Web-based Training Production:
SME Presentation Prep Tool

Overview

You'll be helping the National Training & Education Office create a website that offers many of the sessions from VeHU 2005. The website makes it possible to reference these sessions after the conference is over.

Introduction

This document is designed to help you share your expertise as you prepare your VeHU 2005 presentation material to become web-based training.

You'll be breaking your material into 10-12 minute "chunks." To help yourself organize your information for this website, think of your favorite cooking or home improvement TV program. The hosts can squeeze an entire meal or construction project into a half-hour show and not lose the impact of what they're demonstrating.

You can do the same with *your* session. For example: just like the TV hosts do, there will be segments of your presentation that you prepare ahead of time; you'll be able to highlight special features; and you even have a script that you'll complete.

This document contains several elements that you'll prepare in advance for your presentation.

About The SME Prep Tool

This procedure guide provides step-by-step instructions for using most of the functions of SME Presentation Prep Tool. For additional help on functions not covered in this guide, please refer to the on-line help. The procedures covered in this guide include:

Continued on next page

How to Use The SME Prep Tool

This procedure guide walks you through the steps to complete each of the tasks listed above.

Within each step there are action items for you to complete. These identify your actual tasks in using this tool.

At the end of the SME Prep Tool are several appendices. These appendices provide helpful information to aide you in presenting, plus handy examples for completing your scripts.

As you use this tool, you'll notice several icons that identify certain kinds of information. Here's what they mean:

Icon	Function
Action Item	*This is an Action Item and gives a specific task that you need to complete before going on to the next one.*
	This is an Alert to indicate important information that is key to your success.
	This is an important note.

Objectives of This Guide

Upon completion of this guide, you will have:

- Clearly identified the objectives of your session
- Clearly identified the tasks that the learner completes in order to meet those objectives
- Created a script that leads the learner through the tasks
- Uploaded necessary electronic files to the VeHU server for use both at the conference and during recording sessions for the website.

Let's Get Started…

OK, let's get started…

Continued on next page

The SME Prep Tool

How to Begin

Before you begin to use the SME Prep Tool, it's important to understand the process of preparing a presentation script and your electronic files.

Introduction

This "How To Begin" section describes the four easy steps that help you prepare your material. You'll be identifying what is covered in your presentation, how to make a script to convey that information (see *page 8*), and how to prepare your electronic files. (And as mentioned before, there's an appendix with guidelines on how to give your presentation in a comfortable, engaging way! *See Appendix A*.)

There are four steps in the SME preparation process:

Step	*Function*
Step 1: Objective and Chunks	In this section, you'll describe in general terms the overall goal of your session -- your *Learning Objective*. Then you'll focus on the specific segments of this objective. We call these segments *"Learning Chunks."* • Each chunk will appear on the web page as a 10-12 minute segment.
Step 2: Tasks and Demo	In this section, you'll take each Learning Chunk and break it down into smaller subtopics or tasks. In fact, you'll be describing real-world tasks that can be performed in your area of CPRS. By demonstrating these tasks, you'll be focusing on specific points of importance. • This makes it easier for learners to remember what you've shown them. • This section also helps you get ready for Section 3.
Step 3: Session Script	In this section, you'll prepare your script for each 10-12 minute Learning Chunk on the web version of your VeHU 2005 presentation. ✓ ***Note***: *We have included guidelines to help you with your script in Appendix A, and an example script for you in Appendix B.*
Step 4: Upload Your Presentation	This section helps you inventory all your presentation files. Then you'll copy them to where they should be located for your live presentation. This ensures that these files are available for the creation of the VeHU 2005 website. A little technical, but not hard at all.

Continued on next page

Step 1: Objectives and Chunks

In this step, you'll begin to explain the goal of your presentation. Then you'll segment that goal into what we call "Learning Chunks."

Action Item

To introduce your session, first state the name and session number. Then describe the Learning Objective (or goal) of your session in one sentence. If it takes more than one sentence, consider that perhaps you are trying to cover too much in the session.

Here's an example:

Information Part	Description
Session title:	*Getting to know the Consults Tab, Session 000.*
Learning objective:	*The goal of this session is to provide an overview of the most common tasks you'll perform under the Consults Tab.*

Let's continue…

Next Steps…

Next, you'll identify the different segments of your presentation. These segments, called "Learning Chunks," can be organized by tasks or topics. Each Learning Chunk is 10-12 minutes long. Some presentations will have a single Learning Chunk. But many times a presentation incorporates three or four chunks.

Remember to number your chunks.

Action Item

Provide a short title to label each Learning Chunk. Then add a brief description to identify exactly what you want the learners to learn.

Continued on next page

We’ll add to our example:

Information Part	Description
Session title:	*Getting to know the Consults Tab*
Learning objective:	*The goal of this session is to provide an overview of the most common tasks you’ll perform under the Consults Tab*
Chunk 1 title:	*Part 1 -- Adding a Personal Note*
Description:	*I want the learners to understand the main features of adding a personal note to a patient's record.*

Next Steps…

After you're done with Step 1, you’ll further define your Learning Chunk in more detail during Step 2.

Continued on next page

Step 2: Tasks and Demo

Now that you've described what the Learning Chunk(s) will do, you need to break the chunk into the components - or "subtopics" - required for the learner to understand it. Each Learning Chunk is divided into subtopics of approximately 4-5 minutes in presentation length.

Action Item

Provide a list of subtopics for each Learning Chunk.

We'll complete our example:

Information Part	***Description***
Session title:	*Getting to know the Consults Tab*
Learning objective:	*The goal of this session is to provide an overview of the most common tasks you'll perform under the Consults Tab Learning Chunk 1*
Chunk 1 title:	*Part 1 -- Adding a Personal Note*
Description:	*I want the learners to understand the main features of adding a personal note to a patient's record.*
Learning Chunk Subtopics:	*1. Where to find the dialog box for this feature* *2. How to select the options you want* *3. Tips for writing a good note*

Next Steps… When you're done, the information from Steps 1 and 2 will help you create a basic script for yourself. We'll construct the script in Step 3.

Continued on next page

Step 3: Session Scripts

In the preceding two steps, you've outlined the learning objective and what will be covered in the Learning Chunks. In this step, you'll prepare your information for those learners who could not attend VeHU this year. You'll use a script to do this.

You'll create a script that will help you do three things as part of the web based training:

- **Introduce** your session, goals, and Learning Chunk(s) to the learner.
- **Explain** the important tasks or procedures.
- Briefly **summarize** what you just covered.

This is where it all starts to come together! The script you create will be in two parts, using information from Steps 1 and 2:

Part	Function
Introduction Script	Uses information from Step 1: Objectives and Chunks • helps you introduce your session and goals
Learning Chunk Script	Uses information from Step 2: Tasks and Demo • helps you explain the details of those goals

Let's continue…

✓ Each session has one Introduction Script, but if you have several chunks, it may have several Learning Chunk Scripts.

Next Steps…

There's an example script in Appendix B and C. It's recommended that you look this over before you begin filling in the script templates that are provided for you.

Action Item

Fill in the script template that begins on the following page. Use the information you've articulated in the first two sections to help you start composing your scripts.

Continued on next page

Your Session Introduction Script and Learning Chunk Scripts

Fill in the blue prompts in the script template below to create your INTRODUCTION and Learning Chunk Scripts…

Information Part	*Description*
Session title:	*Enter the title of your session*
Learning objective:	*Enter The goal of this session, described in one sentence.*
Chunk 1 title:	*Enter the title for your 1st Learning Chunk*
Description:	*Enter a description of that leaning Chunk*
Learning Chunk Subtopics:	*1. Enter a subtopic for that Learning Chunk* *2. Enter another subtopic for that Learning Chunk* *3. Enter as many subtopics as you need*

Session Introduction Script

VeHU 2005

Identifiers

Hello!

This session is [session title, session number]. My name is [first name, last name] and I work at the [facility, geographic location]. ([Introduce any co-presenters])

Session Overview

The goal of this presentation is to [insert Learning Objective],

This includes:

1. [Chunk 1 Title]
2. [Chunk 2 Title]
3. [Chunk 3 Title]

(…more if needed.)

Continued on next page

Learning Chunk Script

VeHU 2005

Intro to Learning Chunks	This part is entitled [Learning Chunk title]. Here we're going to talk about [description of Learning Chunk]. I want you to walk away knowing: 1. [subtopic 1] 2. [subtopic 2] 3. [subtopic 3]
Main Content	Let's get started… [Enter content, outline, and/or presentation notes. Take as much space as you need to cover your material. See Appendix A for helpful speaking and narration guidelines. See Appendix B for an example script.]
Conclusion	So here's what we've covered. We've seen how to… 1. [subtopic 1] 2. [subtopic 2] 3. [subtopic 3] (If needed): For more information, please go to [web address] or contact [instructor or department].

Action Item

Print this script. You'll use it both to practice with and to present with.

Continued on next page

Step 4: Upload Your Presentation

This step helps you inventory all your presentation files. Then you'll copy them to the VeHU 2005 folders. This simplifies things for you: this will make them available in Nashville, Tennessee for your presentation *and* for the creation of the VeHU 2005 training.

It's important that your filenames all begin with the three numerals that make up your session number, then add your choice of a descriptive filename. You'll find more detailed instructions at the VeHU 2005 website listed below.

Remember not to use spaces anywhere in your filename.

Show me an example here

Action Item

One last time, make sure that the files you will copy to the VeHU 2005 folders are your final versions.

If you make any changes to your files, you'll need to re-upload them. It is very important that the filename is the exact filename you used before—your new edited version will overwrite the older version.

Action Item

Follow the steps below to access the VHA 2005 eHealth University Website and upload your presentation materials to the Web.

Step	Action
1	Go to this URL: http://vaww.VeHU.med.va.gov/VeHU2005/Faculty/GeneralInfo.cfm?CFID=21277
2	Once there, click on the Upload Presentation Link.
3	Then follow the directions to do the following: • Select and upload your presentation • Select and upload your video or other media.
4	Click the submit button.

Continued on next page

Get More Information…

Contacts

If you are having problems completing Step 4, please contact:

Xxxx Xxxxxxx
Education Project Manager
Office: 319-000-000
Email: xxx.xxxxx @med.va.gov

Xxxx Xxxxxxx
Technical Coordinator
Office: 562-000-000
Email: xxxxxx.xxxx @med.va.gov

Continued on next page

Appendices

Appendix A: Guidelines for Narration

Language

Write your narration just as you would speak in conversation. You don't need to be overly-formal.

- ✓ *Learners will understand more if your narration is in plain English.*

Don't assume that the learners are familiar with specialty terms or buzzwords. Remember to explain what acronyms mean (for example, you would explain that "GNP" is "Gross National Product").

- ✓ *Learners will dismiss or ignore information if they don't understand the clinical language.*

During the multimedia recording session, you will have the opportunity to pause between sentences, actions, or screen events.

- ✓ *Because it's not presented in front of a live audience, you won't need to worry about getting through your script non-stop. You can collect your thoughts before explaining important ideas or procedures on-screen.*

Continued on next page

Actions

Do take the time to rehearse with your presentation team.

- ✓ *This helps in ensuring an efficient recording session.*

Do take the time to sit down in the faculty room at VeHU 2005 to ensure that your accounts are set up correctly on the VeHU servers. Also ensure that any additional necessary files, such as PowerPoint files, Word documents, etc., have been properly loaded to the VeHU server. Be sure that you have taken these preparation steps prior to your recording session.

- ✓ *This helps in ensuring an efficient recording session.*

Don't take for granted any screen event, mouse action, or mouse click. Remember to mention every action or click performed on the screen (see Appendix B for an example script).

- ✓ *This helps the learner in remembering where options and features are located in the Care Management interface. This also helps in creating interactions on the website.*

Don't spend valuable time teaching the learner how to perform basic windows functions.

- ✓ *You can assume that the learner has a basic knowledge of the computer and is familiar with basic functions.*

  For example:

  DO: Instruct the user to "click on the edit button."
  DON'T: Instruct the user to "take your mouse cursor and move it over the button that says 'Edit' and then left click on that button").

It is not necessary to perform the same action twice. If a menu or action has several options or features, perform one of them. Then simply *discuss* the others.

- ✓ *You want to introduce the learner to the features, not force them to watch you perform the same thing over and over. Remember that the learner will be using a website—he/she can review your presentation as many times as needed. (And this may save you a lot of time and effort as well!)*

Work with your presentation team to minimize the number of presenters in the recording session, if possible.

- ✓ *During the recording session, it's not necessary to have every presenter who spoke in the live, hands-on session present. If you have four or five presenters in the live, hands-on session, consider that two or three of them might be able to cover all the material during the recording session? This could not only make it easier to schedule the recording session, but it could also simplify the recording process.*

Continued on next page

Reading

There are several effective techniques for making sure your script is well composed and effective:

Relax. Take a deep breath and pause before you begin speaking. Remember that the outcome of the recording session will be edited by the multimedia development team to remove any unnecessary comments, repeated lines, or mistakes. Remember that they can remove mistakes, but we cannot add any comments later. Take your time, if you need to re-read something or restate something more than once to get it right, now is the time to do it.

- ✓ *The learner will be listening for the new information, not judging you on how suited you are for a career in broadcasting. They are using the website to learn, and you are there to help them. If you sound too nervous or read too quickly, the learner will be distracted from the material you're presenting.*

Practice reading your script aloud. Listen to yourself and what you're saying.

- ✓ *Does it make sense? Is the information too general or too detailed? Did you forget anything?*

Practice by reading your script into a tape recorder. Listen to it *without* reading along on your script. Pretend you are hearing the information for the first time.

- ✓ *Again, does it make sense? Is the information too general or too detailed? Did you forget anything?*

One Final Note…

A member of the multimedia development team will be with you during your recording session.

- ✓ *If you have any questions or concerns, that team member will be glad to coach you.*

Continued on next page

Appendix B: Example Session Introduction Script

Information Part	Description
Session title:	*Fancy Documents*
Learning objective:	*The goal in this session is to demonstrate basic techniques to organize word documents and make them easier to read*
Chunk 1 title:	*Simple Text Changes in Microsoft Word*
Description:	*The learners will learn several ways to change the appearance of text in a document.*
Learning Chunk Subtopics:	*1. Change a title into bold text* *2. Change a word into italic text*

Session Introduction Script

VeHU 2005

Identifiers	Hello! This session is [Fancy Documents, Session 901]. My name is [John Smith] and I work at the [Wade Park VA in Cleveland]. ([With me today are Shawn Williams and Paul Ngoren])
Session Overview	The goal of this presentation is to [demonstrate basic techniques to organize word documents and make them easier to read], This includes: 1. [The Use and Abuse of the TAB Key] 2. [Simple Text Changes in Microsoft Word] 3. [Formatting Paragraphs]

Continued on next page

Appendix C: Sample Learning Chunk Script

Learning Chunk Script	VeHU 2005
Intro to Learning Chunks	This is part [2], entitled [Simple Text Changes in Microsoft Word]. Here we're going to talk about [several ways to change the appearance of text in a document]. I want you to walk away knowing: 1. How to make bold text… 2. and how to make italic text.
Main Content	Let's get started… We've already opened the MS Word Application. Click the FILE menu… And select NEW. When the dialog box pops up, click on "blank document," Then click OK. Type in the text "A Tale of Two Cities" And hit your ENTER key. Then type in the phrase "by Charles Dickens" We are going to change the title into bold text: Highlight the words "A Tale of Two Cities" on the first line. Click on the FORMAT menu at the top… and select FONT. This dialog box will pop up: under the FONT STYLE column, select Bold. Click OK. You should see the title has changed to a Bold text. Now we are going to change the author's name into italic text: Highlight the words "by Charles Dickens" on the second line. Click on the FORMAT menu at the top… And select FONT. This dialog box will pop up again: under the FONT STYLE column, select Italic. Click OK. You should see the author's name has changed to an italic text.
Conclusion	So here's what we've covered. We've seen how to… 1. make bold text…

	2. and we've seen how to make italic text. Always remember to save your document. For more information, please go to [the HELP menu in MS Word].