WJEC CBAC

GCSE Physical Education: e-Resources

E-book guide

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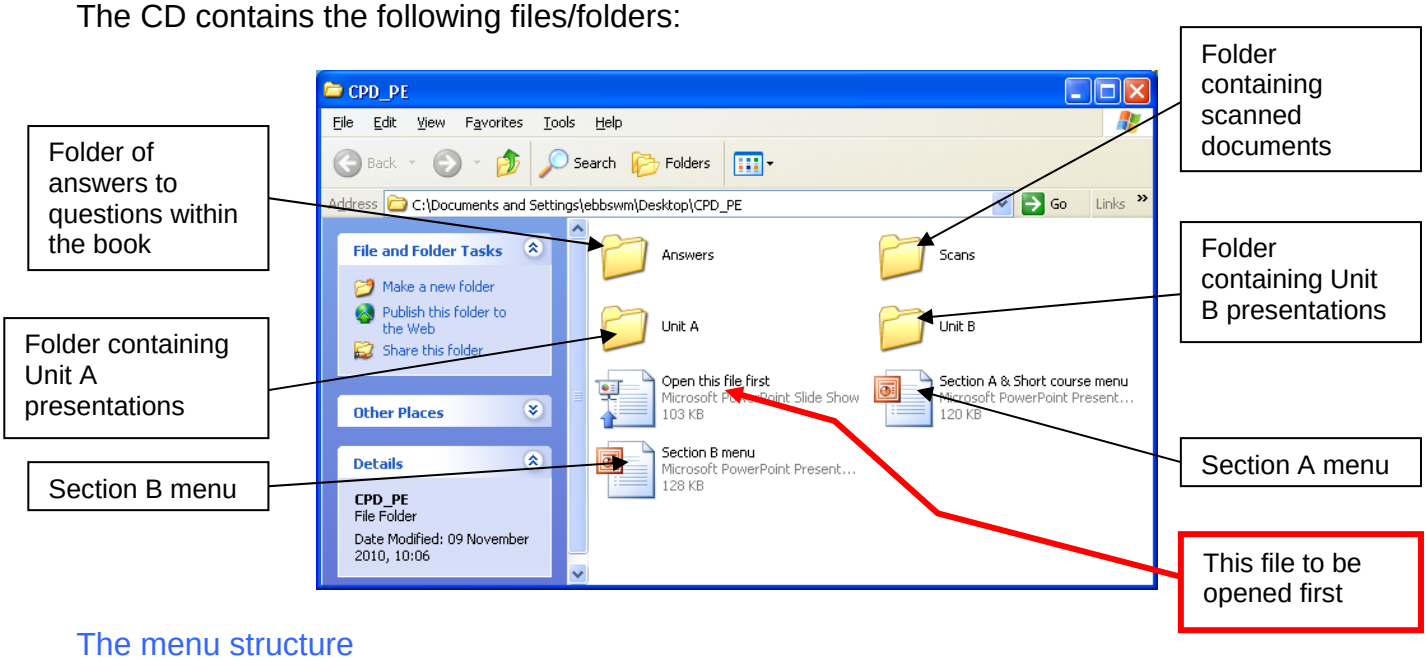
WJEC GCSE PHYSICAL EDUCATION E-BOOK

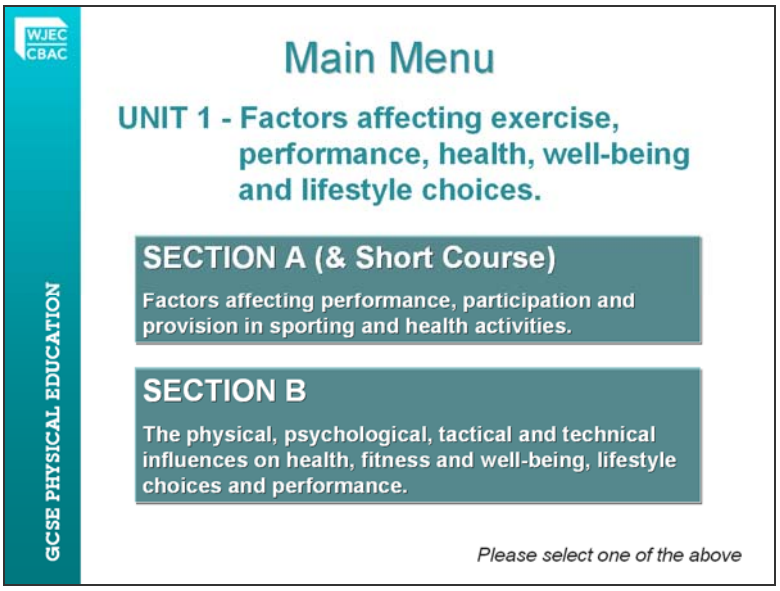
PART 1 – USING THE E-BOOK

The contents of the CD

The CD contains the following files/folders:



The menu structure



Opening the '*Open this file first.pps*' file will open a simple main menu from which you can choose Section A (& Short Course) or Section B.

Make your choice by a simple left-click of the mouse.

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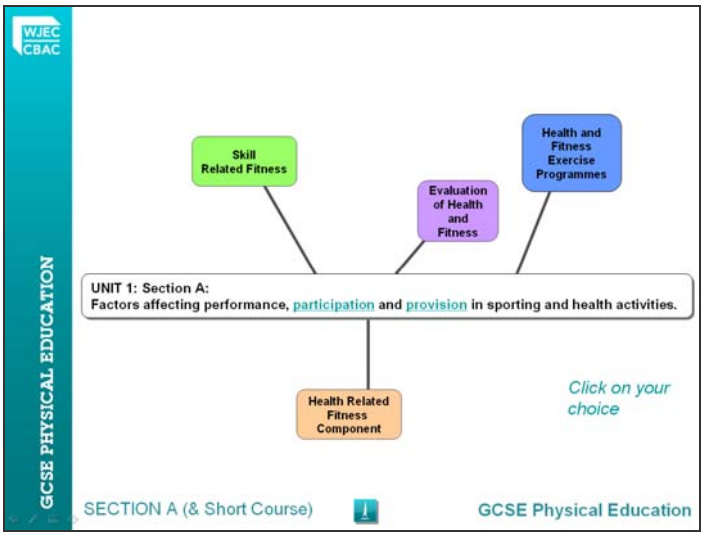
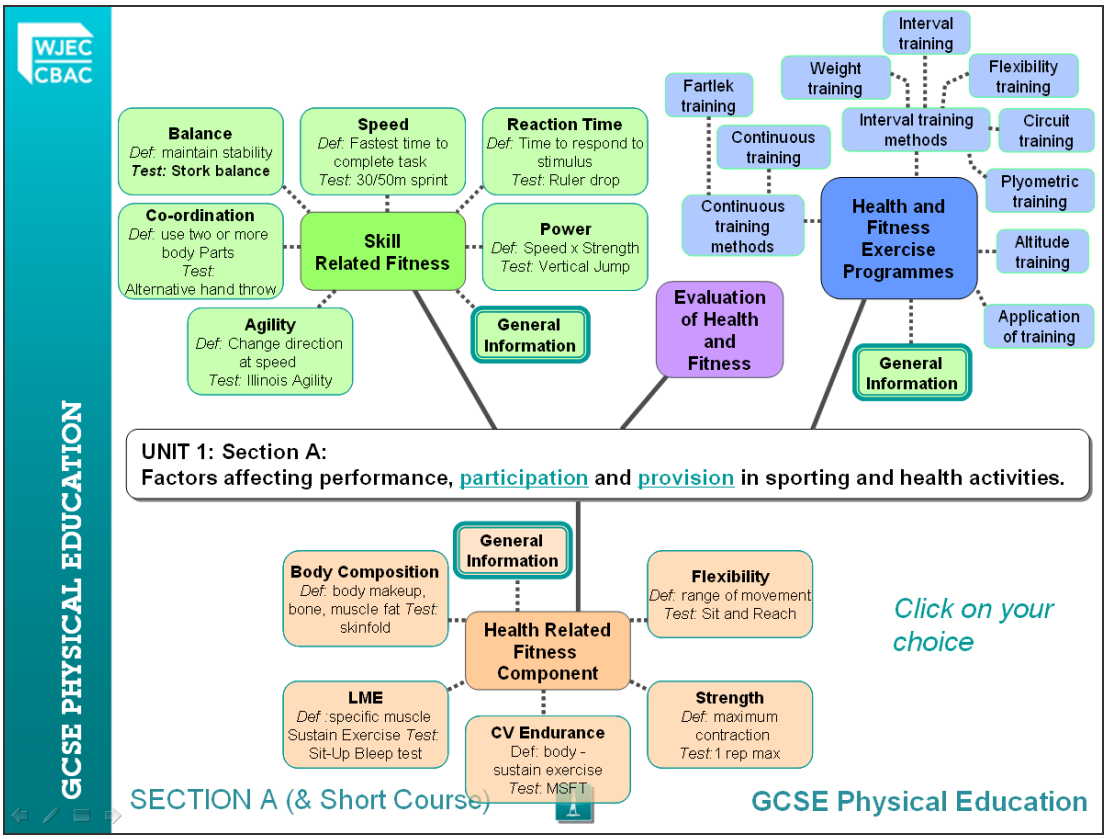


This is what you will get if Section A is chosen.

By moving the mouse over boxes, you will find that the cursor changes from an arrow to a hand:

This indicates that you can click on this object and it will either open more options, or take you to another part of the resource.

In this case, clicking on any one of the boxes (apart from Evaluation of Health and Fitness', will open up more options from this Section A menu.



The Section A menu is now ready to guide you through the navigation. Remember that any active part of the menu will change the curser from an arrow to a hand.

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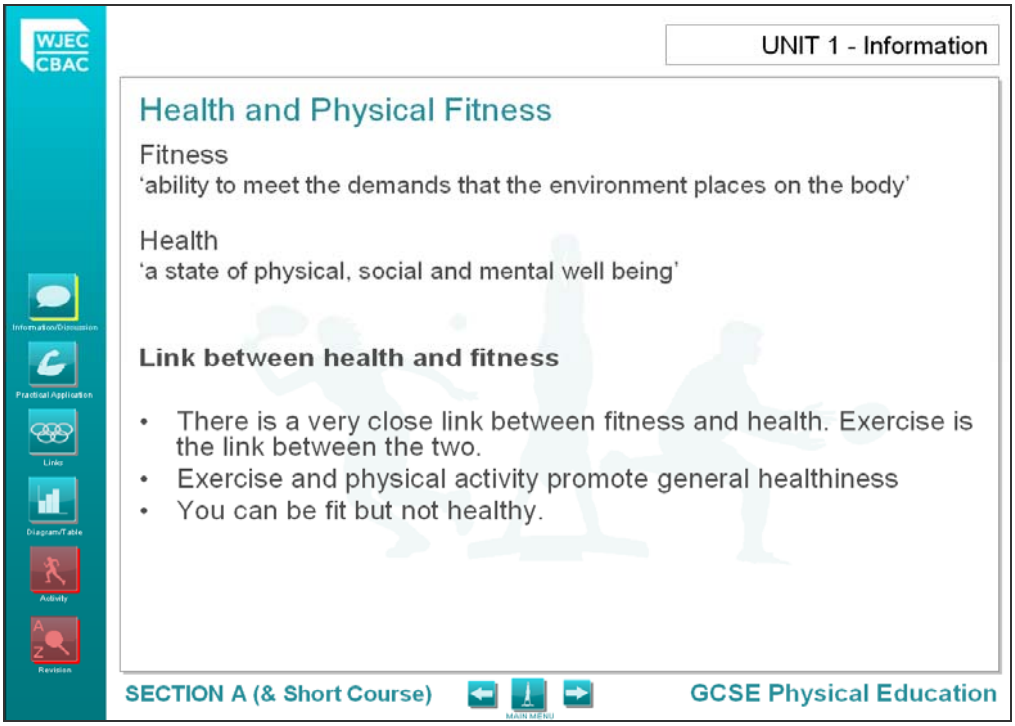
General navigation

Choosing the 'General Information' on the 'Health Related Fitness Component' section will open the following page....

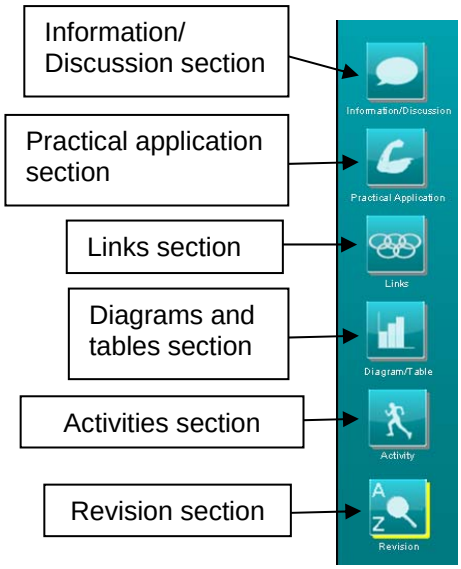


This is the first page in this part of the book.

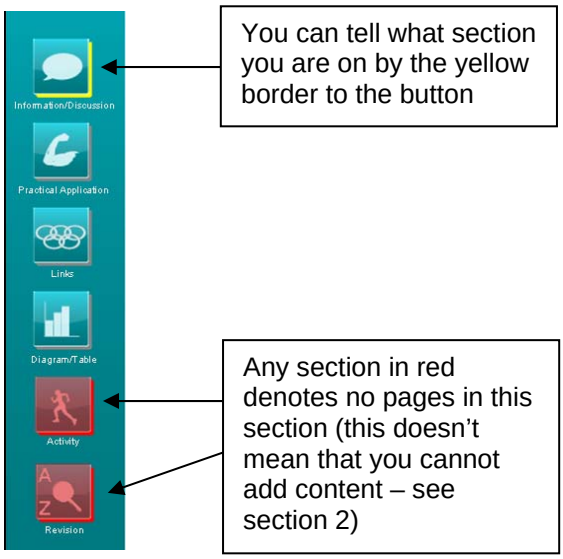
Remember that there is usually more than one page to each section.

See below for ways of moving through the pages.

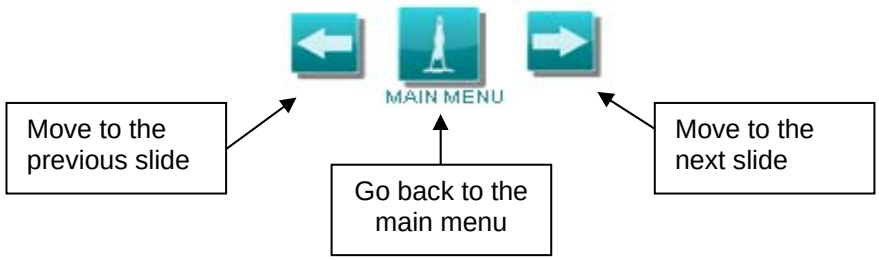
On the left hand side of the screen:



Navigation within this part of the book is achieved by clicking the following buttons which appear on every page



And at the bottom of the page:



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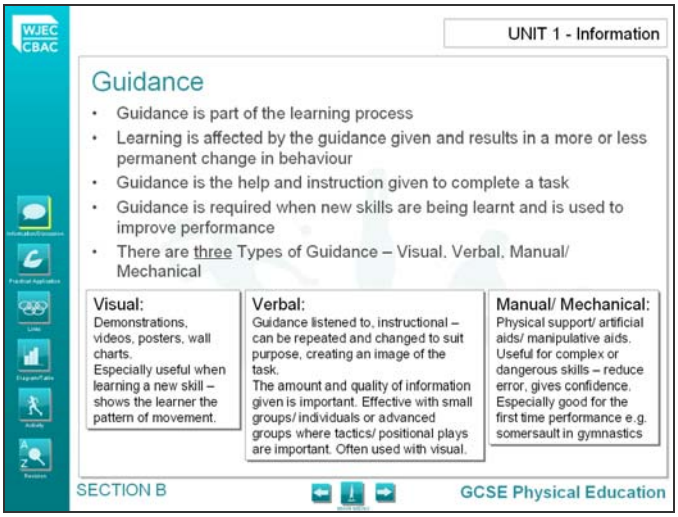
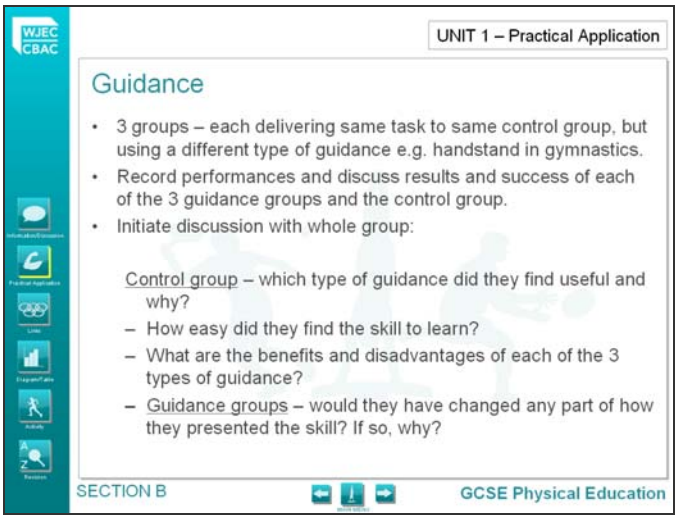
Pages



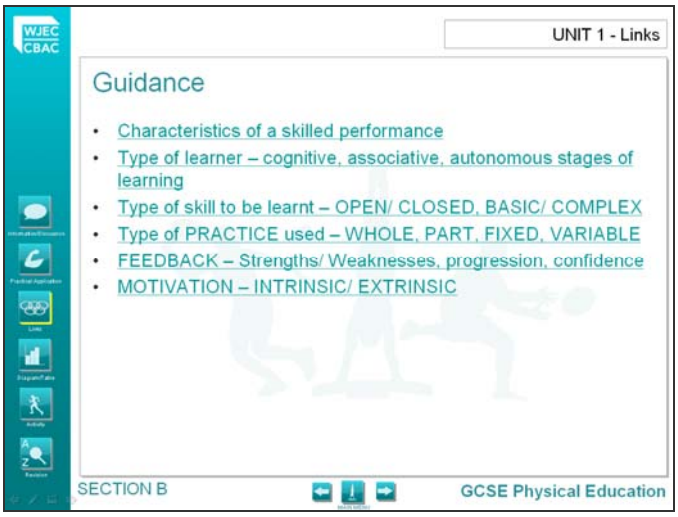
Here is an example of an 'Information and Discussion' page.

These pages are designed to give you background information on the particular topic being studied.



The 'Practical Application' pages are designed to introduce ideas on how to use the information covered in your lessons.

The types of activities best suited for the tasks, as well as questions you should be asking your students are also given in this section.



Any links to other parts of the resource are always in blue and underlined. The links page is no exception.

Here you will find a list of all other parts of the resource which are linked to the topic you have opened.

A simple left-click on any of the titles will take you to that related topic.

Note: In order to return just press 'Esc' (escape) at any time.

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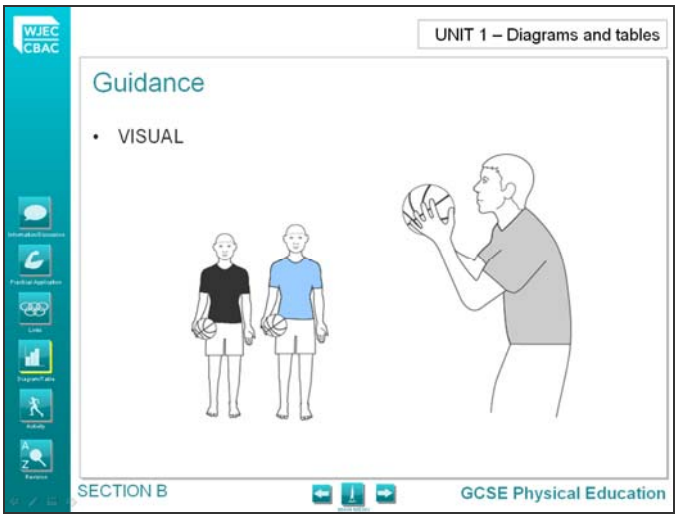
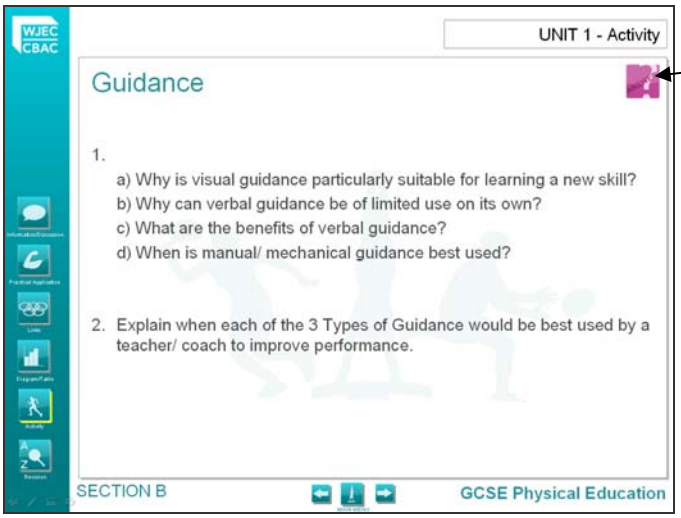


The 'Diagrams and Tables' section contains images that you can use during your lessons or ideas of video clips etc. that you could find and use.

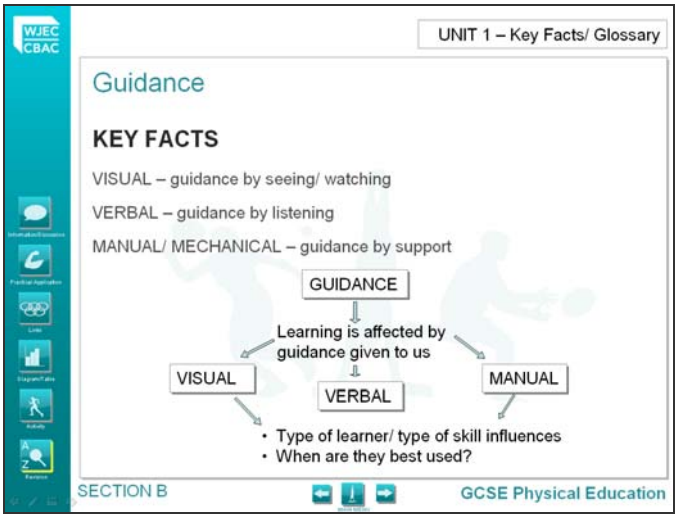
This section can also be enhanced by the addition of images by you – see section 2 of this guide on how to do this.



Link to the answer file available for this section (see below)

A number of questions have been written for the 'Activity' section. These are exam-type questions which you can use to test the knowledge of your students.

These pages can also be given to students as a 'paper exercise'.



The 'Revision Page' is a quick recap of the work studied in this section, and can be a valuable summary for you to print and give to your students for revision purposes.

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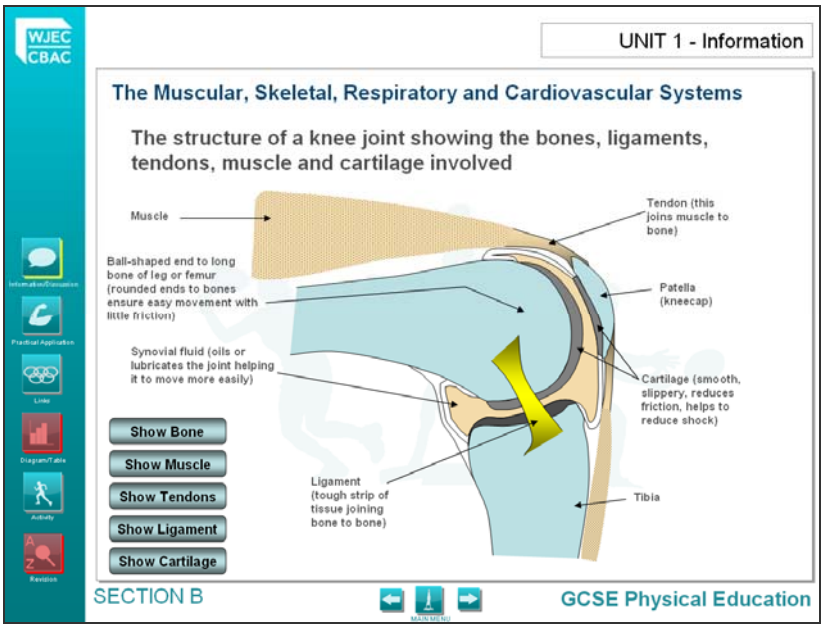
Interactive content

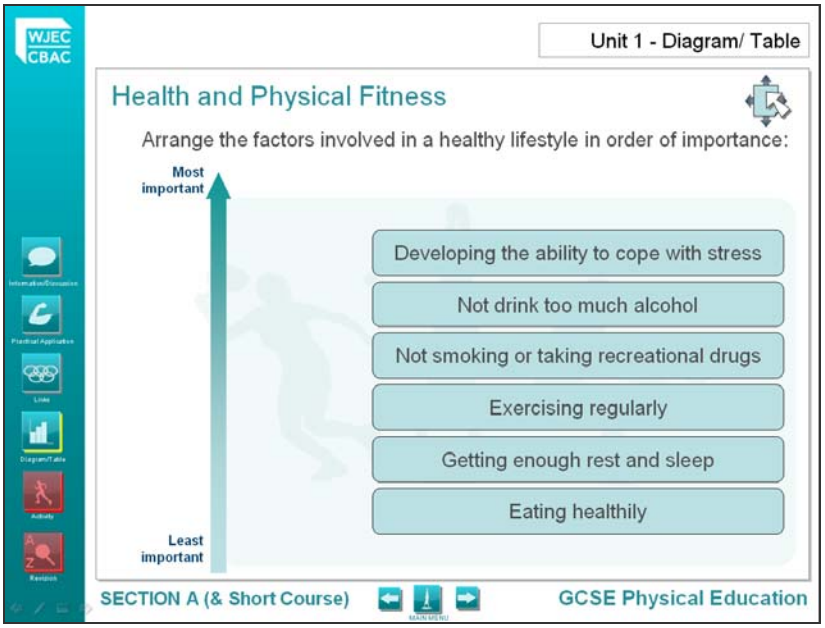
a) General

Some pages have been designed to include an element of interactivity.
In some cases this can simply be a diagram where you can show/hide the labelling, or as below, one where particular regions are highlighted by pressing a button.



b) Drag and drop

Other examples are more complex, and involve the use of a macro (small piece of software) that allows you to perform drag and drop actions within the presentation.



The example above enables students to arrange particular factors in order of importance by left-clicking on a factor and dragging it to its position on the line of importance. These activities are designed for the students to learn through group work. The teacher's role is a more passive one, giving the students time to come to their own conclusion.

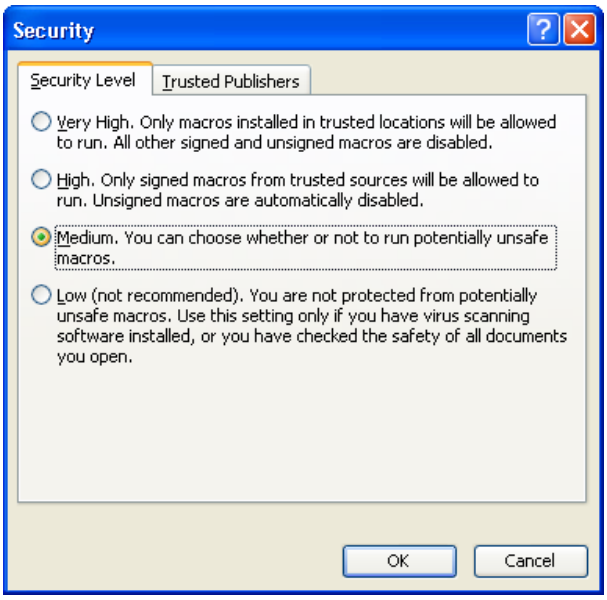
You will notice the following symbol when an activity is one which involves a 'drag and drop' action.

IMPORTANT
In order that the 'drag and drop' macro works, you must change the security settings of PowerPoint for macros on your machine to at least 'medium'.

Changing the macro security setting:

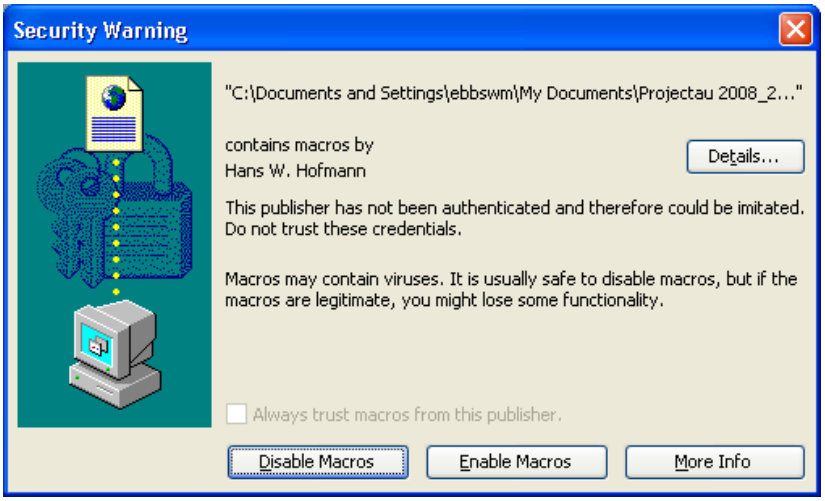
Choose <Tools> <Macro> <Security>

A new window will open. If you want a warning message to remind you, set your security level to 'Medium' by clicking on the relevant circle, giving it a green centre.



Then click the OK button.

Now each time you open a presentation which includes a macro, you will be faced with the following warning...

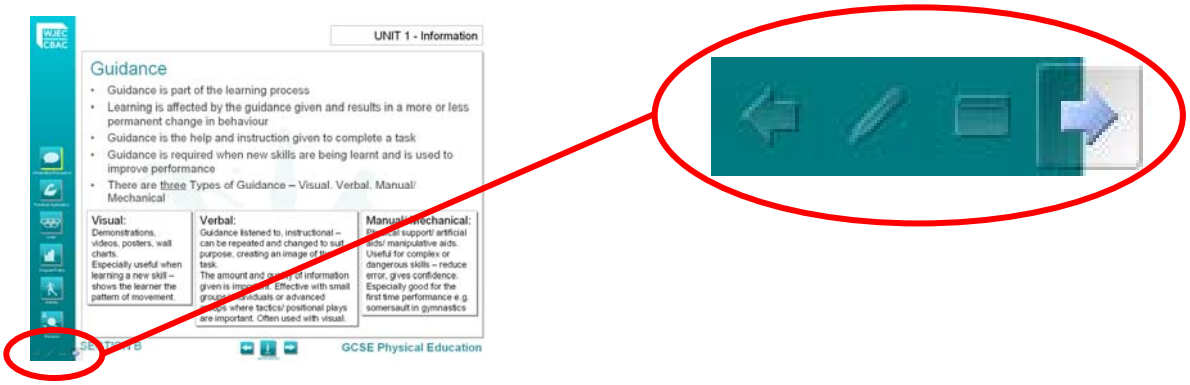


Click the middle button 'Enable Macros', and the 'drag and drop' function will work.

(If you get tired of having to click the Enable Macros button every time you open one of the files, you could set the security level to low. However, this will not give you the choice to disable macros).

c) Writing on slides

You will also come across the pen icon on some pages. This is to remind the user that the PowerPoint pen tool can be used to annotate the slide.
If you move your cursor to the bottom left hand side of a particular page, a set of icons will appear.



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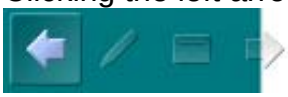
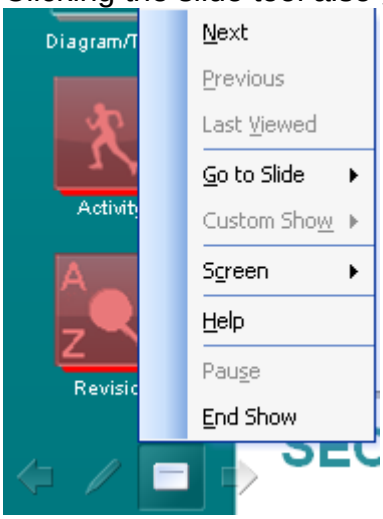
Clicking the left arrow takes you to the previous slide



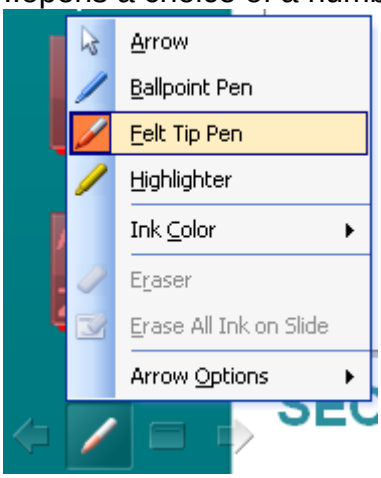
Clicking the right arrow takes you to the next slide

Clicking the slide tool also gives you the options needed to navigate the slideshow

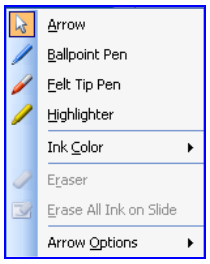


Clicking the pen tool...

..opens a choice of a number of pens



Clicking the arrow will replace the pen with the cursor again



You can now annotate the slide that you are showing.

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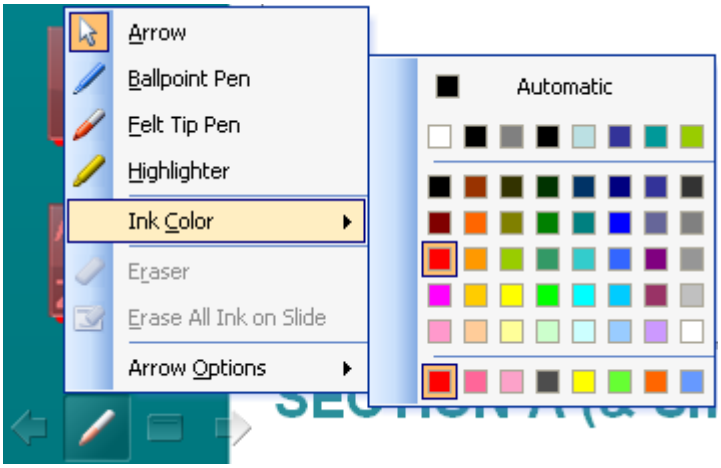
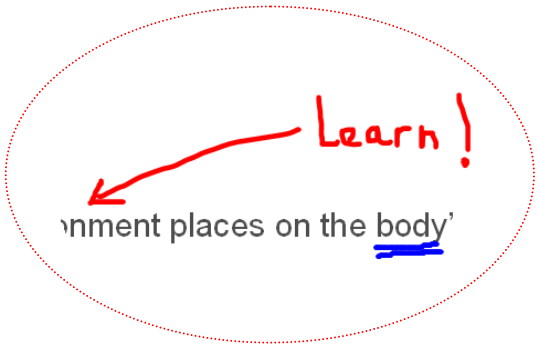
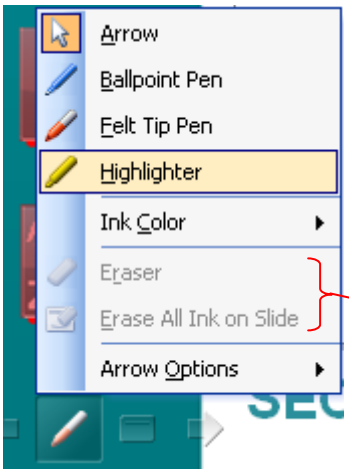


Changing the ink colour allows you to emphasise particular points, or gives the opportunity for one student to differentiate his/her notes from another student.





Why not use the highlighter so that students can identify what they think are the key terms on a slide?

(Ink colour can also be changed)

Any mistake can be removed using the eraser tool.

On closing the file, you will be asked if you want to keep the annotations. You can save the file as a different name if you wish.

On closing the file where you have used the ‘drag and drop’ option, you will also be asked if you want to save the file – it is best in this case to choose ‘no’, as this will ensure that the objects will remain in their original positions the next time you open the file, hence allowing the exercise to be repeated. However, you may save the file with another name if you would like your students to revisit their work in the next lesson.

To produce your own interactive ‘drag and drop’ activities, see section 2 below.

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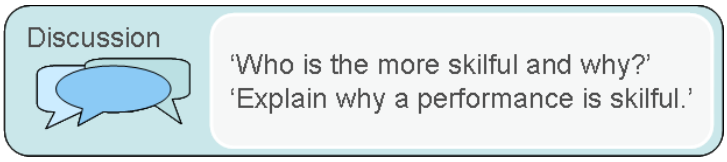
Suggestions for work

Throughout the book you will find some

a) Discussion topics

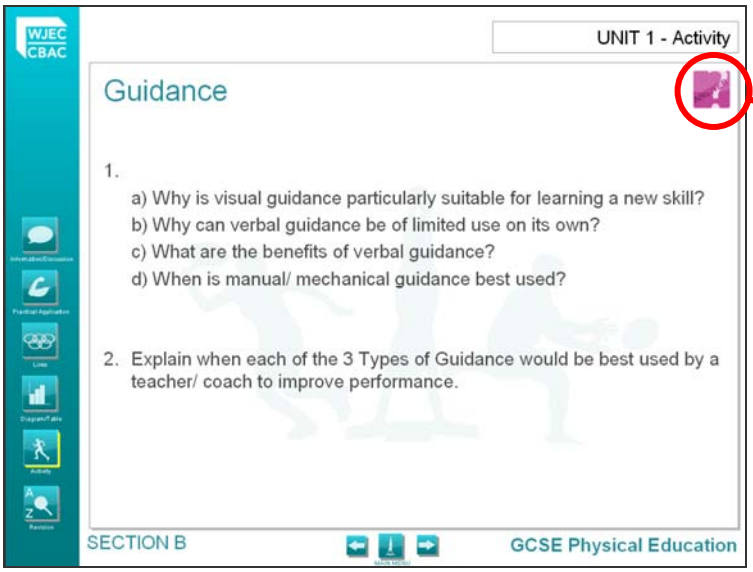


b) Hyperlinks to external websites

c) Other suggestions

Answers to the Activity section

There is a folder on the disk which holds a pdf file of the answers to most of the activities.



Click this button to open the pdf file with the answers, making note of what topic you are studying – in this case, Guidance.

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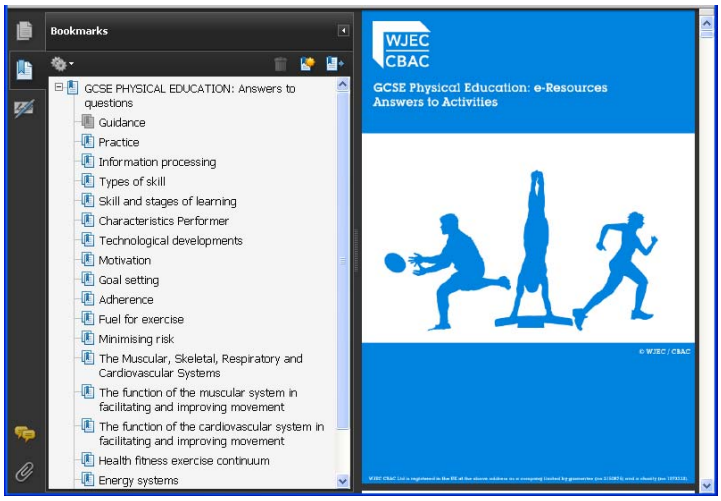
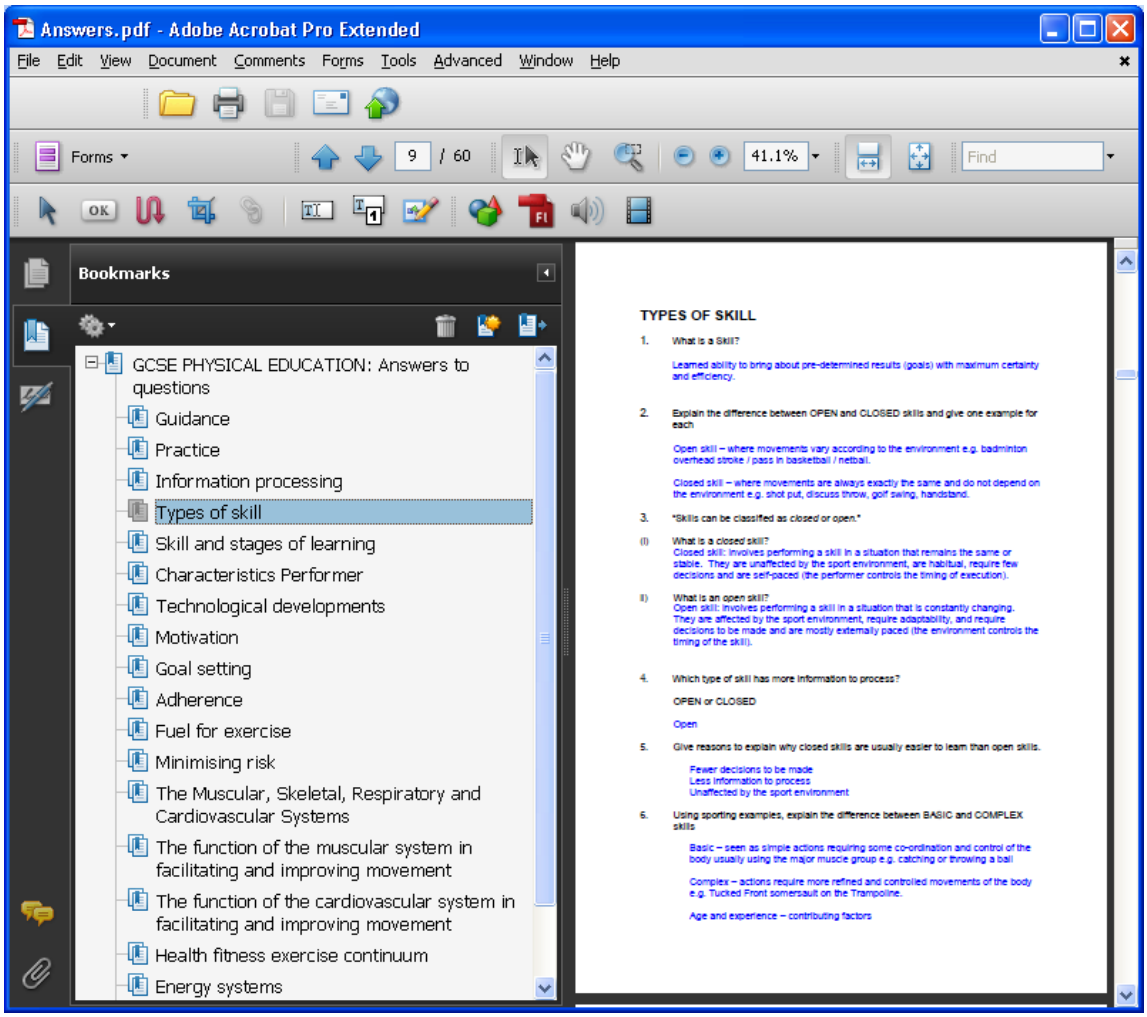
The pdf has been bookmarked so that you can navigate to your desired topic by clicking its title on the left.



For example if you wanted to know the answers for the 'Types of Skill' topic, click on this title and you will be taken straight to the answers.



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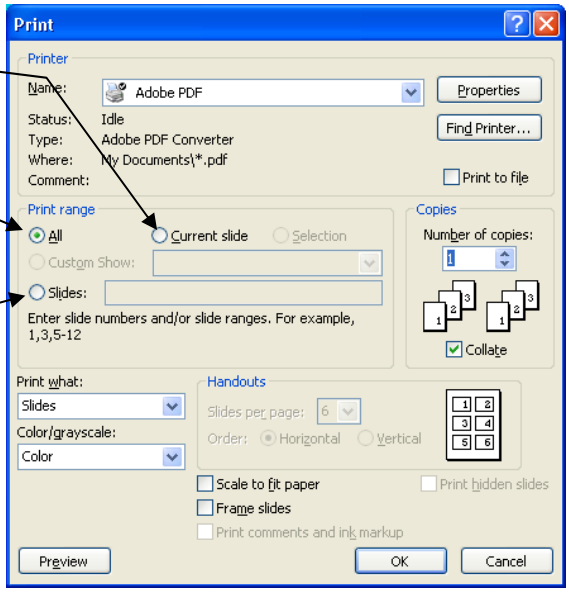
Printing pages the way you want

You can print any of the PowerPoint slides in this resource in the usual way.
<File> <Print>

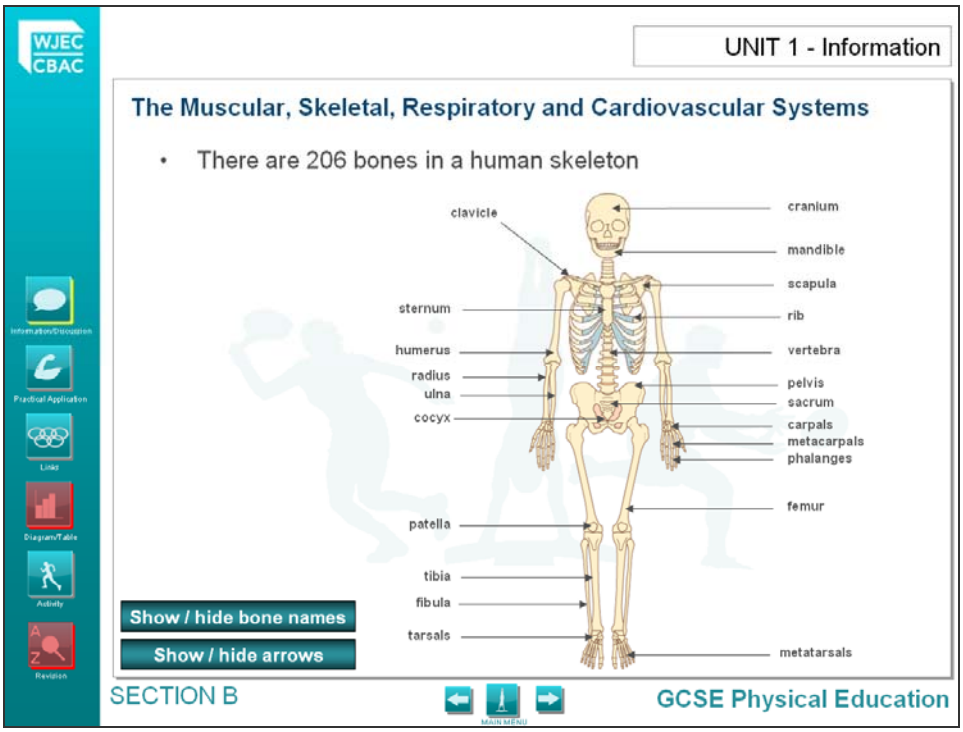
Print current slide only show

Print all slides in slide show

Print selection of slides (e.g. 1,3,5 or 1-4 (slides 1 to 4))



But what if you wanted to print what you see on the screen and not the slide as a whole? For example, this slide has the option to show/hide bone names and show/hide arrows.



Say you only want to show the names and let the students draw the arrows as part of a homework task...

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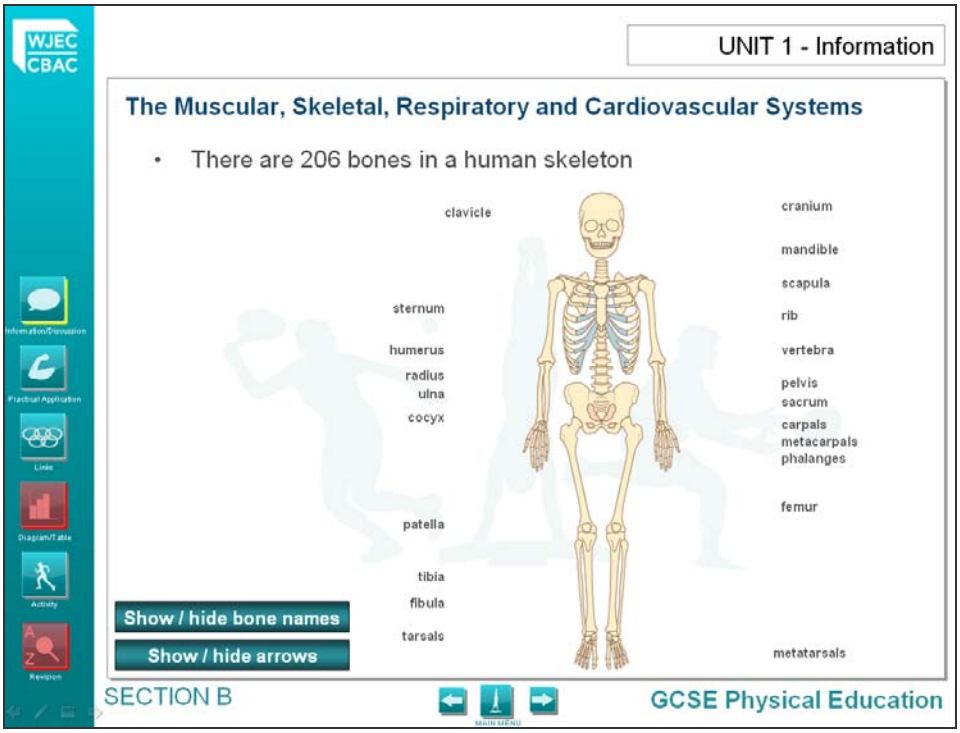
Open the slide show, and use the buttons to show the names and hide the arrows.



Now you need to copy what you see on screen. To do this find the 'Prt Scr' (print screen) button on your keyboard.

You'll have to have a good look for the 'Prt Scr' button, as its position depends on the keyboard/machine that you are using.

Sometimes you'll have to press another key at the same time to activate it e.g. the 2nd function key (laptops), or the shift key.

Pressing the 'Prt Scr' button will copy an image on the screen to the 'clip board' – be aware that you will not receive any message to say that this is the case.

You can then open another program such as 'Word' and paste the image into a new document.

Alternatively, you can manipulate the image by pasting it into a graphics program such as 'Paint'.

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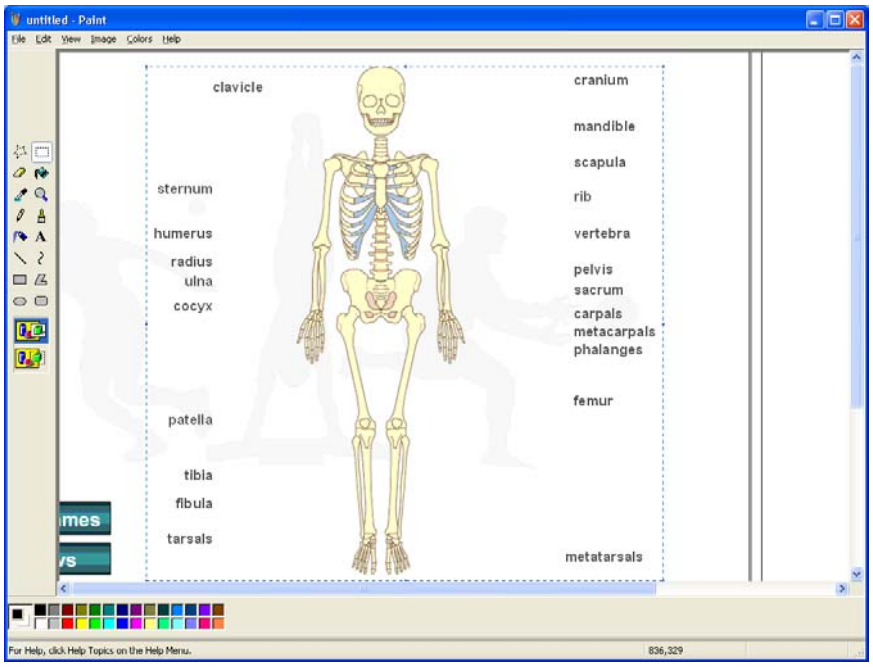
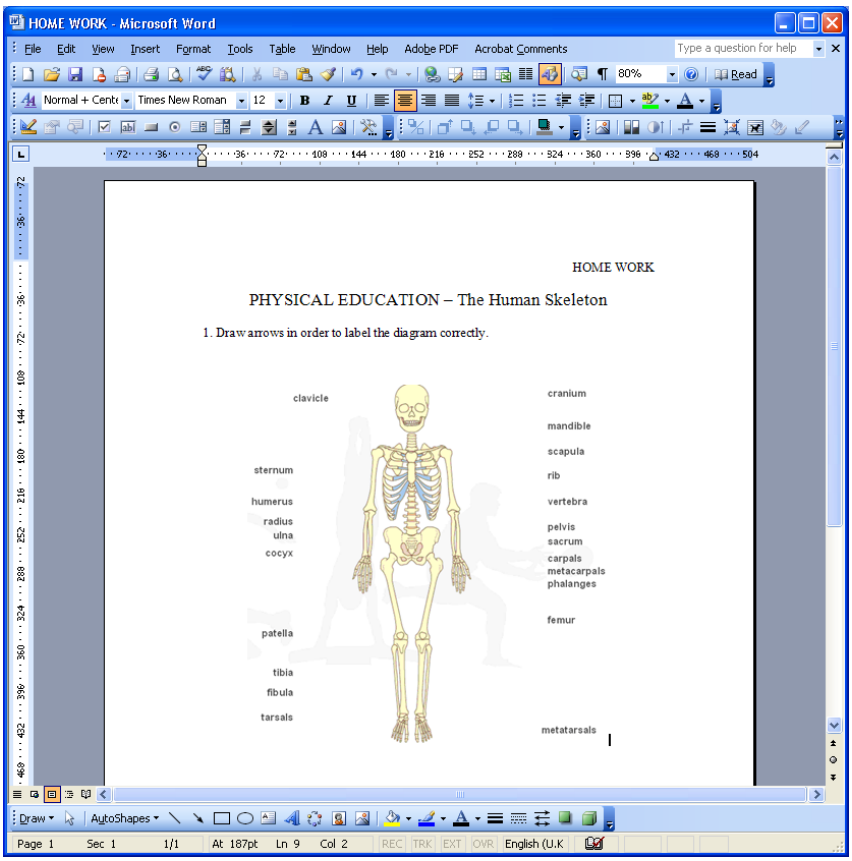
Perform the necessary editing within the graphics program, then copy the section that you need.



The copied image can then be pasted into a word document as part of a home work task.



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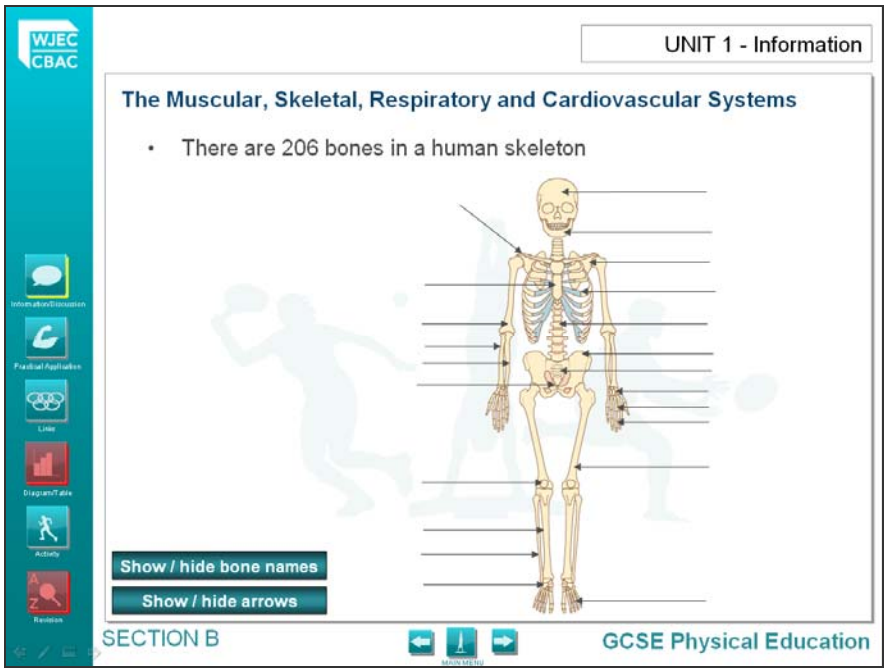
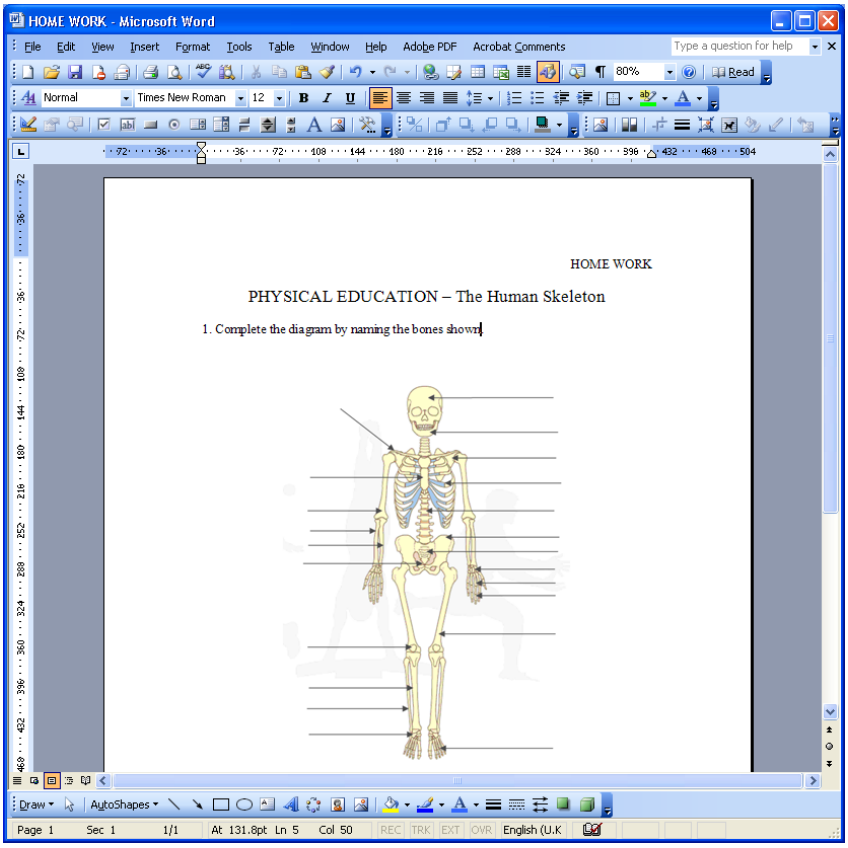
To make the task more difficult, you could go through the same procedure but this time using a screen shot of the subject with arrows and no labels.
Thus producing a work sheet where the students will need to write the names of the bones in the correct places.

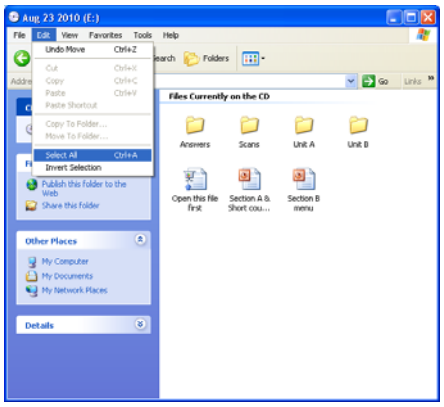


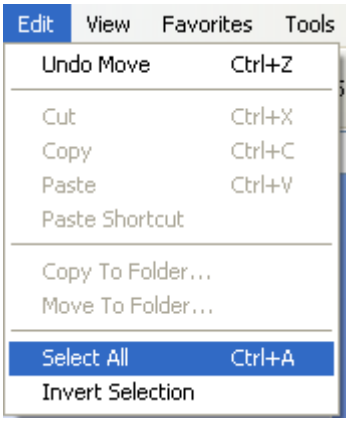


PART 2 – ADAPTING THE E-BOOK TO SUIT YOU

1. Copying the contents of the disk to your computer/network

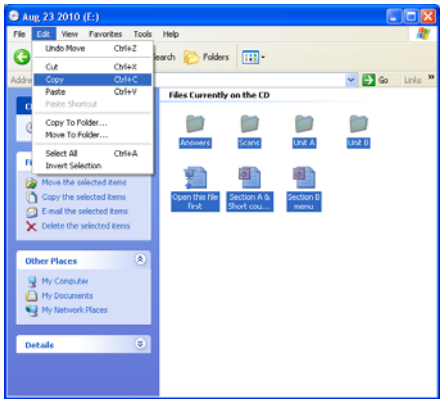
(i) Select all the files on the CD

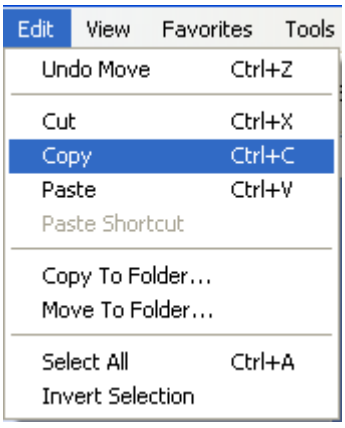




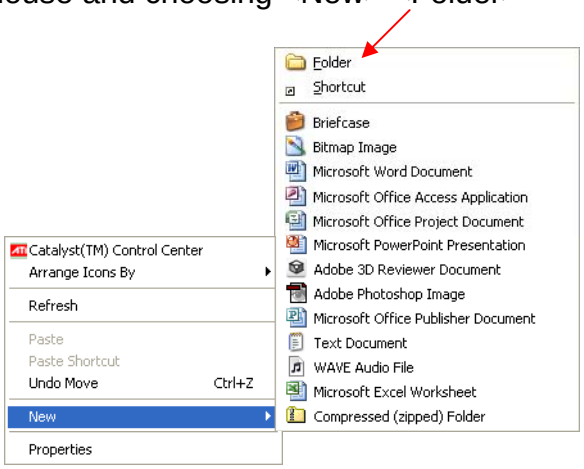
(ii) All the files and folders will be highlighted

(iii) Copy the files by choosing <Edit> <Copy>





(iv) Create a new folder on your computer e.g. the Desktop by a 'Right-click' on the mouse and choosing <New> <Folder>



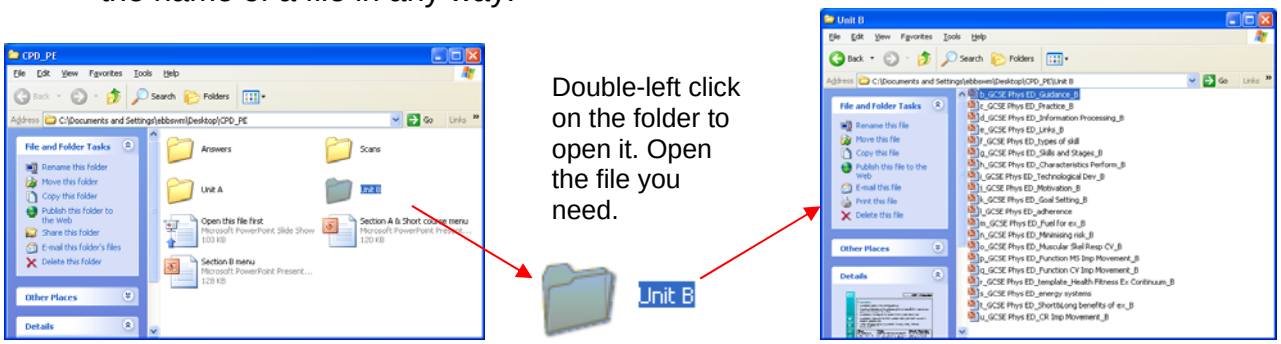
(v) Name the folder, then ‘double-left-click’ on the file to open it – you’ll see that it’s empty.

(vi) Now choose <Edit> <Paste> to fill the folder with the files and folders that were on the disk.

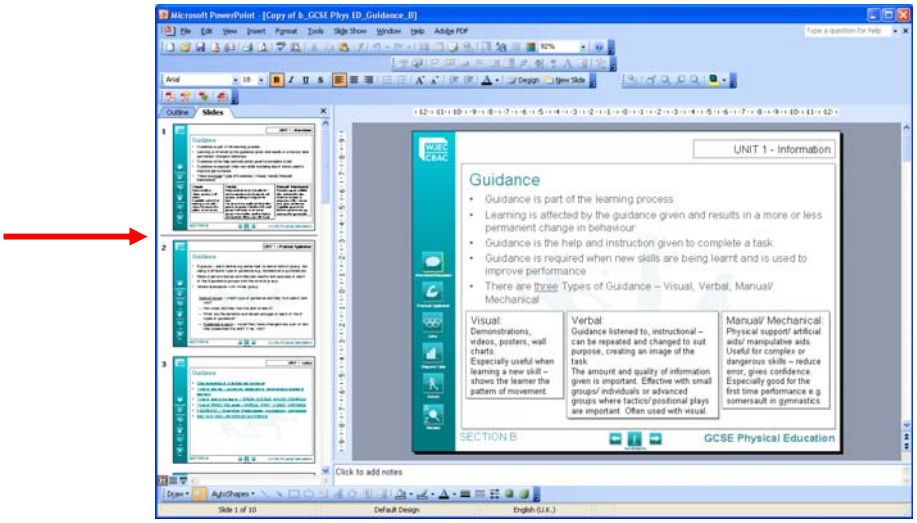
Congratulations! You have now created your very own copy of the disk’s contents. This copy works exactly as the CD version does, but probably a little quicker!
Keep the disk in a safe place, as you can always repeat the steps above if you would like to start again.

2. Inserting pages

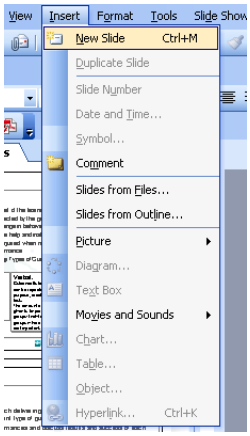
(i) Open the file that you want to work on from within the folder e.g. if you want to adapt the file on ‘Guidance’ then you will need to open that file – it can be found in the Unit B folder. All files have been named so that you can recognise them easily. *Be careful – you will loose your link to this file from the main pages if you change the name of a file in any way.



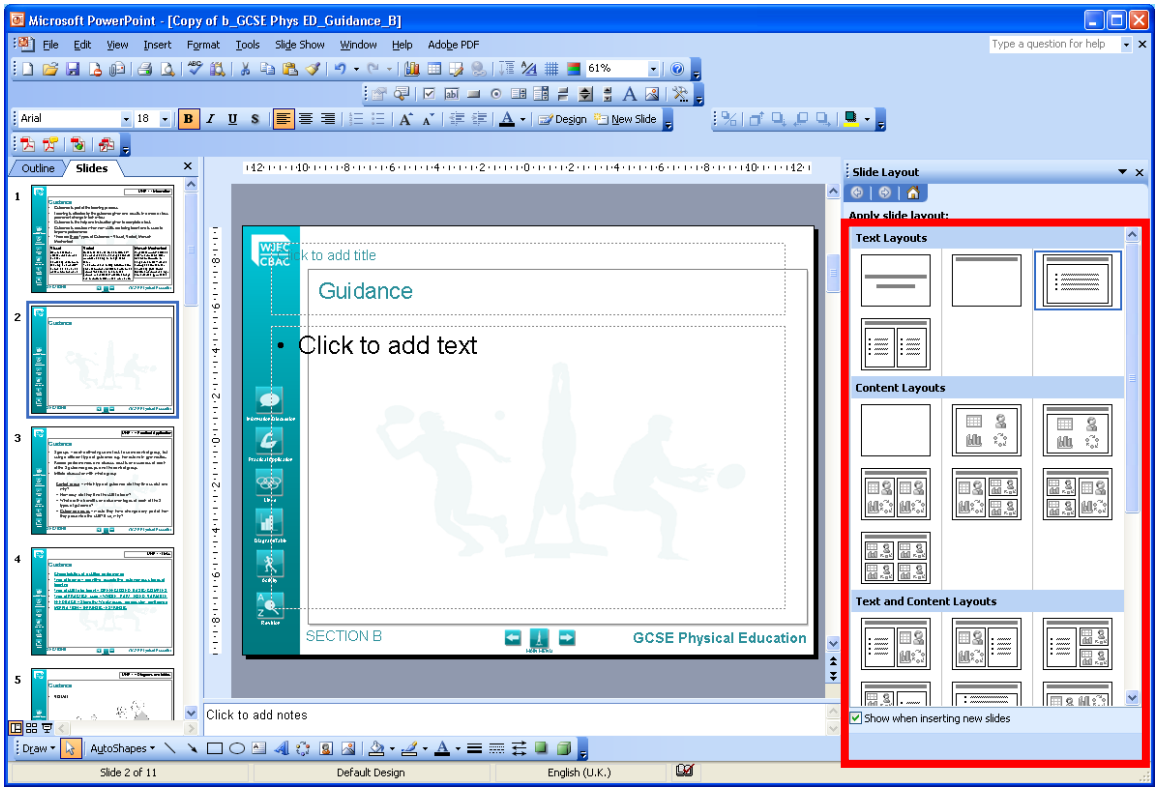
(ii) For example, if you would like to add a page between pages 1 and 2 then click on the space between the thumbnails (little pictures of the pages on the left hand side of the screen) numbered 1 and 2 – you should see a horizontal blinking line – this is your insertion point



(iii) Now choose <Insert> <New Slide>



By doing this, a new slide will appear between slides 1 and 2. Its appearance will be the same as all other slides in this file because the background has been set (to change the background see 'Master Page' in the 'Advanced' section). Therefore all links etc. have been maintained, and will work as before.



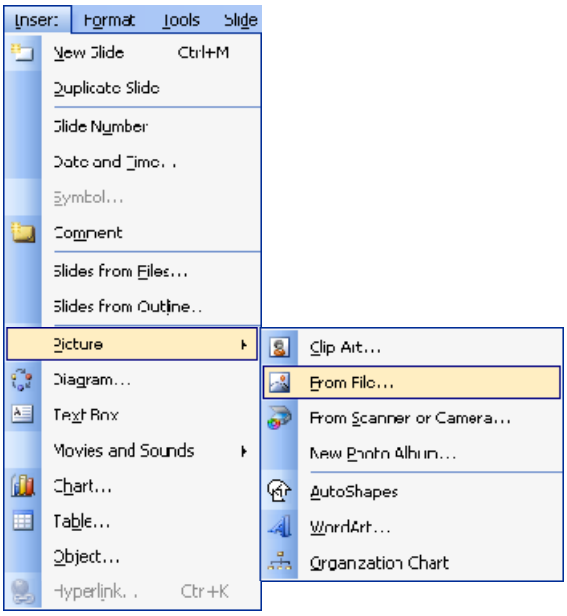
(iv) You can choose your preferred layout by clicking on one of the template 'Layouts' (see red box above). However, you can build your own (see below).

3. Inserting content to your page

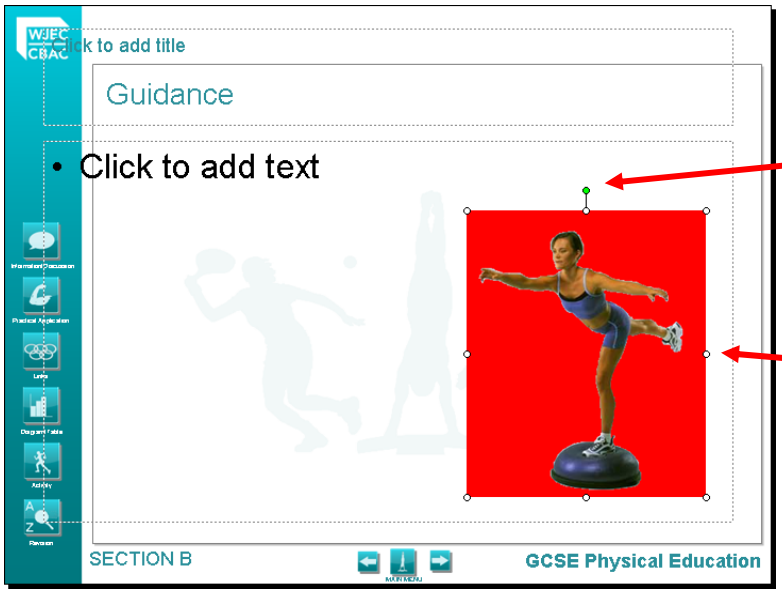
Images are a very important addition to the e-book. Students usually have a better understanding of what they need to know, if it's presented diagrammatically. Also, if you have permission, the addition of images of your school's best sprinter, gymnast, canoeist etc. will give the resource a more personal touch, and make it more interesting for the students.

a) Images

(i) If you have stored images that you would like to place in your file you will need to choose <Insert> <Picture> <From File>



(ii) Select the file in the usual way, and it will appear on the page as seen below.



Left-click, hold and drag the mouse on the green circle to rotate the image about its centre

Left-click, hold and drag the mouse on one of the white circles to resize the image

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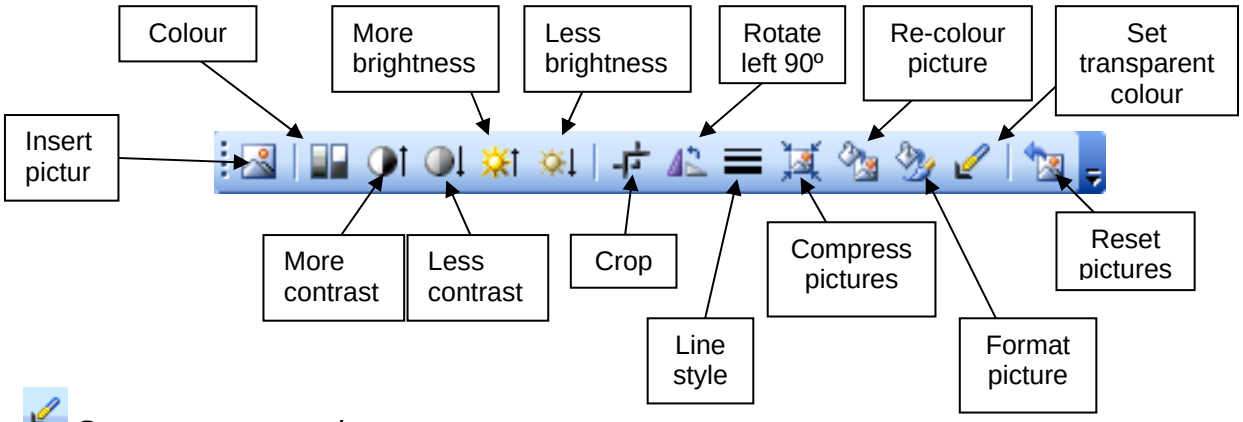
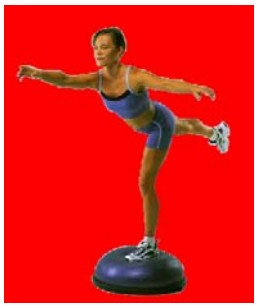
The following toolbar will become active when you click on an the image. The options on this toolbar will allow you to manipulate the image in a number of ways.



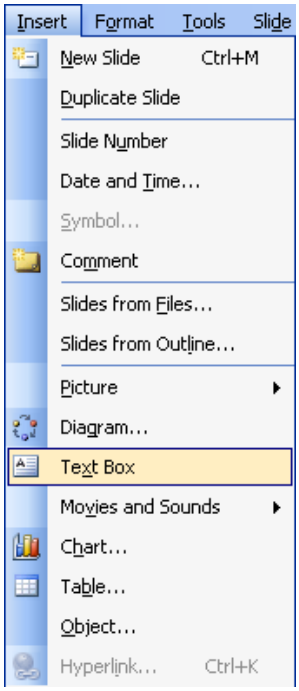
Set transparent colour



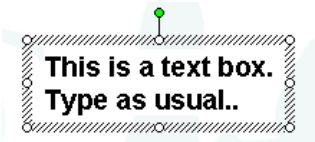
Choose the 'set transparent colour' tool and click on a particular section of your picture to render that colour transparent e.g. the red colour in the background of this picture.

b) Text

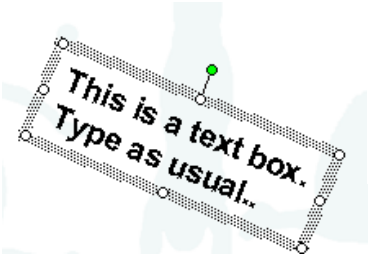
<Insert> <Text Box>



On choosing Text Box the cursor will change to look like this . Click on the page and a box bordered with a temporary diagonal lined border will appear.



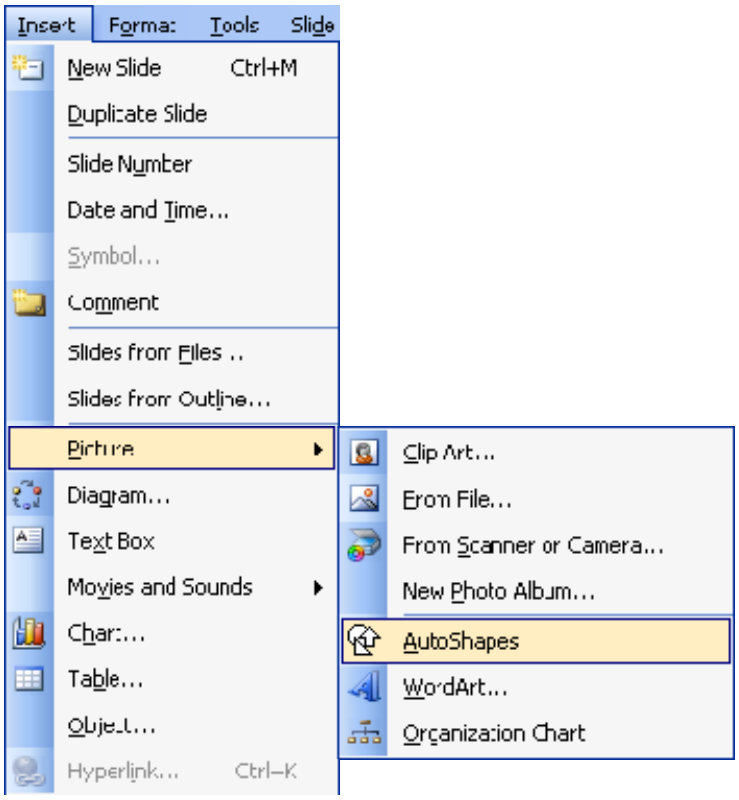
You can now start typing in this box. Resize the box in the usual way if needed.



You can also rotate the text by clicking and holding on the green circle while moving the mouse.

c) Shapes

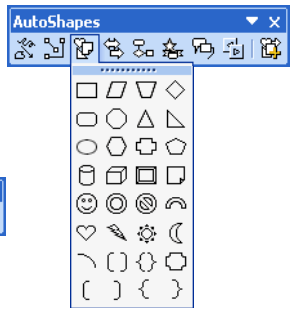
<Insert> <Picture> <AutoShapes>



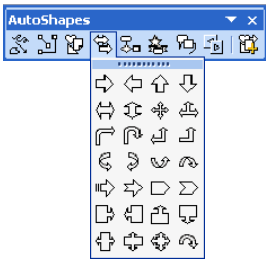
The following tool bar will appear:

There are many options available from this toolbar

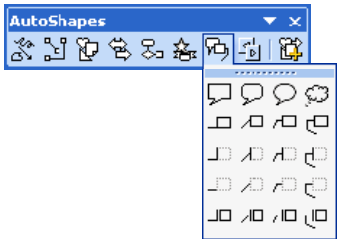
Lines and arrows



Regular shapes



Box arrows

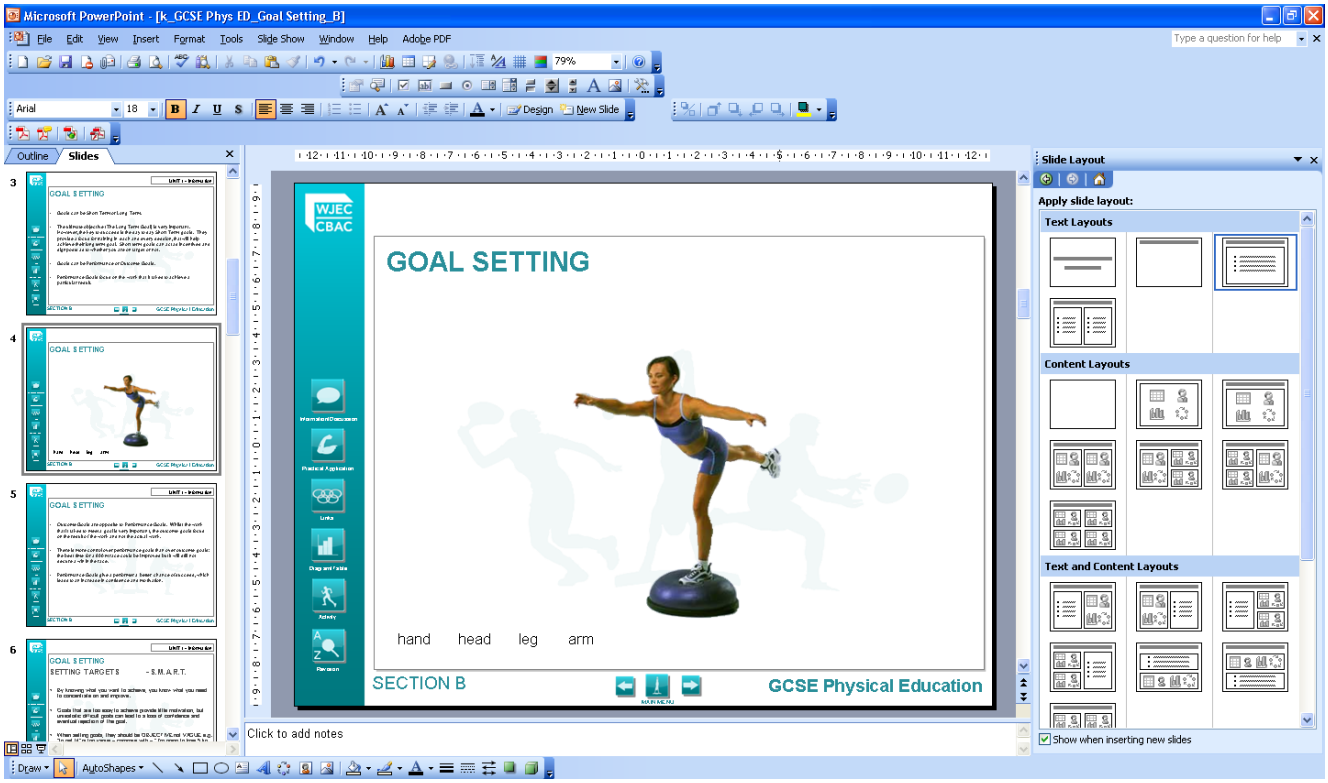


Speech bubbles

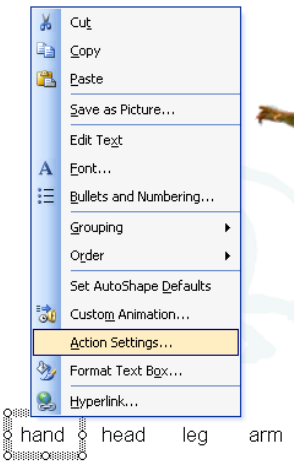
d) Interactivity

The ‘drag and drop’ macro is embedded in all the PowerPoint presentations that form part of the e-book. To make an object on your page ‘active’, you only need to follow these simple steps.

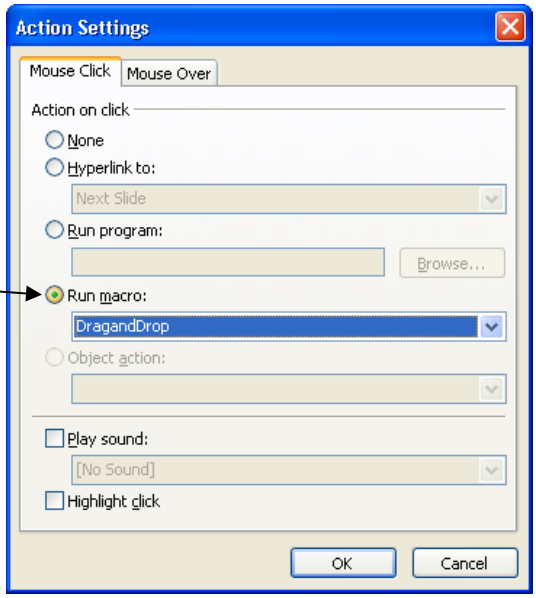
Labelling a diagram
(i) Add a new page, picture and text as before.



(iv) Enable the ‘drag and drop’ macro on each of the text objects by



Click the 'Run macro' circle to turn it on (green). Then click the OK button.



(v) Now when you play the slide show the curser will turn to a hand when hovering over the word you have just made active. A single left-click will allow you to drag that word to wherever you want on the screen. Another single click will anchor it in that position.

(vi) The same process can be used on all objects that you want to be able to drag and drop.

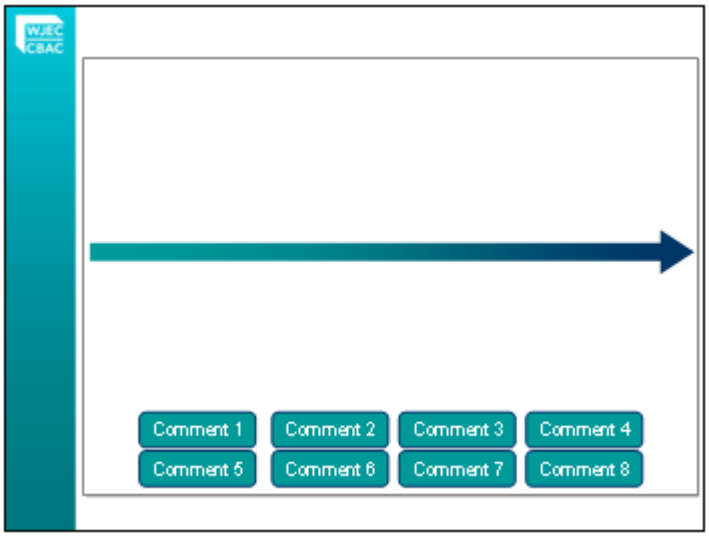
e) Templates

To assist you with adding some activities to your pages, we have also put together a set of templates that you can copy and paste into your version of the e-book.

These templates are available as an attachment to this document.

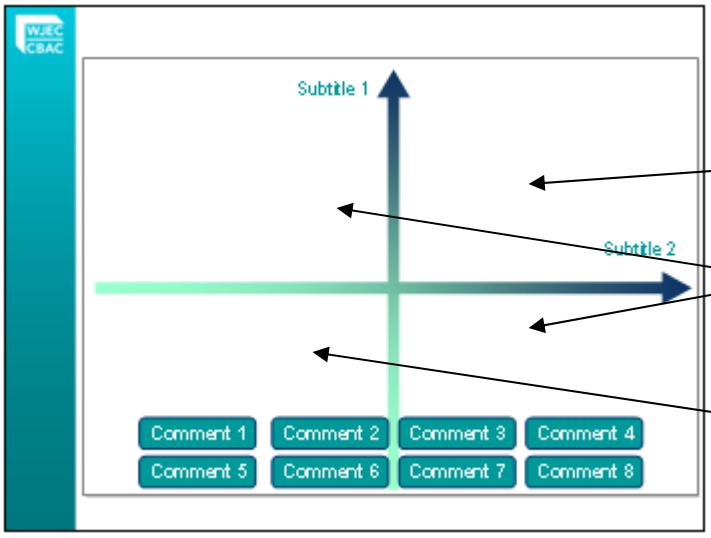
Click here to open/close the attachment window. Then open the file called 'Power Point Templates.ppt'.

See below for a complete description of the templates, and how to use them.



Time line

Change the content of Comment boxes 1 to 8.
Students need to arrange comments in the correct order.

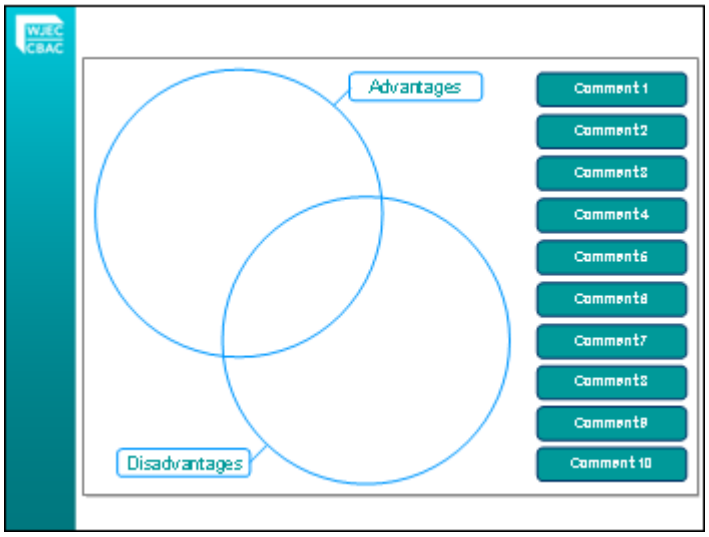


Factors dependent on two variables

Positive on both

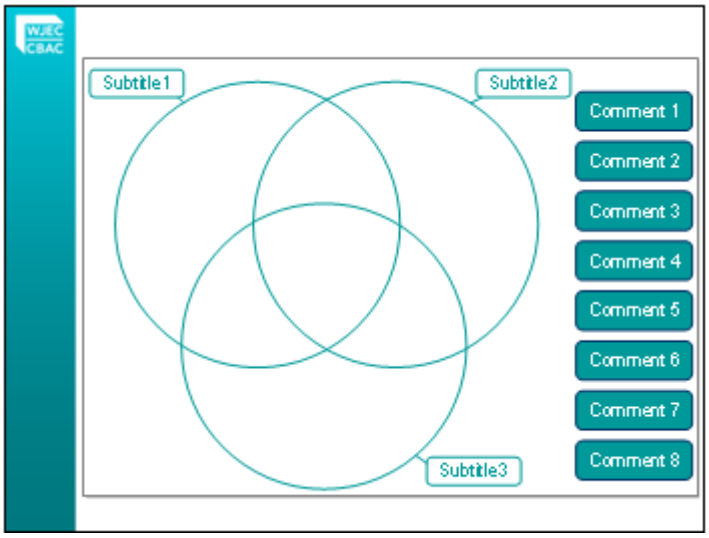
Positive on one negative on the other

Negative on both



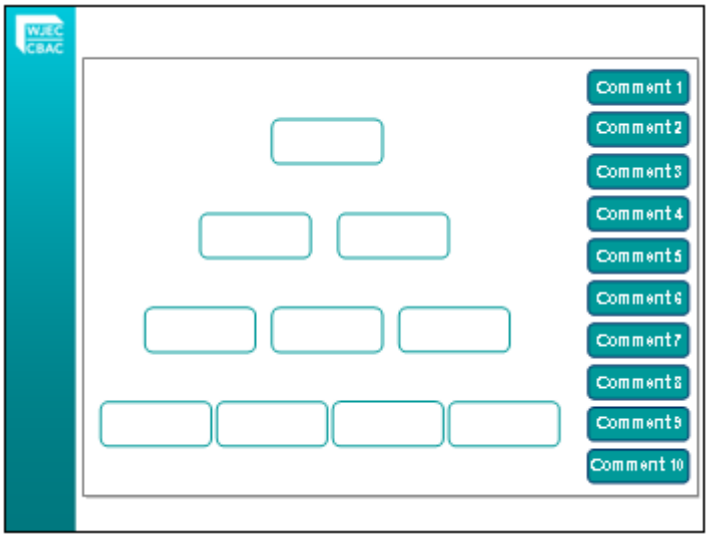
Venn diagram

Initially named Advantages and Disadvantages, but you can change the titles as needed.



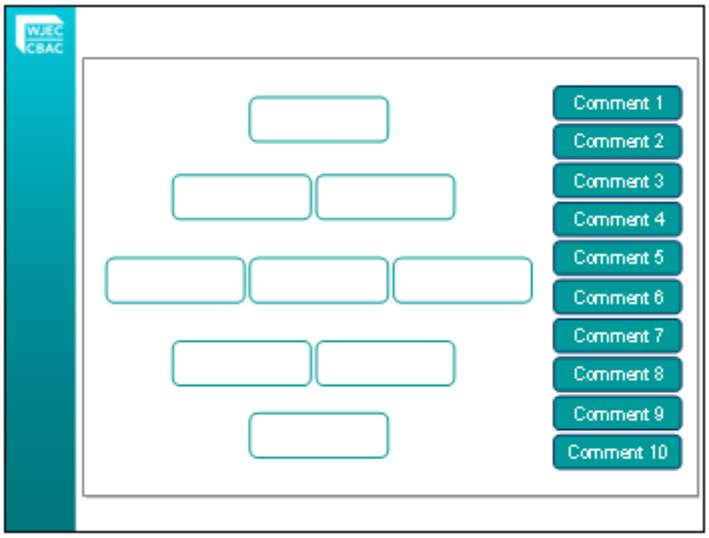
Venn diagram

This time with three interlocking circles



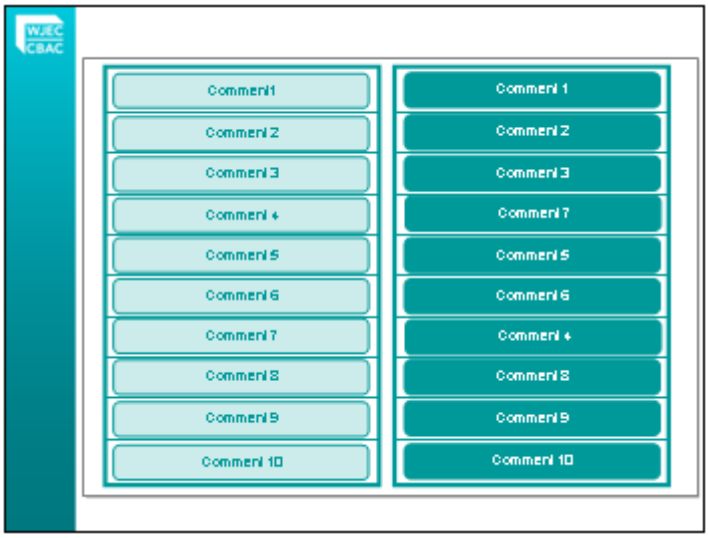
Pyramid ranking

The least important is placed at bottom, with the most important at the top.



Diamond ranking

The least important is placed at bottom, with the most important at the top.

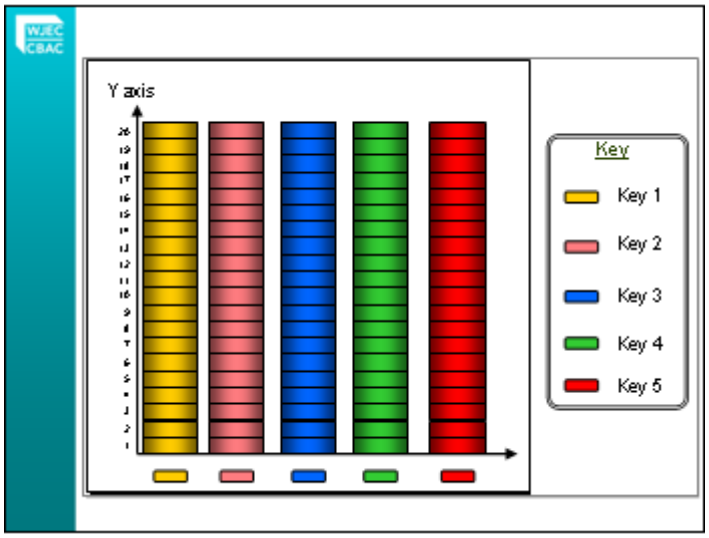


Wrong order

This can be used in a number of ways...

(i) The question is on left hand side, and the answer on the right.

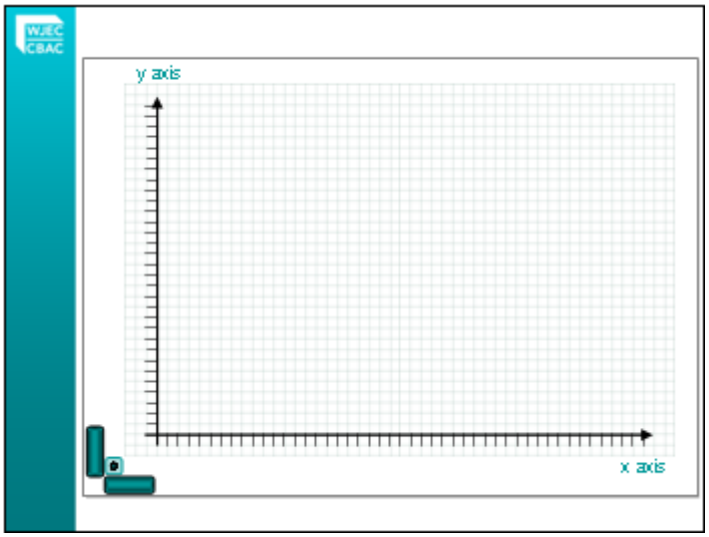
(ii) The key term is on the left hand side, with its definition on the right.



Voting

Add question, or statement. Students in groups (5 possible) vote by clicking the relevant colour button. One click adds another disk to the graph.

This is a good way of analysing opinions by using graphs.



Graph

Use this template to encourage students to build a line or bar graph.

Click the vertical and horizontal buttons to produce scales.

Drag the circles to plot the points.

Use the pen tool to draw the lines.

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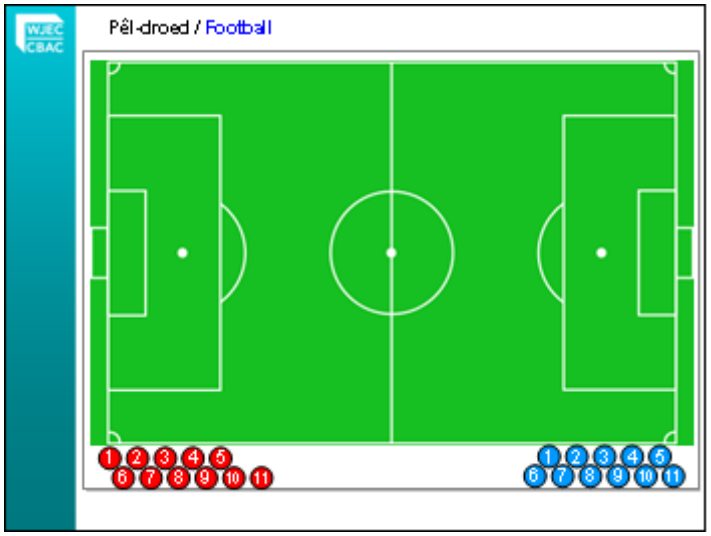
Spot the Ball

This is a template to help you build a 'spot the ball' activity – ideal as a lesson starter.

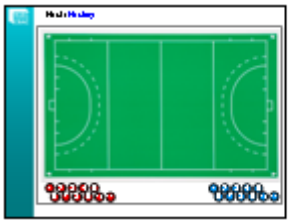
Insert a new image (send image to back), then move the circles, ensuring that one covers the ball.

Click on the circle to make it disappear.

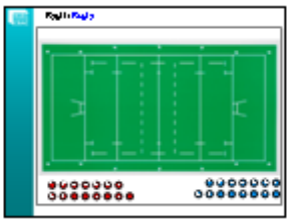


Tactics board

Use this template when discussing positions on football pitch. This template is also available for hockey rugby and netball.



Hockey



Rugby

Netball

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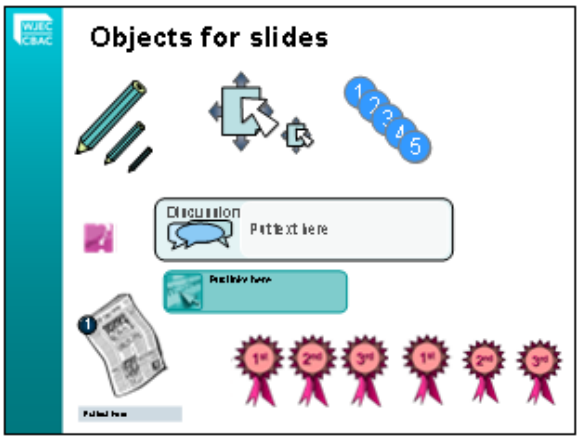
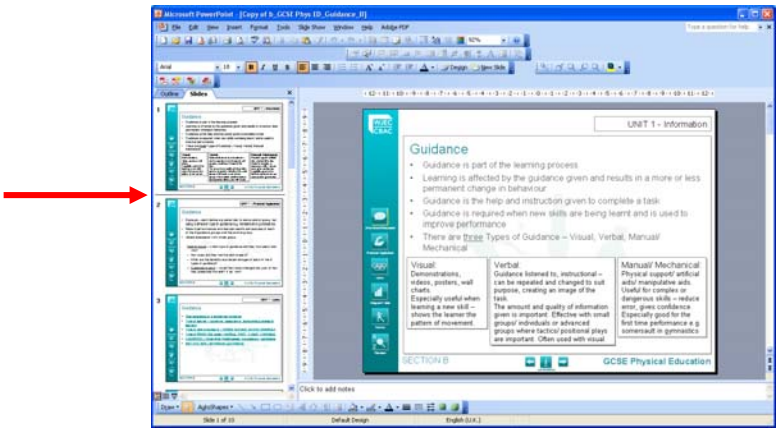


Objects

This page includes a number of objects that you may feel you need when adding contents to your pages.

f) Adding a template to your version of the e-book

Choose an insertion point as described above (2) – click between the slides where you want to insert your slide



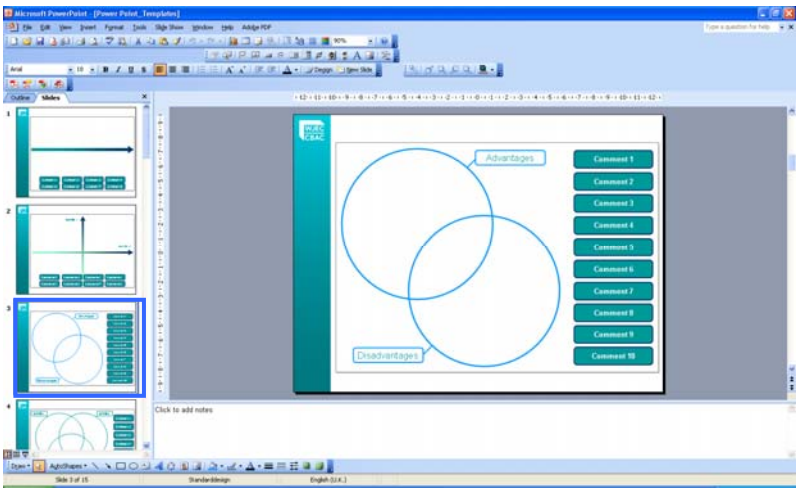
Open the template file 'Power Point Templates.ppt'.

Click on the template you want to insert into your presentation – a blue box will appear around that page.

Choose <Edit> <Copy>

Go back to your presentation and paste the template by choosing <Edit> <Paste>

The new page will now include the template.



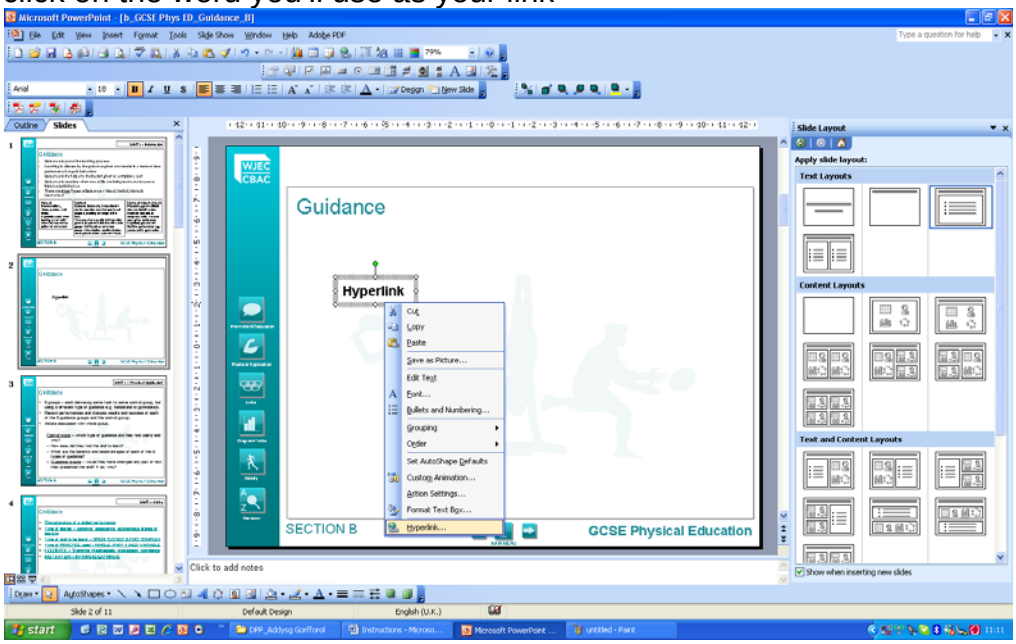
g) Adding hyperlinks to your document

(i) Hyperlink to another page in your presentation

A hyperlink is a way of moving to another page/file/folder or resource by clicking on a word or icon. In fact, a hyperlink can be added to any type of object on a page. In this case we will focus on a word – follow the same procedure for any other object.

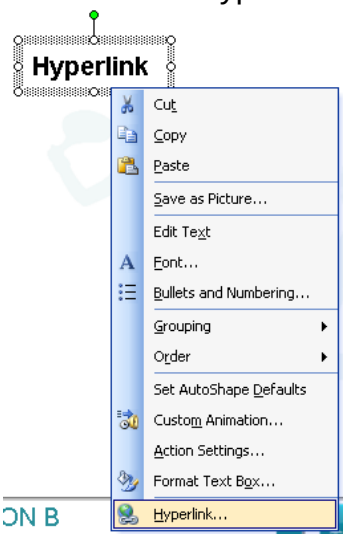
Say that you want a word on a new page, when clicked to take the user to another page in that presentation:

Right-click on the word you'll use as your link



There are two options:

a) Right-click the text box and choose <Hyperlink>

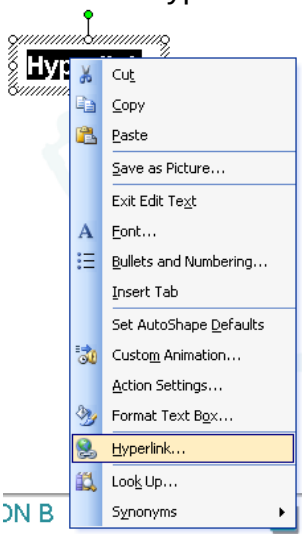


Hyperlink

Here the word will appear as normal

or

b) Highlight the text then right-click and choose <Hyperlink>



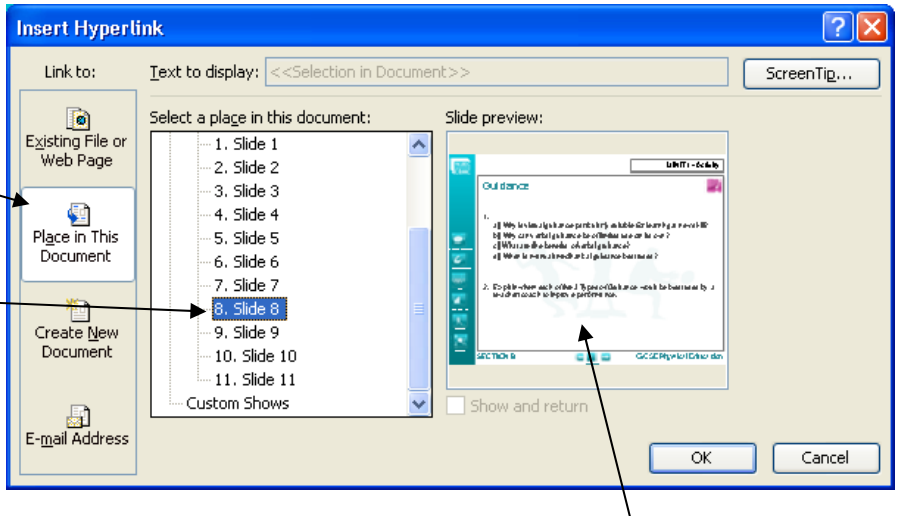
Hyperlink

Here the word will be underlined and blue

A new window will open.

1. Choose 'Place in This Document'

2. Choose the slide you want the link to find (in this case slide 8)



A 'thumb-nail' image of the page will appear here to help you with your choice

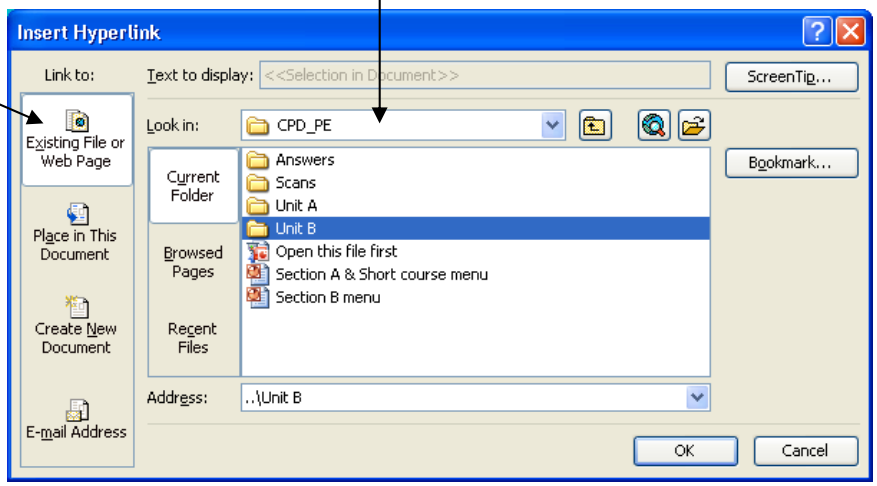
Then press the OK button – your hyperlink is set.

(ii) Hyperlink to another presentation

This is achieved by choosing the 'Existing File or Web Page' option:

2. Find the presentation that you want

1. Choose 'Existing File or Web Page'



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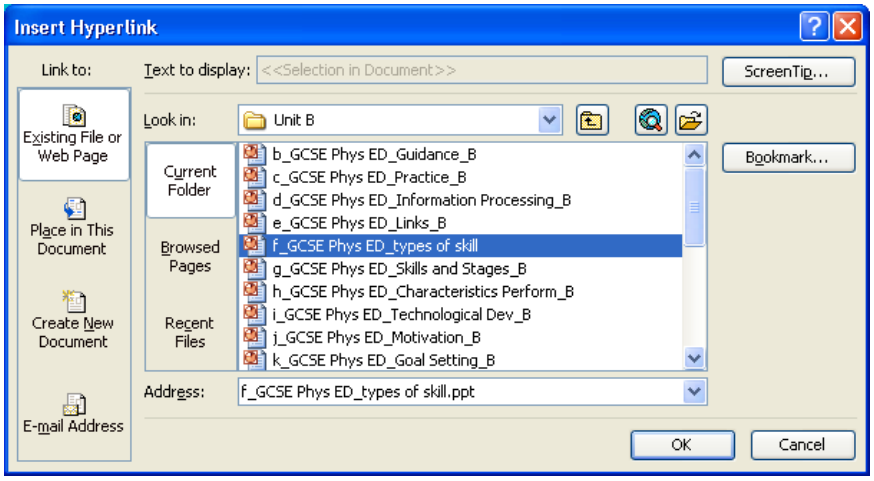
e.g. linking the the presentation “f:_GCSE_Phys ED_types of skill”



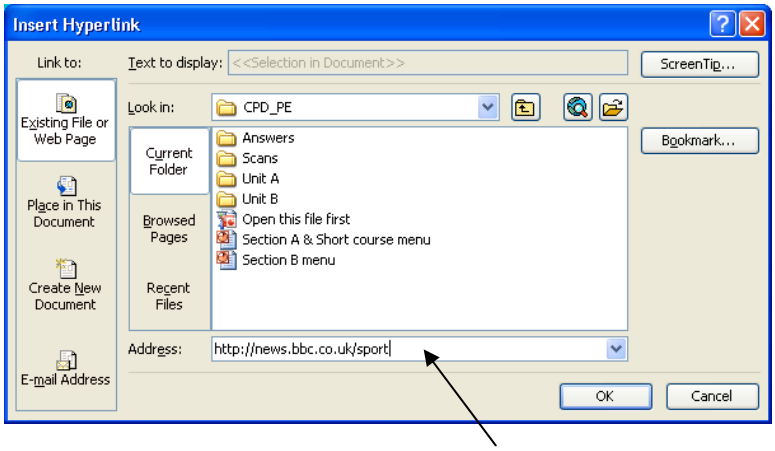
Then press the OK button – your hyperlink is set.

(iii) Hyperlink to a web page

If you have found a useful web page e.g. BBC Sport

Select and copy the web address of the site by right-clicking the web address box and choosing <copy>.

Insert a hyperlink (as described above), and paste the web address into the address box.



Paste the web address here
(Hold the Ctrl button and press V, to paste)

Then press the OK button – your hyperlink is set.

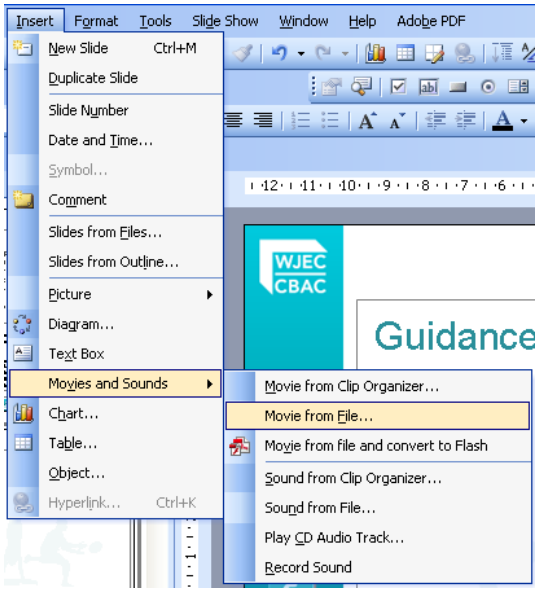
(iv) Hyperlink to another resource
This is done as above. Locate your resource using the 'Look in' box and press the OK button.

h) Inserting video into the presentation

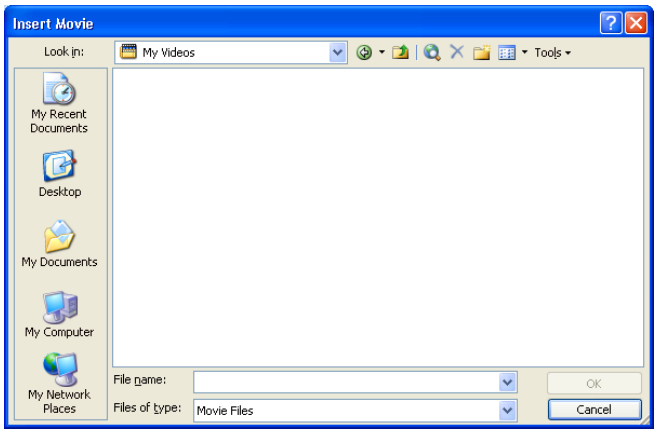
a) YouTube clip (or other website media)
Set up a hyperlink to do this (see (iii) above)

b) Video file

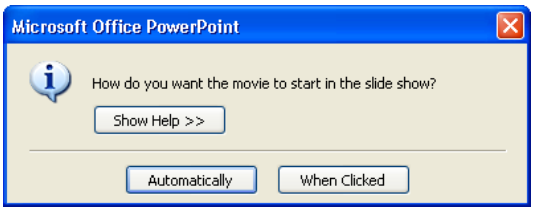
Choose <Insert> <Movies and Sounds> <Movie from File>



Locate the file using the browser.



You will then see a new message asking if you want the video to start automatically or when clicked – best option is 'When Clicked' as this gives you more control.



Note: Embedding video files into your PowerPoint presentations in this way greatly increases the file size, and has the effect of slowing the presentation.