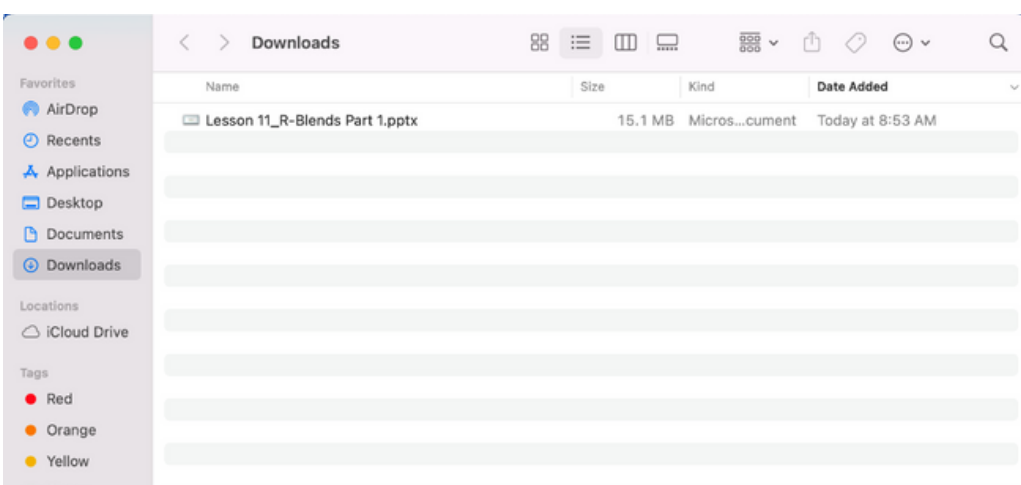# Presenting Lessons on PowerPoint (Mac)

To present your lesson to your student you must first download it. This means more than clicking on the lesson link and hitting present. There are several steps before you get to a place where you can present. Refer to the resources "Accessing and Downloading PowerPoint Lessons" and "How do I know if I downloaded the PowerPoint lesson?"
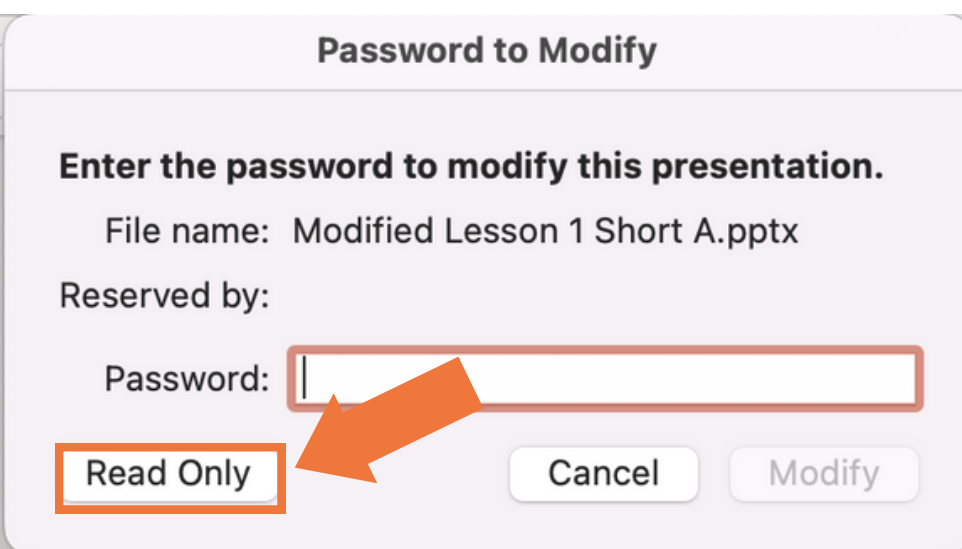
If you are using Google Slides, this does not apply. Refer to the resource "Presenting Lessons on Google Slides."

1 Open the downloaded PowerPoint lesson.

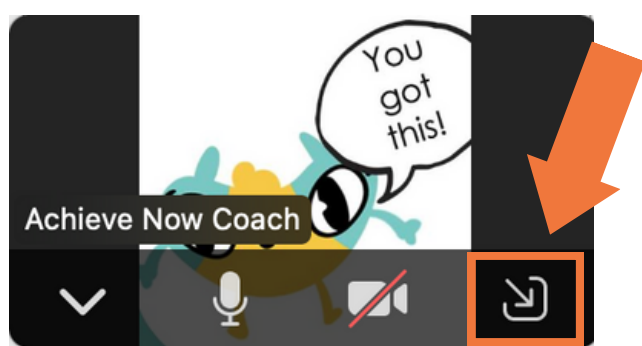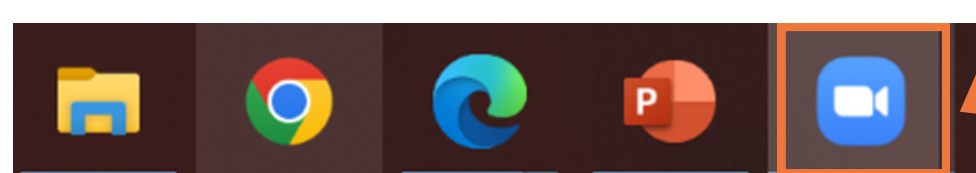Find it in your downloads folder, then double click to open it.
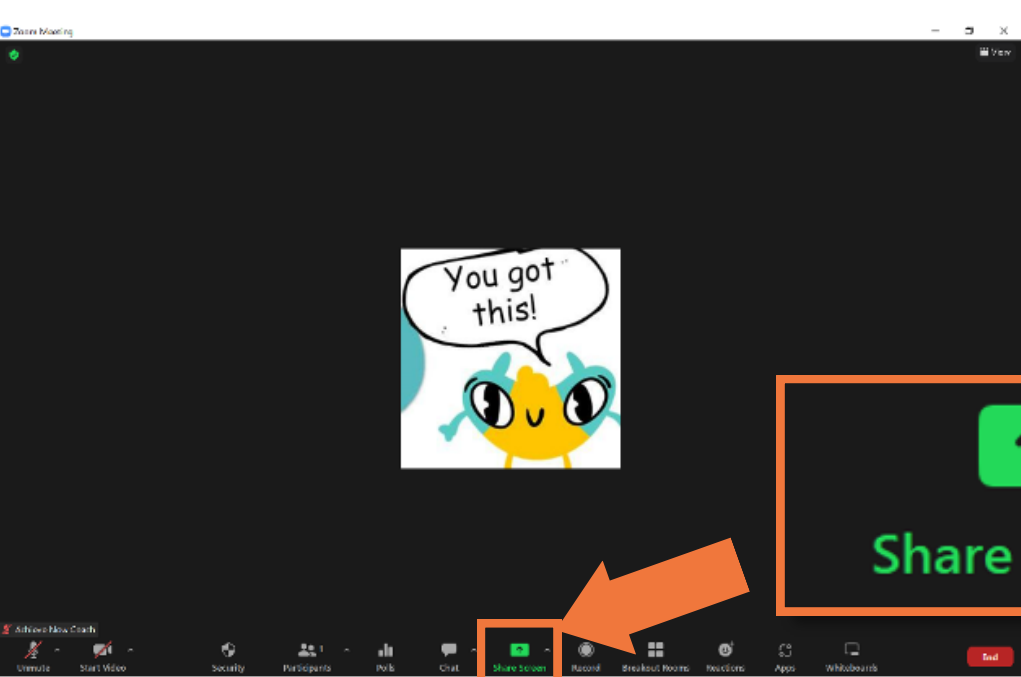

2 Click "Read Only."

3 Open Zoom.

For more help, refer to the resource "Navigating Zoom."
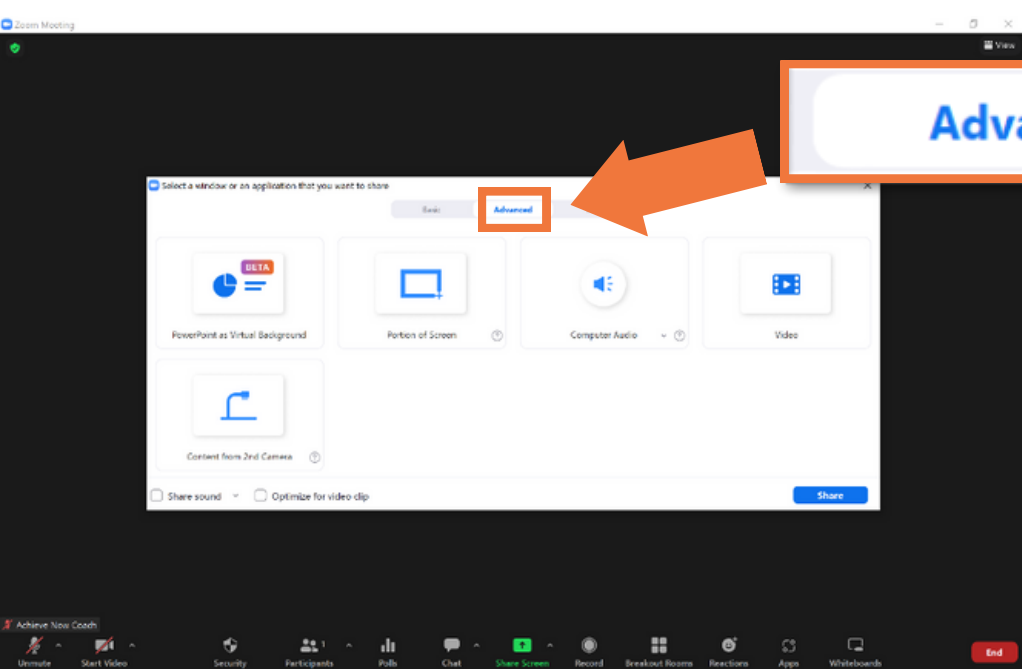

4 Click "Share Screen."
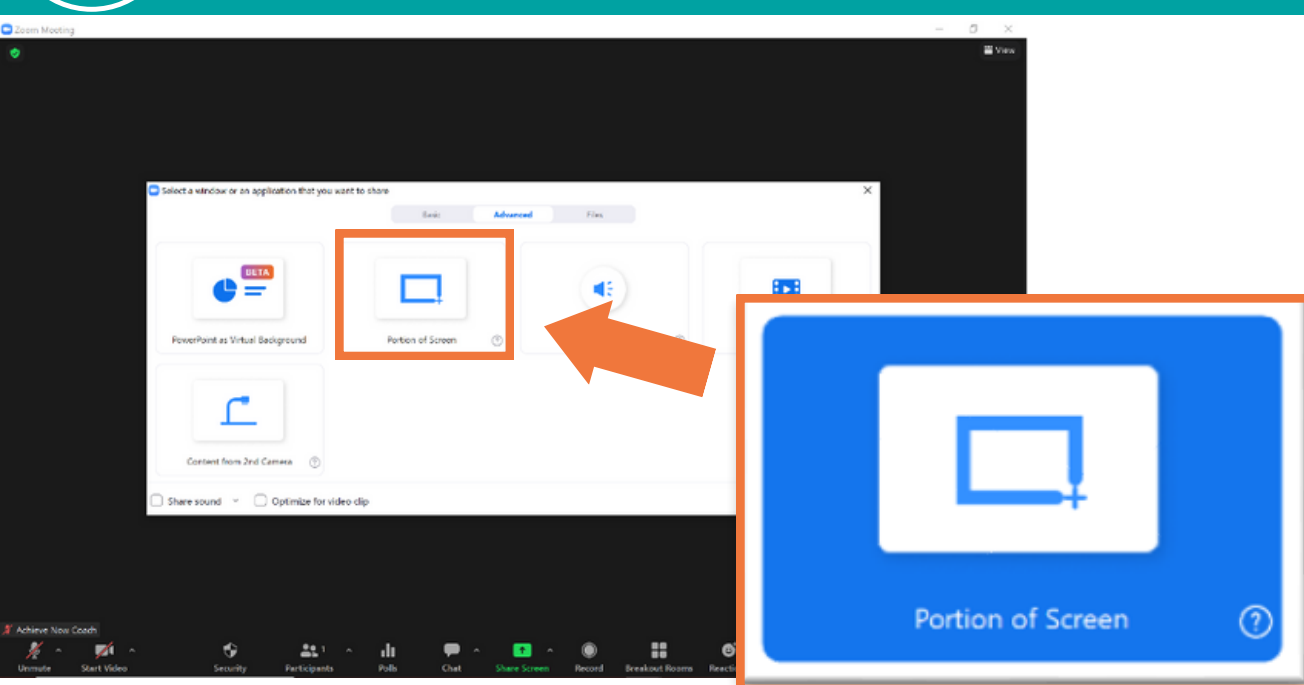
If you don't see it at first, move your mouse over the screen and the bar will pop up.
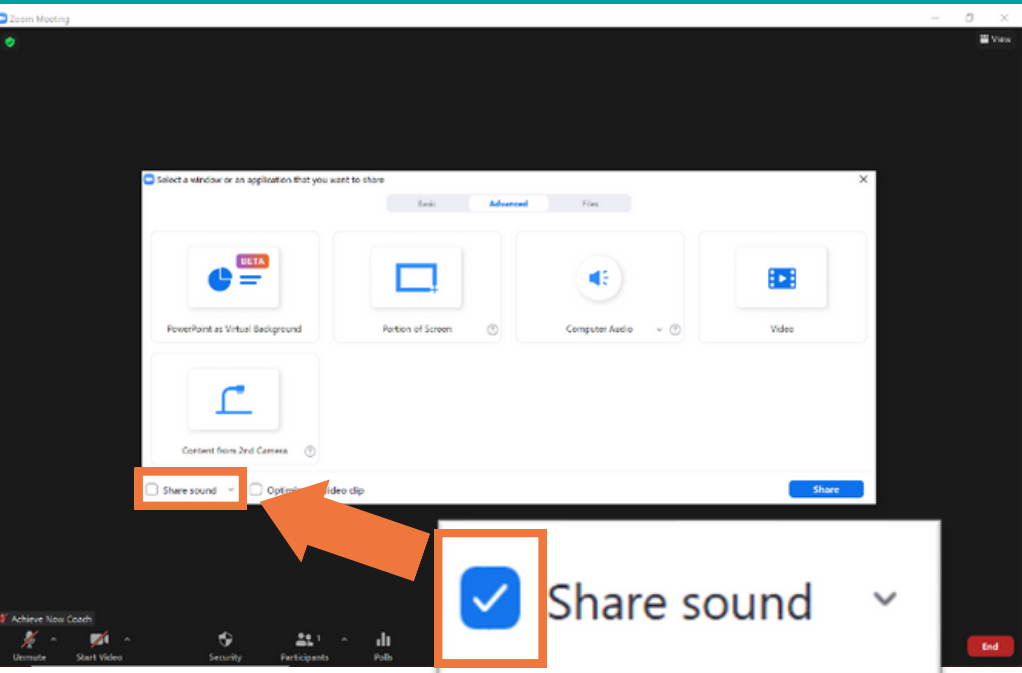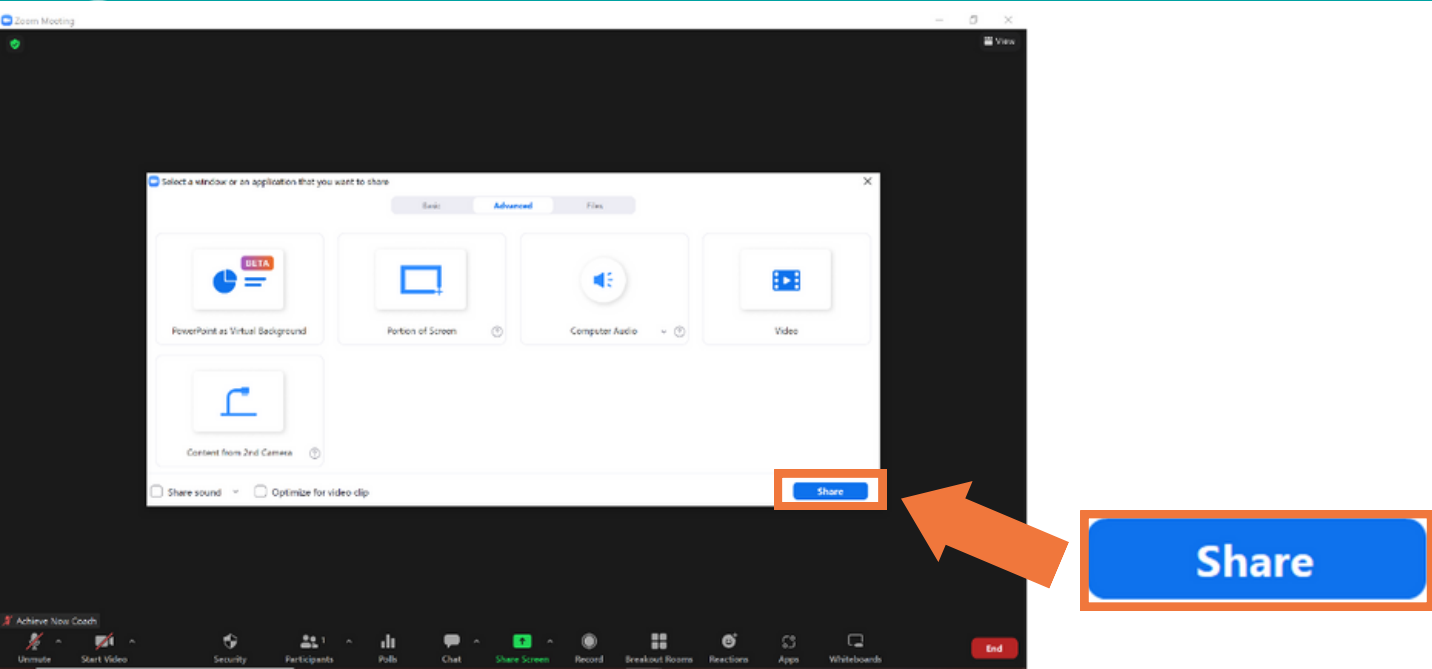
5 Click "Advanced."

6 Click "Portion of Screen."
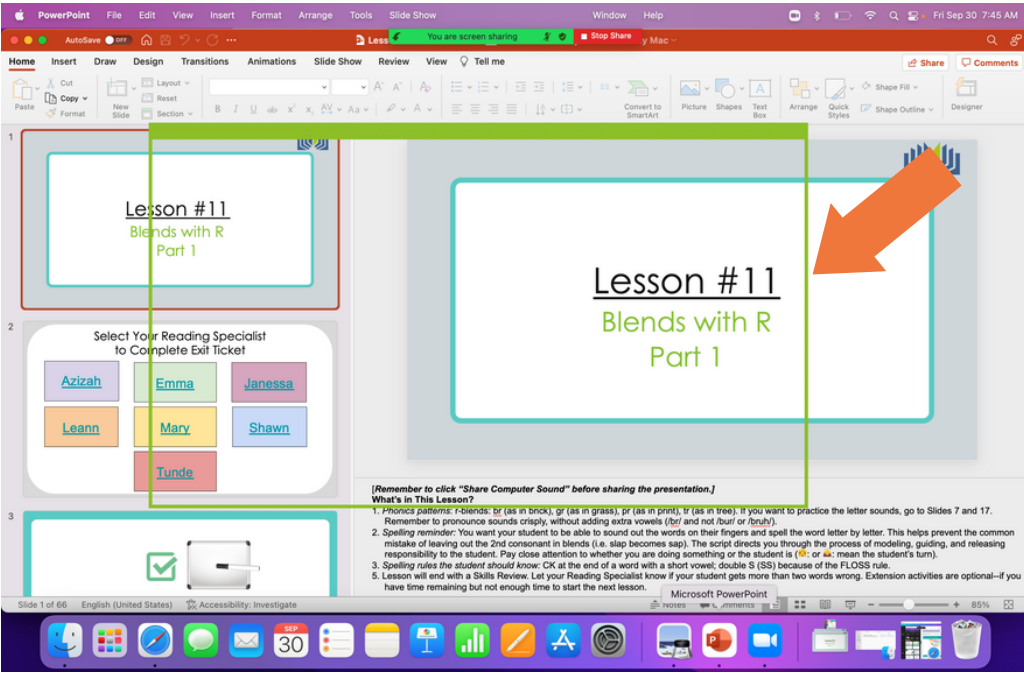

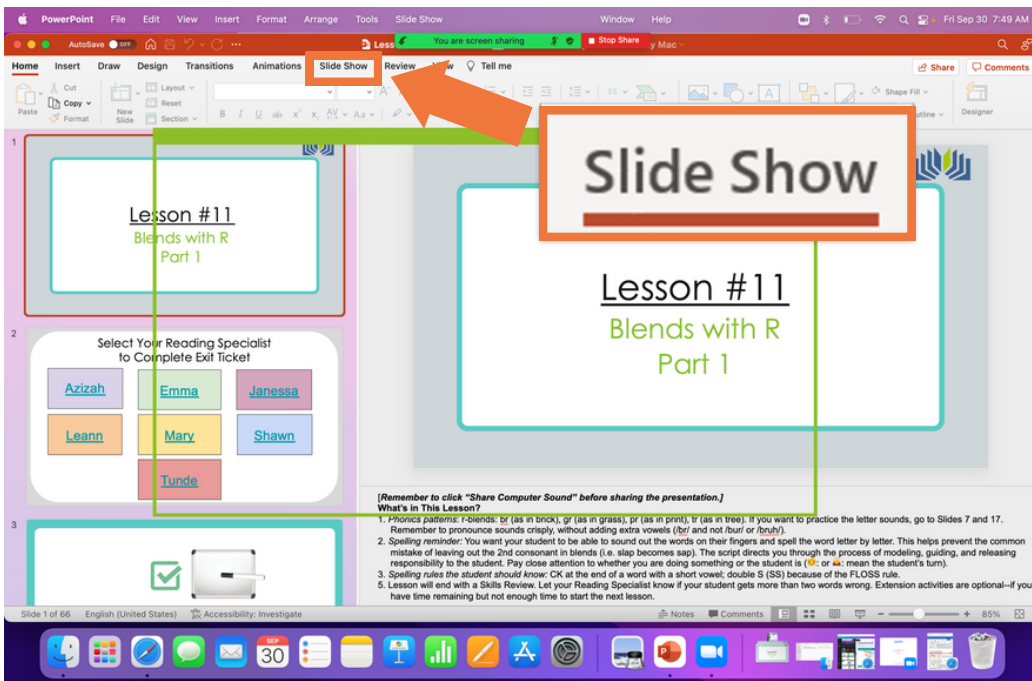**7** Click "Share Sound."

8 Click "Share."

9 — Now you should see a bright green window border.

Your student will see whatever is inside the border. Don't worry about adjusting it yet.
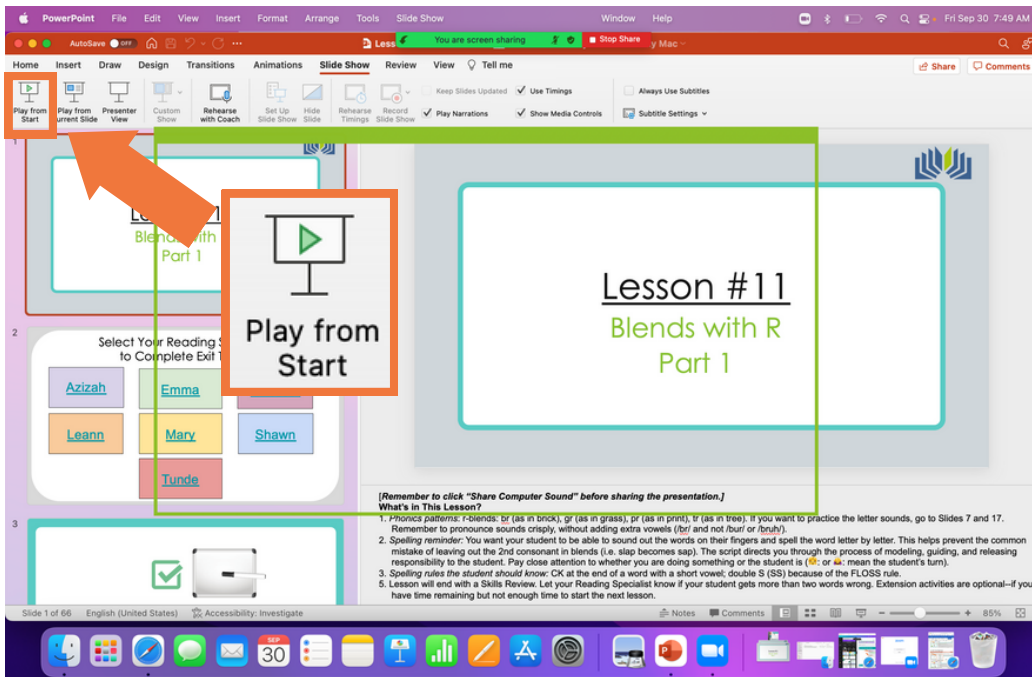

10 — Click "Slide Show."
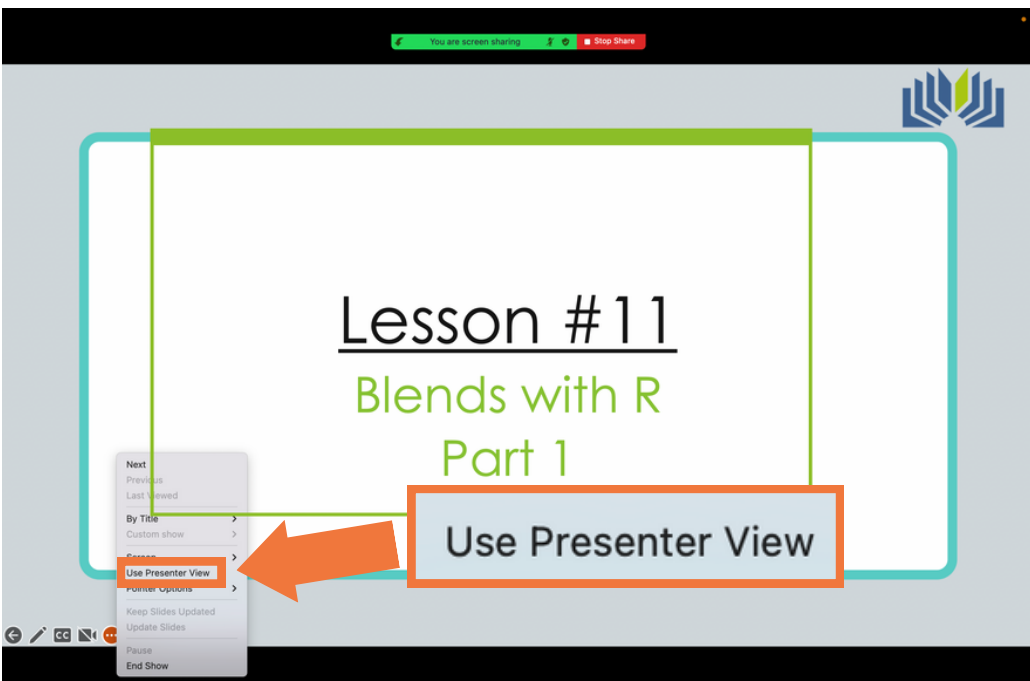

11 — Click "Play from Start."

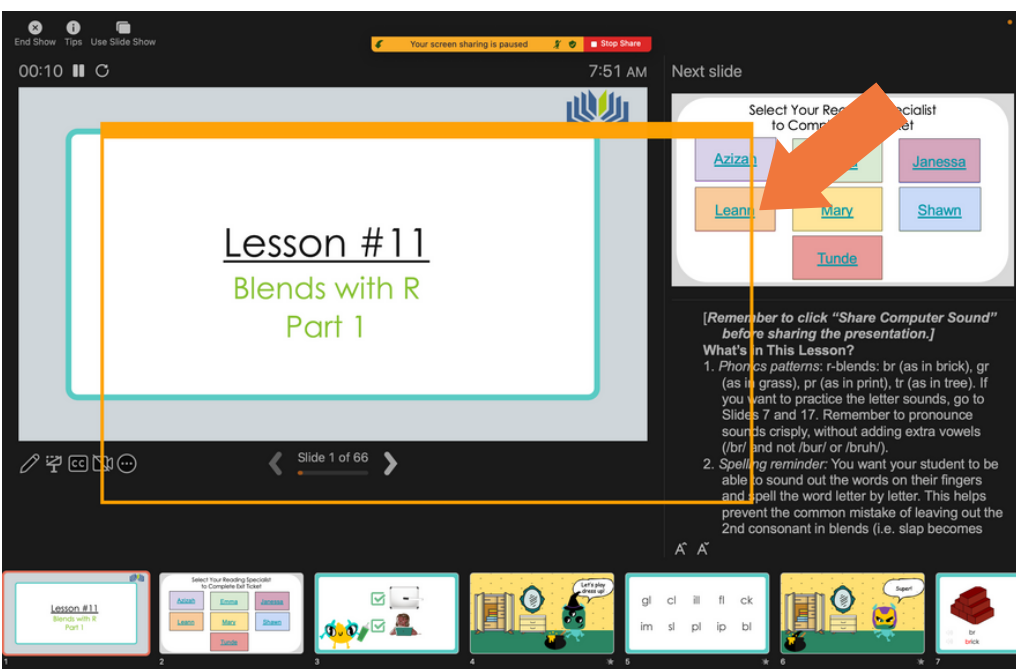## 12 — Click the icon with three white dots.

13 | **Click "Use Presenter View."**

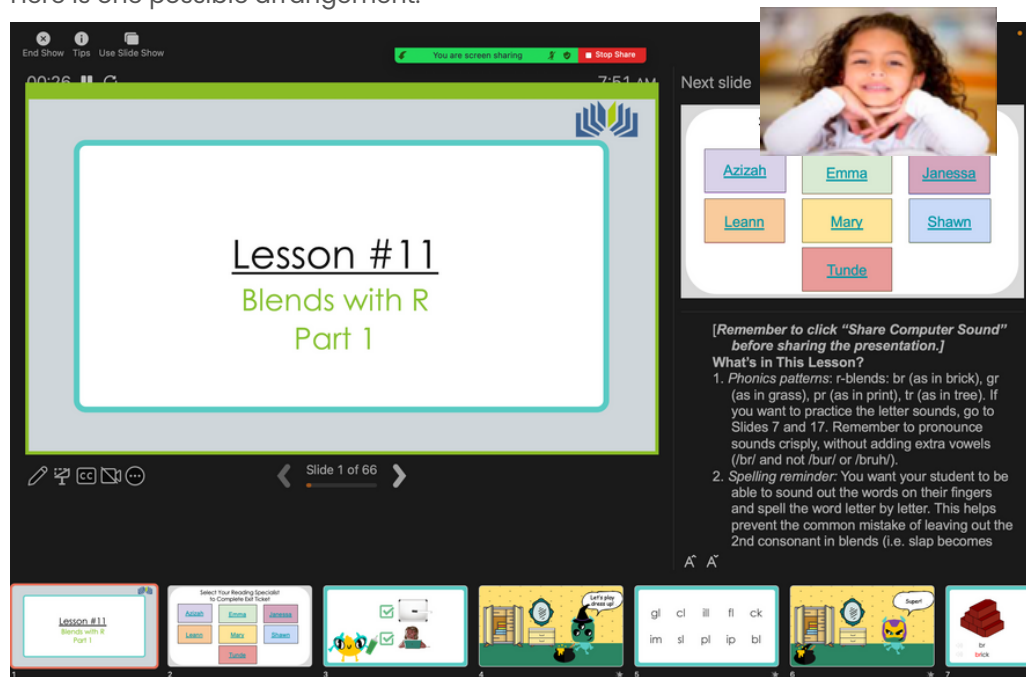**14** | **Move and adjust the green box.**

It will turn orange when you click on it. To adjust the size, move your mouse to the very edge of the box. Click and hold the click. Move your mouse to drag the edge until it forms a tight border with the slideshow, then release the click.

15 | **Arrange the screen so that you can see your student, the presentation, and the script.**

To drag and drop: click on the item you want to move and hold the click. Move your mouse until the item is in a better spot, and then release the click.

Here is one possible arrangement:

Notes:
- This process may look a little different depending on the type of computer you have, but the general process should be the same.

- Give yourself plenty of time to try and make mistakes. It will get easier with practice!

- Remember to use growth mindset language with yourself as you learn and to ask for help when you need it.