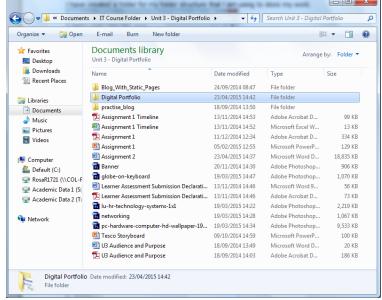
BTEC Level 2 Extended Certificate in Information and Creative Technology

Unit 3: A Digital Portfolio

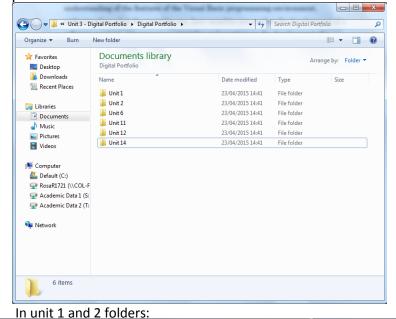
Assignment 2: Create and test a digital portfolio

I have created a folder for my folder structure that I am using to store my work.



I have created a folder in "Digital Portfolio" which would be used as a folder structure to store my files for each unit for my digital portfolio.

I have prepared images content and saved them in appropriate file formats in a 'file formats for the digital portfolio' folder structure to hold the different types of content. The file formats used as JPEG pictures and PDF documents that I need to use for my digital portfolio in each of the unit folders.



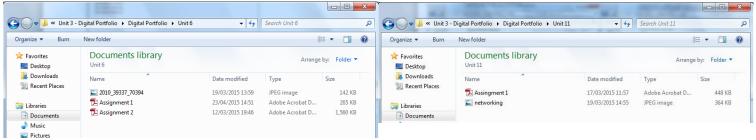


BTEC Level 2 Extended Certificate in Information and Creative Technology

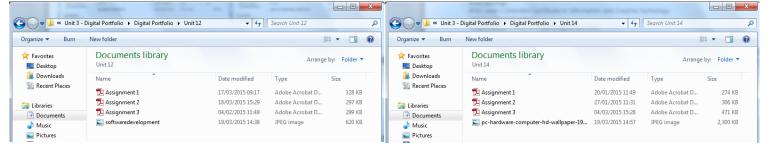
Unit 3: A Digital Portfolio

Assignment 2: Create and test a digital portfolio

In unit 6 and 11 folders:



In unit 12 and 14 folders:



The html pages to display the assests below. The pictures planned to be used on my digital portfolio.

For unit 1 introduces the main topics of the online world and the exam to be taken. The content is the introduction, gathering information and the evaluation of after I have taken the exam. With the video content of how the internet works and picture of a globe on a keyboard.

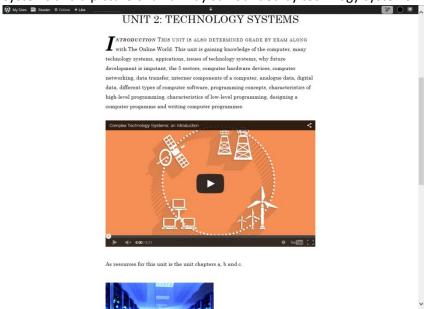


BTEC Level 2 Extended Certificate in Information and Creative Technology

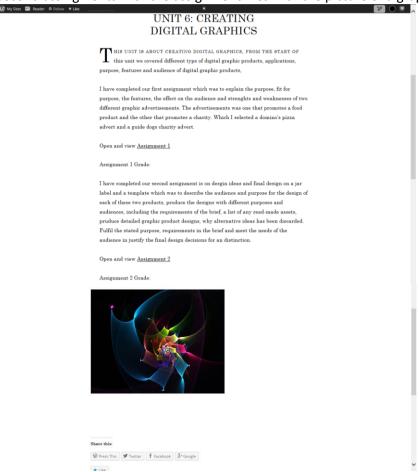
Unit 3: A Digital Portfolio

Assignment 2: Create and test a digital portfolio

For unit 2 introduces the main topics of technology systems, the exam to be taken and the resouces. The content is the introduction, resouces video of an introduction to complex technology systems and a picture of a hallway surrounded by technology systems.



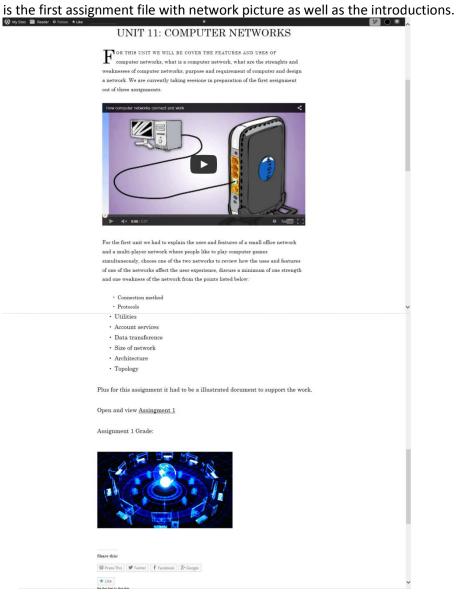
For unit 6 introduces the main topics of the creating digital graphics unit with the first assignment that I have finished but with assignment 2 resubmission not yet completed but I still have the original assignment 2 at the moment. The content is the introduction as well as introductions to the first and second assingments with the assignment files with the picture of a graphical sprial attached.



Rosa Rawlings BTEC Level 2 Extended Certificate in Information and Creative Technology Unit 3: A Digital Portfolio

Assignment 2: Create and test a digital portfolio

For unit 11 introduces the main topics of computer networks and the first assignment. The content is the first assignment file with network picture as well as the introductions.

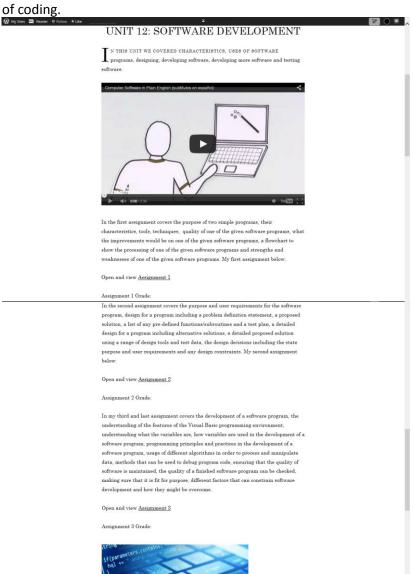


BTEC Level 2 Extended Certificate in Information and Creative Technology

Unit 3: A Digital Portfolio

Assignment 2: Create and test a digital portfolio

For unit 12 introduces the software devlopment unit and the first two assignments. The content as well as the introuctions are the video about computer software, the assignments files and a picture

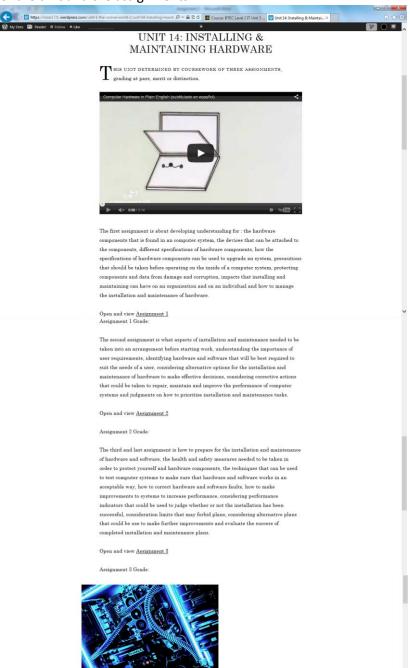


BTEC Level 2 Extended Certificate in Information and Creative Technology

Unit 3: A Digital Portfolio

Assignment 2: Create and test a digital portfolio

For unit 14 introduces the installing and maintaining hardware and the three assignments. The video of computer hardware and a picture of hardware comes along with the content of the introductions of the unit and the assignments.



The missing grades in the above pages are on assignments that I'm not certain of, which is still to be filled in once I know for certain grades I achieved on my assignments.

Rosa Rawlings BTEC Level 2 Extended Certificate in Information and Creative Technology Unit 3: A Digital Portfolio Assignment 2: Create and test a digital portfolio

Assest Table:

All of these assets has been used as pictures and videos that I used in my digital portflio.

Images Asset Table:

Description	File Name	Source	File Path
Puzzle globe on keyboard.	globe-on-keyboard.jpg	http://www.regenmedia.co.uk/wp- content/uploads/2013/10/globe-on- keyboard.jpg	Unit 1: The Online World
Up the corridor to a door. With technology systems on the left and on the right in blue.	lu-hr-technology- systems-1x1.jpg	http://www2.deloitte.com/content/da m/Deloitte/lu/Images/promo_images/ lu-hr-technology-systems-1x1.jpg	Unit 2: Techno logy System s
Graphical multicolours spiral on black background.	2010_39337_70_394.j pg	http://www.celesteprize.com/_files/opere/2010_39337_70394.jpg	Unit 6: Creatin g Digital Graphi cs
Set of computers, files being transferred, earth globe on a blue and black background.	networking.jpg	http://www.montgomerytxcomputerr epair.com/uimages/home_page_flash /networking.jpg	Unit 11: Compu ter Netwo rks
Light blue coding on dark blue pc screen sideways.	Softwaredevelopment .jpg	http://www.smallbiz.com.au/Cms_Dat a/Sites/Unify_Template/Themes/unify /assets/img/softwaredevelopment.jpg	Unit 12: Softwa re Develo pment
Large hardware in cyan colour.	pc-hardware- computer-hd- wallpaper-1920x1200- 10094.jpg	http://hdw.eweb4.com/wallpapers/10 094/	Unit 14: Installi ng & Mainta ining Hardw are
Braintree College Campus with a blue tab underneath.	campus-college- braintree.jpg	http://www.colchester.ac.uk/wp- content/i/campus-college- braintree.jpg	About Me

Rosa Rawlings BTEC Level 2 Extended Certificate in Information and Creative Technology Unit 3: A Digital Portfolio Assignment 2: Create and test a digital portfolio

Videos Asset Table:

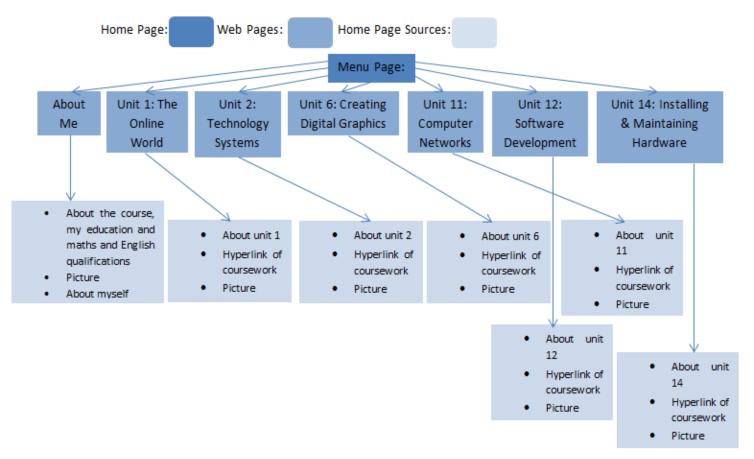
Descriptio n	Video Name	Source	File Path
Through servers, IPs and devices.	How the Internet Works in 5 Minutes	https://www.youtube.com/watch?v=7_LPdttKXP c	Unit 1: The Online World
Technolog y, places and complex systems.	Complex Technology Systems an introductio n	https://www.youtube.com/watch?v=HBqra6up9zk	Unit 2: Technology Systems
Explaining through a body diagram, devices, systems,	How computer networks connect and work	https://www.youtube.com/watch?v=EWTJKcg7P j8	Unit 11: Computer Networks
Coding, folder structure and send and receive.	Computer Software in Plain English (subtitulos en español)	https://www.youtube.com/watch?v=VumBNb6g cBk	Unit 12: Software Developme nt
Hardware used for software.	Computer Hardware in Plain English (subtitulad o en español)	https://www.youtube.com/watch?v=BO6WNCg qSh0	Unit 14: Installing & Maintaining Hardwar e

BTEC Level 2 Extended Certificate in Information and Creative Technology

Unit 3: A Digital Portfolio

Assignment 2: Create and test a digital portfolio

After I created this asset table, I did include multimedia videos in my digital portfolio as an alternative.



My navigation covers all of the overall information and resources of pictures and assignments' files, but not the resouces of videos as that was just an alternative. This navigation is the orginal navigation before I have designed and created my digital portfolio as an plan. The navigation is shown on the menu page to navigate to other pages and back to menu from the menu button to show the navigation again. The navigation is consistent for a user when entered onto the menu page, but not on other pages because of non-exsitance of the navigation. But it's not consistant when you need to look at the navigation and one of the pages besides the menu page at the same time

Test Plan:

Test	Methods Of Testing	Expected Outcome	Actual
			Outcome
Function – All the	After entering the	The pages to be	The pages
pages to load	digital portfolio and	loaded in a few mini	loaded in mini
	after clicking on the	seconds.	seconds.
	menu, sub menus		
	and about me		
	button		
Function – All	One simple click on	The videos to be	Videos being
videos	the videos.	playing	played

Assignment 2: Create and test a digital portfolio

automatically playing		automatically.	automatically.
Function – All assignment file formats are viewable	Clicking on the hyperlinks in new tab and then one click on the open option button to view the files.	The PDF files to be viewable.	The PDF files viewable in a split second after one click on the open option button.
Function – Comment section	By typing in "testing" in one of the comment sections of the portfolio.	The comment made in the comment section.	The comment that has been made in the comment section.
Social media apps and like button.	Clicking on all the apps to activate the social media accounts.	That you can access to the social media accounts.	Left click on each of the apps, came up with a pop up with the social media working correctly.
Functionality in a Internet explorer browser	Entering the portfolio website in the top bar.	To be accessed to the digital portfolio.	Acess to the digital portfolio.
Functionality in a firefox browser	Entering the portfolio website in the top bar.	To be accessed to the digital portfolio.	Access to the digital portfolio.
On a computer system	Enterring the portfolio in a web browser.	Accessed to the portfolio.	Already accessed to the portfolio.
On a phone system	Entering in my portfolio link where it would take you to the menu page.	My digital portfolio accessed.	I can see the menu blue bar, the theme, the introduction to the purpose of the portfolio, the navigation image. You can access to images and the pages in menu. But I'm unable to view my PDF files on the pages.

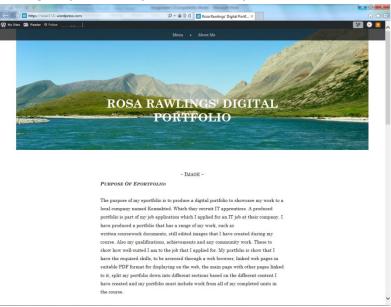
BTEC Level 2 Extended Certificate in Information and Creative Technology

Unit 3: A Digital Portfolio

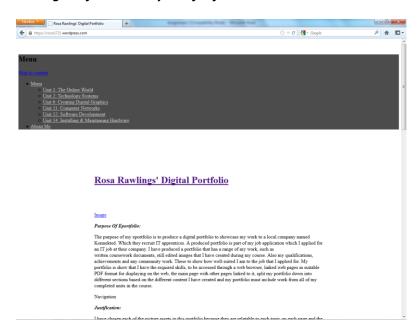
Assignment 2: Create and test a digital portfolio

Test Plan Evidence:

Testing the functionality in a internet explorer browser:



Testing the functionality in a firefox browser:

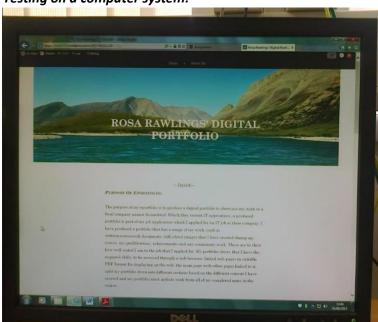


BTEC Level 2 Extended Certificate in Information and Creative Technology

Unit 3: A Digital Portfolio

Assignment 2: Create and test a digital portfolio

Testing on a computer system:



Testing on a phone system:



BTEC Level 2 Extended Certificate in Information and Creative Technology

Unit 3: A Digital Portfolio

Assignment 2: Create and test a digital portfolio

Before and after:





Making the image in a bigger format.



Changing the negative setting in Photoshop.



BTEC Level 2 Extended Certificate in Information and Creative Technology

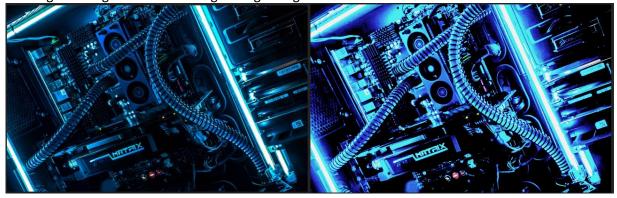
Unit 3: A Digital Portfolio

Assignment 2: Create and test a digital portfolio

Changing the brightness, contrast and levels settings in Photoshop.



Making the image darker and the globe light brighter.



Making the picture brighter and the bar lights brighter as well.



Making the picture in a bigger size.

I have refined these pieces of work to meet the needs of the audience. Making the images in a bigger format for people with eyesight problems, taking out unnecessary next to make the portfolio professional as possible for the required company audience and editing the images to make them more eye-catching to showcase my creativity for the targeted company audience as it's required for the job application.

Questionnaire User 1 Feedback:

1. The intended audience of the digital portfolio is for a local company called Konnekted who are recruiting IT apprentices. Which they want to see a range of my work. They want to see written documents, images, audio tracks, programs and systems. Is my digital portfolio suitable to the intended audience?

In full details:

It seems suitable for a company looking for IT apprentices

BTEC Level 2 Extended Certificate in Information and Creative Technology

Unit 3: A Digital Portfolio

Assignment 2: Create and test a digital portfolio

2.	Functionality Does the social media, comment section, like button, video, hyperlinks to files and the menu tabs function? Any of these are not functioning correctly? And how it can be improved?		
	It works fine		
3.	Robustness Do any pictures, videos and pages load at a fast, average or slow rate? And describe in detail.		
	It all loads at a reasonable rate		
4.	Usability Do you find the navigation easy to use to navigate yourself around the digital portfolio?		
	It is simple to navigate		
5.	What's good about the Interface (visually) of the digital portfolio?		
	It's clear and concise		
6.	What improvements would you suggest I make to my digital portfolio besides the navigation diagram? In full details:		
	Some issues with grammar and perhaps remove the assignments grades and just have the overall units grades instead.		

BTEC Level 2 Extended Certificate in Information and Creative Technology

Unit 3: A Digital Portfolio

Assignment 2: Create and test a digital portfolio

Questionnaire User 2 Feedback:

 The intended audience of the digital portfolio is for a local company called Konnekted who are recruiting IT apprentices. Which they want to see a range of my work. They want to see written documents, images, audio tracks, programs and systems. Is my digital portfolio suitable to the intended audience?

In full details:

Yes I think your digital portfolio would be perfect for a company recruiting IT apprentices. As you have shown great passion and knowledge in your course work you have put on it from your IT course. They should be very impressed.

2. Does the social media, comment section, like button, video, hyperlinks to files and the menu tabs function? Any of these are not functioning correctly? And how it can be improved?

All the hyperlinks work, I cannot think of how they could be improved.

3. Robustness

Do any pictures, videos and pages load at a fast, average or slow rate? And describe in detail.

The entire pictures and videos load at an average to fast rate, but one video wasn't able to load.

4. Usability

Do you find the navigation easy to use to navigate yourself around the digital portfolio?

The navigation was very easy and simple to use.

5. What's good about the Interface (visually) of the digital portfolio?

Every page was clear and very neat. I like the way the videos used are nice and simple to follow.

6. What improvements would you suggest I make to my digital portfolio besides the navigation diagram? In full details:

BTEC Level 2 Extended Certificate in Information and Creative Technology

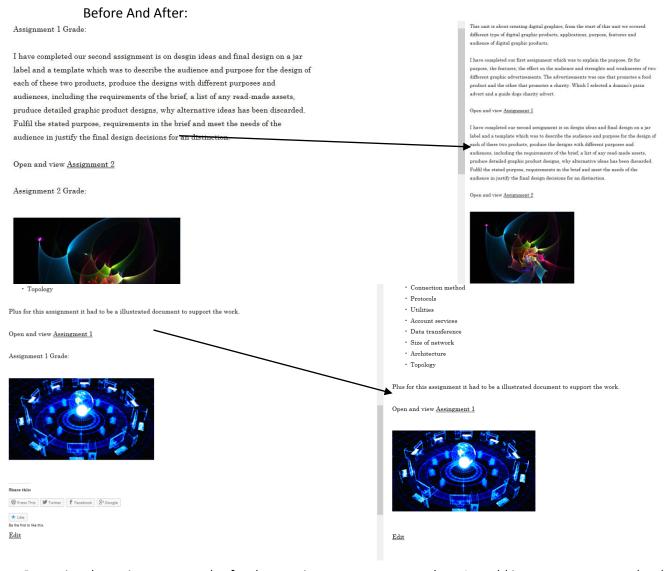
Unit 3: A Digital Portfolio

Assignment 2: Create and test a digital portfolio

I think your portfolio looks very professional as it is.

The suggested improvements that I have considered to make changes to my digital portfolio is the grammar and the assignments grades to just overall grades with annotations next to the unfilled grades on not knowing the confirmed grades. Also to replace the YouTube video on the technology systems page as the video is no longer available, which is caused either the YouTube user of the video has deleted it, been blocked or removed by YouTube.

Grades Suggested Improvement:



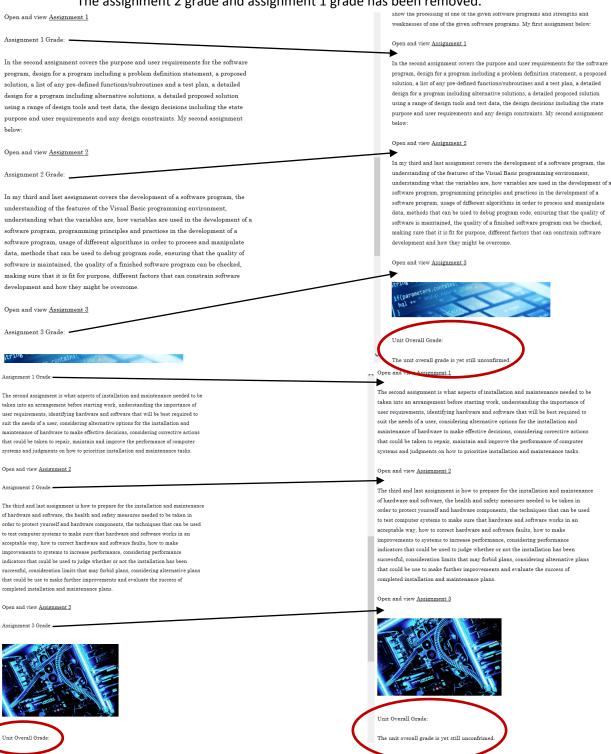
Removing the assignments grades for the next improvement stage where I would insert a sentence under the unit overall grade, deciding to justify the overall grade for each unit rather than each assignment.

BTEC Level 2 Extended Certificate in Information and Creative Technology

Unit 3: A Digital Portfolio

Assignment 2: Create and test a digital portfolio

The assignment 2 grade and assignment 1 grade has been removed.



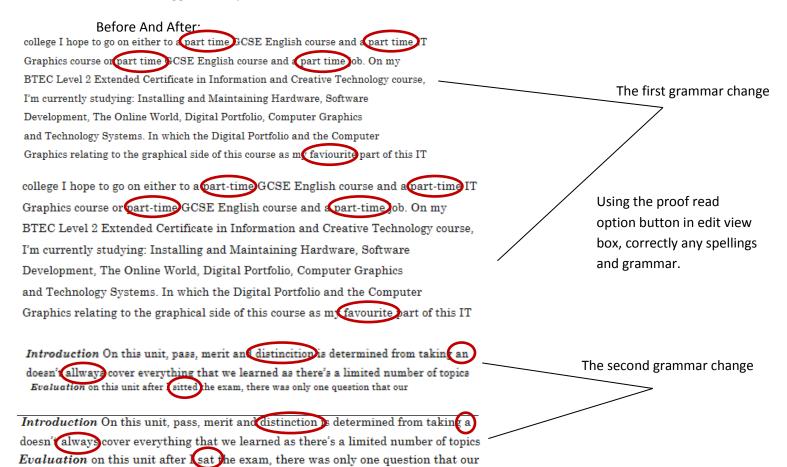
Assignments grades has been removed and a sentence has been added underneath unit overall grades. I added the sentence underneath as grading is still taking place. As I wouldn't get confirmed results in the summer time.

BTEC Level 2 Extended Certificate in Information and Creative Technology

Unit 3: A Digital Portfolio

Assignment 2: Create and test a digital portfolio

Grammar Suggested Improvement:



I made grammar changes on my home page and grammar and also spelling changes on one my menu pages, as each of these menu pages is similar to the above one.

After I made the necessary suggested improvements, there weren't any more suggestions from my feedback, so I don't have to ignore an unnecessary suggestion.

I want to change the menu options of units from horizontal to vertical to improve the navigation.

Before:



I would need to go into appearance settings to change the menu format so that the pages are laid out vertically not horizontally.

BTEC Level 2 Extended Certificate in Information and Creative Technology

Unit 3: A Digital Portfolio

Assignment 2: Create and test a digital portfolio

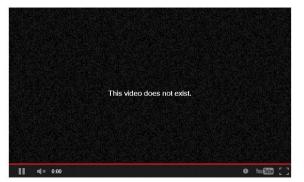
After:



I changed the menu format from horizontal to vertical, by using the menu structure in the menu tab of appearance settings.

Before:

programme and writing computer programs.



After:

programme and writing computer programs.



Replace the import media link with the replacement in the edit view box, as suggested by user 1 feedback.

As resources for this unit is the unit chapters a, b and c.



As resources for this unit is the unit chapters a, b and c.



These improvements benefit the audience and the purpose, as it improves the usability of the website by improving the navigation of the website by changing the menu format. Removing the assignment grades for the overall grades instead, so that the audience doesn't have to know the key areas but the topics overall. Replacing the unviable video for a new one for the audience to have more understanding of the topic and that they are more interactive with the topic. The spelling and grammar are also improved to make the portfolio as professional as possible.

Rosa Rawlings BTEC Level 2 Extended Certificate in Information and Creative Technology Unit 3: A Digital Portfolio Assignment 2: Create and test a digital portfolio

I have chosen each of the picture assets above because they are relatable to each topic on each page and the particular type of content in my pages. Another asset I have added to my digital portfolio hasn't been added to my asset table is the picture of my navigation chart, which is shown on the menu. You would see the navigation chart when you enter my digital portfolio. I have decided to input the navigation chart in my digital portfolio because it gives users brief points on what content is in my portfolio as well as navigating them around to what they are looking for on my portfolio.

Using Photoshop to give a slight editing to all of my pictures that are shown in the asset table above, not the navigation chart. As to why I have chosen the types of settings in my editing of the images, to adjust the light and dark, blurred and sharped, where the image is bigger enough for the image to be appeared as pixelated, where I had to change the size format on certain images. Trying different colours to what suits the images the best.

I have chosen the type of content layout that the About Me page should be, stating about the course, my qualifications and my speciality in my course above an image with a bit of information about myself outside of college. The majority of the unit coursework pages have similar layout of content. Having a bit of information about the unit, a bit of information about each of the assignments with an image underneath. The only difference is some of the coursework unit pages don't include a video, where the video is placed underneath the unit heading above the content. Which leaves the remaining non-coursework, the units based on exams rather than coursework. The unit pages above have similar content layout as well, with the introduction, video, what we did in the sessions, evaluation and the grade I achieved.

I sorted the units between coursework and examination in similar content layouts to keep my portfolio organised and easier for users to read.