

How to Rapidly Transform Standard PowerPoint Slides to an Online Teaching Format

When moving traditional class content online, it might seem reasonable to simply upload existing PowerPoint presentations to a learning management system and call it a day! However, most PowerPoint presentations are designed to supplement a spoken presentation. The PowerPoint content of most presentations – bullet points of key terms – may not be enough for novice learners.

One way to overcome this problem is to use the “notes” feature to write short descriptions of the essential ideas from each PowerPoint slide. The aim is to add important information that would ordinarily be spoken. The slides plus notes can then be shared with students by printing the file to a .pdf format (portable document format) for sharing on a learning management system.

Author view:

The screenshot shows the Microsoft PowerPoint interface in Author View. The title bar indicates the file is 'RapidOnlineTeaching.pptx - PowerPoint'. The ribbon at the top includes tabs for File, Home, Insert, Design, Transitions, Animations, Slide Show, Review, and View. The 'Home' tab is active, showing options for Clipboard, Slides, Font, Paragraph, Drawing, and Editing. The slide thumbnail on the left is titled 'Operant conditioning' and lists three bullet points: 'Operant conditioning chamber', 'Operant behavior', and 'Positive reinforcement'. The main slide area displays the title 'Operant conditioning' and the same three bullet points. To the right of the text is a black and white photograph of a rat in an operant conditioning chamber, pressing a lever. Below the slide content, the notes section is visible, containing a paragraph explaining the purpose of the notes section and an example paragraph about the operant conditioning chamber. At the bottom of the notes section, there is a photo credit and a URL: 'Photo credit: U3144362 from Wikipedia https://en.m.wikipedia.org/wiki/File:Sskinner_box.jpg'. A red arrow points to the 'Notes' tab in the bottom status bar, with the text 'Click to reveal notes' next to it.

Operant conditioning

- Operant conditioning chamber
- Operant behavior
- Positive reinforcement

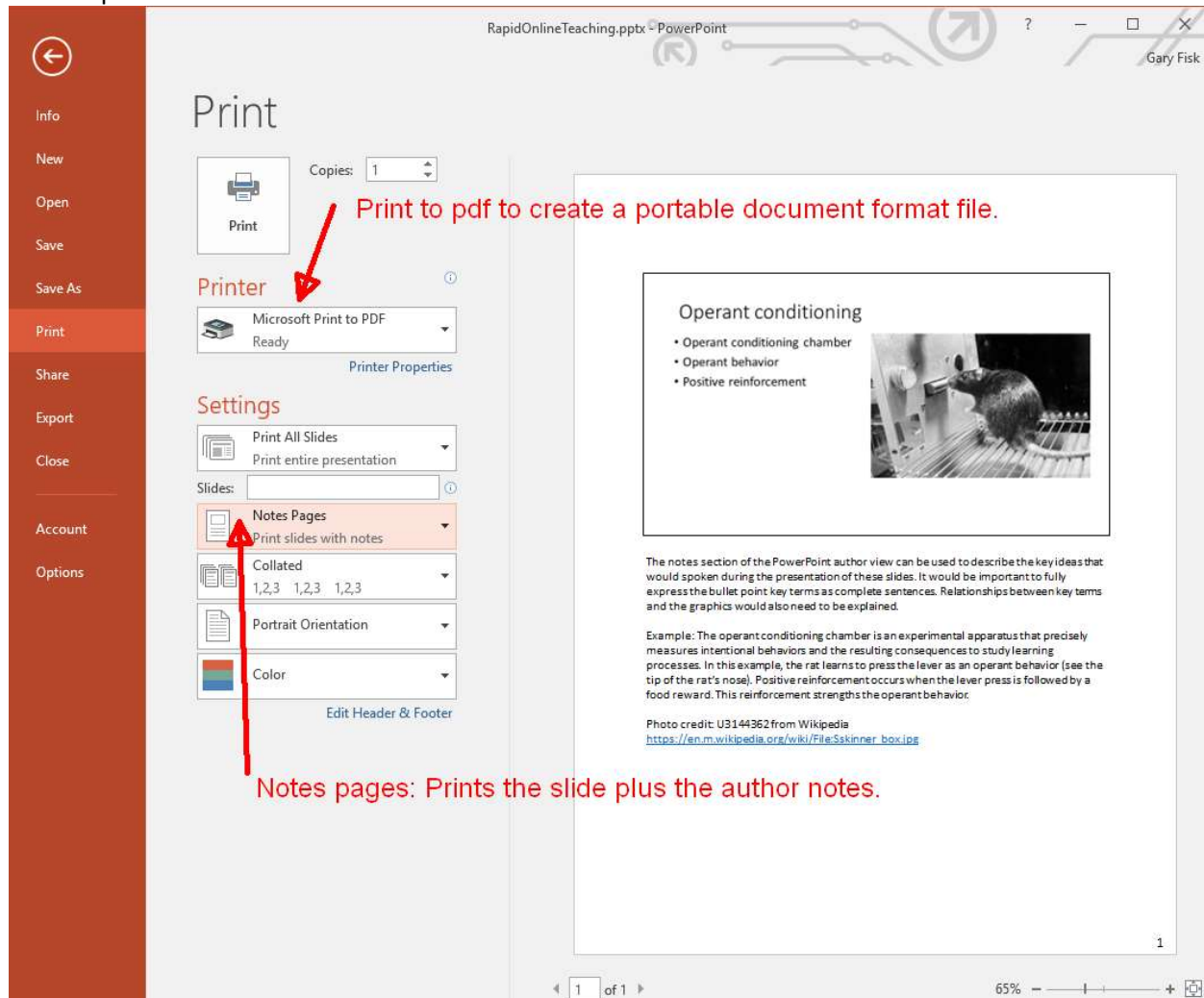
The notes section of the PowerPoint author view can be used to describe the key ideas that would spoken during the presentation of these slides. It would be important to fully express the bullet point key terms as complete sentences. Relationships between key terms and the graphics would also need to be explained.

Example: The operant conditioning chamber is an experimental apparatus that precisely measures intentional behaviors and the resulting consequences to study learning processes. In this example, the rat learns to press the lever as an operant behavior (see the tip of the rat's nose). Positive reinforcement occurs when the lever press is followed by a food reward. This reinforcement strengthens the operant behavior.

Photo credit: U3144362 from Wikipedia
https://en.m.wikipedia.org/wiki/File:Sskinner_box.jpg

Click to reveal notes

Print to pdf:



Creating a pdf file for sharing with students is recommended because pdf files are easier to view than PowerPoint files. The hyperlinks to relevant information are preserved in the pdf file.

There are other possibilities for adding the spoken component to a file that can be shared. The command "record slide show" from the "slide show" tab can capture voice with the slides, which can then be saved and shared. Software applications like [Camtasia](#) can add additional multimedia features, such as video. The downsides are that this approach is time-consuming and requires more technical expertise. It can also be problematic for students that don't have access to optimum technology.

Good luck with your efforts to move course content online!

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