

How to Make a Slideshow - SFI Badge of Excellence for STEM Awareness

We want you to tell us how the STEM work your school has completed throughout the year has achieved the outcomes you described in your application form, and raised STEM awareness among pupils, teachers and the parents/guardians by bringing this story to life in a slideshow.

The Process

- Before beginning it is very important that you read through the [SFI Badge of Excellence Information Sheet](#) and application form on SESAME.
- Please note: You should ***complete your application form either before or in parallel with planning your slideshow to make sure that both convey the same message.***

Step 1: Brainstorming

1. Decide which outcomes relating to raising STEM awareness **listed in your application form** you will include in your slideshow. Remember that your slideshow must clearly demonstrate ***at least one outcome*** for how you have raised STEM awareness ***for each of the three target groups***:

- Pupils
- Teachers
- Parents/Guardians

2. Think about how the STEM work that your school has completed helped to raise STEM awareness with pupils, teachers, parents/guardians and how you can tell the story. This should include reflections from pupils, teachers or parents/guardians. You can use any other format that you are comfortable with e.g. pictures, embedded slideshow, scans of pupils' work, parent surveys or audio voiceover.

3. This is not a design competition, we just want to see evidence that your STEM work has achieved the outcomes you describe in your application form relating to raising STEM awareness among students, teachers, parents/guardians. Use your slideshow to show us what has changed in terms of STEM awareness as a result of what you have done.

4. The slideshow should take ***no more than 4 minutes*** for someone to view. Remember that you won't be presenting it yourself, so it needs to be self-explanatory. You can do this by adding key points in text or with audio narration.

Step 2: Planning your slideshow

4. You need to decide whether you want to break your slideshow up into 3 sections, one for each outcome, or run it all together.

6. Collect all of the materials you need for your slideshow – pictures, scans, audio, background music, text for reflections etc.

7. Decide on what text you will use to introduce or explain the evidence that you are presenting and whether you will use text or voiceover to present this.

Step 3: Creating your slideshow

8. Decide how you are going to put the slideshow together. You can use presentation software such as [Microsoft Sway](#), [Google Slides](#), [Apple Keynote](#), [iBooks Author](#), [Prezi](#) or [Microsoft PowerPoint](#) etc.

9. Choose your template which provides a clear look and feel for your slideshow. Use animations and transitions where appropriate.

10. Add captions to your slides if necessary to emphasize points or explain what is been shown in the images. With many of the slideshow packages, you can also add audio to narrate each of your slides (you could consider getting your pupils to do this).

11. Remember to think about consent when using images, especially of people, and copyright of sound effects or music:

- For free sound effects: <https://www.partnersinrhyme.com/pir/PIRsfx.shtml>
- For royalty free music: https://www.partnersinrhyme.com/pir/free_music_loops.shtml
- Ensure that you have written consent from parents/guardians for any pupils appearing in the finished slideshow.

12. When you are happy with your slideshow, you can upload it directly to the application form on SESAME or to a file sharing website such as [OneDrive](#), [Google Drive](#), [Dropbox](#) or [Slideshare](#). You will need to set up an account to do this (if you don't already have one).

13. If using a file sharing website, once the slideshow file has been uploaded, click on **Share** and copy the URL. Paste the link into a new browser window to check that the slideshow is working. We recommend that you send the link to a colleague and check if they can view the slideshow.

14. Then insert the link to your final slideshow into the relevant field of your application form to be included in your submission to SFI by the deadline of **1pm on Friday 24th of April 2020**.

Need more help?

We completely understand that this a new process for everyone so please do not hesitate to contact us if you need help or have any questions.

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