**CS-24-333**

VCU STEMM

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User Tutorial

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# Overview

This user tutorial has been meticulously designed to offer new users a comprehensive and user-friendly guide, presenting detailed step-by-step instructions to effortlessly navigate and take full advantage of the essential features embedded within the Central Hub for Gender Outcome Programs in STEMM. The tutorial serves as a practical and accessible resource, ensuring that individuals, irrespective of their familiarity with the platform, can smoothly integrate into the system and engage with its functionalities effectively.

By breaking down the onboarding process into distinct sections, the tutorial addresses fundamental tasks such as creating an account, exploring the platform's dashboard, registering for gender outcome programs, submitting valuable feedback, and accessing additional resources and support. Each step is accompanied by clear instructions, facilitating a seamless and intuitive user experience.

This tutorial not only serves as a practical tool for initial engagement but also lays the groundwork for users to confidently interact with the platform throughout their journey. Whether it's participating in programs, providing feedback, or accessing resources, the tutorial aims to empower users by demystifying the platform's functionalities and ensuring they can readily leverage the Central Hub's features to enhance their involvement in gender outcome programs within the fields of Science, Technology, Engineering, Mathematics, and Medicine (STEMM).

### 1. Search with Your School's Information

**Objective:** Locate gender outcome programs associated with your school.

Steps:

* *Log In:*
  + If you haven't already, log in to your Central Hub account.
* *Navigate to the Search Bar:*
  + Locate the search bar at the top of the dashboard.
* *Enter Your School's Information:*
  + Type your school's name, department, or relevant keywords into the search bar.
* *Review Search Results:*
  + Examine the search results to find gender outcome programs associated with your school.
* *Explore Program Details:*
  + Click on a program to access detailed information.

### 2. Creating Your User Profile

**Objective:** Set up and customize your user profile.

Steps:

* *Access Your Profile:*
  + Click on your profile icon in the top-right corner.
* *Edit Your Profile:*
  + Select "Edit Profile" to add or update personal details.
* *Upload a Profile Picture:*
  + Enhance your profile by uploading a picture.
* *Save Changes:*
  + Confirm changes by clicking "Save."

### 3. Reading Our About Page

**Objective:** Understand the mission and vision of the Central Hub.

Steps:

* *Navigate to About Page:*
  + Click on "About" in the main menu.
* *Read the Overview:*
  + Peruse the information about the Central Hub's mission, goals, and values.
* *Explore Our Impact:*
  + Discover how the hub contributes to gender diversity in STEMM.

### 4. Accessing the Contact Us Page

**Objective:** Connect with us for inquiries or assistance.

Steps:

* *Visit Contact Us Page:*
  + Click on "Contact Us" in the footer.
* *Review Contact Information:*
  + Find email addresses, phone numbers, or a contact form for inquiries.
* *Reach Out:*
  + Use the provided contact information to ask questions or seek assistance.

# Goals

1. **Promote Understanding of Central Hub's Mission**

* *Objective:* Ensure that users are informed about the mission, goals, and values of the Central Hub.
* *Key Results:*
  + Monitor the number of clicks on the "About" page, aiming for a 25% increase in engagement.

1. **Measure Tutorial Effectiveness**

* *Objective:* Assess the effectiveness of the user tutorial in guiding users through essential platform functionalities.
* *Key Results:*
  + Conduct a post-tutorial survey to evaluate user comprehension and satisfaction.
  + Implement improvements based on user feedback to optimize the tutorial for clarity and usability.

# Specifications

These specified goals offer precise and well-defined objectives, outlining the desired outcomes and the steps required to achieve them. By providing clear guidelines and parameters, the project team gains a structured framework that not only guides their actions but also facilitates effective measurement of progress and success throughout the implementation of the user tutorial and its associated objectives.

# Milestones

* **1. Tutorial Design and Outline**
  + *Objective:* Develop a detailed design and outline for the user tutorial.
  + *Key Deliverables:*
    - Tutorial structure, including sections and topics.
    - Identification of key user actions to be covered.
* **2. Prototype Tutorial Testing**
  + *Objective:* Test the initial version of the user tutorial for usability and clarity.
  + *Key Deliverables:*
    - Feedback reports documenting any issues or suggested improvements.
* **3. Tutorial Documentation Finalization**
  + *Objective:* Finalize the documentation accompanying the user tutorial.
  + *Key Deliverables:*
    - Comprehensive user manuals and guides.
    - FAQs and troubleshooting guides.
* **4. Continuous Improvement Initiatives**
  + *Objective:* Implement iterative improvements to the user tutorial based on ongoing feedback.
  + *Key Deliverables:*
    - Regular updates to tutorial content and visual aids.
    - Adjustment of tutorial structure based on user experience.