

Project: Synchronous Instructional Session (SIS) – PART I

Deconstructing PowerPoint – Bossaller, Stephanie

A. Goals:

What is the grade level/content area of focus in this session?

This session will be for undergraduate college students. It will provide remediation to students lacking skills using MS PowerPoint.

What will the students know or be able to do after completing the session?

At session conclusion students will be able to use several basic features of MS PowerPoint to enhance creation and delivery of presentations.

What is the general purpose of the session, (e.g., remediation, direct instruction, using a specific technology or approach to extend the vendor's content)?

The session will be used to provide direct instruction to those who are not familiar with the tools and capabilities of MS PowerPoint.

B. Planning Considerations:

What are the anticipated characteristics of the learner to be considered when planning the session?

The learners will be able to operate a computer and have basic computer skills (i.e. word processor, internet, hunt and peck or typing, etc.). This is an introductory session for learners with very little to no experience with creating presentations with MS PowerPoint. I anticipate these learners are interested in learning these features as they are investing in the time to participate in the session.

What needs to be prepared in advance by the teacher?

A demonstration using several features of the program that will enhance student's ability to create presentations. A step-by-step instructional guide will be provided at the end of the training for students to have when they are working on their own.

Which features of Collaborate will be used?

- Voice communication via the microphone
- Application sharing
- File sharing
- Polling

What does the student need to bring to the session?

Students will need something to take notes with. Students should also ensure their microphone is working and they can run a Bb Collaborate session on their computer. Students will need to ensure they have uninterrupted time to participate in the live session.

How much time do you expect the session to take?

The session should take between 20 and 30 minutes.

C. Activity Outline and Procedure:

Provide an outline of the activities that are planned for the session. Items to include: questions to ask, tools to use, materials, activities, and closure. If you are using any prepared documents, links or other materials during the lesson, include a description of them.

Students will be asked several exploratory questions at the beginning of the session to determine their current experience with MS PowerPoint and what their specific goal for participating in the session is. A blank MS PowerPoint file will be utilized to demonstrate various features available within the program. The presentation will include demonstration of:

- Templates & Tools
- Creating and Organizing Slides
- Adding Text
- Inserting Images
- Creating Hyperlinks

A poll at the end of each session will be used to ensure students are following along with the features being demonstrated or if the feature needs to be re-demonstrated. At the end of the demonstration each student will have the opportunity to try out one of the features by taking control of the program.

A step-by-step guide will be made available for students as a take-away reference after the session to use when they are working on their own. In addition, links to self-paced tutorial web sites and resources will be provided to students to further their education and practice using the software program.

D. Assessment:

How will you assess student learning and outcomes of your learning objectives?

Formative evaluation will be utilized by way of the Bb Collaborate poll feature to assess student learning throughout the session to ensure students are able to grasp the concepts allowing me to judge if we can continue or need to re-demonstrate the feature.

How will student understanding be verified during the session?

Since this educational session is designed to include only a few students there will be opportunity for each student to practice a skill by taking control of the application being shared.

How will you assess student attitudes and engagement?

Utilization of formative evaluation throughout the session will be able to gauge student attitudes using the poll and chat feature. Each student participant will have an opportunity to "take control" and use some of the features demonstrated to allow for hands-on engagement.

E. Session Details:

- Sunday, July 10 from 2-2:30PM CST
- <https://us.bbcollab.com/guest/F452F907D4ECEAAB5C434696F6839ED8>