

Boot Camp

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Introduction

- This is the "tail end" of a long week
- Each of us has his own style of teaching
 - "Memory" is often a good guide

Approach

- My Style
 - Passion for the topic
 - YOUR Passion Is Your Most Valuable Teaching Skill
 - Extensive research
 - Use of technology
 - Videos, images
 - PowerPoint
- This session will focus on stuff I usually do when teaching a class

Multimedia

- Jazz up your presentations with multimedia
 - Ice breakers
 - Class material
 - I try to limit video segments to 20 min or less interspersed with other discussion or lecture
 - OLLI provides great facilities at all sites for video and sound presentation material

Where To Get Videos

- Local Libraries
- Mason: 2nd floor of the Johnson Center
 - OLLI teachers have limited check out privileges
- Internet
 - YouTube, Google Images, Newspapers, etc
 - Just put a link to the video into your presentation page
 - [example video](#)_(9:57)
 - [today's news](#)_(5:05)

Do You Need to Use Technology To Teach?

- NO, NO, NO
- Computer-based tools are not universally used within OLLI
 - Many university teachers do not use them
 - OLLI facilities are more technologically advanced than many/most university classrooms
- Can provide a useful assist for a teacher

Using Videos

- Types
 - DVD
 - Internet
 - Computer Files

Some Video Snippets From the Internet

- Vast Wasteland or Great Resource?
- [How Not To Use PowerPoint](#) (5:00)
- [Conquering Death By PowerPoint](#) (4:22)
- [Enhancing Your Presentation Skills](#) (7:19)
- [Putting It All Together](#)

Living With the OLLI A/V Equipment

- Most teachers are not teckie experts on the OLLI A/V
 - They should not be adjusting it anyway
- Use the Site technical coordinator to:
 - Set up the A/V
 - Set up the computer
 - Make sure you know where the light switches are
 - Make sure you know how to turn the projector on/off

Living With the OLLI A/V Equipment (con't)

- Using the OLLI Computers
 - **ALWAYS DO A DRY RUN TO MAKE SURE EVERYTHING WORKS**
 - Use only PDF files for presentations and JPG files for standalone images, e.g. scanned documents, etc
 - They will run correctly on ANY OLLI computer
 - If you require sound from the computer, make sure it is connected properly and you are shown how to adjust the volume
 - If you have other types of files, e.g. movie clips, etc make sure these work on the computer

Living With the OLLI A/V Equipment (con't)

- Playing the Videos
 - DVD Player Use
 - Different at each OLLI site
 - Even different between rooms at TA
 - Make sure the sound is connected correctly
 - DVD Playing on the PC
 - Make sure you know how to do that
 - May be different at each OLLI site
 - Make sure the sound is connected to the computer

Alternative Presentation Tools

- Suzy covered Powerpoint
- This presentation is done using Google Web Documents
- Open Office is a FREE alternative to Microsoft Office
 - <http://openoffice.org>
 - Supported on ANY computer system
 - PC, Mac, Linux, etc
 - Will READ Microsoft Office Files
 - Will SAVE files into Microsoft Office formats, if desired

This Presentation

- Experimenting with new technology for presentations
- Internet-Based Google Online Documents
 - docs.google.com
 - Docs stored by Google in the "*Internet Cloud*"
 - Assessable from anywhere
 - Downloaded for local storage and distribution

Suggestions for Presentations

- YOU WILL AVERAGE APPROX 2-3 MIN PER CHART
 - 90min Class ==> approx 30 charts
- K.I.S.S.
 - < 50 WORDS PER CHART
 - Discuss and NOT READ
- Integrate multi-media directly into your presentations
 - Videos, Images, Sound bites, etc..
 - Simplifies switching between the DVD player, document camera, etc and potential organization issues.

Using Images

- Two Options:
 - Insert them directly into your presentation
 - Reference them from the Internet

Inserting An Image



Referencing an Image

- [In the field](#)
- [At the end](#)

Sharing Your Material With Your Students

- Printed Material
 - Copies by the OLLI Office
 - Allow at least a week turnaround
 - Put Multiple Presentation Charts Onto a Page
 - Use Two Sided Copying
- OLLI Document Store
 - PDF Files are best
 - Can even be password protected
 - Send to John West for publication
 - Make your class aware that the material is posted

The End