

PowerPoint to Lesson Plan Generator (PPT2LP) V1

PPT2LP

PPT2LP is a PowerPoint Add-In that enables the user to transfer selected sections of PowerPoint Notes into a Lesson Plan Template in Microsoft Word.



How is this useful to me?

This automation enables you to generate your Lesson Plan for your instructional PowerPoints automatically! Consider that Lesson Plans are often avoided because they are time consuming to create. They are even more time consuming to update when the presentation changes over time! When updating a PowerPoint presentation for a training session or course, you might make hundreds of little changes throughout the PowerPoint that then also have to be reflected in the Lesson Plan. Creating and updating Lesson Plans are time consuming and error prone. It is especially difficult over multiple presentations with hundreds of slides. In short, it is painful, mind-numbing work that few people enjoy doing.

How does it work? Tags!

All the information for your Lesson Plan is entered into the Notes field within PowerPoint. This information is inserted into your Lesson Plan Template using “tags”. A tag is a code that indicates where this information should be inserted into your Lesson Plan Template which is made in Microsoft Word. You can make up tags and place those tags in the first row of the table which you want each Slide to be inserted to, along with the lesson information for that slide.

How is a Tag Formatted?

A Tag is indicated within the a PowerPoint slide’s Notes field by adding two square brackets in front of the tag name, ie: **[[MyTag** and is then followed by another open square bracket to indicate the start of the content, ie: **[[MyTag[This is an example of a tag.** It is as simple as that.

You can make up your own Tag names. So long as the Tag name is spelt the same way, and follows the bracket rules as indicated, and that Tag is in your Lesson Plan Template in Word, upon executing the Add-In, the information will be transferred from the Slides in your template at that location. Each slide has its own row in the Lesson Plan Template document. You only need to define the first row and its Tags. The Add-In will automatically make all the rows needed to insert all the Slides contained in the PowerPoint presentation.

Built-In Tags

There are some built-in tags that you would typically need when documenting a lesson plan:

Tag	Description
[[Slideimage	The graphic image of the slide.
[[Slide#	The Slide Number within PowerPoint.
[[SlideCount	The total number of Slides in the PowerPoint Presentation
[[Duration	The expected time it takes to deliver a slide (hh:mm:ss format)
[[TDuration	The total time for the presentation, automatically calculated by adding up all the duration times noted for each slide (hh:mm:ss format).

How to Prepare a Lesson Plan Template in Word

In Microsoft Word, create a normal lesson plan document, or use one you've created. To create a section of the lesson plan where the slides and their lesson plan text can be imported, create a table with two rows. You can have as many columns as you wish. In the first row, insert your tag fields within the row as you want them to appear when the document is merged:

Lesson Plan		
Presentation	BIOFUELS	Estimated Time [[TDuration]
<i>Advanced Biofuels</i> <i>A Truly Sustainable Renewable Future</i>		<i>Time 08:30 – 09:15</i>
Learning Outcomes		
The audience will become familiar with the opportunities biofuels represent as an energy source and for reducing green house gas production.		
The learner will be able to: Describe biofuels and their production, use and benefits.		
Reference	Lesson Outline	Teaching Aids
[[Slideimage]	Slide no [[Slide#] [[Lesson]	[[Aids] [[Duration]
SUMMARY		TEACHING AIDS
Any Questions? Or Areas You Wish Me <u>To</u> Review?		

Note that the TDuration tag is in a field of its own and not in the slide table. This built-in tag adds all the duration times in your slides to create a total and can be anywhere in the lesson plan document.

How to Prepare the PowerPoint

In Microsoft PowerPoint, create a Powerpoint as normal and place your lesson plan information in the Notes portion of the presentation. Add the tags in front of the content that you want to have merged into your lesson plan document. If a slide does not contain a particular tag with information for it, it will be skipped in the import process:

The screenshot displays the Microsoft PowerPoint interface. The top ribbon includes tabs for File, Home, Insert, Design, Transitions, Animations, Slide Show, Review, View, Developer, Help, HTML5Point, and PPT2LP. The Home tab is active, showing options for Clipboard, Slides, Font, Paragraph, Drawing, Editing, Voice, and Designer. The main slide area shows a presentation slide with the title "Advanced Biofuels A Truly Sustainable Renewable Future" and the Advanced Biofuels USA logo. The notes pane below the slide contains the following text:

[[Lesson]
Introduce Advanced Biofuels USA and the company's mission to promote Biofuels as a sustainable and renewable energy source.

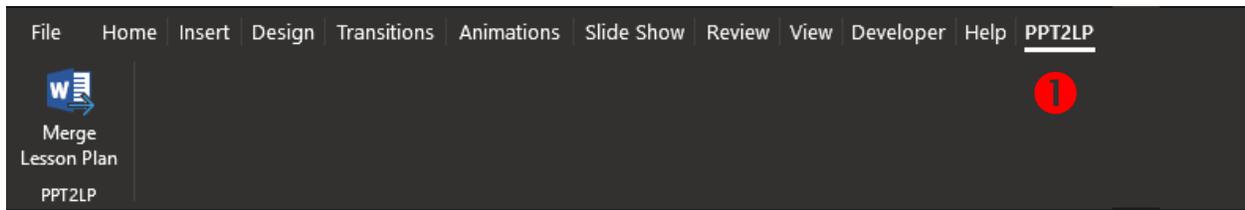
[[Aids]
LCD Projector
Computer
Remote Control
Handouts

[[Duration[00:03:00

The status bar at the bottom indicates "Slide 1 of 7", "English (United States)", and "39%".

How to Automatically Generate your final PowerPoint Presentation and Lesson Plan

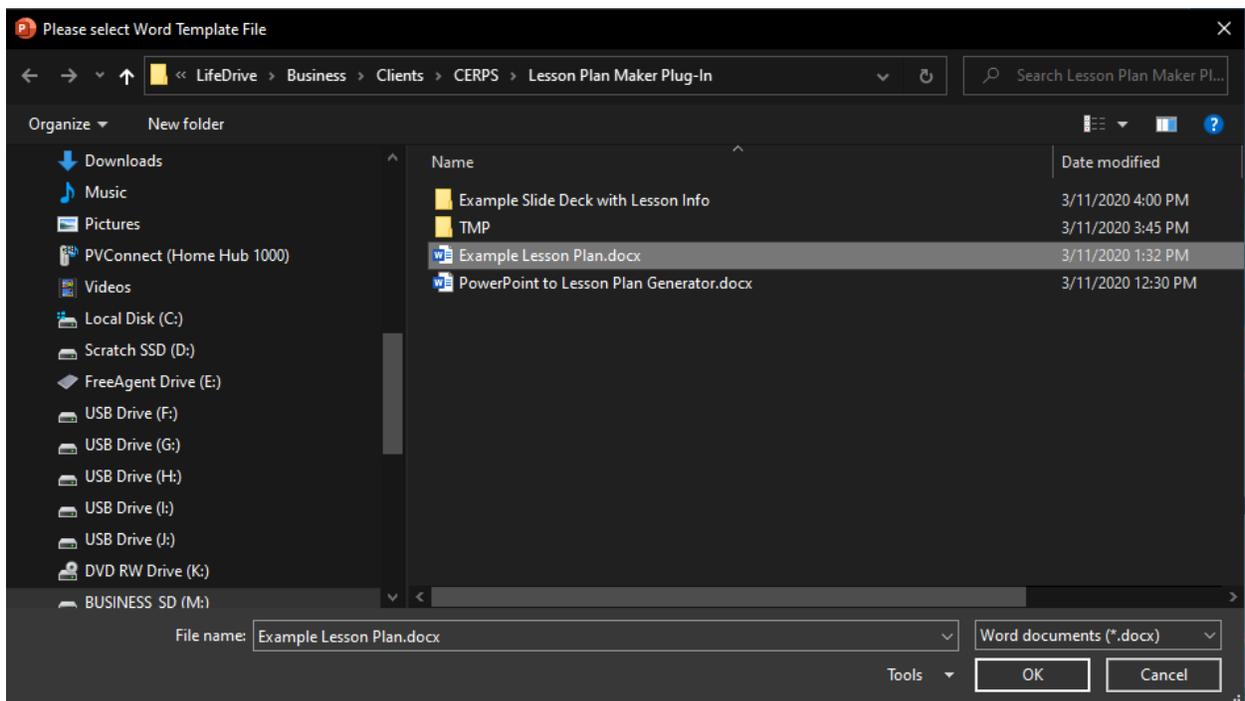
Once you have formatted your Lesson Plan document with your tags, and you have added your Lesson Plan content to the PowerPoint Notes with their tags, the last step is to perform a Merge with your Lesson Plan:



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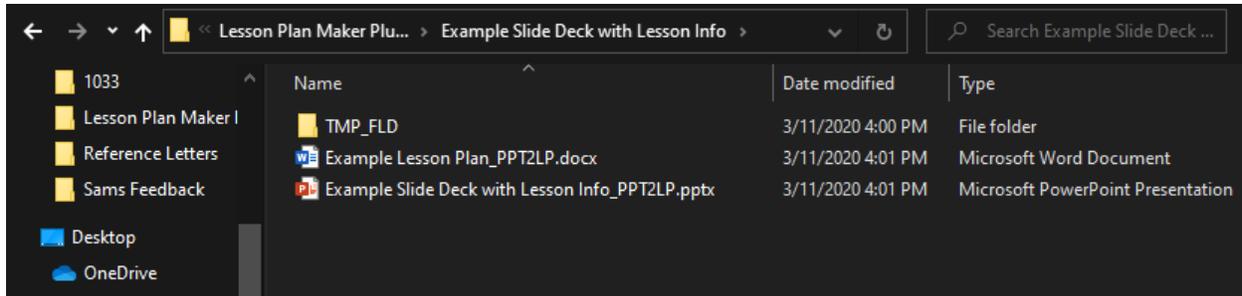
On the menu select the PPT2LP option 1 and then click on the Merge Lesson Plan button to 2 start the process.

A file selection dialog will appear, requesting the Lesson Plan Word document you wish to merge with.

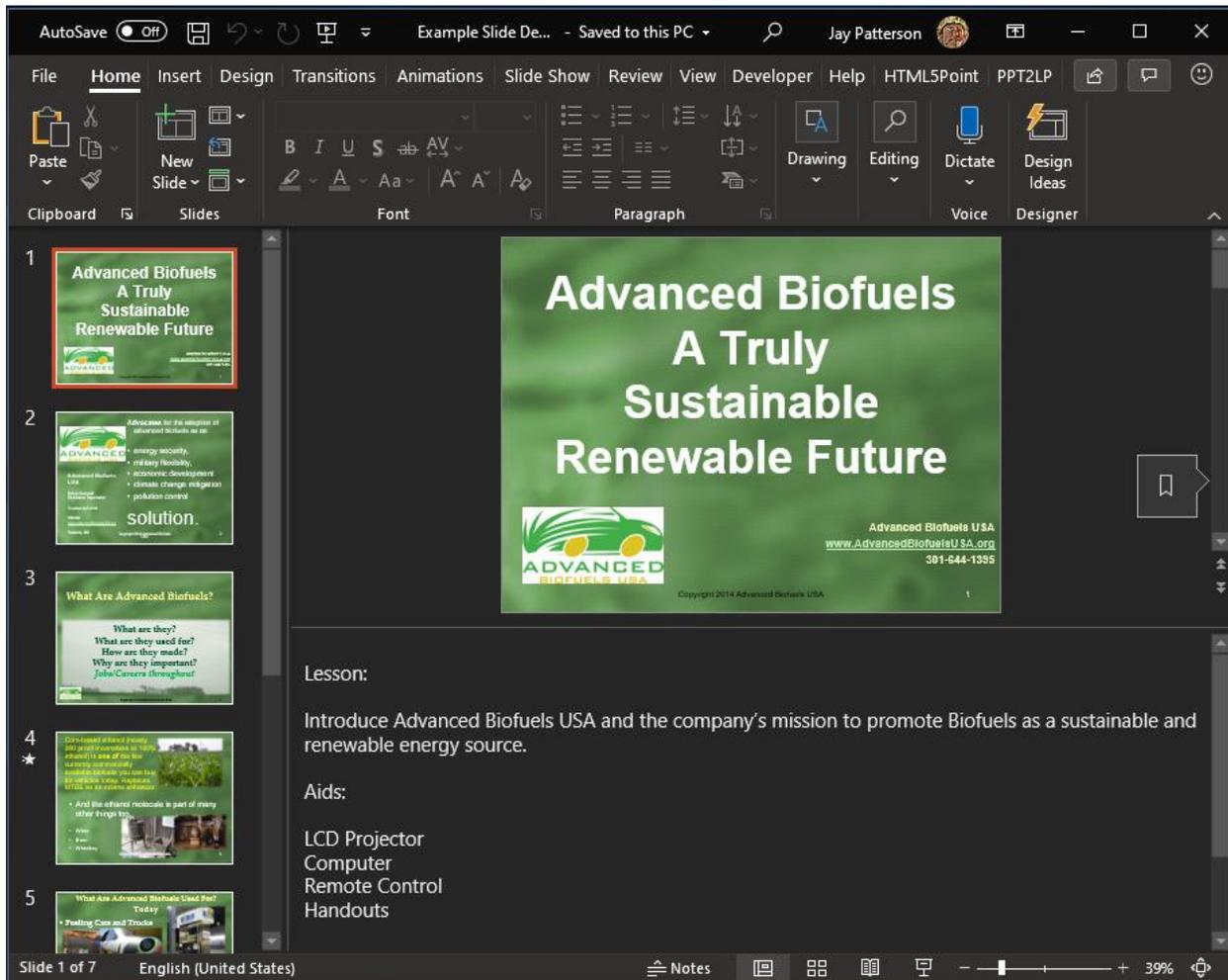


Once you have selected your word file, the process is automatic and the completed Lesson Plan Word document will open with the completed merged information from your PowerPoint.

PPT2LP will create a folder based on the PowerPoint file name and copy two files into the folder:



One file is your completed and merged Lesson Plan document and the other is your PowerPoint presentation with the tags converted to section titles for better readability:



Your completed lesson plan will look similar to this:

Lesson Plan		
Presentation	BIOFUELS	Estimated Time 00:21:00
<i>Advanced Biofuels A Truly Sustainable Renewable Future</i>		<i>Time 08:30 – 09:15</i>
Learning Outcomes		
The audience will become familiar with the opportunities biofuels represent as an energy source and for reducing green house gas production.		
The learner will be able to: Describe biofuels and their production, use and benefits.		
Reference	Lesson Outline	Teaching Aids
	Slide no 1 Introduce Advanced Biofuels USA and the company's mission to promote Biofuels as a sustainable and renewable energy source.	LCD Projector Computer Remote Control Handouts 00:03:00
	Slide no 2 Advanced Biofuels USA, a <u>nonprofit</u> educational organization advocates for the adoption of advanced biofuels as an energy security, military flexibility, economic development and climate change mitigation/pollution control solution. Our key tool for accomplishing this is our web site, www.AdvancedBiofuelsUSA.org , a resource for everyone from opinion-leaders, decision-makers and legislators to industry professionals, investors, feedstock growers and <u>researchers</u> : as well as journalists, teachers and students. In addition, we prepare technology assessments, present briefing documents to Congressional staff, participate in international conferences on renewable fuels, provide both background and attributed interviews for a wide range of journalists and broadcast reporters, consult with international conference organizers, conduct presentations and lectures for civic and school groups, and	00:03:00

The merge process will create a new row for each slide found in the PowerPoint and substitute the tagged Notes text for the lesson plan tags found in the Lesson Plan Word file.

Recommended Workflow

It is important to understand that if the outputted Word and PowerPoint files within the output folder are edited after a merge, as **future merges will overwrite any changes you make**. When updating a Lesson Plan or Powerpoint presentation, make the changes in the source files first and then re-merge them to create new outputs containing your intended updates. This also has the added benefit of not having to manually synchronize your Lesson Plans and Powerpoint presentation when you make changes as your session or course evolves.

Compatibility

At the time of this writing, this Add-In has been tested to work with Microsoft PowerPoint and Word at their versions in March 2020. Updates may be required in the future if Microsoft changes any of the APIs in Visual Basic for Applications (VBA) which this Add-In is written in. I have tested this on PC, but not on MAC.

Downloading

This Add-In can be downloaded at <https://ppt2lp.com>

Any future updates or information about the Add-In can be found there.

Installation

PPT2LP relies on one file to be added to your PowerPoint program. It is name PPT2LP.PPAM

You need to install this Add-In by selecting File > Options > Add-ins. In the Manage drop down field, select "PowerPoint Add-ins" and press the "Go" button. On the Add-Ins dialog that appears, press the "Add New..." button and select the PP2LP.PPAM file. Then close the dialog and exit out of options. PPT2LP is now added to your copy of PowerPoint and will appear as a menu option until such time as you choose to de-install it.