

**(Advanced) PowerPoint in the Classroom Agenda**  
**Full Day – 6 hours**

**Overview/Goals:**

This 6-hour session takes participants from the standard linear format of PowerPoint to non-linear classroom integration uses. Participants will use tutorial and Internet resources to create an interactive presentation they can use with their students and develop other non-linear uses as a teaching or student-learning tool. Participants will develop or adapt lesson plans for the inclusion of student-generated products using the software tools.

**Equipment and materials per participant:**

Computer with: Microsoft Office  
Internet access  
Agenda

**Objectives: Participants will:**

1. Create a non-linear PowerPoint document that instructs, supports, supplements, or extends a current or future lesson from district frameworks.
2. Incorporate components of multimedia design in their document.
3. Create lesson plans that use PowerPoint as a teaching tool and/or a student learning tool.
4. Create student and classroom materials (worksheets, document templates) for their students to use during the instruction/learning/participation of the lesson, if applicable.
5. Share teaching and learning products with whole group to demonstrate learning from the session.

**8:00 – 8:15 - Method: Pre-Instruction**

Introductions and welcome

**8:15 – 9:00 - Whole Group** [30-45 minutes]

Presentation of non-linear presentations. Discuss goals and objectives for session. You will use online tutorials and resource materials to complete the objectives for the session.

**9:00 – 10:30 - Independent Work** [90-100 minutes]

Using the Agenda and resources found on the web module, participants will work at their own pace. Have all create a folder in My Documents for saving all files they create today. **Open the interactive non-linear demo presentation that has been prepared for you and make the stated changes.** After participants have worked through the sample non-linear step-by-step PowerPoint created by the facilitator, they will begin work on their own interactive non-linear advanced PowerPoint.

**10:30 – 10:45 – Break**

**10:45 – 11:15 - Whole Group** [20-30 minutes]

As a group, brainstorm ways to integrate non-linear PowerPoint into instruction and learning. Brainstorm ideas for student use (independent vs. small group, usual presentations, theme or concept books, news magazines, photo magazines/albums for class activities and experiments...try to encourage student analysis and synthesis processes). Review the **Checklist** and **Lesson Plan template** (available at the **PowerPoint** website).

**11:15 – 11:45 – Lunch**

**11:45 – 12:45 - Independent Work** [90-100 minutes]

Using the links provided, participants should explore the various tutorials, tips and tricks, and other possibilities for advanced powerpoints. While they may not incorporate the items shown into the powerpoints created today, participants will gain further knowledge of the advanced features of powerpoints.

**12:45 – 1:15 – Cooperative Work**

Participants should share the various advanced features they have discovered and brainstorm ways they would further enhance powerpoints in the classroom setting.

**1:15 – 1:45**

Continuing to use the resources available, participants will use the Lesson Plan form to create teaching and/or student learning activities. Depending on instructional strategies and delivery methods, they should also create any necessary student materials (worksheets, quizzes, handouts, templates, etc.) needed during the instruction of the lesson. Included on this for-student-use piece may be graphics, WordArt, hyperlinks, and tables/spreadsheets as needed. Assessment rubrics should be developed for student products. Participants will need to save all documents created to a travel drive if available or email docs saved locally to themselves and/or post created powerpoints to the online [tieppt](#) wiki.

**1:45 – 2:00 – Break****2:00 – 2:45 - Post session assessment** (*10 min. + approx. 5 min per participant*)

Participants will share presentations and describe the lesson plans they developed to the group.

**Discussion Questions:** Guide participants in discussion of goals of session: developing and using PowerPoint in their class, both as a teaching tool and a learning experience for students... How will what they learned in this session benefit/support their instruction? How will standards be addressed? If necessary, brainstorm ideas for student use.

**2:45 – 3:00 - Closing** (*15 min*)

Attendance records, evaluations, clean up room.

Participants should take save and email all files before deleting from computer.

Participants should take all printed materials.

**Additional Activity that could be incorporated during the day**

Using the following interactive google powerpoint. Have participants select a slide and share their activities, links, and resources that they found useful for the day. They can also explore how to create an similar interactive presentation of their own at this link.