

PowerPoint in the classroom

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Why PowerPoint?

- Simply put, if used correctly, it can be a very effective teaching tool.
- The multimedia capabilities allow you to:
 - Expand, explain, illustrate
 - Reinforce
 - Appeal to student learning styles
 - Increase interest and curiosity (motivation)

Design Basics

- If you have no “feel” for design, use PowerPoint’s pre-made templates
- Don’t get carried away with PowerPoint’s bells and whistles
- Remember that content is king

Design: Text

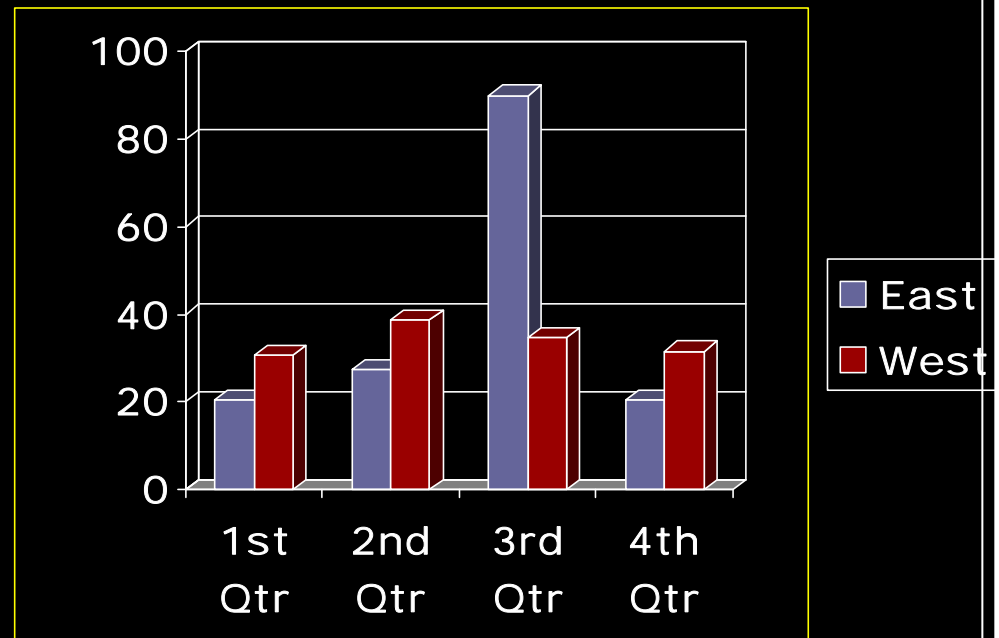
- Keep your text short
- Text should support spoken presentation
 - Don't use a small font size like 12-point because it will be hard to read
- Use no more than two fonts
- **DON'T UPPERCASE EVERYTHING**

Design: Text

- No need for punctuation
- Use “builds” for new points and “dims” for old points
- Put text on left side and graphics on right

Design: Graphics

- Convey data graphically when possible
- Accompany charts and tables with bullet-point text that explains numbers



Design: Graphics

- Stick to 1 style with backgrounds, graphics, color schemes, and animations
- Choose art carefully (ie. Use clip art for lightheartedness)



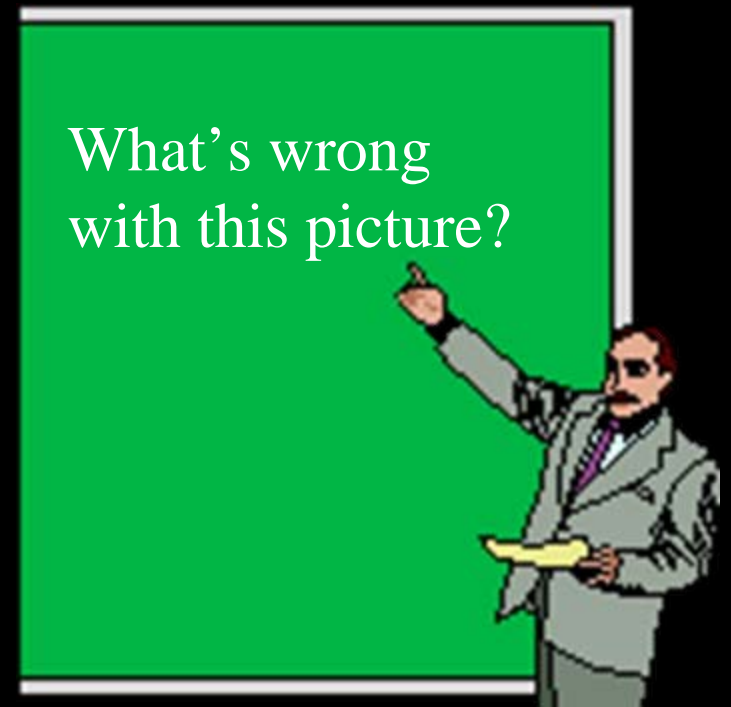
Delivery Basics: preparation

- Arrive early and test equipment
- Turn off screen savers
- Have a backup plan ready



Delivery: while presenting

- Stand on left side as students see you
- Don't hide behind the computer
- Use a remote mouse if you have one
- Use a pointing device or the on-screen pen



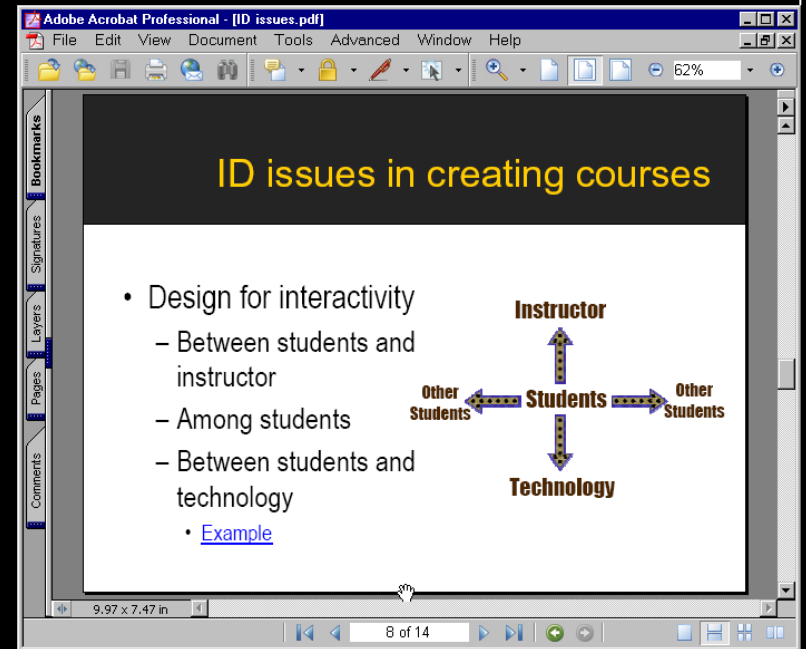
Delivery: while presenting

- Gesture to screen to get students looking there
- Stand still when want students to focus on screen
- Move when want students to focus on you again



Delivery: on the web

- Convert PPT to an accessible PDF
- Can link directly to web sites
- Can synchronize your presentation with audio



Instructional strategies: active lecturing

- Phases of the lecture
 - Preparing handout(s)
 - Beginning
 - “Heart” of the lecture
 - End

Content on active lecturing courtesy of the Univ.
of Minnesota Center for Teaching and Learning

Preparing the handout(s)

- Decide what content students will get in the handout and when
- Can give at the end of class for students to fill in while reading at home
- Can give before class to fill in during lecture

Beginning of the lecture

- Get students' attention and motivate to learn
 - Video or audio clip, image
- State objectives/outcomes
- Recall prior knowledge
 - Ask a question
 - Brainstorm
 - Think-pair-share activity

Heart of the lecture

- Present your content
- Pause every 12-15 minutes for an active learning activity
- Put activities on a slide
 - [View some active lecturing activities](#)

End of the lecture

- Summarize
 - Relate to objectives/outcomes
- Can assess students in a slide by using active learning activities, such as asking questions or having students ask questions to you

Other instructional uses

- Games
- Links to web sites and files
- Use clickers for student feedback
- Narrate a presentation for playback on the web and iPods

Other instructional uses

- Have students or groups present
- On-screen quizzes
- Place pictures side by side to compare
- Interpret charts, graphs
- Run a recorded slide show prior to class to get students ready to learn

Active learning activities

- Opening questions for students
- Think-pair-share
- Focused listing
- Questions from students
- Blank slide

Active learning activities (cont.)

- Note check
- Stump your partner
- Two-minute paper
- Opinion polls
- Muddiest points

Continue to “End of the lecture” slide