# Tanaina Child Development Center Website

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**Appendix A: User Manual**

**Abstract**

The internet has become an integral part of our culture. A dynamic and functional presence on the internet can be a great asset to a company or organization. Websites facilitate communication and enable the dissemination of news and information with efficiency. In this project we designed a website to a client's specifications using an open source Content Management Framework (CMF).

**Introduction**

Our project was to design a new website for Tanaina Child Development Center, the on campus daycare. Previously, their only presence on the internet was a page hosted on the UAA Content Management System. This proved to be difficult to maintain, as well as being extremely limited in scope. The site had to conform to standards set by UAA, and the client was unable to limit access to portions of the site which prevented the posting of many pictures of the children. Our project focused on client interaction and creating a website to fit their requirements.

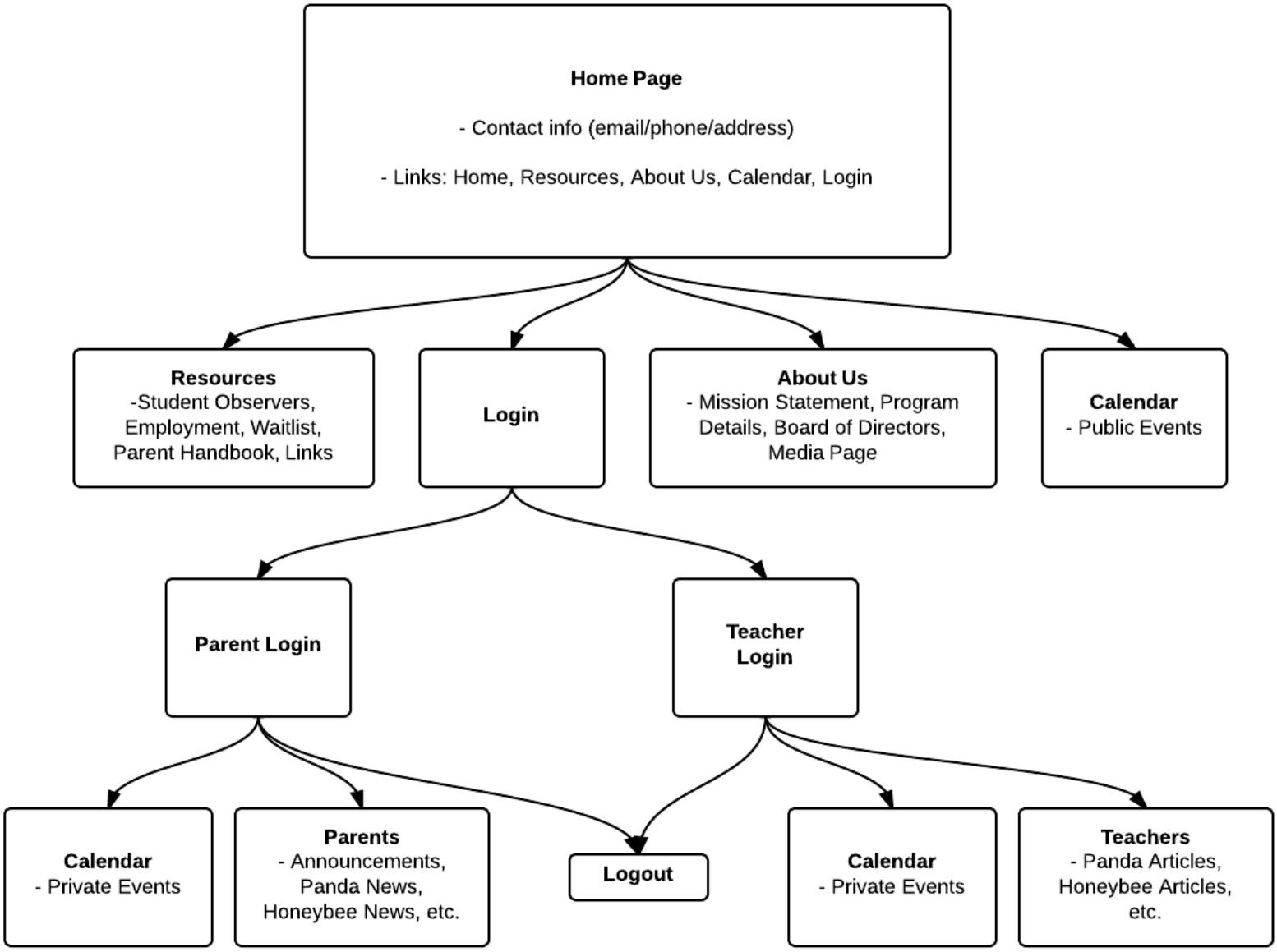
**Project Overview**

The purpose of this project was to interact with a real client and to provide a dynamic website that would expand communication between the facility and the parents of the children. We decided to follow the Agile Development process using Joomla, an open source Content Management Framework for webpage development. Communication with our client was one of the main considerations in planning this project. The design and implementation process had to be fluid to accommodate client requests.

**Project Requirements**

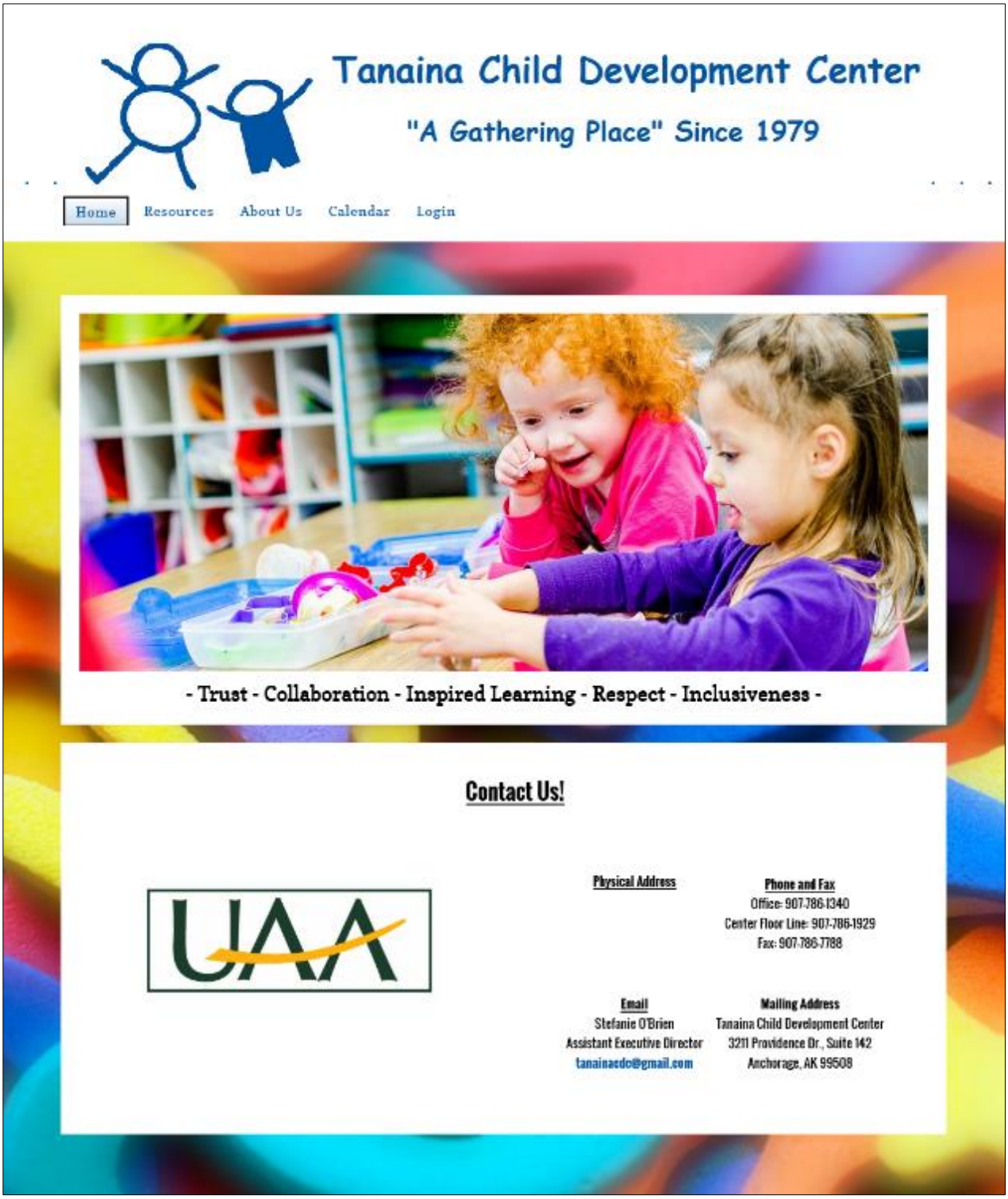
The new site needed to be easy to use and maintain, with security features that allowed pictures of children to be viewed only by authorized users. The client did not have a set idea of what they wanted in the final site, but was receptive to suggestions that we made for additional functionality including the posting of a newsletter for each class level as well as an interactive calendar.

**Website Features**

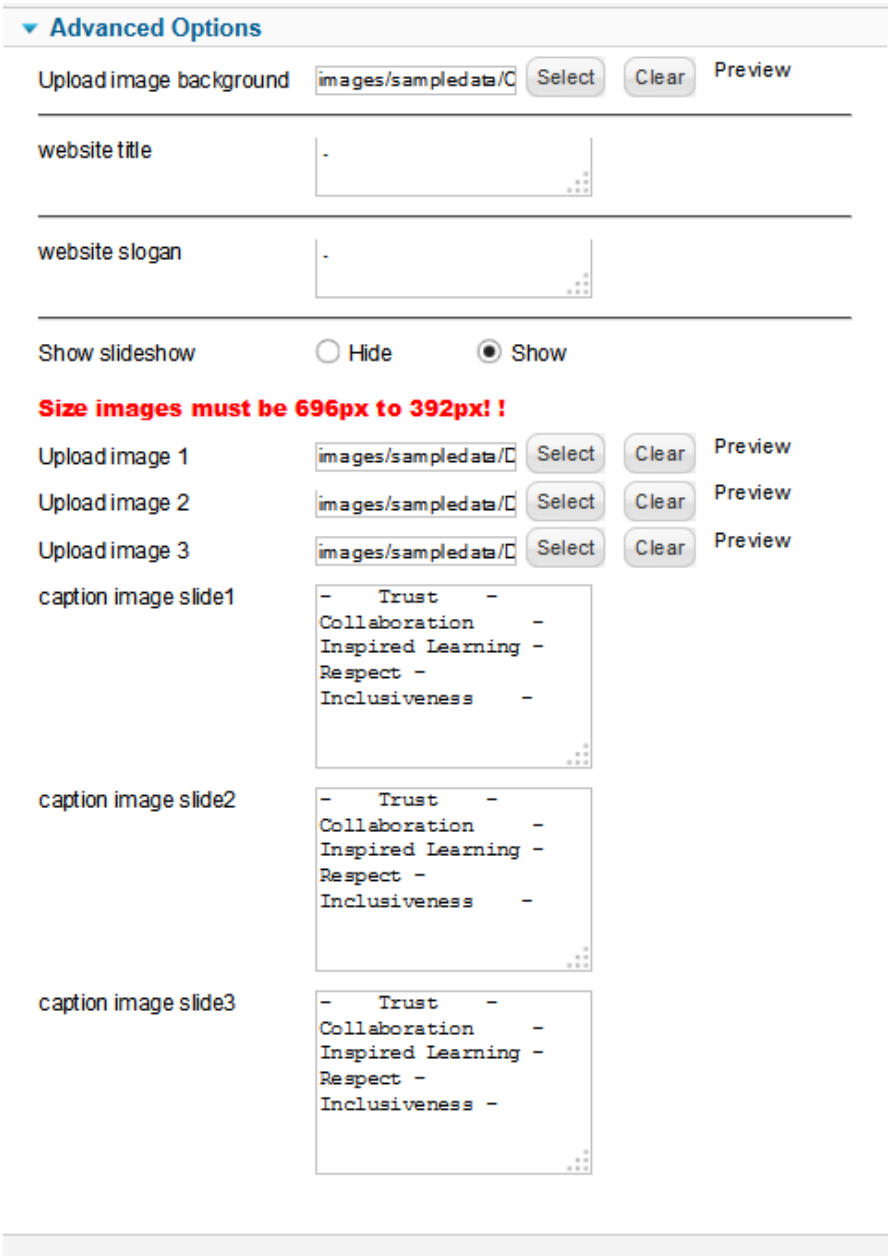


**Public Pages**

**Home page:**



The home page features a slide show cycling through 3 pictures and captions as well as contact information and a link to the Tanaina CDC site on the university webpage. The background is a brightly colored Creative Commons picture of foam letters and numbers that we found at http://flickrcc.bluemountains.net/flickrCC/index.php.




The client will be able to change these picture /caption combinations as desired. Pictures can be uploaded from the backend interface with Joomla. The picture size indicated on this page is incorrect, photos must be 950x400px for this slideshow, as noted in the user manual.

The background photo is set using the .css file, also accessible through the backend interface.

At the bottom of the home page, the contact information can be edited by anyone with Superuser permissions through either the front or backend editors.

**Resources:**

The resources page offers access to links to download documents such as applications for employment or student observation. At somepoint the client will also have the option to add the Parent handbook, either as an online document or as a downloadable .pdf. A separate page is also located here, with links to various helpful websites for parents.

**About Us:**

The mission statement, program details and other information are located on the "About Us" page. Users can also find short biographies on the members of the center's Board of Directors, this page currently needs to be updated, but this can be done at any time through either the front or backend interfaces by any user with Superuser permissions.

The media page has an accordian type display for photos that the center would like available to the public. Parents can sign a release form so that their children's pictures can be posted here for users that would like to see more of what the center offers but do not have user permissions to view the class newsletters.

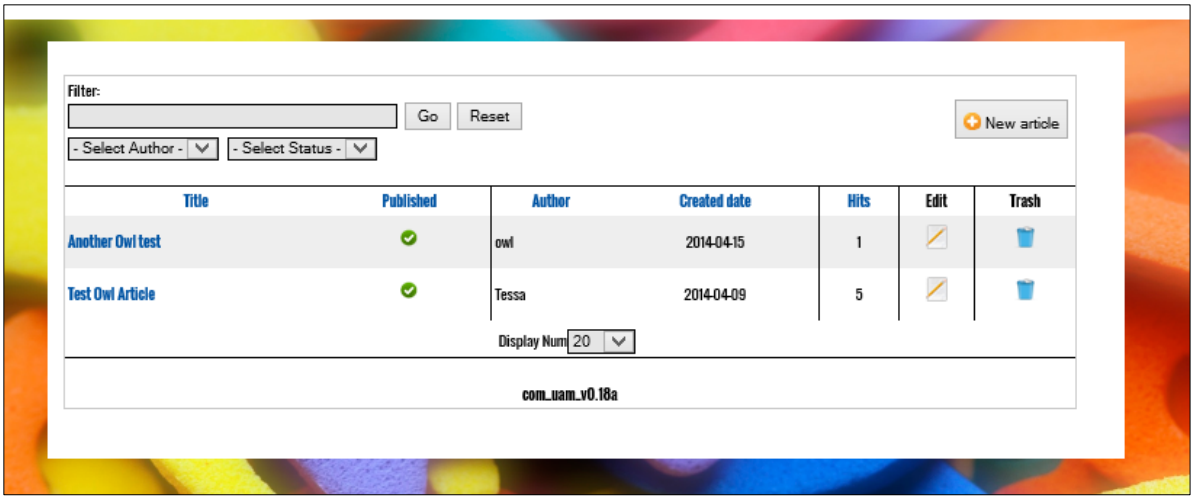
There is also a public calendar page which will be discussed later in this document.

## Protected Pages for Teachers and Parents

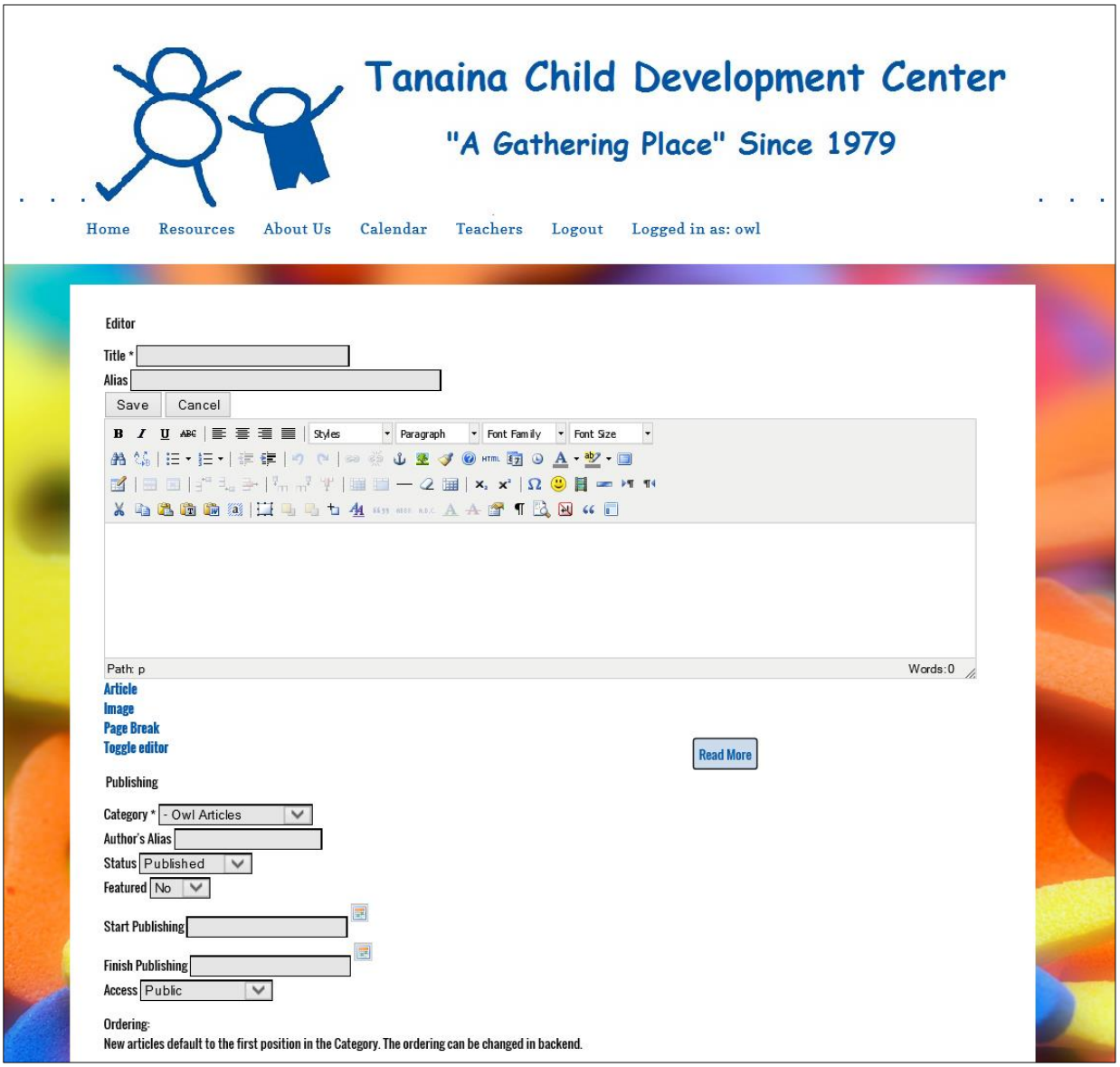
### Teachers:

When a teacher logs in to the website, the menu is similar to the public home page with the addition of the teacher specific link. There is also a difference in the calendar, but that will be discussed later in this document.

The "Teachers" page allows each teacher to add, edit, and delete article for their class through a frontend interface. This is much simpler than the backend and will help those teachers that are not proficient with computers.



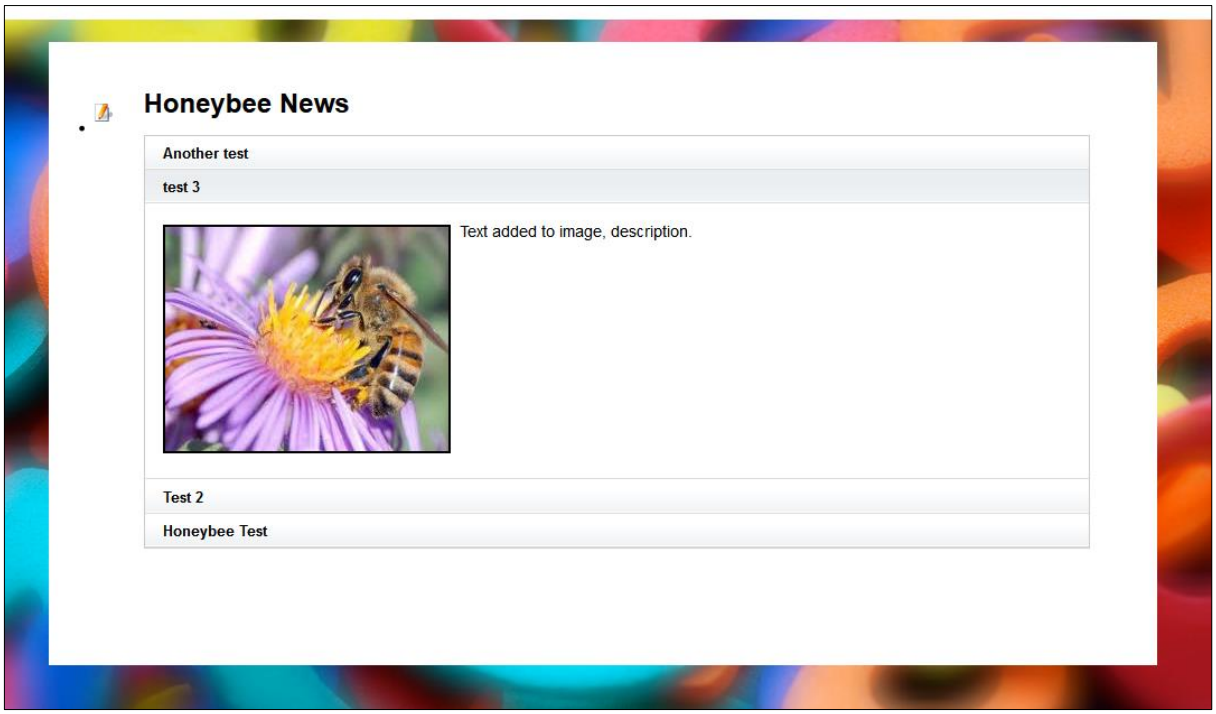
Teachers: Create/Edit Article




The article editor interface consists of simple text boxes and general word editor buttons. Much of the process is point and click. If a teacher is more comfortable editing their newsletter in a different program such as MS Word or PowerPoint, this interface will also allow for the copy and paste of a finished article. Teachers also have the options to delay publishing or publish each article for a limited time.

**Parents:**

Parents also have access to all public pages when logged in. Again, differences in the calendar view will be discussed later. Under the "Parents" tab, users can select the class for their child which will lead to a page of articles in an accordion type display.




As each article is opened, the previously viewed article will collapse, keeping the view clean and easily navigated. This will allow each class to maintain a history of older newsletters on the site, available to parents with children entering the class.

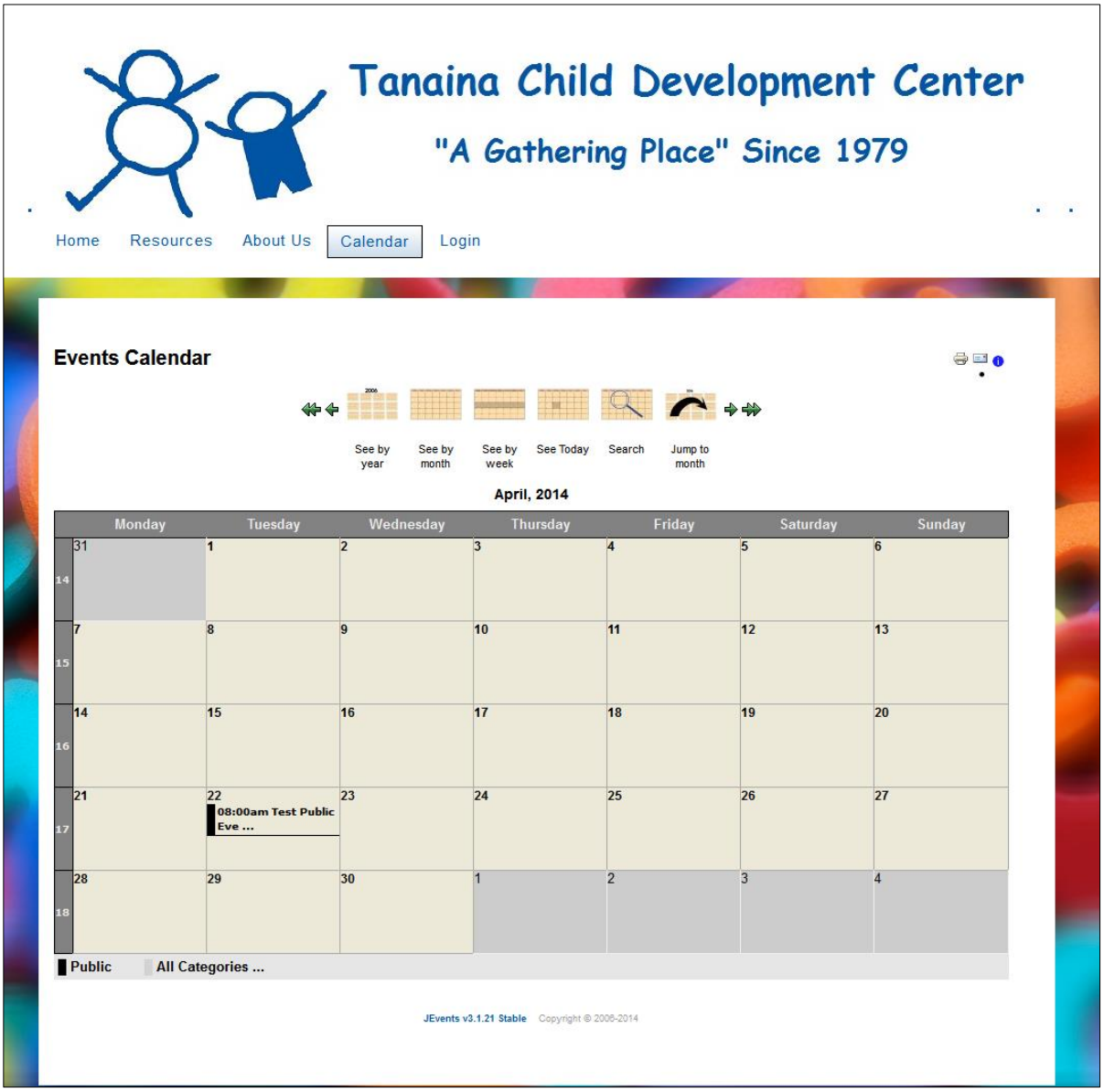
**Superusers:**

Superusers are able to access all sections of the website when logged in. They are also able to make changes to many of the articles through the frontend, which helps keep the more complicated backend of Joomla error free.

Superusers also have additional permissions to add events and edit the calendar.

## Calendar

**Public:**




The public calendar pages simply displays only events that have been added as public. There are no options to add or edit events, but users can email or print the calendar as desired.

**Teachers:**

Teachers can view entries in all calendar categories. If the user wishes to view only the entries for a particular category, clicking on that category in the list at the bottom will filter the calendar accordingly.

In general the teachers do not have permission to edit or add to the calendar, with the exception of the head teacher for each class. Head teachers will be given Superuser permissions.

**Parents:**

The calendar view for parents is identical to that for teachers with one exception. Parents do not have access to the "Teachers" category of events. Otherwise, the same limitations and functionality exists.

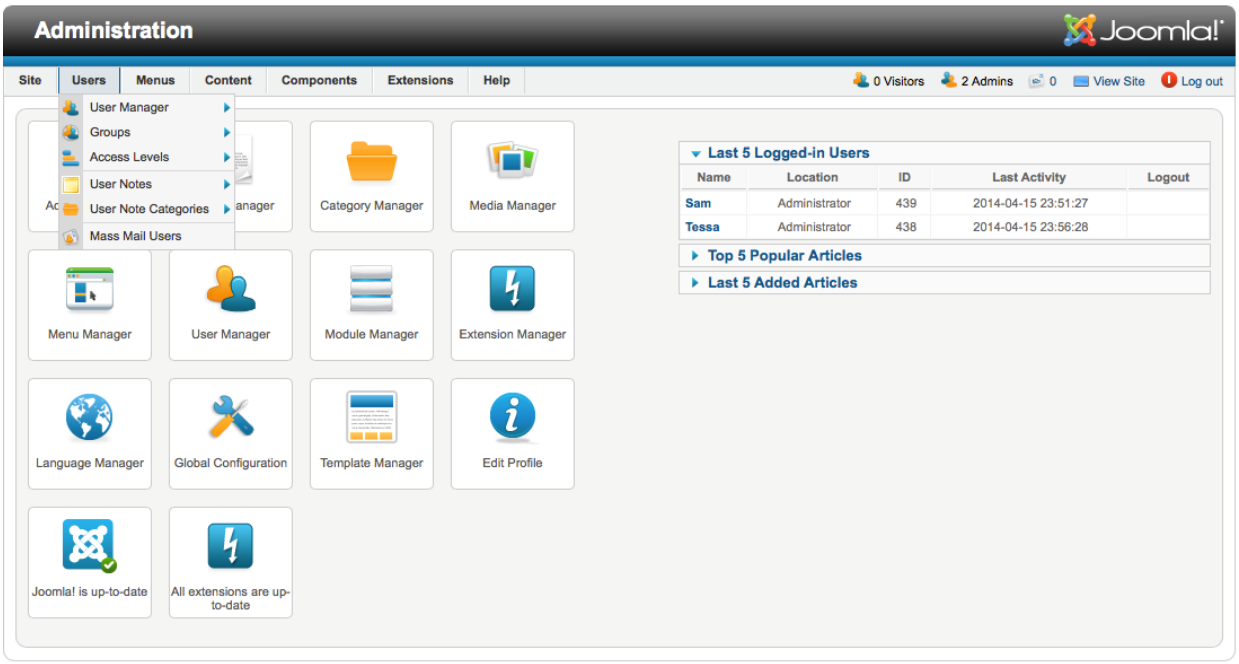
**Superusers:**

The calendar view for Superusers also contains additional functionality for adding and editing events.

## Backend Interface

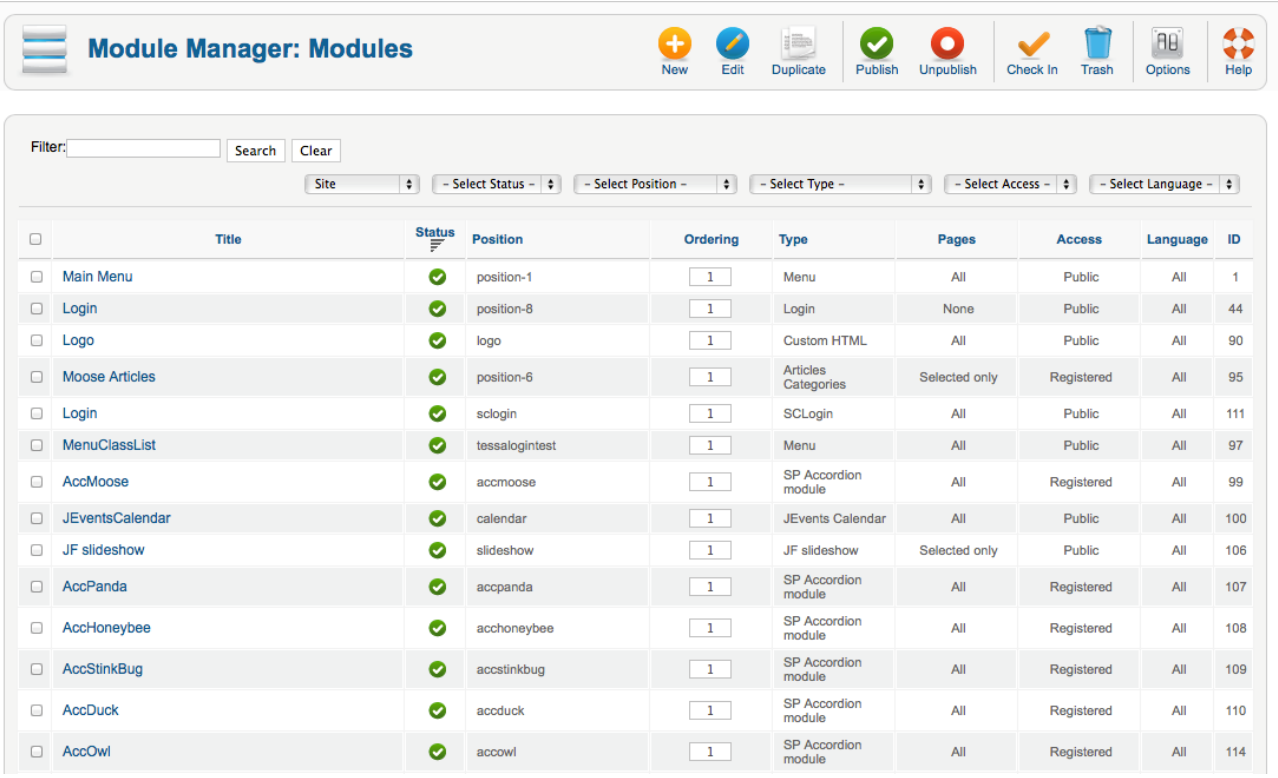
One of the main goals of the project was to create a website that the client can maintain with minimal technical knowledge. To that end, we have designed this site so as much editing and publishing can be done through the frontend as possible, limiting access to the Joomla backend.

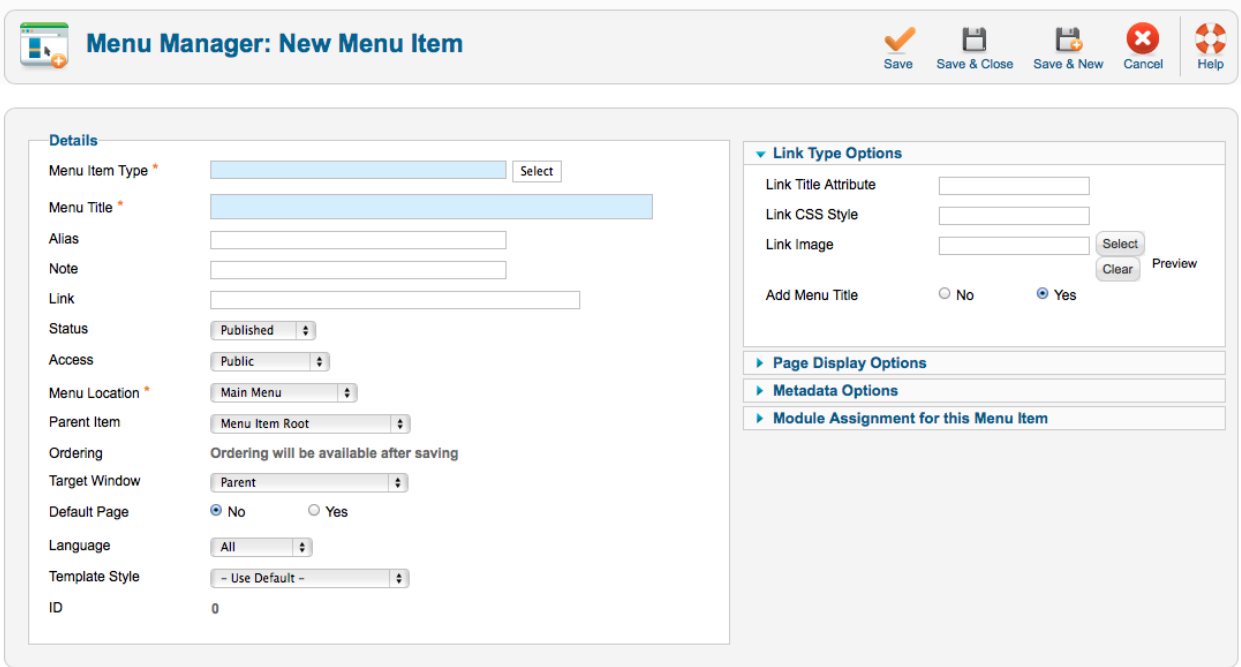
Several pictures of the backend interface follow, illustrating for the reader of this document some of the functionality associated with Joomla, but have not gone into detail to explain each as this was not the focus of our project. For interested readers, documentation on Joomla can be found at http://docs.joomla.org/

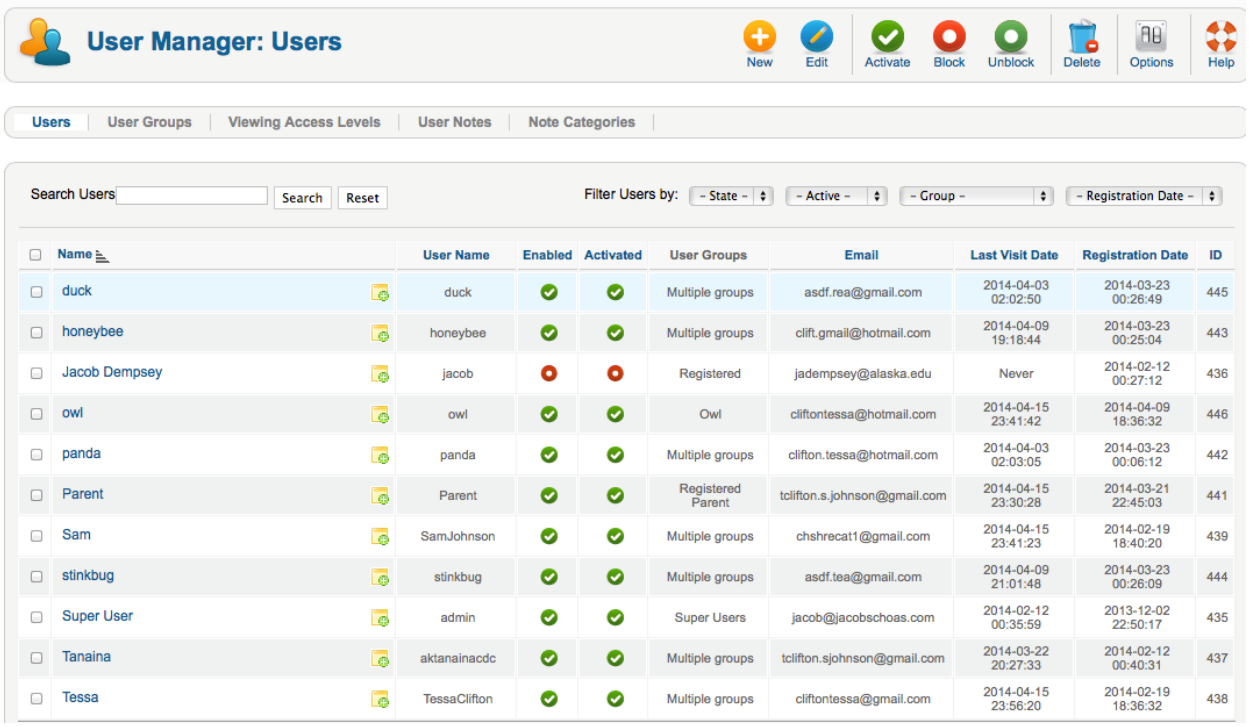



The Joomla administration interface. Navigation is done through shortcut buttons or drop down menus.

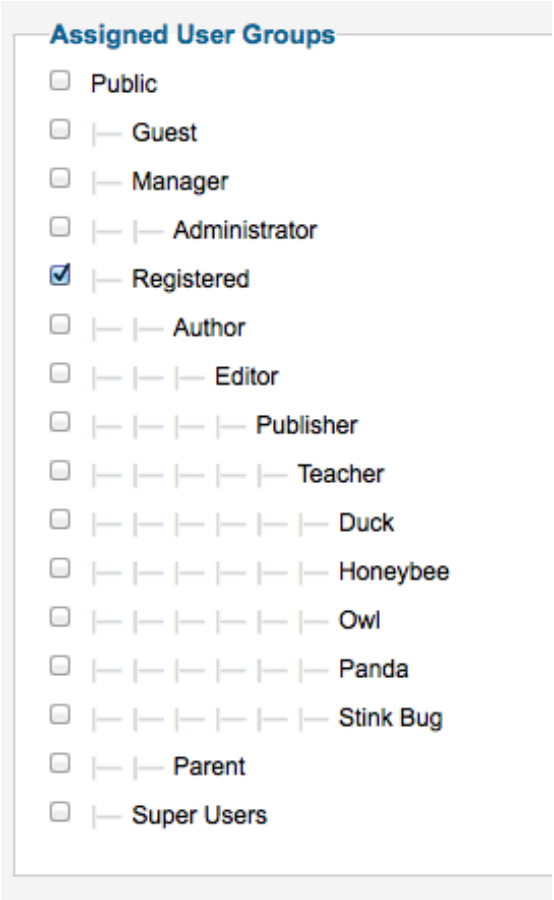
In Joomla, content is managed through modules, menus, and articles rather than through "pages".





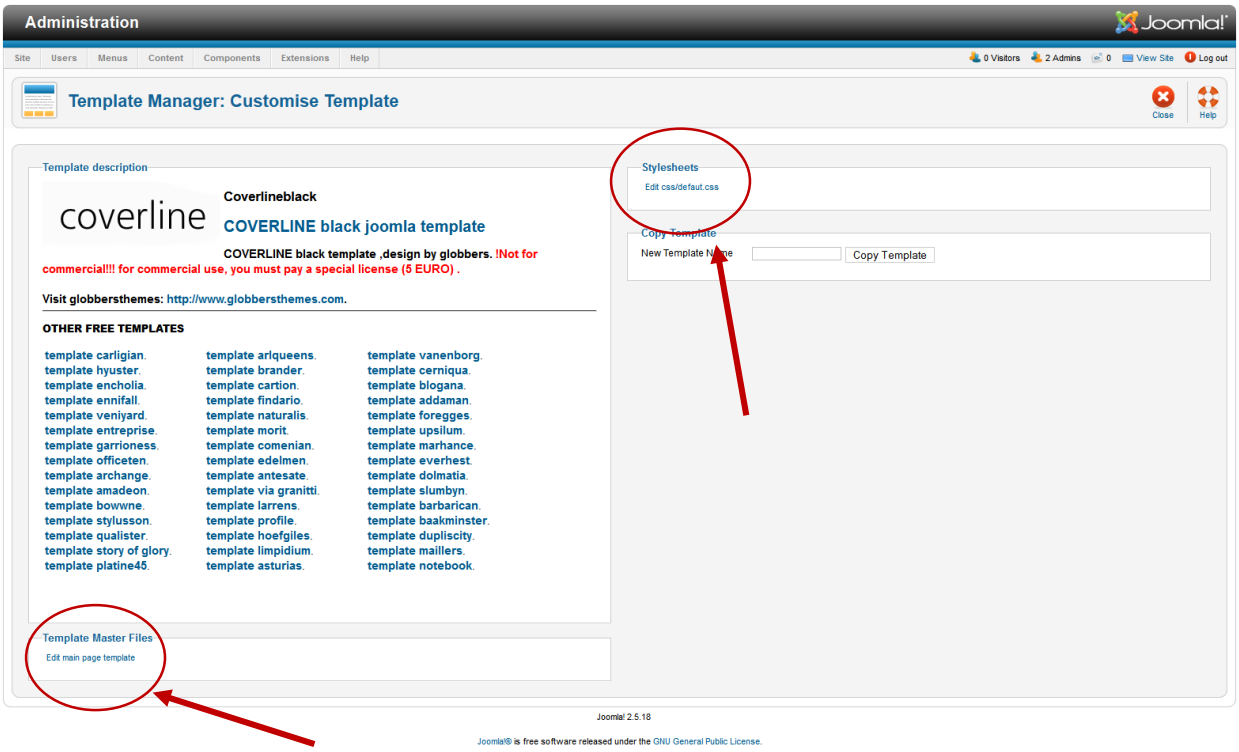

| Name | User Name | Enabled | Activated | User Groups | Email | Last Visit Date | Registration Date | ID |
|---|---|---|---|---|---|---|---|---|
| duck | duck | ✓ | ✓ | Multiple groups | asdf.rea@gmail.com | 2014-04-03 02:02:50 | 2014-03-23 00:26:49 | 445 |
| honeybee | honeybee | ✓ | ✓ | Multiple groups | clift.gmail@hotmail.com | 2014-04-09 19:18:44 | 2014-03-23 00:25:04 | 443 |
| Jacob Dempsey | jacob | ✗ | ✗ | Registered | jadempsey@alaska.edu | Never | 2014-02-12 00:27:12 | 436 |
| owl | owl | ✓ | ✓ | Owl | cliftontessa@hotmail.com | 2014-04-15 23:41:42 | 2014-04-09 18:36:32 | 446 |
| panda | panda | ✓ | ✓ | Multiple groups | clifton.tessa@hotmail.com | 2014-04-03 02:03:05 | 2014-03-23 00:06:12 | 442 |
| Parent | Parent | ✓ | ✓ | Registered Parent | tclifton.s.johnson@gmail.com | 2014-04-15 23:30:28 | 2014-03-21 22:45:03 | 441 |
| Sam | SamJohnson | ✓ | ✓ | Multiple groups | chshrecat1@gmail.com | 2014-04-15 23:41:23 | 2014-02-19 18:40:20 | 439 |
| stinkbug | stinkbug | ✓ | ✓ | Multiple groups | asdf.tea@gmail.com | 2014-04-09 21:01:48 | 2014-03-23 00:26:09 | 444 |
| Super User | admin | ✓ | ✓ | Super Users | jacob@jacobschoas.com | 2014-02-12 00:35:59 | 2013-12-02 22:50:17 | 435 |
| Tanaina | aktanainacdc | ✓ | ✓ | Multiple groups | tclifton.sjohnson@gmail.com | 2014-03-22 20:27:33 | 2014-02-12 00:40:31 | 437 |
| Tessa | TessaClifton | ✓ | ✓ | Multiple groups | cliftontessa@gmail.com | 2014-04-15 23:56:20 | 2014-02-19 18:36:32 | 438 |

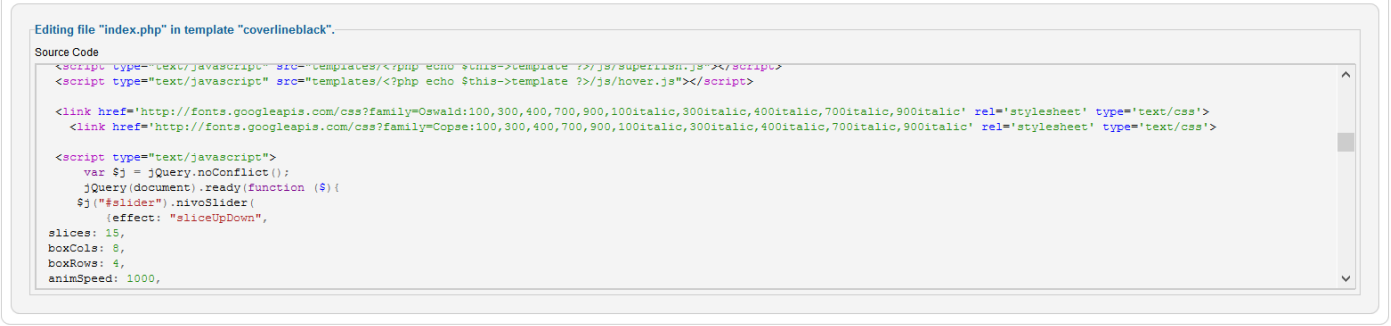



Users can be added through the backend. Permissions and access are simply a matter of choosing the correct user group.

User groups have been created per the client's specifications. Adding or changing these groups is beyond the expected scope of the client users.

Joomla allows downloaded templates, which can then be adjusted as needed through editing the .css and .php code.





**Agile Development**

Communication with our client was essential in this project. In the beginning there was no concrete idea of what they wanted in the final product. We spoke with our contact a few times before creating our first list of user stories:

- Purchase Domain 1 pt
- User Accounts 3 pts
- Picture Galleries 2 pts
- Forum* 4 pts
- Classroom Pages 3 pts
- Teacher Bio Page 1 pt
- Board Bio Page 1 pt
- Contact Page 1 pt
- Document Upload/Download 4 pts
- Calendar 3 pts
- Log In Page 2 pts
- Website Layout 2 pts
- CMS Setup 4 pts
- Teacher/Staff Page 2 pts
- Train Client 3 pts

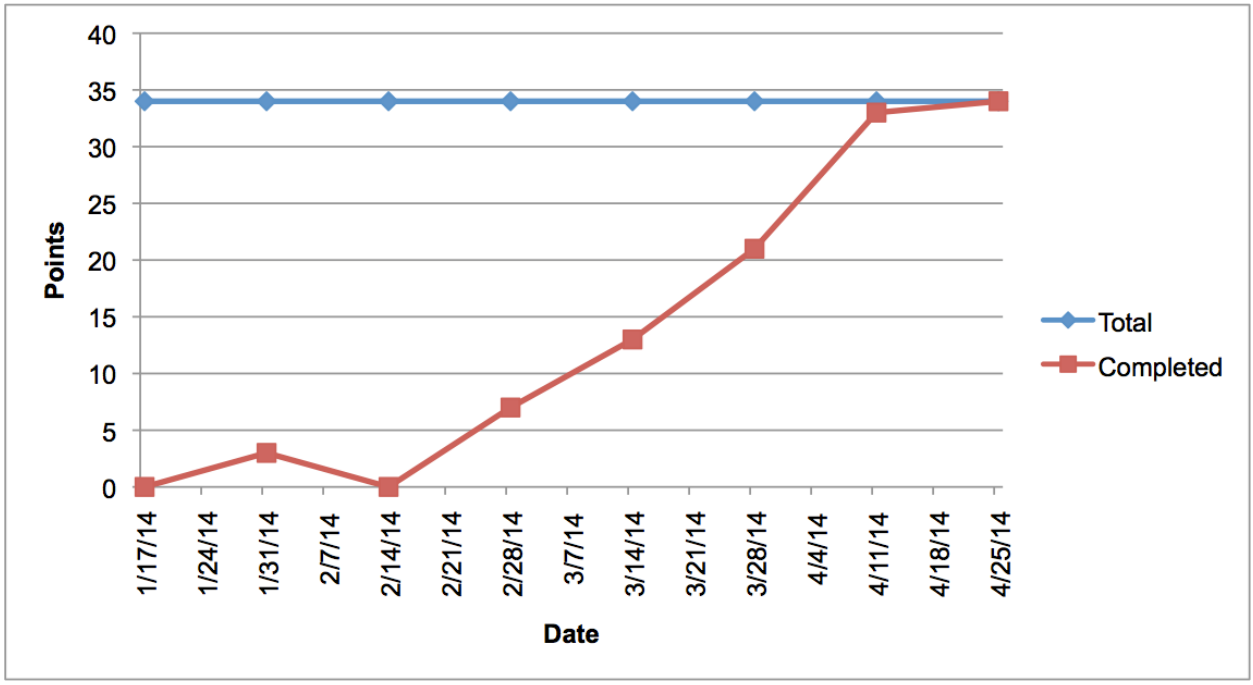
Total 36 pts

As the project progressed some changes were made, but overall the list proved to be fairly completed. Our final list of user stories:

- Purchase Domain 1 pt
- User Accounts 3 pts
- Picture Galleries* 2 pts
- Classroom Pages 3 pts
- Public Info Pages 1 pt
- Board Bio Page 1 pt
- Contact Page 1 pt
- Teacher Newsletter Page 4 pts
- Calendar 3 pts
- Log In Page 2 pts
- Website Layout 2 pts
- CMS Setup 4 pts
- Teacher/Staff Page 2 pts
- Train Client 3 pts

Total 34 pts

Our expected schedule was also fairly accurate. We did not have to make many changes to our burn up chart.




**Challenges:**

During the course of this project we faced several challenges.

The client was not able to give a budget for the project at the beginning, we still do not have an approved amount from the Board of Directors. In the interest of getting the project underway as quickly as possible, we decided to donate the first 3 years of hosting costs to Tanaina.

We also encountered communication difficulties throughout the project. We were given the information for one contact and met with him on 2 occasions to get the project started. After the second meeting with him, we were told that he was no longer employed with the center. This meant meeting with new contacts and some changes made to the plans, including the domain name which had already been acquired. After the first meeting with the new contact, we were told that we were also going to be dealing with a member of the

board. This added complications with deciding exactly what should be included as each contact had a different idea of the finished product.

Overall this experience was good. Our clients were enthusiastic about the website and open to suggestions. We learned a lot about website design principles and gained valuable experience in client interaction.