INSTITUTE FOR Law Teaching and Learning
UA LITTLE ROCK WILLIAM H. BOWEN SCHOOL OF LAW
GONZAGA UNIVERSITY School of Law
WASHBURN SCHOOL OF LAW

Exploring the Use of Technology in the Law School Classroom.

Workshop
3A

Of Mind Maps and Makerspaces – Technology Approach to Law Teaching

Sharon Bradley
University of Georgia School of Law

Sharon Bradley is the Special Collections Librarian at the University of Georgia School of Law. She is responsible for the special collections which include the Rare Book Room, the school archives, the faculty publications collection, and the portrait collection. Bradley teaches Legal Research as part of the 1L curriculum. She oversees the library's disaster planning efforts and serves on the school's Emergency Preparedness Team.

She has been interested in technology education in the law school for at least the last 15 years and is excited to report that the UGA Law Library has started planning for a technology lab.

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How to Use PowerPoint to Promote Active Learning

Stephen L. Sepinuck
Gonzaga University School of Law

Professor Sepinuck has an A.B. in history from Brown University, a J.D. cum laude from Boston University, and an LL.M. in Taxation from New York University.

In the 1980s, he specialized in creditors' rights and related commercial issues while practicing law in Florida, and in the federal tax aspects of public and private financings while practicing in California. In 1989, he began teaching at IIT Chicago-Kent College of Law. Two years later, he joined the faculty of Gonzaga University School of Law, where he teaches courses on Secured Transactions, Bankruptcy, Sales, Contracts, and Transactional Skills.

Professor Sepinuck has authored articles on a variety of subjects, written sixteen books, and won awards for both his teaching and his scholarship. In the 1990s, he served as an advisor to the Drafting Committee that revised Article 9 of the Uniform Commercial Code and he chaired its Task Force on Deposit Accounts. From 2006-2009 he served as chair of the ABA's UCC Committee. More recently, he was the ABA Advisor to the Joint Review Committee for Article 9 of the Uniform Commercial Code that proposed amendments to Article 9, reporter for the Uniform Certificate of Title for Vessels Act, and reporter for the Amended Model Tribal Secured Transactions Act. Professor Sepinuck is a member of the editorial board of The Business Lawyer, and for more than ten years edited the annual survey of commercial law that appears in The Business Lawyer.

He is an elected member of the American Law Institute (ALI), a fellow of the American College of Commercial Finance Lawyers (ACCFL), a former Associate Dean for Academic Affairs, a current member of the Massachusetts and California bars, Director of Gonzaga's Commercial Law Center, and Scholar in Residence at the law firm of Paul Hastings, LLP.

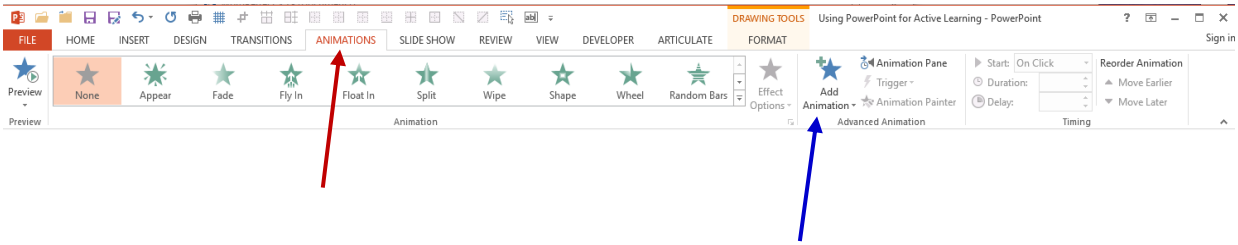
How to Use PowerPoint to Promote Active Learning

Stephen L. Sepinuck

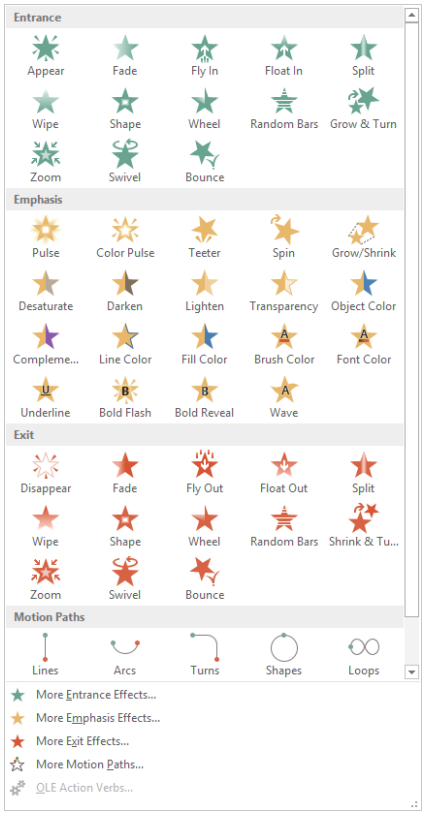
Frederick N. & Barbara T. Curley Professor
Director, Commercial Law Center
Gonzaga University School of Law

Animating Objects on a Slide

PowerPoint allows users to "animate" objects on a slide. There are more than 160 types of animation. They can be accessed by first clicking the "Animation" tab at the top of the application ribbon (the red arrow below) and then the "Add Animation" tool on the ribbon (the blue arrow below):



This reveals 50 of the most basic animations options, organized in four categories:



Additional options can be accessed by clicking any of the four "more" buttons at the bottom. Many of the animation options are, frankly, useless. They add glitz and gimmickry but nothing to the substance of the slide or presentation and have little or no utility in a classroom setting. The most useful animation options are "appear" and "disappear," and they are the primary options discussed in these materials. Two other options – "font color" and the "lines" motion path can also occasionally be useful. The former to add emphasis and the latter to draw connections or reveal relationships among objects on a slide.

Any object on a slide – *e.g.*, text box, picture, table – can be animated. There are two important limitations on this, however:

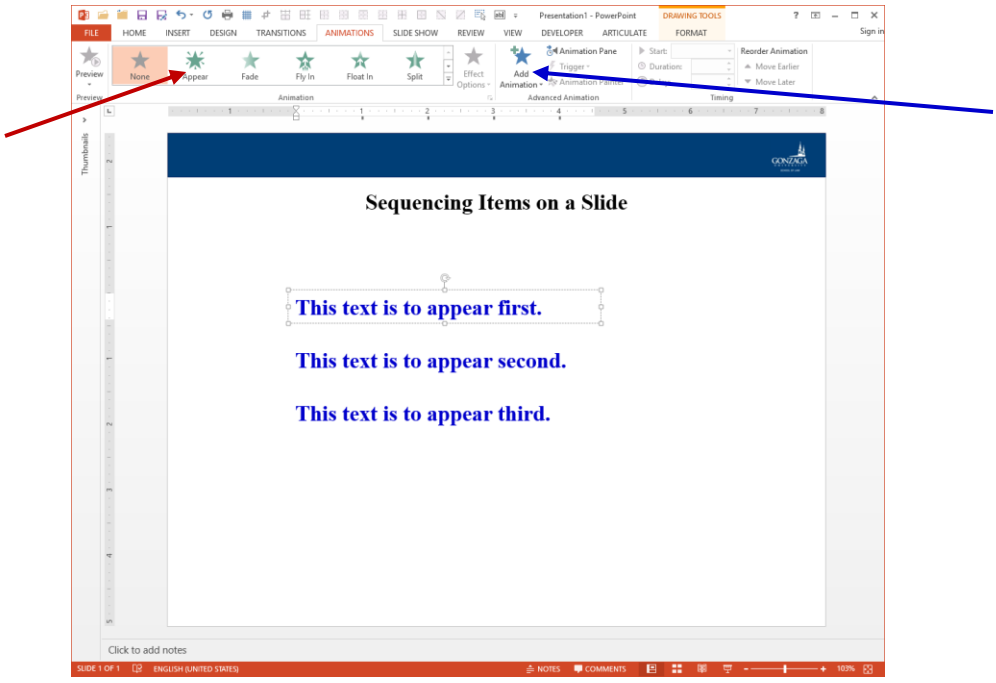
1. A table can be animated only in its entirety; individual rows, columns, or boxes cannot be separately animated; and

2. Text in a text box can be animated either in its entirety or by line (if the line is followed by a hard return), but it is not possible to animate only part of a single line.

There are, however, work-arounds for these limitations. If you desire to animate part of a table, such as the text in a single box, then you can either design the entire matrix using separate text boxes (instead of a table) and animate some or all of the text boxes, or superimpose one or more text boxes on top of the table and animate those boxes. If you desire to animate a less than all of a line in a text box – say by changing the font color of a word or phrase for emphasis – the easiest way to do that is to copy the entire slide and change font color of the desired text on the second slide.

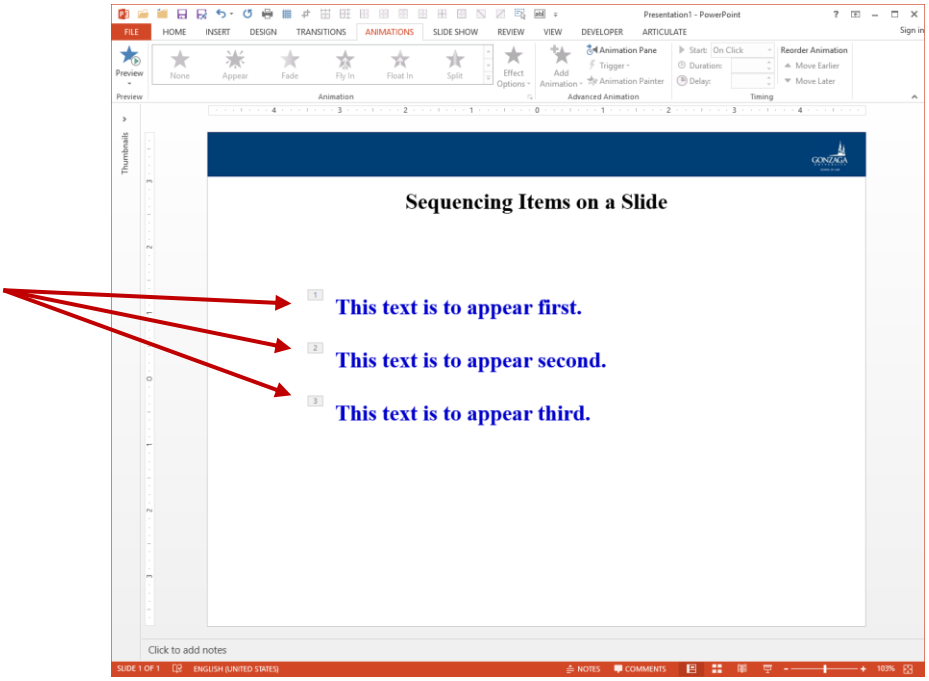
Sequencing Objects on a Slide

Sequencing objects on a slide – that is, causing them to appear in a desired order – is very easy. Simply click on the first object and then either click on "Appear" (the red arrow below) or on "Add Animation" (the blue arrow below), followed by the "Appear" option that will then be revealed.

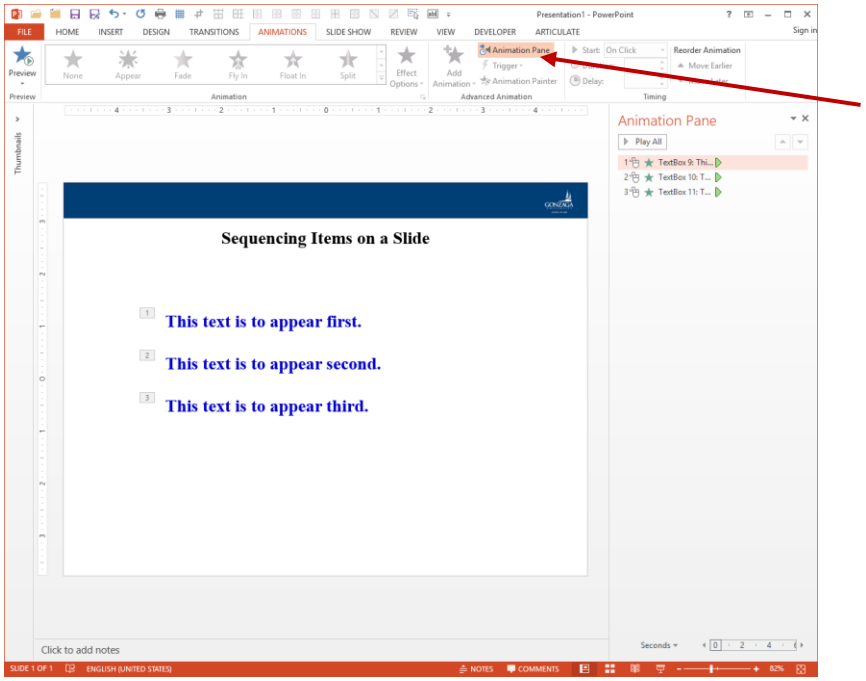


Then repeat for each remaining object is to appear in the desired sequence.

Once an object is animated, a numbered box will appear to the upper left of each animated object, indicating the sequence (the numbered box appears only when the Animations tab is the active tab; as soon as a different tab is clicked, the numbered boxes disappear).



You can also check the sequence by clicking on the "Animation Pane" tool (see red arrow below), which will open the animation pane at the left.

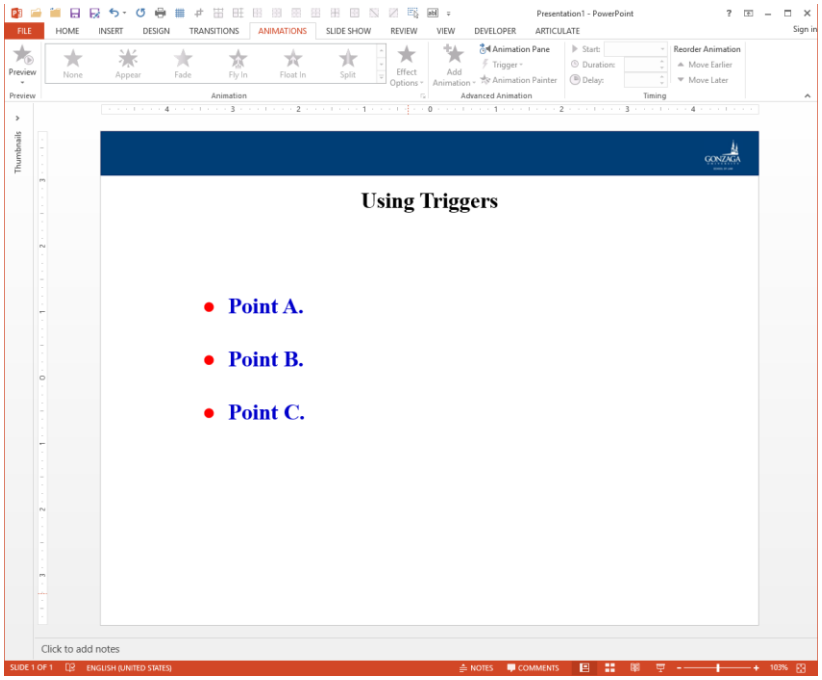


Using Triggers

Sequencing objects works only when the presenter knows in advance the desired sequence. It therefore can be useful when the presenter is lecturing, but is often not appropriate for – and can even be counter-productive to – a dynamic and interactive classroom experience. For example, if a teacher plans to use Socratic dialogue to elicit points from students, the teacher might not know in advance in what order students will articulate those points. If the teacher nevertheless wishes to stress the points by having them appear on a slide, the sequence needs to be variable. PowerPoint allows presenters to alter the sequence of animation through the use of triggers.

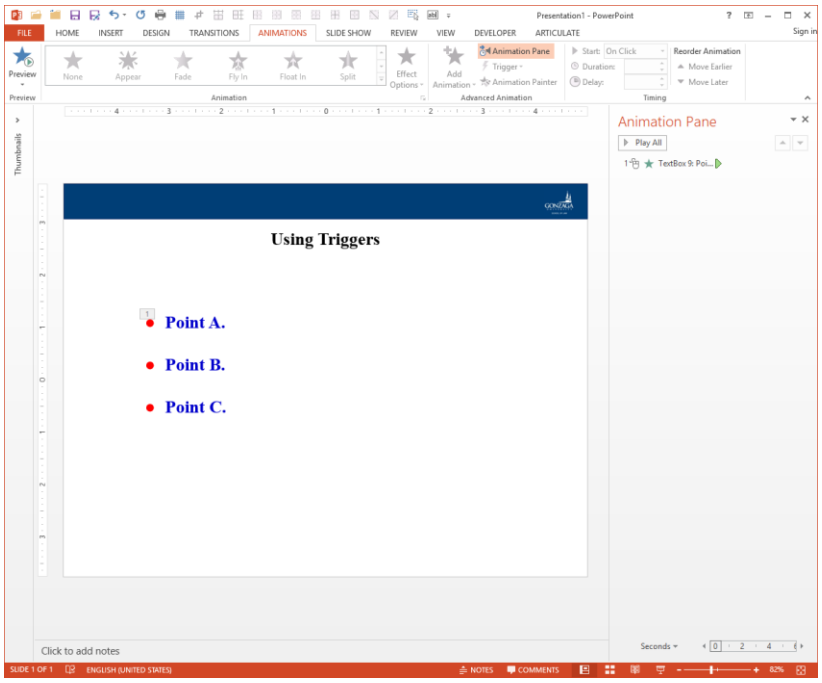
A trigger is any object on a slide that the presenter clicks on during a presentation to activate a desired animation. An object can be its own trigger if the animation is anything other than "appear." Thus, for example, clicking on an object could make it disappear, move, or change font color. But if the planned animation is to make an object appear, the trigger must be some other object on the slide.

So, consider the following slide, which contains three points that a teacher might plan on eliciting from students. Each red circle can be a trigger to the point to the right of it, causing that point to appear when the circle is clicked.

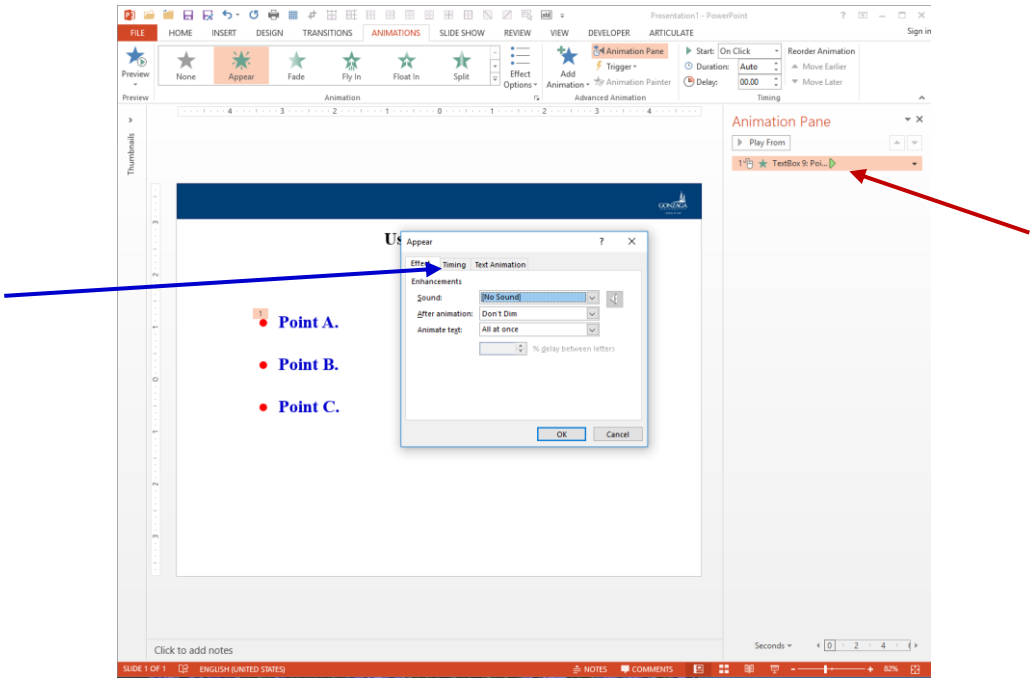


Note, each point is in a separate text box. It need not be, but it is generally simpler to construct the slide and create the animation if that is the case. Note also that each red circle is also in a separate text box. If each circle were part of the same text box of the point to its right, it could not be a trigger to make that text appear (because they would be on the same line in the same text box). Thus, this slide contains six different text boxes.

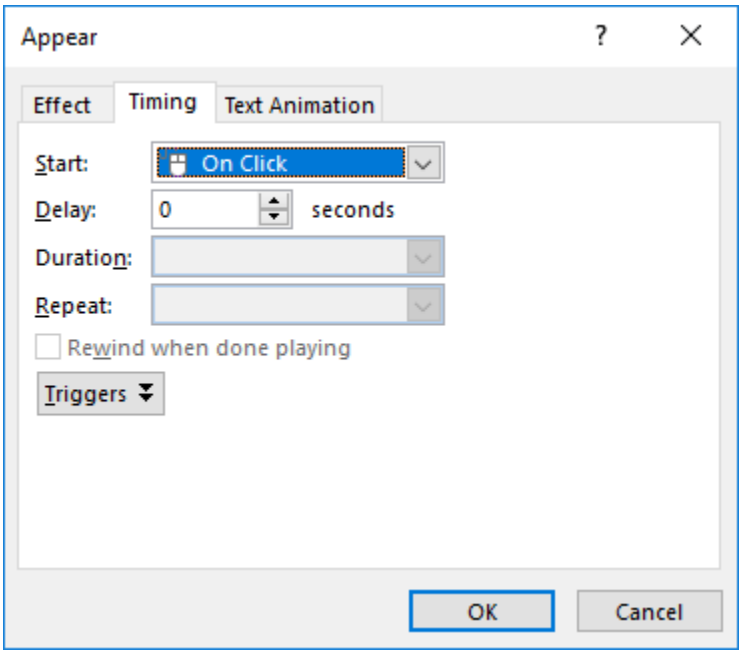
Animating the three Points with triggers begins the same way that animating them in sequence does. Click on one of them, and then click on "Appear" or on "Add Animation," followed by the "Appear" option that will then be revealed. Regardless of which method is used, it will then be necessary for the animation pane to be revealed. So, the slide should now appear as follows:



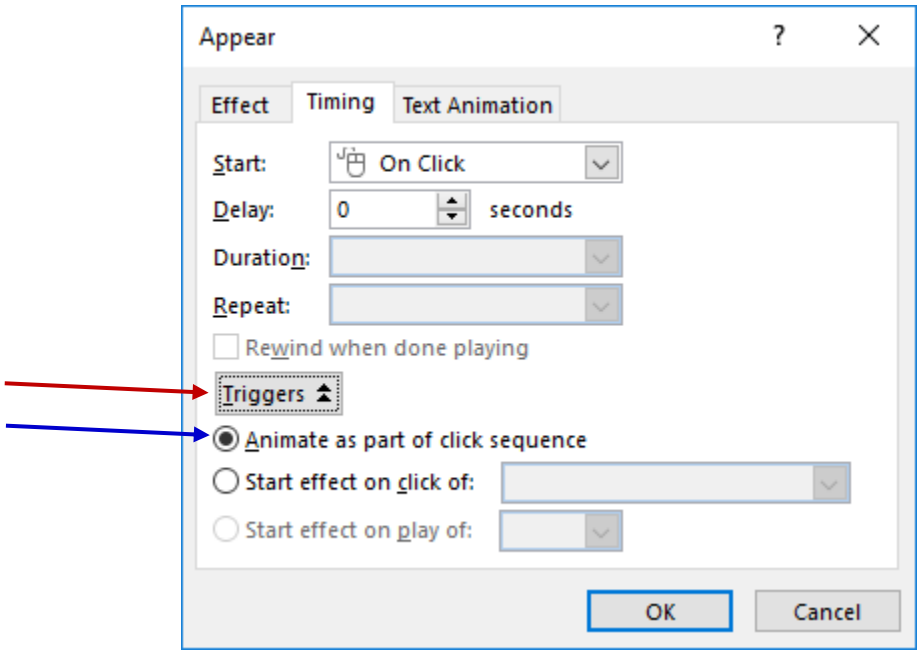
Now double click on the animation in the animation pane (the red arrow below), which will cause a dialogue box to appear.



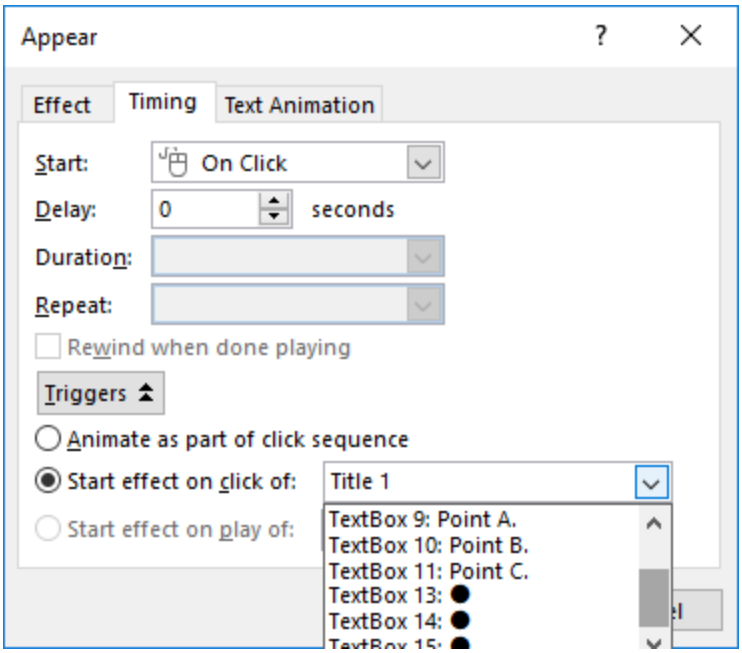
Then click on the "Timing" tab in the dialogue box (the blue arrow above). That box will then look as follows:



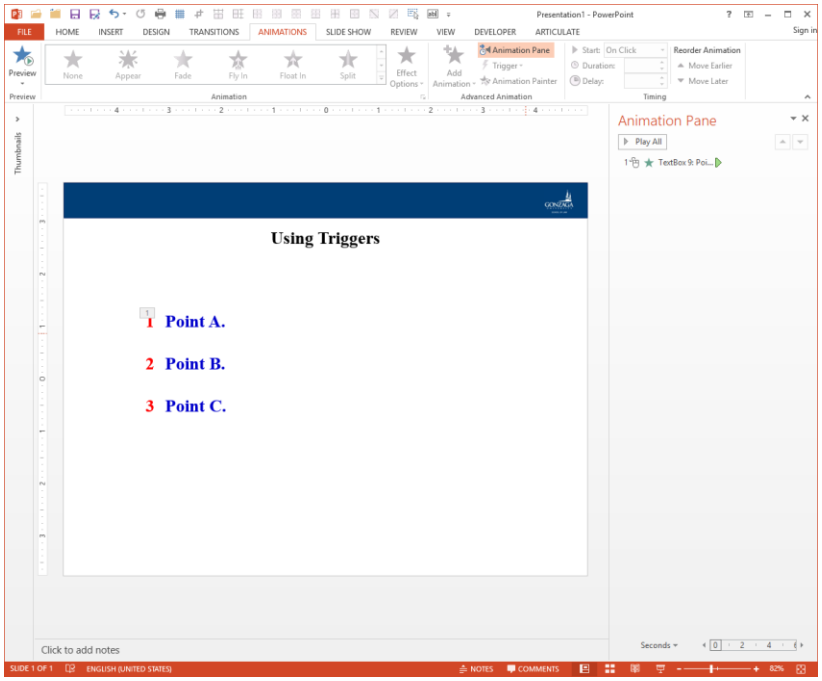
Click on the "Triggers" label in the dialogue box (see the red arrow below). Doing so will reveal additional options. The default is "Animate are part of a click sequence," but change that by clicking on "Start effect on click of" (see the blue arrow below).



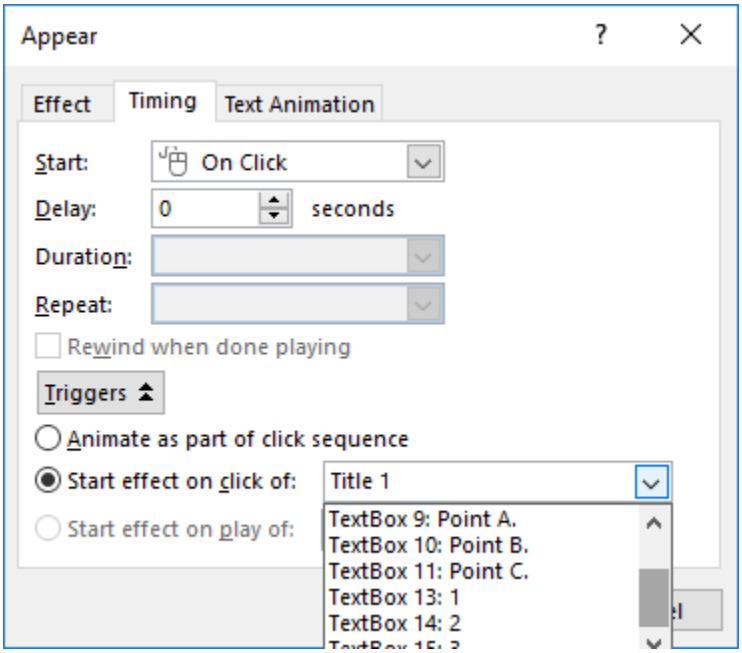
Now click on the down arrow to the right, and toggle down to the object that is to serve as the trigger for Point A. Each object on the slide will be listed, in the order it was inserted into the slide. Text boxes are identified as a numbered "TextBox" and by its first few characters.



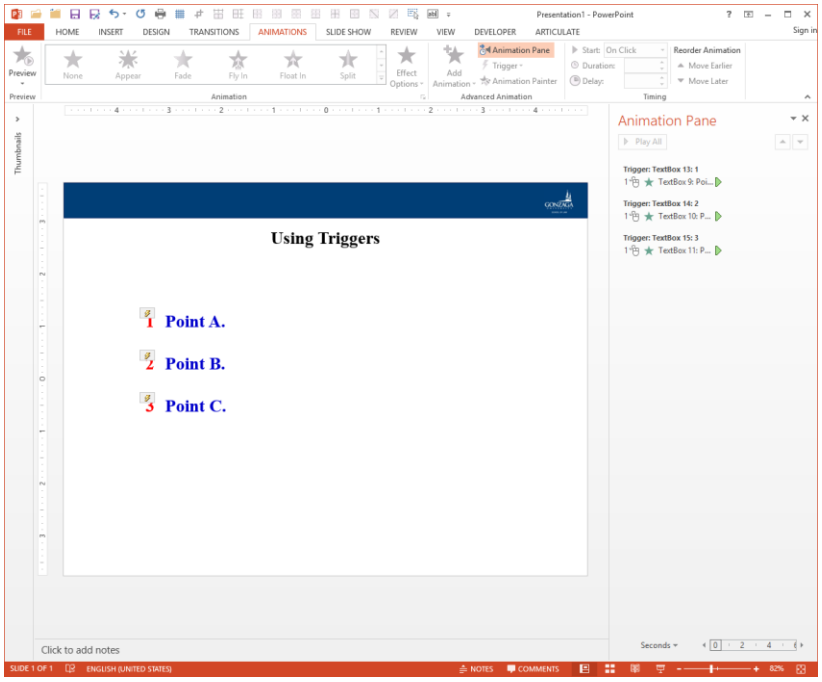
Notice, there is a bit of a problem. There are three text boxes each identified as beginning with a circle. To select the desired one, you either need to know the order in which each of those boxes was created (so that you know its number) or do a bit of trial and error. Alternatively – and this is a much easier way to do it – instead of using circles at the outset, use a different number or letter for each trigger and then, after finalizing all the animation, change the triggers to whatever shape is desired. Thus, it would be easier if the slide were constructed initially as follows (with numbers rather than circles).



The animation dialogue box would appear as follows:



It is then easy to see that TextBox 13 is the intended trigger for the text box containing "Point A," TextBox 14 is the intended trigger for the text box containing "Point B," *etc*. Click on the desired trigger and then click on "OK." Follow the same process for the other "Points." When the animation and triggers are set for all three "Points," the animation pane will look as follows:

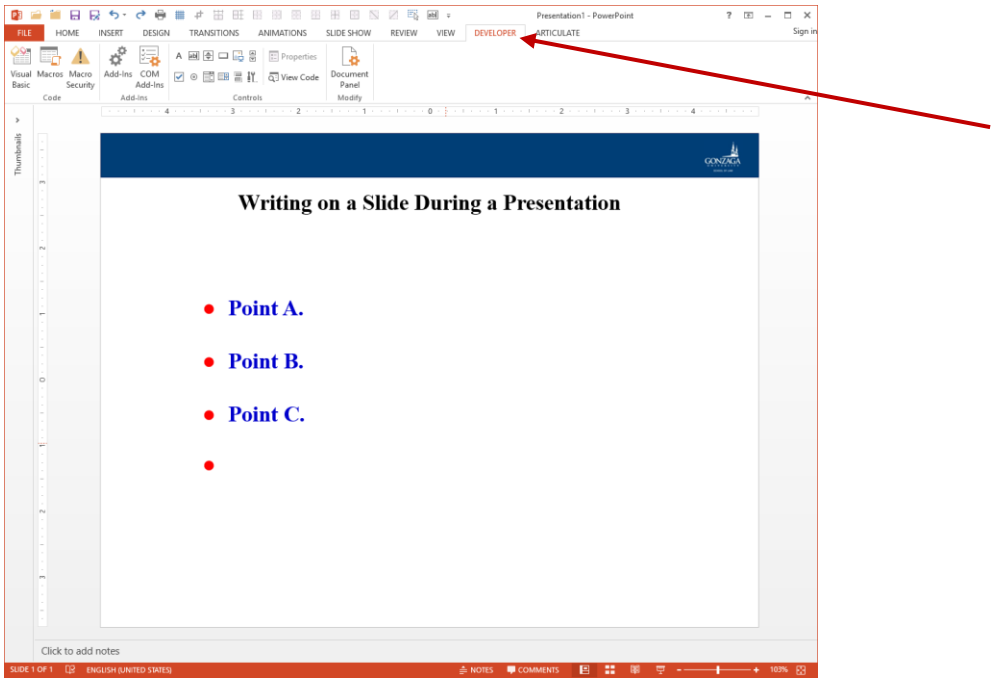


Now the numbers can be replaced with red circles. That will not affect the animation or triggers, and each red circle will be a trigger for the text box to the right of it.

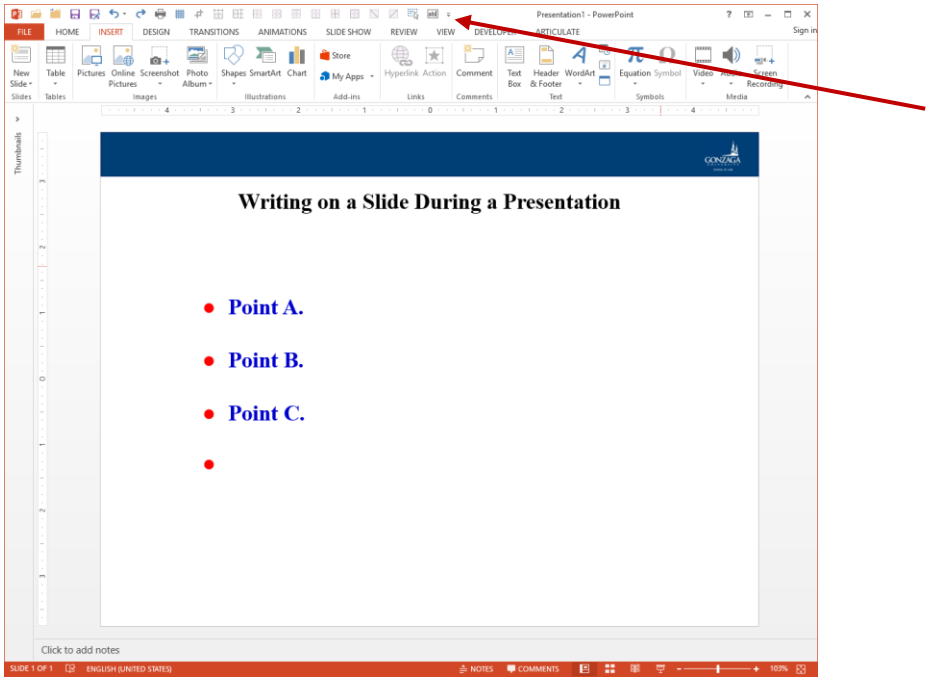
Typing on a Slide during a Presentation

Using triggers is an effective way of making a PowerPoint slideshow more adaptable to a classroom dynamic. However, even with triggers, a slide is limited to the text that the presenter created in advance. A teacher who desires to elicit ideas or responses from students might not be able to determine in advance of class every idea or response – good or bad – that students will offer. If a teacher nevertheless wishes to display all of the offered ideas and responses (as a teacher using a chalkboard might), the teacher needs a way to write on a slide during a presentation. PowerPoint accommodates this.

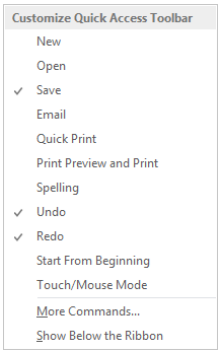
So, working off the slide previously created, let us add fourth red circle next to which we will insert a box in which to type during the slide show.



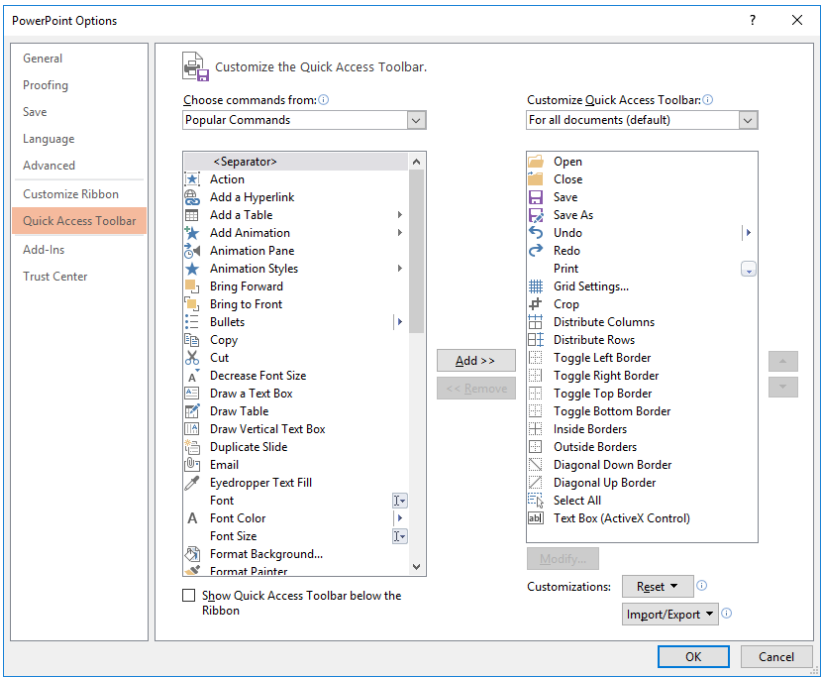
To create that box, you must first click on the Developer tab (see red arrow above). Unfortunately, the default configuration for PowerPoint does not have that tab activated (visible). To make that tab appear, first click on the "Customize Quick Access Toolbar" icon at the top of the application (it is a small down arrow – see red arrow below):



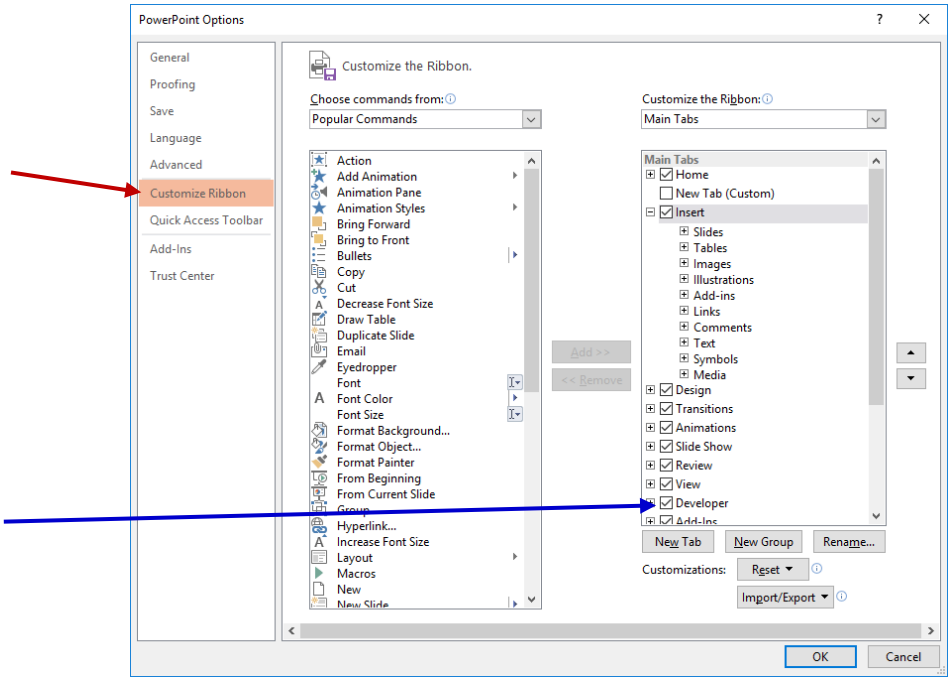
That will reveal the following menu:



Click on “More Commands,” which will reveal the following dialogue box:

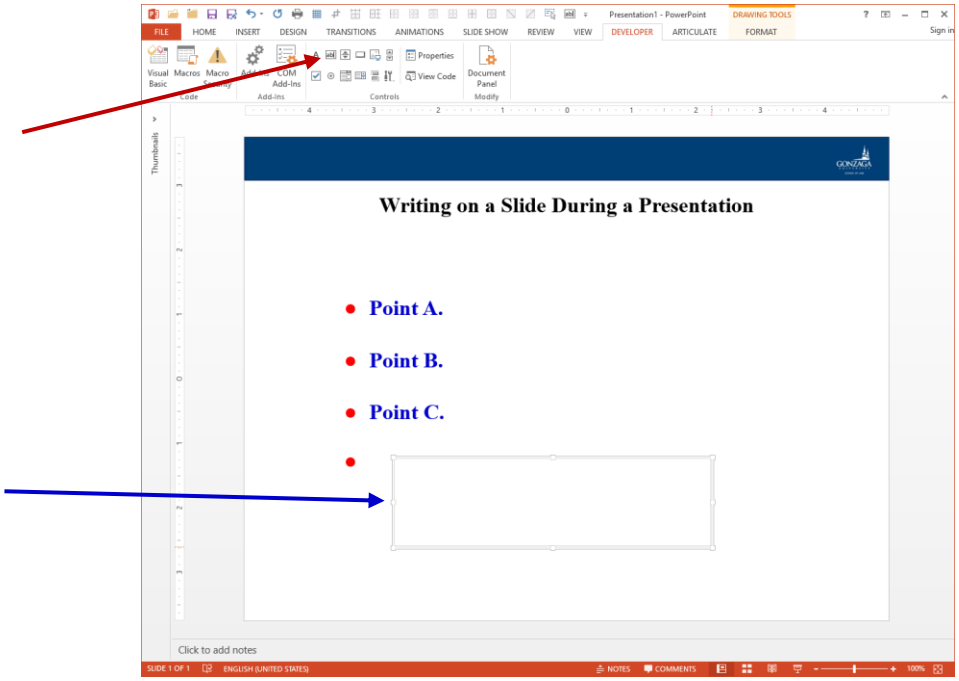


Click on “Customize Ribbon” at the left (see the red arrow below), which will make the dialogue box appear as follows:



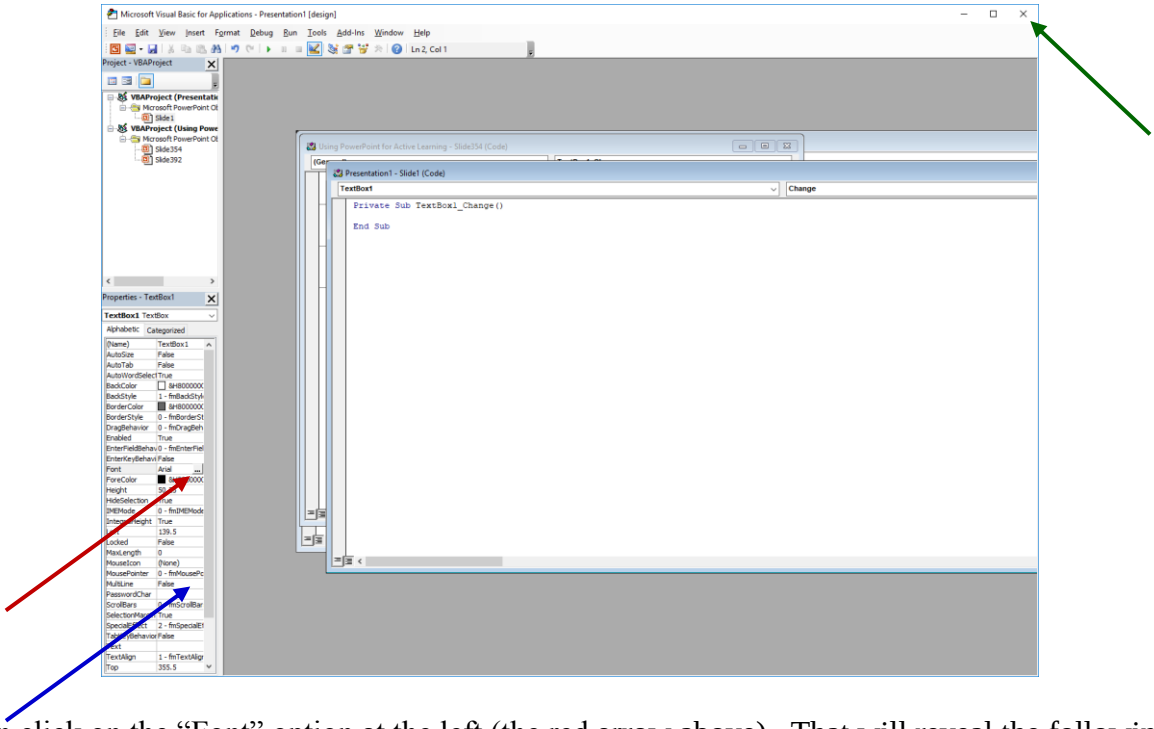
In the far right column, click the box to the left of “Developer,” (the blue arrow above), and then click “okay.”

Returning to the slide, and with the Developer tab now activated, the ribbon should appear as it does at the top of the picture below. Click on the "ab|" icon in the ribbon (the red arrow below), and then drag the curser where you wish to be able to type during the presentation (doing so is the same as creating a text box):

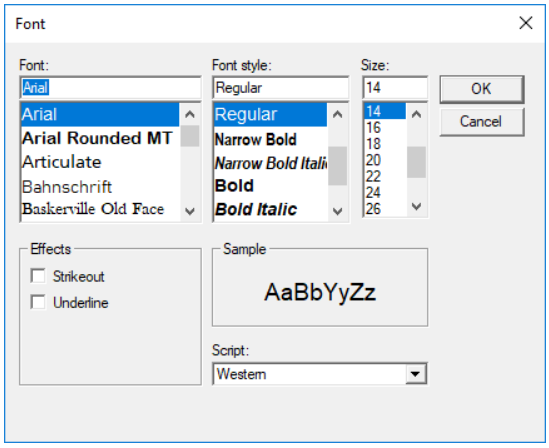


If necessary, you can move the box just as you would move a text box.

It is not possible to type text into this box as if it were a text box. Changing the format of the box (*e.g.*, the font) is also different than changing the format of a text box, and somewhat complicated. However, it is worth knowing how to change the font (so that, for example, it matches the font used in text boxes on the slide), and to be able to have text appear on more than one line in the box. To do these things, start by double clicking on the box. Doing so will complete change the view to the following (do not freak out):



Then click on the "Font" option at the left (the red arrow above). That will reveal the following dialogue box, in which you can adjust the font as desired.



Then change the "MultiLine" option (the blue arrow above) from "False" to "True." This will allow text to appear on more than one line. Finally click on the close button (the "X" point to by the green arrow above). Do not worry, this will not exit PowerPoint, it will merely exit the current macro editing view and return you to normal PowerPoint view.

The box is now ready to be used when the slide show is running. To test it, run the slide show and try typing in the box during the show. Note, anything typed in the box will remain there, even after the slide show stops running. However, the text can also be deleted from the box while the slide show is running. Moreover, unless the PowerPoint file is saved after text is added to the box, the text will not be saved and will not appear there then next time the file is opened.