

Guidelines for Assigning and Assessing PowerPoint Presentations

Assigning PowerPoint Presentations

An increasingly common assignment for students is the creation of a PowerPoint and the presentation of that PowerPoint to the class. When you are assigning this type of project to your students, it is important to be clear with your students what your expectations are. By clearly stating the criteria for the assignment and the standards by which they will be assessed, you give your students a better chance at succeeding with the assignment. A few criteria to consider are:

- What is the purpose of the PowerPoint and presentation?
- What is the minimum and maximum length for the PowerPoint and presentation?
- How many outside sources are to be used? What constitutes a reliable source?
- If assigned as a group project, on what tasks will individuals be assessed?

Assessing PowerPoint Presentations

Although most students are able to create PowerPoint presentations, they often still need to hone their skills when presenting the PowerPoint slides to an audience.

This rubric helps to provide students with clarity in regard to the elements that are most important in the creation and delivery of their PowerPoint presentation. It is important for students to give presentations that:

- when presenting as a group, involve every member of their group
- demonstrate their knowledge of the material without reading off of the slides
- cite all of the sources used

You might also consider engaging all the students in the class in the grading process by allowing each student to use the rubric to grade her or his peers. This will give them a taste of what an audience expects from a presentation, lessons that can help them in the creation of their own. It is up to your discretion how or if you include the peer evaluations in the final grade.



Rubric for Grading PowerPoint Presentations

CATEGORY	Excellent (25 pts.)	Good (20 pts.)	Needs Improvement (5–10 pts.)
Presentation Validity	Students presented all required information; all information presented was factually correct.	Students presented most of the required information. Some information presented was inaccurate.	Students presented limited or inaccurate information.
Presentation Quality	Presentation contains the required number of slides; slides are visually appealing and creative, no typos or misspellings.	Presentation contains the required number of slides. Some slides had errors or could be more appealing.	Presentation does not contain the required number of slides. Slides are not visually appealing and / or contain typos and / or misspellings.
Presentation Skills	All members of the group presented the material with confidence and competence. Students did not read off the PowerPoint or note cards.	Some members of the group did not demonstrate confidence and competence.	Not all members of the group presented the material. Some or all students were not prepared and read from the PowerPoint or note cards.
Presentation Citations	Contains a slide for works consulted, information is cited correctly, all factual information is cited.	Contains a slide for works consulted. Some works are missing and / or not cited correctly.	Does not contain a slide for works consulted.

TOTAL POINTS: _____/100 pts.

