

Activity

Timing: 1 hour
Level: Ages 15 and up

Web production collaboration and organization best practices

Activity Overview

For web projects to work smoothly and efficiently, it is important to follow best practices for team collaboration on and organization of project assets. In this activity students are introduced to best practices for efficient collaboration and organization, including file management, file organization, checking files in and out, and Subversion integration.

Note: Portions of this activity align to the Adobe Certified Associate objectives. Within the instruction steps and technical guides, the specific learning objectives for the exam(s) are referenced with the following format: ^{1.1}

Activity Objectives

Project management skills

- Managing files and using file-naming conventions

Technical skills

Dreamweaver

- Using the Files panel
- Checking files in and out

Project Assets

- *Guide:* File-naming conventions ^{4.3}
- *Worksheet:* File management
- *Dreamweaver guide:* How to manage files and links by using the Files panel ^{3.5, 6.4}
- *Dreamweaver guide:* How to check files in and out ^{6.4}

Background preparation resources

[Technical and content information](#)

[ISTE NETS*S Standards for Students](#)

[Adobe Certified Associate objectives](#)

Activity Steps

1. Explain that for web projects to work smoothly and efficiently, it is important to follow best practices for team collaboration on and organization of project assets. Use a class brainstorm to introduce file management, generating reasons for file organization.^{4.3} Questions to ask the class include:
 - What is file management?
 - Why is it important?
 - How might you organize a set of files?
2. Distribute the guide and worksheet and ask students to propose ways they might organize their files in Dreamweaver and conventions that might help manage their files and folders, such as using names that help others recognize the contents of a folder or file. Decide as a class what conventions you will use.

Guide: File-naming conventions^{4.3}

Worksheet: File management
3. Briefly introduce students to the Files panel in Dreamweaver. Ask students to open Dreamweaver and look at the Files panel. Discuss and define the following terms, relating them to interface elements in the Files panel:
 - Dreamweaver site map
 - Get files
 - Put files
 - FTP
 - Local host
 - Testing and remote servers
 - Publish
4. To round out students' knowledge of the Files panel, show them how to use the panel to maintain site files and links.

Dreamweaver guide: How to manage files and links by using the Files panel^{3.5, 6.4}
5. Discuss how complicated it can be to work with files when working with a team. To help student teams stay organized, introduce and demonstrate the following:
 - Explain that Subversion integration allows multiple team members to combine their individual edits into one comprehensive Dreamweaver document that has reconciled the edits made to the document.
 - Discuss how these procedures support collaboration within a team and eliminate the possibility that two team members may simultaneously make different changes to a file.
 - Discuss how subversion integration contributes to the best practices for working with a team.
 - Demonstrate the procedure for checking Dreamweaver files in and out; moving, copying, and deleting shared files; synchronizing changes with a remote Subversion SVN repository; and hiding files with File Cloaking.

Note: Knowledge of Subversion integration and check in/check out functions are part of the Adobe Certified Associate, Web Communication exam. If you are unable to install Subversion, introduce and discuss the usefulness of these features to prepare your students for the exam.

Dreamweaver guide: How to check files in and out^{6.4}

Background preparation resources:

- To view video tutorials aligned with the skills required to complete this project, visit Adobe TV: <http://tv.adobe.com/>
- For more teaching and learning resources on the topics in this project, search for resources from the community on the Adobe Education Exchange: <http://edex.adobe.com/>
- For an overview of the interface and for more information on the technical aspects of *Adobe Dreamweaver*, see *Dreamweaver Help*.

ISTE NETS*S Standards for Students

This project is aligned to the ISTE NETS*S Technology Standards. Depending on the subject and content area the student selects you may research your own state content standards to see how this project aligns to your state requirements.

ISTE NETS*S: Curriculum and Content Area Standards – NETS for Students

2. Communication and Collaboration

Students use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others. Students:

- a. interact, collaborate, and publish with peers, experts or others employing a variety of digital environments and media.

6. Technology Operations and Concepts

Students demonstrate a sound understanding of technology concepts, systems and operations. Students:

- a. understand and use technology systems.
- b. select and use applications effectively and productively.
- d. transfer current knowledge to learning of new technologies.

Adobe Certified Associate Exam Objectives

Adobe Certified Associate, Web Authoring objectives

- 3.5 Use the Files panel.
- 4.3 Create, title, name, and save a web page.
- 6.4 Manage assets, links, and files for a site.

For more information

Find more teaching materials for using Adobe software in your classroom on the Adobe Education Exchange: <http://edex.adobe.com/>.



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