

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"> • Read the course outline, learning outcomes, prerequisites.... • Understand how the course is facilitated? If not post question to Q&A • Reply to questions of other participants 	<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"/>
	Shared the name of your mentor in the mentor interactions 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"/>
	Meet / discuss / inform institution based assessor on week 3 activities and planning for session to be assessed in week 4 and reflect on it in the mentor interactions forum	<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"/>
	Download checklist for set of PP slides to be used in facilitation	<input type="checkbox"/>
	Complete and submit session plan as <initialname>_Session_Plan_vs1	<input type="checkbox"/>
	Design interactive set of PowerPoint slides to be used in facilitation.	<input type="checkbox"/>
	Submit designed PowerPoint slide set as <initialname>_PPslides_vs1	<input type="checkbox"/>
	Complete and submit the checklist for the PowerPoint slide set as <initialname>_Checklist_PPP	<input type="checkbox"/>
4	Check throughout the week Q&A and social forum and participate in on-going forum discussions	<input type="checkbox"/>

Week	TASKS Did I?	Completed
	Organise and/or participate in chat	<input type="checkbox"/>
	Meet and discuss with institution based assessor, after your session plan and PP-slides set has been approved, when / where PP enhanced session will be assessed in week 4 and reflect on it in the mentor interactions forum	<input type="checkbox"/>
	Download the "Observation checking list for a PowerPoint enhanced learning session", making e-copy available to assessor	<input type="checkbox"/>
	Familiarise myself with Do's and Don'ts during facilitation	<input type="checkbox"/>
	Familiarise myself with the technical set up of computer/laptop, beamer and screen	<input type="checkbox"/>
	Familiarise myself 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 my session Assignment 4.1	<input type="checkbox"/>
	Submit observation checklist completed by my 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"/>
	Post to week 5 peer assessor forum observations from your assessor	<input type="checkbox"/>
	Arrange for reassessment if required	<input type="checkbox"/>
	Complete a course evaluation	<input type="checkbox"/>