

Assignment Criteria

Write a set of instructions for an app that you created in COMP 1800, COMP 2800, or for one of your personal projects or games.

If you choose to document your own app, you can work in the teams of three (or perhaps four) that created the app.

Your instruction manual must contain:

- Title page [1 page]
- Table of Contents [1 page]
- Introduction [1/4-page minimum]
- Sets of instructions [8 pages minimum, but largely screen captures]
- Glossary [1/2 page]
- Troubleshooting Guide [1/2 page]

In the introduction section, explain the software's function and intended use, and briefly identify your intended readers.

The sets of instructions should include *at least three separate tasks* in the software (at least one per team member), each requiring a single set of instructions extending at least two pages in length (11-pt or 12-pt font, with screen captures). The tasks chosen should be sufficiently complex to require instructions of the length specified. Each set of instructions *must include*:

- A main heading
- A brief overview
- Subheadings as needed
- Graphics
- Separate blocks of instruction steps
- Notes, explanations, and warnings as needed.

Do not include instructions for installing software using a wizard. There's no point in writing instructions for cued, self-guided tasks. These are already instructions.

Your task is to write an *instruction* manual. Do not submit a *reference* manual listing resources and/or strategies for successfully completing a game of some kind. Reference manuals will not be accepted.

Assignments will be evaluated according to how well you have applied the principles of this course to your set of instructions. If you choose not to apply taught principles, then your assignment mark will reflect that choice.

If you rewrite an existing manual or section of a manual, *substantial changes* must be made. You must also hand in a copy of the original text with your assignment so that the changes you have made can be evaluated. Failure to submit the original text can result in a charge of plagiarism and a mark of 0/20 for this assignment.

Due dates

Please observe the following due dates:

- **Pairs (teams) formed and topic chosen** in the labs in Week 11 of the course (week of Nov. 11)
- **Outline done, work started** by end of lab in Week 12 of the course (week of Nov. 18)
- **Final draft due** midnight, Tuesday, Dec. 03 (Week 14 of the course).

Submit Word or google doc format only. Do not submit a zip file.

Filename protocol: we won't use a particular file naming convention, but make sure the authors' names appear on the title page so we know to whom to assign the marks.

Instructions Checklist

Title Page

- ✓ Self-explanatory title
- ✓ Names and sets of authors
- ✓ Picture if appropriate (not of the authors)

Table of Contents

- ✓ Shows clear organization
 - ✓ Shows page numbers for all sections
 - ✓ Shows individual instruction headings
- n.b.: do not include a List of Figures

Introduction

- ✓ Is Page 1
- ✓ Explains software's or app's intended use
- ✓ Identifies intended user
- ✓ Explains any assumptions made regarding knowledge level
- ✓ Lists any technical or other requirements
- ✓ Shows typographical conventions used in the document

Instruction Overview

- ✓ States what the specific instructions are for
- ✓ Explains why the user would perform them
- ✓ Provides special notes, instructions, warnings that apply to the entire procedure
- ✓ Includes overall graphic if appropriate
- ✓ Lists everything required to carry out the instructions

Sets of Instructions

- ✓ Contains an introduction for each set (x3)
- ✓ Content is appropriate for the intended user
- ✓ Each action has its own numbered step
- ✓ List every step required to complete the task
- ✓ Individual steps utilize command verbs: "Press", "Click".
- ✓ Provide notes, explanations, warnings as needed
- ✓ Include graphics as appropriate
- ✓ Contains a conclusion for each set

Glossary

- ✓ Appropriate definitions for the intended user
- ✓ Definitions are meaningful and concise

Troubleshooting Guide

- ✓ Lists likely problems
- ✓ Provides appropriate solutions/actions
- ✓ Increases the likelihood of successful completion

AI Acknowledgement

- ✓ Provide an AI acknowledgement section and indicate in it whether or how you've used AI to complete the assignment. No marks will be lost for using AI, but we want to know how it has been used.
- ✓ Write the acknowledgement in descriptive sentences or paragraphs; don't reproduce your prompts and the AI-generated results.