 **Thing 11.QM5**

***Students, TO USE THIS DOCUMENT, you MUST make a copy for yourself:***

* ***Google users need to be logged into their Google email account and go to File>Make a Copy and save it to YOUR OWN Drive.***
* ***Microsoft Users can use File>Download to download as a Word Document.***

**Name:**

**Date:**

**Teacher name:**

GDrive Presentations **QUEST #QM5:** Present, Publish, and Share

**As you go through the Quest, you will need to check off each step as you complete it. You will have the opportunity to learn about the following as well as be able to:**

* If you are working with a partner or small group you will collaborate online or in person to create a presentation
* understand the features and attributes of effective presentations
* create a multimedia presentation using a variety of tools

|  |  |
| --- | --- |
| Check off | Description |
|  | Watched a short video introduction |
|  | Read the Introduction, Key Vocabulary, and I Can Statements |
|  | Took the [Vocabulary Quizlet](https://quizlet.com/142763422/match) |
|  | Check that your presentation is completed and type of format your presentation should be saved and shared as |
|  | Practiced the presentation and watched the video that applies to either the Desktop App for PowerPoint, or the Online Office 365 version. |
|  | Tried out the Rehearsal option for the Desktop app: Rehearse timings, Record, or for the Online version (Rehearse with Coach) |
|  | Made any changes to improve it and saved it in the file format as requested by the teacher (PDF, PPTX, .mp4 video) or presented it to others. |
|  | Checked with the teacher to move to the Graduation page to take the Quiz and provide feedback through the survey. |
|  | Checked this Quest off on my 21t4s roadmap |