Presentations

The Presentation tool allows you to use a subset of material in your Repository to create a variety of Presentations for different audiences. To create a Presentation, you will use a Presentation Template that has been customized by the institution or CIG for a specific purpose. The Presentations tool allows you to create new Presentations, view Presentations that have been shared by others, and keep track of comments on Presentations that you have made on any Presentation (including your own) and that others have made on your Presentations.

Figure 48: Presentations Tool

KCC has five templates for users to create Presentations. The Resume Presentation Template combines Forms, uploaded files, and URLs to share your accomplishments with others in the form of a resume. The Freeform Presentation is for sharing any combination of Forms, uploaded files, and URLs for any purpose. There are also three Matrix Presentation Templates to transform the works and reflections in the General Education, Nā Wā’a, and Faculty Contract Renewal matrices into Presentations to demonstrate individual user progress in the CIG.

Figure 49: Resume Presentation
Figure 50: Freeform Presentation

Figure 51: Nā Wāʻa Matrix Presentation
Figure 52: General Education Matrix Presentation

![General Education Matrix Presentation](image)

**General Education - Level 1**

<table>
<thead>
<tr>
<th>Intro</th>
<th>Writing Communication</th>
<th>Critical Thinking</th>
<th>Information Retrieval and Technology</th>
<th>Quantitative Reasoning</th>
<th>Oral Communication</th>
<th>Understanding Self and Community</th>
</tr>
</thead>
</table>

Figure 53: Faculty Contract Renewal Presentation Template

![Faculty Contract Renewal Presentation Template](image)

**Contract Renewal - First**

<table>
<thead>
<tr>
<th>Intro</th>
<th>Accomplishments</th>
<th>View</th>
</tr>
</thead>
</table>

**Accomplishments**

What is your philosophy of or approach to teaching or academic support?

**Evidence**

This is the Evidence text in First - Accomplishments.

**Supporting Materials**

Files and URLs

Test 1

**Connect**

This is the Connect text in First - Accomplishments.

**Lifelong Learning**

This is the Lifelong Learning text in First - Accomplishments.
Presentations draw upon work stored in the Repository and, in some cases, a specific Matrix. Below are the steps for creating a new presentation.

- **Step 1 (of 4 or 5) – Selecting a Presentation Template**
  a. Select the Presentations tool in the appropriate CIG.
  b. Click New.
  c. Select the Presentation Template you wish to use from the drop down menu.
  d. Specify a title for your presentation.
  e. Type in a brief description of your presentation.
  f. Set an expiry date if desired.
  g. Click Continue.

**Figure 30: Step 1 of 4 (or 5) – Choosing a Presentation Template**

- **Step 2 (of 5) – Adding Additional Information** (This step is omitted for some Presentations but is necessary for rendering items from a Matrix into a Presentation).
  a. Fill in the requested fields (required).
  b. Use the drop-down menu to select the type of Matrix (required).
  c. Click Continue.
Figure 31: Step 2 of 5 - Adding Additional Information to a Presentation

- Step 2 of 4 (or Step 3 of 5) – Adding Content to a Presentation
  a. Use the menus provided to choose available items (uploaded files and Forms) for each of the categories requested.
    - Note: You must have added items to your Repository in order to have options in each of the menus.

Figure 32: Step 2 of 4 (or Step 3 of 5) – Adding Content to a Presentation
• **Step 3 of 4 (or Step 4 of 5) – Selecting Viewers for a Presentation**
  a. Select viewers for your Presentation by role (maintain, access, reviewer) or as individual CIG participants or as external email addresses.
  b. Alternatively, choose to make your Presentation public with a unique URL.
  c. Click Add to grant viewing privileges to your portfolio to each viewer.
  d. Click Remove to revoke viewing privileges to your portfolio for a particular viewer.
  e. Choose to make the share public or leave it private. Capture the resulting URL to share the presentation as a public website.
  f. Save the Presentation or Save and Notify designated viewers via email.

**Figure 33: Step 3 of 4 (or Step 4 of 5) – Selecting Viewers for a Presentation**

**Figure 34: Step 3 of 4 (or Step 4 of 5) Capturing the URL for a Public Presentation**

Make this a public share?:
[ ] yes [ ] no

If you select yes, anyone will be able to view this share without logging in.

Send the following link to people who you would like to view this public share:
http://d r.ucsmart.com/osp/anonymou s/ViewP resentation.o sp?id=7EAA2DCE489AF3A064FED5292EB2BE83&sh=09CC0C41A18E3
To view a Presentation:
1. Go to the Presentation tool.
2. Click View beneath the Presentation you wish to view.
3. Click on the appropriate links to navigate your way through the Presentation.

To comment upon a Presentation you have viewed:
1. In the box provided underneath the presentation, type in a title for your comment.
2. Type in your comment.
3. Specify who should be able to view the comment.
4. Click Submit.

To view Comments:
1. Select the Presentation tool and locate the two Comment buttons at the top of the frame.
2. To view comments you have made on your own Presentations or the Presentations of others, click My Comments.
3. To view comments others have made on your Presentations (including comments you have made on your presentations), click Comments from Others.
Figure 36: Adding a Comment to a Presentation

Add new comment about this presentation:

Title:  
Comment:  

Make this comment visible to:  ☐ Only Me  ☐ The Owner and I  ☐ Everyone

submit

Figure 37: Managing Comments

1 Comment I've Written

<table>
<thead>
<tr>
<th>Presentation</th>
<th>Comment</th>
<th>Date</th>
<th>Presentation Owner</th>
<th>Visibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recent accomplishments (Freeform Template)</td>
<td>Feedback for you</td>
<td>2005-10-25 15:52:46.0</td>
<td>Jennifer Karole</td>
<td>Public</td>
</tr>
</tbody>
</table>

This is a great start. I would like to see more of your accomplishments.

1 Comment Written About My Presentations

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