

User Manual Marking Scheme

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Spelling and Grammar	
Each mistake takes off 5% to a maximum of 15% (ignore the first two errors)	15 / 15
Total	15 / 15
Style	
Paragraph structure and subsection structure (logical grouping of ideas)	5 / 5
Concisely expressed ideas (not wordy – not overly technical)	5 / 5
Flow between paragraphs and sections	4 / 5
Adequate number of figures and other visuals	5 / 5
"Pointers" in the document to help navigate through	5 / 5
Total	24 / 25
Overall Opinion of Content and Originality	
Would a user be able to learn the software (within the specified scope) from the manual?	5 / 5
Is the presentation professional, interesting and entertaining, easy to read?	10 / 10
Is the document complete (within the stated scope)?	5 / 5
Originality – shows some thought has gone into the document, shows creativity	15 / 15
Total	35 / 35
Report Components	
Title Page, legal and copyright information	3 / 3
Table of Contents, list of tables, list of figures	3 / 3
Introduction - purpose, scope (is it a "getting started" manual, or a basic overview, or just showing certain advanced features?), background (on the application domain), roadmap, correct length	3 / 3
Installation instructions including required OS and lists of required hardware and software	3 / 3
Instructions for installing, opening, saving, closing files	3 / 3
Instructions for inputting data, for calculating something, for outputting data	3 / 3
Step-by-step instructions are well done – should be imperative commands	2 / 3
Definitions are introduced as appropriate and properly defined	3 / 3
Troubleshooting section, Simple tasks, complex tasks, frequently asked questions	3 / 3
If there are dangers of writing over data (or similar concerns) safety precautions and warnings are given	3 / 3
Total	29 / 30
Total Mark	103 / 105