

Instructional Unit 3 (IU3)

Draft Develop Phase

Project Title: Creating a Simple Educational PowerPoint Presentation for Middle School Students

1. Introduction

This Instructional Unit 3 (IU3) focuses on the Develop phase of the ADDIE instructional design model. The purpose of this instructional unit is to develop first draft instructional materials, learner guidance, teacher guidance, assessments, multimedia resources, and evaluation tools that support middle school learners in creating a simple educational PowerPoint presentation. This instructional unit includes storyboard materials, PowerPoint screenshots, guided instruction, learner practice activities, pilot testing recommendations, and post-learning evaluation procedures to improve instruction before full implementation.

2. Instructional Goal

Learners will be able to create a simple 6–8 slide educational PowerPoint presentation using organized content, basic multimedia elements, readable formatting, and simple presentation design principles.

3. Instructional Strategy

3.1 Preinstructional Activities

- Introduce lesson objectives
- Show sample PowerPoint presentation
- Play motivational introductory video:
<https://www.youtube.com/watch?v=-GTlit0fyfE>
- Explain importance of presentation organization and communication: *"In this lesson, you will learn how to create a simple and organized PowerPoint presentation. You will learn how to create a title slide, organize information using bullet points, apply a consistent design theme, insert images and videos, and use simple transitions and animations. You will also see a sample PowerPoint presentation and learn why organization and communication are important when presenting ideas clearly to an audience."*

3.2 Content Presentation

- Demonstrate PowerPoint menu locations using screenshots listed in the storyboard using overhead projector
- Explain each task step-by-step
- Model slide design, transitions, animations, and multimedia integration
- Use visual demonstrations and guided instruction

3.3 Learner Participation

- Learners practice each PowerPoint skill during instruction on their computers
- Learners insert text, images, videos, and transitions
- Learners receive guided support and instructor feedback
- Learners revise slides based on practice feedback

3.4 Assessment

**All assessments details are under Appendices*

- Observation checklist
- Review of completed presentation
- Presentation rubric
- Evaluation of organization, multimedia, and readability

3.5 Follow-through Activities

- Encourage learners to use PowerPoint for future classroom projects
- Allow peer presentation and reflection
- Reinforce communication and digital literacy skills

4. Media Selection & Delivery System

The instructional lesson will use multimedia resources including screenshots, PowerPoint demonstrations, guided practice activities, visual examples, narration, and video instruction. Screenshots are appropriate for middle school learners because they provide visual guidance that clearly demonstrates where PowerPoint tools are located and how each feature is used.

Delivery System:

- Computer or laptop
- Microsoft PowerPoint software
- Internet access
- Classroom projector or display screen
- Guided instructional video support

5. First Draft Materials (Storyboard)

**All screenshots are under Appendices*

Storyboard 1: Open PowerPoint

[Insert screenshot here]

Instruction:

[double click the Microsoft icon to open the application]

Storyboard 2: Select Blank Presentation

[Insert screenshot here]

Instruction:

[On Home window, click "New", Left click the "Blank Presentation" icon to open a blank slide]

Storyboard 3: Create Title Slide

[Insert screenshot here]

Instruction:

[Click on the slide where it says "Click To Add Title and type "My power point Presentation", in bold, 16 size, brown color,.]

Storyboard 4: Add Bullet Points

[Insert screenshot here]

Instruction:

[click under the title free space, Select "Bullets" menu, select first icon in the list, type "Bullet One" , then hit enter , type "Bullet Two", then hit enter , type "Bullet three", Enter]

Storyboard 5: Apply Design Theme

[Insert screenshot here]

Instruction:

[on The main menu , click DESIGN, select “wisp” design,]

Storyboard 6: Insert Images

[Insert screenshot here]

Instruction:

[download the picture from the link and save it on desktop, or copy from here then INSERT it to the slide: <https://www.freepptbackgrounds.net/love/i-love-you-presentation>]



Storyboard 7: Insert Video

[Insert screenshot here]

Instruction:

[**Copy the Link:** Go to the YouTube video, click **Share**, and copy the video URL.

Insert the Video: In PowerPoint, go to the **Insert** tab, click **Video**, and select **Online Videos**. Paste the URL into the box and click **Insert**.

Set to Autoplay: Click on the video placeholder on your slide. Go to the **Playback** tab that appears at the top, and change the **Start** dropdown to **Automatically** <https://www.youtube.com/watch?v=-GTlit0fyfE>

Storyboard 8: Apply Transitions

[Insert screenshot here]

Instruction:

[on The main menu , click TRANSITION, select “Peel Off” mode]

Storyboard 9: Apply Animations

[Insert screenshot here]

Instruction:

[on The main menu , click ANIMATION, select “Color Pulse” mode]

Storyboard 10: Preview and Save Presentation

[Insert screenshot here]

Instruction:

[on The main menu , click FILE , select "Save"]

6. Student Guidance

The teacher provides learners with clear directions and expectations during instruction. This section helps learners navigate the lesson materials, understand assignment expectations, and complete activities successfully.

Student Guidance Includes:

- Step-by-step instructions for each PowerPoint task
- Navigation guidance for locating PowerPoint tools
- Assignment expectations and grading criteria
- Recommended slide sequence and organization
- Multimedia integration instructions
- Presentation practice guidance

7. Teacher Guidance

Teacher guidance provides facilitation support for instructors implementing the lesson. This section includes implementation tips, revision procedures, learner support strategies, and instructional recommendations to improve learning outcomes.

Teacher Guidance

- Guide students step-by-step during PowerPoint practice activities
- Monitor student participation and classroom behavior
- Provide additional support for students who struggle with technology tasks
- Give immediate feedback and allow students to revise mistakes
- Help students solve simple multimedia or technical issues
- Maintain appropriate pacing so all students can follow the lesson
- Support diverse learners using visual demonstrations and simplified instructions

8. Pilot Testing & Revision

Pilot testing is an important part of the Develop phase because it allows instructional designers to evaluate instructional materials before full implementation. Pilot testing helps identify confusing instructions, technical issues, weak activities, pacing problems, and areas needing improvement.

Feedback gathered from learners and instructors should be reviewed carefully to revise instructional materials before final implementation. Revisions may include improving screenshots, simplifying instructions, adjusting pacing, modifying activities, or improving multimedia clarity.

Pilot Testing:

- Conduct small-group testing before full implementation
- Observe learner interaction with instructional materials
- Record learner difficulties and questions
- Revise unclear instructions or ineffective activities
- Improve accessibility and learner support materials

[pilot testing observations and revisions spreadsheet link here.]

9. Learner & Instructor Feedback Evaluation

Post-learning evaluation is important for improving instructional effectiveness and learner engagement. At the end of the training lesson, learners and instructors will complete a short feedback form using a Google Form link provided in the presentation or instructional video.

Evaluation Questions:

- How confident do you feel using PowerPoint after the training?
- Which activity helped you learn the most?
- What was confusing or difficult during the lesson?
- What improvements would make this training better?
- Were the screenshots and demonstrations helpful?
- Do you feel prepared to create presentations independently?

[Learner & Instructor Feedback Evaluation Google Form link here]

10. Recommendations

The Develop phase should continue to focus on learner engagement, clear instructional guidance, and continuous improvement through evaluation and revision. Multimedia instruction should remain simple, organized, visually clear, and accessible for middle school learners. Feedback from learners and

instructors should be used to strengthen instructional quality before full classroom implementation.

11. AI Use Declaration

This project used ChatGPT (OpenAI GPT-5.5) to support brainstorming, organization of ideas, grammar refinement, formatting, and instructional planning. All final editing, analysis, and submission decisions were reviewed and approved by the student author.

12. References

Branch, R. M. (2009). Instructional design: The ADDIE approach. Springer.

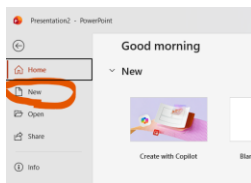
Reiser, R. A., & Dempsey, J. V. (2018). Trends and issues in instructional design and technology (4th ed.). Pearson.

OpenAI. (2026). ChatGPT (GPT-5.5) [Large language model].

<https://chat.openai.com/>

Appendices -Storyboard items

Storyboard 1

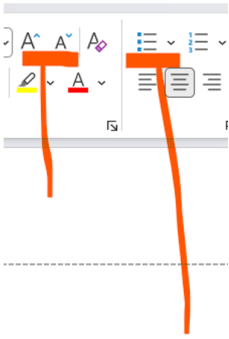


Storyboard 2

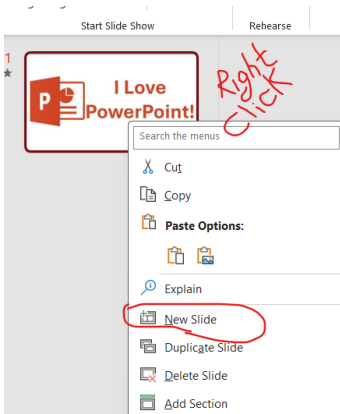
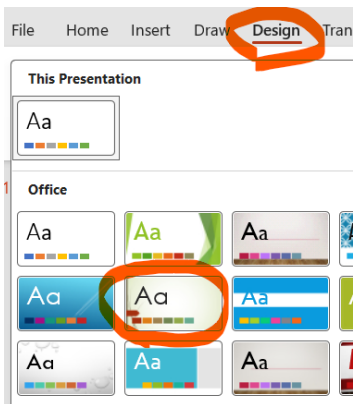


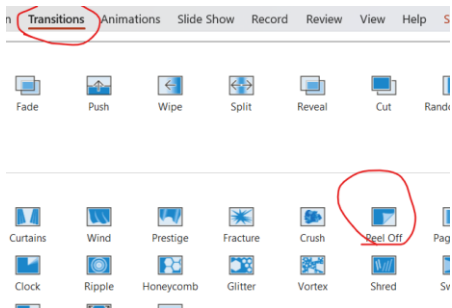
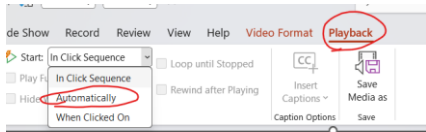
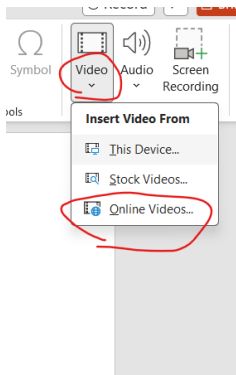
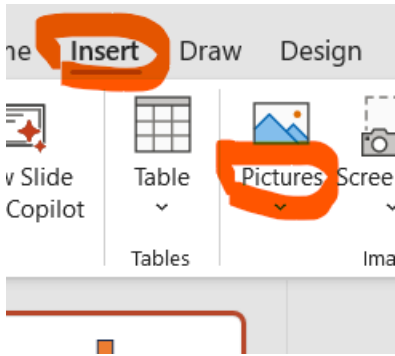
Storyboard 3

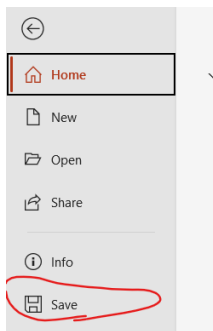
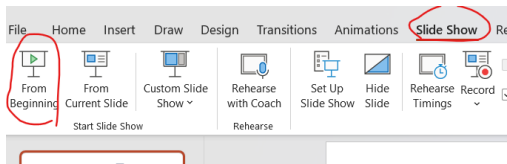
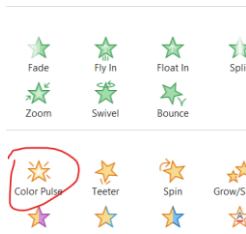




Size and bullets/







I love PowerPoint Video

<https://www.youtube.com/watch?v=-GTlit0fyfE>

Appendices - Assessment

Observation Checklist

The instructor will observe whether the student can:

- Open Microsoft PowerPoint independently
- Create a title slide

- Add bullet points correctly
- Insert at least one image
- Apply a design theme
- Use a transition or animation
- Save the presentation properly

Presentation Rubric

Criteria	Excellent	Good	Needs Improvement
Organization	Slides are clear and organized	Mostly organized	Difficult to follow
Multimedia	Images/video support content well	Some multimedia used	Little or no multimedia
Readability	Text is easy to read	Mostly readable	Hard to read
Design Consistency	Theme/fonts consistent	Minor inconsistencies	Inconsistent design

Review Questions for Completed Presentation

1. Did the presentation include a title slide?
2. Did the slides use bullet points clearly?
3. Was at least one image included?
4. Did the presentation include transitions or animations?
5. Was the presentation saved successfully?

Evaluation Questions: Organization, Multimedia, and Readability

1. Was the information organized clearly on each slide?
2. Did the images or video help explain the content?
3. Was the font size easy to read?
4. Were the colors and design consistent throughout the slides?
5. Did the presentation communicate ideas clearly?

FEEDBACK QUESTIONS:

1. Do you feel confident creating a PowerPoint presentation after this lesson?
 - Yes
 - A little
 - No
2. Was the lesson easy to follow?
 - Yes
 - Somewhat
 - No
3. Which part of the lesson did you enjoy the most?
(Short answer)
4. Which part was difficult for you?
(Short answer)
5. Did the screenshots and demonstrations help you understand the lesson?
 - Yes
 - A little
 - No
6. What can be improved to make the lesson better?
(Short answer)

References

- Branch, R. M. (2009). *Instructional design: The ADDIE approach*. Springer.
- Reiser, R. A., & Dempsey, J. V. (2018). *Trends and issues in instructional design and technology* (4th ed.). Pearson.
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