**Assignment 5 – User Manual for Marymount Online Functions**

Prepare a section of a user manual for new students who have not used the various features of Marymount online functions before and who may not be familiar with Marymount’s terminology and course registration process.

The user manual section must be readable and understandable by any new student at Marymount and must contain:

* + Cover page with appropriate graphic, your name, and honor code statement
  + Table of Contents (auto-generated)
  + A paragraph called “How to Use This Guide” which summarizes the question you are answering and how to find information in your guide,
  + Instructions for answering the assigned question:
    - How to access the features from the beginning including the link
    - Which function you will be using
    - How to use the function
    - What data should be entered in which field
    - How the output is presented
    - Use your own personal data (except the password) as an example of the input and output for your function
  + Explain if there are any alternative ways of finding this information
  + At least 5 FAQs that student might ask about the function
  + Glossary (at least 10 relevant items) where the glossary terms are highlighted (by italics, for instance) the first time they appear in text
  + Index (at least 10 words or phrases)

The user manual must be at least 5 pages in length (excluding the front manner) and include screen images which illustrate both data input and output. It must be delivered as a read-only pdf document and must be readable by any student. Readability is an important criterion in the evaluation process. Any document that is plagiarized in any way will be reported to the university’s Academic Integrity process.

**There is no draft review process so your submission is expected to be the final.**

Assignments for each student are given below:

|  |  |
| --- | --- |
| **Student** | **Function** |
| Lama | What HI-2 courses, if any, are being offered in 16/SU? |