



## NPDN E-Learning Authorship Guidelines

**Last Updated: July 14, 2009**

1. Pest, pathogen, commodity, or regional specific modules of interest to the NPDN First Detector program may be submitted.
2. Source of images, graphics, videos, sound, etc., must be available for educational use only. Sources must be appropriately cited.
3. E-Learning modules may be outlined in MS Word, notepad, PDF, or PowerPoint.
4. The following files may be referred to in the overall outline, but should be submitted as separate files: images, video, illustrations, sound, and any stand-alone Adobe Flash® (.swf) files you have created.
5. A quiz, with a question bank of 20-30 questions, should be planned for each module. These will be randomly generated into a post-module quiz of 10 questions. Outline your questions, as you would like them to appear on screen. The quiz may be prepared in any word processing program or PowerPoint.
6. Helpful Tips:
  - Remember that learning questions can be easily inserted in a module. When outlining your module, clearly outline the feedback that you would like users to receive when they respond to your learning question(s).
  - Remember that learners will be reading this material, so design with an online view of the content in mind. You may provide sound files to overlay an individual slide; but keep in mind that hearing impaired readers will not be able to hear sound or video files. Text-based options for the hearing impaired are a good idea.
  - You can view the following online modules (go to <http://cbc.at.ufl.edu/> take the online modules) for ideas in terms of your design:
    - Mission of the NPDN
    - Monitoring for High Risk Pests
    - Diagnosing Plant Problems
    - Submitting Diagnostic Samples
    - Photography for Diagnosis
    - Disease and Pest Scenarios
    - Chilli Thrips
    - *Ralstonia solanacearum* Race 3, biovar 2
  - You may include some general management information in your modules, but refrain from pesticide specific recommendations.
7. All modules are subject to review by the NPDN Training & Education Subcommittee and other appropriate specialists. Advance reviews of content obtained by authors are encouraged and appreciated.
8. Posting of modules on the NPDN Training & Education website will occur on a first come, first serve basis.
9. Content for Submission and Questions May be Directed To:

Amanda Hodges, Ph.D.  
National Plant Diagnostic Network Training Coordinator  
Entomology & Nematology Department  
University of Florida, IFAS  
Natural Area Drive  
PO Box 110620  
Gainesville, FL 32611-0620  
Office: (352) 273-3957  
[achodges@ufl.edu](mailto:achodges@ufl.edu)

Authors should include name, e-mail, and phone number of lead author for communications regarding module submissions.