Seating and Mobility Academic Resource Toolkit (SMART) Content Sharing Instructions

Introduction:

ISWP recently launched Seating and Mobility Academic Resource Toolkit (SMART). Over 70 million people with disabilities need a wheelchair to be mobile, yet 20 million do not have one. The reasons for this are multifaceted, but a key component is the significant lack of professionals trained in this domain, from low to high resourced settings. To help address this issue, the International Society of Wheelchair Professionals (ISWP) has developed an online resource, the SMART. Please feel free to explore our resources here: http://smart.wheelchairnetwork.org We invite you to share additional resources you have to increase the utility of SMART and are excited to work with you to facilitate this process. We have explained the process of sharing resources below.

Process:

We request you to help share the following materials from your program to help us widen our resources. We created folders for each partner university to make it easier for organizing and later collating resources:

Google Folder Link: https://drive.google.com/drive/folders/0B6_SE_tacTWSRUlheFZfQ2dxakk

If your university name is listed in the folder:

- Step 1: If your university is listed in the google drive link, then please select it and you will be able to see the following folders and sub-folders, we would appreciate very much if you could please put any relevant resources in to the relevant folders.

The folder has the following folders and subfolders:

1   Advocacy

2   Course Evaluation

3   Set-up

    ◦   Materials

    ◦   Space

    ◦   Human Resources

4   Syllabus

5   Testing Materials

- ◦   Student Evaluations

6   Training Materials

- ◦   Case Studies

- ◦   Evidence Based Open Resources

- ◦   Lab Guides

- ◦   Lecture Materials

- ◦   Online Modules

- ◦   Outcome Measures

- ◦   Power Point Presentation Slide Decks

- Step 2: Please name all the files according to the instructions mentioned in the 'Categories' section below.
- Step 3: After naming all the files, please drag and drop them in the relevant folders in the google drive folder that you just created. Once complete, please let Krithika Kandavel at krithikak@pitt.edu know.

If your university name is not listed in the folder:

- Step 1: If your university is not listed in the google drive link, then please create a folder with your university name.
- Step 2: Please name all the files according to the instructions mentioned in the 'Categories' section below.
- Step 3: After naming all the files, please drag and drop them in the google drive folder that you just created. Once complete, please let Krithika Kandavel at krithikak@pitt.edu know.

Categories:

We have developed a systematic approach to categories all the resources to be consistent and organized. The following table provides the various categories along with description and examples for your reference:

File Name Component	Description	Examples
UniversityName	This will be the name of your university or training facility.	UMontreal UPittburgh ….
Country	This refers to the country where the content comes from	Canada USA …
ResourceSettings	It refers to the types of resource setting uploaded	High Middle Low
ContributorName	This will be the name of the person who is contributing the materials to ISWP	Rushton Smith …
Language	This refers to the language of the materials that are shared with ISWP.	English French Spanish …
Program(s)	It refers to the type of program where these materials are used (for example, OT, PT, PO, others). If the materials are used in multiple programs then please mention all the programs separated by a hyphen	OT OT-PT OT-PO-PT Other …
Date	It refers to the year during which the content was taught	2018 2017 …
WheelchairContent S = Step of WHO Wheelchair Service 8-steps	This refers to the specific wheelchair content like advocacy, syllabi, planning, all the WHO 8 steps, course eval and others. If the resource corresponds to multiple steps in a row then please do mention them as well by separating them with a	S1-S3 S2BodyFunctionStructure-S2Pers S3;S5-S6 …

	hyphen. If the resource corresponds to non-consecutive multiple steps please do mention them as well by separating them with a semi colon.	
ContentTypeNumber	This refers to the type of the content that is being shared, for example it can be a case study, lecture, lab, online modules, eval or website. If your sharing many case studies then we recommend to number them as casestudy1, casestudy2, etc	CaseStudy1 CaseStudy20 Lecture2 OnlineModule12 Eval3 EvalCriteria1 …
DocumentFormat	This corresponds to the format of the materials that are shared (for example, link, pdf, ppt, video)	.html .pdf .ppt .docx .mp4 .mov

To help us sort your resources better, we request your help in naming all the files that you share with ISWP to include all the 7 mentioned categories.

Please see examples below for your reference:

- Ex1. A 2018 French PowerPoint Presentation by Paula Rushton from Canada (high resource setting) to lecture on Steps 1 and 3 within OT program
  File name: UMontreal_Canada_High_Rushton_French_OT_2018_ S1;S3_Lecture1.pptx

- Ex2. A French Word Document by Paula Rushton from Canada (high resource setting) to test students on Steps 1 through 8 within OT program
  File name: UMontreal_Canada_High_Rushton_French_OT_2018_ S1-S8_EvalTheoreticalPractical1.docx

Citation: Contributors are requested to add their university logo, contributors' name (first and last with salutations) and the date (month and year) in the header of all the documents that you would like to share.

If you have any questions about instructions, please contact ISWP Research and Training Coordinator at krithikak@pitt.edu

July 12th 2018