


Example Powerpoint



A GREAT WAY TO SHARE MEDIA
REGULARLY WITH YOUR FAMILIES!

A photograph of a female teacher with short blonde hair and glasses, wearing a light-colored blazer, leaning over a desk to assist three students. The students, two boys and one girl, are looking at a laptop screen. The girl is wearing a maroon sweater, and the boy next to her is wearing a blue and white plaid shirt. The boy on the right is wearing a blue and white striped shirt. The background is a blurred classroom setting with windows and other students.

I prefer to put media in **reverse** chronological order.

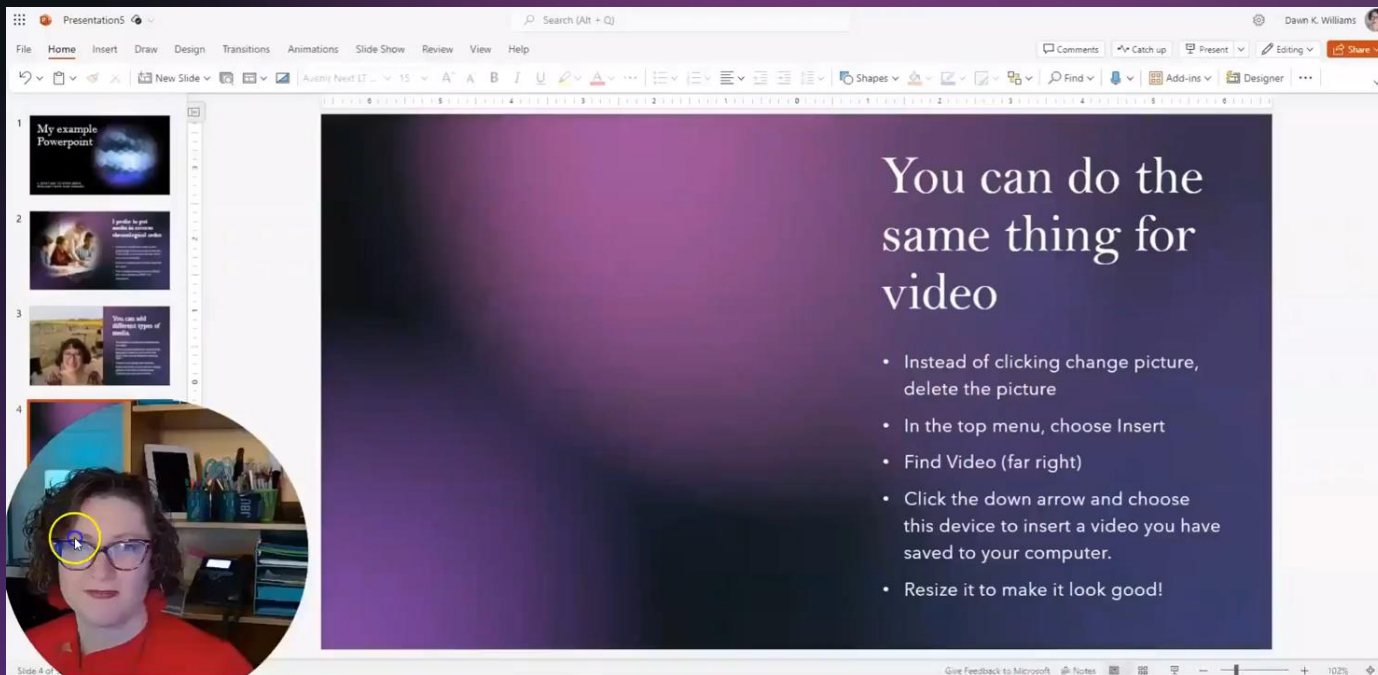
- I add new slides to the beginning each time (right after the Title slide), so parents see the most recent content first.
- You can caption your media right on the slide.
- Think about sharing not only WHAT you were doing by WHY it is important.



You can add different types of media.

- Powerpoint is a great way to share pictures and video.
- One easy way to add media is to start with typing your captions in one of the text boxes, then click on Designer in the top right.
- Choose a cool design with a picture.
- Right-click on the picture and click change picture > from device OR One Drive (wherever you store your media.)

You can do the same thing for video:



- Instead of clicking change picture, delete the picture
- In the top menu, choose Insert
- Find Video (far right)
- Click the down arrow and choose this device to insert a video you have saved to your computer.
- Resize it to make it look good!



When you are ready to share this with parents...

- You can resend the same link on a weekly basis through your "newsletter" email.
- You can ask your ITC to post the link on your webpage.
- You can share it any other way that you regularly communicate with parents.
- The link will stay the same. You will simply add new content to the presentation.
- It is important that you set up the sharing correctly for parents to access your slideshow.

When you share your link...

Click the orange Share button (top, right).

Click Manage Access.

Click the small blue text Share

At the bottom it will say something like, "People in your organization can edit." Hover over this, it is actually a link. Click it.

This will open your Share Settings.

Click Anyone.

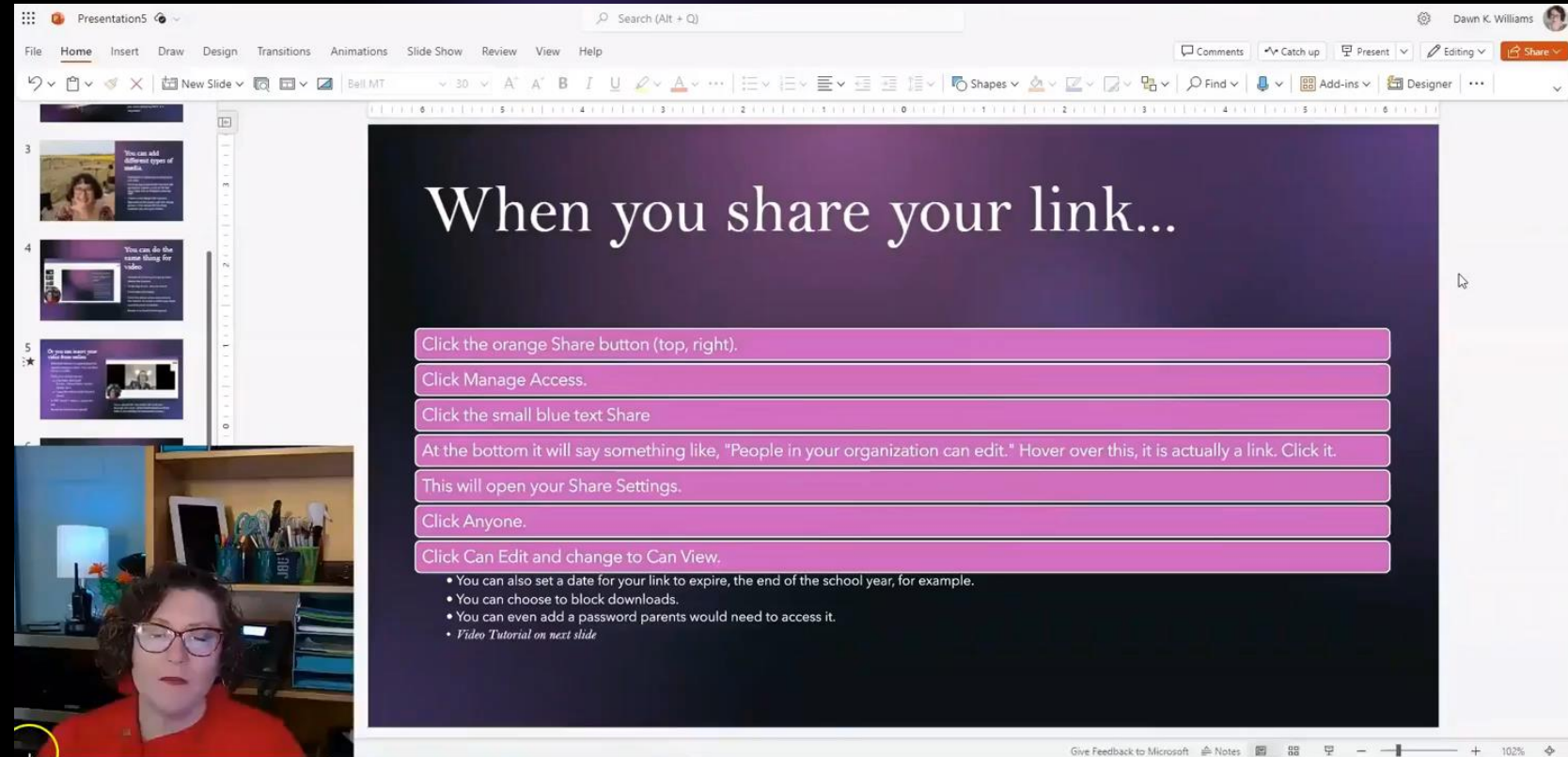
Click Can Edit and change to Can View.

- You can also set a date for your link to expire, the end of the school year, for example.
- You can choose to block downloads.
- You can even add a password parents would need to access it.
- *Video Tutorial on next slide*

Important!!!!

When you want to share your link again...

- Click the orange Share button.(top right)
- Click Manage Access.
- Click Links
- Copy the link you already made.



The screenshot shows a Microsoft PowerPoint application window. The title bar reads 'Presentation5'. The ribbon is set to 'Home'. The main slide area has a dark blue background with the title 'When you share your link...' in white. Below the title, there is a list of instructions in white text, each preceded by a pink rectangular highlight. The instructions are: 'Click the orange Share button (top, right).', 'Click Manage Access.', 'Click the small blue text Share', 'At the bottom it will say something like, "People in your organization can edit." Hover over this, it is actually a link. Click it.', 'This will open your Share Settings.', 'Click Anyone.', and 'Click Can Edit and change to Can View.'. Below these instructions, there are three bullet points: '• You can also set a date for your link to expire, the end of the school year, for example.', '• You can choose to block downloads.', and '• You can even add a password parents would need to access it.'. At the bottom of the slide, there is a small text link: '• Video Tutorial on next slide'. On the left side of the application, a thumbnail view of the presentation is visible, showing slides 3, 4, and 5. In the bottom left corner, there is a small video feed of a woman with glasses and a red shirt. The bottom status bar shows 'Give Feedback to Microsoft', 'Notes', and a zoom level of '102%'.

When you share your link...

- Click the orange Share button (top, right).
- Click Manage Access.
- Click the small blue text Share
- At the bottom it will say something like, "People in your organization can edit." Hover over this, it is actually a link. Click it.
- This will open your Share Settings.
- Click Anyone.
- Click Can Edit and change to Can View.

- You can also set a date for your link to expire, the end of the school year, for example.
- You can choose to block downloads.
- You can even add a password parents would need to access it.
- Video Tutorial on next slide