

UConn Health Guidelines for Developing Web Based Trainings (WBT)

Format/Style Guidelines:

- Use PowerPoint slide layout templates, use the minimum **Title Only**, this will provide an outline of the published content; don't use the blank template
- Use left justification for basic text
- Use common sans serif fonts such as Arial and Tahoma, avoid using serif fonts such as Times New Roman
- Use a minimum of **22** for font size on slides
- Use no more than 3 different font sizes on a page
- If you use audio, provide a transcript of the dialog; this can be in the notes section (American with Disabilities requirement)
- Use bullets, numbered lists, tables and charts to break up long sentences
- Don't use underlines except for links
- Avoid special effects- blinking flashing and moving text
- Use lighter colors behind dark text and darker colors behind light text
- To emphasize words or concepts use **bold**, avoid using italics, all capitals or underlines; do not bold the entire presentation
- Limit amount of text on screen, use short lines of 40 to 60 characters
- Use clearly labeled and legible tables and charts
- Use person-first language (use a person living with schizophrenia not a schizophrenic)
- Define acronyms on the first mention, but not in titles or headings
- Use correct spelling, grammar, and capitalization
- Use consistent terms throughout
- Use parallel form in a list (all items listed in a series begin with the same part of speech (noun, verb, adjective and adverb), are approximately the same length and are given a similar format)

Resource Guidelines:

- Provide reference citations and cite references for all borrowed resources and ideas (i.e. books, periodicals, journals, internet based-resources, tables, charts, etc.)
- The American Psychological Association (APA) Guidelines should be used to cite resources (APA is used to cite works in the social and behavioral sciences)
- Follow the APA guidelines regarding capitalization, grammar, punctuation, abbreviations, italics, etc.
- **References must be provided, in proper APA format, at the end of the presentation.**

- When researching the American Psychological Association (APA) Guidelines, we came upon the Purdue Online Writing Lab (OWL). You may find this comprehensive resource beneficial when preparing a researched presentation. The APA Guidelines, detailed examples, etc. can be found under the “Most Popular Resources” heading on their home page <http://owl.english.purdue.edu/>

Quiz Guidelines:

- Use Microsoft Word to write up your questions
- Ensure the content for all quiz questions is covered in the training
- Questions should be True/False or Multiple Choice
- If you use options such as “Both A and B” make sure answers are not “shuffled”
- True/False questions should be statements not questions (including a period at the end of the sentence)
- Indicate how many questions you would like user to have to answer
- Indicate if any questions should be asked every time, if creating a larger pool of questions than will be asked
- Indicate if any question should be weighted higher than other questions (if they don’t answer this correctly they won’t pass)
- Identify passing score (80% is recommended)

Pictures/Clip Art:

- Use only Microsoft on-line clip art, or purchased clip art without copyrights
- Many photographs and pictures that can be found on the internet while available still are copyrighted, do not use them
- Take digital photos when appropriate to illustrate web-based training, get releases signed by people in photographs and keep on file