

Organizing Online Information

Ruby Warren July 08 2020

Organizing Online Information

50 Minute Crash Course

Know Your Audience

Simplicity

Clarity

Consistency

How Will This Be Used

Know Your Audience

Who Needs to Access this Info

What do we know about them?

Knowledge base

Skill level in information access

How do they organize information
in other areas?

How Often Do They Need It

Is this one-time information?
Weekly? Monthly?

This influences how important
archival information is, and how
you choose to structure your pages.

Simplicity

Clear Overview

Like a table of contents, but internet-y.

Show clear outlines of your information's structure right at the start.

Example

All of these should be clickable links, whether to new pages or page anchors.

In this section, you will find:

Video Lessons

Prepping Baking Tools

Mixing Dough

Quick References

Assignment

Dough Mixing Video

Demonstration

Chunking

Break up your information into more manageable sections and sub-sections.

Avoid overwhelming your users
with TONS OF TEXT or TONS OF
LINKS

What Overwhelm Looks Like:



UNIVERSITY
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RESEARCH AND INTERNATIONAL

Office of Research Ethics & Compliance

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Search

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- Ethics & Compliance
- International Centre
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- Karnataka (KHPT) India
- Kenya (PHDA) Africa

- Contact Us

- Travel Safety & Emergency Assistance

Research Ethics - Bannatyne

Research Ethics

Research Requiring Review
Board Membership
Fee Assessment
PHIA/FIPPA Guidance
REB Guidelines

Process

Submission Requirements
Initial Review
Amendments
Protocol Deviations
Submission Dates/Deadlines

New Studies Review

Submission Requirements
Initial Review
Submission Dates/Deadlines
Fee Assessment
Health Canada Approval

Continuing Review

Annual Review
Amendments/Changes to Study
Study Closure/Termination
AE Reporting and Safety Information
Protocol Deviations & Privacy Breach Reporting

Ethics Guidance

REB Guidelines
PHIA/FIPPA Guidance
Consent Guidelines
Mandatory Clinical Trial Reg (pdf)
Indigenous Research

Educational Resources

Researcher Training Manual (pdf)
Common Submission Pitfalls (pdf)
Ethics Education/Tutorials (CORE)
PHIA Training I Research Integrity Course I REDCap I Useful Links

HERC Updates

Comm Engagement Framework (pdf)
Research with Own Children (pdf)

Forms/Templates

Forms and Templates

Contact Us

Staff Directory

NEW STUDY SUBMISSION INSTRUCTIONS

UPDATED AMENDMENT SUBMISSION INSTRUCTIONS

The REB's are accepting COVID-19 new study submissions via e-mail. Please e-mail bannreb@umanitoba.ca and cc Shelly.Rempel-Rossum@umanitoba.ca with your COVID new study application. The subject line must include the following: COVID New Study. The files

Clarity

Jargon

Yes I am aware that this word is itself jargon.

Use labels, titles, file names that reflect the words users actually use:

Syllabus » Course Outline

Module » Section

Caveat: there are times sticking with jargon is the lesser of two evils

File Names and Versioning

Many online collaboration software applications automatically version - if you're uploading to a static or single author environment, DIY.

Label all files and file links with a clear name and the date it was last updated.

Tired: assignment3.doc

Wired:

BakingVideoAssignmentInstructions.July06.2020

Inspired:

Download Baking Video

Assignment Instructions - Updated

July 06 2020

Consistency

Use the Same Words

Sometimes that means breaking the jargon rule.

The same words and labels should be used throughout your website, intranet, course, etc.

Your LMS may force you to use jargon - if user-facing LMS systems use a jargon word, and you can't change it, consistency is more important.

Regrettably, sometimes this means
Lesson ⇒ Module

Make it Look the Same

You can be creative, but the end product needs to be more assembly line than artisanal.

If a page layout serves the same function, it needs to look the same.

Same fonts, same colours, same layout.

How Will This Be Used

Use Dictates Format

How complex is the info, and
how fast do they need it?
How many decision points?

If information is simple, try
communicating it visually when
possible.

Charts, Visualizations, Bullet Points

Use Dictates Format

How complex is the info, and
how fast do they need it?
How many decision points?

If complex information for learning that you want to be internalized, consider providing quick reference resources after in-depth ones.

An easy way to do this is to use anchors and links via your overviews to allow for quick reviews.

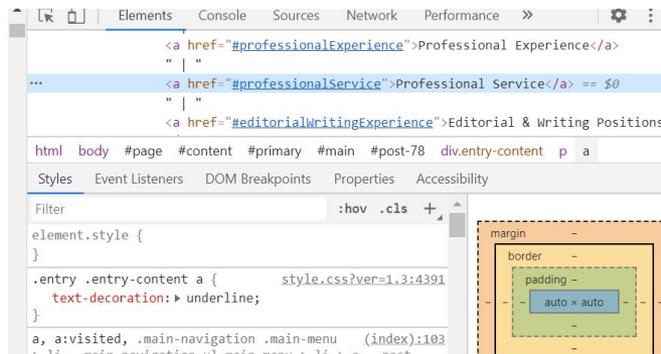
Text Anchor Examples

CV Clickable Directory

[Formal Education](#) | [Professional Experience](#) | [Professional Service](#) | [Editorial & Writing Positions](#) | [Awards Received](#) | [Grants Awarded](#) | [Publications](#) | [Presentations](#) | [Courses Delivered](#) | [Recent Professional Development](#)

Formal Education

- Master of Library and Information Science



```
<li><span style="line-height: 1.4;">monitored new additions to  
government publications, periodicals, microfiche and  
microfilm</span></li>  
<li><span style="line-height: 1.4;">assisted patrons with computer  
use and item location</span></li>  
</ul>  
<p><a href="#">Professional Service</a></p>  
<hr />  
<h2>Professional Service</h2>  
<h3>Member</h3>  
<p>University of Manitoba Faculty Association Gender Solidarity  
Working Group</p>  
<p>October 2018 - Present</p>  
</li>
```

Document Block X

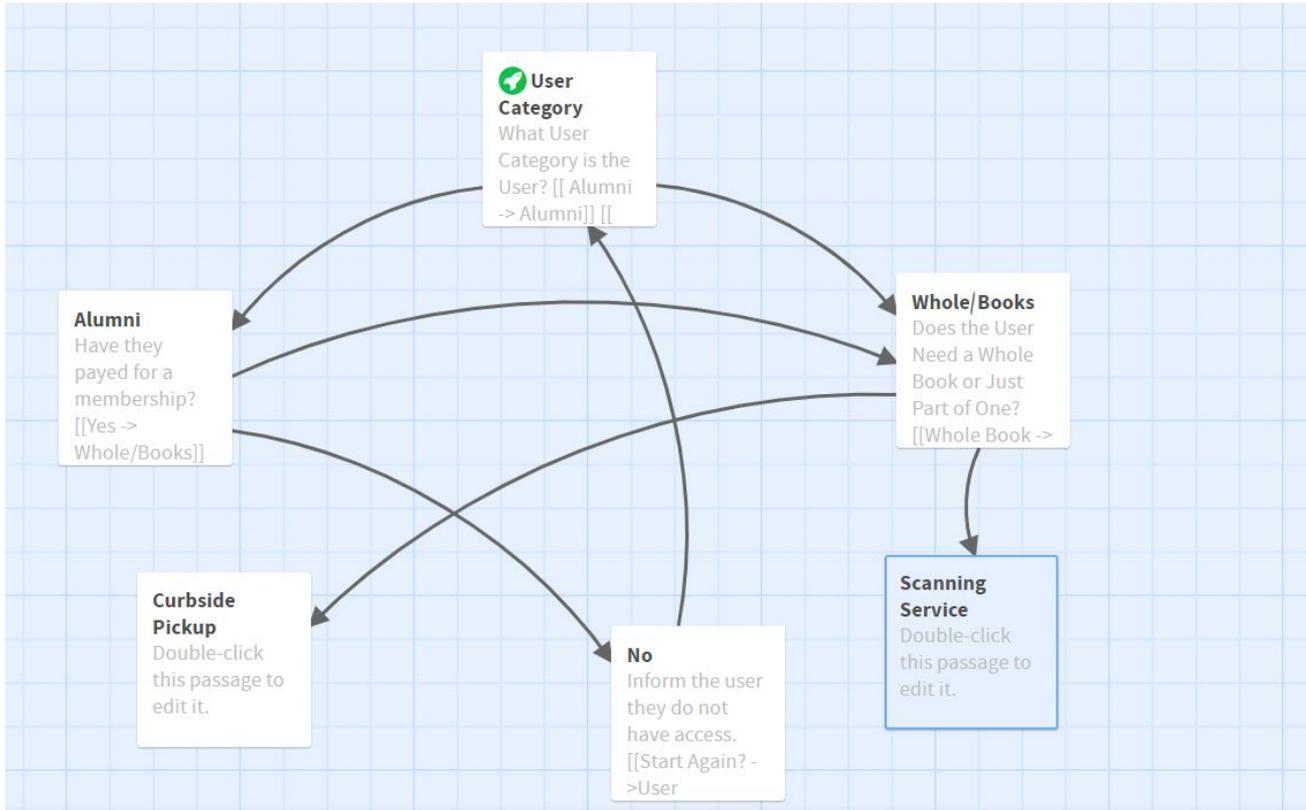
Classic
Use the classic WordPress editor.

Use Dictates Format

How complex is the info, and
how fast do they need it?
How many decision points?

For high use, high complexity
information with many decision
points, consider using clickable
web pages to avoid overwhelming
users with definitions/potential
scenarios.

Fast Visual Editor for Interactive Text



Twine

<https://twinery.org/>

Example:

<https://twinery.org/2/#!/stories/02de84f6-2da2-4181-b7db-4532c9cbe3b2/play>

More Questions?

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