Software Evaluation (Technology-Assisted Instruction)

Analysis done by: _____

Title: _____

Medium: ❏ disk   ❏ CD-ROM   ❏ Other   **Computer**: ❏ Macintosh   ❏ PC

Subject: _____ **Grade(s)**: _____ **Year**: _____

Type: ❏ Drill & Practice   ❏ Tutorial   ❏ Simulation   ❏ Problem-Solving   ❏ Other TAI

Describe the content and nature of the program.

Quality Analysis: 5=Exemplary   4=Very Good   3=Acceptable   2=Fair   1=Poor   0=Unacceptable

* Unique to Technology-Assisted Instruction

Curricular Match: Correlates with guidelines for what is to be taught in California's schools (i.e., curriculum frameworks, content and performance standards)? Do the instructional support materials identify correlations? **Explain.**   Rating: _____

Program Objectives: Are the objectives clearly stated? Will use the program support the teaching and learning of program concepts in a variety of positive ways? **Describe.**   Rating: _____

Content: Is there a depth and richness to the content that can extend the curriculum in a variety of ways (e.g., cross-disciplinary learning, support multiple instructional units throughout the school year)? **Describe.**   Rating: _____

Interest: Motivating? Intellectually stimulating? Actively engages the student? **Explain.**   Rating: _____

*Control: Can the teacher select concepts and/or sequence of presentation? Can word lists, problem sets, etc. be modified? Does it keep score? **Describe.**   Rating: _____

*Flexibility: Does the program branch to easier or more difficulty material when appropriate? Does it suggest solutions or give other help in response to learner errors? Can a game or activity be saved in progress? **Describe.**   Rating: _____

Technical: Runs efficiently with minimum delays? Easy to use (navigation, screen design, speed, menus, branching)? Good documentation? **Explain.**   Rating: _____

English Learners: Are the needs of English language learners provided for by the program content and in the teacher support materials (e.g., supplementing text by use of sound, read-aloud text, color images)? Are materials presented in more than one language? ❑ **Yes**   ❑ **No**   **Describe.**   Rating: _____

Learning Styles: Does the content presentation effectively accommodate a variety of learning styles (e.g., auditory, visual and/or kinesthetic learners)? ❑ **Yes** ❑ **No**   **Describe.**   Rating: _____

Special Needs: Does the program pay attention of learner's special needs (i.e., hearing impaired, partially sighted, those needing assistance in technologies)? How these accommodations are addressed in the support materials? ❑ **Yes**   ❑ **No**   **Describe.**   Rating: _____

Recommended for Special Students' Usage: ❑ **Yes**   ❑ **No**

Reading Level Required: K   1   2   3   4   5   6   7   8   9   10   11   12   Adult

Estimated Interest Level: K   1   2   3   4   5   6   7   8   9   10   11   12   Adult

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Legal Compliance Analysis: Meets state legal guidelines (women's roles, ethnic balance, aged, etc.)?

❑ **Yes**   ❑ **No**   List areas where you believe it may not comply.

OVERALL STRENGTHS AND WEAKNESSES: How good is it? **Explain.**   Overall Rating: _____

Based on *the Guidelines for Instructional Technology Resources in California Schools*

Software Evaluation (Reference Tools)

Analysis done by: _____

Title: _____

Medium: ❏ disk ❏ CD-ROM ❏ Other **Computer**: ❏ Macintosh ❏ PC

Subject: _____ Grade(s): _____ Year: _____

Describe the content and nature of the reference tool.

Quality Analysis: 5=Exemplary   4=Very Good   3=Acceptable   2=Fair   1=Poor   0=Unacceptable

* Unique to Reference Tools

Curricular Match: Correlates with guidelines for what is to be taught in California's schools (i.e., curriculum frameworks, content and performance standards)? Do the instructional support materials identify correlations? **Explain.**   Rating: _____

Program Objectives: Are the objectives clearly stated? Will use the program support the teaching and learning of program concepts in a variety of positive ways? **Describe.**   Rating: _____

Content: Is there a depth and richness to the content that can extend the curriculum in a variety of ways (e.g., cross-disciplinary learning, support multiple instructional units throughout the school year)? **Describe.**   Rating: _____

Interest: Motivating? Intellectually stimulating? Actively engages the student? **Explain.**   Rating: _____

*Searching for Content: Are there a variety of ways the student can search for information?
 Describe.   Rating: _____

*Search Tools: Are the search tools easy to use and master, transparent? Can the student focus on content rather than the mechanics for doing searches? **Describe.**   Rating: _____

Technical: Runs efficiently with minimum delays? Easy to use (navigation, screen design, speed, menus, branching)? Good documentation? **Explain.**   Rating: _____

English Learners: Are the needs of English language learners provided for by the program content and in the teacher support materials (e.g., supplementing text by use of sound, read-aloud text, color images)? Are materials presented in more than one language? ❑ **Yes** ❑ **No**   **Describe.**   Rating: _____

Learning Styles: Does the content presentation effectively accommodate a variety of learning styles (e.g., auditory, visual and/or kinesthetic learners)? ❑ **Yes** ❑ **No**   **Describe.**   Rating: _____

Special Needs: Does the program pay attention of learner's special needs (i.e., hearing impaired, partially sighted, those needing assistance in technologies)? How these accommodations are addressed in the support materials? ❑ **Yes** ❑ **No**   **Describe.**   Rating: _____

Recommended for Special Students' Usage: ❑ **Yes** ❑ **No**
Reading Level Required: K   1   2   3   4   5   6   7   8   9   10   11   12   Adult
Estimated Interest Level: K   1   2   3   4   5   6   7   8   9   10   11   12   Adult

Legal Compliance Analysis: Meets state legal guidelines (women's roles, ethnic balance, aged, etc.)?

❑ **Yes** ❑ **No**   List areas where you believe it may not comply.

OVERALL STRENGTHS AND WEAKNESSES: How good is it? **Explain.**   Overall Rating: _____

Based on the Guidelines for Instructional Technology Resources in California Schools

Lim   EDTE 330A

Multimedia (PowerPoint)

We will be using Microsoft PowerPoint to create the multimedia presentations. Microsoft PowerPoint is the presentation component of the Microsoft Office suite. You can create electronic slide shows to display on a computer, printed handouts, overhead transparencies, 2-inch-by-2inch slide, and web documents.

Starting the Microsoft PowerPoint

1. Start the Microsoft PowerPoint.
2. Make sure you have the Standard, Formatting, Drawing, and Task Pane menus on the window. In order to check this, click "View" and then "Toolbars." You should have "checks" in front of "Standard," "Formatting," "Drawing," and "Task Pane." (See below)
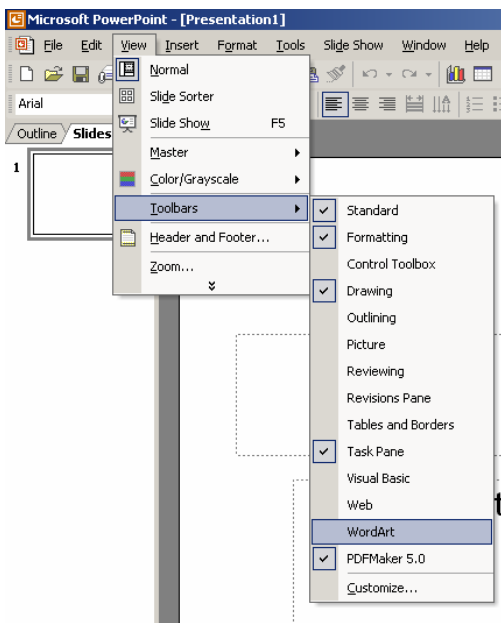
About different Tools

When you move the cursor on top of the button (icons), it will show the name of the button. The buttons are very similar to the

buttons on MS Excel or MS Word programs. (See page 38)

The picture below is a PC window of MS PowerPoint (Office XP version). If you use a Mac, the buttons are located in slightly different locations.
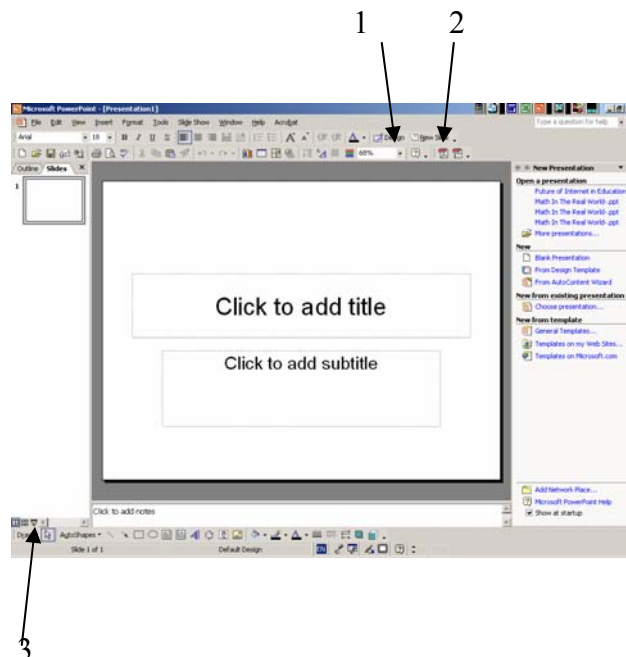
1. Slide Design
2. Creates a New Slide
3. View Icons

Inserting Text into the Title Slide (Slide 1)

1. Click on "View" and then select "Normal." You can also click on one of the view icons. The Normal View icon (see #3 on the picture above).

2. You can give the slide a title. On a title slide, there are two text boxes, one for a title and the other for a subtitle (see the picture above).

3. To enter a title, click inside the labeled text box labeled "Click to add title" and type the title of the presentation. Notice that prior to clicking in the "Click to add title" box, the border is a thin dashed line. Clicking inside the box causes the border to change to a thicker line pattern, which indicates that it is selected and you can begin typing. After typing, click anywhere outside the box to deselect it.

Adding a Design Template

Design templates are comprised of predefined colors, layout formats, and font styles that give presentations specific looks. When applying a design template, each existing slide receives the same treatment, as do all new slides.

1. Click on the Slide Design icon (see #1 on the picture above). You will see many design templates. Or click "Format" and then select "Apply Design Template."

2. Select the template of your choice.

Inserting (Adding) Slides (Slide 2 and on)

1. Click on the New Slide icon (see #2 on the picture above). Or click "Format" and then select "Slide Layout…"
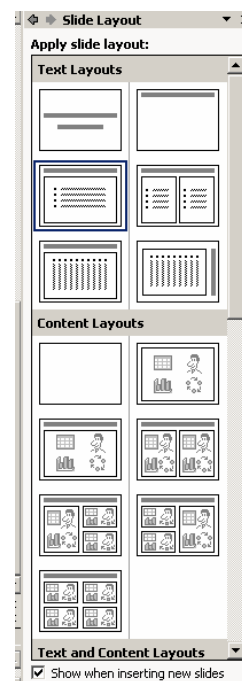
2. Select the slide of your choice for the slide #2.

Navigating Between Slides

1. One way is to use the outline or slide tab on the right hand column, click on the slide icon that represents the slide to which you want to work on. The slide appears in the slide pane.

2. Another way is to use the scroll bar arrows in the slide pane. The up arrow takes you to the previous slide, and the down arrow takes you to the next slide.

Inserting Clip Arts and Other pictures

The procedures are identical to the procedures in Excel and Word.

1. Click "Insert" and then "Picture." Select either "Clip Art…" or "From File…"

2. After you insert the picture, adjust the size and crop the picture as you desire. If you forgot how to do this, see page 39.
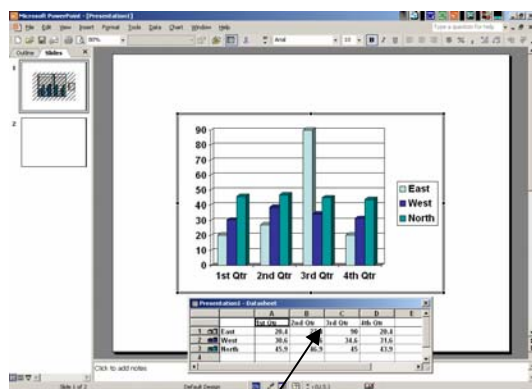
Inserting Text Boxes

The procedures are identical to the procedures in Excel and Word.

1. Click "Insert" and then "Chart" or any object of your choice.

2. After you insert the object, adjust the size and move to the location of your desire.

Inserting Charts

1. Click "Insert" and then "Chart." You will see the sample chart and the "Datasheet Area" similar to MS Excel (see below).

2. Input the data you want into the "Datasheet Area." You will see the graph change automatically after you input and click on "Enter."

3. Change the heading in the "Datasheet Area" to the heading of your choice (e.g., "1st Qtr" to "Quiz #1"). You will see the heading on the graph will change automatically after you click on "Enter."
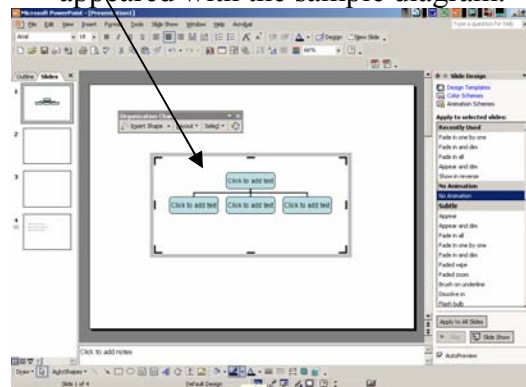
4. When you are done click on the blank area next to the chart.

5. Adjust the size and move to the location of your desire.

Inserting Diagrams

1. Click "Insert" and then "Diagram." You will see a new window (see below).
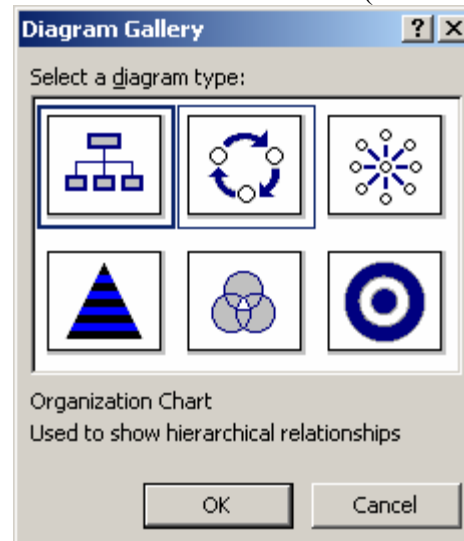
2. Select the diagram of your choice and then click "OK."

3. Input the information you need. Also, add more "boxes," "lines," "areas," etc. You need to use the tool box that appeared with the sample diagram.

4. When you are done click on the blank area next to the chart.

5. Adjust the size and move to the location of your desire.

Inserting Hyperlink

The procedures are identical to the procedures in Excel and Word. See page 39.

Inserting Movie Clips

1. Click "Insert" and then "movies and sounds." Select "Movie from File…" if you have movie clips in your folder you want to insert. Select "Movie from Clip Organizer…" if you don't have any movie clips in your folder.

2. Select the movie clip of your choice and then click "Insert" or double click the movie clip.

3. You should see a first frame of the movie clip. Move it to the location you want and adjust the size to your desire.

4. In order to play the movie clip, click on top of the first frame of movie clip. Otherwise you can make it play automatically when you come to the slide with the movie clip on it.

Inserting Sounds

1. Click "Insert" and then "movies and sounds." Select "Sounds from File…" if you have sound clips in your folder you want to insert. Select "Sounds from Clip Organizer…" if you don't have any sound clips in your folder.

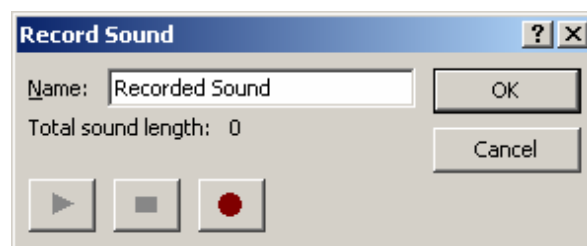2. Select the sound clip of your choice and then click "Insert" or double click the sound clip.

3. You should see an icon looks like the on the right. Move it to the location you want and adjust the size to your desire.

4. In order to play the sound clip, click on icon. Otherwise you can make it play automatically when you come to the slide with the sound clip on it.

Recording sounds and then inserting into the slides

1. Click "Insert" and then "movies and sounds." Select "Record Sound." You will see a new window similar to the picture below.

2. Click on the recording button and speak into the microphone. When you are done, click "OK."

3. You should see an icon looks like the on the right. Move it to the location you want and adjust the size to your desire.

4. In order to play the sound clip, click on icon. Otherwise you can make it play automatically when you come to the slide with the sound clip on it.

Adding Slide Transitions

You can add slide transitions, such as "rain," "blinds," and "Cover left," between slides.

The effects display when viewing the presentation in the slide show.

1. Click on "Slide Show" and then "Slide Transition…" You will see either a new window or a window pane on the right hand side.

2. Select the transition of your choice and try it out. Also, select the appropriate speed. You may also select have sound during the transition.

3. When you are done, click on the blank space on the slide.

* Suggestion: many people recommend that you pick a transition and use the same transition on all slides. It gets too busy and the audience will focus on the "bells and whistles" instead of focusing on your content. In order to do this, click "Apply to All Slides."

Adding Text Transitions

You can add slide transitions, such as "rain," "blinds," and "Cover left," between slides. The effects display when viewing the presentation in the slide show.

1. Click on "Slide Show" and then "Animation Schemes…" You will see either a new window or a window pane on the right hand side.

2. Select the animation of your choice and try it out.

3. When you are done, click on the blank space on the slide.

Using Action Buttons

You can use the action buttons to skip through few slides or go back to several slides.

1. Click on "Slide Show" and then "Action Buttons."

2. Select the button of your choice.

3. After you have selected the button, you will see a new window asking you what you want this button to do. See the window below.
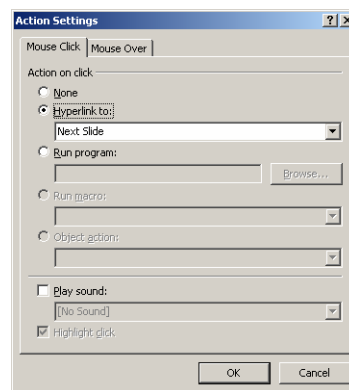
4. Select the action you desire and then click "OK."

Viewing the presentation

There are couple ways to view the show.

1. Click on slide show icon (see icon #3 on page 47). There are at least couple other icons in the same area. Click on them and see different views.

2. Click on the "Slide Show" and then select "View Show"

Multimedia Project

1. Create a PowerPoint Presentation for your class.

2. This is a team project (no more than two persons per team) but you may create your own presentation.

3. Use **ALL** the tools on pages 47-51 (e.g., transition, clip arts, etc.). You may not record the sound if you do not have the microphone.

4. Create minimum of ten slides.

5. Save the presentation in your folder in the sharedrive. Also, save a back-up copy in your floppy or zip disk.

6. You will be presenting your PowerPoint presentation to the class on the last day of class.

7. You will be also posting this presentation on your web site later.