# Slide 1: Using PowerPoint Online

* Guidelines and Best Practices (v.3.2)
* eLearning Design and Services
* Learning Technologies
* UITS

# Slide 2: Make your slides READABLE

* Use a font no smaller than 24 point. [Picture showing different fonts with an arrow pointing to 24-point font.]
* Use a sans serif font like Arial, Calibri, or Trebuchet.
* Avoid Comic Sans and other handwriting style fonts.

# Slide 3: Make your slides READABLE continued

* Use dark text on a light background for good color contrast. [Picture showing continuum of good color contrast with dark text on a white background to not good color contrast with the background becoming progressively darker.]
* Limit text to no more than 7 lines.
* Keep text left justified.
* Be consistent in your slide layout.

# Slide 4: Make your slides ACCESSIBLE

* Use a standard PowerPoint template layout.
* Avoid using color alone to indicate categories or that something is important!
* Add “alt text” descriptions for images that convey meaning.
  + Sample Alt Text: “Alternative slide layouts for a PowerPoint template”

# Slide 5: Make your slides EFFECTIVE

* Show the content visually.
* Use text to highlight important terms only.
* Include images, diagrams, illustrations, etc. to display concepts.
* Use animations that show functions and connections.
* Shows pie chart demonstrating data visually.

# Slide 6: Make your slides EFFECTIVE continued

* Avoid distractions.
* One larger image is better than several small images.
* Use decorative images sparingly and avoid duplicative images.
* Avoid animations that distract from the content.

# Slide 7: Talk to your students

* When narrating slides, focus on visuals – not text.

# Slide 8: Slide support NARRATION

* Asking students to read and listen simultaneously.
  + Splits their attention and
  + Reduces comprehension and retention

# Slide 9: Make your narration CLEAR

* Start with a script.
* A script keeps you on track, reduces awkward pauses, and provides a good basis for closed captioning.
* Practice your presentation.
* Practice improves delivery and tells you how long your presentation will take.

# Slide 10: Audio Quality Matters

* Audacity [Software used to improve audio quality]
* Use a quality microphone, in a quiet recording location, and edit your recordings as needed.

# Slide 11: Make your presentation REUSABLE

* Avoid including (either on slides or in audio):
  + Semesters, module dates, or other current dates
  + Page or chapter numbers from a text.

# Slide 12: Make your presentation LEGAL

* Everything on the web is protected by copyright unless it specifically says it is not.
* Use images from sites that allow reuse either with or without attribution.
* See your teaching and learning center for information on legal images and how to attribute image owners.

# Slide 13: Best Practices for PowerPoint Online

* Keep it short: 5 – 15 minutes. Students are often watching presentations between other activities.
* Keep it visual: focus on 1 – 2 images, 1 diagram, or 1 Smart Art, per slide. Remember, lots of words on slide splits student attention and lots of images dilute their impact.
* Keep it consistent: consistency in layout, fonts, font sizes, and colors orients students and reduces extraneous cognitive load.
* Keep the audio clear: good narration is well planned, practiced, and avoids external noise.

# Slide 14: Questions

* Visit your Campus Teaching and Learning Center!