

Name \_\_\_\_\_

Section # \_\_\_\_\_

Date \_\_\_\_\_ Date Returned \_\_\_\_\_

## Presentation Portfolio Criteria Sheet: PowerPoint

<b>PowerPoint Presentation:</b>	
Consistent with Inspiration diagram outline (does not have to be identical, but should reflect your ideas in the concept map)	
Used the Ten Golden Rules:	
6 X 6 rule	
Caps for title, heading, interest only	
Consistent font & size for headings/text (All titles same font size, all text on points same font size)	
Only maximum of 2 fonts used throughout presentation	
Sans serif font	
No more than 3 colors	
Text & background contrasting colors or design template applied	
No more than 2 graphics per slide	
One and only one transition included	
Kept the design simple	
Includes content/topic area	
Between 5 and 10 slides	
One sample of WordArt	
Each slide uses animation –either text and/or graphics	
Insert one graphic scanned or taken with digital camera that has been properly resized and formatted	
On sound (MPG3 or .midi file) or movie (.mov or .avi) file inserted into the presentation	
The above sound or movie file saved separately in your pp folder	
Slide transition set to automatically advance every 3-4 seconds	
Ending slide that says "Questions"	
Presentation printed as a handout with 3 slides to the page	
Save the file as [yoursectionnumber][yourlastname]pp in the [yoursectionnumber][yourlastname]pp folder	
<b>Center Lesson Design that includes description of 3 centers (at least 1 needs to incorporate PowerPoint):</b>	
Margins at .5", invisibles turned on	
Top section with leader tab lines and Name/Section plus Date/Topic or Subject in columns using tab stops	
Header with name of lesson and date code	
Footer with page number	
All 6 sections completed with activities described for each	
No tabs or spaces used to align text	
Indent marker used to hang paragraphs	
No spelling, typo, or grammar errors	
1 clipart/graphic	
Save the file as [yoursectionnumber][your lastname]center in your [yoursectionnumber][your lastname]pp folder	

I certify that the PowerPoint portfolio is complete and correctly created.

Reviewer: \_\_\_\_\_

Date: \_\_\_\_\_

## Presentation Evaluation Rubric

Component	1	0		Points
Completion	All Materials Completed according to the Checklist Above	Incomplete		
Lesson Design Completed	All Materials Completed according to the Checklist Above	Incomplete		
Product Quality	3	2	1	
Layout		All required pages: -Title page -No more than 10 slides -Slides created from Inspiration outline -Ending "Questions?" slide	One slide missing from list at left	
Quality	No spelling or grammar errors Professional look with graphical theme that appeals to audience and compliments the information Each slide is visually neat—no rules from 10 Golden Rules broken [fewer than 3 graphics, correct colors, correct fonts, correct amount of text (6x6 rule)]	One or two spelling or grammar errors Professional look with graphical theme that is appealing but does not relate to the information Each slide is somewhat neat—only rule from 10 Golden Rule broken [fewer than 3 graphics, correct colors, correct fonts, correct amount of text (6x6 rule)]	More than 2 spelling or grammar errors Graphical theme not professional-looking or appealing and does not relate to the information More than 1 rule from 10 Golden Rules broken [fewer than 3 graphics, correct colors, correct fonts, correct amount of text (6x6 rule)]	
Incorporation of multimedia	Sounds or movies incorporated support the information presented Sound/movie clips work	Sounds or movies incorporated somewhat support the information presented Sound/movie clips work	Sounds or movies incorporated do not seem to support the information presented, but are included Sound/movie clips do not work	
Total Points out of 10				