

Facilitator Notes and Checklist**MS PowerPoint Task: Version B: Time Management**

Overview

The PowerPoint task is one of four elements of the CSC/AlphaPlus *Digital Skills Readiness for Postsecondary* assessment. It was developed by a working group of college AU faculty and AlphaPlus.

This task is intended to be an exit readiness tool, but it could also be used earlier in the student's AU program to help identify skills and skill gaps. Two versions of the task (A and B) are available so that it can be used as a 'pre- and post-test' if desired.

Keep in mind that this is just one tool. It is meant to be representative of general MS PowerPoint competency that AU students should have when they transition to postsecondary.

Instructions for Administering the MS PowerPoint Task

1. Provide a copy of the task instructions (in the file "PowerPoint_Task_Version_B_Student_Instructions") to the student.
2. Tell the student where to save the task file e.g., USB, network account, desktop, cloud, etc.
3. Advise the student to read all instructions carefully.
4. There is no time limit, but ideally the task should be completed in about 30 minutes or less.
5. Use the "MS Word Task" checklist on the next page to provide feedback to the student.

Digital Skills Readiness for Postsecondary Assessment

MS PowerPoint Task Checklist: Version B: Time Management

Student Name: _____

Date: _____

Facilitator Name: _____

Skill Name/Task	Needs Improvement	Proficient	Notes
Getting Ready			
Folder created and properly named (step 1)			
Presentation properly named and saved (step 3)			
General Information for Slides			
All slide elements are clearly visible (step 1)			
Font size fits the slide and is readable (step 2)			
Text isn't blocked by images or other (step 3)			
Creating the Presentation Slides			
SLIDE ONE			
Presentation has a consistent theme (step 1)			
Title ("Time Management") added (step 2)			
Student name, email and date in subtitle box (step 3)			
SLIDE TWO			
Title ("Overview") added (step 5)			
Text copied and pasted with bulleted points (step 6)			
Properly sized image(s)/icon(s) inserted to match topic (step 8)			
Image/Icon sources hyperlinked beneath (step 9)			
SLIDE THREE			
Title ("Thinking About Your Time") added (step 11)			
Text Added with Animation (step 12)			
<i>Animation #1:</i> appropriate and interesting			
<i>Animation #2:</i> appropriate and interesting			
<i>Animation #3:</i> appropriate and interesting			
SLIDE FOUR			
Title ("Modern Time Management Strategies") added (step 15)			
Smart Art Graphic appropriately used to display information (step 16)			

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Skill Name/Task	Needs Improvement	Proficient	Notes
SLIDE FIVE			
Title (“Remember!”) added (step 18)			
Text displayed in an interesting manner (not paragraph form) (step 19 & 20)			
Appropriate YouTube video inserted (step 22)			
Final Steps			
Slide Transitions (step 1)			
<i>Transition #1</i>			
<i>Transition #2</i>			
<i>Transition #3</i>			
<i>Transition #4</i>			
Submission instructions followed (step 3)			

Additional Comments