

# Fact Sheet

## The Web Maid

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### Does your school use WebCT?

*Do your teachers or lecturers need assistance in developing their online courses? The Web Maid can help get your courses online and looking good.*

#### Need help with a WebCT course?

The Web Maid can assist by transferring PowerPoint, Word or other files to a web based form (html), cleaning up the code, applying templates and uploading the finished documents to the WebCT course. The Web Maid can also design the overall look of the course, produce templates, icons, optimise graphics and set up discussion boards, content modules, organiser pages and quizzes. The Web Maid ensures that html files comply with web publishing guidelines of the relevant institutes.

#### Outsourcing and who can benefit

Outsourcing is a common practice. Educational institutes experiencing funding cuts can benefit from outsourcing to a Virtual Assistant. Even fully staffed schools occasionally have large, undesirable or seasonal projects which could be outsourced to a Virtual Assistant.

#### What are the benefits?

Using a Virtual Assistant allows teachers or lecturers to concentrate on doing what they do best — teaching students.

- There is no need to worry about superannuation, tax, holiday pay or sick pay for temporary or casual staff — this is all included in The Web Maid's fees.
- Pay only for the time it takes to complete a task or assignment — don't pay for coffee breaks, smokes or for staff chatting on the phone.
- The Web Maid is not limited by conventional office hours.
- The Web Maid is only a phone call or an email message away.
- The school does not need to provide office space, computer equipment or specialist software.

#### What is a Virtual Assistant?

A Virtual Assistant offers services to clients via the internet and can be defined simply as an internet home-based secretary/assistant. The Web Maid uses virtual technology such as telephone, email, ftp (file transfer protocol) and instant messaging to provide an outsourcing service to clients. As access to all functions of WebCT is via the internet, it is not necessary for The Web Maid to have office space within the school.

#### I'm worried about confidentiality

Don't be. The Web Maid follows a strict confidentiality policy. Any information provided by way of client names, email addresses, fax/telephone numbers etc will not be passed on in any form to a third party. Confidentiality of all correspondence and documentation is guaranteed.

#### What else does The Web Maid do?

As well as WebCT development, The Web Maid specialises in, but is not limited by the following services:

- web site design and maintenance
- word processing, including mail merges, tables etc.
- desktop publishing
- powerpoint presentations
- digital illustrations, manipulations and some animations.

Visit the web site at [www.thewebmaid.com.au](http://www.thewebmaid.com.au) for a comprehensive list of services.

#### How much does it cost?

It all depends on what is required. The Web Maid aims to offer a professional, affordable service and most work is based on an hourly rate of \$25-\$35. A rate card is downloadable from the web site.

#### How does it work?

The client contacts The Web Maid by phone or email. Work is provided by hardcopy through the mail or via email. Once the work is completed, The Web Maid emails it back or sends a copy on CD.

#### What is The Web Maid's experience?

The Web Maid has 25 years experience in the workforce in a variety of office based positions. A full resumé is available on request.

Contact Leonie, The Web Maid to see how she can help you.

