**Facilitating using PowerPoint – A Self Checklist of Tasks**

Use this grid to keep track of the tasks you have to complete for the **Facilitating using PowerPoint** course.

MY TO DO LIST

| **Week** | **TASKS Did I?** | **Completed** |
| --- | --- | --- |
|  |  |  |
| Intro |  |  |
|  | Ensure to have a notepad close at hand when working on the course to write down some notes, questions, etc. |  |
|  | Print this document to use as a checklist |[ ]
|  | * Read the course outline, learning outcomes, perquisites….
* Understand how the course is facilitated? If not post question to Q&A
* Reply to questions of other participants
 |[ ]
|  | Practice navigating the Moodle platform |[ ]
|  | Meet your course facilitator |[ ]
|  | Explore the course toolkit |[ ]
|  | Post to the social forum a self-introduction and expectations |[ ]
|  | Edit your profile and upload a photo. |[ ]
|  | Explore messaging options in Moodle |[ ]
|  | Become familiar with uploading documents / objects |[ ]
|  | Read about how you will be assessed |[ ]
|  | Find an institution based supervisor/assessor to act as your mentor |[ ]
|  | Check throughout the week Q&A and social forum and participate in on-going discussions |[ ]
|  |  |  |
| 1 | Read the Slidebook, What is PowerPoint |[ ]
|  | Participate in the Icebreaker  |[ ]
|  | Share your best and worst experiences with PowerPoint |[ ]
|  | Complete a short survey |[ ]
|  | Check throughout the week Q&A and social forum and participate in on-going discussions |[ ]
|  | Share the name of your mentor/assessor in your portfolio forum |[ ]
|  |
| 2 | Check throughout the week Q&A and social forum and participate in on-going discussions and/or post your questions |[ ]
|  | Make quality postings to the week 2 forum: “My experiences with the PowerPoint skills development tutorial”. Post own experiences and react to at least two postings from others (so total of at least 3 quality postings to the forum) |[ ]
|  | Download the checklist with MS PowerPoint skills to be demonstrate in the set of PowerPoint slides |[ ]
|  | Use the online PowerPoint tutorial to acquire the MS PowerPoint skills listed in the checklist MS PowerPoint skills |[ ]
|  | Design and submit a set of MS PowerPoint slides to demonstrate skills in using MS PowerPoint |[ ]
|  | Submit the completed checklist with MS PowerPoint skills to be demonstrate in the set of slides |[ ]
|  | Take the MS PowerPoint knowledge quiz |[ ]
|  |
| 3 | Check throughout the week Q&A and social forum and participate in on-going discussions and/or post your questions |[ ]
|  | Search the web for information on technical criteria for quality PowerPoint slides, making notes |[ ]
|  | Make quality postings to the forum: “design tips.” Post my views and observations and critically react to postings from others (at least 3 critically quality postings to the forum, covering the three areas you searched and made notes on) |[ ]
|  | Complete and submit assignment “Critiquing and Correcting Slides” |[ ]
|  | Search the web for information on advantages and disadvantages of using PowerPoint in learning sessions and making notes |[ ]
|  | Search the web on information on the educational /pedagogical criteria for using PowerPoint is learning sessions and making notes |[ ]
|  | Search the web on information on techniques to use to make PowerPoint slides sets interactive and making notes |[ ]
|  | Make quality postings to the week reflection forum reflecting on your experiences with planning and developing Power Point slides and preparing for your learning session.  |[ ]
|  | Download pro forma session plan |[ ]
|  | Complete session plan and meet with your mentor and review it together. You mentor must provide feedback at the bottom of the page. Upload the reviewed session plan to you portfolio forum as <initialname>\_Session\_Plan\_vs1 |  |
|  | Set a date with your institution based assessor (mentor) for your training session in which they will observe you |[ ]
|  | Download checklist for set of PP slides to be used in facilitation |[ ]
|  | Begin designing an interactive set of PowerPoint slides to be used in facilitation. |[ ]
|  |
| 4 | Check throughout the week Q&A and social forum and participate in on-going forum discussions |[ ]
|  | Complete and submit designed PowerPoint slide set as <initialname>\_PPslides\_vs1 |[ ]
|  | Complete and submit the checklist for the PowerPoint slide set as <initialname>\_Checklist\_PPP |[ ]
|  | Meet and discuss with institution based assessor and review slides and plan for the training session. |[ ]
|  | Download the “Observation checking list for a PowerPoint enhanced learning session”, making e-copy available to assessor |[ ]
|  | Familiarise with Do’s and Don’ts during facilitation |[ ]
|  | Familiarise with the technical set up of computer/laptop, projector and screen |[ ]
|  | Familiarise with use of slide show techniques such as forwarding slides; “B” “W” keys; use of presenter’s mode, use of laser, pen, highlighter; completing interactive textboxes  |[ ]
|  | Make quality postings to the week 4 forum: “Preparing for facilitation using PowerPoint slides in a session” Post my views and observations and critically react to postings from others (at least 3 critically quality postings to the forum, covering this week preparation topics) |[ ]
|  | Submit observation checklist completed by institutional based assessor as <initialname>\_observation\_checklist to the portfolio forum |[ ]
|  |
| 5 | Check throughout the week Q&A and social forum and participate in on-going forum discussions |[ ]
|  | Write a reflection and self evaluation of the training session in the reflection forum. |  |
|  | Arrange for reassessment if required |[ ]
|  | Complete a course evaluation |[ ]
|  |  |  |