GLOSSARY PROJECT REPORT

For : UBC Human Early Learning Partnership (UBC HELP)

Timeline : June - August 2024

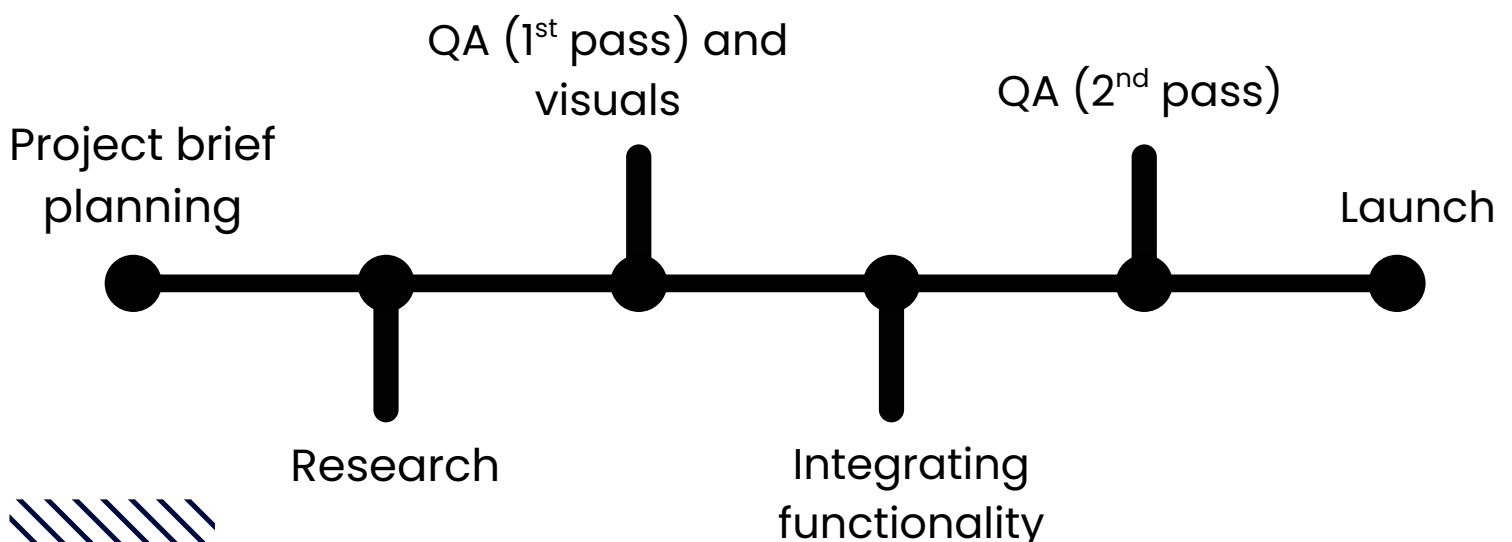Dishti Mago

ABOUT THE COMPANY AND PROJECT

The Human Early Learning Partnership (HELP) functions as an interdisciplinary research and knowledge translation hub that unites diverse expertise from multiple fields and stakeholders. This collaborative center is dedicated to enhancing the conditions necessary for fair and equitable early developmental opportunities for all children and their families.

This project was undertaken as part of a 4-month internship with UBC HELP, addressing their long-standing goal of creating a comprehensive glossary. The glossary was designed to consolidate technical terms and scientific jargon from various reports, websites, and dashboards into a single, accessible page. Its purpose was to define these terms in a clear and concise manner tailored to HELP's target audience.

Spanning 1.5 months, the project involved extensive research, including in-depth analysis of reports and associated online resources. This document provides an overview of the process behind the creation and implementation of the glossary, breaking down its components to offer insight into my approach.

I would like to express my gratitude to my supervisors, Sharlene Eugenio and Jeremy Alexander, for their invaluable mentorship and guidance throughout this project.

PROJECT TIMELINE

- Project brief planning
- Research
- QA (1st pass) and visuals
- Integrating functionality
- QA (2nd pass)
- Launch

PLANNING BRIEF

ANALYZE

This step of the planning phase entailed analyzing the project requirements carefully, including but not limited to researching resources I would be needing throughout the project (learning a software, materials, check-ins with supervisor etc.), visualizing and creating the timeline etc.

I visualized the project by **breaking down key deliverables** of the project into **small, tangible milestones.**

I structured these milestones to help me track my progress on the project by adding a due date for each of the key deliverables.
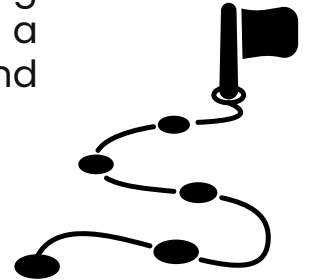
ANTICIPATE

This next step in my planning phase was a problem solving exercise I did with myself before starting my research.

I made a very rough document of all potential obstacles which could either slow me down or hinder my productivity throughout the project. This 'obstacle' was anything as small as tech issues to something as big as me forgetting to save a file (never want to experience this pain again 😢)

What this helped me achieve was a **clear sense of potential problems** I could encounter AND **come up with a contingency plan for if the problem actually happened.**
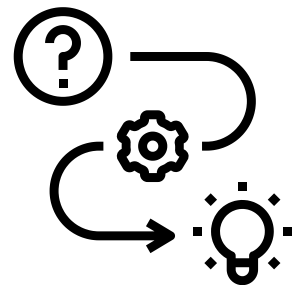
ACT

This final step in my planning phase exists to push the gear and **set the project into motion**. In this step, I like to sit down with everything I have gathered so far about the project and do a final checklist before I 'Act'. Think of it like a, "**hold up" moment** where you take a slight **pause**, make sure **everything is in order**, and **speed up.**
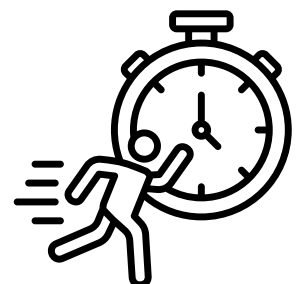
RESEARCH

While researching to build the glossary, I had to be extremely thorough and pull content from HELP's websites, reports, dashboard as well as e-Systems. Since scientific terminology exists in all of the aforementioned resources, I had to make sure that the information I was pooling was **accurate**, **relevant** and needed a simpler **definition**

Once the sources were identified, I had to **scan and read** through all pages to **identify terms** and words that I would define in the glossary. I made a comprehensive list of the terms and categorized them according to the source type and page I found them on so that I could backtrack easily later to cross-reference
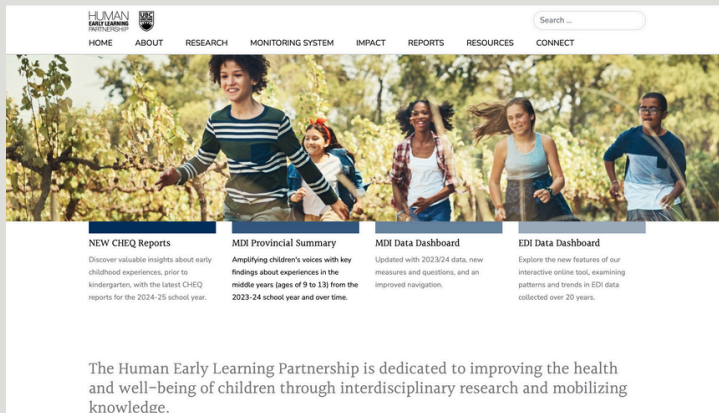

example of scientific terminology extracted from sources (MDI Reports)

WELL-BEING & ASSETS INDICES

Combining select measures from the MDI helps us paint a more comprehensive portrait of children's overall well-being and the assets that contribute to their healthy development. The results for key MDI measures are summarized by two indices. This section of the report focuses on results for the Well-being Index and the Assets Index. Learn more about the important relationship between individual measures, the Well-being Index and the Assets Index in the Discover MDI Field Guide (https://www.discovermdi.ca/intro-to-mdi-dimensions-and-indices/).
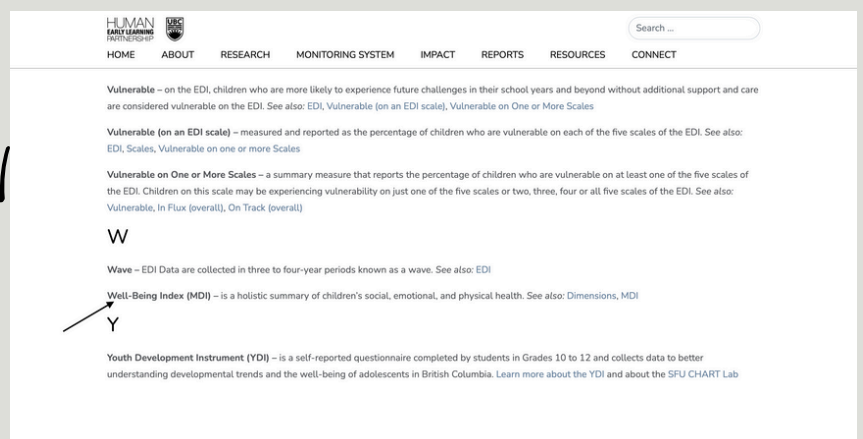
Defined in glossary

QUALITY ASSURANCE 1 AND VISUALS

Once research was complete and I had compiled an initial list of terms and jargon that would be defined in the glossary, the **first big milestone was delivered.**

The research segment was followed by a check-in with my supervisor to do a 1st pass of the list I had come up with. This was also a good opportunity for us to go over the progress and chat about any obstacles I may be facing.
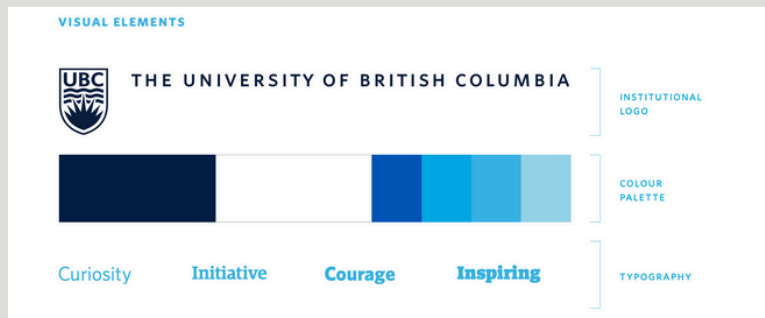
Primary colour pallet

After completing QA, I had to add the content to the webpage itself. Before doing so, I had to make sure that the font, colours, and visuals were coherent and aligning with the overall appearance of the webpage.

Since this was a research facility's webpage, the UI had to be fairly simple and straightforward as well as in alignment with UBC brand kit.

Primary font

The content, font type, size and any variations were integrated within the webpage using **HTML and Wordpress.**

Once the font type and size had been set, I could start **integrating the content within the code.**
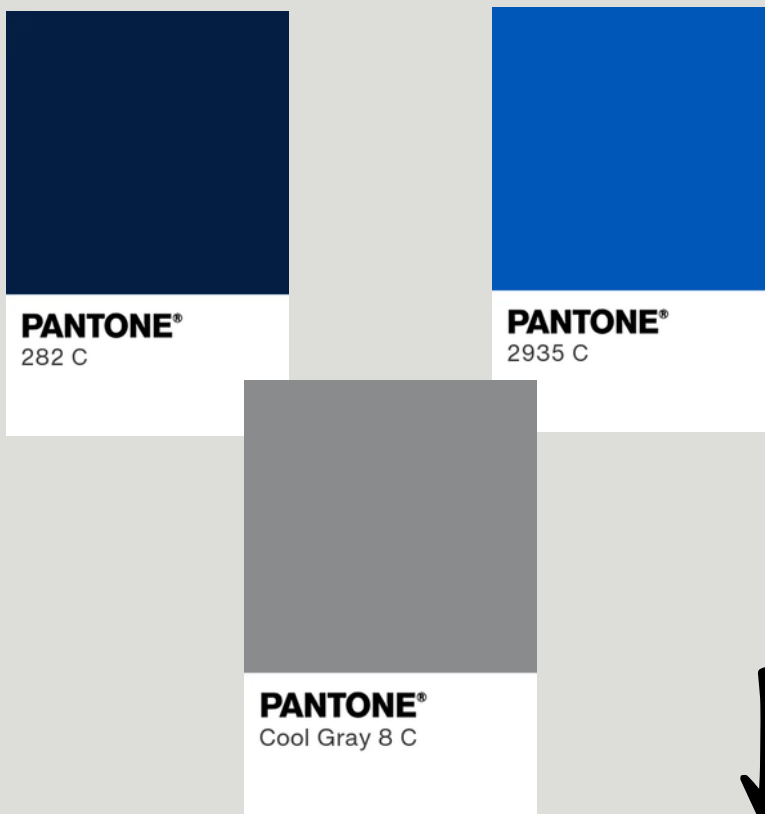
The idea behind doing styling first was so that the text remained consistent throughout

PANTONE®
282 C

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2935 C

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Cool Gray 8 C

Glossary Landing Page

Search ...

HOME   ABOUT   RESEARCH   MONITORING SYSTEM   IMPACT   REPORTS   RESOURCES   CONNECT

GLOSSARY

A   ⟵   **Alphabetical categorization**

Aboriginal Steering Committee (ASC) – constitutes of First Nation, Inuit, and Métis community members. The ASC shares their knowledge and experiences with HELP to facilitate a deeper understanding of the social, environmental and cultural determinants of Indigenous children's health and well being. Learn more about the ASC

Active Consent – the act of giving written confirmation either by the participant or the parent/caregiver/guardian of a participant who is under the age of 16 to be involved in a research study. *See also*: Parent/Caregiver/Guardian).

Adolescence – a developmental period marked by several changes in children's physical, cognitive, and emotional health as well as changes in relationships with family and peers. *See related*: MDI

Aggregated (data) – combines individual-level data to produce summary-level data, such as by geography (e.g., postal code), or by school district (e.g., where a child goes to school).

Asset – the positive experiences, relationships, or behaviours present in children's lives. Assets are actionable, meaning that schools and communities can focus their efforts in particular areas to create and foster conditions and contexts where children can thrive. *See also*: Asset Index, MDI,

Asset Index – combines measures that represent important external factors that can support children's well-being, and includes the following five areas: Adult Relationships, Peer Relationships, Nutrition & Sleep, Out-of-School Activities, and School Experiences. *See also*: Asset, MDI; Learn more about the Asset Index

At Risk (on an EDI scale) – a summary measure on the EDI Dashboard that reports the percentage and number of children who are neither on track for all scales, nor vulnerable on any of the scales. Children included in this measure may or may not catch up to their on-track peers and may benefit from additional supports. *See also*: EDI, On Track (on an EDI scale), Scales, Vulnerability, Vulnerable

https://earlylearning.ubc.ca/glossary/

Terms and Definations in brand font and color scheme

INTEGRATING FUNCTIONALITY

Integrating functionality and intractability into the webpage was probably the **most unique challenge** I tackled while working on this project. It was my first time working with a code line, ever !

Coding and programming languages were intimidating for me prior to this experience, but thanks to my team, I was able to deal with that intimidation and do this successfully.
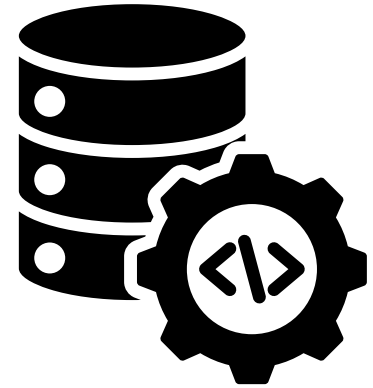
The main goal of the glossary was to provide a 'one-stop-shop' for users to look up any terminology, jargon etc. without scanning pages and pages of text

<three key tasks within this deliverable>

1 cross-referencing glossary terms from my initial list with their occurrences on specific pages to ensure consistency and accuracy.

2 added hyperlinks to the glossary, directing users to 'Learn More' pages or related terms for additional context and information

3 added jump links to the glossary, directing users to other words or related terms within the glossary for additional context

This deliverable was also **one of the milestones in the project**. Once I completed integrating jump links and cross-referencing. I had to go back and make sure that the links actually worked.

While testing the links, I realized **some links may not have integrated** so I went back to **debug any syntax errors in the code which eventually made the links work**.

Working on this deliverable was probably one of the most exciting aspects of this project and helped me sharpen my **attention to key details**.

1. Example of a 'Learn more' hyperlink integration that redirects users to the corresponding page on the website

Informed Passive Consent – for minimal risk studies, informs a participant of details of a research study in advance, giving them sufficient time to opt out of the study prior to implementation. Consent can be withdrawn at any time, before or during the study by informing the researchers, otherwise it is assumed a participant is willing to participate in the study. Learn more about the Consent Protocol at HELP

hyperlink

2. Example of a 'See more' hyperlink integration that redirects users to the corresponding data library

H

HELP Neighbourhoods – boundaries created by HELP through meaningful aggregations of census blocks, postal code boundaries, city planning boundaries, and geographical features. See the HELP Data Library to access HELP neighbourhood shapefiles

hyperlink

M

Margin of Error – refers to the degree of uncertainty about the exact value of what is being measured, when results are based on samples rather than whole population.

Meaningful Change – when the amount of change in a trend or pattern, over a period of time, is large enough to conclude that the difference is statistically significant, rather than the result of chance or measurement error. *See also:* Critical Difference, EDI

Measure – or "component measure" is made up of a collection of related responses from the MDI questionnaire. *See more:* MDI; Learn more about measures MDI measures

Middle Years – or early adolescence refers to children between the ages 9–13. It is a developmental phase marked by major physical, cognitive, and emotional change as well as shifts in peer and adult relationships. *See related:* Adolescence, MDI

Middle Years Development Instrument (MDI) – a self-report questionnaire that asks children in Grades 4 through 8 about their thoughts, feelings, and experiences in school, at home, and in the community using a strength based and asset-based approach. *See also:* Asset, Asset Index, Well-Being Index, Dimensions, Middle Years, Social and Emotional Learning

3. Example of a 'See related and See also' jump link integration that redirects users to the corresponding term within the glossary

HUMAN EARLY LEARNING PARTNERSHIP | UBC

Search ...

HOME   ABOUT   RESEARCH   MONITORING SYSTEM   IMPACT   REPORTS   RESOURCES   CONNECT

ABORIGINAL STEERING COMMITTEE

First established in 2003, the **Aboriginal Steering Committee (ASC)** at HELP is made up of First Nation, Inuit, and Métis community members whom through sharing their knowledge and experience, support a deeper understanding of the social, environmental, and cultural determinants of Indigenous children's health and well-being. The ASC ensures HELP's research activities involving First Nations, Inuit, and Métis are reflective of the diverse histories, cultures, languages, values, and ways of knowing and being.

4. Example of a cross-reference jump link integration that redirects users to the corresponding term in the glossary

QUALITY ASSURANCE CHECK 2

The next step after integrating functionality was to do a second quality check and make sure that the project was progressing as expected.

So far, I had been successful in delivering all major goals in time and do effective problem solving. This 2nd pass gave me the opportunity to also talk to my mentors and supervisors about what was going well with the project and what I thought could've possibly gone better.

The **main objective** of this quality assurance round was to make sure that the **cross-reference had been successful** and that all the **terms and definitions included were relevant and accurate**. I also had to make sure that I did not miss anything out
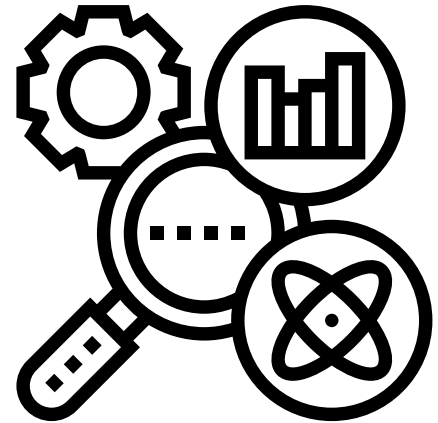
Making sure to do regular checks during this project was essential. Primarily being a project within a research facility and academia, I had to make sure that the information was accurate.

This **process ensured accountability and ownership** of the work I was doing as well as a way to **integrate appropriate stakeholders** as well.

LAUNCH

Project Summary

In conclusion, this project was successfully delivered on time, meeting the objectives we set out to achieve. Despite initial concerns about tackling certain milestones due to time constraints and concurrent projects, overcoming these challenges was a rewarding accomplishment.

I am proud to have contributed to fulfilling this long-standing goal for the Human Early Learning Partnership and deeply grateful for the opportunity to work on such a meaningful initiative.

Throughout this project, I gained valuable technical skills and had the privilege of collaborating with a team of exceptionally talented mentors. My most significant takeaway was an enhanced attention to detail and the realization that I truly enjoy coding and developing interactive projects

I would like to thank you for taking the time out to read this or glance if you have made it this far.

Please visit **https://earlylearning.ubc.ca/glossary/** if you would like to view some of the interactive features of this project !