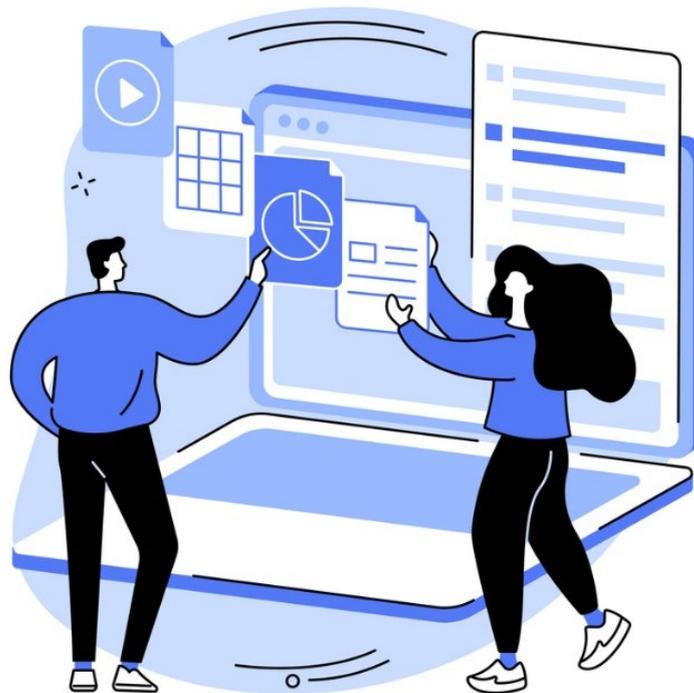




How To Create And Use Interactive Slides Within MS Teams





How To Create And Use Interactive Slides Within Teams

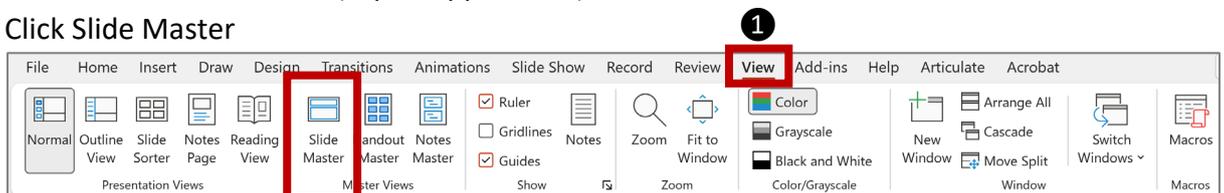
How To Create Slides With Movable Elements (things learners can move)

- Create a PowerPoint Presentation
- Create your slide adding the items that you want learners to be able to move around/edit
- Save your Presentation

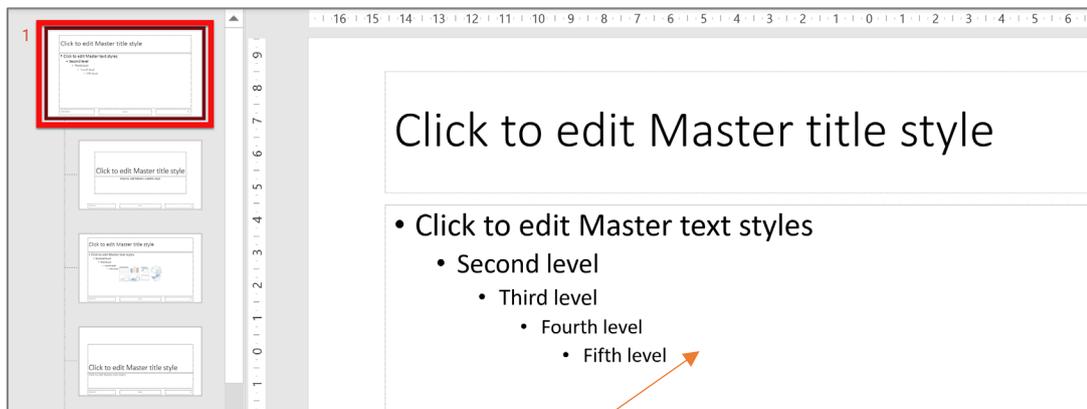
How To Create Slides With Fixed Elements (items learners cannot move)

To stop learners moving items on a slide, add items that are to be fixed to the Master Slide.

- Create a New blank PowerPoint Presentation
- Delete the default slide leaving no slides within the presentation
- Click View on the Ribbon (top of application)
- Click Slide Master



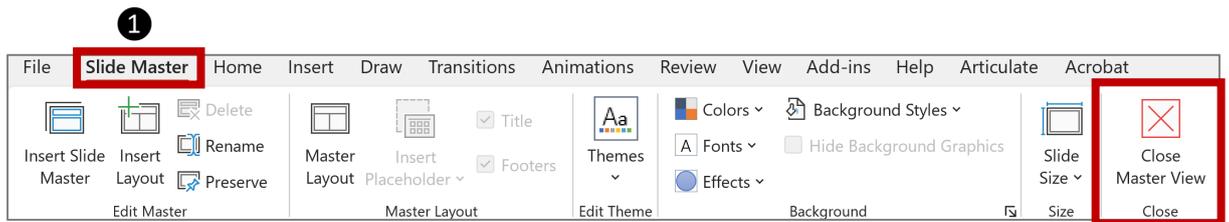
- Scroll to the top of the slide master slides on the left of the screen and click on the first layout



- Click on the second template ie the one directly below the top (first) template
- Press Delete to delete that template layout and continue deleting until they have all been deleted leaving only the top template slide.
- Click on the editing part of the slide (on the right)
- Select all the 'placeholders' (Ctrl + A) and press Delete
- Add the fixed elements of your slide. You can use the Ribbon at the top for shapes etc ie Insert and Home etc.

Once your slide looks as you want it to look:

- Click Slide Master on the Ribbon
- Click Close Master View



You are now back to your presentation slides.

- Select Home from the ribbon
- Select New Slide
- Select your custom slide (it is probably your only option)

Nb if any PowerPoint text placeholders appear, select and delete them

- Save your file. This is now ready for use.

Nb – You can combine the 2 methods – fixed and movable items ie have slides with fixed areas and items that can be moved into them eg fixed category boxes (non-moveable) with items that can be moved ie things that can be sorted into the category boxes.

Tip 1 – When you want to add movable text items on a slide and pre-prepare this for learners to move, create them as text boxes, then copy and paste them as a picture. This stops learners clicking inside the text box (and even changing the text). This makes it easier for learners to move items around on the interactive slide and stops them editing your text.

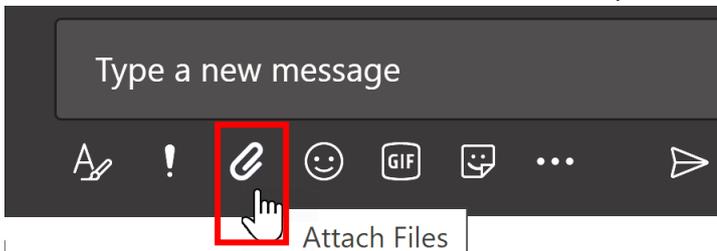
Tip 2 – To keep your learners all on the ‘same page’, when you create interactive slides ie create each slide as a separate PowerPoint presentation ie one slide per file. This stops learners moving from slide to slide (which you cannot see).

How To Share An Interactive Slide So That Everyone Can Use It At The Same Time

- Click the Chat button (show conversation) in the Teams Toolbar



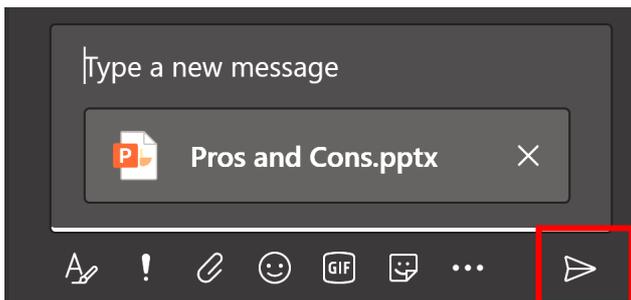
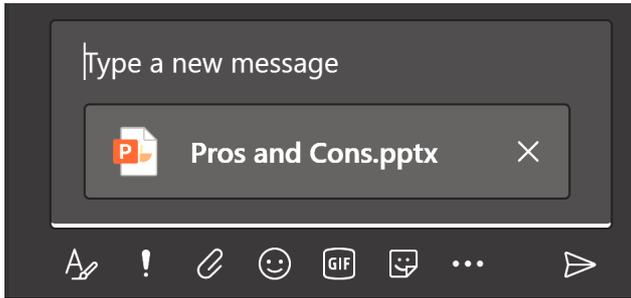
- Click on Attach Files at the bottom of the Chat panel



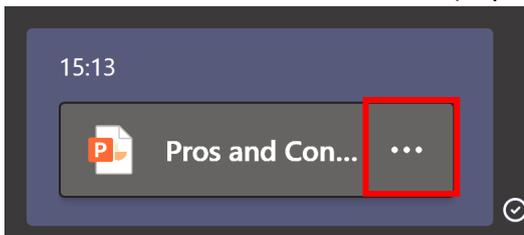
- Select ‘Upload from my computer’
- Select the file you want to use interactively



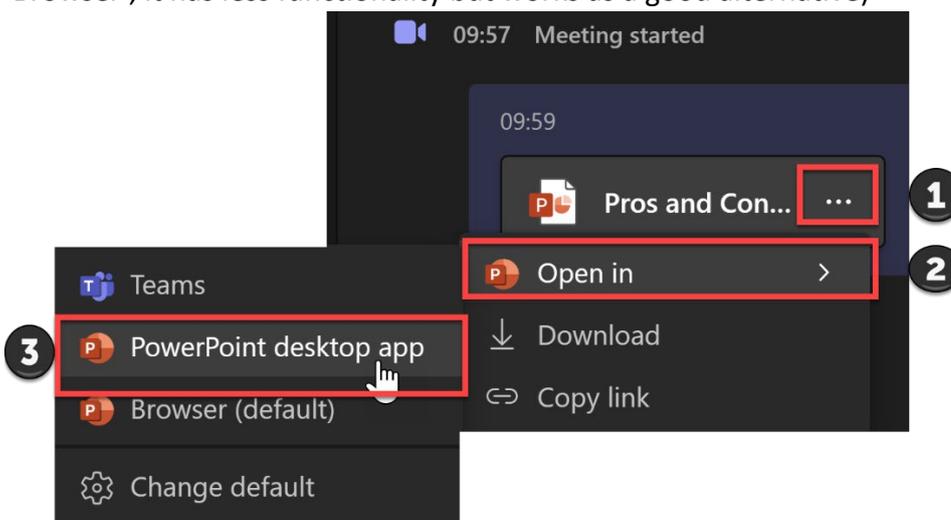
- Click Open – the file then appears ready to post into chat



- Ask learners to click on the 3 dots (elipse) towards the right of the file (in chat)



- Ask them to select Open 'PowerPoint desktop app' (if this is not possible, then use 'Browser', it has less functionality but works as a good alternative)



You can now all work on the slide together – moving items around, adding text etc and each person can also save their own copy of the completed slide.



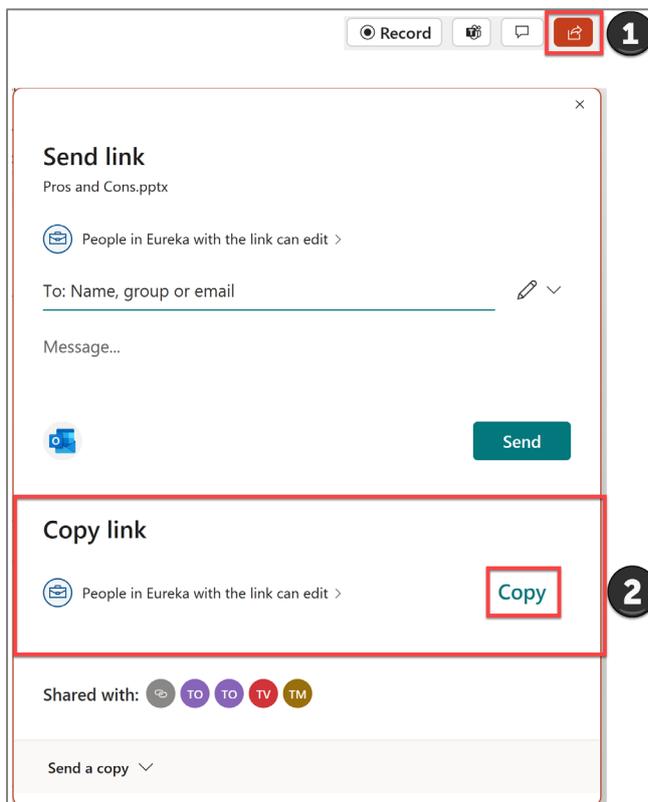
How To Share If The Paperclip is Not Available

When learners join your training from a meeting link and your learners are not all from the same organisation, many times the paperclip (Attach Files) does not show. But you can still share slides interactively by generating a share link from PowerPoint.

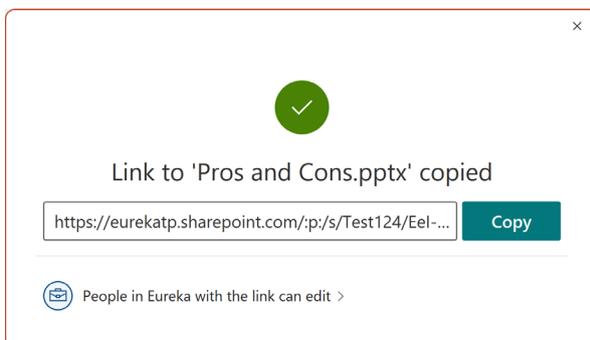
NB – for this to work well, I'd suggest that your files are stored within a storage cloud.

Within PowerPoint save the presentation that you want to use interactively

- Towards the top right of the screen click on 'Share'
- Click the Copy button with the Copy Link section



- Click Copy (this link can then be pasted within MS Teams Chat)



Nb – you can change who can use the link in the box above directly below the Copy Link Heading 'People in Eureka with the link can edit'



Example Interactive Slides



Towards the start of your training, have a slide with the content topic in the middle (fixed content) and ask learners to add everything they already know about the content. You could follow this with, 'so if this is what you already know, please add one question you'd like answered about ...' You can come back to this slide towards the end and ask learners to add all new things they've learned and to answer their questions.



Before or after offering content, ask learners to think about and add Pro's and Con's of different approaches. (Fixed Content)



Ask learner to put items into a logical flow/order (Movable Images)



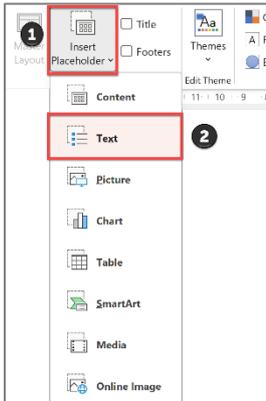
Ask learner to place items into categories/groupings. (Fixed items – Categories, Movable items – Text *as an image*)

How to Create Interactive Handouts (Placemats)

- Create your handout with Fixed elements including the areas that you want learners to add notes (see 'How To Create Slides With Fixed Elements (items learners cannot move)' on Page 1).
- Remain in Slide Master
- Click Insert Layout to add a new slide template
- Remove any default placeholders PowerPoint adds that you don't want



To add placeholder elements ie places for learners to add their own text, images etc



Still within Slide Master

- Select Insert Placeholder from the ribbon
- Select the type of placeholder you want eg Text

Move your mouse onto the template and click and drag a rectangle where you want your element to be placed.

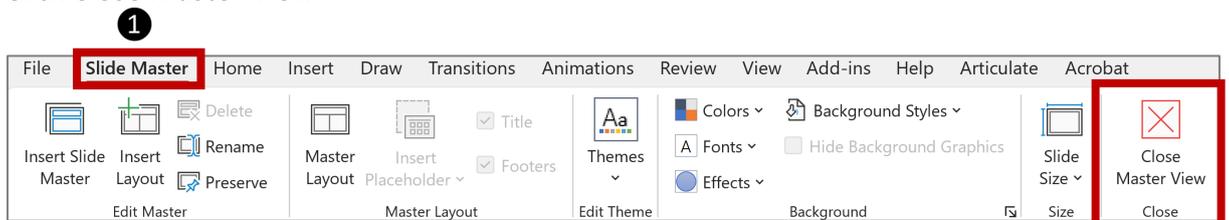
Nb if you are placing a text placeholder, by default it will have bullet levels. Select these levels, delete them, remove the bullet option (via Home on the ribbon and switch off bullets), reduce the font size to around 12 or 14 and type an instruction such as 'Click here to add your notes'.

- Continue adding your placeholders until you've added all areas you want learners to be able to click and add text etc.

Nb if you're using text, once you've added and formatted your first text placeholder, you can copy and paste this and use it in other areas on the placemat to save you having to format each one. Simply resize the placeholder to fit it's new location.

Once all of the elements and placeholders have been created and your handout (placemat) looks the way you want it to look:

- Click Slide Master on the Ribbon
- Click Close Master View



You are now back to your presentation slides.

- Select Home from the ribbon
- Select New Slide
- Select your custom slide (it is probably your only option)

Nb if any PowerPoint text placeholders appear, select and delete them

- Save your file.

You now have your handout ready to send to learners. They will have clickable areas to add their notes etc.