



# Custom Support Request

## TLT/DLC

The WSU Teaching, Learning and Technology Team is available to assist you. Please fill out this brief form so that we can figure out how best to fulfill your technology needs. Please fill out this online form, save it and send it as an attachment to [tlt@winona.edu](mailto:tlt@winona.edu).

Faculty Name:	Rob Brault		
Course Name:	English 439: Technical Writing		
Section Number(s):	1		
Expected Number of Training Session(s):	1	Students Per Session(s):	23
<b>Software/Technology Requested:</b>	<a href="#">Click here to enter text.</a>		
Description of Project: 1. What constitutes a successfully completed assignment/project? 2. Provide any assignment/project outlines, handouts, resources or rubrics you provide to students.	<a href="#">Click here to enter text.</a> 1. Students will be able to publish and update their webpages on the studentwebs server using Dreamweaver.  2. copied and pasted at end of form		
What do You Expect Your Students to Learn From Us? Please state goals and expectations for the assignment/project.	<a href="#">Click here to enter text.</a> how to publish and update their webpages on the studentwebs server.  Students will be able to publish and update their webpages on the student webs server.		
Would you like online training/documentation provided on our TLT Knowledgebase WIKI?	<input type="checkbox"/>	Yes	<input type="checkbox"/> No. This did not work last year. Students using TLT's tutorial were not successful, even with Elissa Hall's assistance.
If you answered yes above please tell us what you would like provided on our WIKI:	<a href="#">Click here to enter text.</a>		
If we are not available to come to your class during class times would you consider workshops at a different time or online support instead?	<input type="checkbox"/>	Yes	<input type="checkbox"/> No. Students need step-by-step directions with frequent feedback statements and progress checks so they don't get to the end of the process not knowing what went wrong.
Is there anything else important for us to know about your project?	Last year's tutorial did not match what students saw on their screens. Students who followed directions carefully and completely were unable to access their studentwebs server space until they got individual assistance from Tech Support.		
Please give us some dates/times that you would be available for a short meeting to discuss your request.	July 25, 10 am – 3 pm; July 26, 10 am – 3 pm; July 27, 10 am – 3 pm		

**Date Requested:** Friday, August 05, 2011



# Custom Support Request TLT/DLC

English 439: Technical Writing  
Rob Brault  
November 9, 2010

## Website Criteria

Brault

multiple levels (hierarchy)  
at least three levels, five pages

graphics

text

links

navigational aids

Markel

consistent appearance

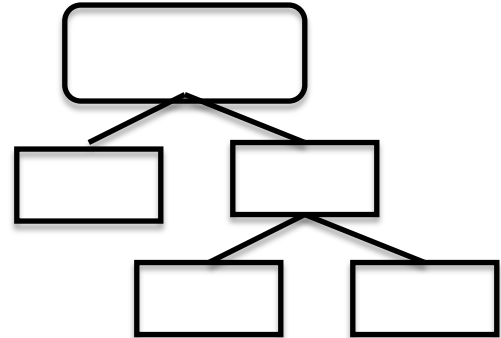


table of contents at top of long page	<b>Navigation Guidelines</b>	<b>285</b>
help readers back to top		
include link to home on every page		
textual navigation links at bottom of every page		

simple backgrounds	<b>Simplicity Guidelines</b>	<b>289</b>
conservative color combinations (legibility)		
avoid decorative graphics		
use thumbnail graphics		

keep text short	<b>Easy to Read Guidelines</b>	<b>289</b>
chunk information		
make text simple as possible		

structure sentences as if there were no links in your text		indicate what information the linked page contains
	<b>Links Guidelines</b>	<b>290</b>
don't change colors of text links – keep blue		

**don't plagiarize**