

# Presentation Template Guide



جامعة الأمير  
سكّام بن عبدالعزيز  
PRINCE SATTAM BIN ABDULAZIZ UNIVERSITY

## **Dear Faculty Members**

This guide provides instructions on how to use the new PSAU presentation template. It provides steps for changing the titles and text related to the course being developed. Additionally, it offers steps to choose the slide format according to the content, including cover, objectives, educational content, summary, and references. The guide also provides steps to change the cover image to be relevant to the course content and subject matter.

Download the presentation file from your course, through the "Presentation Template" tab, following these steps:

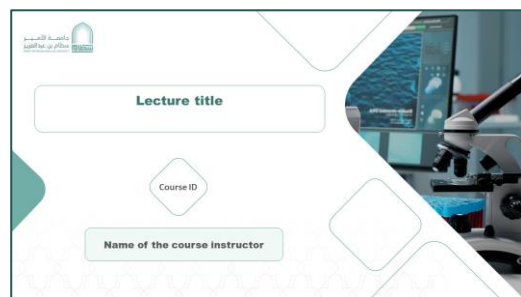
The diagram illustrates the process of downloading a presentation template in three steps:

- 1** Click here: A callout box points to the "Powerpoint Template" link in the left sidebar menu.
- 2** Click here to download the Templet: A callout box points to the "English Powerpoint Template" link in the main content area.
- 3** Thus, the templet has been downloaded to your device.: A callout box indicating the final state of the process.

The interface shown includes a sidebar with the following menu items: Home page, Start Here, Course Information, Announcements, Course Content, Virtual Classroom, Assessments, Discussions, Student Support, Guidelines and instructions, University policies, Powerpoint Template, and My Grades. The main content area displays the "Powerpoint Template" section with two options: "English Powerpoint Template" and "Arabic powerpoint template".

After opening the downloaded template, several slides will appear containing all the content of the course presentation. You can choose a suitable design and delete any unwanted slides.

## First: The lecture cover slide

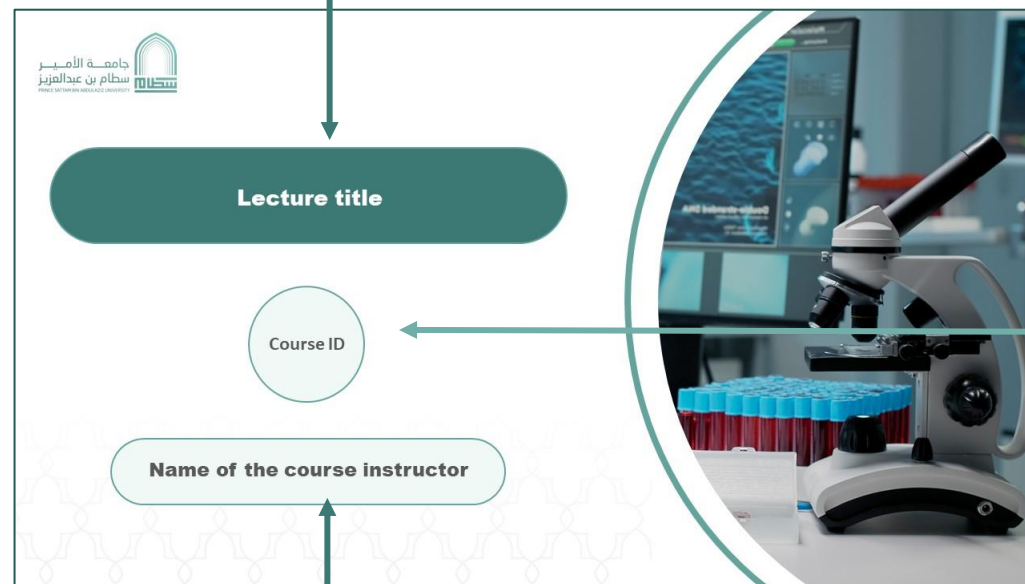


1

There are three designs for the cover page. You can choose the appropriate design and delete the rest of the designs.

2

Type the lecture title here.



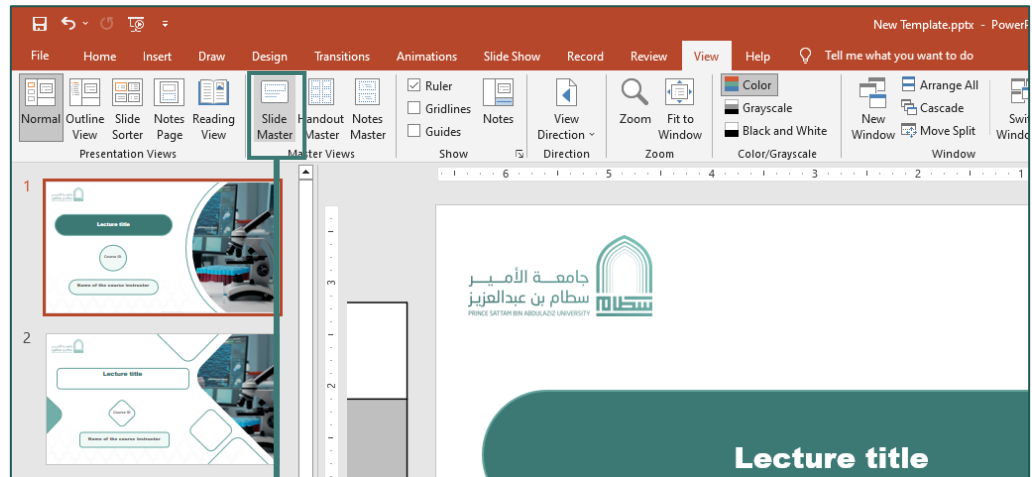
3

Type the course code

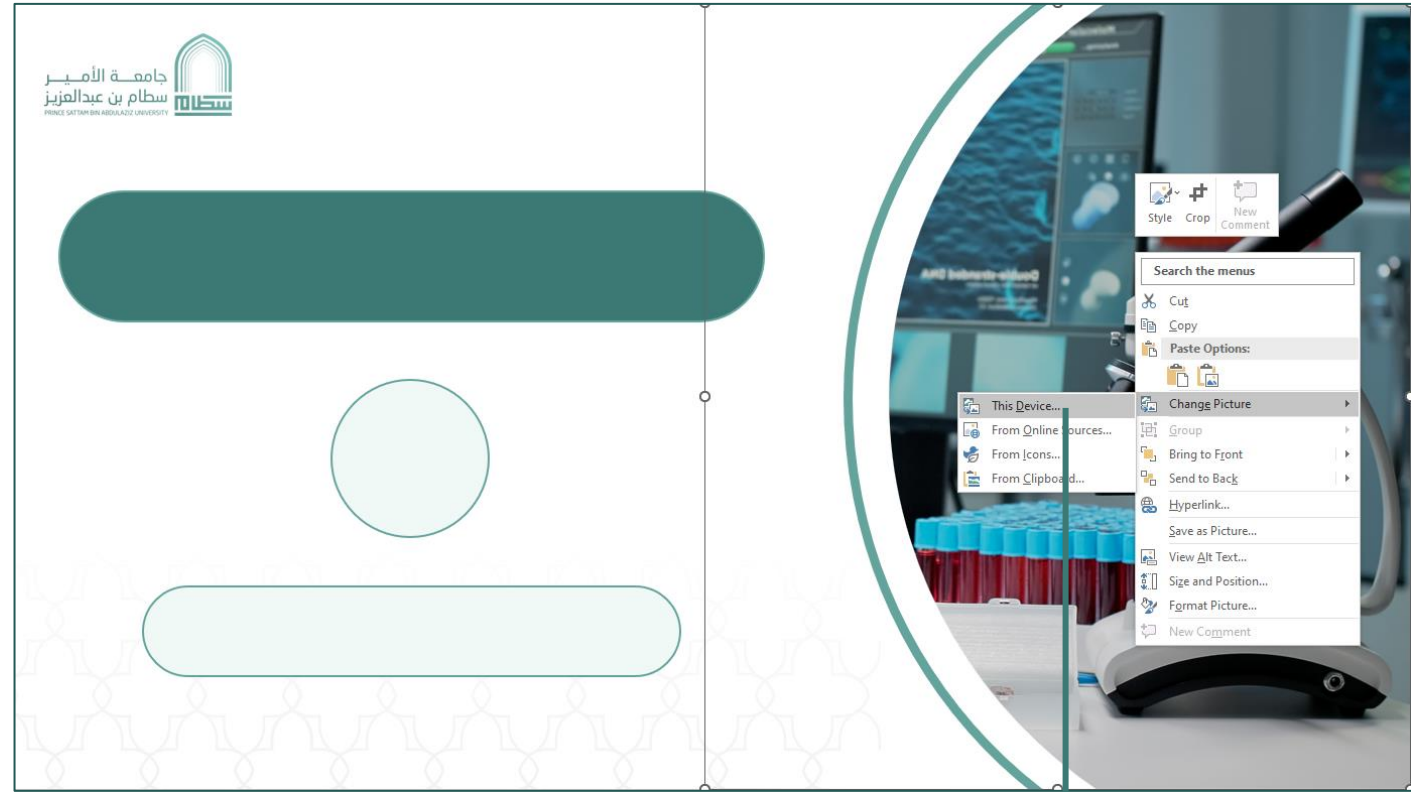
4

Type the name of the course instructor

For changing the course image, first, click on the "View" menu, then select "Slide Master." Click the right mouse button on the image and select "Change Picture." Choose the location of the image and select the image you want to use.



1 Click on the "View" menu, then select "Slide Master"



2 Click the right mouse button on the image and select "Change Picture." Choose the location of the image and select the image you want to use.



Adding the lecture objectives, and adding or deleting objectives, and modifying the numbers for each objective.

## Second: Lecture objectives slide

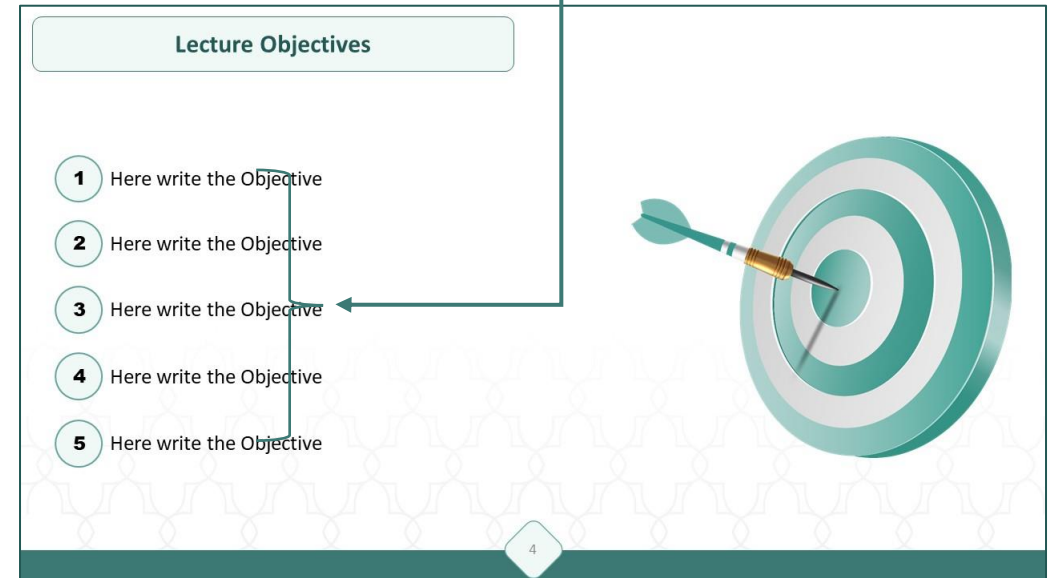


1

There are two designs for the Objectives slide, you can choose the suitable design based on your choice for the Cover slide, either the circular shape or the square shape.

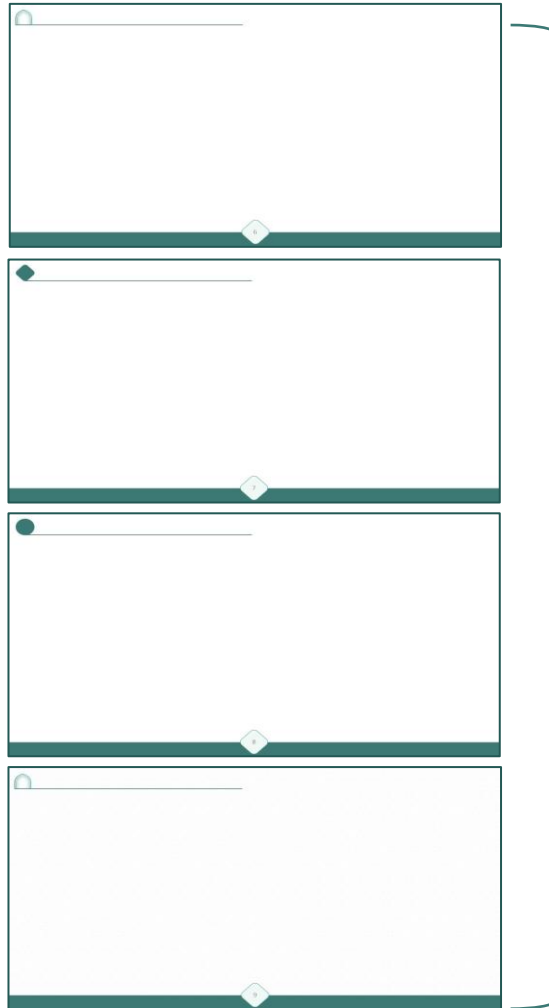
2

Write the lecture objectives here. You can also add objectives by copying the numbering and text box or remove objectives by deleting them.



Through this screen, you can write the slide title, and in the blank space, you can add educational content such as text, images, infographics, and videos.

### Third: Lecture content slide



1

There are four designs for the content page, you can choose the suitable design with your previous choice and delete the rest of the designs.

2

Type the title of the slide

3

Add educational content such as text, images, infographics, and videos

6

4

Note: If the content of the course has an Islamic character, you can choose the fourth design for the content.

Writing a summary of the lecture in the blank space can be done either in a narrative form or in bullet points while ensuring to maintain consistency in the presentation style throughout all lectures.

#### Fourth: The summary slide



1

There are two designs for the summary page. You can choose the suitable design based on your choice of cover page, either circular or square design.

2

Type the general summary of the lecture, either in a narrative way or in bullet points, while ensuring consistency in the presentation format across all lectures.





Write the references for the lecture on this page, in a bullet-point format.

## Fifth: References slide



1

There are two designs for the summary page. You can choose the suitable design based on your choice of cover page, either circular or square design.

2

Type the lecture references, in the form of bullet points.



جامعة الأمير  
سattam بن عبدالعزيز  
PRINCE SATTAM BIN ABDULAZIZ UNIVERSITY

