

(Advanced) PowerPoint in the Classroom Facilitator's Guide
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 needed by Facilitator:

Computer with: connection to projector
Microsoft Office
Internet access
Microphones to distribute to teams/partners

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

Preparation: Open PowerPoint on the projection computer and have the following files minimized:

1. FarmAnimals.ppt
2. PortfolioorResume.ppt
3. AdvancedPowerPoint.ppt

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

Introductions and welcome

On the projector computer, use the sample file Farm Animals to show a presentation in a lesson setting. Ask participants what they noticed that was different from a typical PowerPoint file (image linked to pages, large image used mapping, pages had button to return to main (home) page, clicking the space or arrow did not advance). This is not a critique session, but allow brief time for discussion. [i.e. audio would enhance the file] Make sure that the links within the PowerPoint do indeed link to the nonlinear links they should go to.

Show the Portfolio Resume file. Allow a few minutes discussion to compare the two files. Give participants a few minutes to think of teaching opportunities where they can use similar products and brainstorm ideas. Examples include multi-session lessons, anything indexed or outlined with sub-parts, portfolios.

Discuss goals and objectives for session. They will use online tutorials and resource materials to complete the objectives for the session. First they should work on the instructional product.

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. **Create an interactive**

powerpoint that points to different links and/or web sites for them to use as a demo. (NOTE: I will have completed for facilitator) 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.