

## Completing Student Presentation Activities

Student Presentation activities require students to create interactive presentations using multimedia elements such as: audio recordings, video clips, pictures, shapes, colours, and more.

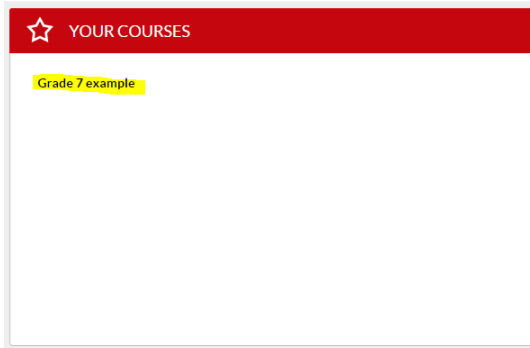
Presentations are completed slide-by-slide, similar to creating a presentation in Microsoft PowerPoint, using the multimedia elements and tools found within XpressLab.

Use the step-by-step instructions detailed below to:

- Locate and begin a Student Presentation activity
- View Assignment Instructions
- Add Text, Pictures, Video Clips, Voice Recordings, Hyperlinks, Shapes, and Drawing Canvases to your slides
- Delete objects from your slides
- Add and delete slides from your presentation
- Use the Discussion Forum; and
- Submit a completed Student Presentation activity.

### Step-by-Step Instructions

1. Log in to XpressLab using your Student Account. This will bring you to the Student Dashboard. Locate the course that contains the Student Presentation activity, using the **Your Courses** list.

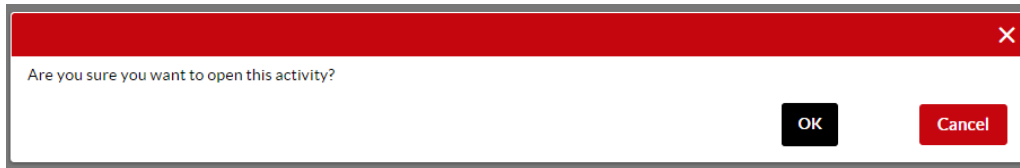


2. In the **Activities**, locate the assignment labeled **Student Presentation** below **Type** column. Then, click on the name of the activity below the column labeled **Activity**.

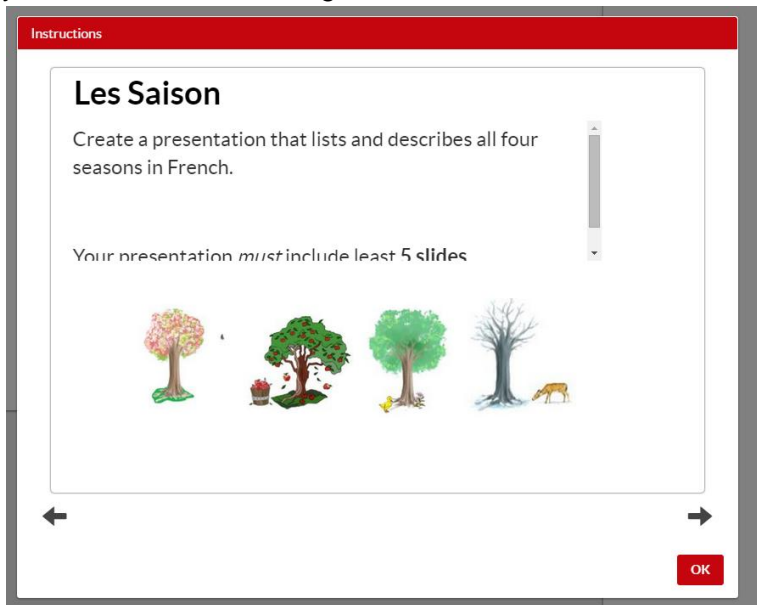
Dashboard / My Courses / Grade 7 example

Activity	Type	Progress	Grade Level
Sample activity	Standard Test	Saved/Incomplete	Unmarked
Dropbox Example	Dropbox Assignment	Started	Unmarked
Create a Presentation	Student Presentation	Incomplete	Unmarked

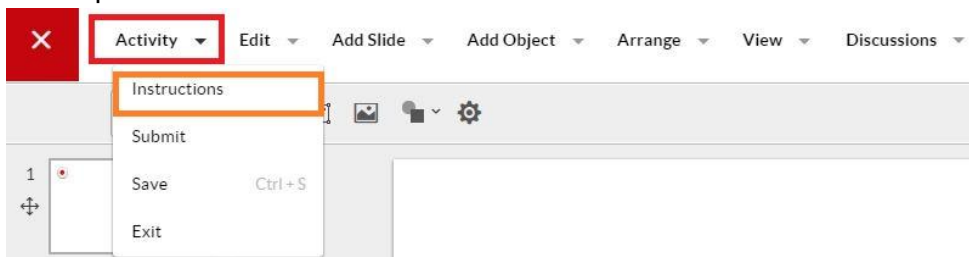
3. A Confirmation message will pop-up to remind you that you are about to begin a new assignment. Click **OK** in this pop-up window to launch the activity.



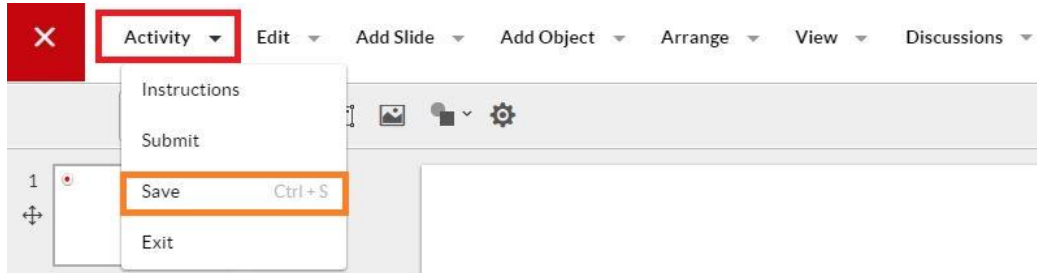
4. The topic of your presentation and any instructions from your teacher will pop-up automatically when you first access the activity. If there are several pages of instructions, use the **right** and **left** arrows to move through each page. Click **OK** when you have finished reading all of the instructions and are ready to begin the assignment.



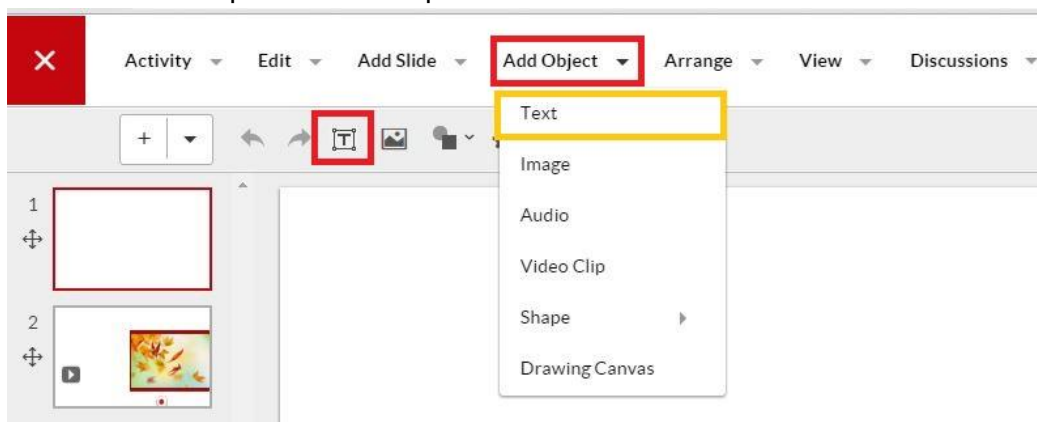
5. You may review the assignment instructions at *any time* by clicking on the **Activity** button located in the main navigation bar and selecting **Instructions** from the drop down list of options.



6. Be sure to routinely **save** your presentation as you are creating it. This way, your work will *not* be lost if there is an accidental loss of internet connection. To **save** your presentation. Click the **Activity** button and select **Save** from the drop down list of options. Alternatively, click and hold the **CTRL** and **S** buttons on your keyboard to save your presentation.













7. A **blank slide** is automatically provided when you start your presentation. To add text or writing to your slide, click the **Add Text** icon located in the *formatting toolbar*. You may also add text by clicking the **Add Object** button in the main navigation bar, and select **Text** from the drop down list of options.

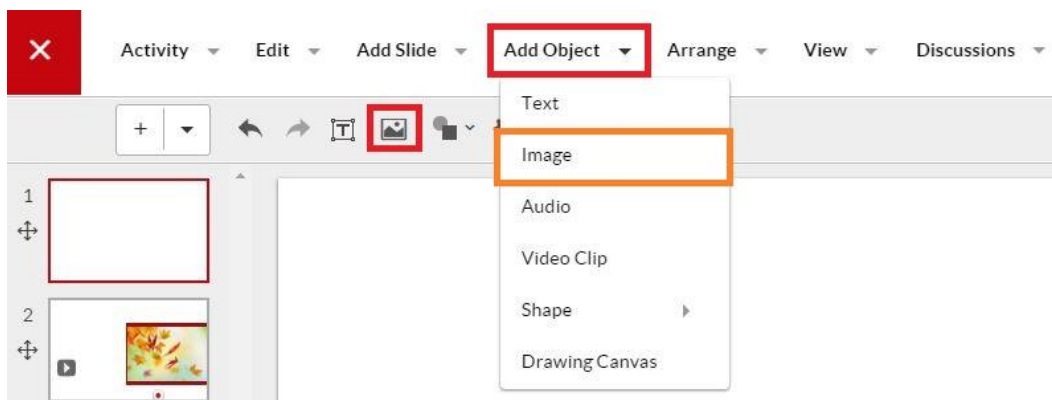


8. Adding text will insert a text box onto your slide. Double-click inside the text box to begin typing. Use the **Paragraph Formatting toolbar** to change your font style and size, as well as to bold, underline, italicize or strike through your text. When you are finished adding and modifying your text, click *outside* the text box.



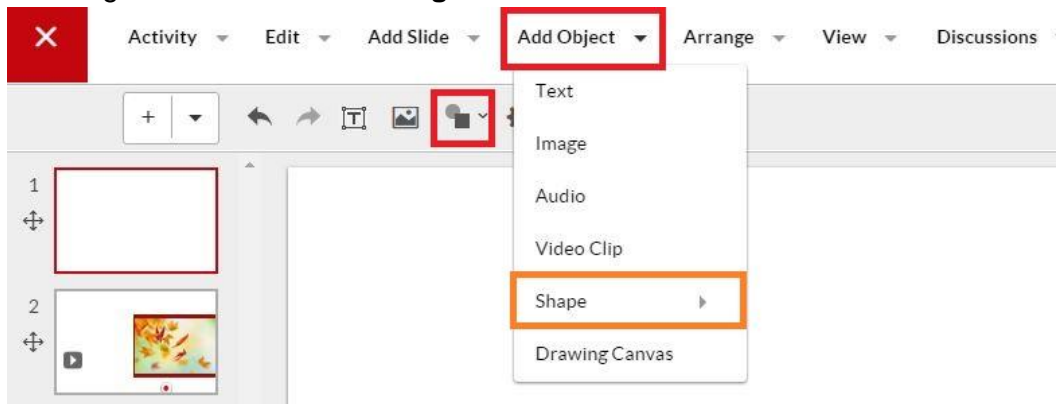
- Click **Text Colour** icon  to change the colour of your font.
- Click the **Increase Font Size** icon  to make your font larger.
- Click the **Decrease Font Size** icon  to make your font smaller.
- Use the **Font Name** drop down  to change your font style.

- Return your font to the default style and size by clicking the **Reset Font Size** icon .
  - To add an *accent* or *special character*, highlight a letter or place your cursor where you wish to add the accent/special character. Then, click the **Accents** icon . Use the options provided and click on the appropriate accent/character.
  - To add a link to a website within your slide, click the **Hyperlink** icon  and select **Hyperlink** from the drop down list of options. Enter the web address in the field labeled **URL**, found within the **Link** window. Click **OK** once the URL has been added.
  - To include an embedded document in your slide, such as a PDF or Word document, click the **Hyperlink** icon  and select **Link to document** from the drop down list of options. Use the **File Upload** window to locate the document from your local computer. Select **Open**. A *clickable link* will be added to your slide. Clicking this link will automatically download the attached document.
  - To add a *numbered list* to your slide, click the **Grouped List** icon  and select **Numbered List** from the drop down list of options. Similarly, to add a bulleted slide to your slide, click the **Grouped List** icon  and select **Bulleted List** from the drop down list of options.
9. To add a picture to your slide, click the **Upload Image** icon located in the *formatting toolbar* or click the **Add Object** link and select **Image** from the drop down list of options. Clicking either of these buttons will open the **File Upload** window. Use this window to select the image you wish to upload from your computer, and then click the **Open** button.





10. Adding shapes is a creative way to highlight or spotlight a particular element in your presentation. To add a *Circle* or *Rectangle* shape to your slide, click the **Add Shape** icon located in the *formatting toolbar* and select either the **Circle** or **Square** option. You can also add a shape by clicking the **Add Object** button, clicking the **Shape** option and

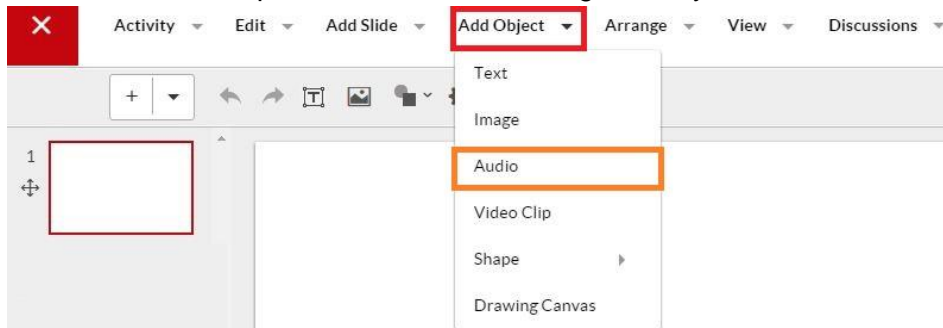
selecting either **Circle** or **Rectangle**.



- To *increase the size* of your shape, click on any of the four corners. While holding the left button on your cursor, drag your cursor *away from* the centre of the shape. To *decrease the size* of your shape, click on any of the four corners. While holding the left button on your cursor, drag your cursor *towards* the centre of the shape.

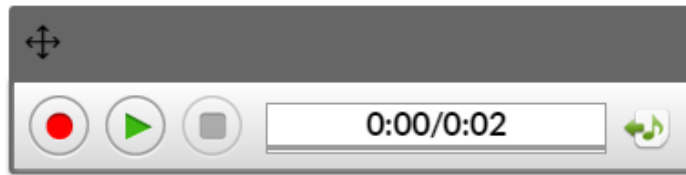
- To change the *colour* of your shape, click the **Colour** icon .
- Use the **Opacity slider**  to adjust the *transparency* of your object. This is helpful when layering shapes and objects on your slide.

11. To add a **voice** or **audio recording** to your slide, click the **Add Object** button and select **Audio**. This will drop an Audio Recorder widget onto your slide.

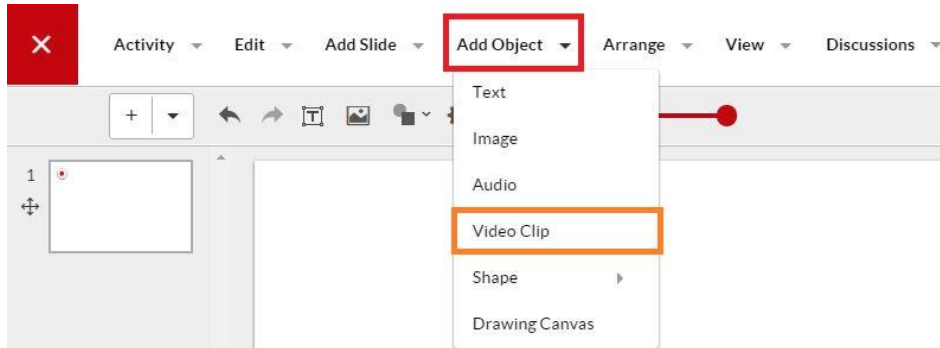


- **Click** and **drag** the Audio Recorder widget into place within your side.
- When you are ready to record, click the red **Record** button. Click the **Stop** button when you have finished your recording. Then, click the green **Play** button to listen to your recording. If you wish to change the recording, click the **Record**

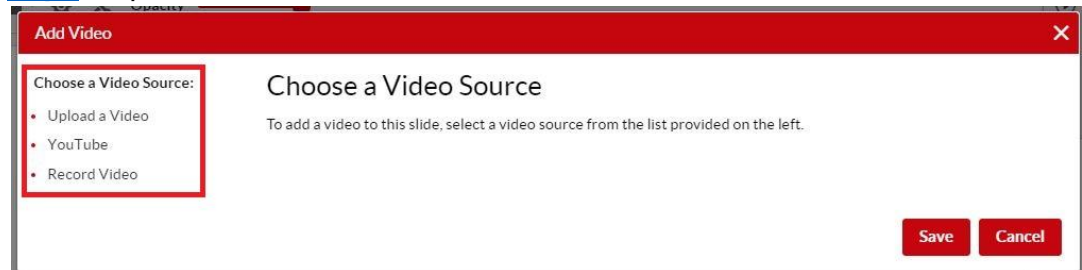
button again.



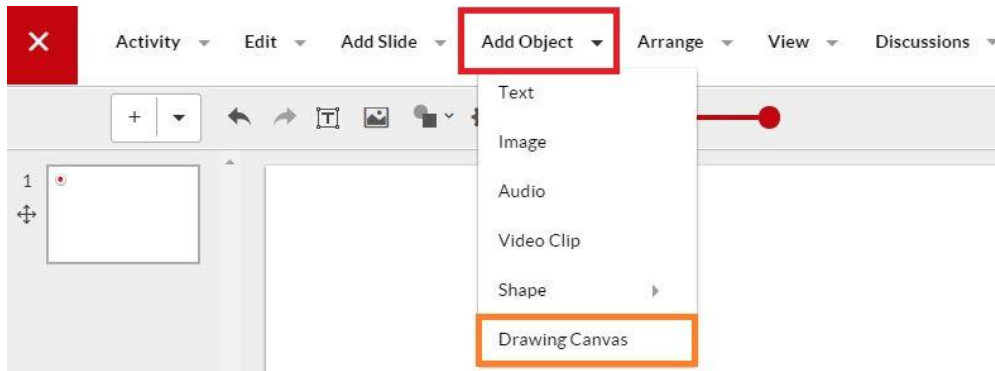
12. To add a **video clip** to your slide, click the **Add Object** button and select **Video Clip**.



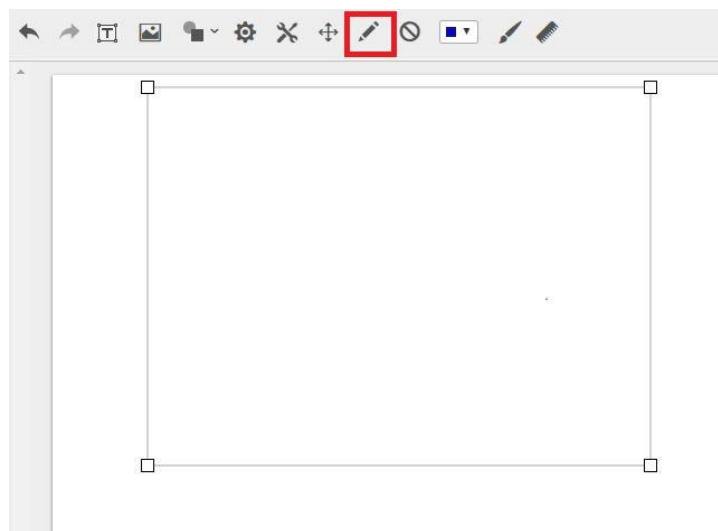
- Select the **Video Source** of the clip you wish to add, using the options listed below **Choose a Video Source** found within the **Add Video** window. XpressLab allows videos to be uploaded from your local computer as well as from YouTube. You may also record your own video clip using a web cam. *For more detailed instructions on adding a video clip to a slide, please see the [How to Add Video Clips](#) Help Guide and video tutorial.*



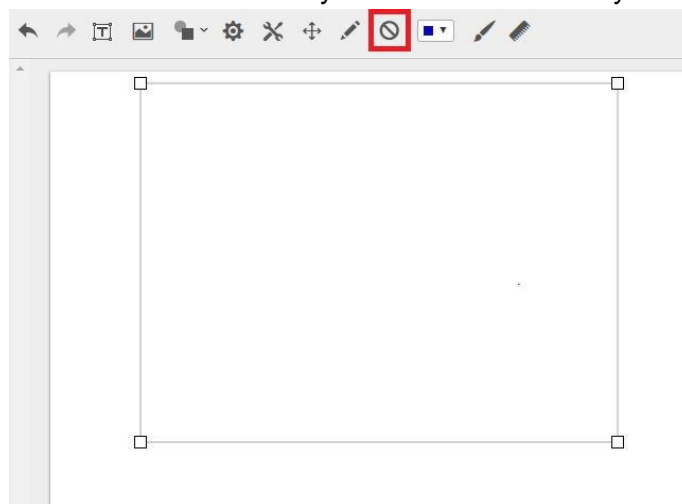
13. To add a **Drawing Canvas** to your slide, click the **Add Object** button and select **Drawing Canvas** from the drop down list of options.



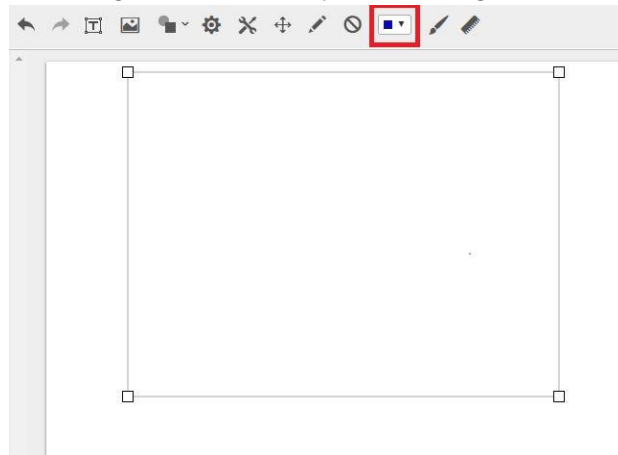
- Click and **drag** the Canvas into position with your side. Then, select the **Pencil** icon to draw within the Canvas.



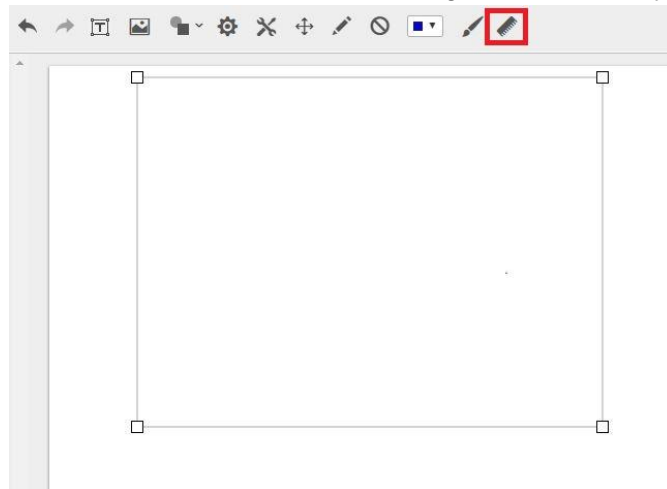
- Click the **Clear** button if you wish to remove any drawings from the Canvas.



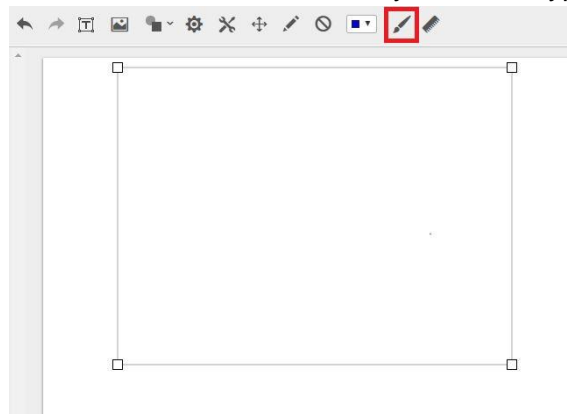
- To change the colour of your drawings, click the **Colour** icon.



- Click the **Brush Size** icon to change the colour of your drawing brush.



- Click the **Brushes** icon to set your brush type to **Eraser**.



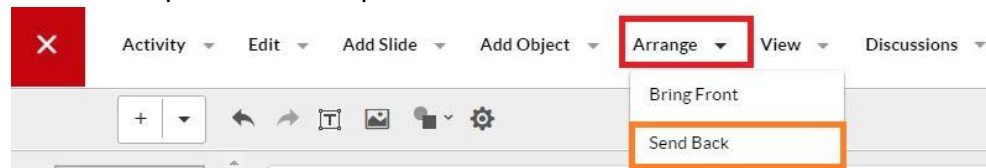
14. If objects on your slide appear to be overlapping or hidden, use the **Arrange** button, located in the main navigation bar.



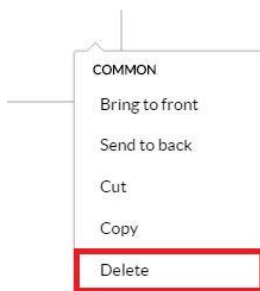
- To move an object **in front of** another object within your slide, click on the object you wish to bring forward. Then, click the **Arrange** button and select **Bring to Front** from the drop down list of options.



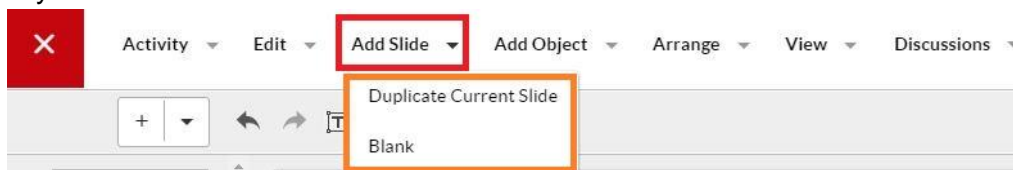
- To move an object **behind** another object within your side, click on the object to wish to move backwards. Then, click the **Arrange** button and select **Send Back** from the drop down list of options.




- To **delete** an object from your slide, click the right-click (i.e. click the button on the right side of your cursor while hovering over the object). Then select **Delete** from the **Common** tasks menu.




- To add a new slide to your presentation, click the **Add Slide** button located in the main navigation bar. Then, select either **Duplicate Current Slide** or **Blank** from the list of options. Note: Duplicating a current slide may help you save some time when creating a presentation, since all of the elements on your current slide will automatically carry over to your new slide.

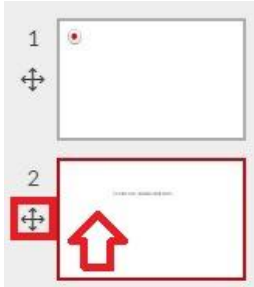


- You can also add a *blank* slide by clicking the **Add Blank Slide**  quick link found in the *formatting toolbar*.

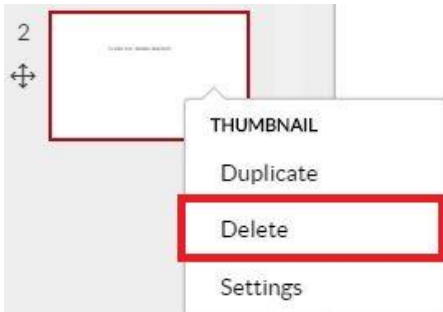
- You can also *duplicate a slide* by clicking on the slide you wish to duplicate and


then clicking the **Add New Slide Type**  quick link located in the *formatting toolbar* and then selecting Duplicate Current Slide from the list of options.

- Use the Slide Thumbnails, located along the *left* side of your screen to **re-arrange the order of slides** in your presentation. Click the **Reposition** icon directly below the slide number, holding the left button on your cursor, and drag the slide either *above* or *below* the adjacent slide.



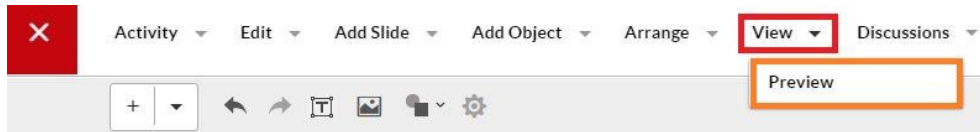
- To **delete** a slide from your presentation, right-click on the Slide Thumbnail you wish to delete. Then, select **Delete** from the *Thumbnail* menu.



- To **change the background colour** on a slide, click the **Slide Settings**  icon, located in the *formatting toolbar*. Use the **Background Colour** selector to set the colour of your slide.



- To preview your presentation as your teacher will see it, click the **View** button, located in the main navigation bar and select **Preview**.

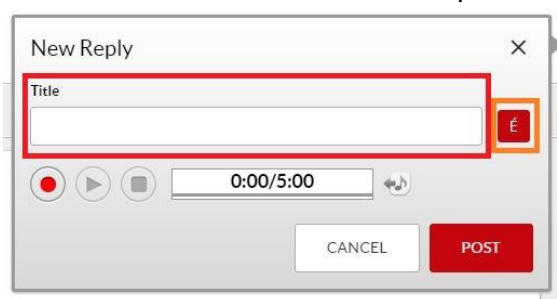


21. This activity includes a **Discussion Forum**. Use the Discussion Forum to record any questions or comments you may have for your teacher.

- To add a Discussion post, click the **New Post** button.



- Enter a title for your post by typing below the field labeled **Title**. Use the **Accents** icon to add an accent or special character to your Title.



- Click the red **Record** button to record your post. Click the **Stop** button when you are finished your recording. Then, click the **Play** button to listen to your recording.
- To **listen to a Discussion post** within the Discussion Forum, click the **Play** button located to the left of a post.



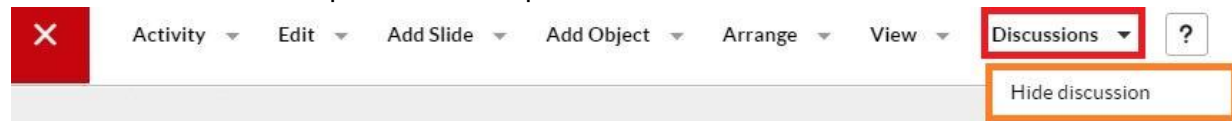
- To **reply to a Discussion post** within the Discussion Forum, click the **Reply** button located in the right corner of a post. Your reply will appear indented below the original Discussion post.



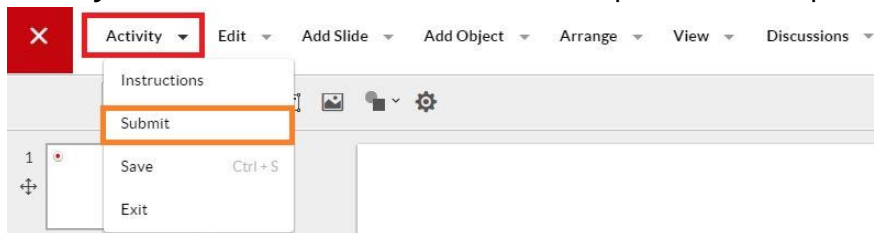
- To **delete a Discussion post** click the **Delete** button located in the right corner of a post. Note: You may **only** delete a post that *you have recorded*.




- You may **hide the Discussion Forum** while you are building your Presentation in order to make more room on your screen. To hide the Discussion Forum, click the **Discussions** link from within the main navigation bar. Then, select **Hide Discussion** from the drop down list of options.



22. When you are ready to **submit your presentation** to your teacher for marking, click the **Activity** button and select **Submit** from the drop down list of options.



23. If you wish to exit the activity *without submitting your presentation for marking*, click the red Exit  button, located in the top left corner of your screen. Alternatively, you can click the **Activity** button and select **Exit** from the drop down list of options.