

# Author Toolkit

## Recommended Resources

### Designing and Developing a Learner Experience

#### Goal Development

- 1) Outcome-Based Education: Writing Instructional Goals, Meeting the Objective: Physician Assistant Education, Curriculum Objectives Resource Guide  
<http://www.paeaonline.org/Project04/MTO/html/obe/outcome4.html>
- 2) Instructional Goals, Minnesota State Colleges and Universities  
[http://vfc3.project.mnscu.edu/index.asp?Type=B\\_BASIC&SEC=%7bE3F7CF73-CD4C9D-929F-172867E72B9B%7d](http://vfc3.project.mnscu.edu/index.asp?Type=B_BASIC&SEC=%7bE3F7CF73-CD4C9D-929F-172867E72B9B%7d)

#### Learning Objectives

- 1) Outcome-Based Education: Writing Instructional Objectives, Meeting the Objective: Physician Assistant Education, Curriculum Objectives Resource Guide  
<http://www.paeaonline.org/Project04/MTO/html/obe/outcome5.html>
- 2) A Quick Guide to Writing Learning Objectives, Big Dog & Little Dog's Performance Juxtaposition <http://www.nwlink.com/~donclark/hrd/templates/objectivetool.html>

#### Organizing and Structuring Content – Instructional Design

- 1) Sequencing and Structuring Learning Modules in Instructional Design, Big Dog & Little Dog's Performance Juxtaposition  
<http://www.nwlink.com/~donclark/hrd/isd/sequence.html>
- 2) Rapid E-Learning 101, The Rapid E-Learning Blog  
<http://www.articulate.com/rapid-elearning/powerpoint-for-e-learning/>

#### Item Writing

- 1) Outcome-Based Education: Using Objectives in Assessing Student Performance, Meeting the Objective: Physician Assistant Education, Curriculum Objectives Resource Guide  
<http://www.paeaonline.org/Project04/MTO/html/obe/outcome9.html>

# Recommended Resources CONTINUED...

## Designing Instructional Aides

- 1) Accessibility Guidelines: Creating Accessible Continuing Education, American Speech-Language-Hearing Association  
<http://www.asha.org/CE/for-providers/Accessibility-Guidelines/>
- 2) Microsoft Office PowerPoint Help and How-to, 2003; 2007; 2010; Microsoft Corporation  
2003- <http://office.microsoft.com/en-us/powerpoint-help/CL010072915.aspx>  
2007- <http://office.microsoft.com/en-us/powerpoint-help/CL010072914.aspx>  
2010- <http://office.microsoft.com/en-us/powerpoint-help/CL010254952.aspx>
- 3) Learning center – Microsoft Office and Adobe, HP  
[http://h30187.www3.hp.com/campus/p/campusId/11263/Microsoft\\_Office\\_and\\_Adobe.htm?hplcpsession.id=9a3fafcf240383f9ea4e97308536](http://h30187.www3.hp.com/campus/p/campusId/11263/Microsoft_Office_and_Adobe.htm?hplcpsession.id=9a3fafcf240383f9ea4e97308536)
- 4) Preparing Presentation Slides: A Tutorial, by John Battalio, Bedford St. Martin's Re: Writing <http://bcs.bedfordstmartins.com/rewriting/wr6.html>
- 5) PowerPoint for E-Learning, The Rapid E-Learning Blog  
<http://www.articulate.com/rapid-elearning/powerpoint-for-e-learning/>
- 6) Instructional Design, The Rapid E-Learning Blog  
<http://www.articulate.com/rapid-elearning/instructional-design/>
- 7) Tips for creating and delivering an effective presentation (Microsoft Office PowerPoint 2007), Microsoft Corporation  
<http://office.microsoft.com/en-us/powerpoint-help/tips-for-creating-and-delivering-an-effective-presentation-HA010207864.aspx>

## Writing Guidelines and Tips

### Styles

- 1) AMA Manual of Style, 10<sup>th</sup> Edition  
<http://www.amamanualofstyle.com/oso/public/index.html>
- 2) Webster's Collegiate Online Dictionary <http://dictionary.reference.com/>

### Inclusive Language

- 1) Blueprint for Teaching Cultural Competence in Physical Therapy Education, APTA  
[http://www.apta.org/AM/Template.cfm?Section=Minority\\_Affairs1&Template=/CM/ContentDisplay.cfm&ContentID=49349](http://www.apta.org/AM/Template.cfm?Section=Minority_Affairs1&Template=/CM/ContentDisplay.cfm&ContentID=49349)
- 2) House of Delegates Position on Cultural Competence, APTA  
[http://www.apta.org/AM/Template.cfm?Section=Policies\\_and\\_Bylaws&CONTENTID=25403&TEMPLATE=/CM/ContentDisplay.cfm](http://www.apta.org/AM/Template.cfm?Section=Policies_and_Bylaws&CONTENTID=25403&TEMPLATE=/CM/ContentDisplay.cfm)

## Recommended Resources CONTINUED...

- 3) Language about Aging – Designations for Older Adults, Medicine Encyclopedia  
*<http://medicine.jrank.org/pages/953/Language-about-Aging-Designations-older-adults.html>*
- 4) Guidelines for Reporting and Writing About People with Disabilities The Research and Training Center on Independent Living, University of Kansas  
*<http://www.isi.ku.edu/news/featured/guidelines.shtml>*

### **Copyright Basics**

- 1) Copyright Basics, United States Copyright Office  
*<http://www.copyright.gov/circs/circ1.pdf>*
- 2) Introduction to the Permissions Process, Stanford Copyright & Fair Use Center  
*[http://fairuse.stanford.edu/Copyright\\_and\\_Fair\\_Use\\_Overview/chapter1/index.html](http://fairuse.stanford.edu/Copyright_and_Fair_Use_Overview/chapter1/index.html)*