

## Performance Checklist

Objective	Task/Skill	Yes	No
<p><b>Subordinate Performance Objective:</b> I. Given a computer, PowerPoint software, a pre-saved text only PowerPoint, the student will be able to correctly turn on the computer, open his / her PowerPoint and find the first slide.</p> <p>I.A. Given a computer, keyboard, and mouse, the student will be seated at a computer and verify that keyboard and mouse are in working order and that the computer is powered on within 5 minutes of entering class.</p> <p>I.B. Given a computer, PowerPoint software, and a pre-saved text only PowerPoint file, the student will go identify a PowerPoint file as their own by checking the file name of the PowerPoint and then opening the file by double clicking the file.</p> <p>I.C. Given a computer, PowerPoint software, and an opened pre-saved text only PowerPoint file, the student will click once on the first slide of their text only PowerPoint.</p>	<p>A. Identify and start up of equipment.</p> <p>1. Identify computer, keyboard and mouse</p> <p>2. Turn on computer</p> <p>B. Identify Student PowerPoint</p> <p>1. Locate student file</p> <p>2. Click on file</p> <p>3. Double click PowerPoint</p> <p>4. Is this your PowerPoint</p> <p>C. In open PowerPoint open first slide</p> <p>1. Click on first slide</p>	<p><u>A</u>1.____</p> <p><u>A</u>2.____</p> <p><u>B</u>1.____</p> <p><u>B</u>2.____</p> <p><u>B</u>3.____</p> <p><u>B</u>4.____</p> <p><u>C</u>1.____</p>	<p><u>A</u>1.____</p> <p><u>A</u>2.____</p> <p><u>B</u>1.____</p> <p><u>B</u>2.____</p> <p><u>B</u>3.____</p> <p><u>B</u>4.____</p> <p><u>C</u>1.____</p>
<p><b>Subordinate Performance Objective:</b> II. Given a computer, PowerPoint software, and an opened pre-saved text only PowerPoint file, class discussions and the assignment rubric (<del>or</del> <del>checklist???</del>), the student will determine if each slide within his / her PowerPoint requires a visual complement to accentuate the communication message.</p> <p>II.A. Given a computer, PowerPoint software, and an opened pre-saved text only PowerPoint file, class discussions and the assignment rubric (<del>or</del> <del>checklist???</del>), the student will determine if the slide does not need a visual.</p> <p>II.B. Given a computer, PowerPoint software, and an opened pre-saved text only PowerPoint file, class discussions and the assignment rubric (<del>or</del> <del>checklist???</del>), the student will determine slides that need visuals.</p> <p>II.C. Given a computer, PowerPoint</p>	<p>A. Read the slide text</p> <p>1. Does the slide have enough text to make your point?</p> <p>2. Does slide have too much text making audience read slide <del>&amp;</del>—distracting from the point?</p> <p>C. Decide what slide needs <u>a visual</u></p> <p>1. Does slide need</p>	<p><u>A</u>1.____</p> <p><u>A</u>2.____</p> <p><u>C</u>1.____</p> <p><u>C</u>2.____</p>	<p><u>A</u>1.____</p> <p><u>A</u>2.____</p> <p><u>C</u>1.____</p> <p><u>C</u>2.____</p>

<p>software, and an opened pre-saved text only PowerPoint file, class discussions and the assignment rubric (<del>or</del> <del>checklist???</del>), the student will decide if the slide needs to grab attention, reinforce the point, give additional information, and/or add interest to the slide.</p>	<p>something to grab attention</p> <ol style="list-style-type: none"> <li>Does slide need additional data to reinforce point?</li> <li>Does slide need additional Information?</li> <li>Does slide need an interesting element?</li> </ol>	<p><u>C3.</u>____ <u>C4.</u>____</p>	<p><u>C3.</u>____ <u>C4.</u>____</p>
<p><b>Subordinate Performance Objective:</b>          III. Given a computer, PowerPoint software, and an opened pre-saved text only PowerPoint file, class discussions and the assignment rubric (<del>or</del> <del>checklist???</del>), the student will adjust slide layouts requiring a visual.</p> <p>III.A. Given a computer, PowerPoint software, and an opened pre-saved text only PowerPoint file, the student will double click on the pre-saved text only PowerPoint file that needs to be enhanced.</p> <p>III.B. Given a computer, PowerPoint software, and an opened pre-saved text only PowerPoint file, the student will click once on the PowerPoint tool bar.</p> <p>III.C. Given a computer, PowerPoint software, and an opened pre-saved text only PowerPoint file, the student will click once on slide layout.</p> <p>III.D. Given a computer, PowerPoint software, and an opened pre-saved text only PowerPoint file, class discussions and the assignment rubric (<del>or</del> <del>checklist???</del>), the student will scroll through the PowerPoint layout designs and effectively determine the layout which enhances their communication message the best.</p> <p>III.E. Given a computer, PowerPoint software, and an opened pre-saved text only PowerPoint file, class discussions and the assignment rubric (<del>or</del> <del>checklist???</del>), the student will determine if the content icon is properly appearing in the slide where a visual is being</p>	<p>A. Slide needs a visual</p> <ol style="list-style-type: none"> <li>Double click slide</li> </ol> <p>B. Opening slide layout</p> <ol style="list-style-type: none"> <li>Go to tool bar</li> <li>Click on FORMAT</li> </ol> <p>C. Determine slide layout</p> <ol style="list-style-type: none"> <li>Look for the right task pane to be open—slide layout</li> </ol> <p>D. Selecting slide layout</p> <ol style="list-style-type: none"> <li>Click on a TEXT and CONTENT slide that will fit your visual and your text from the right task pane</li> </ol> <p>E. Determine CONTENT ICON placement</p> <ol style="list-style-type: none"> <li>ICON appears where a visual is to be added</li> </ol> <p>F. Selecting layout</p>	<p><u>A1.</u>____ <u>B1.</u>____ <u>B2.</u>____ <u>C1.</u>____ <u>D1.</u>____ <u>E1.</u>____ <u>F1.</u>____</p>	<p><u>A1.</u>____ <u>B1.</u>____ <u>B2.</u>____ <u>C1.</u>____ <u>D1.</u>____ <u>E1.</u>____ <u>F1.</u>____</p>

<p>added.</p> <p>III.F. Given a computer, PowerPoint software, and an opened pre-saved text only PowerPoint file, class discussions and the assignment rubric (<del>of</del> <del>checklist???</del>), the student will click once on the chosen layout to effectively have layout appear on PowerPoint slide.</p>	<p>1. Click once on layout design</p>		
<p><b>Subordinate Performance Objective:</b></p> <p>IV. Given a computer, PowerPoint software, and an opened pre-saved text only PowerPoint file, and a visual checklist, the student will select and insert either clip art, pictures, graphs or charts, to at least 5 slides.</p> <p>IV.A. Given a computer, PowerPoint software, and an opened pre-saved text only PowerPoint file, and a visual checklist, the student will view PowerPoint clip art related to their communication message.</p> <p>IV.B. Given a computer, PowerPoint software, and an opened pre-saved text only PowerPoint file, internet search engines, and a visual checklist, the student will search and view pictures related to their communication message.</p> <p>IV.C. Given a computer, PowerPoint software, and an opened pre-saved text only PowerPoint file, and a visual checklist, the student will search and view graphs or charts related to their communication message.</p> <p>IV.D. Given a computer, PowerPoint</p>	<p>A. View PowerPoint clip art</p> <ol style="list-style-type: none"> <li>1. Go to tool bar and click on INSERT</li> <li>2. Scroll down and click on PICTURE</li> <li>3. Click on CLIP ART</li> <li>4. In right task pane find the SEARCH FOR box</li> <li>5. Type in keyword for search</li> <li>6. Click on go</li> <li>7. Scroll down through clip art</li> <li>8. Does clip art fit criteria for enhancing slide</li> </ol> <p>B. Search and view pictures</p> <ol style="list-style-type: none"> <li>1. Click on internet browser (Explorer, Safari, Mozilla etc.)</li> <li>2. In URL box type in www.google.com</li> <li>3. Click GO</li> <li>4. Just above Google search box click on IMAGES</li> <li>5. In search box type in keyword</li> <li>6. Click GO</li> <li>7. Scroll through pictures</li> <li>8. Does <del>a</del>-the picture fit criteria for enhancing slide?</li> </ol> <p>C. Search and view graphs</p> <ol style="list-style-type: none"> <li>1. If they have the graph or chart saved in their documents: <ol style="list-style-type: none"> <li>a. Click on My Computer</li> <li>b. Double click on the flash drive</li> </ol> </li> </ol>	<p>A1.____</p> <p>A2.____</p> <p>A3.____</p> <p>A4.____</p> <p>A5.____</p> <p>A6.____</p> <p>A7.____</p> <p>A8.____</p> <p>B1.____</p> <p>B2.____</p> <p>B3.____</p> <p>B4.____</p> <p>B5.____</p> <p>B6.____</p> <p>B7.____</p> <p>B8.____</p> <p>C1a.____</p> <p>C1b.____</p> <p>C1c.____</p>	<p>A1.____</p> <p>A2.____</p> <p>A3.____</p> <p>A4.____</p> <p>A5.____</p> <p>A6.____</p> <p>A7.____</p> <p>A8.____</p> <p>B1.____</p> <p>B2.____</p> <p>B3.____</p> <p>B4.____</p> <p>B5.____</p> <p>B6.____</p> <p>B7.____</p> <p>B8.____</p> <p>C1a.____</p> <p>C1b.____</p> <p>C1c.____</p>

<p>software, and an opened pre-saved text only PowerPoint file, and a visual checklist, the student will evaluate the appearance of the visual on the slide to see if it enhances the communication message.</p>	<p>c. Double click on the graph or chart.</p> <p>2. If they need to find one:</p> <p>a. Click on internet browser (Explorer, Safari, Mozilla etc.)</p> <p>b. In URL box type in www.google.com</p> <p>c. Click GO</p> <p>d. Just above Google search box click on IMAGES</p> <p>e. In search box type in keyword</p> <p>f. Click GO</p> <p><u>D. The visual is saved and inserted.</u></p> <p><u>1. Clip Art</u></p> <p><u>a. Does not try to save it</u></p> <p><u>b. Clicks on the desired image, resizes and places in appropriate spot.</u></p> <p><u>2. Internet Image, Graph or Chart</u></p> <p><u>a. Right clicks on image</u></p> <p><u>b. Clicks "Save Picture As"</u></p> <p><u>c. Selects Flash Drive from drop down box</u></p> <p><u>d. Enters appropriate title as name and clicks "Save"</u></p> <p><u>e. Returns to PowerPoint Slide</u></p> <p><u>f. Clicks "Insert", "Picture", "From File"</u></p> <p><u>g. Selects Flash Drive from drop down box</u></p> <p><u>h. Selects saved visual</u></p> <p><u>3. Saved Graph or Chart</u></p> <p><u>a. Opens PowerPoint Slide</u></p> <p><u>b. Clicks "Insert", "Picture", "From File"</u></p> <p><u>c. Selects Flash Drive from drop down box</u></p> <p><u>d. Selects saved visual</u></p>	<p>C2a.____</p> <p>C2b.____</p> <p>C2c.____</p> <p>C2d.____</p> <p>C2e.____</p> <p>C2f.____</p> <p>D1a.____</p> <p>D1b.____</p> <p>D2a.____</p> <p>D2b.____</p> <p>D2c.____</p> <p>D2d.____</p> <p>D2e.____</p> <p>D2f.____</p> <p>D2g.____</p> <p>D2h.____</p> <p>D3a.____</p> <p>D3b.____</p> <p>D3c.____</p> <p>D3d.____</p>	<p>C2a.____</p> <p>C2b.____</p> <p>C2c.____</p> <p>C2d.____</p> <p>C2e.____</p> <p>C2f.____</p> <p>D1a.____</p> <p>D1b.____</p> <p>D2a.____</p> <p>D2b.____</p> <p>D2c.____</p> <p>D2d.____</p> <p>D2e.____</p> <p>D2f.____</p> <p>D2g.____</p> <p>D2h.____</p> <p>D3a.____</p> <p>D3b.____</p> <p>D3c.____</p> <p>D3d.____</p>
<p><b>Subordinate Performance Objective:</b>  V. Given a computer, PowerPoint software, and an opened pre-saved text only PowerPoint file, an MLA format handout, class discussion and readings, the student will correctly determine if the visual needs to be cited.</p>			

<p>V.A. .Given a computer, PowerPoint software, and an opened pre-saved text only PowerPoint file, an MLA format handout, class discussion and readings, the student will determine if the visual source needs to be cited.</p> <p>V.B. Given a computer, PowerPoint software, and an opened pre-saved text only PowerPoint file, an MLA format handout, class discussion and readings, the student will insert a text box onto the PowerPoint slide.</p> <p>V.C. Given a computer, PowerPoint software, and an opened pre-saved text only PowerPoint file, an MLA format handout, class discussion and readings, the student will cite sources in MLA format in a text box in their PowerPoint slide show.</p>	<p>A. Determine if need exists to cite the source</p> <ol style="list-style-type: none"> <li>1. Is site copyright free?</li> <li>2. Does author, photographer or sponsor need to be credited to avoid plagiarism?</li> <li>3. Would someone need to check my sources?</li> </ol> <p>B. Inserting a text box</p> <ol style="list-style-type: none"> <li>1. Go to tool bar</li> <li>2. Click on INSERT</li> <li>3. Click on TEXT BOX in slide</li> </ol> <p>C. Inserting MLA cited source</p> <ol style="list-style-type: none"> <li>1. Type in cited source data</li> <li>2. Click on FILE in tool bar</li> <li>3. Click on SAVE</li> </ol>	<p>A1.____ A2.____ A3.____  B1.____ B2.____ B3.____  C1.____ C2.____ C3.____</p>	<p>A1.____ A2.____ A3.____  B1.____ B2.____ B3.____  C1.____ C2.____ C3.____</p>
<p>VI. Given a computer, PowerPoint software, and an opened pre-saved text only PowerPoint file, an MLA format handout, class discussion and readings, the student will go through each slide of the PowerPoint to determine if visuals and citations are needed to enhance their communication message.</p>	<p>Not sure about this one ***** does this need to be V.D.?</p>		
<p><b>Subordinate Performance Objective:</b></p> <p>VII. Given a complete PowerPoint slide show, the students will rate their slide show higher than pre-assignment.</p> <p>VII.A. Given a complete PowerPoint slide show, the students will rate their PowerPoint based on if their PowerPoint visuals grab attention, reinforce the text, give additional information, and/or add interest to enhance their communication message.</p> <p>VII.B. Given a complete PowerPoint slide show, the students will rate their insertion of the visuals and determine if they are of good quality that can be seen by the audience and enhances the communication message.</p> <p>VII.C. Given a complete PowerPoint slide show, the students will rate their completion of a works cited page and determine if it was done in proper MLA format.</p>			

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