

Instruction for assignment 3: PowerPoint

SCENARIO (it is the same as for assignment 1):

You are about to build a business or an organization. As the leader of that business/organization, you are preparing a project proposal (also called a statement of work) that will be given to prospective shareholders, clients or donors. This is a persuasive document that will require proper planning to justify the request for support.

This assignment is a continuation of your previous two assignments, in which you submitted a Word and Excel document explaining your project.

OBJECTIVES OF THE ASSIGNMENT:

For the PowerPoint assignment you must create a document that present all points of each project which includes the budget and potential value of the project. In other words, you must include your portions of your Word and Excel Assignments, in a presentation model. This is what is expected:

- Minimum 8 slides
- At least 2 Charts of different styles
- Slide numbers
- Footnotes
- Date and Time
- Slide Titles
- At least 2 graphic insertions
- Transitions
 - Slide to Slide
 - Object within slide

Important: If your file is too big, it will not upload on econcordia (even if you compress it). If that happens, make sure to reduce its size and upload again.

GRADING

Your PowerPoint assignment will be graded on the following categories:

Categories	Grading Breakdown	Examples
Document Formatting & page layout	10 points	Bold, Italics, changing Font Types or Styles Headers and Footers etc.
Inserting Objects	30 points	Images, AutoShapes etc.
Animation	40 points	Slide to Slide Transition, Custom Animation Objects, etc.
Extra Features	20 points	These features that are not commonly used and not discussed in the readings; however, still can be found in the tabs of PowerPoint or through your exploration of the PowerPoint application.
Total	100 points	

N.B. The PowerPoint assignment is worth 15% of your final grade.

NOTE:

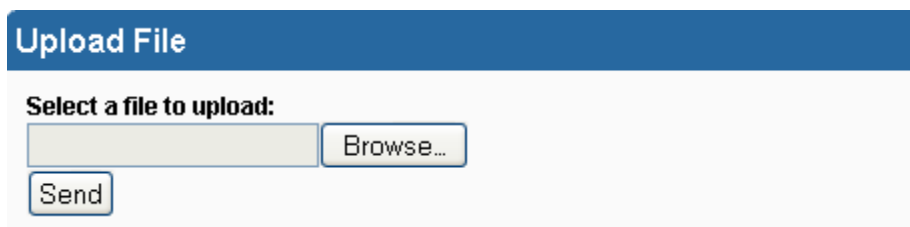
All the three assignments in this course have a strong relation to one another. In other words, although graded separately, they are cumulative in nature. The objective is to create a document based on a specific set of objectives. Hence, we recommend that you choose a topic that is relevant to you and that you will have interest in working with the whole semester.

FOR A SUCCESSFUL OUTCOME, CHECK THIS BEFORE SUBMITTING YOUR ASSIGNMENT:

1. Did you include all required information in your document?
2. Did you use key formatting features to make it attractive?
3. Is the information easy to read and understand?
4. Is the information clear and concise?
5. Did you format the spreadsheet in a Table-like format?
6. Did you use a variety of formulas?
7. Is your graph(s) properly labelled?
8. Did you use various Graphic Tools (ie. Autoshapes, Smart Art)?
9. Did you format different Graphic Elements(ie. Pictures, Autoshapes)?
10. Did you merge all elements to accommodate Layout, Design, Content and Images

SUBMISSION PROCEDURE

- You will be submitting your assignment by uploading it to the website. To do so, please proceed as follows:
 1. Click on the Assessment link, which is located on the Main page of your eConcordia portal.
 2. Click on the Submit POWERPOINT link.
 3. Click on the Browse button and select your file to upload (this is the same procedure you use to attach a file to an e-mail message).



The image shows a web interface for uploading a file. At the top, there is a blue header bar with the text "Upload File" in white. Below this, the text "Select a file to upload:" is displayed. Underneath, there is a text input field, a "Browse..." button, and a "Send" button.

Figure 1

4. Once you have located and selected the folder, click on the Send button and your work will be uploaded to the website.
5. If the upload of your assignment was successful, you will receive the following message: "Your assignment was successfully received".

The screenshot displays a web interface for file uploads. At the top, a blue header bar contains the text "Upload File". Below this, a white box contains the instruction "Select a file to upload:" followed by a text input field, a "Browse..." button, and a "Send" button. Below the white box is a green confirmation message: "You have successfully uploaded your assignment." At the bottom, a grey box displays submission information: "Attempt #: 1", "Submitted On: March 01, 2010 at 11:03:07 AM (Late Submission)", and a blue link "Click here to download the file".

Figure 2

- To verify the status of receipt of your work, click on the My Grades link, which is located on the Main page of your eConcordia portal.
 1. The upload status of your assignment will be displayed as follows:
Upload Status: Received on: MONTH/DAY/YEAR and TIME
 2. If that information does not appear, your assignment was not successfully received and you must resubmit your work prior to the deadline.

Should you receive an error message during the submission process, please send your assignment to your TA as an attachment and copy the message you received into the body of your e-mail. It is important that you include your name and student ID number in your e-mail message. Your assignment must be e-mailed prior to the midnight deadline to be considered on time.

Please note that assignments sent by e-mail to your TA will only be accepted once the message is verified and confirmed by our technical staff. Once it is confirmed, your TA will email you to notify you that your work was accepted. A backup of your assignment must be saved on your computer and on USB key and/or CD until the final letter grade for the course is posted in your MyConcordia Portal