

## PowerPoint Portfolio Project Copyright and Fair Use Guidelines

**Problem:** Your principal has asked you to develop a slideshow on Fair Use and Copyright issues for the next teacher in-service. Using materials you have downloaded from the Internet, handouts provided by the instructor, and information taken from books or articles, create a slideshow that will demonstrate your understanding of PowerPoint presentation software, copyright laws, and Fair Use Guidelines. Save the document in your personal folder and on a CD/RW as *Your First and Last Name and Copyright and Fair Use*.

### Instructions:

1. Review your textbook, handouts, exhibits, and/or websites that explain or demonstrate the correct method or steps in slideshow development. The Guidelines for Effective Visual Design (*Teaching and Learning with Technology*, p. 295) and the Visual Display Rubric (*Teaching and Learning with Technology*, p. 296) could be helpful. Figure 9.7 on page 297 of your textbook also has useful information about visual design.
2. Using materials you have downloaded from the Internet, handouts provided by the instructor, and information taken from books or articles, develop a slideshow that will explain or clarify some aspect of Fair Use Guidelines or Copyright Laws or Issues. It is not possible to include every aspect of these topics; select a topic that interests you or one that you feel is most important to classroom teachers in a public school. Adequately present the information, but do not copy it word-for-word. **REMEMBER:** A slideshow is an aid to your presentation—not everything you plan to include in your presentation.

Copyright and Fair Use is discussed in our textbook, *Teaching and Learning with Technology* (p. 179, 338-340, and 381-382) and related websites are listed on page 340. You also have two related handouts in your portfolio/binder behind the Handouts and Exhibits tab.

3. Design a title slide that includes a subtitle and a presenter's name. Use a design template of your choice.  
Example: Guidelines for Fair Use of Multimedia—title  
Keeping it Legal—subtitle  
Brenda Linn-Miller—presenter

The first slide in your slideshow should be your title slide.

4. The second slide in your slideshow should give your learners a VERY brief look at what they will be learning from your presentation. Never use a sentence UNLESS there is a reason, such as a quote or a definition that requires a complete sentence.

Example:

- \* Students
- \* Teachers
- \* Time
- \* Copies
- \* Portion

We might call this second slide the index or content slide—it tells us what to expect from the slideshow.

5. The presentation must include a minimum of ten slides. The slides should be in a logical order, easy to read, and follow the general rule of design.
- \*Make use of the entire slide, leaving a minimum of “white space.”
  - \*The font should be large enough to read from the back of the room.
  - \*\*\*The **7 by 7 Rule** is “No more than seven words to a line, and no more than seven lines to a page.”
  - \*Never use a complete sentence UNLESS there is a reason, such as a quote or a definition that requires a complete sentence.
  - \*Make use of short phrases, bullets, and numbers when possible.
  - \*\*\*Generally, one should use numbers when the order of items is important and bullets when one item is of equal importance to the other items.
  - \*\*\*\*\***CAUTION:** Do not use a bullet if you only have one item to include.

6. Use multi-level bulleted or numbered lists if they are helpful in displaying the information on the slides.  
Example:

Portion

- 1) Motion media
  - a) Three minutes
  - b) Up to 10%
- 2) Text
  - a) 1,000 words
  - b) Up to 10%

7. Include a minimum of six appropriate graphics or pictures. **REMEMBER:** The emphasis should be on the intended topic or material being presented, not on the graphic you choose to include.
8. Insert a footer on every slide that includes the current date and the slide number. (Click on View; Header and Footer; Key the information in the Footer box; Check the Slide Numbers box; Choose Apply to All; and click on OK.)
9. Choose an appropriate background and layout. Include appropriate animation, transitions, and sound clips as needed. Again, the emphasis should be on the intended topic or material being presented.
10. The last slide in your slideshow is your conclusion slide. **The End** is not an appropriate conclusion slide. Use this last slide to 1) briefly review the points that have been made, 2) ask thought-provoking questions about what has been presented, or 3) provide information that would assist the learner in locating additional information about the topic.

**EXAMPLE:**

For Additional Information

Contact your school’s media specialist  
Consult your building principal  
Ask your technology coordinator  
Or visit the U. S. Copyright Office at  
[www.copyright.gov/](http://www.copyright.gov/)

11. View the presentation in slideshow view to look for errors. Make corrections as indicated or needed.
12. Check for spelling, grammar, and punctuation errors. Five points will be deducted for each error.

13. Check for capitalization errors. Points will be deducted for capitalization errors.
  - a. Do not key in ALL CAPITALS unless there is a reason (such as the title of a slide). It is too difficult to read.
  - b. Be consistent with capital letters. If you key the first item on a slide using the title capitals rule (capitalizing all major words in the phrase), you should do the same with the following items on the slide. If you key the first item on the slide using the sentence capitalization rule (capitalize only the first word in the phrase and all proper nouns), you should do the same with the following items on the slide.
14. Save the presentation with the filename *First and Last Name Copyright and Fair Use* in your personal folder and/or on your CD RW.
15. Print the slideshow as handouts, six to a page. Staple the printed pages together, correctly label the packet, and place the packet in the “Submit Basket” for grading.

**NOTES:**

Student Name: \_\_\_\_\_

Class Period: \_\_\_\_\_

**PowerPoint Portfolio Project Rubric  
Copyright and Fair Use Guidelines**

**MUST BE SUBMITTED WITH THE PROJECT FOR GRADING**

**After grading, place the project and scored rubric where you found the directions and rubric in your portfolio—behind the PowerPoint tab.**

<b>Description</b>	<b>Point Value</b>	<b>Points Earned</b>
Title Slide: Included title, subtitle, and designer	5	
Content or Index Slide: <ul style="list-style-type: none"> <li>Briefly outlined what learner can expect to see presented</li> <li>Used short phrases or words rather than sentences</li> </ul>	20	
Conclusion or Final Slide: Briefly reviewed points made, presented thought-provoking questions, <u>or</u> provided information for locating additional resources or information	10	
Appropriate design template used or appropriate background chosen	5	
A footer included on every slide that includes: <ul style="list-style-type: none"> <li>Current date</li> <li>Slide number</li> </ul>	5	
Minimum of six graphics or pictures included	10	
Minimum of ten slides printed as handouts, six slides to a page	20	
Student demonstrated his/her knowledge of appropriate slide design: <ul style="list-style-type: none"> <li>Balanced design with minimum “white space”</li> <li>All elements worked together to visually enhance and clearly communicate the message</li> <li>Legible text--font type and style are easy to read</li> <li>Phrases used rather than sentences</li> <li>Appropriate contrast between text and background</li> <li>Provided unity and direction (follow a logical order)</li> <li>Relevant graphics or clipart</li> </ul>	75	
Slideshow adequately covered the assigned topic	50	
Capitalization is consistent (--2 pts for each error)		
Correct Spelling, Grammar, and Punctuation (- 5 pts for each error)		
<b>Points Possible</b>	200	
<b>Points Earned</b>		

**NOTES:**