

## PowerPoint Presentation Guidelines (180 Points)

	Requirements	20 Points	10 Points	5 Points	0 Points
1	<b>Technology related topic</b>	Presentation relates to technology as approved by instructor			Presentation does not relate to technology as approved by instructor
2	<b>Presentation and Handout</b>	Completes presentation <u>and</u> turns in 6 slides per page handout			Does not complete presentation <u>or</u> turn in handout.
3	<b>Slides</b>		Contains at least 10 slides	Contains 8 to 9 slides	Contains less than 8 slides
4	<b>Slide Layouts</b>		Contains at least 5 different slide layouts, including a title slide	Contains 3 to 4 slide layouts	Contains less than 3 slide layouts
5	<b>Background vs text and images. (Designed in Photoshop)</b>		Strong contrast between background designed in Photoshop and the text	Difficult to read text on background designed in Photoshop	No background designed in Photoshop <u>or</u> text cannot be easily read
6	<b>Spelling, grammar, punctuation, font, bold, etc</b>		No errors. Use Sans Serif fonts, Bold	2 - 3 errors	More than 3 errors
7	<b>Audio recording on microphone</b>		Audio recorded and can be easily heard minimum 3 seconds	Audio recorded and in presentation but difficult to hear	No audio recording
8	<b>Slide Footer</b>		Name, date, and slide number on each slide (except the title slide)	Partial footer	No footer
9	<b>Graphics/photos</b>		Contains at least 1 graphic on each slide related to the topic. One photo must taken with digital camera or scanned from an original photo	Contains 6 to 9 graphics related to the topic	Contains less than 6 graphics related to the topic
10	<b>Video</b>		Contains at least 1 video related to topic and properly links. Video must be created by student.	Contains poor quality and/or with errors	Contains no video
11	<b>Hyperlink</b>		Contains at least 2 working hyperlinks	Contains 1 working hyperlinks	Contains no hyperlinks
12	<b>Evidence of Research: 1 quote, 1 cite</b>		Contains at least 1 quote and 1 cited reference	Contains a quote or a cited reference	Contains no quote or cited reference
13	<b>Slide Transitions</b>		Transitions between all slides and contains at least 3 different transitions	Transitions between all slides and contains 2 different transitions	Either transitions not on all slides or contains less than 2 different transitions
14	<b>Animations</b>		Custom animations on all slides--5 different animations	Custom animations on all slides or 4 different animations	Either animations not on all slides or less than 4 different custom animations
15	<b>Music</b>		Introductory or background music can be heard appropriately	Music is on presentation but is not easily heard	No music on presentation
16	<b>Use of laser pointer</b>		used laser pointer effectively	used laser pointer very little	did not use laser point

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Students will give a 2 -3 minute presentation and turn in a 6 slide per page handout (portrait orientation) of the presentation. **Next to each slide on the handout, document the objects on the slide, including animations, transitions, slide layouts, slide master formatting changes, etc.**

Topic: Technology issues