

## HOW TO USE POWERPOINT EFFECTIVELY

- Lectures or teaching have beginnings, middles, and ends.
- What are the goal of the beginning of a lecture?
- Get students attention & motivate them to learn ....
- How to get students attention using Powerpoint??
- Put up an image that relates to the day's concepts, you can play music, or have a short video clip to draw their attention or stimulate discussion.

3

## HOW TO USE POWERPOINT EFFECTIVELY

- Tell students what they will learn in the day's session.
- State the learning objectives.
- Start with an opening question.
- Prepare a PowerPoint slide that simply says "Opening Question," and then present your question.

4

## HOW TO USE POWERPOINT EFFECTIVELY

- The mid-point of the lecture is where you present your content.
- What are your strategies???
- One of your strategies for the middle point of the lecture should be to pause every 12 or 15 minutes for students to process the information actively.

5

## HOW TO USE POWERPOINT EFFECTIVELY

- Pause every 12 – 15 minutes... what we should do???
- Ask students to think for 2 minutes,
- Ask students to stretch their body,
- Rearrange their positions from one position to others.
- Do Active Learning activities.

6

## HOW TO USE POWERPOINT EFFECTIVELY

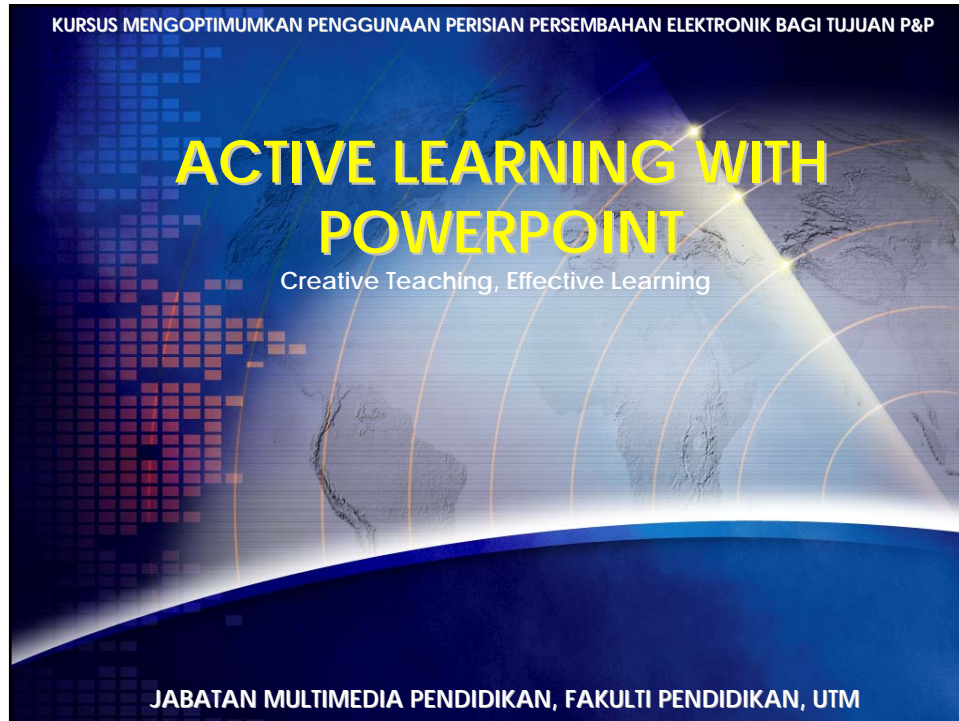
- The end of a lecture should be like the end of a good story.
- It should summarize the information, provide closure, and ask students to connect the information to themselves, their own values, and its application to the world.
- How to do that???

7

## HOW TO USE POWERPOINT EFFECTIVELY

- Ask students what the muddiest point of the day was.
- Type out "muddiest point?" on a slide and ask students to write about this.
- You can then collect the information either verbally or on 3 x 5 inch note cards.
- You might also have a slide that asks students for any "final questions."
- Ask students to answer two or three very brief questions.

8



## ACTIVE LEARNING WITH POWERPOINT

- What is Active Learning?
- Examples of Active Learning??
- Cooperative Learning, Problem-based Learning, Inquiry-based Learning etc.

10

## ACTIVE LEARNING WITH POWERPOINT

- Employing active learning in Powerpoint - can capitalize on PowerPoint's strength as a presentation platform.
- One of the advantages of PowerPoint is that you can build active learning strategies into your slideshow that remind you to stop and take a breath at various points during the lecture.
- How to employ active learning in Powerpoint??

11

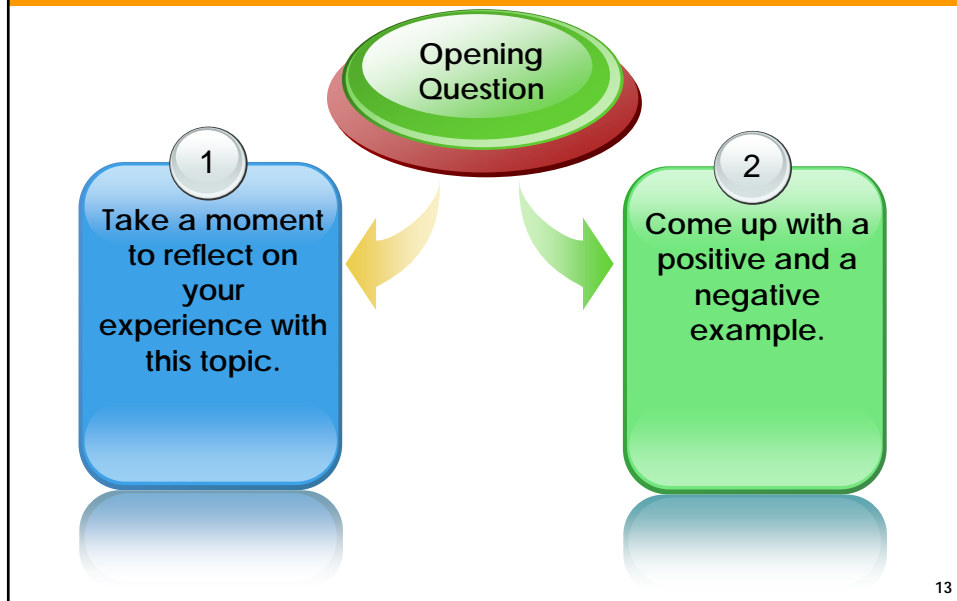
KURSUS MENGOPTIMUMKAN PENGGUNAAN PERISIAN PERSEBAHAN ELEKTRONIK BAGI TUJUAN P&P

## TWELVE ACTIVE LEARNING STRATEGIES WITH POWERPOINT

Creative Teaching, Effective Learning

JABATAN MULTIMEDIA PENDIDIKAN, FAKULTI PENDIDIKAN, UTM

## Strategy 1: Opening Question:



## Strategy 2: Introductory Think-Pair-Share



## Strategy 3: Focused Listing

1

Take out a sheet of paper and list as many characteristics of good aircraft design as you can.

15

## Strategy 4: Brainstorm

Brainstorm

1

What do you know about the ways to design a house?

2

Start with your clearest thoughts and then move on to those that are kind of out there!

16



## Strategy 5: Questions?

17

## Strategy 7: Think-Pair-Share

1

Think about how you might use this concept in your life.

2

Turn to a partner and discuss.

3

Share your findings with the large group.

19

## Strategy 8: Note Check

1

Take a few minutes to compare notes with a partner

2

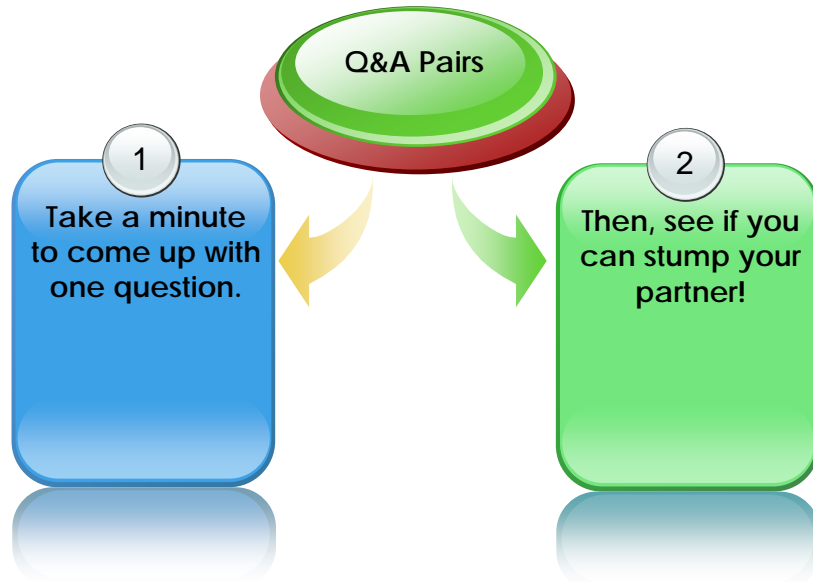
Summarize the most important information.

3

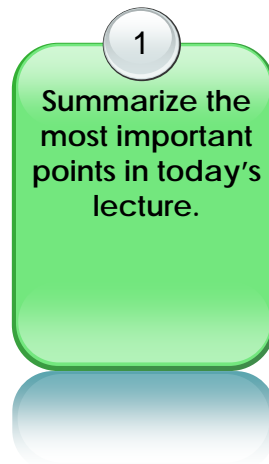
Identify (and clarify if possible) any sticking points.

20

## Strategy 9: Question and Answer Pairs



## Strategy 10: Two Minute Paper



## Strategy 11: If you could ask one last question. . .

1

**what would it  
be?**

23

## Strategy 12: One Final Question . . .

1

**Which of the  
instructional  
design model  
we've covered  
would you like to  
try in designing  
educational  
courseware?**

24

KURSUS MENGOPTIMUMKAN PENGGUNAAN PERISIAN PERSEBAHAN ELEKTRONIK BAGI TUJUAN P&P

# EFFECTIVE HANDOUTS: USING POWERPOINT TO GUIDE STUDY AND ENCOURAGE ACTIVE PREPARATION

Creative Teaching, Effective Learning

JABATAN MULTIMEDIA PENDIDIKAN, FAKULTI PENDIDIKAN, UTM

## INTRODUCTION

- First, you should think carefully about what part of your lecture you want to make available for students either before or after class.
- Handing students copies of your presentations... What do you think about this???

26

## INTRODUCTION

- Avoid giving handouts that simply duplicate your in-class presentation
- What we should do???
- Provide a skeletal outline of the lecture content or a list of questions to be discussed in class.
- Give the handout available prior to class - students will be able to preview the content of the session's lecture ahead of time - they can prepare for class.

27

## INTRODUCTION

- How to encourage student learning in handouts of Powerpoint???
- leave blank slides,
- slides that ask questions, or
- slides that ask students to fill in information at various points.

28

## AUTHORING LANGUAGE

- As you work through the given article for the next class session, focus on the following:
- What is Authoring Language??
- Differences between Authoring Language & Programming Language.
- Categories of Authoring Language.

**EXAMPLE OF STUDY GUIDELINES**

29

## STUDENTS' HANDOUTS

- Leave blanks that students fill in while studying
- Rather than distributing handouts that mirror on screen information, consider leaving blanks in the handout which students are required to fill in as they move through their reading.

30

## CHARACTERISTICS OF AI & PL

- Fill in the blanks: (Do this while you read the article)
- Characteristics of Programming Language:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- Characteristics of Authoring Language

- \_\_\_\_\_
- \_\_\_\_\_

**Students' Handout**

31

## CHARACTERISTICS OF AI & PL

- Programming Language:
  - Powerful and flexible
  - Require complicated coding
  - Hard to learn and take time
- Authoring Language:
  - Software that can be used to develop interactive computer programs without the technically demanding task of computer programming
  - User-friendly computer system
  - Provide non-programming environment

**Teachers' Presentation**

32



## TAXONOMY/METAPHOR OF AL

- List four of AL taxonomies or paradigms (Do this before you enter the next class):
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  
- Describe how to categorize AL software?

**Students' Handout**

33

## TAXONOMY/METAPHOR OF AL

- Different AL software has different way of how it works. These different ways are called paradigms or metaphor.
- Based on the paradigm, AL software can be categorized into various AL taxonomy/paradigms, including:
  - Scripting Language
  - Iconic/Flow Control
  - Frame
  - Card/Scripting
  - Cast/Score/Scripting
  - Hierarchical Object
  - Hypermedia Linkage
  - Tagging

**Teachers' Presentation**

34

## STUDENTS' HANDOUTS

- Leave blanks that students fill in during class.
- Your handouts can include one or several slides which are left intentionally blank.
- These can be used during the period as spaces for students to record their responses to questions you pose in class.

35

## ICON / FLOWCHART AUTHORIZING PARADIGM

- Leave blank. You will fill this slide in during class.

**Students' Handout**

36

## ICON / FLOWCHART AUTHORIZING PARADIGM

- Authoring packages rely on the mouse instead of the keyboard.
- Their scripting languages are hidden under a point-and-click interface, so they are said to be no programming required solutions.
- The organizational metaphor of an icon-based tool is a flowchart comprising icons or thumbnails that represent specific components and events within a presentation.
- Example - AimTech's IconAuthor, Macromedia's Authorware Professional, and TX Authoring.

Teachers' Presentation

37

## ICON / FLOWCHART AUTHORIZING PARADIGM

- **ADVANTAGES**
- Icon-based tools are especially \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- These programs are industrial strength, but they can be \_\_\_\_\_, with price tags ranging upwards to nearly \_\_\_\_\_.
- This tends to be the \_\_\_\_\_ in developing authoring style.

Students' Handout

38

## ICON / FLOWCHART AUTHORIZING PARADIGM

- **ADVANTAGES**
- Icon-based tools are especially suited for fast prototyping and for building applications that are heavy on interactivity, like computer-based training and public kiosks.
- These programs are industrial strength, but they can be very expensive, with price tags ranging upwards to nearly \$5,000.00.
- This tends to be the fastest in developing authoring style.

Teachers' Presentation

39

## STUDENTS' HANDOUTS

- Understanding checks.
- PowerPoint handouts can cue students to stop and process information while they're studying by posing questions based on the day's reading.
- Think of these as opportunities for students to check their understanding before moving on to new information.
- There are many ways to construct such understanding checks, but typical examples are short answer and essay questions.

40

## UNDERSTANDING CHECK - SCREEN SIZE

- An Authorware file – uses a Full Screen setting - has been developed using a computer with 1280 x 1024 resolution.
- What happen when the Authorware file is run through a computer with 1024 x 768 resolution???

---

---

**Students' Handout**

41

## SCREEN SIZE

- When an Authorware file - uses a Full Screen Setting - has been developed using a computer with 1024 x 768 resolution.
- The screen size of the Authorware file is 1024 x 768 piksel.
- When the file is running through a low monitor resolution, such as 800 X 600, only part of it can be displayed.

**Teachers' Presentation**

42

## CONCLUSION

- There is no "best" way to use PowerPoint handouts.
- Tips:
  - Distribute a handout before class, using the strategies we've discussed, and another verbatim copy of the lecture presentation during class.
  - Provide an outline of your lecture content via handout.
  - Structuring the lecture with opportunities to pause and poll students, you'll insure that you stop at critical points to change the pace and format of the presentation .

43

KURSUS MENGOPTIMUMKAN PENGGUNAAN PERISIAN PERSEMBAHAN ELEKTRONIK BAGI TUJUAN P&P

# Thank You

JABATAN MULTIMEDIA PENDIDIKAN, FAKULTI PENDIDIKAN, UTM