Welcome to WEBD 101

Brief Introduction:

Welcome to WEBD 101 – Introduction to Web Page Construction – section D1WW or D2WW. I am Laurie Crawford, your instructor for this section. I truly love working with web design and have professionally for many years. I have a BS degree from The Ohio State University in Computer Engineering, an MS degree from The University of Illinois at Urbana-Champaign in Computer Science, and an MBA from Ashland University. I have been in IT for the last 33 years and I still wake up every day eager to create, improve, and learn more about this industry. I have two daughters, ages 14 and 19 and a wonderful husband of 32 years.

As many of you are aware, in an online environment, it is sometimes easy to get lost in cyberspace. Online learning requires one to be self-motivated and an independent learner for the most part. I know that can be difficult. It’s easy to say I’ll get that done ... tomorrow ... and then suddenly the assignment is due the next day. Please try not to do that. The assignments in WEBD 101 can take some time. Try to plan ahead and start the assignments early in the week. If you have questions, ask as soon as you have them so you can be sure to get answers before the assignment is due. Also, please remember this is not a "self-paced" course. You do have deadlines and you will be penalized for missing them. Just keep up and if there are problems, let me know as soon as they occur! Most of all, I do want you to have fun and to learn something new from the class!

NOTE: PLEASE ASK FOR ASSISTANCE AND/OR ADVICE FROM ME BEFORE WITHDRAWING FROM THIS CLASS AS I AM HERE TO HELP AND AM SURE WE CAN WORK ISSUES OUT IN LIEU OF YOUR WITHDRAWING.

My Contact Information:

I reside in Ohio, which is in the Eastern Time Zone (EST). Please feel free to contact me anytime during the day. I ask that you have fully read the assignments and homework prior to contacting me. There are multiple ways to contact me but the quickest and preferred method is via email.

- Email: laurie.crawford@franklin.edu  (preferred)
- Cell/Work Phone: 740-816-5071
- Fax: 419-735-8000
- Office Hours (via chat): by appointment

PS: If you are going to call me, please do so before 9:00 PM EST.

Because I typically teach multiple courses simultaneously (3 courses this term), I deal with a lot of students at the same time. In addition, I am often involved in time-consuming research projects. The university policy is that I have 48 business hours to reply back to your emails. I will try my best to get back to you ASAP but if you email me on a Friday evening, I may not answer you before Monday.

General rules for this course:

- Learning environment:
  - This is an online course which implies that you will be doing the bulk of the learning on your own. Doing the readings before attempting the homework assignments is the only way to proceed in this course. I have posted Power Point slides (in PDF format) on my Franklin webpage (click HERE) but please note that these are only summaries and DO NOT REPLACE THE BOOK. You will find them useful ONLY AFTER READING THE BOOK.
I will hold an **optional** weekly Meet session for this class every Tuesday evening from 9:00 PM – 9:30 or 9:45 PM EST where I will go over some basic concepts and examples from the chapters for that week and will answer any questions you may have at that time. Please make sure to do the readings, etc. ahead of time.

There are, in addition, **pre-recorded Meet** sessions available that I have done which are available [HERE](#) should you need them. You may listen to these at your leisure (if you wish). Feel free to email me with any questions you may have after listening to the tutorials or any other time as well.

Using a WYSIWYG editor for this class is **forbidden**. The only program authorized for use in this class (according to the course website) is Notepad++ (available [HERE](#)) or Amaya (available [HERE](#)). Why is this all that can be used? Because the thrust of this class is for you to learn HTML code and CSS and this can only be done by hand-coding it. WYSIWYG editors such as Dreamweaver and FrontPage add too much extra code into the files automatically to make them very useful for these purposes.

- **Attendance:**
  - Franklin University has a very strict attendance policy: “*A student is responsible for logging into the course before the start of the course. A student who has not participated for more than TWO weeks, at any time during the course will receive a failing grade for the class.*” In this case, “*the failing grade issued will be a Z.*”
  - A student must submit a completed assignment during the week it is due in order to be considered present for the week. The Meet sessions DO NOT count towards attendance for this class.
  - If a student does not turn in any assignments for a particular week, then that student is marked as being absent, even if s/he turns in an assignment late during the following week (i.e., the professor will not go back into the system and change the absence to a present based on an assignment being turned in late in the week following the week s/he was marked absent). That student will not, however, be marked absent for the week s/he does turn in a completed assignment late.
  - If a student turns in an assignment **early** during the week it is due, then that student will be marked as being present for the week. But, if a student turns in an assignment **early prior to the week in which it is due**, that student will **not** automatically be marked as being present for the week in which the assignment is due (only for the week in which the assignment is submitted).
  - If you send your instructor an email saying you are not going to be able to turn in any assignments for a particular week, this does not automatically count you as being present for that week. You must turn in at least one assignment for that week in order to be counted as being present for that week.

- **Assignments:**
  - Assignments are all available on the course website. Please check this forum frequently. A one-page PDF summary of all of the assignments is available [HERE](#) as well.
  - Assignments are due by 11:59PM EST on the scheduled date. Assignments can be up to a week late with an automatic 25% penalty. Assignments that are more than a week late will be counted as a zero, no exceptions. Please note that this is not my rule, but the Department’s rule. I have very little flexibility here. Please plan accordingly.
  - Please note that I do not do what amounts to pre-grading of any assignments. Please come to me for assistance after researching the issue yourself. If you come to me and ask me to see if your first try is close to what I want or if what you have is close or not to what is required, then I am going to come back to you and ask for more specific issues you may be having, etc.
  - Please provide proctor information ASAP as the final exam will be proctored for this class. Information and specifics as to the requirements for proctors can be found at the week 1 “Obtain a Proctor for Final Exam” icon. This is due by Sunday of week 2. You need to do this for each class individually that you take here at Franklin.
It is your responsibility to check your grades on a regular basis to ensure that I received your assignments. If you are in doubt, please contact me.

Most assignments are due on Sunday evening. Therefore I usually grade them early during the following week. If you do not turn in your assignment until after that, do not expect a grade until later in the week. Also, if you turn in an assignment to the drop box late, please send me a quick email to let me know that you did because I do not get notified when you do this --- for late assignments only. Thanks.

I do expect that all papers are written in APA format and be properly cited. You should also be aware that I take plagiarism very seriously. After the first occurrence of academic dishonesty you will be put on probation. The second occurrence will result in dismissal from the university. Please be careful to cite everything that is not your own work.

Assignments must be submitted in MS Word (or as indicated) via the course Submit tool (drop box) as specified at the assignment details. Quizzes must be taken online per assignment instructions. Once you submit your assignment, I will be able to download and grade it. You must be logged into your course via the MyFranklin portal in order to submit your assignments or to take the quizzes.

Assignment(s) in the last week are expected to be turned in on the last night of that week (unless stated otherwise on the schedule) which is Saturday. I will not accept late assignments after the completion of the course.

Miscellaneous Items:

- You will need to use Notepad or install Notepad++ (available HERE) for use as a simple text editor in this class. Use of WYSIWYG editors such as Dreamweaver and FrontPage are not permitted. These editors add too much extra code into the files automatically to make them very useful for our purposes in learning HTML itself.

- When you are naming your web files, you want to create a name that is easy to remember and descriptive of the page. Also, refrain from using spaces or special characters in the names of your files. If you feel you need some delineation, then use an underscore, example: my_file.html. The shorter the file name and the easier it is to remember, the more likely your audience will remember and come back to it.

- Click HERE for a list of design principles that you need to follow for ALL of your web page implementations. Points may be deducted if these principles are not adhered to as expected!

- PLEASE NOTE: It is expected that all of your HTML code be valid, well-formatted HTML code for this course. This applies to any and all HTML or CSS files submitted as part of any assignment for this course. Your source code will be inspected at the W3C Mark Up Validation Service when it is submitted for grading. Just because it renders well in one browser does not mean it will render well in all browsers. This is just one reason to validate your code prior to submitting it for grading!

- One quick way to check your code for validity is to open the page in Firefox, then right click on the background of that page and click on the View Page Source option. This will open a new window where your HTML source will be color-coded to indicate any issues with it. Pay particular attention to any red lines or portions of code and work to correct these in your HTML source file (click HERE for how to do this in other common browsers). The W3C Mark Up Validation Service (for HTML pages), the W3C CSS Validation Service, and the W3C Link Checker are the best places to go to make sure your pages validate. Since you will not be publishing your web pages to a server prior to submission, you will need to use the “Direct File Input” option to these services.