

GSoD Kolibri Content Workflows

Final Project Report

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Overview

My project focused on creating videos and documentation for Learning Equality's Kolibri ecosystem. This documentation encompassed all aspects of the Kolibri and Kolibri Studio applications, integrating content with Kolibri, and aiding partners in making implementation decisions for their organizations. I was tasked with creating videos for software installation demonstrations, developing an explainer video to aid with user technical literacy, and updating and creating new user documentation.

Deviations From Original Proposal

My original proposal focused on Kolibri's content workflows. I proposed to create videos and instructions that would demonstrate to users how they could integrate external educational content into the Kolibri Learning Platform. After the Community Bonding period, the team and I decided that I would expand my proposal and focus on developing documentation that addressed the entire Kolibri ecosystem. At the same time, I would continue to keep in mind the contextual user focus that I initially proposed.

Project Deliverables

- **Networking Video:** This task involved creating a video that is meant to aid users in understanding general networking concepts. I created the video script, all graphics and animations, recorded my voice, and edited the video. I also created timed subtitles that will be translated.
 - a. **Link to video and captions folder:** [Kolibri Networking Video](#)

- b. **Status of deliverable:** Complete.
- **Installation Videos:** I developed a suite of training videos that demonstrate how to install the Kolibri application on Windows OS, Mac OS, and Linux OS. I also recorded a video that discusses configuring Kolibri in the Facility Setup Wizard. This was my first time setting up and using virtual machines to create the environments that are needed to simulate these operating systems. I used screencasting and audio software to create and edit the videos, and also transcribed the voice-overs into timed subtitles that will be translated.
 - a. **Links to video and caption folders:** [Kolibri Facility Setup](#), [Kolibri Installation Tutorial for Mac OS](#), [Kolibri Installation Tutorial for Windows OS](#), [Kolibri Installation Tutorial for Linux OS](#)
 - b. **Status of deliverables:** Complete.
- **Hardware Guide:** I updated an existing, outdated document and created a new version for publishing. For this task, I used internal documentation that consisted of meeting notes, partner feedback, and analysis of previously documented gaps. This process entailed several meetings and review sessions with subject matter experts (SMEs) to gather input and additional information. For the final deliverable, I updated the document's style and format, refreshed some of the existing graphics, and developed new illustrations.
 - a. **Link to guide:** [Kolibri Hardware Guide](#)
 - b. **Status of deliverable:** Complete.
- **Content Integration Guide:** I was tasked with using unstructured notes and internal input to develop a guide for assisting partners and organizations with integrating content into Kolibri content channels. I created a formal information plan and developed a document template. Starting from my initial draft, I worked with SMEs to fine-tune the technical content. I also created some visual diagrams for the guide.
 - a. **Link to guide:** Currently an internal document; however, the flowchart that I created for the Kolibri Content Pipeline [can be found here](#).

- b. **Status of deliverable:** In progress. This guide needs additional, internal input that is beyond the scope of the GSoD writer's role. The team is aware of any additional changes that are needed to fully publish this guide.
- **Internal Style Guide:** As a final project, I started a technical documentation style guide for the organization. This style guide includes examples of all the style corrections and choices that I made with the team while working on the other documentation projects. The style guide consists of guidelines for documentation format, grammar, punctuation, and preferred wording for describing UI elements.
 - a. **Link to guide:** Currently an internal document.
 - b. **Status of deliverable:** This is a working document that will continue to be internally developed.

Technologies Learned

This project allowed me to gain experience using a variety of different technologies and tools. I became more proficient in the following programs:

- **GitHub:** I was able to submit issues to technical teams for updates to end-user documentation. While working on the Hardware Guide, I did an analysis of an internal GitHub repository to view and address previous issues and gaps that were not currently addressed in the documentation.
- **Screen capture software and captioning software:** I used Flashback by Blueberry Software for screen recording as well as editing video content. This was my first time using this software and I was able to create high-quality, professional videos and master the application in a short amount of time. For audio editing, I used Audacity and learned more about producing high-quality audio and removing background noise. I also gained experience using Subtitle Edit for creating accessible video captions.
- **Advanced features of PowerPoint for animations:** For the Networking Video, I had to create graphics and animations. This was my first time creating an animated video. Because I did not have access to animation software, I challenged myself to use

advanced animation features in PowerPoint to develop a professional and polished product.

- **Virtual Box, Linux OS, and the Terminal:** For the Installation videos task, I needed to be able to simulate the installation process in various operating systems. In particular, I had to configure a virtual machine in Virtual Box to simulate an installation in a Linux environment, which was not something that was familiar to me. Furthermore, I had to work in the Terminal command line to simulate the installation. I now feel a lot more comfortable with these technologies.

Lessons Learned

1. Making a plan for each deliverable:

When working on any team, organizational needs can change over time. Keeping an adaptable project plan that left room for development allowed me to continue to see the whole picture.

2. Communicating and time management skills for remote collaboration:

I had to work with a variety of internal SMEs, from both technical and implementation perspectives, to understand and document organizational requirements. Because this was a remote position, members of the Learning Equality team are geographically dispersed, and I was maintaining a day job, I needed to properly manage my time as well as prepare for making the most out of these meetings. I developed even stronger communication skills because of this.

3. Becoming part of a remote team:

This was the first time that I was really immersed in a remote team that I had never worked with in person. I learned how to integrate with the team as well as add input to team projects. I was able to participate in some All Hands Meetings to provide status updates on my projects. I learned that you can still establish strong working relationships with teams, even when remote.

Final Thoughts

This program has allowed me to learn so much more about the variety of tasks in the technical communication field, and how to work with a distributed team. I feel like I gained experience in all aspects of the documentation pipeline while contributing to an organization with a strong and meaningful mission. I would be very eager to participate in this program again and continue to expand on my knowledge in the field.