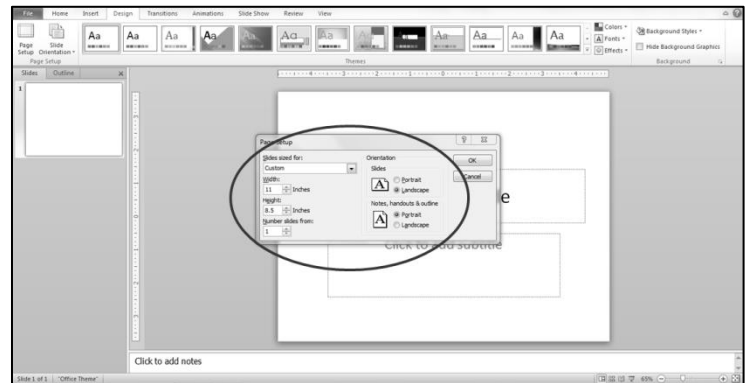
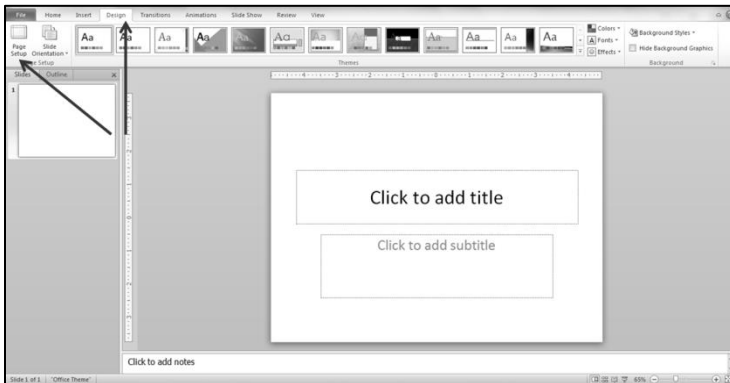
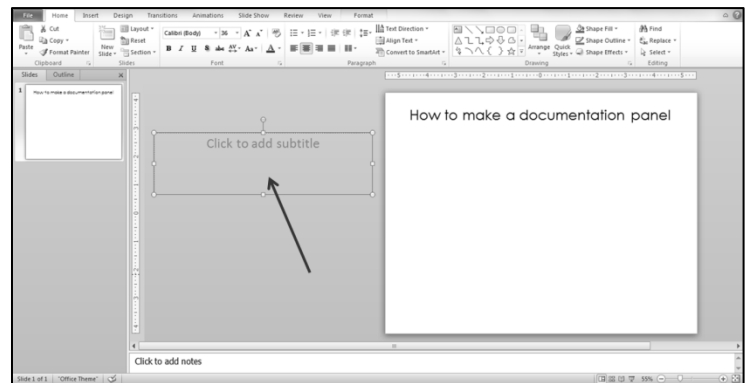
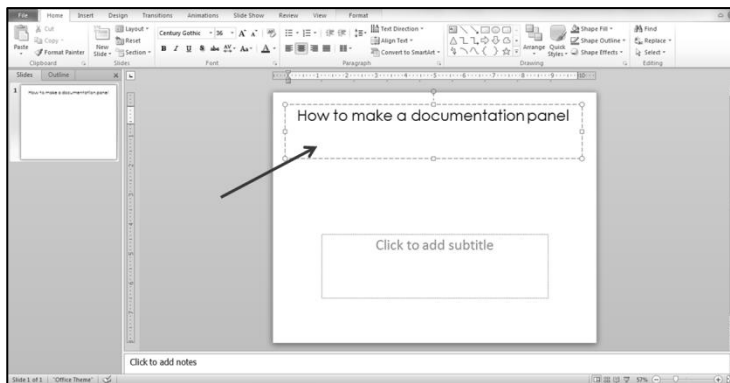


How to create a panel Using Power Point



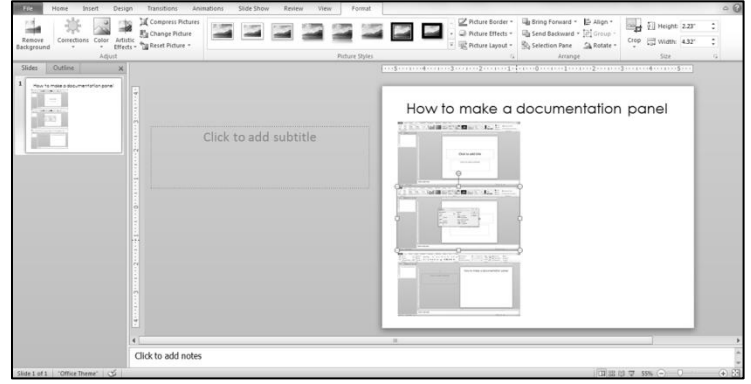
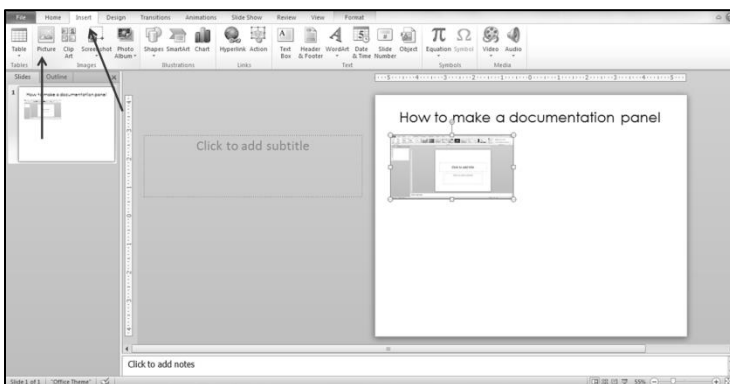
1. Open Power Point and re-size your slide so that it is the same size as the paper that you want to print the panel on. To do this go to the **Design** tab and select **Page Setup**.

2. Set the size of your slide by changing the measurements. In most cases it will be 8.5"x11" but you may also choose to create a legal size or larger panel, depending on your printer's capabilities.



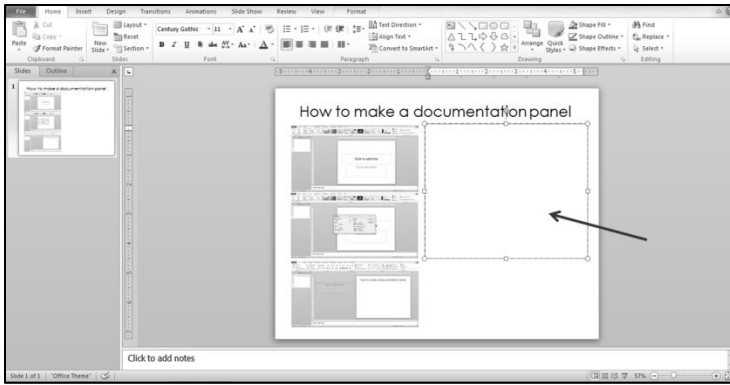
3. Move the **Title Box** to the top of the page and type a title for your panel.

4. Move the **Subtitle Box** off the page, you'll come back to it later.

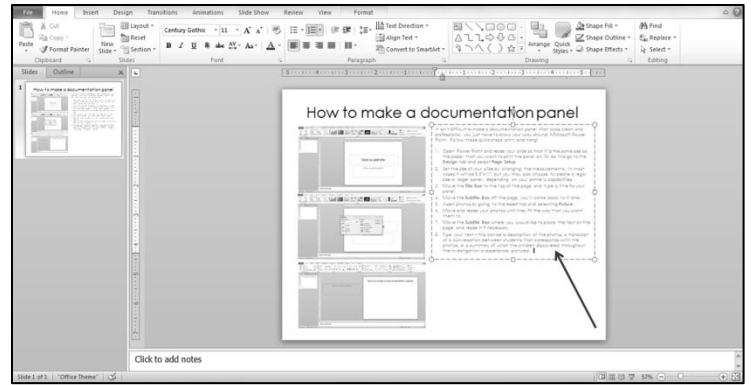


5. Insert photos by going to the **Insert** tab and selecting **Picture**.

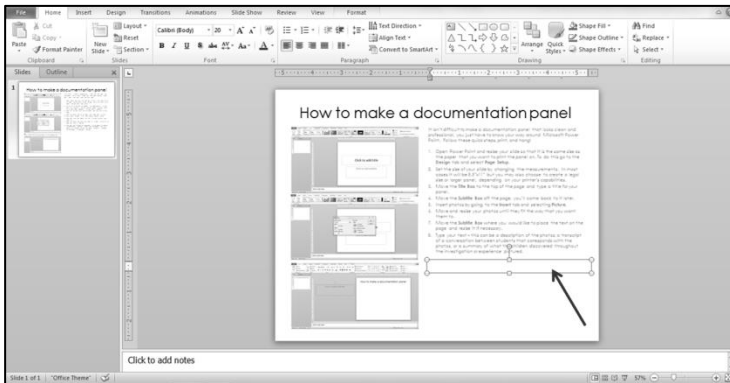
6. Move and re-size your photos until they fit the way that you want them to.



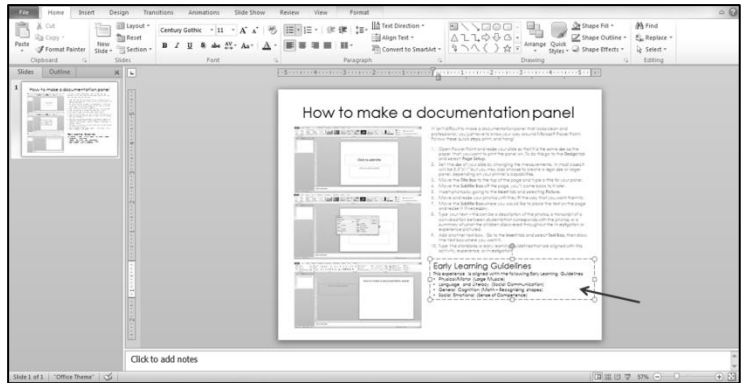
7. Move the **Subtitle Box** where you would like to place the text on the page and re-size it if necessary.



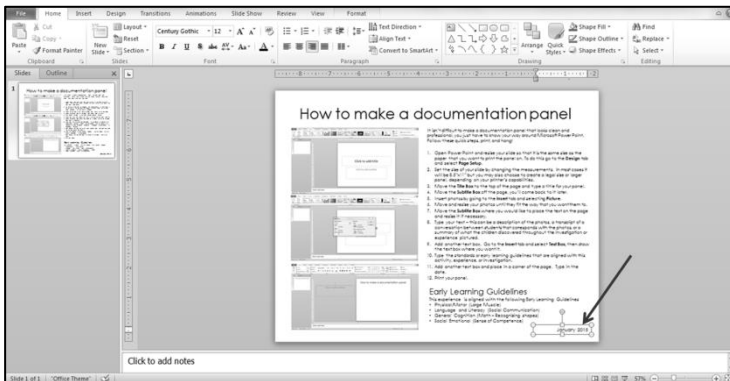
8. Type your text.



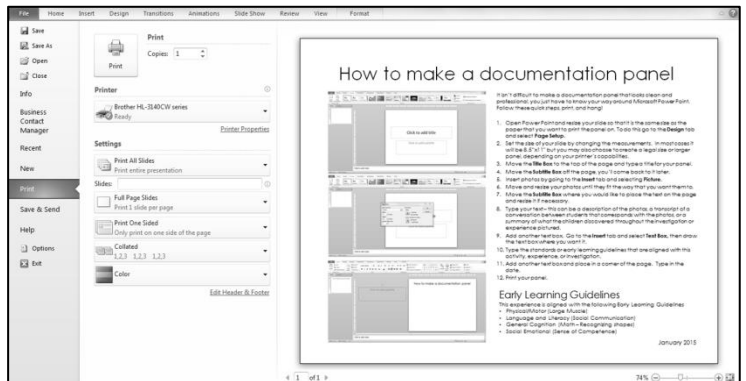
9. Add another text box. Go to the **Insert** tab and select **Text Box**, then draw the text box where you want it.



10. Type the standards or early learning guidelines that are aligned with this activity, experience, or investigation.



11. Add another text box and place in a corner of the page. Type in the date.



12. Print your panel.

- Use photos that really show the children learning - can you see the look on their face, or what their hands are doing? Those photos tell the story.
- Don't feel pressure to include a photo of every child in your class, over time you will create many panels with many photos of many children, you will include them all over time. A panel is for those "Aha! Moments" and every child does not have the same enlightening moments at the same time, or during the same activity.
- Instead of simply describing the activity (that is what your lesson plans are for), write about how the children responded to the materials, the things that they said to each other, and the questions or exclamations that you heard throughout the experience. You could also write about the things that they said after the investigation was over.

To download Documentation Panel Templates please visit www.teacherspayteachers.com/Store/Erin-Holleran