*Your How-To-Handbook for 2020*

# Pear Deck for Remote & Asynchronous Learning

# How-To Guides
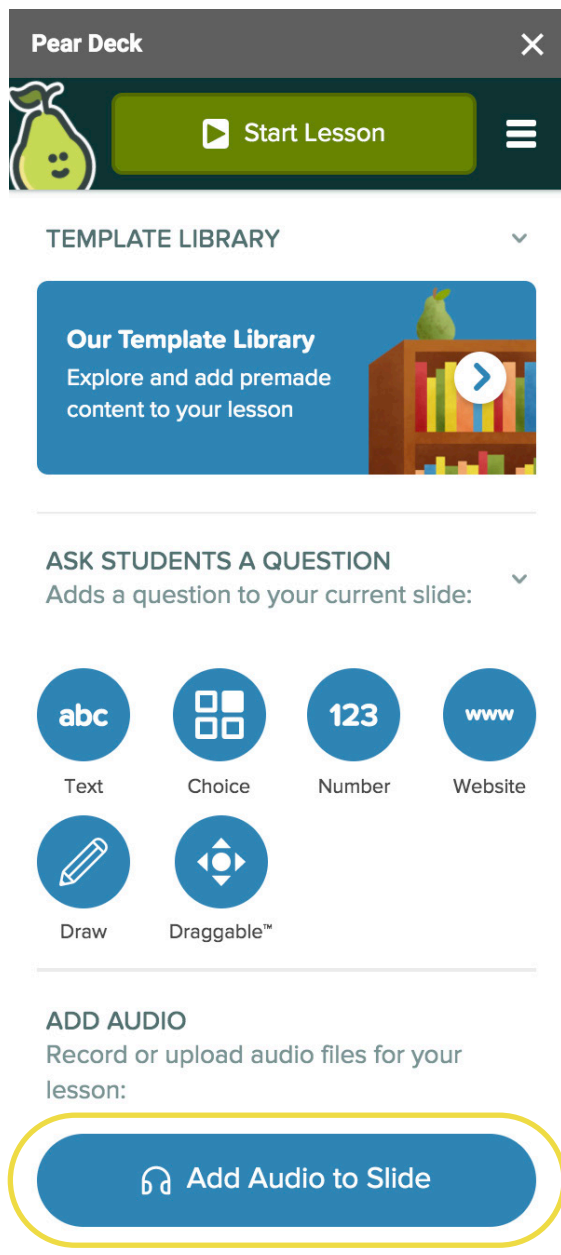
# About the Author

## Michael Mohammad

Mike attended UW-Madison where he received his degree in Secondary Education in Broadfield Science and Biology with additional certifications in chemistry and physics. He's been a secondary educator for 18 years, 14 of which have been at Brookfield Central High School in Brookfield, WI. His interests in education focus on putting students at the center of their own learning experience. He lives in Brown Deer, WI with his wife. When he isn't teaching you can find him exploring his passion for cooking or catching up on his love of film.
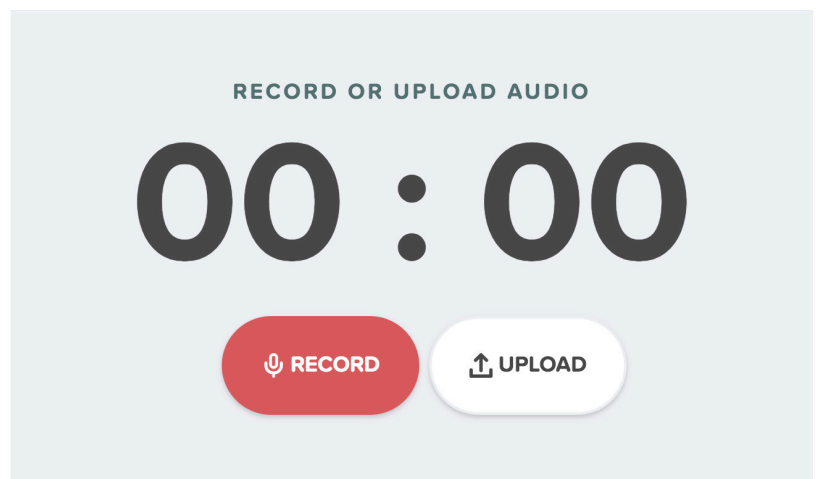
# Add Audio to a Lesson

Along with images and video, the ability to add audio to Pear Deck slides greatly increases the ability for all learners to access lessons. Audio can easily be recorded live or uploaded in just a few steps. Audio can then be accessed by the student in either Student-Paced or Instructor-Paced Mode.

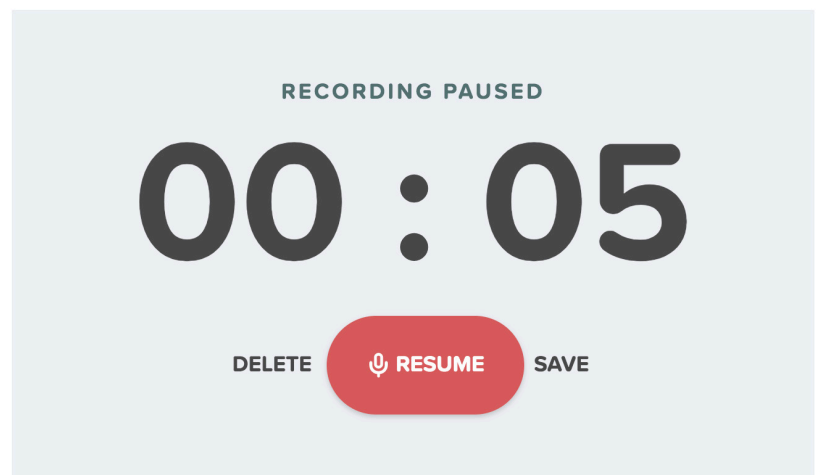The Add Audio button can be found in the Pear Deck Sidebar.

**Pear Deck** ✕

▶ Start Lesson ≡

**TEMPLATE LIBRARY** ⌄

**Our Template Library**
Explore and add premade content to your lesson ❯

**ASK STUDENTS A QUESTION** ⌄
Adds a question to your current slide:

| abc | 🔲 | 123 | www |
|-----|-----|-----|-----|
| Text | Choice | Number | Website |

| ✏️ | ✛ |
|-----|-----|
| Draw | Draggable™ |

**ADD AUDIO**
Record or upload audio files for your lesson:

🎧 Add Audio to Slide

**1** Record or Upload

**RECORD OR UPLOAD AUDIO**

## 00 : 00

🎤 RECORD    ⬆ UPLOAD

*Note: Uploaded audio must be in the .mp4 format and no larger than 10 MB.*

**2** Save or Try Again

**RECORDING PAUSED**

## 00 : 05

DELETE    🎤 RESUME    SAVE

# Add Audio to a Lesson CONTINUED

**3** Review & Add

**SAVED AUDIO FILE**

Recorded Audio File

▶ 0:00 / 0:04 🔊 ⋮
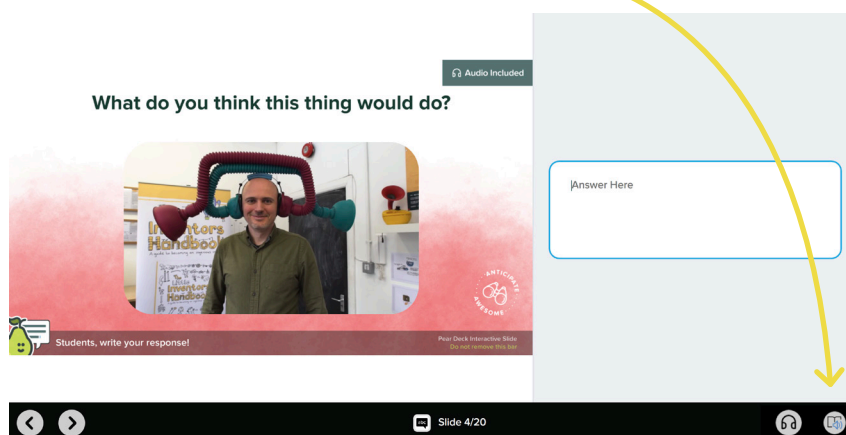
🗑 DELETE

Add Audio to Slide
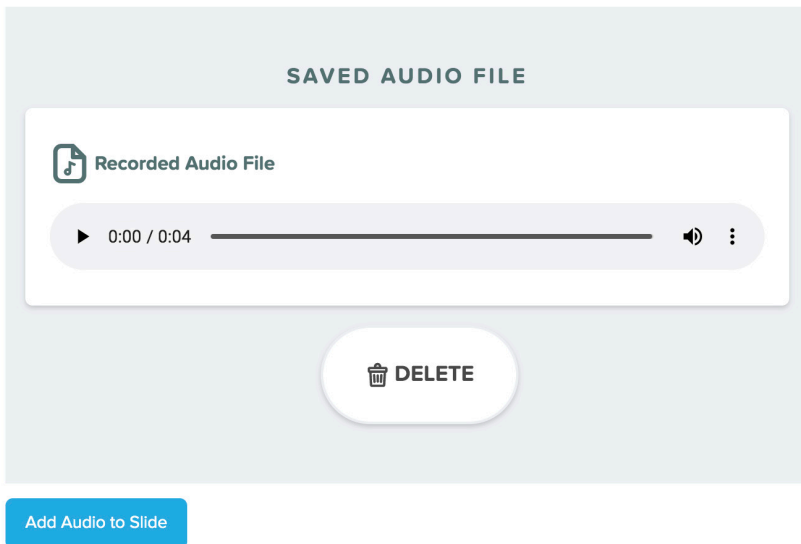
Once audio is added, the Audio Included banner will appear on the slide. Edit the size or placement as needed. Deleting the banner will remove the audio.

🎧 Audio Included

# Accessing Audio When Presenting a Lesson

In either Student-Paced or Instructor-Paced sessions, students click on the audio icon to access the Play Audio menu.

What do you think this thing would do?

🎧 Audio Included

|Answer Here

Students, write your response!

Pear Deck Interactive Slide
Do not remove this bar

Slide 4/20

**Here are some *sound ideas* for adding audio!**

• Verbal Instructions for increased access
• Provide answer to question on slide
• Provide pronunciation of new terms
• Expand upon text provided in slide
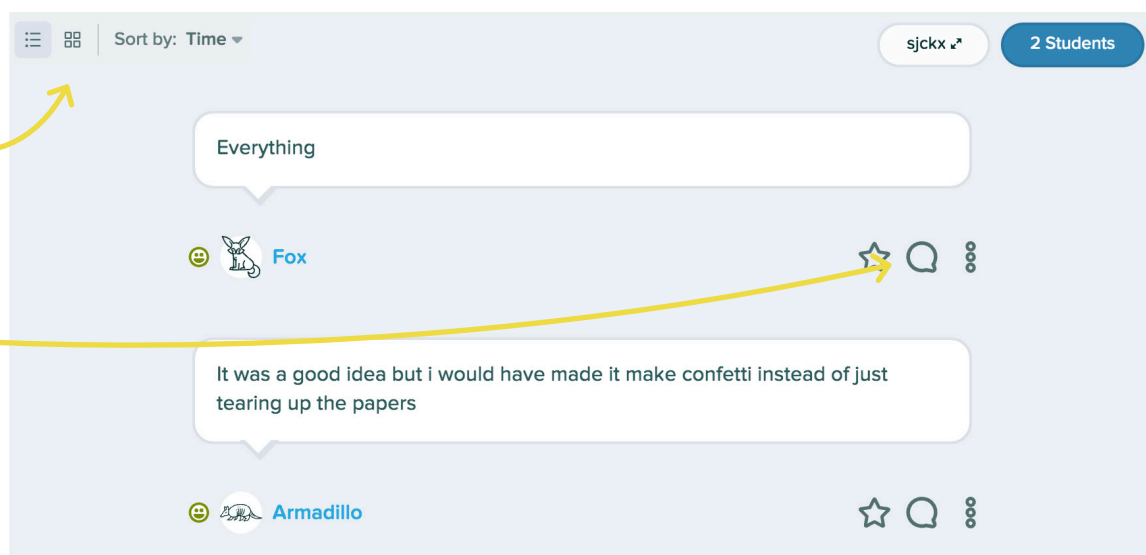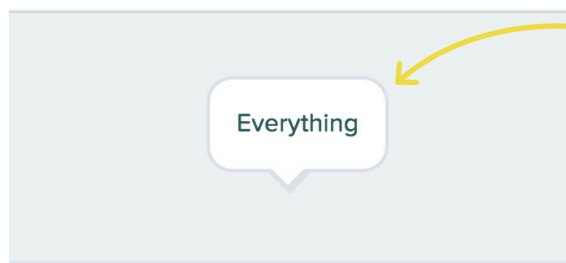• Keep your audio under 3 minutes per slide

# Teacher Feedback

Whether running a session in Instructor-Paced or Student-Paced Mode, teachers can use the Teacher Dashboard to provide individual feedback to student responses while a session is open. This feedback can be left for any type of response (Drawing, Draggable, Text, Number, and Multiple Choice). Feedback can be viewed by students when they log into the session with the same Google or Office365 account.

Provide feedback from List or Grid view in the Teacher Dashboard.

Click the speech bubble under a response to access the Feedback Panel.

Sort by: Time

sjckx    2 Students

Everything

☺ 🦊 Fox                    ☆ ◯ ⋮

It was a good idea but i would have made it make confetti instead of just tearing up the papers

☺ 🦔 Armadillo              ☆ ◯ ⋮

## Feedback for Fox

Everything

View the student's response

Sounds like you had a better idea for this machine! Could you explain more about what you would do differently?|

Provide a text response to the student here

SEND FEEDBACK →

Submit the feedback to the student

☆ ◯ ⋮    Once Feedback has been added for a student, the speech bubble will be filled in.

Students can access Feedback in student view from the speech bubble.

There's a big difference between grading and providing feedback. It might not be the best use of the teacher's time to tell each student that they got an answer correct. Good feedback may drive students to reexamine the thinking behind an incorrect or incomplete response. Teacher Feedback is a great way for teachers to connect with all students when they are asked to reflect on metacognitive processes, progress towards learning goals, or something as simple as what they did over the weekend.
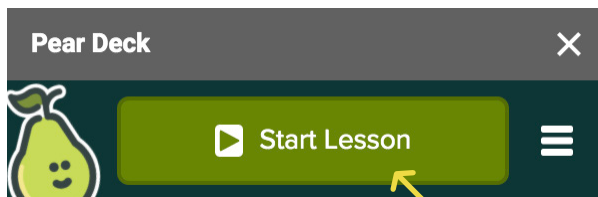
# Choose Your Lesson Mode

With Pear Deck, you have the option of running a lesson in Instructor-Paced or Student-Paced Mode. The mode can be changed at any time during a lesson based on the instructional needs of the slide, regardless of the mode in which it was started.
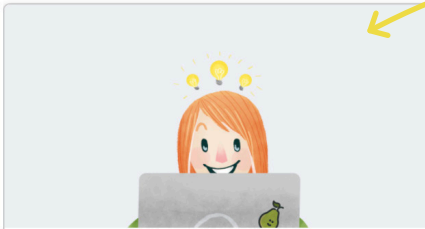
## 1 Student-Paced for Asynchronous Instruction

Pear Deck Student-Paced Mode allows you to get all the power of Pear Deck engagement even when students are working through lessons at their own pace. Use any of your existing lessons with Pear Deck interactivity, launch your presentation in Pear Deck, and then turn on Student-Paced Mode!
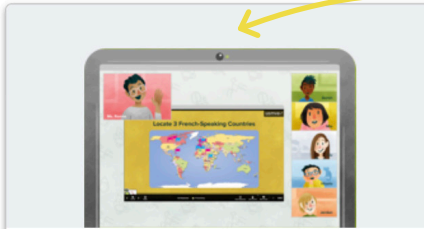
**Pear Deck**  ✕

▶ Start Lesson  ≡

Click the Start Lesson button from the Pear Deck Sidebar to choose the Lesson Mode.

**Choose Your Lesson Mode**

**You can always change this later.**

**Student-Paced Activity**

Pear Deck **Student-Paced Mode** allows you to get all the power of Pear Deck engagement even when students are working through lessons at their own pace, asynchronously.

**Instructor-Paced Activity**

If you are connected with your students in **real-time** (virtually or otherwise), use this mode to guide them through the lesson and see their responses synchronously.

## 2 Instructor-Paced for Synchronous Instruction

The most traditional use of Pear Deck is for whole class instructor-paced sessions. In these sessions, all students will be on the same slide at the same time. The teacher controls the pace of the lesson and progression of slides. Just because we are operating in a virtual environment doesn't mean this model can't be used. Synchronous, instructor-paced sessions can still be conducted virtually using Pear Deck. To be successful, this requires teachers and students to set-up their screens to mirror what would be present in the physical classroom setting.

From the pop-up window, select a Student-Paced or Instructor-Paced Activity. Remember, you can change this setting at any time during your lesson.

# Joining a Student-Paced Lesson

Once a Student-Paced session is launched, the following will appear on the teacher's device providing multiple ways to share the lesson with students. Once students join the lesson, they will be free to navigate on their own.

## This Session is in Student-Paced Mode ✖

We've gone ahead and opened the **Teacher Dashboard** for you. To assign this as homework, you can:

Copy the link below and send it to your students.

https://app.peardeck.com/student/txrfiuoys **1**
🔗 **Copy Link**

📋 **Share To Classroom** **2**

Tell students to go to **joinpd.com** and enter **kdoev**. **3**

**Go to Teacher Dashboard**

**1** Teachers can copy a direct link to the session and send it to students or paste in in an LMS or other location for students to access

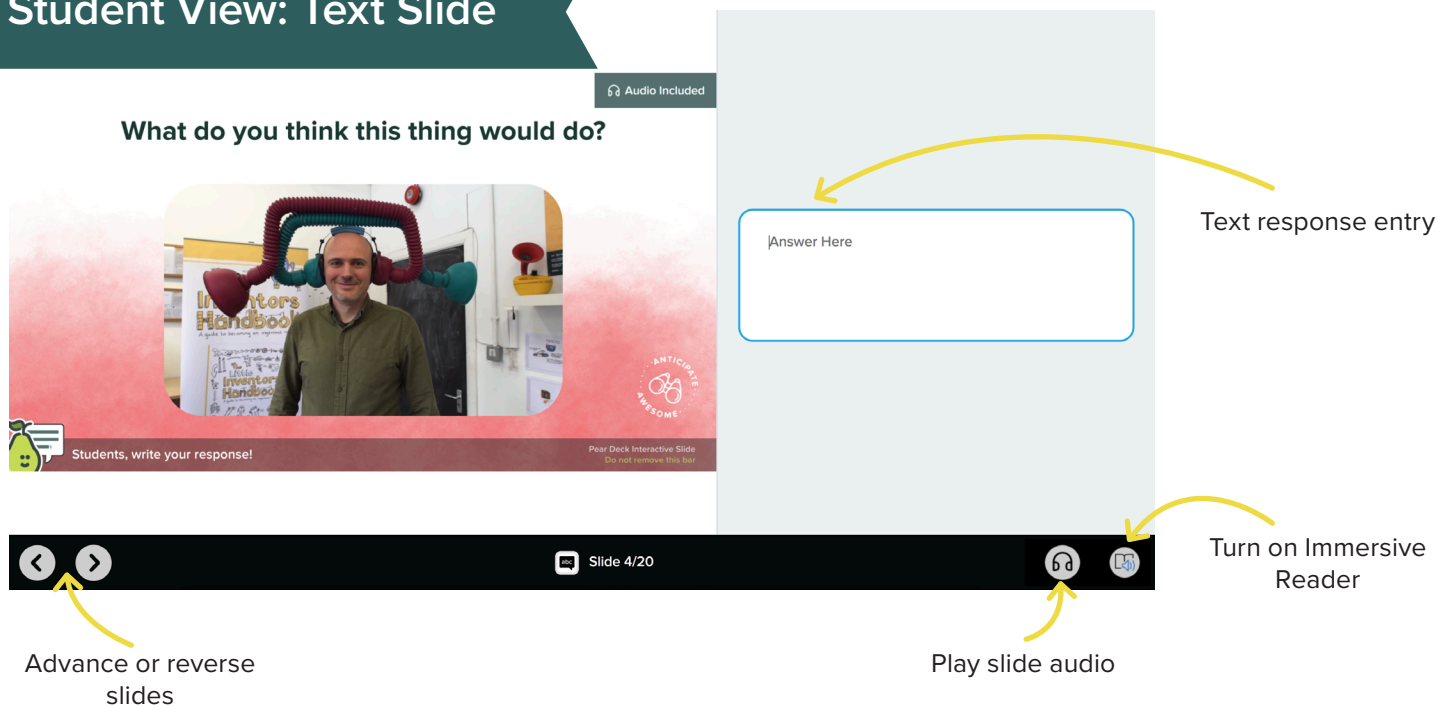**2** Teachers can share the lesson directly to Google Classroom for students to join

**3** By navigating to joinpd.com, students can enter the unique 6-letter code to join the lesson

# The Student View

In Student-Paced Mode, student have the ability to advance slides at their own pace. Each interactive slide has unique sets of controls with which students can respond.

## Student View: Text Slide

Text response entry

Turn on Immersive Reader

Play slide audio

Advance or reverse slides

## Student View: Web Slide

Original slide content

Embedded web content

# The Teacher Dashboard

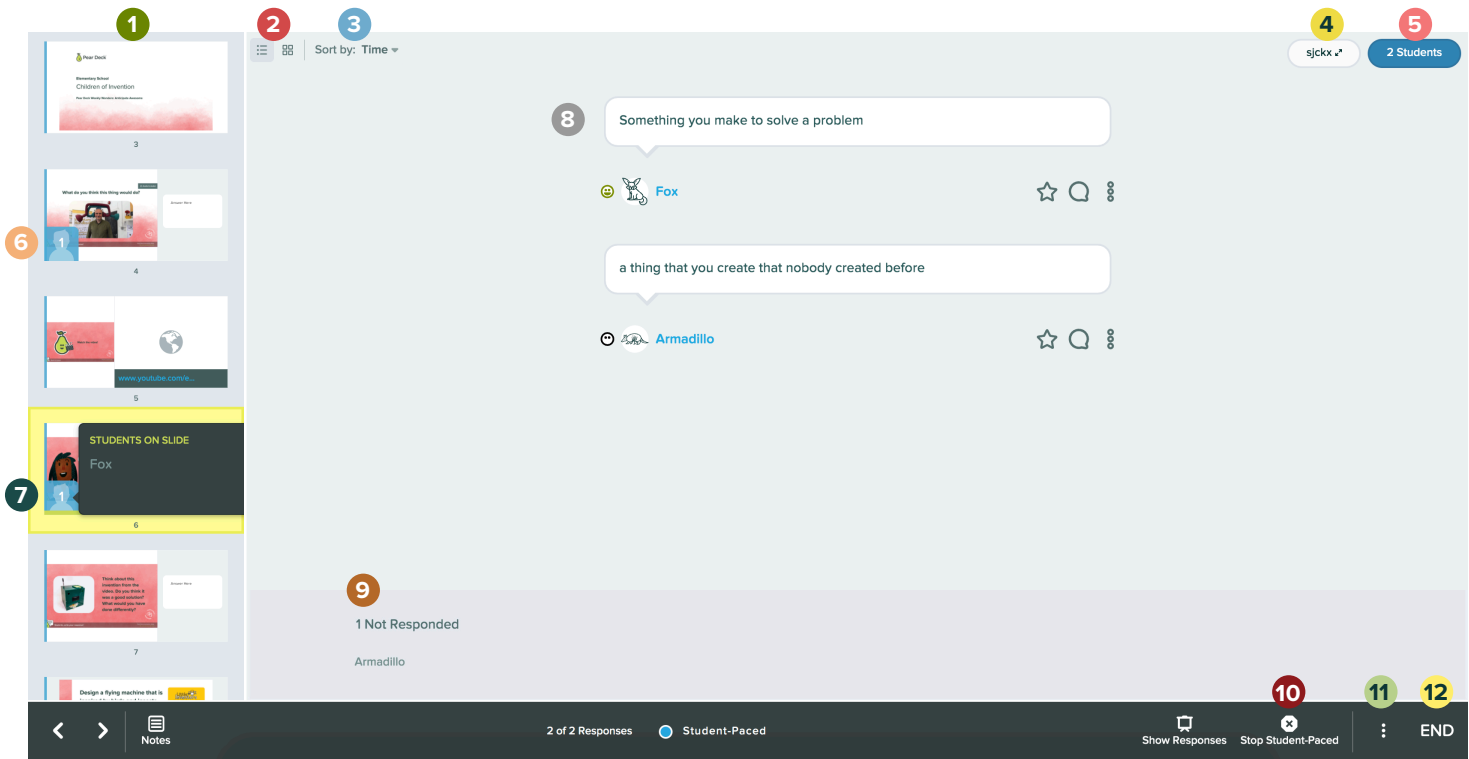While students are making their way through a session at their own pace, the Teacher Dashboard is the location where the instructor can monitor individual student progress and individual student responses.



1. List of Slides in Deck; currently viewed slide is highlighted yellow
2. Response view control
3. Sort Response Control
4. Open Session Login options
5. View Student Roster
6. Number indicates how many students are on this slide
7. Clicking on the number reveals names of students on that slide
8. Live student responses
9. Names of students who have yet to respond to this slide
10. Switch from Student-Paced Mode to Instructor-Paced Mode
11. More Actions Menu
12. End Session

In an asynchronous session, it's essential to be able to do a quick check to see which students have accessed the session. The Student Roster button displays how many students are currently live in the session and how many total have accessed the session. Clicking the button opens the Classroom Roster window. The Classroom Roster displays names of those who have accessed the session. Students' names are displayed based on the Google or Microsoft Account they logged into the session with.



Student has accessed session but is not currently in session

Student is currently in session

# Ending vs. Leaving Your Session

Once an asynchronous session is started, it is not necessary for teachers to leave the session window open. Instructors can exit the presentation without closing the session and students can still access the session. When teachers are ready to close the session to students, they can end it. When a session is ended, students can no longer access the interactive session. That is why when running an asynchronous session, teachers should clearly communicate to students when they will close the session so students have ample time to complete it. There are a three ways teachers can leave or end sessions.

**Ending Session** ✖

Your session is currently in Student-Paced Mode. Are you sure you want to end your session?

Yes, I'm sure!     Leave and Allow Students To Keep Working

## METHOD 1
**The End Button in Teacher Dashboard**
Selecting End in the Teacher Dashboard gives the instructor the option to End the Session or simply Leave the Session.

WEEKLY WONDERS - CHILDRE...

Home    Sign Out

⛶ Make Fullscreen

🖵 Open Projector in New Tab

👤 Turn Off Student-Paced

⏻ End This Session

⤷ Leave Session

✖ Stop Student-Paced     ⋮    END

## METHOD 2
**The More Actions Menu in Teacher Dashboard**
In the More Actions (3-dot) Menu in the Teacher Dashboard, instructors can choose to leave the session and preserve student access or end the session for all.

🖵   ⊞   ⋮

👤 Turn Off Student-Paced
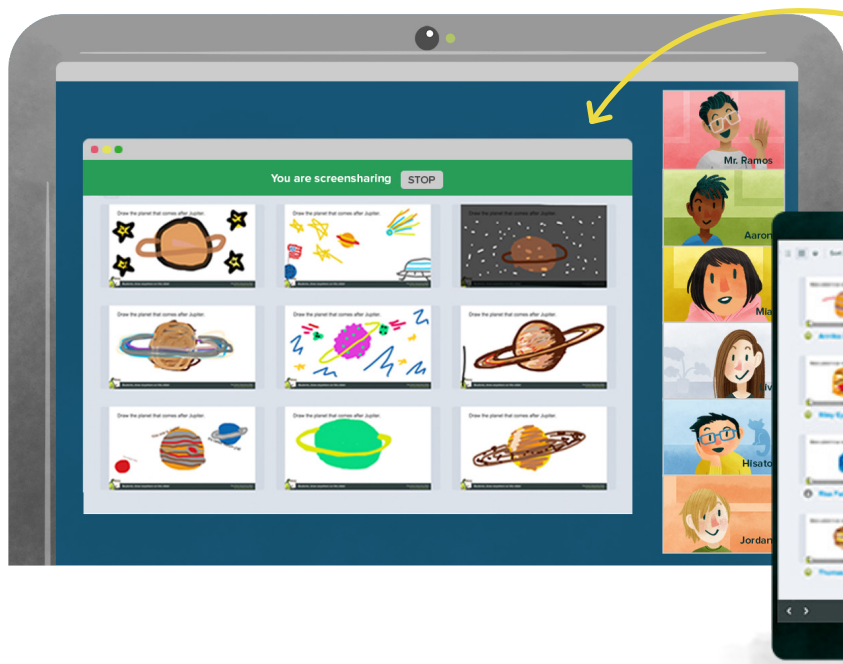
⏻ End Session

✏ Rename This Session

📁 Archive Session
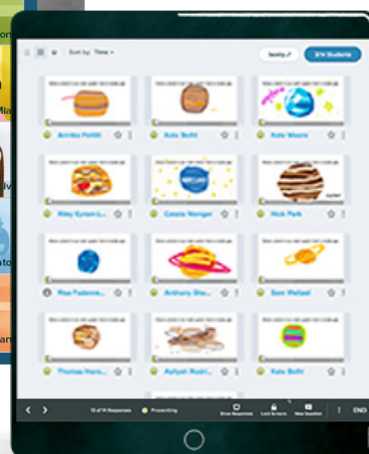
## METHOD 3
**Sessions Page**
If you have left a session open in Student-Paced Mode, you can easily access the Teacher Dashboard for that session from the Session Page in Pear Deck.

# Setting Up Screens for Teachers



**Window 1**
Sharing the window with Presenter View in your video conferencing tool will function like a projector in front of your class.

**Window 2**
Opening the Teacher Dashboard on a second device will allow the teacher to control the session and monitor student responses.

# Setting Up Screens for Students
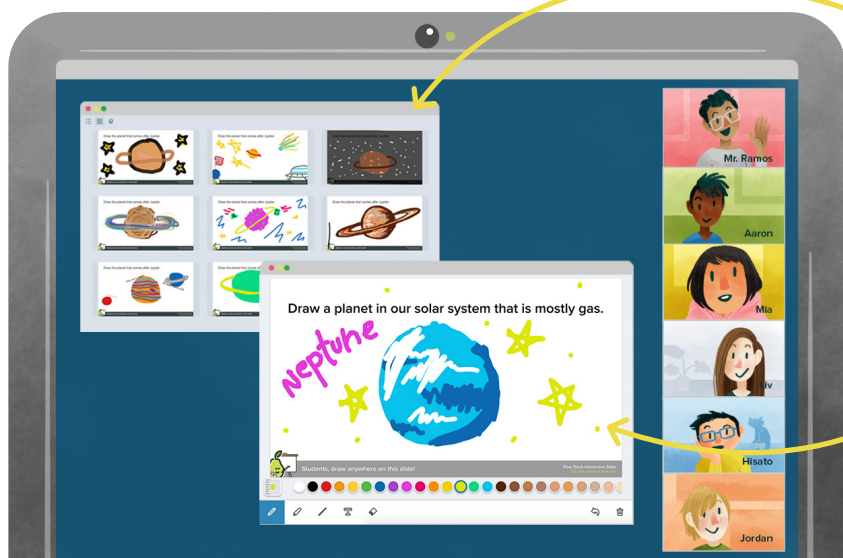


**Window 1**
Video conferencing tool with the teacher sharing Presenter View. This will function like the projector in front of the class.

**Window 2**
Student View in a separate window. This is where students will log in and respond.

# Joining an Instructor-Paced Lesson

Once an Instructor-Paced session is launched, the following will appear on the projector view to assist students to join the lesson.



Pay attention to Peary's callout! It will tell you how many of your students have joined so that you can begin your presentation with everyone ready!

It's a great idea to have your first slide be interactive so students can answer as others log in.

**1** By navigating to joinpd.com, students can enter the unique 6-letter code to join the lesson.

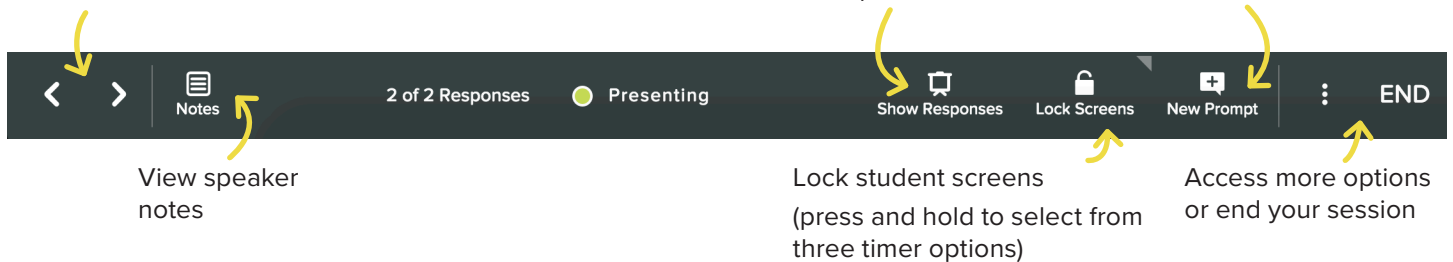**2** Teachers can share the lesson directly to Google Classroom for students to join.

**3** Teachers can copy a direct link to the session and send it to students, or paste in an LMS or other location for students to access.

# Presenter Controls

The Teacher Dashboard allows the teacher to have full control of the presentation in real time.

Advance or reverse slides

Project or hide responses

Add a new prompt to the current session

< > | Notes — 2 of 2 Responses — ● Presenting — Show Responses — Lock Screens — New Prompt — ⋮ — END

View speaker notes

Lock student screens (press and hold to select from three timer options)

Access more options or end your session

## Add a New Prompt

In Instructor-Paced Mode, add new prompts to your presentation on the fly! This helps you extend the discussion when a great question comes up, check in with students, or ask the same question again to collect new responses.

By clicking the New Prompt button in the Presenter Tools, you will be able to add a new interactive slide from a variety of templates.

When you click the Show Responses button, you will change your Projector View to show students' responses to the whole class. This will display students' answers anonymously and is a great way to show everyone's voice without putting anyone "on the spot."

Need students to look at you or the Projector and not their screens? Use the Lock Screens button to prevent students from looking at and interacting with their own screens.

Creating a new prompt is a great way to have students express their understanding in a different mode. But it can also be a teacher's best friend when you forgot to add interaction to a slide in your lesson. Just hit new prompt and add the interaction you intended to without missing a beat.
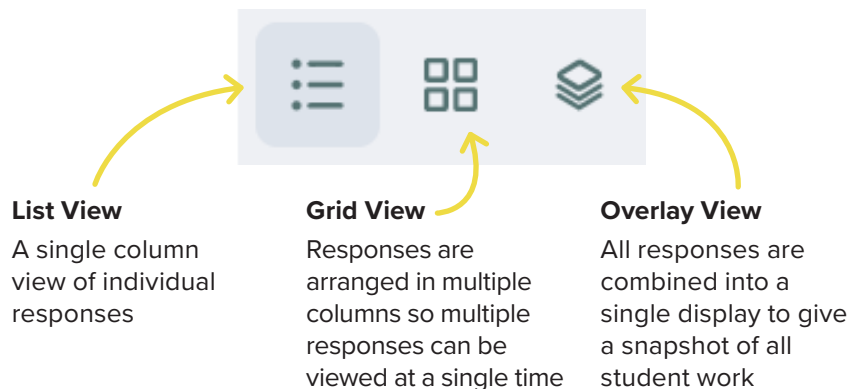
# The Teacher Dashboard

When running a live session, the Teacher Dashboard allows the teacher to see individual student responses in real time. Student names are tied to responses on the Teacher Dashboard, but appear anonymous in the Projector View.
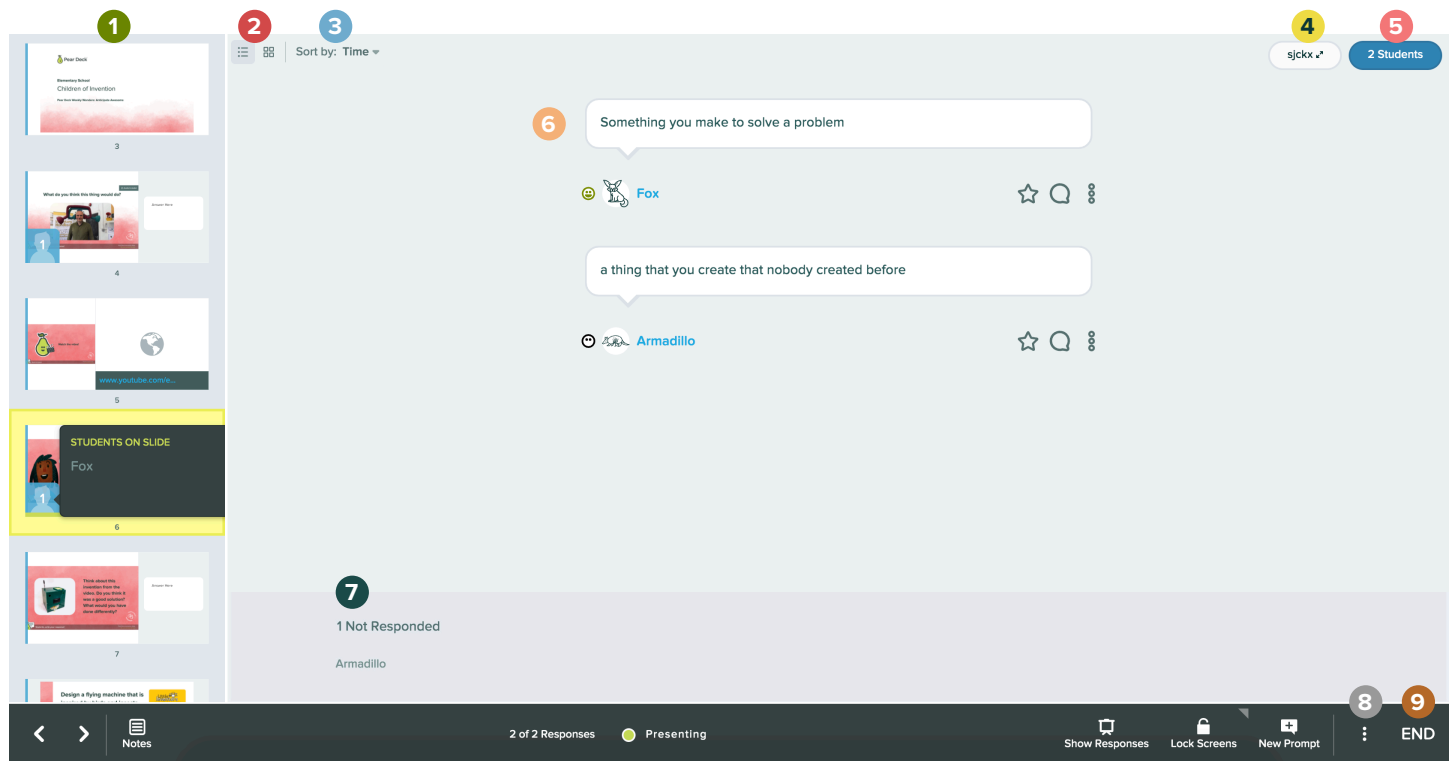


1. List of Slides in Deck; currently viewed slide is highlighted yellow
2. Response view control
3. Sort Response Control
4. Project session login screen
5. View Student Roster
6. Live student responses
7. Names of students who have yet to respond to this slide
8. More Actions Menu
9. End Session

## Changing Response Layouts

Whether attempting to view student responses on the Teacher Dashboard or share student responses on the Projector View, using the best response layout is a must to track and share student voice.



**List View**

A single column view of individual responses

**Grid View**

Responses are arranged in multiple columns so multiple responses can be viewed at a single time

**Overlay View**

All responses are combined into a single display to give a snapshot of all student work

# Student Takeaways

Student Takeaways *(a Premium feature)* are a notes document provided for your students as a Google Doc that lives in Google Drive. After you finish presenting your Pear Deck session, you can choose to publish Takeaways for each student in the Session. You must end a Session to publish Takeaways.

## Takeaways Quick Facts

- In the Takeaway, students see each slide from the Deck and all of the answers they provided to your questions. They only see their answers, not the answers of their peers.
- The teacher has editing rights to each student's Takeaway. That means you can open a student's Takeaway and leave comments for them.
- Students also get space to type notes and reflect on what they learned.
- Each time you publish Takeaways, you get a Blank Responses Copy. You can share it to a student who missed class so they can work through the lesson!
- Takeaways can be published only once per session, but you can run unlimited Sessions from Pear Deck.
- Turn on Student Takeaways from the Settings section of My Account.

**Takeaways**   ON ⬤

After class, publish a personalized review Doc for each student that contains every Pear Deck slide and that student's response. The Takeaway is published as a Google Doc, so you can give feedback and collaborate individually.

Learn More

## Why use Takeaways?

They're great for:

- Student reflection
- Extending a lesson
- Providing a lesson to a student who has been absent from class
- Closing the feedback loop

# Student Takeaways CONTINUED

## How to Publish Student Takeaways from a Session

When you are ready to end a Session, you can choose to publish Takeaways. Click the End button. A box will pop up for you to name your Session.

Be sure the box is checked next to Publish Student Takeaways and that your Session is named. Then click Save & End Session.

**Ending Session** ✖

Enter a name for this Session to quickly find and review these student responses later.

Weekly Wonders - Children of Invention

☑ **Publish Student Takeaways**

Cancel **Save & End Session**

## How to Publish Student Takeaways from the Sessions Menu

You can also publish Takeaways from any Pear Deck Sessions menu. The Session must be ended in order to publish Takeaways. If you've already published Takeaways for a particular Session and you click this button, you will receive a link to the Takeaways in your Google Drive.

Reopen Session

Name This Session

Takeaways

Export to Spreadsheet

Because Takeaways will be sent to your students, naming the session will be important for you and for them. Try naming the Session according to your block/period or for younger students by the class and year (example: Mrs. Smith's Class 2018).

*If you forget to end a Session in order to publish Takeaways, no worries! You can quickly do this from the same More Actions (3-dot) Menu. Then you can send the Takeaways from the same dropdown menu.*

# Exporting Student Responses to a Google Sheet

If you would like to see all of your students' responses for each question in one place, then you will want to export the Session to a Google Sheet. You need to make sure that the Session has ended. Much like Student Takeaways, you can only export to responses *once* per session.

## Exporting from the Sessions Menu

**1** Go to your Pear Deck Home.

**2** Open your Sessions Menu.

**3** Click on the More Actions (3-dot) button.

**4** Click Export to Spreadsheet. Your Google Sheet will open in a new tab.

**2**

🏠 Home   **Sessions**   Help

**3**

**3**

🗔 **Reopen Session**

✏️ **Rename This Session**

📁 **Archive Session**

⬈ **Takeaways**

**4** ⬈ **Export to Spreadsheet**

# Pear Deck™