



## Presentation Tools for Students: Teacher Guide

Presentation tools are a powerful way for K-12 students to demonstrate their learning. They can help students organize their thoughts, develop their critical thinking skills, and communicate their ideas clearly and concisely. Presentation tools also teach students how to use technology responsibly and effectively to communicate their ideas to a variety of audiences.

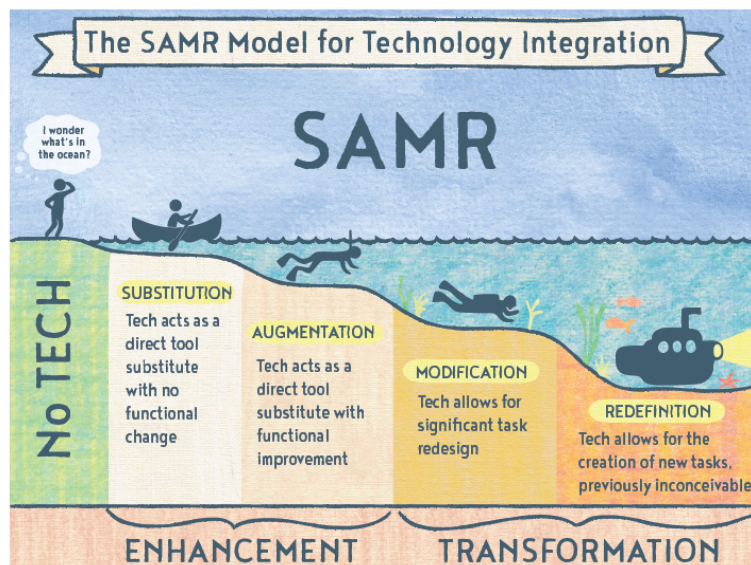
By utilizing various presentation tools and educational technology platforms, students acquire a comprehensive understanding of interacting with productivity-focused technology. They develop skills to articulate their ideas and collaborate effortlessly across both physical and digital environments.

This guidance document introduces a variety of presentation tools suitable for K-12 students and provides tips for teachers on how to integrate these tools into their instruction and evaluate student learning.

### Things to consider when [selecting a presentation tool](#) for students:

- The tool should be intuitive and easy for both teachers and students to navigate and use.
- Ensure the tool works on the devices teachers and students use in class.
- If students will be adding media (images, videos, music), ensure that the tool has the capability to do that.
- If students need to be able to work together in real-time, ensure that the tool can do that.
- Tools with offline options can allow for student editing even when students do not have Internet access.

One of the most important things to consider when selecting any edtech tool is the learning goal. Visualizing the end product will support the selection of the correct tool. Use the SAMR diagram<sup>1</sup> below for support in evaluating how the tool will be utilized.



<sup>1</sup> This work is adapted from Sylvia Duckworth and is used with permission. The original work is available at <https://sylvia Duckworth.shop/product/samr/>.

**Beginner Level:** Two widely used and beginner-friendly tools to consider are Microsoft PowerPoint and Google Slides. Both of these applications are designed to help users create slide-based presentations, which means you build your message or story using individual slides that can contain text, images, videos, and more.

<b><u>PowerPoint</u> (Microsoft Office)</b>		
<p><b>Pros</b> 👍</p> <ul style="list-style-type: none"> <li>● Widely recognized</li> <li>● Easy to use</li> <li>● Can work offline</li> <li>● Allows for use of images, videos, and animation</li> <li>● Offers templates with the ability to customize presentations</li> <li>● Valuable skill for students to learn, as it is widely used in the workforce</li> </ul>	<p><b>Cons</b> 👎</p> <ul style="list-style-type: none"> <li>● Requires Microsoft Office license</li> <li>● Real-time collaboration can be limited</li> <li>● Can be time-consuming, especially for students who are not familiar with the program</li> <li>● Can be distracting, especially if they are too long or if they contain too many bells and whistles</li> </ul>	<p><b>Tips</b> 📌</p> <ul style="list-style-type: none"> <li>● Use <a href="#">subtitles or translation</a> features for accessibility</li> <li>● Students should avoid overly fancy fonts</li> <li>● PowerPoint presentations should be simple and to the point. Avoid using too many slides or too much text</li> <li>● Hold down to resize images and keep the same scale</li> </ul>
<p><a href="#">Tutorial</a></p>		

<b><u>Google Slides</u> (Google Workspace for Education)</b>		
<p><b>Pros</b> 👍</p> <ul style="list-style-type: none"> <li>● Free to anyone with a Google account</li> <li>● Easy to use</li> <li>● Menu buttons and functions are the same as other Google tools</li> <li>● Easily shareable</li> <li>● Allows real-time collaboration</li> <li>● Accessible from any device with an internet connection</li> <li>● Integrates with Google Drive and other Google tools</li> <li>● Allows for use of images, videos, and animation</li> </ul>	<p><b>Cons</b> 👎</p> <ul style="list-style-type: none"> <li>● Limited advanced features</li> <li>● Has an offline option, but has to be enabled after opening from a web browser</li> <li>● Multiple options for embedding media can be distracting</li> </ul>	<p><b>Tips</b> 📌</p> <ul style="list-style-type: none"> <li>● Take advantage of sharing and commenting features for group projects</li> <li>● Add multimedia without opening a new tab by clicking Insert &gt; Image &gt; Search the Web</li> <li>● Quickly insert diagrams by clicking Insert &gt; Diagram and using the menu to the right of the screen</li> <li>● Use the Explore feature by clicking Tools &gt; Explore to search without opening a new tab</li> </ul>
<p><a href="#">Tutorial</a></p>		

**Intermediate Level:** Upon mastering the foundational concepts in Google Slides and Microsoft PowerPoint, students are prepared to explore design creation in Canva. Canva serves as a multifaceted presentation platform, facilitating the creation of presentations, videos, flyers, brochures, and a myriad of other design elements.

<a href="#">Canva</a>		
<p>Canva is a graphic design platform that allows users to create a variety of visual content, such as presentations, posters, documents, and other visual content, and offers a wide range of templates, making it accessible for all users.</p>		
<p style="text-align: center;"><b>Pros</b> 👍</p> <ul style="list-style-type: none"> <li>● Free for education</li> <li>● Extensive library of templates</li> <li>● Allows for real-time collaboration</li> <li>● Can be accessed from any device with an Internet connection</li> </ul>	<p style="text-align: center;"><b>Cons</b> 🙄</p> <ul style="list-style-type: none"> <li>● Abundance of options can be overwhelming</li> <li>● Does not have offline option</li> <li>● Easy for students to spend too much time on design details</li> </ul>	<p style="text-align: center;"><b>Tips</b> 📌</p> <ul style="list-style-type: none"> <li>● Provide structured guidance and clear instructions to help students navigate</li> <li>● Assist students in selecting appropriate templates that align with their project requirements</li> </ul>
<a href="#">Tutorial</a>		

**Advanced Level:** Prezi is a cloud-based presentation software with a dynamic, zoomable canvas that diverges from traditional slide-based formats. Its unique design allows for interactive and visually engaging presentations, highlighting relationships between topics and detailed views.

<a href="#">Prezi</a>		
<p style="text-align: center;"><b>Pros</b> 👍</p> <ul style="list-style-type: none"> <li>● Offers a non-linear presentation style with dynamic transitions</li> <li>● Visually appealing</li> <li>● Offers an innovative way to present information by zooming in and out</li> </ul>	<p style="text-align: center;"><b>Cons</b> 🙄</p> <ul style="list-style-type: none"> <li>● No free version, pay per user</li> <li>● Takes time to become familiar with features</li> <li>● Requires internet access</li> </ul>	<p style="text-align: center;"><b>Tips</b> 📌</p> <ul style="list-style-type: none"> <li>● Ensure students are using the education version, Prezi can publish to the open web and is searchable</li> <li>● Best used for topics that benefit from a zoom-in/zoom-out approach</li> </ul>
<a href="#">Tutorial</a>		

**Considerations for safety and privacy for teachers:**

- Ensure any online tool complies with student data privacy regulations, like COPPA or FERPA.
- Always teach students about [digital citizenship](#) and the importance of not sharing personal information online.
- Encourage students to use copyright-free images or give appropriate credit for materials.