

■ RICK HESSE, Feature Editor, Pepperdine University

## Class Photo Album Using Office 2007

by Maurie Lockley, University of North Carolina, Greensboro

Making personal contact with students, especially in large classes, is extremely important as a teacher. Students feel validated when instructors know and use their names. They may even attend more regularly when not anonymous. They may believe that if the teacher knows my name, the teacher will notice if I am not in class. As instructors we face the challenge of personally connecting with our students to improve their learning experience. Fortunately, instructors can make these connections more personal using some of the latest technology.

### Photo Ops

At the University of North Carolina, Greensboro (UNCG), the number of students enrolled in each section of some classes has increased many-fold over the last few years. As the number of students increase, some instructors experience a decrease in the ability to connect student names and faces. Luckily, technology exists that helps augment instructor memories. Most faculty members probably have the necessary tools—PowerPoint 2007, Word, or Excel and a digital camera. The following instructions help facilitate connecting with your students more easily.

### Step One—Print the Class Roll

- A. Obtain an electronic copy of your class roster. Course delivery software like Blackboard or the registration support software will provide a list of student names in a soft copy.
- B. Open the list of names in Word or Excel.
- C. Change the paper orientation to **Landscape**.

D. Increase the font size to 72.

E. Decrease all the margins to the narrowest setting your printer will support (generally about ¼" to ½").

F. Print the large-font roster.

### Step Two—Take Pictures

A. Take the large print roster, a pair of scissors, and a digital camera with you to class.

B. Pass the scissors and the roster around the room. Direct students to find their name and cut it out of the roster.

C. Ask each student to hold their name under their chin.

D. Pass the camera around the room. Each student takes a picture of the one seated next to them.

### Step Three—Download the Pictures to Your Computer

A. Create a folder named with the semester, course number, and section number.

B. Follow the camera manufacturer's instructions, download the pictures, and place in the newly created folder.

### Step Four—Create a Photo Album

A. Launch PowerPoint 2007. Sorry, earlier versions do not work this slickly. Instructions for PowerPoint 2003 and predecessor versions are at the end of the article.

B. Click the **Insert** tab.

C. Click the **Photo Album** tool in the Illustrations group.



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*Department. Following many years of technically editing desktop software texts, she wrote, Exploring Access 2007 (Prentice Hall, 2008). In her free time she reads, sings, baby sits grandsons, plays bridge and travels.*

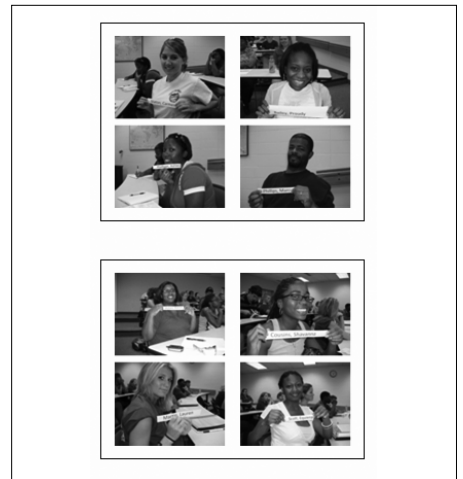
[maurie@uncg.edu](mailto:maurie@uncg.edu)

- D. Select and click New Photo Album.
- E. Click the **File/Disk** button in the Photo Album wizard.
- F. Browse to and open the folder containing the photos of the students.
- G. Click the **first photo** in the section.
- H. Press and hold the **Shift** key.
- I. Scroll to the **last photo** in the folder and click it. (All the pictures should select.)
- J. Click the **Insert** button.
- K. In the Album Layout section click the **drop down arrow** to the right of Picture layout.
- L. Select **4 Pictures**.
- M. Click **Create**. PowerPoint generates a title slide and a four-picture-per-slide slide show.
- N. Rename the title slide with the course and section.

- O. Save the file.
- P. If you want a hard copy, print the file as handouts, two slides per page.

**Conclusion**

Spend a few moments prior to each lecture flipping through the slide show. Making the connection between names and faces grows easier with repetition. If the instructor publishes the finished product on BlackBoard or another class management system, it also helps students make connections with each other. This facilitates group formation and information exchange. Even a shy student may be emboldened to contribute to class discussions when they know the other students in the class. Students often use the photo album to ask questions of classmates. They feel surer that they are e-mailing their questions to the proper classmate.



**Powerpoint 2003 Instructions**

You may use earlier versions of PowerPoint to accomplish a similar result. Although tedious, the method does work. Although tedious, the method does work. Print the role and take the photos following the earlier instructions. Launch a new, blank PowerPoint presentation. Select the four object slide layout for the first slide following the title slide. Click the first place holder on the first slide and choose Picture from the Insert menu. Browse to and select the first student's picture and double-click to insert it. Select the second placeholder and insert the next student's picture. Repeat four times. When the first slide is filled, insert a new slide and insert the student's pictures one at a time into its placeholders. Eventually you will transfer the pictures into the slide show.



Figure 1. In Step Four, click the Photo Album tool in the Illustrations group, then select and click New Photo Album.

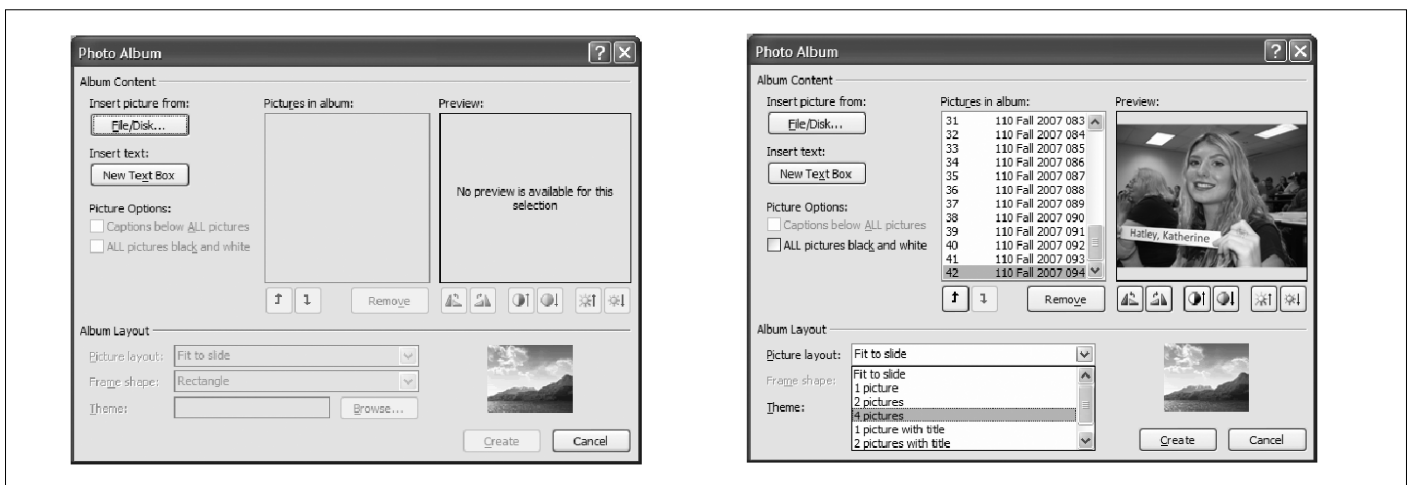


Figure 2. Click the File/Disk button in the Photo Album wizard. Next, in the Album Layout section, click the drop down arrow to the right of Picture layout. Select 4 Pictures. PowerPoint generates a title slide and a four picture per slide slide show.