

# New Mexico Department of Public Safety Training and Recruiting Division



Instructor Guide / Student Study Guide  
Instruction Manual

**New Mexico Department of Public Safety Training and Recruiting Division**  
How to Use the Instructor Guide / Student Study Guide Template

This manual is not an Instructor Development course. It assumes you are familiar with the Instructional System Design Model, developing Learning Goals and Objectives, developing testing instruments, and using Microsoft Word and PowerPoint. The manual focuses on formatting your instructional content using the Instructor Guide Student Guide template. There are numerous possibilities which can be employed to construct a new Instructor Guide or convert an existing Lesson Plan to the Instructor Guide format. This manual will offer suggestions based upon techniques already used and found to be effective. This manual will use MS Office 2003 to illustrate steps. If you use an earlier version or use another office suite such as Corel WordPerfect Office you will need to convert these steps to accommodate how your software applications handle the tasks discussed.

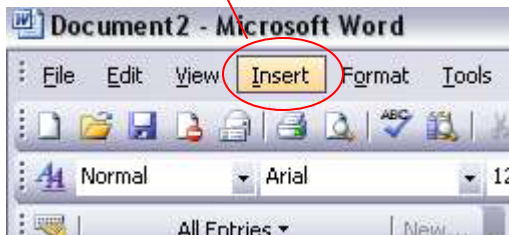
Keep in mind, when working with graphics, your document size can become quite large. Make sure your computer has adequate memory and hard drive space to accommodate working with large files.

**Creating an Instructor Guide from New Material**

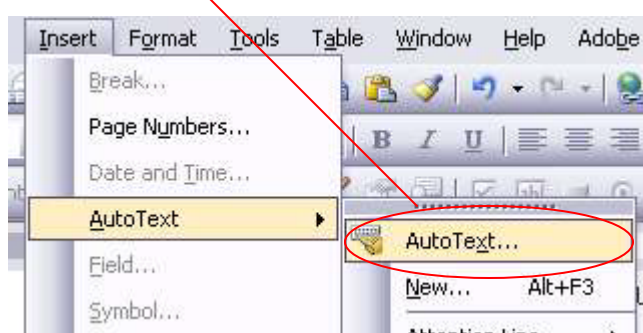
It is recommended that you use the following sequence to create your Instructor Guide and Student Study Guide.

First, it is suggested you turn off several default features in MS Word which includes the automatic numbering feature and the graphics canvas feature. To do so follow these steps:

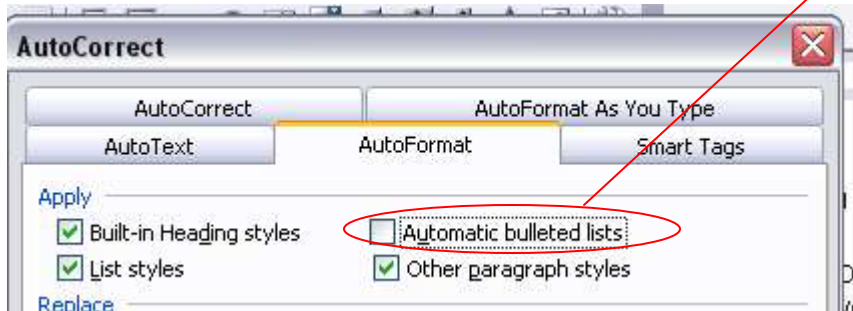
Select the **In**sert menu item



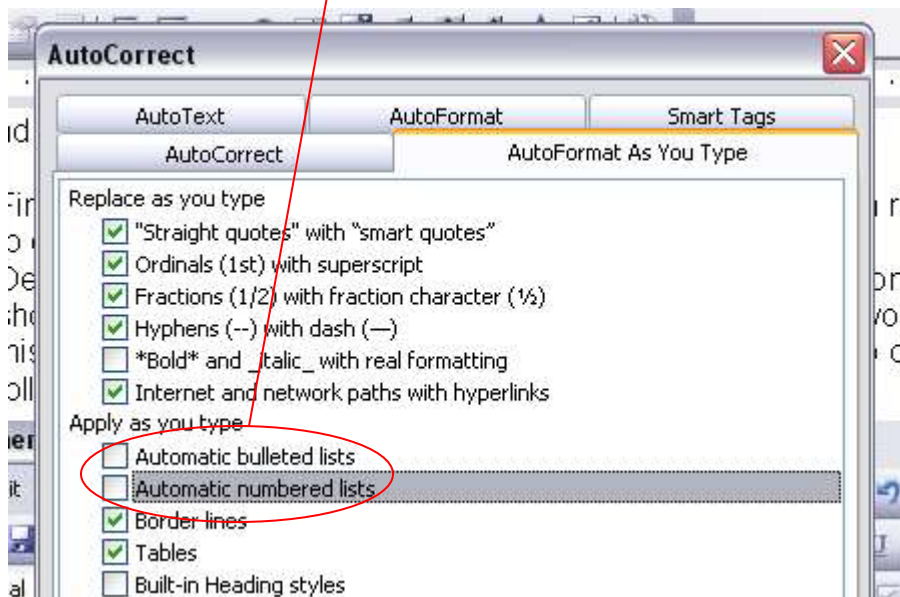
Select **Au**toText from the dropdown menu



Select the **AutoFormat** Tab and uncheck the box labeled: **Automatic bulleted lists**

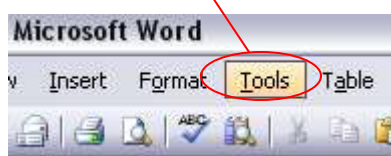


Select the **AutoFormat As You Type** Tab and uncheck the Automatic bulleted lists box and the Automatic numbered lists boxes. Click the **OK** button to save the changes.

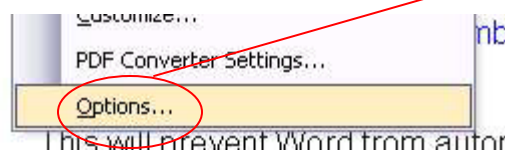


This will prevent MS Word from automatically indenting and numbering. Another feature you will want to turn off is the feature which creates a drawing canvas with autoshapes. To do this:

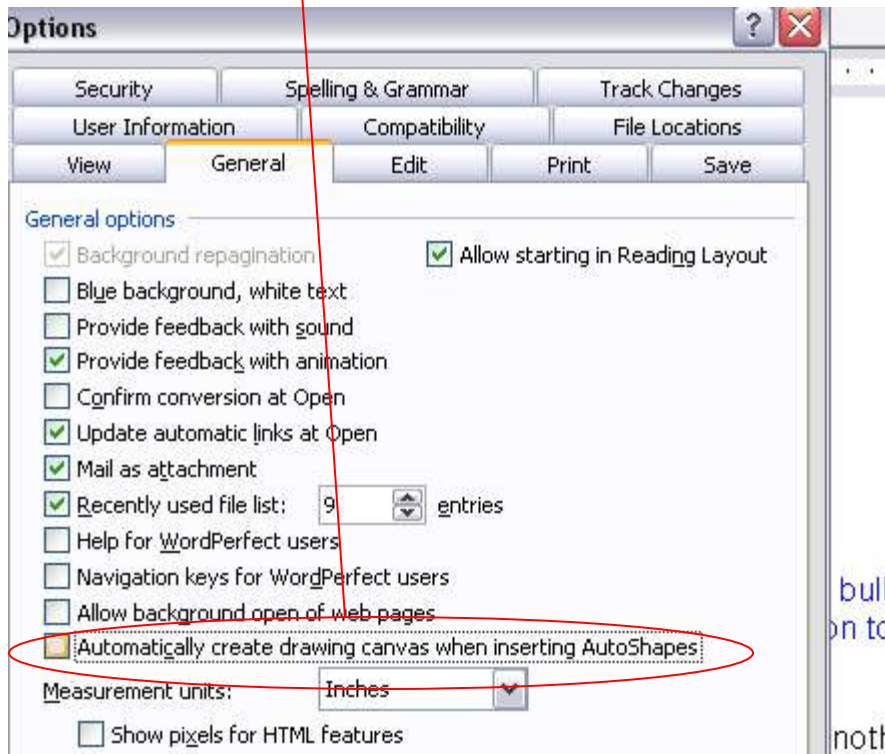
Select the **Tools** menu item



From the drop down menu select **Options**



Uncheck the **Automatically create drawing canvas when inserting AutoShapes** box and click the **OK** button to save the change.



This will allow you to create your text boxes for instructor and student notes without pushing the text to another page.

Other defaults you may want to change include:

- Set font and font size to ARIAL 12 PT.
- Set Margins to Left: 0.75", Right: 0.5", Top: 0.5", and Bottom: 0.5"

Once the formatting issues are addressed develop the outline of your course. This will be used as a roadmap to developing the course content.

Develop your content using your outline as a roadmap in a temporary Word Document. The content should **not** use the traditional outline formatting.

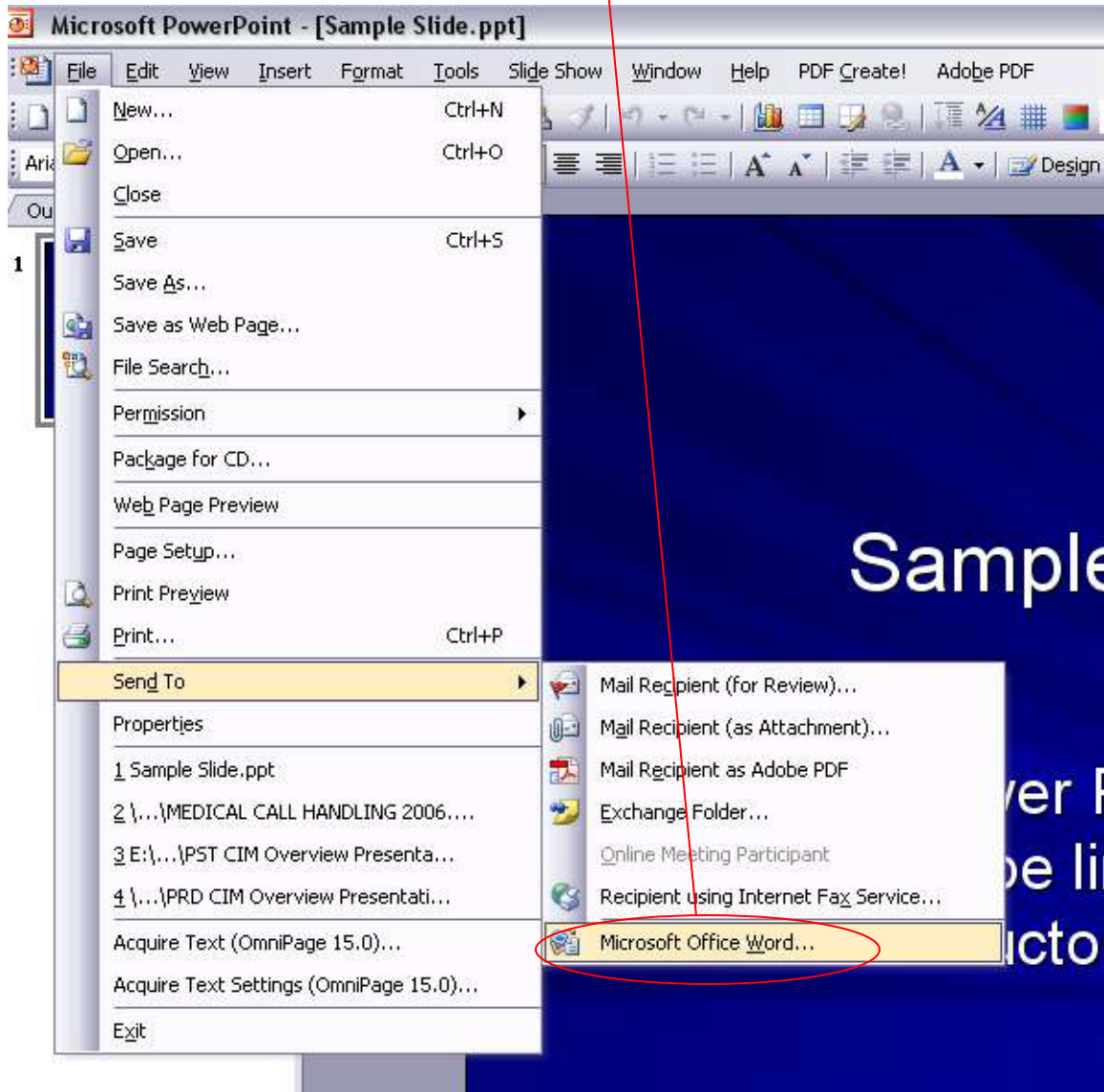
Once you have your course content, you can create your MS PowerPoint presentation.

The MS PowerPoint presentation should follow the same strategy as the outline. It will act as a roadmap for the instructor and will be a vehicle for adding interest to the instruction by including graphics, imbedded audio and imbedded video.

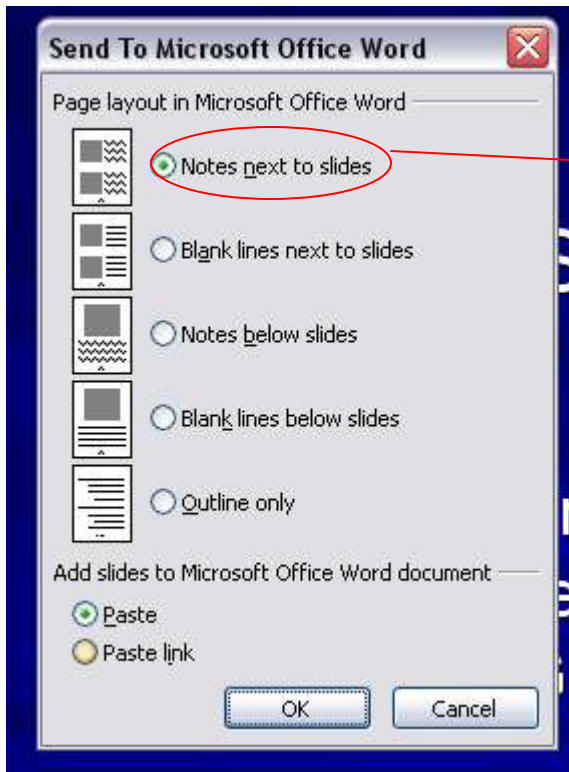
You should use the course content to build your slides. Slides should use bullets (animated or static) to give the instructor “Talking Points”.

Once you have developed your presentation you will need to save a copy of it to a Word file which will create your “thumbnail” graphics to copy into your Instructor Guide. To do this in MS PowerPoint:

Select **File**, then **Send To** and **Microsoft Office Word**

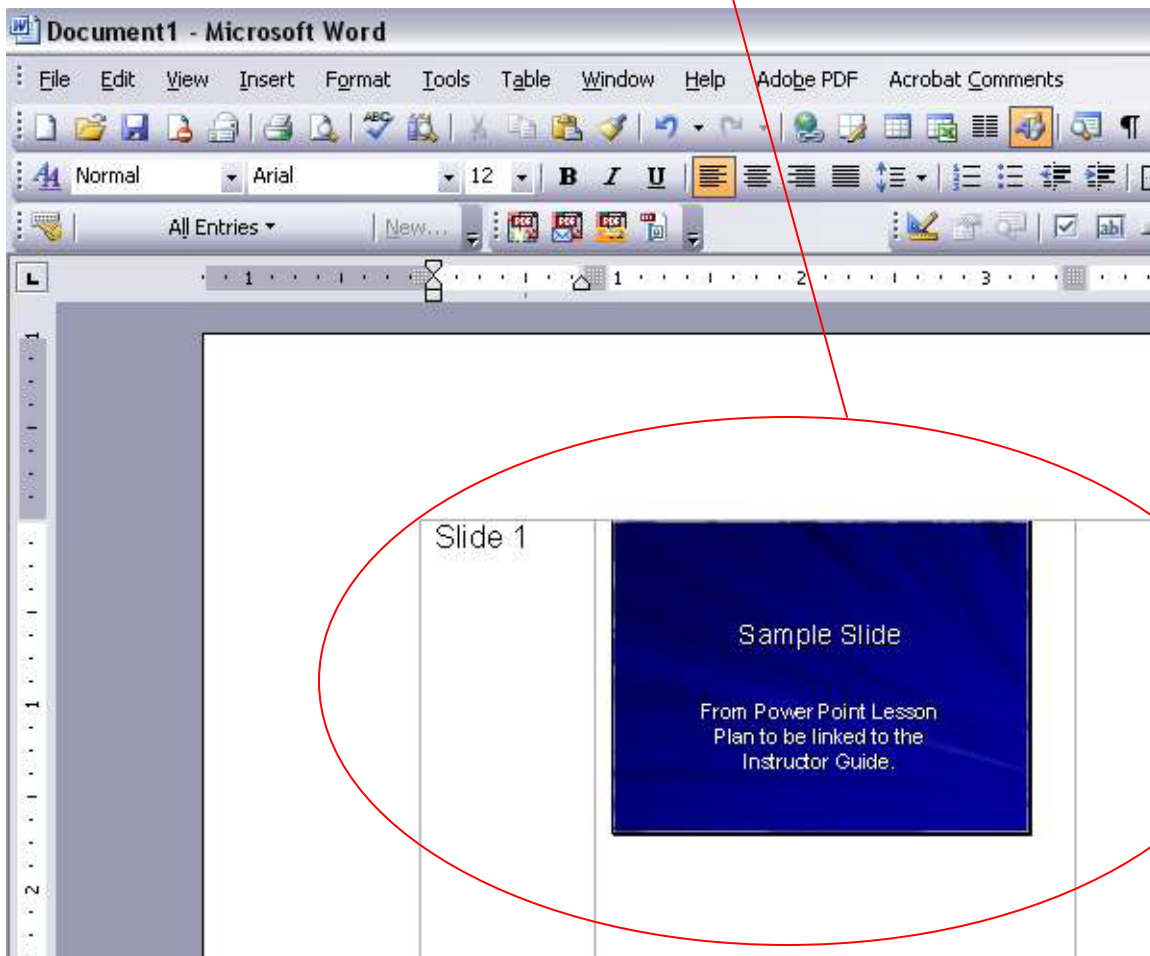


This will create a Word file with thumbnails of all of our presentation slides.

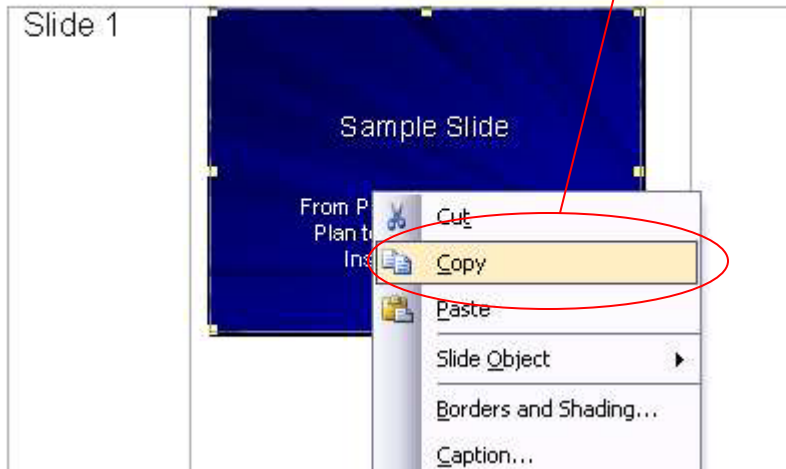


You will be presented with a box with options. Click the **Notes next to slides** radio button, if it isn't already selected and click on the **OK** button to create the file. The created file will be displayed in MS Word as a yet to be named document.

Each slide number will be to the left and your notes will be to the right. If you desire, you can also use your presentation notes as instructor notes in your Instructor Guide. This will be discussed later in the manual.



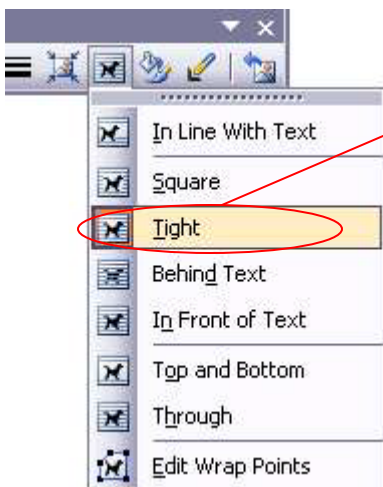
To copy a thumbnail click on it with your mouse. You will see the slide outlined with small boxes at the corners and midpoints of the border. Next right click your mouse to access the drop down menu. Select **C**opy to copy the slide to the clipboard.



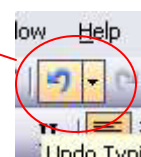
Open the file containing your course content and place your cursor in the text where you want the slide to appear. Again right click the mouse to open the drop down menu and select **P**aste. Your thumbnail will now appear. It will, by default, displace any text on the page. To get the text to wrap around, click on the thumbnail. A Picture Menu Bar will appear



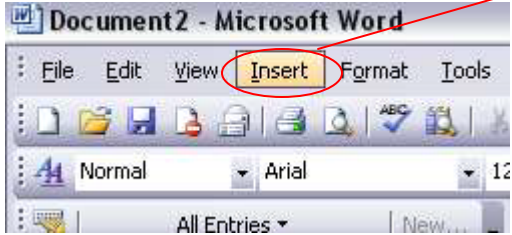
Click on the **T**ext Wrapping icon. A drop down menu will appear. Select **T**ight, this will allow the text to flow around the thumbnail. At this point you can also drag the thumbnail to another location on the page and any text will flow around where you move it to.



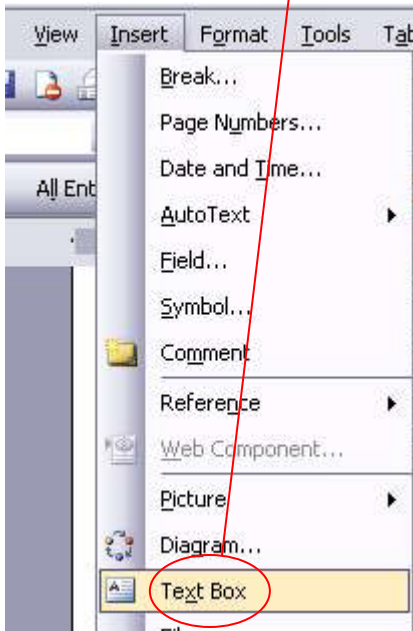
You can of course choose any of the text wrapping choices which may better fit how you want the graphic and text to behave. A word of caution – Selecting some options such as **T**hrough may make it difficult to move the graphic once it is surrounded by text, and Word may place the graphic behind a larger graphic on the page. If you get an undesired result, immediately use the **u**ndo function.



To create **Instructor Notes:** boxes select the **Insert** menu item.



Then select **Text Box**

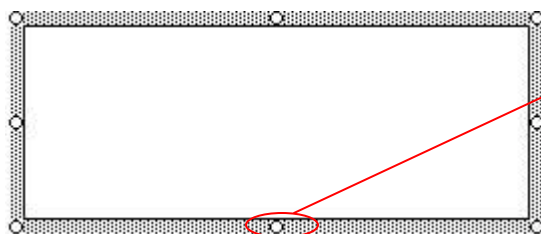



Your mouse pointer will change from an arrow to a crosshair symbol (+). Place the crosshair cursor where you want a corner of your text box to be anchored. Holding down the left mouse button drag the cursor to create your box. When the box is the size and shape you desire release the left mouse button.

You have created your Instructor Note box.




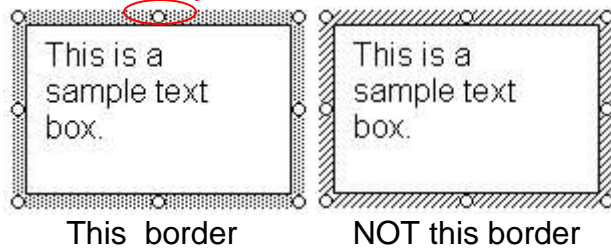
You can adjust the size or location of the text box by clicking on the box.



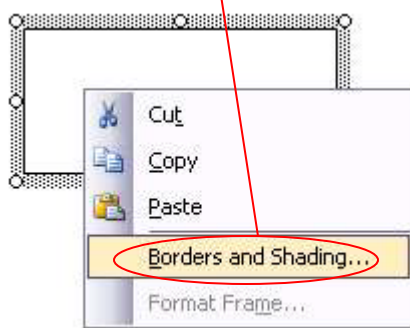
As you move your cursor over any of the eight  the cursor will change to a line with arrows at each end ( $\leftrightarrow$ ,  $\updownarrow$ ) which you can use to enlarge or decrease the box size by holding down the left mouse button and dragging in the direction you want the box to increase or decrease.

To enter text into the box, just click in it with the left mouse button. A cursor will appear inside the box and you can begin typing. If you find you need more space to type use the technique already described for enlarging the box. If you find you made the box too large for the text you typed, then use the technique already described to decrease the size of the box.

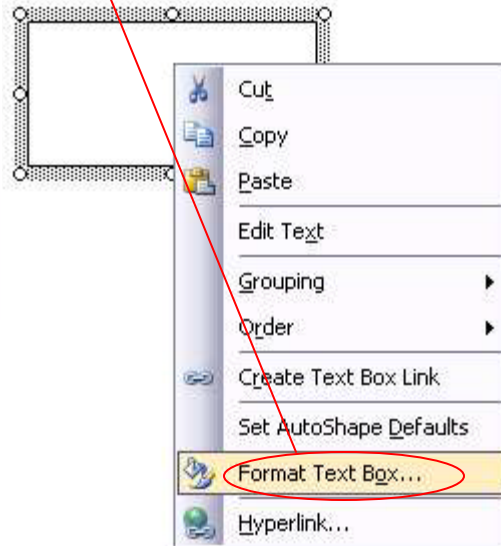
You can adjust many features of the text box including the line used for the border, placement of text within the box and the color of the box (shading). In the Instructor Guide format, **Instructor Notes:** text boxes are shaded a light yellow. To do this click on the box to display the shaded border with the eight . As seen in the example below you want the shaded border not the diagonal line border. You may have to click on the box twice (with your cursor on the border of the box) to get the shaded border.



Next, click the right mouse button and a drop down menu will appear. Select **Borders and Shading... or Format Text Box...**



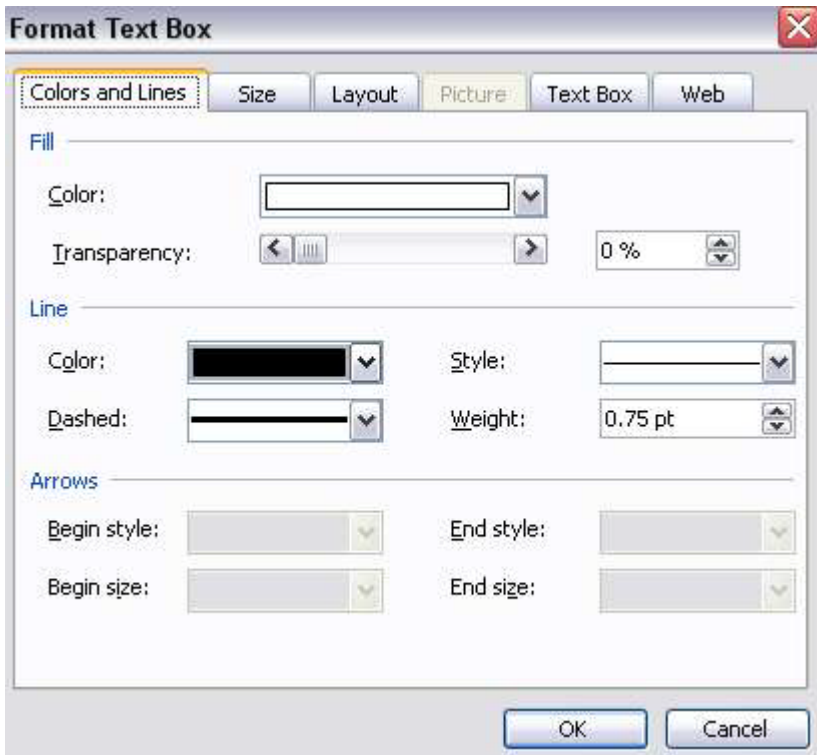
(1)



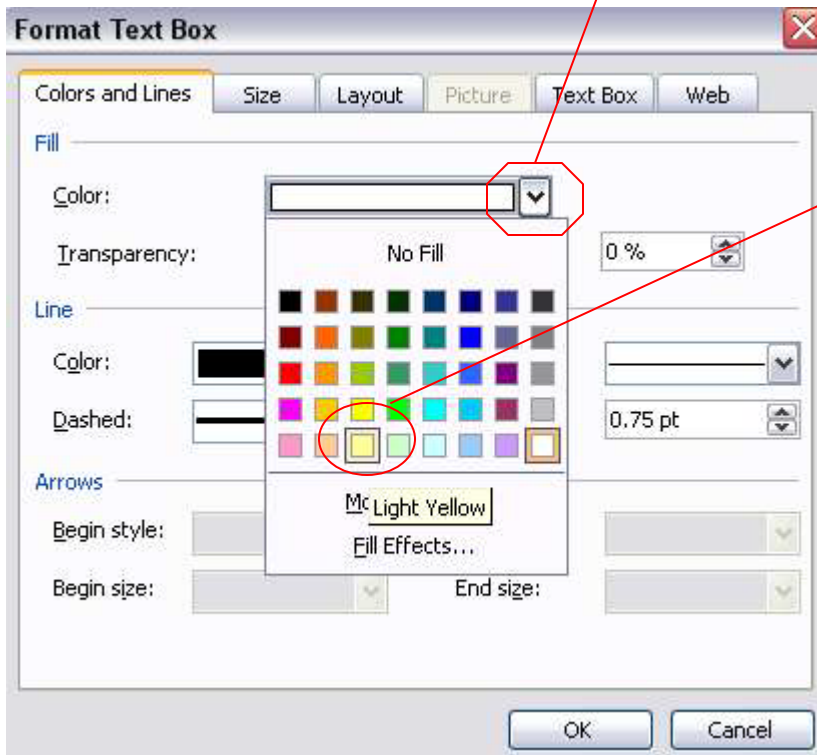
(2)

The menu that appears will depend on where your cursor is when you right click. If the cursor is inside the box and appears as the normal mouse arrow you will get the options shown in illustration (1). If your cursor is on the shaded border and is the line with arrows at each end ( $\leftrightarrow$ ) then you will get the options shown in illustration (2). Regardless of which one you are presented with click on the highlighted selection.

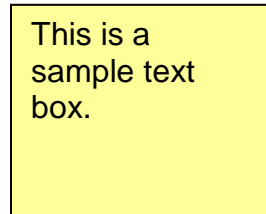
A Format Text Box will appear



Click on the Color drop down menu button to select the desired color.



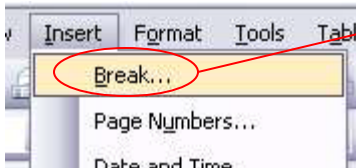
Select light yellow (bottom row, third from the left). The click on **OK** to save the change. Your Text box should now be shaded



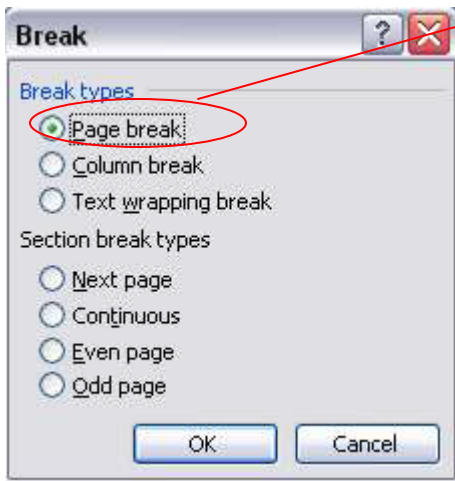
The Instructor Guide is designed to be printed on both sides of the page. The odd numbered pages have the course content and the even numbered pages have a lined text box for **Additional Instructor Notes**. You can insert the even numbered page Additional Instructor Notes text boxes as you go or do it when all the content has been inputted. The latter is easiest. To do this you only need to copy and paste the Additional Instructor Notes text box from the Instructor Guide template to the beginning of each even page. The content you have already entered will be pushed to the next page. You may need to make minor adjustments by adding or deleting a blank line to the top or bottom of the page.

You may want to enter mandatory page breaks to preserve the content displayed on a page. To add a page break:

With the cursor bar at the bottom of the page you want to end and begin a new page, click on the **Insert** menu item and choose **Break**



You will be presented with a **Break** menu. Choose the **Page break** radio button. (it should already be selected as the default.)

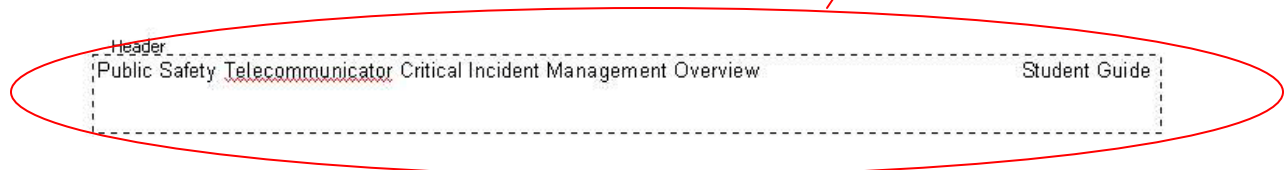


If you use the Instructor Guide template you will only need to change the Header information to reflect the Block and Accreditation numbers. If you are developing a lesson plan for an advanced, specialized or in-service course you can delete the Block and Accreditation number information and replace it with your Course name and Accreditation number.

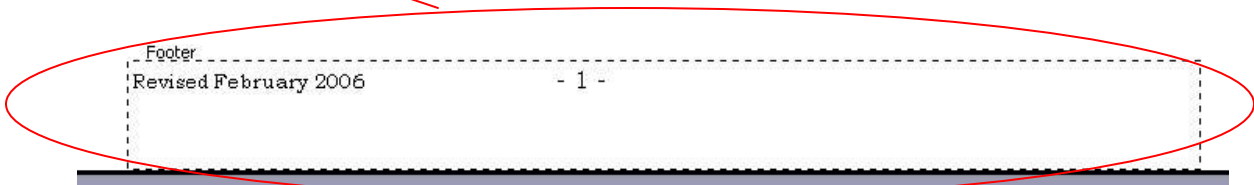
Save your Instructor Guide under a different name to preserve the original copy of course content. You will need it to create your Student Study Guide

### Creating a Student Study Guide

If you developed your course content in a temporary MS Word document and kept that document, your student study guide will be easy to create. Open the course content file. Create a header and footer. The **Header** should contain the name of the course and the term Student Study Guide.



The **Footer** should contain the revision date for the material and the page number:



Use line spacing 1.5.

You may use full justification

As discussed in the Instructor Guide, odd pages will contain the course content and the even pages will contain the Student Notes. Use the procedures already discussed for the Instructor Guide here to insert the lined text box on the even numbered pages of the Student Study Guide.

Any handouts will be included at the end of the Student Study Guide in the APPENDIX.

Although not required you may want to create a cover page for the Instructor Guide and Student Study Guide. Examples are included with the Instructor Guide template.

Once completed you may want to create a PDF of each document for distribution. The advantages are that the file size will be significantly smaller and the material will be viewable, but not editable. If you want to distribute an editable copy you will need to distribute the MS Word documents.