HFLE Caribbean Website

Health and Family Life Education

This is a brief user guide for the Caribbean Health and Family Life Education website. This guide describes the capabilities and features of the website.

What type of website is it?

**Some of the prominent content management capabilities of the HFLE website:**

The Caribbean Health and Family Life Education website is a Drupal Content Management System. This simply means that the website allows publishing, editing and modifying content as well as maintenance from a central interface. This interface is easy to learn, use and provides powerful tools for web manipulation.

The website also incorporates responsive theming. Responsive Web design (RWD) is a Web design approach aimed at crafting sites to provide an optimal viewing experience—easy reading and navigation with a minimum of resizing, panning, and scrolling—across a wide range of devices (from mobile phones to desktop computer monitors).

It is extendable. This means that this website is never **final**. The Web administrator can always add new functions and features to the website as well as remove functions and features that are no longer required. In addition, the structure and overall theme of the website can be changed without compromising the existing content.

The header consists the following:

- The logo
- **The translate button:** This allows the user to convert the website contents into different languages. This reduces the language barrier for users of the site, making it user-friendly across groups using different languages.
- **Social media and other icons:** This links users to social media pages for the website which include Facebook and Twitter. The RSS feed feature allows users to receive updates to the website. Considering that the site is document driven, the print feature enables users to print a printer friendly version.
- **The search bar:** Search words can be typed in the box to identify documents containing those words.

The Main Menu

The main menu consists of the following links:

- **Home:** The Home page, which is the front page of the website, highlights tabs to various resources and features of the website.
- **About Us:** The About Us page informs users about the development and focus of the Caribbean HFLE website.
- **Countries:** Clicking on this tab pulls up a list of Caribbean countries. Clicking on a specific country directs users to resources for that country.
- **Good Practices:** This page links the user to good practices in HFLE documented across the region.
- **Multimedia library** The Multimedia library is an extremely important feature of the HFLE website. It allows users to make custom searches thereby allowing users to search for different type of media content such as videos, pdf documents, power points etc. Users can also search by different criteria such as themes, grade level, users etc. Resources within the Multimedia library are organized to provide users with details of citation information including author information, publication details and brief abstracts.
- **Message board:** The Message Board is a forum which allows users to participate in discussions on issues related to a particular topic. This feature on the Caribbean HFLE website will enable stakeholders across
the region and beyond to discuss and share ideas on HFLE related issues. The Message Board will be governed by user permissions set by the forum Administrator. The message board usually functions in the following manner:

- A topic is posted to the website. This can be done by a forum member or the forum administrator. A forum administrator may also participate in the forum as well as modify, move or delete threads. He or she can also change software functionality in the forum.

- Forum members can start new topics, edit their own posts, post in their choice of threads and edit their profile. Non-forum members or anonymous members do not have these privileges and can only reply to the topic posted.

- Separate conversations can be created in the forum simultaneously.

- The Message Board also allow visitors to filter new topics, trending topics and updated topics.

Below is a snapshot of what the message board looks like.
• **Contact us:** Provides contact information for queries and suggestions pertaining to the website.

**Secondary Menu**

The Secondary menu is a way to provide sub theme information in specific categories. This menu provides ease in navigating the website and enriches the user’s search experience.

- **Featured:** The ‘Featured’ is a publication/video/resource that is highlighted periodically on the Home page and is shown on the slide show at the top of the page. The content of the slide show links to an article, video, and/or a webpage. It allows the Content administrator to showcase content he/she wishes to highlight.

- **Did you know:** This tag previews short interesting facts regarding HFLE to the users.

- **HFLE Themes:**

  The major theme areas consist of the four main HFLE themes

  - Appropriate Eating and Fitness
  - Sexuality and Sexual Health
  - Self and Interpersonal Relationships
  - Managing the Environment

  Upon clicking each theme within this area, a sub webpage opens that briefly explains the theme. In addition, a list of related resources to the particular theme that has been chosen populates the webpage. This data is pulled from the central database of the multimedia library.

- **Interactive Corner:** The Interactive area provides links to other global websites providing interactive activities such as games, word puzzles etc. related to the HFLE themes that users could download/print.
- **Join our List-Serv:** This feature allows users to subscribe to the listserv allowing them to receive various updates, alerts and newsletters as and when published.

- **Share your Resources:** This feature allows the users of the website to share their resources on the Caribbean HFLE website through submitting content. Users can upload content which will be reviewed, evaluated, approved/disapproved then published in the appropriate sections, including the country pages.

- **News & Events:** This section highlights the latest happenings regarding HFLE with the Caribbean.

- **Feedback:** Users can click on this tab to provide feedback regarding the website performance as well as make suggestions concerning the content and the features of the website.