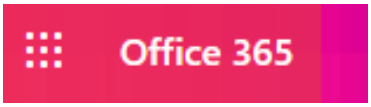
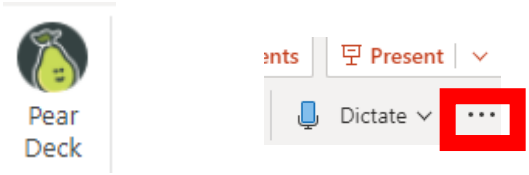
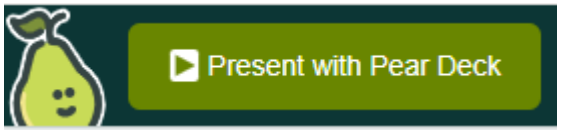
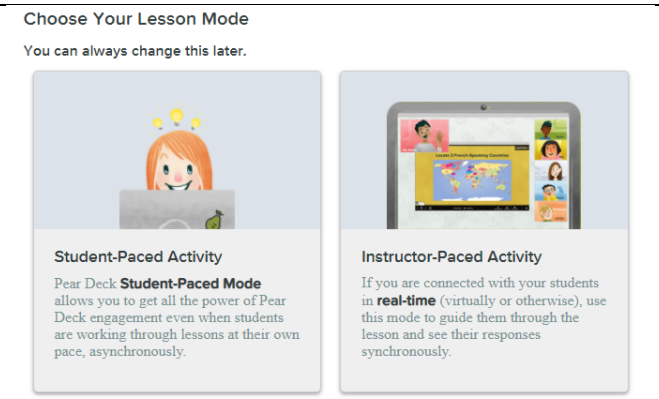
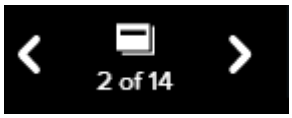
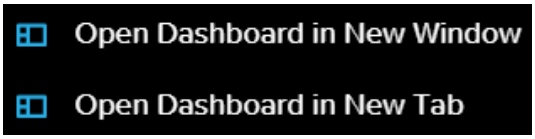
Office 365 Resources

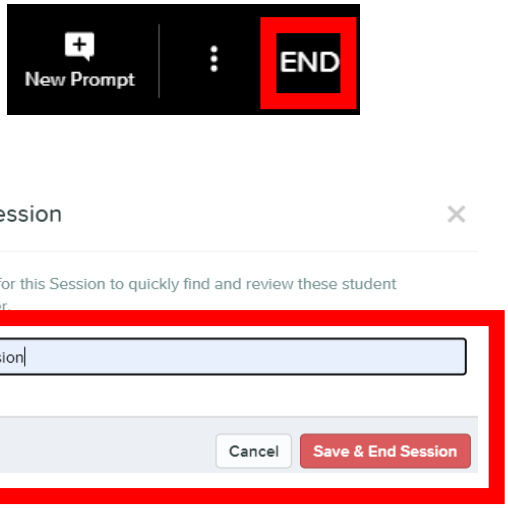
Pear Deck: Presenting Through PowerPoint

1. Open your Office 365 account online and open the PowerPoint presentation to be used in the Pear Deck session. Interactive slides can be completed ahead of time or added while teaching from the PowerPoint.	
2. Click on the ***Pear Deck icon*** or the ***ellipsis*** located in the far right-hand corner to find Pear Deck.	
3. Click ***Present with Pear Deck.***	
4. You have two options for your lesson. • **Student-Paced Activity:** Allows your students to work at their own pace. • **Instructor-Paced Activity:** Allows your students to work in real-time synchronously.	
5. Have your students go to **joinpd.com** and enter the session code. They can log into their CPSB email account for documentation since there is a current Act 837 addendum on file for Pear Deck authorizing the use of student email addresses.	

6. Move your mouse to the bottom right-hand side of the presentation to add a new prompt. Click on ***New Prompt.*** Select the interactive slide that you would like to add to the presentation.	
7. At the bottom of the screen, you can see how many students responded to the prompt. Here, you have the option to show the responses that display anonymously when sharing live, lock the screens, and end the prompt.	
8. Navigate through your presentation. allowing students to engage and interact with the presentation with already created interactive slides or use the ***New Prompts*** button as you present the lesson. All student responses will be stored online through the Pear Deck website to view at a later time.	
9. You can privately view student responses during a presentation by using the teacher dashboard. To access it, click on the **ellipsis** at the bottom right-hand corner of the screen.	
10. Next, select the option to open the dashboard. • **New Window:** This creates a pop-up screen within your page. You can navigate the presentation from this screen and see real-time responses. Keep in mind if you have a projector on the students will see the responses. • **Open Dashboard in New Tab:** This will open the presentation in a new tab so you can toggle back and forth between the two screens.	

11. While presenting, teachers can provide feedback in real time on student responses from the Teacher Dashboard.

    - **Star: S**tar and highlight the student response.
    - **Comment:** Give feedback during the presentation. Once you leave a comment, the student will receive a notification on the student screen to show a comment has been made by the teacher.
    - **Ellipsis:** Hide the student response.

    Student responses provided in real-time are stored and accessible through the Sessions page found on the Pear Deck website.

12. To end the session, click on ***END*** in the bottom right-hand corner. Give your session a name and click ***Save & End Session.***