Many instructors use Microsoft PowerPoint to lecture in on-campus classrooms. Thus, most instructors think it would be the easiest to take their existing presentations, record what they would say in class, and publish them as lectures. While this can be a useful starting point, you will need to rework your PowerPoint presentations if they are...

- **Text & Content Heavy**: Slides crammed with text and content that would better be presented in a Word or PDF document as a required reading. Remember that students in an online class should be doing the readings, and if you simply cover all the material they read in your lecture, they will stop reading and just watch your lectures. Lectures should cover the higher-order topics and discussion that result from the readings and assignments. Thus, the format of your PowerPoint slides might change drastically in your online class (and hopefully in your on-campus class as well).

- **Lengthy**: If your existing PowerPoint presentations are designed to fill a 50-minute class session, then we ask that you break them into shorter presentations lasting no longer than 10-15 minutes to accommodate the average student’s attention span. It is better to have five 10-minute lectures than one 50-minute lecture. In an asynchronous online course, this also makes it easier for your students as they make their way through the course materials. They can devote smaller pieces of time to your course without worrying about needing to pause a lecture to come back to later.

- **Lack of Theme**: Many PowerPoint presentations we see have a variety of templates, colors, and texts even within a presentation. Your designer will provide you with a PowerPoint template that matches your Blackboard course and can help you apply the new template to your existing presentations.

- **Lack of Simplicity**: Many PowerPoint slides try to fit as many major points on a slide as possible. This confuses a student. If you have to use more slides and separate out content, it’s worth it. In a presentation, you will want to highlight the major concepts and say it simply. It’s a bit like marketing. If you want to publish lecture notes that have more content that is suggested. A student should be able to look at your slide and know your major point.

If you find you need to rework your PowerPoint presentations, these resources provide useful tips:

- [http://www.speakingaboutpresenting.com/design/powerpoint-design-recommended-tips/](http://www.speakingaboutpresenting.com/design/powerpoint-design-recommended-tips/)