

Project Title

Creating a Simple Educational PowerPoint Presentation for Middle School Students

1. Introduction

This report presents the results of the formative evaluations conducted for the instructional unit, "Creating a Simple Educational PowerPoint Presentation for Middle School Students." The purpose of this evaluation was to identify strengths and weaknesses in the instructional materials before final implementation. Three formative evaluation methods were used: Subject Matter Expert (SME) Review, One-to-One Evaluation, and Small Group Evaluation. Feedback gathered during these evaluations was used to revise and improve the instructional materials, assessments, screenshots, and learner activities.

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. Subject Matter Expert Review

Introduction

The Subject Matter Expert was a technology educator with experience teaching computer applications and Microsoft Office programs to middle school students. The review was conducted virtually through a review of the PowerPoint lesson, assessment questions, screenshots, and learner activities.

The SME indicated that the lesson content was accurate, age-appropriate, and aligned with the instructional goal. The overall organization was logical and easy to follow.

Subject Matter Expert (SME) Review Summary

Major Step of Lesson	SME Comments	Response / Revision Made
Introduction to PowerPoint	Lesson objectives were clear and appropriate for middle school students.	No revisions required.
Creating a Title Slide	Instructions were easy to follow.	No revisions required.
Adding Content Slides	Suggested adding an additional example of a content slide.	Added a sample content slide screenshot.
Using Bullet Points	Content was accurate and age appropriate.	No revisions required.
Inserting Images	Directions could be more detailed for beginners.	Added step-by-step screenshots and explanations.
Applying Design Themes	Appropriate activity for target audience.	No revisions required.
Adding Transitions and Animations	Highly engaging section for learners.	Added an extra practice exercise.
Saving the Presentation	Important step should be emphasized.	Added a highlighted reminder box before lesson conclusion.

SME Synopsis

Item	Summary
Strengths	Content was accurate, organized, and aligned with instructional goals.
Short-Term Changes	Updated screenshots, added image insertion instructions, and emphasized saving files.
Long-Term Changes	Add video demonstrations and update screenshots as PowerPoint versions change.

4. One-to-One Evaluation

Introduction

A middle school learner with limited prior PowerPoint experience participated in the one-to-one evaluation. The session was conducted at home using a laptop computer. The learner worked through the instructional materials while verbalizing questions and reactions.

One-to-One Evaluation Summary Table

Learner: Middle school student with limited PowerPoint experience

One-to-One Evaluation Summary

Major Step of Lesson	Start Time	End Time	Observation	Response / Revision Made
Introduction	3:00 PM	3:05 PM	Learner understood objectives.	No revision required.
Creating Title Slide	3:05 PM	3:10 PM	Completed independently.	No revision required.
Adding Content Slides	3:10 PM	3:18 PM	Needed clarification about slide layouts.	Added screenshot showing layout options.
Using Bullet Points	3:18 PM	3:22 PM	Completed successfully.	No revision required.
Inserting Images	3:22 PM	3:30 PM	Required assistance locating image files.	Added detailed instructions and screenshots.
Applying Design Theme	3:30 PM	3:35 PM	Completed independently.	No revision required.
Adding Transitions	3:35 PM	3:40 PM	Enjoyed activity and completed successfully.	Added optional practice activity.
Saving Presentation	3:40 PM	3:42 PM	Needed reminder to save work.	Added visual reminder box.

Total Elapsed Time: 42 Minutes

One-to-One Synopsis

Item	Summary
Strengths	Learner successfully completed most activities independently.
Challenges	Inserting images and remembering to save files.
Short-Term Changes	Added screenshots and save reminders.
Long-Term Changes	Consider adding tutorial videos and guided practice.

5. Small Group Evaluation

Introduction

Three learners from the target population participated in the small group evaluation. The group included one learner with limited computer experience, one average learner, and one learner with above-average technology skills. The evaluation took place in a computer lab setting.

Small Group Evaluation Summary Table

Participants: Three middle school students (low, average, and high technology skill levels)

Small Group Evaluation Summary

Major Step of Lesson	Start Time	End Time	Observation	Response / Revision Made
Introduction	4:00 PM	4:05 PM	All students understood lesson objectives.	No revision required.
Creating Title Slide	4:05 PM	4:10 PM	Completed successfully by all learners.	No revision required.
Adding Content Slides	4:10 PM	4:18 PM	One learner requested an additional example.	Added sample slide.
Using Bullet Points	4:18 PM	4:22 PM	Completed independently.	Added one additional practice example.

Inserting Images	4:22 PM	4:30 PM	One learner experienced difficulty.	Added troubleshooting tips.
Applying Themes	4:30 PM	4:34 PM	Completed successfully.	No revision required.
Adding Transitions	4:34 PM	4:38 PM	High learner engagement observed.	Added optional advanced activity.
Saving Presentation	4:38 PM	4:40 PM	Completed successfully.	No revision required.

Total Elapsed Time: 40 Minutes

Small Group Synopsis

Item	Summary
Strengths	Learners were engaged and completed the lesson successfully.
Challenges	Minor difficulties with image insertion.
Short-Term Changes	Added troubleshooting guidance and additional examples.
Long-Term Changes	Develop more advanced PowerPoint activities and multimedia demonstrations.

Revised Lesson Materials Summary Table

Revision Area	Original Version	Revised Version
Screenshots	Older PowerPoint interface	Updated screenshots with current interface
Image Insertion	Limited explanation	Added step-by-step screenshots
Slide Layouts	Minimal examples	Added sample content slide
Saving Files	Mentioned once	Added highlighted reminder box
Practice Activities	Basic transition activity	Added additional transition and animation practice
Assessment Questions	Original wording	Improved clarity and readability

6. Revised Lesson Materials

Based on the formative evaluations:

- Updated PowerPoint screenshots to reflect current software versions.
- Added additional guidance for inserting images.
- Included troubleshooting tips for common learner mistakes.
- Added visual reminders about saving files.
- Expanded practice opportunities for transitions and animations.
- Improved wording in assessment questions for clarity.

Declaration of AI Use

This report was developed with support from AI tools. ChatGPT was used to assist with grammar, organization, formatting, and refinement of written content. All instructional design decisions, evaluation data, analysis, and revisions were reviewed and approved by the author.

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