Power Point Portfolio Project
Online Resources for Teachers

Problem: The principal has asked you to make a presentation at the next departmental meeting (will vary depending on your grade/subject/content area). He feels that teachers are not taking full advantage of the many resources available to them on the Internet: teacher websites, databases, list serves, online educational magazines/periodicals/journals, online tutorial sites, online lesson plans and teaching tips, and etc. Create a slideshow that will <u>enhance your presentation</u>. The slideshow should include different web sites, education/professional resources, and other relevant sites you may find.

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 the ***List of Online Resources for Teachers*** you developed, the Internet, and any other source available to you, collect information to include in your slideshow.

3. Design a title slide that includes a subtitle and a presenter's name. Use a design template of your choice.
   <u>Example:</u> Online Resources for Sixth Grade Science Teachers—<u>title</u>
                Enhance Teaching and Learning with Technology—<u>subtitle</u>
                Brenda Linn-Miller—<u>presenter</u>
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.
   <u>Example:</u>   * Lesson Plans and Rubrics
                      * Online Quizzes
                      * Electronic Gradebooks
                      * Free Discipline-Specific Clipart
   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 eight slides.
   *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.
           *****<u>CAUTION</u>: Do not use a bullet if you only have one item to include.

6. Use multi-level bulleted or numbered lists <u>if they are helpful</u> in displaying the information on the slides.
    Example:
    Electronic Gradebooks
    1) Gradequick.com
        a) Rosters
        b) Seating charts
        c) Progress reports
    2) Trackmygrades.com

7. Include a minimum of four graphics or pictures. **<u>REMEMBER:</u>** 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. 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 <u>not</u> 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.

    <u>EXAMPLE:</u>   For Additional Information

                    Contact your school's media specialist
                    Google search the Internet
                    Visit your local library
                    Ask other teachers in your grade/discipline
                    Or email me at blinn@uca.edu

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 Resources for Teachers_** 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 (BEHIND THE RUBRIC), correctly label the packet, and place the packet in the "Submit Basket" for grading.

Power Point Portfolio Project Rubric
Educational/Professional Resources for Teachers
(MUST BE SUBMITTED WITH THE PROJECT FOR GRADING)

Description	Point Value	Points Earned
Title Slide: Includes title, subtitle, and designer	5	
Content or Index Slide: • Briefly outlines what learner can expect to see presented • Used short phrases or words rather than sentences	20	
Conclusion or Final Slide: Briefly reviews points made, presents thought-provoking questions, or provides 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: ∨ Current date ∨ Slide number	5	
Minimum of four graphics or pictures included	10	
Minimum of eight slides printed as handouts, six slides to a page	20	
Student demonstrated his/her knowledge of appropriate slide design: • Balanced design with minimum "white space" • All elements work together to visually enhance and clearly communicate the message • Legible text--font type and style are easy to read • Phrases used rather than sentences • Appropriate contrast between text and background • Provides unity and direction • Relevant graphics or clipart	75	
Slideshow adequately covered the assigned topic with a minimum of five categories included and a minimum of three sources for each category (Educational/Professional Resources for Teachers)	50	
Capitalization is consistent (--2 pts for each error)		
Correct Spelling, Grammar, and Punctuation (- 5 pts for each error)		
Points Possible	200	
Points Earned		