

## PowerPoint Mission Presentation Project

<b>Lesson Day 1</b>			
	Grades K-2	Grades 3-6	Grades 7-12
Objective:	The student will create a PowerPoint presentation with captions and pictures.	The student will create a PowerPoint presentation with summary sentences and pictures on each of 6-12 slides, incorporating two fonts and two transitions.	The student will create a PowerPoint presentation with text and pictures, incorporating two fonts and two transitions, sound and video to enhance a verbal presentation about a mission or community service project.
Advance Prep:	Student should have participated in a missions or community service project	Student should have participated in a missions or community service project.	Student should have participated in a missions or community service project. PowerPoint video tutorials are available at <a href="http://www.SdaNetwork.com/teachertools">www.SdaNetwork.com/teachertools</a> .
Materials:	Materials for creating a story board	Chart paper, copies of graphic organizer and rubric (one each per student), digital photos of service activity	Computers with PowerPoint software installed and internet access, Digital Camera(optional),
Intro:	Engage students in a discussion about a mission/community outreach project they have participated in.	Engage students in a discussion about a mission/community outreach project they have participated in.	Engage students in a discussion about a mission/community outreach project they have participated in, brainstorming in small groups, if appropriate, about specific events related to the project. Explain that the computer can be used to share the mission or outreach project. Assist students to identify an audience (e.g., parents, grandparents, church members, friends) and state that we will be using PowerPoint to do this.
Process:	Lead the students to create a storyboard about the mission project, including activities from the beginning, middle and end of the project. Consider sequencing printed digital pictures of the project with the students. Discuss captions and their purpose. Work with students to create	Brainstorm with students specific events related to the project, recording student responses on chart paper. Printed digital photos may help students recall events. Provide students with the accompanying graphic and individually or in pairs, have them sequence the events. When they have had sufficient time to complete this task,	Open PowerPoint and begin to create 8-16 slides, inserting text. Instruct students to search for clip art, photos or other graphics to correlate with the sequence of events. Ask students to download graphics using one or more of the following: 1) search Google images, click on the image, click on "See full-

	a brief sentence caption for each picture on the storyboard.	have each student join another individual or pair to compare their graphic organizers and modify them based on the discussion.	size image,” right click on the image and choose “Save image as,” choose “My Pictures” folder, click “save.” Find additional pictures and add to the folder; 2) If the photos were taken with their cameras, download by connection to the computer via the USB cable and choose “Import photos.” 3) Import clip art from the hard drive via PowerPoint.
Summary:	Have students dictate what they have learned about sequencing and captions in today’s lessons.	Inform students that on the next day’s lesson they will begin working with the computer. Explain to them that they will be creating a PowerPoint presentation about the project to share with parents, grandparents, church members or friends. Provide them with the accompanying rubric (or a rubric of the teacher’s choosing) and review it with them or have them partner read and discuss it.	Inform students that on the next day’s lesson they will continue working with PowerPoint to finish entering text.
Assessment:	Informal, based on students’ verbal responses.	Assess students’ graphic organizers to determine that there are a sufficient number of activities listed and that the activities are sequenced properly.	Review student’s “My pictures” folder for relevance to the project.
Extensions:			

<b>Lesson Day 2</b>			
	<b>Grades K-2</b>	<b>Grades 3-6</b>	<b>Grades 7-12</b>
<b>Objective:</b>	The student will create a PowerPoint presentation with captions and pictures.	The student will create a PowerPoint presentation with summary sentences and pictures on each of 6-12 slides, incorporating two fonts and two transitions. The student will use time wisely and equipment responsibly.	The student will create a PowerPoint presentation with text and pictures, incorporating two fonts and two transitions, sound and video to enhance a verbal presentation about a mission or community service project. The student will use time wisely and equipment responsibly.
<b>Advance Prep:</b>	Place PowerPoint icon on desktop		
<b>Materials:</b>	Computers, PowerPoint software, copies of the instructional aid (one per computer)	Computers, PowerPoint software, digital photos, copies of rubric (one per student, saved from Day 1)	Computers, PowerPoint software, clip art, and/or digital photos, videos, rubric (one each per student)
<b>Intro:</b>	Review the discussion from Day 1 using the storyboard created about a mission/community outreach project they have participated in. Explain that the computer can be used to share the mission or outreach project. Assist students to identify an audience (e.g., parents, grandparents, church members, friends) and say that we will be using PowerPoint to do this.	Remind students that today they will begin working on the computer to create a PowerPoint presentation on the mission/community service project. Review the rubric with them, answering any questions they may have about how they will be graded.	Introduce students to the rubric and answer questions about expectations.
<b>Process:</b>	With students gathered around computers and using the instructional aid provided, show the icon representing PowerPoint and have students locate and click on it. Have students click in the top box to add a title which has been written by the teacher. Have students click in the second box and enter their initials, name or class name. Show the students how to go to the file menu and click "save" saving under the	With students at their computers, have them open their PowerPoint presentations. Explain that today they will be adding text to their slides. Show students the various PowerPoint content layout options, focusing on the "blank" and the "title and content" options. Remind them that if they chose the "blank content layout" option they will need to create a text box by clicking on the icon at the bottom, and then clicking on the slide where they want the text box to appear. Next they will write 2-4 sentences	Remind students that today they will finish entering text in slides, utilizing computer prompts to check spelling, punctuation and grammar.

	<p>same name as the title. Have students refer to screen shot instructional aid to see that they should click under slide 1 of the left sidebar and then press enter. Have them repeat this step until more slides than are needed are created for the storyboard. Next teach students to delete unwanted slides by clicking on the slide on the left and pressing the delete key. Finally, have students save their work.</p>	<p>explaining each picture.</p>	
Summary:	<p>Have students dictate what they have learned about creating PowerPoint slides and saving the file. Have students physically identify the delete and enter keys.</p>	<p>Have each student partner with another to show what they have accomplished in creating the presentation thus far.</p>	<p>Have students review their presentation up to this point, checking for relevance of images.</p>
Assessment:	<p>Informal based on students' responses.</p>	<p>Informal, based on observations of students' work, effective use of time and responsible use of equipment.</p>	<p>Informal, based on observations of students' work, effective use of time and responsible use of equipment.</p>
Extensions:			

<b>Lesson Day 3</b>			
	<b>Grades K-2</b>	<b>Grades 3-6</b>	<b>Grades 7-12</b>
<b>Objective:</b>	The student will create a PowerPoint presentation with captions and pictures.	The student will create a PowerPoint presentation with summary sentences and pictures on each of 6-12 slides, incorporating two fonts and two transitions. The student will use time wisely and equipment responsibly. The student will support peers effectively by providing meaningful feedback.	The student will create a PowerPoint presentation with text and pictures, incorporating two fonts and two transitions, sound and video to enhance a verbal presentation about a mission or community service project. The student will use time wisely and equipment responsibly. The student will support peers effectively by providing meaningful feedback.
<b>Advance Prep:</b>	Digital photos of mission/community service project on desktop	Digital photos downloaded to the computer	
<b>Materials:</b>	Computers, PowerPoint software, digital photos, copies of the instructional aid (one per computer)	Computers, PowerPoint software, digital photos, copies of rubric (one per student)	Computers, PowerPoint software, clip art.
<b>Intro:</b>	Review with students the content of the previous two days' lessons. Explain that today they will be learning to put photos into the slide they created.	Review with students the tasks they completed on the previous two days. Discuss the importance of obtaining feedback during the composition process. Have students brainstorm the kind of feedback they would find most helpful.	Discuss with students principles of creating effective PowerPoint slides. These are identified at <a href="http://www.SdaNetwork.com/teachertools">www.SdaNetwork.com/teachertools</a> under PowerPoint Principles.
<b>Process:</b>	With students at their computers, have them open click on the PowerPoint icon. Then lead them through file/open to open their document. Have students click on the second slide shown on the left bar and then choose the format on the right under "Content Layouts" which corresponds to the icon shown on the instructional aid. Have students click the "insert photo" icon (see instructional aid) then select desktop on the left and double click on the desired photo. To change	With students at computers, provide them with information about the location of the digital photos of the service project. Show them how to access and insert the photos. Have students continue inserting photos into each slide, resizing photos and text boxes as needed.	Inform students that today they will add photos, clip art and/or other graphics to their presentations. See instructions on how to do this at <a href="http://www.SdaNetwork.com/teachertools">www.SdaNetwork.com/teachertools</a> . Have students import graphics and photos. See PowerPoint video tutorials on this at <a href="http://www.SdaNetwork.com/teachertools">www.SdaNetwork.com/teachertools</a> , if needed. Students should add transitions and use two fonts and font colors. Other effects to their presentation may be added as well. See instructions on how

	the size, if necessary, place mouse on the corner box of the photo and move the cursor toward or away from the center. Continue to insert pictures for the rest of the slides.		to do this at <a href="http://www.SdaNetwork.com/teachertools">www.SdaNetwork.com/teachertools</a> .
Summary:	Have students show the process of inserting a picture to a peer.	Have each student partner with another to show what they have accomplished in creating the presentation thus far. Each partner should ask the other for specific feedback.	Review the entire presentation and check for flow, glitches, alignment, etc.
Assessment:	Informal based on observation.	Informal based on observation of students' work, effective use of time, responsible use of equipment and support of peers.	Informal based on observation of students' work, effective use of time, responsible use of equipment and support of peers.
Extensions:			

<b>Lesson Day 4</b>			
	<b>Grades K-2</b>	<b>Grades 3-6</b>	<b>Grades 7-12</b>
<b>Objective:</b>	The student will create a PowerPoint presentation with captions and pictures.	The student will create a PowerPoint presentation with summary sentences and pictures on each of 6-12 slides, incorporating two fonts and two transitions. The student will use time wisely and equipment responsibly. The student will support peers effectively by providing meaningful feedback. The student will edit for correct capitalization, punctuation, spelling and grammar.	The student will create a PowerPoint presentation with text and pictures, incorporating two fonts and two transitions, sound and video to enhance a verbal presentation about a mission or community service project. The student will use time wisely and equipment responsibly. The student will support peers effectively by providing meaningful feedback.
<b>Advance Prep:</b>			
<b>Materials:</b>	Computers, PowerPoint software, digital photos, copies of the instructional aid (one per student)	Computers, PowerPoint software, clip art, digital photos, copies of rubric (one per student)	Computers, PowerPoint software, clip art, digital photos, videos, Movie Maker software for making videos
<b>Intro:</b>	Review the process for opening the document. Explain that we will be adding captions to the slides today. Ask a volunteer to define the word “caption”.	Ask students to brainstorm a list of ways to make a slide presentation more eye-catching and appealing. Record their responses on chart paper. Ask students what they think might happen if any of these ideas were used to excess.	Engage students in a discussion about features of PowerPoint which capture their attention and interest.
<b>Process:</b>	Assist students, if needed, to open their documents. Have them choose the second slide, click on the caption box and type in a brief sentence caption. Then repeat for additional slides.	With students at computers, show them how to change fonts and font color. Also show them how to choose slide transitions by going to “slide show” on the tool bar, choosing “slide transition” and then one of the transition options on the right. Also show them how to change the speed of the transition and how to start the slide show. Have students work to make slides more eye-catching and appealing with these techniques.	Explain to students that today they will be adding sound and/or videos. See instructions on how to do this at <a href="http://www.SdaNetwork.com/teachertools">www.SdaNetwork.com/teachertools</a> . Have students add sound and/or videos.
<b>Summary:</b>	The teacher will show the presentations created by a couple of volunteers, reminding students that the	Have each student partner with another to show what they have accomplished in creating the presentation using the slide	Have students partner to critique each other’s presentation.

	slides are not yet edited. Editing will be done during Day 5.	show. Each partner should ask the other for specific feedback on the work accomplished thus far.	
Assessment:	Informal based on observation.	Informal based on observation of students' work, effective use of time, and responsible use of equipment and support of peers..	
Extensions:			

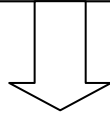
<b>Lesson Day 5</b>			
	<b>Grades K-2</b>	<b>Grades 3-6</b>	<b>Grades 7-12</b>
<b>Objective:</b>	The student will create a PowerPoint presentation with captions and pictures.	The student will create a PowerPoint presentation with summary sentences and pictures on each of 6-12 slides, incorporating two fonts and two transitions. The student will use time wisely and equipment responsibly. The student will support peers effectively by providing meaningful feedback. The student will edit for correct capitalization, punctuation, spelling and grammar..	The student will create a PowerPoint presentation with text and pictures, incorporating two fonts and two transitions, sound and video to enhance a verbal presentation about a mission or community service project. The student will use time wisely and equipment responsibly. The student will support peers effectively by providing meaningful feedback.
<b>Advance Prep:</b>			Student should have participated in a missions or community service project.
<b>Materials:</b>	Computers, PowerPoint software, instructional aid	Computers, PowerPoint software, clip art, digital photos	Computers, PowerPoint software, clip art, digital photos, videos, Movie Maker software for making videos
<b>Intro:</b>	Engage students in a discussion about the meaning and purpose of editing. Include in the discussion the importance of editing before sharing with the public. Explain that the computer can help with this task. If a word is underlined in red, it may be spelled incorrectly or need capitalization. Other errors may be shown with a green line.	Engage students in a discussion about the importance of editing before sharing with the public. If necessary, distinguish between sharing with a partner for feedback and sharing with the general public. Have students refer to the mechanics section of the rubric as a reminder of the expectations and answer any questions they may have about the rubric.	Explain to students that today they will be practicing with a partner in preparation for making their presentation to a group.
<b>Process:</b>	With students at computers, show them how to take the cursor to an error and delete it. Additionally show them how to hold down the shift key while typing a letter to capitalize it. Have students read through their captions looking for possible errors and make corrections.	Have students go to the computers to edit and peer edit their presentations. When they finish editing for mechanics, have them watch the slide presentation, correcting anything that should be changed. Then have them self-evaluate using the rubric.	Have students in pairs practice their presentations and give each other written feedback using the rubric.

Summary:	Ask a student's permission to share his/her presentation with the group to proofread and provide feedback. Be sure to create a safe climate for students to share their work.	Ask a student's permission to share his/her presentation with the group and solicit feedback. Be sure to create a safe climate for students to share their work. Provide an opportunity for all students to share their presentation.	Have students make plans to give their slide presentation to their chosen audience.
Assessment:	Provide students with the assessment checklist to self-evaluate in the first column. The teacher completes the checklist in the second column.	Assess each student's final product using the rubric.	Assess each student's final product using the rubric.
Extensions:	Have the student create PowerPoint presentations on other topics. Possibilities include "Why I Love Jesus," "How I Know Jesus Loves Me," "I Thank God For..."	Have the student create PowerPoint presentations on other topics. Possibilities include "Why I am a Christian/Seventh-day Adventist," "Why I believe Jesus is Coming Back," "Ways I Share My Faith," "How I See God in Nature," spiritual song lyrics and related pictures, other service projects.	

Mission/Community Service Project Graphic Organizer

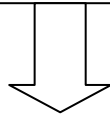
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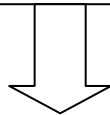
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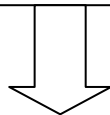
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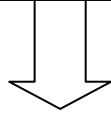
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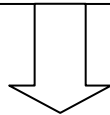


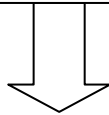
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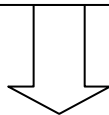
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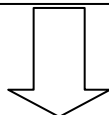
Mission/Community Service Project Graphic Organizer

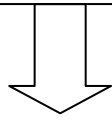



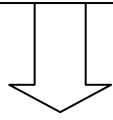

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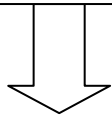
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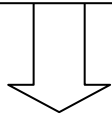
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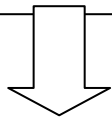
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Student \_\_\_\_\_

### PowerPoint Presentation Rubric Grades 1-2

Criteria	Student Rating	Teacher Rating
<b><u>Content</u></b>		
Presentation contains an enough slides to tell the story (at least a title, beginning, middle and end slide).		
Slides are in the right order to tell the story.		
Sentences match the slides.		
<b><u>Technique</u></b>		
Student can open document.		
Student can open slides		
Student can save document.		
Student can insert and resize pictures.		
<b><u>Mechanics</u></b>		
Correct spelling is used.		
Correct capitalization is used.		
Correct punctuation is used.		
<b><u>Participation in the Process</u></b>		
The student used time wisely.		
The student used the equipment responsibly.		
The student helped others.		

Rating: 😊 = my best    😞 = not my best

Student \_\_\_\_\_

PowerPoint Presentation Rubric Grades 3-6

Criteria	Student Rating	Teacher Rating
<b><u>Content</u></b>		
Presentation contains an adequate number of slides (4-6 for third and fourth graders, 6-12 for fifth and sixth graders).		
Sequence of slides is consistent with the actual event.		
Slide descriptions are interesting and relevant.		
<b><u>Technique</u></b>		
Two font colors were used.		
Two slide transitions were used.		
Slides are appealing, but not cluttered or distracting.		
<b><u>Mechanics</u></b>		
Proper spelling is used.		
Proper capitalization is used.		
Proper punctuation is used.		
Proper grammar is used.		
<b><u>Participation in the Process</u></b>		
The student used time wisely.		
The student used the equipment responsibly.		
The student supported peers effectively by providing meaningful feedback and assisting with peer editing.		

Rating: 0= not at all; 1= minimally; 2= approaches expectations;  
 3= meets expectations; 4= exceeds expectations

Student \_\_\_\_\_

PowerPoint Presentation Rubric Grades 7-12

Criteria	Student Rating	Teacher Rating
<b><u>Content</u></b>		
Presentation contains an adequate number of slides (8-16) to share the experience.		
Sequence of slides is consistent with the actual event.		
Slide descriptions are interesting and relevant.		
<b><u>Technique</u></b>		
Two font colors were used.		
Two slide transitions were used.		
Slides exhibit positive design principles.		
Slides include photos and sound and/or video.		
<b><u>Mechanics</u></b>		
Proper spelling is used.		
Proper capitalization is used.		
Proper punctuation is used.		
Proper grammar is used.		
<b><u>Participation in the Process</u></b>		
The student used time wisely.		
The student used the equipment responsibly.		
The student supported peers effectively by providing meaningful feedback and assisting with peer editing.		

Rating: 0= not at all; 1= minimally; 2= approaches expectations;  
 3= meets expectations; 4= exceeds expectations