

## 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	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Read the course outline, learning outcomes, prerequisites....</li> <li>• Understand how the course is facilitated? If not post question to Q&amp;A</li> <li>• Reply to questions of other participants</li> </ul>	<input type="checkbox"/>
	Practice navigating the Moodle platform	<input type="checkbox"/>
	Meet your course facilitator	<input type="checkbox"/>
	Explore the course toolkit	<input type="checkbox"/>
	Post to the social forum a self-introduction and expectations	<input type="checkbox"/>
	Edit your profile and upload a photo.	<input type="checkbox"/>
	Explore messaging options in Moodle	<input type="checkbox"/>
	Organise and/or participate in chat	<input type="checkbox"/>
	Become familiar with uploading documents / objects	<input type="checkbox"/>
	Read about how you will be assessed	<input type="checkbox"/>
	Find an institution based supervisor/assessor to act as your mentor	<input type="checkbox"/>
	Check throughout the week Q&A and social forum and participate in on-going discussions	
1	Read the Slidebook, What is PowerPoint	<input type="checkbox"/>
	Participate in the Icebreaker	<input type="checkbox"/>
	Share your experiences with PowerPoint	<input type="checkbox"/>
	Complete a short survey	<input type="checkbox"/>
	Check throughout the week Q&A and social forum and participate in on-going discussions	<input type="checkbox"/>
	Share the name of your mentor/assessor in your portfolio forum	<input type="checkbox"/>
2	Check throughout the week Q&A and social forum and participate in on-going discussions and/or post your questions	<input type="checkbox"/>
	Organise and/or participate in chat	<input type="checkbox"/>
	Meet / discuss / inform institution based assessor on week 2 activities and reflect on it in the mentor interactions forum	<input type="checkbox"/>
	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)	<input type="checkbox"/>
	Download the checklist with MS PowerPoint skills to be demonstrate in the set of PowerPoint slides	<input type="checkbox"/>

Week	TASKS Did I?	Completed
	Use the online PowerPoint tutorial to acquire the MS PowerPoint skills listed in the checklist MS PowerPoint skills	<input type="checkbox"/>
	Design and submit a set of MS PowerPoint slides to demonstrate skills in using MS PowerPoint	<input type="checkbox"/>
	Submit the completed checklist with MS PowerPoint skills to be demonstrate in the set of slides	<input type="checkbox"/>
	Take the MS PowerPoint knowledge quiz	<input type="checkbox"/>
3	Check throughout the week Q&A and social forum and participate in on-going discussions and/or post your questions	<input type="checkbox"/>
	Organise and/or participate in chat	<input type="checkbox"/>
	Search the web for information on technical criteria for quality PowerPoint slides, making notes	<input type="checkbox"/>
	Make quality postings to the week 3.1 forum: "How to design quality PowerPoint slides?" Post my views and observations and critically react to postings from others (at least 3 critically quality postings to the forum)	<input type="checkbox"/>
	Complete and submit assignment 3.1 "What is wrong with these slides?"	<input type="checkbox"/>
	Search the web for information on advantages and disadvantages of using PowerPoint in learning sessions, making my notes	<input type="checkbox"/>
	Search the web on information on the educational /pedagogical criteria for using PowerPoint in learning sessions, writing down my notes	<input type="checkbox"/>
	Search the web on information on techniques to use to make PowerPoint slides sets interactive, making notes on what I found out	<input type="checkbox"/>
	Make quality postings to the week 3.2 forum: "What makes a good interactive PowerPoint slide set for use in facilitation?" 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)	<input type="checkbox"/>
	Download pro forma session plan	<input type="checkbox"/>
	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 review 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	<input type="checkbox"/>
	Download checklist for set of PP slides to be used in facilitation	<input type="checkbox"/>
	Begin designing an interactive set of PowerPoint slides to be used in facilitation.	<input type="checkbox"/>
4	Check throughout the week Q&A and social forum and participate in on-going forum discussions	<input type="checkbox"/>
	Organise and/or participate in chat	<input type="checkbox"/>
	Complete and submit designed PowerPoint slide set as <initialname>_PPslides_vs1	<input type="checkbox"/>

Week	TASKS Did I?	Completed
	Complete and submit the checklist for the PowerPoint slide set as <initialname>_Checklist_PPP	<input type="checkbox"/>
	Meet and discuss with institution based assessor and review slides and plan for the training session.	<input type="checkbox"/>
	Download the "Observation checking list for a PowerPoint enhanced learning session", making e-copy available to assessor	<input type="checkbox"/>
	Familiarise with Do's and Don'ts during facilitation	<input type="checkbox"/>
	Familiarise with the technical set up of computer/laptop, beamer and screen	<input type="checkbox"/>
	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	<input type="checkbox"/>
	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)	<input type="checkbox"/>
	Submit self-evaluation of training session in portfolio forum	<input type="checkbox"/>
	Submit observation checklist completed by institutional based assessor as <initialname>_observation_checklist. Assignment 4.2	<input type="checkbox"/>
5	Check throughout the week Q&A and social forum and participate in on-going forum discussions	<input type="checkbox"/>
	Arrange for reassessment if required	<input type="checkbox"/>
	In the portfolio forum reflect on your presentation	
	Complete a course evaluation	<input type="checkbox"/>