Student Name: _____   Period: _____

Module Start Date: _____

BBT 9 PowerPoint Activity Sheet   check

1. Read the document titled Presentation Basics   .   .   .   .   .   .   ☐
2. Watch the "How to Avoid Death by PowerPoint video" .   .   .   .   .   ☐

3. Complete the Death by PowerPoint worksheet   .   .   .   .   **____/ 30**
4. Save it as **Death by PPT.doc** in the PowerPoint folder in your BBT 9 folder   ☐
5. Look at the sample topics document to help you choose a topic for your 2 minute   ☐
    "How To" PowerPoint presentation. .   .   .   .   .   .

    My Chosen Topic is: _____

Before creating your Storyboard read/view all the following documents or videos:
6. Visit the website and watch the <u>3 videos</u> about Internet research and citing sources.   ☐
7. Visit the Website, watch the videos and follow the directions for **Creating a StoryBoard**   ☐

8. **Create a Storyboard** including pictures, text, and sources for your "How To" PPT   **____/15**
9. Save it as PPTStoryboard in your PPT folder (***See Storyboard Rubric on reverse***)   ☐
10. Be sure to: create a folder, named pics, in your PPT folder to save all your pictures   ☐

Tips for success:
   1. **When saving an image from a source - choose the "save picture as" command and**
      A.   Be sure it is in a format supported by PowerPoint (Jpeg, gif, bmp, Png, pct, Tiff)
      B.   Change its name to something short and descriptive - or to the number of the slide it will appear on
      C.   Save the direct link to the picture in the Storyboard (and at the end in the list described below)
      D.   At the end of the storyboard create a list of sources for your photos/info - in order of appearance
      E.   This list will become your references slide at the end of your PowerPoint presentation

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Before creating your PowerPoint read/view all the following documents or videos: ☐
11. Read the document & view the video titled How to use contrast to steer focus   ☐

12. Create a "How To" PowerPoint (Ensure your topic is approved before starting)   **____/ 20**
    (Choose topics you can cover in 2 minutes – ie., no recipes; see weebly document "Sample topics")
13. Save it as **How to PPT.ppt** in the PowerPoint folder in your BBT 9 folder   ☐
    (***See PowerPoint Rubric on reverse***)

Before exporting your PowerPoint read/view all the following documents or videos:
14. Read the document "Rehearsing and recording" .   .   .   .   .   ☐
15. Watch the setting up the microphone video   .   .   .   .   .   ☐
16. Watch the rehearsing video and the "**Exporting presentations**" video .   .   ☐
17. Review the Weebly document on how to complete references   .   .   .   ☐

18. Practice, record & save your <u>How To</u> PowerPoint from above as an MP4 video
    Save the file as **HowTo.mp4** in your PowerPoint folder   .   .   .   . **____/ 35**
    (***See Recorded & Exported PowerPoint rubric on reverse***)

                                              Total _____ / 100

Teacher Comments:

_____

_____

Module Completion Date: _____
Note: You have 5 days after the completion date (outside of class time) to complete the module activities. Make arrangements with your BBT teacher for noon Lab time.

StoryBoard Rubric: Choose Topic and Create a Story board.   **Initial**

Teacher Approved Topic: _____   _____

☐ Title and Name outside Table (In Header of the document completed in Microsoft word)   /1
☐ Table formatted for Picture, Story and Source   /2
☐ Source properly recorded (i.e. no Google in name of source)   /2
☐ Story has at least 5 internet resources   /2
☐ Story is well thought out, contains an introduction, middle and conclusion   /2
☐ Last slide has all sources listed in MLA format- including images, sound and text.   /2
☐ **All files saved in PowerPoint Folder in your BBT Folder** (Images in own folder)   /2

Value: _____ / 15

PowerPoint Rubric

Criteria	Expectations	Value
Messages per slide	Only 1 message per slide is used; at least 1 image per slide. *Ideally 1 short bit of text and an image on screen at a time* (*no blank screens – have your audience focus on your message on screen*)	/3
Colour of background	Dark backgrounds are used, and there is a consistent theme throughout the presentation	/2
Contrast	Contrast is used to steer focus on the topic the presenter is speaking about. (*focus on the point – other points are hidden*)	/3
Text size	Text size is used to steer focus on the topic the presenter is speaking about. (*focus on the point – titles are smaller*)	/3
No Sentences	No sentences are on the screen – focused points only (***Ideally 1 short bit of text and an image on screen at a time***)	/3
Objects per slide	No more than 6 objects per slide (Summarize for viewer – only show your focus point)	/3
Sources	All sources are present and displayed in MLA and in the order expected (See weebly example)	/3
	Total	**/20**

Recorded & Exported PowerPoint Rubric (Must be saved as an MP4 to be marked)

Criteria	Expectations	Value
Introduction	PowerPoint begins with a clear title and voice is clear as it **introduces the topic with the 3 main ideas** that will be discussed in the presentation. There is an image to aid in conveying the main idea	/3
Voice & Pace	All words are clear and understood, pace is natural with no filler words and no unnatural pauses. (Evidence of rehearsal)	/3
Knowledge	Voice is confident and answers all questions with authority. Spoken words are **not** the same as the text on screen. (message matches the images/content of slide)	/4
Theme and Transitions	PowerPoint uses a consistent easy to read theme and natural transition style throughout the presentation	/2
Background	PowerPoint uses dark (black is best) backgrounds throughout the presentation	/2
Contrast	Contrast is used throughout to steer focus to the topic of the slide (*focus on the point – only 1 point on screen at a time*) (***Ideally 1 short bit of text and an image on screen at a time***)	/4
Text size	Text size is used throughout to steer focus to the topic of the slide (*focus on the point – titles are smaller than your focus point*)	/4
Sentences	Absolutely no sentences are shown on the slides (*Summarize – use only the main point to appear on slide*)	/4
Objects/slide	No more than 6 objects per slide; at least 1 image per slide (***Ideally 1 short bit of text and an image on screen at a time***)	/4
Time	Presentation is completed in 2 minutes (within 5 seconds--from 1:55 – 2:05 – not counting references)	/3
Sources	All sources are present and displayed in MLA and in the order expected (See example from Weebly)	/3
	Total	**/35**

MS PowerPoint Unit Learning Outcomes & Reflections

Name:

_____

Date: _____

Activities	Outcomes	**Reflect** on how you understand and met the outcomes
1. Death by PPT	2: Apply positive, safe and ethical behaviors when using ICT 2.1 understand and apply the guidelines for acceptable use of technology	
2. Storyboard	2.2 correctly cite electronic sources including e-mail, web sites, images, sounds and video clips 5.5 plan and storyboard and create a variety of multi-media presentations with intended purpose and audience	
3. "How To" PPT	4: Investigate, design, produce and evaluate technological solutions 4.1 independently apply a design process model which should include, a design brief, investigate/research, generate options, select best option, design and produce(develop solution), evaluate and articulate	
4. Export to MP4	5.1 design a variety of documents choosing the most appropriate format, page layout and orientation 5.7 use advanced graphic editing applications	

Additional Reflections:

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