested	Gallery inserted	Gallery tested	Google map added	Layout checked	
2	Home	index.html																x	x	x	x	x		

7. Add the details for each page
    a. Go to WEDE5010 / Waverly Guest House / Content / Text
    b. Open each Word document and read through the content
8. Place an “x” on the spreadsheet for every column that is NOT relevant for a specific page.
   For example:
   Only the gallery page has the gallery elements, so all other pages should have an “x” in the columns for Gallery Inserted and Gallery Tested
9. Use the spread sheet to track what you have done by placing a “y” in each cell as you complete the work. By the time you finish the project, every cell of the spread sheet must contain a “y” for work complete, or an “x” for features that don’t apply to the specific page.
10. Submit this spread sheet as part of the POE.

Part 3: The completed web site

Overview

Developing a website involves a logical set of steps:

Step 1: Review requirements
Step 2: Create a “site”
Step 3: Create or install a webpage framework
Step 4: Turn the framework into a template
Step 5: Test the template
Step 6: Copy the template for each webpage

Step 7: Add the content and features to each webpage

Step 8: Test the local website

Step 9: Prepare the hosting account

Step 10: Publish the website

Step 11: Launch the website

In Assignment 1, you did Step 1. You reviewed the project requirements and created a project plan to guide your work and document your progress.

In Assignment 2, you did Steps 2 – 5.

Now you are going to do Steps 6 – 8.

Steps 9 - 11 require access to a web server. A web development company would have access to this, but you do not, so you will have to skip those steps.

1. Prepare the site

For backup purposes, you are going to leave the Assignment 2 files unchanged, and make a copy of the Site for use in the POE.

1. **Prepare the POE folder**
    a. Open Windows Explorer
    b. Inside the folder called studentnumber-POE (e.g. 1212345-POE), create another folder called studentnumber-Waverly
2. **Copy Assignment 2 files to the new project folder**
    a. Browse to studentnumber-Assignment2 (i.e. where your template files are)
    b. Copy the template.html files, as well as all the folders (css, images and js)
    c. Paste these files inside studentnumber-POE / studentnumber-Waverly
3. **Open the ExpressionWeb site**
    a. Open Expression Web
    b. Go to Site / Open site
    c. Browse to studentnumber-POE / studentnumber-Waverly
    d. Open
    e. Press OK

2. Review the template and adjust if necessary

You received some feedback from your lecturer regarding the template you produced in Assignment 2. Unless you received 100% for Assignment 2, there are errors in your template.

You need to correct these errors before you use the template to create all the other pages.

In the POE, you need to provide evidence that you have responded to the feedback you received.

You will do this by commenting on the changes you make to the template.

1. Open Word document studentnumber-POE / studentnumber-POE Document
2. Go to SECTION 1: Template Review
3. As you make the corrections, make a note of the errors and what you have learnt in order to correct the errors.
4. Save the corrections in studentnumber-POE / studentnumber-Waverly / template.html, and in csss/template.css

3. Create a copy of the template for each page of the web site

Refer to the file names in the Project Tracking spread sheet, and make a new file for each

Make sure that you get the file names exactly right – lowercase, dashes instead of spaces, correct spelling. If you don't, the menu links will not work.

1. Open the Waverly Site in Expression Web
2. Open template.html
3. Go to File / Save As
4. Update studentnumber-Project Tracking Column C as you create each file
5. You have all the content, so you can complete Columns D and E as well.

4. Edit each page

Extremely important note:

If you paste from Word into Expression Web in Design View, the text from MS Word will contain a large amount of rubbish code. This will affect your layout and your marks!

You must only paste from Word into the Code View of Expression Web. You will then need to manually re-insert the paragraphs, line breaks and heading levels.

Some documents contain links. You need to remove [Link] and insert the correct HTML code to make the text into a hyperlink. For example, on the Contact Us page:

1. Change the Page Title
    a. Edit the title tag, removing PAGENAME and replacing it with the actual name of the page (e.g. Contact Us). Make sure that you keep the space on each side of the dash.
    b. Update Column F in the studentnumber-Project Tracking spread sheet
2. Add the text
    a. Open the relevant Word document for the page you are editing
    b. Replace the dummy text with the correct information for that page.

   c. Update Columns G & H in the studentnumber-Project Tracking spread sheet
3. Add the document structure
   a. Make sure that each paragraph of inserted text is wrapped in <p>…</p>
   b. Add any links in the text.
   c. Format tables and lists.
   d. Insert any images.
   e. Update Columns I to M in the studentnumber-Project Tracking spread sheet
4. Change the sidebar
   a. Replace the image in the sidebar.
   b. Replace the testimonial in the sidebar.
   c. Update Columns N to Q in the studentnumber-Project Tracking spread sheet
5. Test the site
   a. Open index.html in a web browser
   b. Click on all menu items and ensure that pages load
   c. Look at each page to ensure that it is displaying correctly, and does not contain any dummy text
   d. Make sure that the pages do not contain [Link]
   e. Update Column W in the studentnumber-Project Tracking spread sheet

5. Add the gallery

1. Open the gallery.html page in Expression Web
2. Open WEDE5010 / Waverly Guest House / ExpressiveWeb code library / Gallery / Gallery code
3. Follow the instructions in that file
4. Remove sidebar

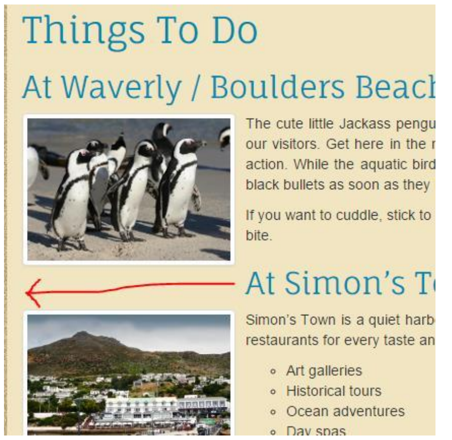
   Remove <!-- Sidebar content (large screen) --> through to the </div> that closes the sidebar – you will have to work out which one this is! Removing too many or too few will break the page.
5. Update the maincontent width to fill the space that was occupied by the sidebar

   <div id="maincontent" class="col-md-12 col-sm-12">
6. Test the gallery
   a. Open the gallery page in a web browser
   b. Click on the first image and ensure that it opens in a lightbox
   c. Check the caption

d. Navigate to each image, making sure that it opens in the lightbox and has the correct caption

7. Update Columns T & U in the studentnumber-Project Tracking spread sheet

6. *Adjust the Things to Do page*



1. Add the text and images as you have done for all the other pages.
2. Make sure that each of the content images has class="img-thumbnail pull-left"
3. The text now flows around each image
4. The problem is that the headings also flow around the images. We want each heading to start against the margin on a new line
5. To achieve this, add the following code before the second and third H2:

   <div class="clearfix"></div>

7. *Add the Rates table*

- Table codes are complex. Pay close attention to this part of the assignment.
- Use the table from the dummy content to guide you as you develop the rates table.
- Refer to the Waverly Guest House Design Preview to see how the table should look.
- Cells containing Rand amounts are set to class="currency" (see below)

```
<td class="currency">R640</td>
```

1. Open the page in a web browser and ensure that the table displays correctly
2. Update Column K in the studentnumber-Project Tracking spread sheet

7. Build the form

Overview

The form is a standard html form with the following features:

- Required field validation – the user cannot submit the form without filling in the required fields
- A date picker – makes it easier for the user to select a date, and ensures that the submitted dates are always in the same format
- The form action is set to load thank-you.html when the user presses Submit

Instructions

1. Open booking-enquiries.html in Expression Web
2. Open WEDE5010 / Waverly Guest House / ExpressiveWeb code library / Forms / Form code
3. Follow the instructions in that file

4. Add the text
    a. Open WEDE5010 / Waverly Guest House / content / Booking Enquiries
    b. Copy and insert the text
5. Add the form container

```
<form action="thank-you.html" method="post" id="myform">

</form>
```

6. Add the form elements
    a. The list of fields is in WEDE5010 / Waverly Guest House / content / Booking Enquiries
    b. The Form code file contains examples for the different form field types
    c. For the required fields, modify the code as follows (new items shown in bold here):

```
<div class="form-group required-field">
  <label for="lastname">Last name *</label>
  <input type="input" class="form-control" id="lastname" placeholder="Last name">
</div>
```

    d. For the arrival and departure dates, modify the code as follows:

```
<div class="form-group required-field">
  <label for="departure">Departure date *</label>
  <input type="input" class="form-control date" id="departure" placeholder="Departure date">
</div>
```

7. Update the Project Tracking Spreadsheet

8. Add the Google map to the Contact Us page

1. Open contact-us.html
2. Add the text from the Word document
3. Remove the Testimonial block from the sidebar
4. Open WEDE5010 / Waverly Guest House / ExpressiveWeb code library / Google map
5. Paste into contact-us.html
6. Save
7. Test
    a. Open the contact us page in a web browser
    b. Check that the Google Map displays (you must have a working Internet connection to see the map)
    c. Update Column V in the studentnumber-Project Tracking spread sheet

Part 4: Report on the completed site

Testing the hyperlinks

1. Open your site in ExpressionWeb
2. Generate the report
    a. Go to the Reports tab underneath the file list
    b. On the top right, click on the Verifies hyperlinks in the current web button
    c. Choose Verify all hyperlinks
    d. Press Start
3. Wait for the report to complete
4. Review the results
    a. Click on Status to sort the results
    b. All links should report as OK, except for the links to http://www.expressiveweb.co.za, since that website does not actually exist.
5. If there are any other errors, fix them, and then redo the report
6. Expand the results
    a. Right click below the results and choose Show Internal Hyperlinks
7. Save the results
    a. Right click on the results and choose Copy Report
    b. Open studentnumber-POE Document
    c. Go to SECTION 2: Web Site Link Report
    d. Paste the results
    e. Save

Testing the form

View the screenshots in Waverly Guest House Design Preview PowerPoint file to check that your layout is as expected.

1. Open Booking Enquiries in your **Web Browser**, not Expression Web
2. Perform the test
    a. Try to submit the form without filling in the required fields to check that the validation works (fields should turn red and have “required” next to them)
    b. Click on a date field and select a date from the popup
3. Save the test
    a. With the **red fields and the date picker visible**, press the PrtSc button on your keyboard. This will take a screenshot of your screen.
    b. Go back to studentnumber-POE Document
    c. Go to SECTION 3: Form Report

d. Press Paste. The will insert the screenshot.

e. Save

Part 5: Email to the client

In the real world, as part of the pre-launch process, you would give the web address to the client and give them a few days to test the site completely.

Write an email to the client, informing them that they need to test the site and confirm that it is ready to launch.

1. Open studentnumber-POE Document
2. Go to Section 4: Client Email
3. Enter the following text:
    a. To: elize@waverlyguesthouse.co.za
    b. Subject: Your website is ready for final testing
    c. In your own words, enter the message (do not simply copy the text below):
       Tell them that you have completed the site, and would like them to test it before you make the site publicly visible.
       They can test the site by going to http://www.underconstruction.co.za/waverly/
       Inform the client of the deadline for testing and the date that the site will be launched (these dates are in Assignment 1).
4. End the email with the following contact details:
    a. Your name
    b. Phone: 031 555 5555
    c. Email: developer@expressiveweb.co.za Save the file

Part 6: Self-evaluation

The course has introduced a wide range of concepts, from the business of web development, through to project management procedures and client interaction requirements.

It also covered 3 programming languages – HTML, CSS and JavaScript.

Finally, the development of the web site was deliberately split into 3 parts so that you could clearly see the stages of developing a website, as well as to allow you to incorporate feedback from each stage into the final product.

Website development questions

In studentnumber-POE Document, go to SECTION 5: Understanding Web Development and enter the following questions and answers there.

1. In what ways did the project help you to understand the different roles of HTML, CSS, and JavaScript in the development of the site?

2. What content changes do you think the client might request in the next 2 years? Think about content on the site that might become out of date, or for which there might be better content available later.

Self-Evaluation

(Each student must complete one of these rubrics as part of their POE submission. Review their self-evaluation and if you disagree then change the marks accordingly)

1. In studentnumber-POE Document, go to SECTION 6: Self-Evaluation and recreate the following table
2. Score yourself in terms of the criteria

Criteria	**1** **You've learned something – but you're not proving it!**	**2** **You're on the right track but you can do better!**	**3** **Bravo! You've done exceptionally well!**	**Score**
Reflection	- Reflection shows no thoughtfulness. - Reflection has no details. - Reflection is incomplete.	- Reflection shows little thoughtfulness. - Reflection has few details or examples. - Most parts of the reflection are incomplete.	- Reflection shows thorough thoughtfulness. - Reflection has several supporting details and examples. - All parts of the reflection are complete and done well.	
Demonstration of learning	- Reflection does not move beyond description of the event/ experience.	- The reflection demonstrates student's attempt to analyse the event/	- Clearly explains what was learned. - Reflection is beyond simple description of event/ experience to an analysis of how it	

Criteria	1 You've learned something – but you're not proving it!	2 You're on the right track but you can do better!	3 Bravo! You've done exceptionally well!	Score
		experience but fails to demonstrate depth of analysis.	contributed to learning and understanding.	
Organisation of report Clarity of report	• Ideas are disorganised. • Language is unclear and confusing throughout.	• Ideas are organised but paragraphs are not well constructed. • Frequent lapses in clarity.	• Ideas are very well organised with well-constructed paragraphs. • The language is clear and expressive. • The reader can create a mental picture of the situation being described. • Explanation of concepts makes sense to an uninformed reader.	
Inclusion of lecturer's feedback on Assignments 1 and 2 (1 mark)				
TOTAL /10				

Preparing and submitting your POE

Your POE submission will consist of many files and folders. Please ensure that these are named correctly, and submitted correctly.

Part of the POE involves submitting revisions of your Assignment 1 and Assignment 2 files. For the sake of clarity, only submit the changed files, not the originals as well.

Note the files and folders to be submitted:

studentnumber-POE	The main folder for the POE
studentnumber-POE Document	The Word document
studentnumber-Project Tracking	The Excel spreadsheet
studentnumber-Waverly	The website main folder
css	The CSS files
template.css	The external style sheet
images	The image files
image.png	All the images
gallery	The gallery images
image1s.jpg	All the gallery images
accommodation.html	All the webpages

[TOTAL MARKS: 100]