EDUC 1220

PowerPoint Portfolio Project
Teaching a Lesson or Concept

Problem: You want to appeal to the different learners in your classroom—those who must hear it, those who must see it, and those who must do it. You have decided to make a PowerPoint presentation part of your next chapter lesson plan. You also plan to video your presentation because you want to improve your lesson delivery. (Lower elementary teachers will modify this assignment to meet the needs of their students—see your instructor for suggestions or ideas. Also, from the PowerPoint folder on the course website, review some of the slideshow examples.)

This slideshow will **not** cover an entire unit, chapter, or perhaps not even an entire lesson. It could present some aspect of the unit, chapter, or lesson. Music teachers could focus on stringed instruments; health teachers could focus on diets for those with high cholesterol; history teachers could focus on Civil War generals from the south; sixth grade teachers could focus on converting fractions to decimals and decimals to fractions; third grade teachers could focus on nouns, verbs, and adjectives; first grade teachers could focus on weather; kindergarten teachers could focus on alike/different, colors, shapes, or a book they want to read to the class. The options are literally endless.

Instructions:

1.   Using the outline below as a guide, design and create a presentation (minimum of 10 slides).

2.   The presentation must include a title slide with a title, subtitle, course name, and class period. The presentation must also include a content or index slide and a conclusion slide.

3.   Use a design template or background of your choice.

4.   Insert a footer on every slide that includes the current date, your name, and the slide number.

5.   Include appropriate clipart/graphic, animation, video clip, transition, sound, and music. (Follow the rules for video and music in a slideshow, including Package for CD and/or saving into and inserting from the file folder where the slideshow will eventually be saved. See the instructor is you need help.) I want to see at lease one of each in the slideshow, just to assure me you can do it.

6.   Include at least one digital picture in your slideshow.

7.   Include at least one scanned picture or exhibit in your slideshow.

8.   Review the presentation in slideshow view to look for errors and correct as needed. BE SURE YOUR VIDEO AND MUSIC WILL PLAY!!

9.   Proofread for spelling, grammar, capitalization, and punctuation errors.

10.   Save the presentation as *First and Last Name Teach a Lesson* in your personal folder and on your CD RW.

11.   Print the slideshow as handouts, six slides to the page. (NOTE: Click on **File**; **Print**; under Print What: choose *Handouts*; under Handouts: choose *Slides per Page 6*; under Color/Grayscale: choose *Grayscale*; click on *OK*.). Submit these handouts and the rubric for this assignment when you present your slideshow to the class.

12.   Prepare a transparency that will enhance your presentation or present additional information. It could also be used to review what has been presented or extend student learning with thought-provoking questions.

13.   Key a one page reflection, double spaced, after you complete the assignment and presentation. As we reflect on the lesson we taught, we should think about the media, methods, materials, and delivery of the lesson—Would we use a different example or exhibit next time and why? Would we use a different educational technology and why? Would we change anything we said and why? Would we include something we failed to include and why? Would we move to a different area of the classroom and why? Would we use groups instead of lecture and why? Did we speak so all could hear? Did we talk too fast? What did we like about what we just taught? And the list can go on . . . . .

<u>OUTLINE</u>

I.   Title slide
        Example: Nouns, Verbs, and Adjectives
                        Chapter 3
                        Sixth Grade English
                        Second Period

II.   Index or content slide
  a. Briefly list the topics you want to discuss
  b. Use phrases or single words rather than sentences
  c. List the topics in the order they will be discussed

III.   Create a slide for the first topic (as listed on the "index" slide)
  a. What points do you want to make about this topic?
  b. Include any open-ended questions you might want to ask.
  c. Include examples if applicable.
  d. Include a graphic if applicable and/or if space is available.

IV.   Continue these steps until you have covered all the topics you want to include (Refer to your "index" or "content" slide to be sure you covered everything you said you were going to cover.) Slides should be in a logical order or sequence.

V.   Conclusion slide
  a. Summarize points you made using bullets or numbers and phrases (Suggested titles for this slide include the following: In Summary; Wrapping It Up; In Conclusion; etc)
  b. Ask questions you think are important for evaluation purposes (Suggested titles for this slide include the following: Important Questions; It is Important that we Ask; Remember This; Think About This; Take Note of These Questions; etc)
  c. Ask questions you feel will extend student thinking and learning (Suggested titles for this slide include the following: What if . . .?; Why . . .?; Is There More?; More to Think About; Tell Me More; etc.)
  d. Provide resources for additional information on the topic (Suggested titles for this slide include the following: For Additional Information; For Practice; If you need more help; etc.)
  e. Provide practice for the skill you just introduced (Suggested titles for this slide include the following: Practice Makes Perfect; Drill and Practice; Let's Practice What We Learned; Now Let's Do It; etc.)
  f. NEVER say "The End"

Video

On the day of your presentation, you must set up the camera, make sure it is correctly focused, and zoom in or out to include both the presenter and the presentation medium. The instructor will provide a tape, tripod, and camera. If you are not familiar with a video camera, you must make arrangements with the instructor for individual assistance.

Transparency

Your presentation must include a transparency that is relevant to the lesson or concept you are presenting. (Refer to related handouts in the Handouts and Exhibits folder) I suggest that you look through your chapter and find something that goes along with the lesson or research the topic on the Internet. You must have an appropriate transparency, and you must correctly place your transparency film and focus the overhead projector. If you need my help, make arrangements for individual assistance.

I have spoken with the Technology Learning Center and they, too, will assist you, if necessary. It will cost .25 for the transparency film and the copying.

NOTES:
Review your textbook, handouts, exhibits, and/or websites that explain or demonstrate the correct method or steps in slideshow development. In addition, you can refer to pages 295-297 in *Teaching and Learning with Technology* (Lever-Duffy) for guidelines to effective visual design.

- ∨ Make use of the entire slide, leaving a minimum of "white space."
- ∨ The font should be large enough to see from the back of the room.
- ∨ The "8 by 8 Rule" suggests, "No more than eight words to a line, and no more than eight lines to a page.
- ∨ Never use a complete sentence UNLESS there is a reason (such as a quote or a definition).
- ∨ Make use of short phrases, bullets, numbers, and single words when possible.
- ∨ Be consistent with capital letters and use ALL CAPITAL LETTERS only when there is a reason.

Rubric
PowerPoint Portfolio Project
Teaching a Lesson or Concept
(MUST BE SUBMITTED WITH THE PROJECT FOR GRADING)

Final Presentation	Points Possible	Points Earned	Comments
Body (Text) of Presentation	**130**		
Student demonstrated his/her knowledge of appropriate slide design: • Content had a logical sequence and topic was adequately presented • Text was arranged utilizing bullets and/or numbering if applicable • Balanced design with minimum "white space" • All elements worked together to visually enhance and clearly communicate the message • Legible text--font type and style were easy to read • Phrases used rather than sentences • Appropriate contrast between text and background • Relevant graphics or clipart used • Minimum of ten slides	90 Points (10 points each)		
• Title slide, index or content slide, and conclusion slide included and appropriately designed	30 Points (10 points each)		
• Footer included as directed (current date, student name, slide number)	10 points		
Body (Graphics) of Presentation	**30**		
• Digital picture included • Student-scanned graphic included • Graphics/clipart included	Up to -10 pts for each missing or inappropriate item		
Body (Movies and Sound) of Presentation	**30**		
• Video clip included • Sound included • Music included	Up to -10 pts for each missing or inappropriate item		
Body (Animation/Transitions) of Presentation	**20**		
• Animation utilized appropriately • Transitions utilized appropriately	-10 pts for each missing or inappropriate item		

Presentation	**100**		
ⅴ Eye Contact (10 points possible) ⅴ Voice (20 points possible) ⅴ Level of Preparation (70 points possible)			
Spelling, Punctuation, Capitalization, and Grammar	**-5 pts. for each error**		
Video	**20**		
• Student could work camera without assistance • Video was in focus • Main frame contained the presenter and the presentation medium • Video was steady	5 points possible for each		
Transparency	**30**		
• Related to the topic being presented • Followed basic visual design guidelines • Easy to read and understand	1-50 pts possible		
Reflection	**40**		
• One page, double spaced • Reflects on the assignment—why you included the items you included, what you feel you did right, what you would change if you presented the same lesson again, etc.	1-40 pts possible		
Total points possible	**400**		