

## **Agenda – Beginning PowerPoint**

*Length: 6 hours*

### **Introductions and Discussion of objectives:**

Participants will:

1. Use a tutorial to create a presentation that instructs, supports, supplements, or extends a content-related lesson.
2. Incorporate components of multimedia design in your presentation.
3. Create supporting documents for active student participation during the lesson.
4. Develop a lesson plan for students to use PowerPoint in academic expression.
5. Use an assessment tool to create an evaluation tool for the student product and presentation.
6. Share with the group the products you develop and instructional and implementation strategies for use with students.

### **Whole group: Introduction to presentations in instruction [30 minutes]**

Follow along as the facilitator shows samples of presentations used in instruction.

### **Independent Work: Creating Instructional Product [1-1/2 – 2 hours]**

Create your working folder on your computer. Using the tutorials create a presentation you can use during instruction. Substitute your material in place of the suggested content from the tutorial. Use the Checklist for minimum requirements to be included in the presentation. **Save your files often!!!!**

### **Cooperative Groups: Learner engagement [30-45 minutes]**

Independently read and review “How-to articles found on the Microsoft website at <http://www.microsoft.com/education/ClassTipsArchive.aspx#E1G>. Brainstorm with your group ways to include active participation in your lesson.

### **Independent Work: Creating learner engagement tools [30-45 minutes]**

Independently browse the Internet using the Google Search engine at <http://www.google.com> and search for “Use PowerPoint to engage students”. Review the results and samples. Review the samples for on the Microsoft Education website at <http://www.microsoft.com/education/ClassTipsArchive.aspx#E1G>. Use Word, PowerPoint, or other software to create necessary student materials (worksheets, handouts, quizzes etc.)

### **Independent Work: Creating a lesson plan [60 minutes]**

Use the Lesson Plan template found on the TIE website at <http://tie.k12.ar.us/PUBLIC/Pages/default.aspx> to develop a lesson plan that incorporates a presentation product as a learning activity for students. Use the Checklist to evaluate your products.

### **Cooperative Groups: Develop the assessment tool [30 minutes]**

Participants will create a rubric. A great resource for rubrics can be found at <http://rubistar.4teachers.org/index.php>.

**Independent or Group Work: revisit, review and revise [30 minutes]**

**Post session assessment: [2-3 minutes per participant]**

Each participant will share their presentations and products.

**Discussion and Closing [30 minutes]**

You should take any printed materials and save files to travel/flash drive or email to your preferred account. If files were saved to the local computer they should be deleted. Fill out an evaluation and help clean up the room.