

ETT429 Assignment 3

Google Docs Presentations

(This assignment may take more than **3** hours to complete so do plan ahead and make sure you have enough time to complete it.)



Office Hours/Support Sessions

Face-to-Face: Mondays, 12PM – 2PM in GA212

Online: available upon email request

Grade Points: 12 points
Assignment Due: **April 08**

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Office: GA 212

- OVERVIEW
- REQUIREMENTS
- INSTRUCTION
- SUBMISSION
- CRITERIA
- RESOURCES

When you are speaking to a group, a presentation gives structure to your talk, expresses your main points in a way that is clear and easy to remember, and provides visual interest to keep your audience's attention.

For this assignment, you will be required to create a teaching/training type of presentation using – Google Docs Presentations. Google Docs Presentations shares similar functionality to that of PowerPoint, along with the ability to collaborate with others to develop a presentation and to give it over the Internet without special software requirements.

This presentation project is on a professional topic that could be something you use in the future. Pick a lesson to teach to a class or a professional topic to educate (or train) a targeted group (staff members, employees, trainees). It should be simple enough to be taught in six slides. If you are an education-major student, you may select topics like sample math problem, intro spelling lesson, basic science concept, short reading summary/evaluation.

If you are a non-education major student, you may select a topic related to your academic training such as school health, diet & nutrition 101, safety of a physical activity, how to fill out a 1040 form, etc.

Have fun with this. I know this might be annoying to hear for a project assignment, but try it anyway. The students/audiences you will teach are bored and hope for variety.

If you are new to creating a slideshow based presentation, you can review this useful online tutorial: <http://www.google.com/slides/about/>



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An advance organizer is information that is presented prior to learning and that can be used by the learner to organize and interpret new incoming information (Mayer, 2003).



1. You are to create a 10 slide presentation regarding this lesson with pictures, sounds, movies, and examples where appropriate. **The 10 slides must follow this order:**
 - Slide 1: Title slide with your full name and lesson/training title
 - Slide 2: Brief explanation of objective and audience with a content flow chart as an *advance organizer*
 - Slide 3-8: Presentation of learning content
 - Slide 9: Concluding slide
 - Slide 10: Resources (further information) relevant to the learning content
2. **Slide 2** is for learners to get an understanding of this presentation's objective(s), (what they will learn upon completion of this presentation and the audience you plan to teach.) In addition, you must include a flow chart as an advance organizer for the content.
3. **Slides 3-8** are content slides and must have the following content:
 - Clear and accurate title with audience and lesson appropriate content
 - Incrementally revealed content (or animated content) when needed to correspond to your presentation pace
 - At least one content-related image or drawing in one of the content slides.
 - At least one content-related YouTube video in one of the content slides.
4. **Slide 9** is the concluding slide and should have the following content:
 - Motivational message (such as Congratulations! You have completed this lesson and learned about...).
 - Information about your next educational topics.
5. **Slide 10** is the resources slide and must contain web links or references that contain further information related to the chosen topic., as well as appropriate credit/copyright information.
6. Make the presentation viewable/shareable to the public through a web link.

See Example #1

See Example #2

- OVERVIEW

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1. SLIDES CREATION

2. CHART/IMAGE/VIDEO

3. LINKING/REVEALING

4. DOCUMENT SHARING

- SUBMISSION

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Do not make the slide background too busy or too bright as it will interfere with content readability. Go with a light, simple background.

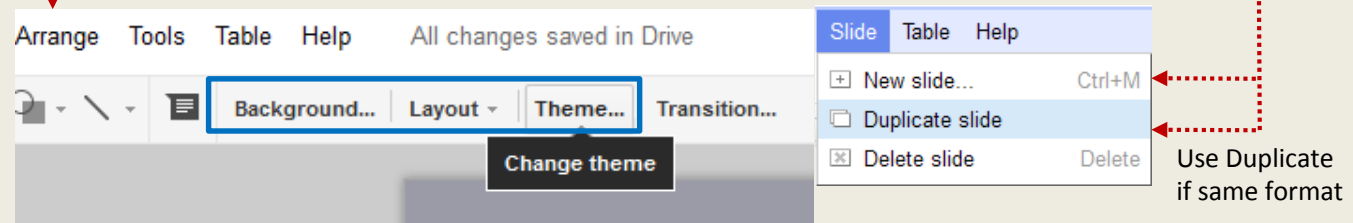


Slide Creation:

Before creating your presentation, you should have completed this week's reading on visual design. Make sure your presentation does not overuse clip art, borders, shading, all-capitalized text, all-centered text, and word arts. Simple, consistent, and organized layout is the first and most essential design approach to make your presentation effective and learner-friendly.

Follow these steps to create your first Google Docs presentation:

1. Logon to your Google account and create a new Presentation document.
2. Name your presentation (ett429_presentation_yourlastname)
3. Select a background theme or color for your presentation (Tool Bar> Theme or Background)
4. Enter required information to the first slide (Title slide).
5. Add a new slide and enter a brief explanation of objective and audience.
6. Add six more new slides for the presentation content.
7. Add a new slide for the concluding statement.
8. Add another slide to include resources, and if any – references and credits.



Proceed to next page for how to insert flow chart, image, and YouTube video.

If there is a theme design in PowerPoint that you want to use in Google Docs, you can create a slide with that theme in PowerPoint, save it as a .ppt or .pps file, and upload it to Google Docs. The presentation you just uploaded now has that theme as a background.

watch video tutorial (slide creation)

OVERVIEW

REQUIREMENTS

INSTRUCTION

1. SLIDES CREATION

2. CHART/IMAGE/VIDEO

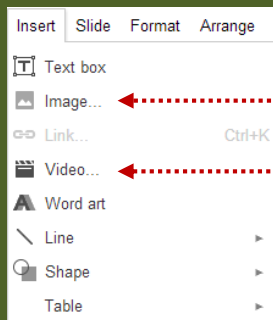
3. LINKING/REVEALING

4. DOCUMENT SHARING

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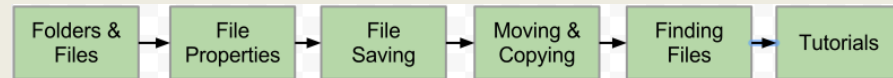


1. Adding an advance organizer (flow chart) using drawing tools (required for Slide #2)

You must use drawing tools to create this advance organizer/flow chart.



This advance organizer must contain 6 boxes, connected by lines of arrows, to typify the title (can be abbreviated) of each content slide. Here is an example:



2. Adding image and video (Required for the content slides)

- **Adding an image:** To insert an image on a slide, select the slide you want and then click the Insert an Image button (or Insert > Image).
- **Adding a YouTube video:** To insert a video, click the slide you want and select Insert > Video.

3. Manipulating inserted components (video, image, drawing, text, etc.)

For whatever type of element you've inserted, you can move or resize that element. When you click an element to select it, a box appears around the element, with a small square, called a handle, at each corner. When you see that box, you can take these actions:

- **Move the element:** place your cursor over the element so that it becomes a four-way arrow. (If you are moving a text box, hover your cursor over the box's outline.) Click and then drag the element to move it. Let go of the mouse button to drop it in place.
- **Resize the element:** Put your cursor on top of one of the four handles at the corners of the selected element's box. Click and drag to resize the box. When you let go of the mouse button, Google resizes the element to fit the box.
- **Arrange the elements:** You can move elements forward (toward the top of the stack) or backward (toward the bottom of the stack) on a slide. Click to select the element you want to rearrange and then select **Arrange > Order** and choose *Bring to Front* or *Send to Back*.

Watch video tutorials



Create a
Flow Chart

Insert an Image

Insert a Video

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Exercise caution when inserting an email address into a presentation. If you plan to publish the presentation on the Web (see next slide), you might find any email address you link to gets flooded with spam.



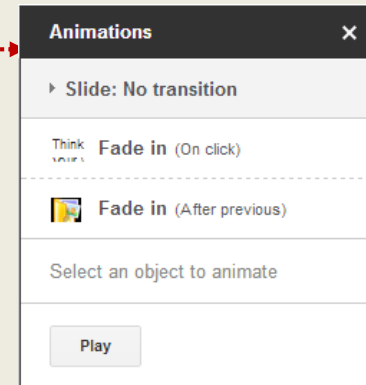
Adding Links to the Resources slide & transitions to texts/elements

Adding animation to texts and elements (Revealing them one by one):

When a slide has a bulleted list, for example—you want your audience to listen to what you have to say about one point before you move on to the next. And that's the idea behind incremental reveal or content animation, which shows items on a list or elements on a slide one by one. When you click the mouse, the next list item or other element appears. So you don't have to worry about audience reading and thinking about the sixth point on your list while you're still explaining the first.

To reveal list items (or other media elements) one at a time, follow these steps:

1. Select the element you want to reveal incrementally, such as a bulleted list or a picture whose entrance you want to control.
2. Select Insert > Animation. The animation panel will appear on the right side of your screen.



Adding Links to the Resources slide: Your last slide, the resources slide, needs to include a list of web resources related to the presentation topic. This list should be hyperlinked for direct access within the slide.

To add a hyperlink, select the text to be linked and in the formatting toolbar, click **Link**. The Edit Link box opens underneath the text you selected. Paste the link you want to add—Web Address or Email Address—and then type or paste the URL or email address into the text box and click OK. To remove or edit a link, click this button again and make your changes in the Edit Link box.



Watch video tutorials



Apply
Incremental Reveal

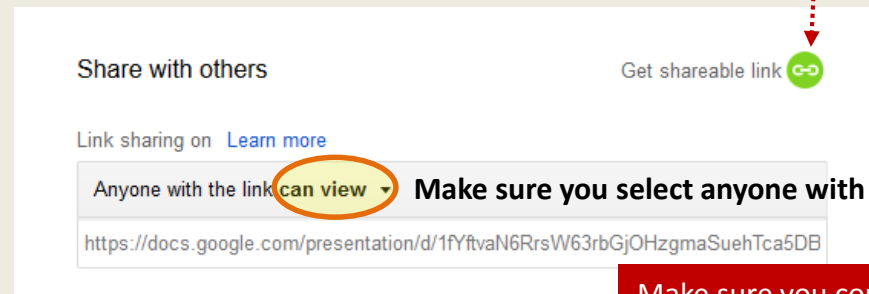
Add
Web Link

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Make your presentation available through a web link.

Your presentation file must be available for sharing through a web link.

You can share any presentation you create with other people of your choosing. Those people can be either viewers (who can see the presentation but not make any changes to it) or collaborators (who can both view and edit the presentation). To share a presentation, open the presentation and click its upper-right **Get shareable link** button to open the Share this Presentation page, shown below.



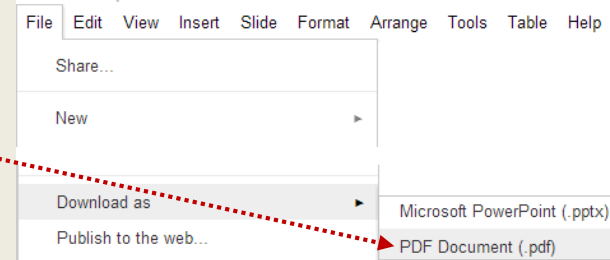
Make sure you copy the web link – you will need to include the link in your assignment submission, in addition to the PDF document.



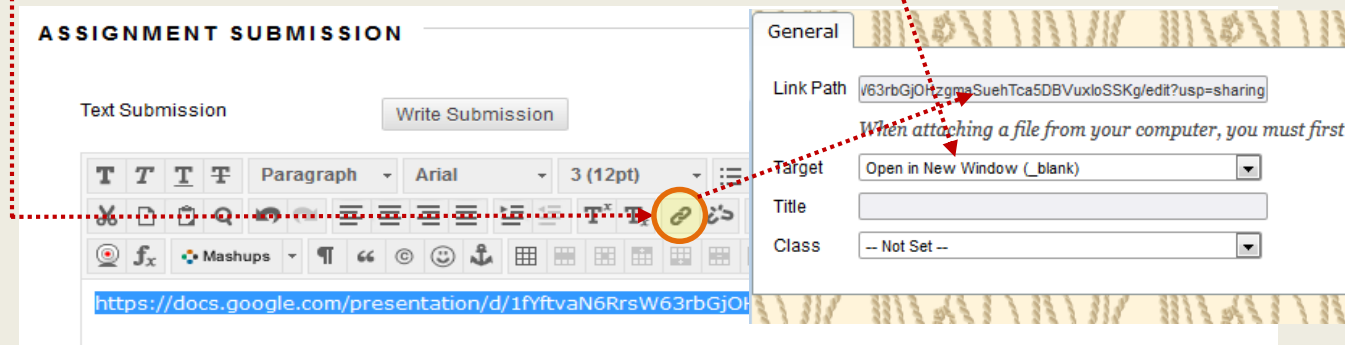
**watch video tutorial
(sharing document)**

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1. Submit the Presentation document (in PDF) and shared Google Docs presentation file web link to Blackboard for grading
2. Two submissions: 1) The presentation's **Web link** and 2) **PDF** of the presentation (via Download as)
3. Name the PDF file as
ett429_presentation_your last name
(ett429_presentation_smith)
4. Follow these steps to submit your assignment:



- Go to Blackboard > Assignments
- Click the name of the assignment (i.e., Week/Session 3 assignment). The Upload Assignment page appears.
- Click **Browse My Computer** next to **Attach File** to browse the local system and select the **PDF file** to attach.
- Enter your Google Docs presentation **file web link** using the **Hyperlink** button...
 1. Paste your Google Docs presentation file link.
 2. Highlight the file link and click the **Hyperlink** button.
 3. Paste the file link again in the Link Path text box.
 4. In Target drop down menu select "**Open in New Window (_blank)**" and click **Insert**.
- Click **Submit** to complete your assignment submission.



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Criteria (12 points)	Points
No erroneous layout Issues (format, # of slides, title, order)	1
Inclusion of the advance organizer (flow chart) in slide #2	1.5
Inclusion of at least one image	1
Inclusion of at least one directly embedded YouTube video	1
Inclusion of incrementally revealed elements	1
Inclusion of resources links and credit info in the final slide	1.5
Content completeness and appropriateness (e.g., How do you cover the selected topic in 6 slides? How appropriate the content is to the selected grade level?)	2
Correct submission (File name, File format)	1
Inclusion of sharable web link in your submission	2
Late submission (any component)	-6

Late assignments/projects will receive half credit if turned in within one week of the due date. Assignments/projects later than one week will receive no credit.

Because life can be rather unpredictable at times, you are all allowed **one** late project for the semester. This allows you to turn in the project late up to 10 days after it was due. Obviously, this one time submission policy does not apply when handing in your final portfolio.



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If you are used to storing your files locally on your own computer, the idea of “cloud computing”—accessing programs and storing files using the Internet—might feel a bit uncomfortable. The question is an important one: Is Google Docs secure?

When you create a document in Google Docs, that document and any information in it is private. No one can look at that information unless you explicitly grant them permission to do so by sharing the document or publishing it on the Web. Google stores your documents on its own secure servers. Any information that you store in your Google Docs is not accessed by search engines. That means your private info won't appear in search results. The only exception to this is if you (or one of your collaborators) have published the document and posted its Web address on a public site—in that case, your info is already out there in public on the Web, where search engines can find it.

Keep in mind that Google uses Docs for its own staff—which shows the company believes in the security of its data.

Here is a list of online resources on how to use Google Docs

Google Docs online support site:

<https://support.google.com/docs/?hl=en>

Word Documents:

<https://support.google.com/docs/bin/answer.py?hl=en&answer=143206&topic=21008&rd=1>

Spreadsheets

<https://support.google.com/docs/bin/answer.py?hl=en&answer=140784&topic=20322&rd=1>

Presentations

<https://support.google.com/docs/bin/answer.py?hl=en&answer=126127&topic=19431&rd=1>

An alternative site to Google Docs (an excellent online MS Office –like application suite): <http://www.zoho.com/>

