Pear Deck

Your How-To-Handbook for 2023

Pear Deck Playbook: A Step-by-Step Guide for Getting Started

Pear Deck How-To-Handbook

A Step-by-Step Guide for Educators

Hello!
Welcome to Pear Deck.

We're so excited to help you supercharge student learning. Designed to integrate with classroom tools you already know and use, Pear Deck makes it easy to connect with every student in class every day. But before you dive in, check out this helpful how-to guide to learn the details of getting started with Pear Deck.
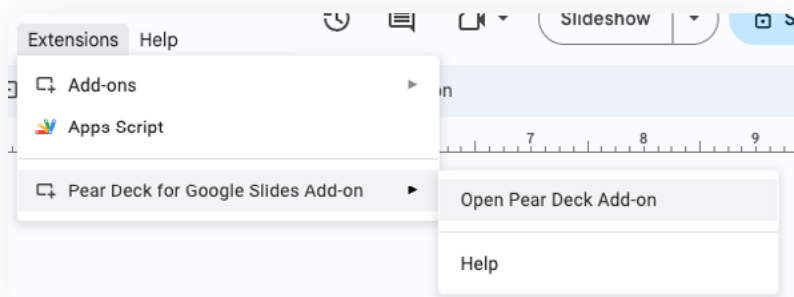
Ready? Let's go!

Getting the Add-On

Before you can unleash the power of the Pear, you'll need to pick up the Pear Deck add-on.

• From Google Slides, go to the Extensions menu and choose add-ons.
• Then, search for "Pear Deck" and add the Pear Deck add-on.

You'll be ready to create and present interactive presentations within Google Slides.

The add-on is tied to your Google Account, so you only need to install it once. You can access the tool across multiple devices as long as you're logged in. While this add-on is for presenters, it isn't needed for those participating in a Pear Deck Session.

Pear Deck Home

The Pear Deck Launchpad is where you can create a new Deck, launch a Session, continue a Session, or view a completed Session.

Launchpad
Your home base for instructional and practice tools

Content Orchard
A collection of templates, quick-start activities, and ready-to-teach lessons

Session History
See your previous lessons

Create a Lesson
Open a new Google Slide and start a Pear Deck lesson
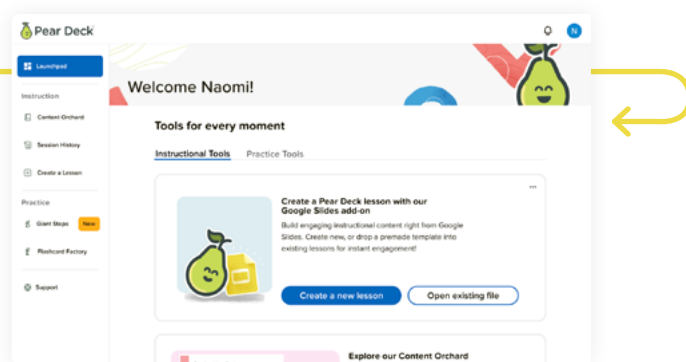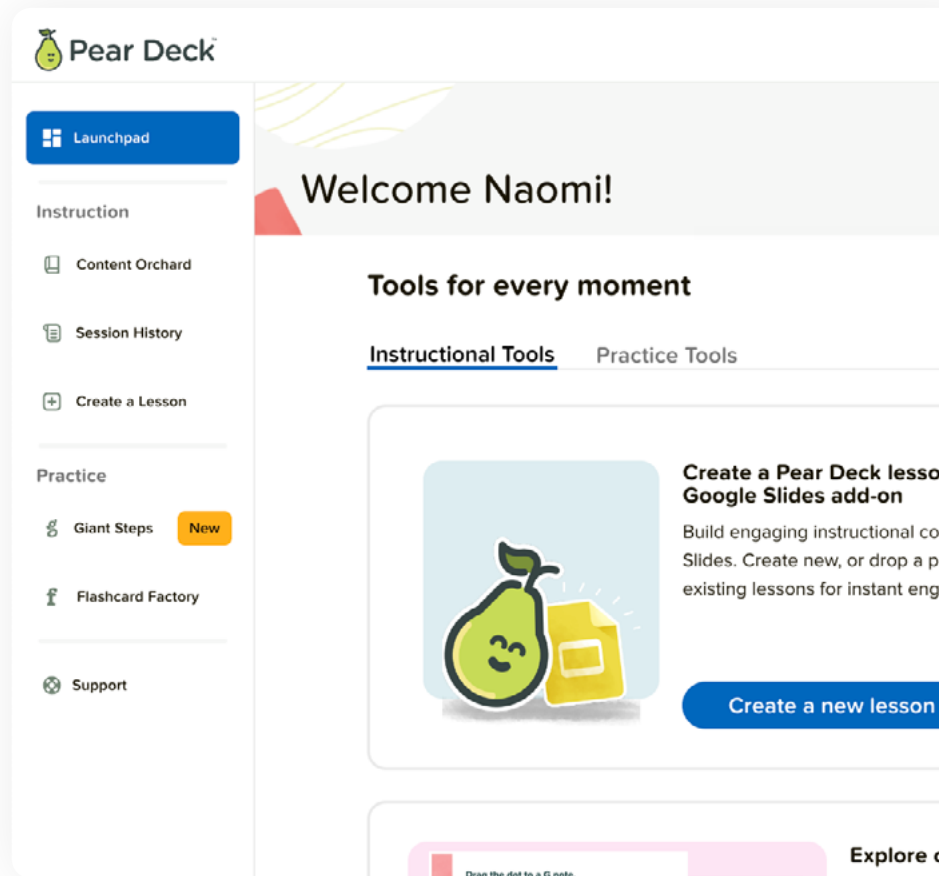
Giant Steps
One-click access to Giant Steps, a tool that turns practice into play

Flashcard Factory
A unique editor that transforms the way students engage with vocabulary
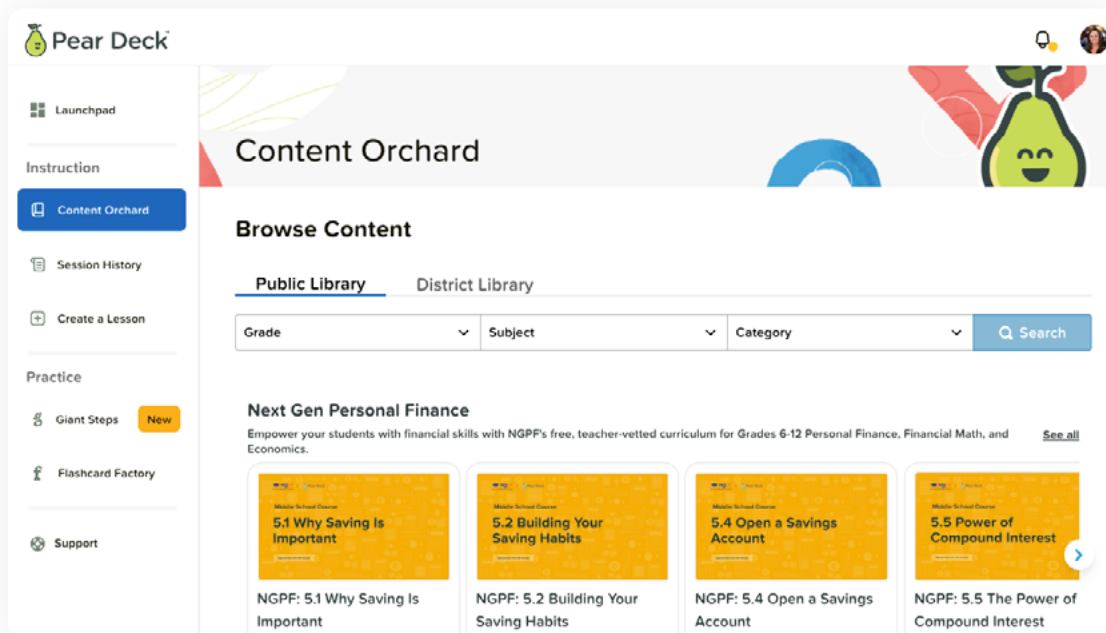
Account Info
Adjust settings for Immersive Reader, Google Classroom, Classroom Climate, and more

Content Orchard

Our growing collection of templates, quick-start activities, and ready-to-teach lessons is **accessible from the Pear Deck Launchpad**. Explore and download hundreds of free, customizable templates created by the Pear Deck team.

Pear Deck collaborates with respected content providers like the Boston Museum of Science, Newsela, EVERFI, PBS NewsHourClassroom, and Flip to create lessons and activities that help students express ideas, build a classroom culture of curiosity, and dive deeper into subjects of interest.

All Pear Deck lessons and activities support instructional best practices, like using real-time formative assessment, prompting critical thinking through discussion and debate, and driving metacognition.

The Content Orchard is always growing! Visit our library of ready-to-teach activities and lessons, ripe for the picking.

Please note: Currently, the Content Orchard on Pear Deck Home only supports Google Slides. Microsoft PowerPoint users can access the same templates on the Pear Deck website at peardeck.com/content-orchard.
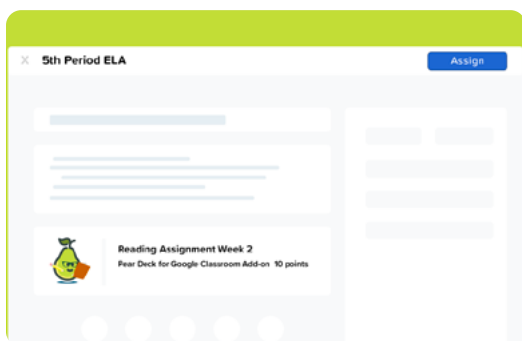
Google Classroom Add-On

Transform lessons into active learning experiences in one seamless environment.

With the Pear Deck for Google Classroom Add-on, you can create interactive lessons, control the pace of instruction, view student work in real time, and provide individual feedback directly within Google Classroom. With single sign-on, students can join the lesson without a code, manage assignments, and review their work for extended learning. It's the magic of Pear Deck in a tool you already know and love!

Pear Deck for Google Classroom Add-on is a Pear Deck Premium feature. To get started, contact your admin to have them install the add-on from the Google Workspace Marketplace.

How It works

Log in to Pear Deck and choose to create a new Pear Deck lesson in Google Slides to add to your Google Classroom, or select an existing file from your Drive and attach it to your assignment. When your lesson is ready to be assigned to students, select 'Confirm lesson' then 'Assign.'
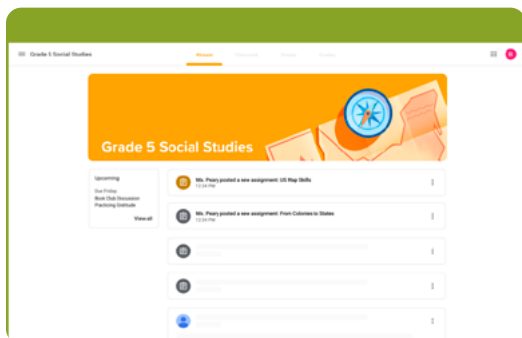
Simply assign the lesson, which will appear for the assigned students in their class stream. Students can join the Session directly from Google Classroom without a code, walk through the Pear Deck lesson, and respond to each interactive slide. When students have completed the Pear Deck lesson, they will be prompted to turn in their assignments.
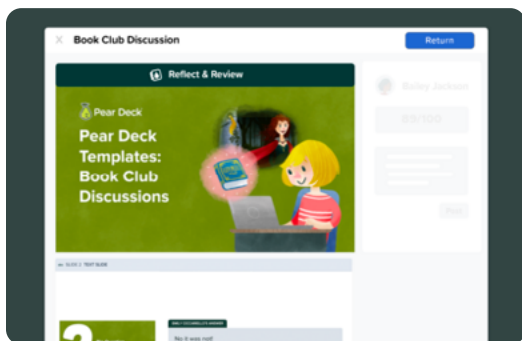
You can then review and assess Session materials and offer personalized feedback directly from Google Classroom.
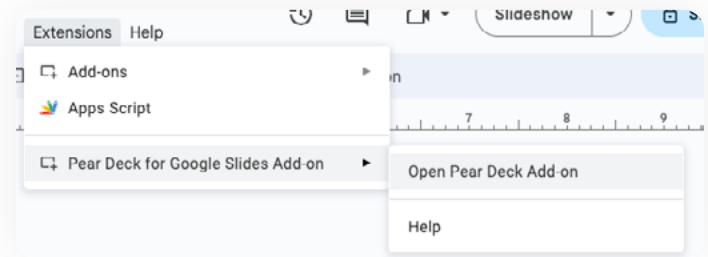
Creating Your Deck

Now it's time to create! There are two different ways to create an interactive slideshow with Pear Deck.

Option 1: Open add-on in Existing Slide
In Google Drive, find the slide file you want to work with or create a new one.
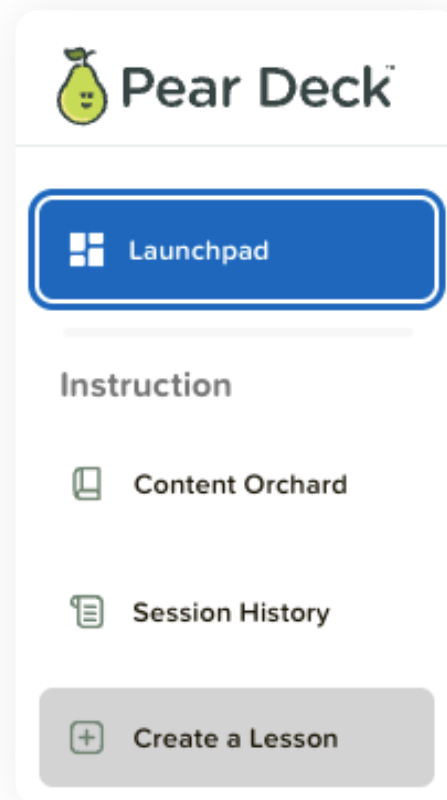
Once in the file:
1. Open the extension menu
2. Choose Pear Deck
3. Open the add-on

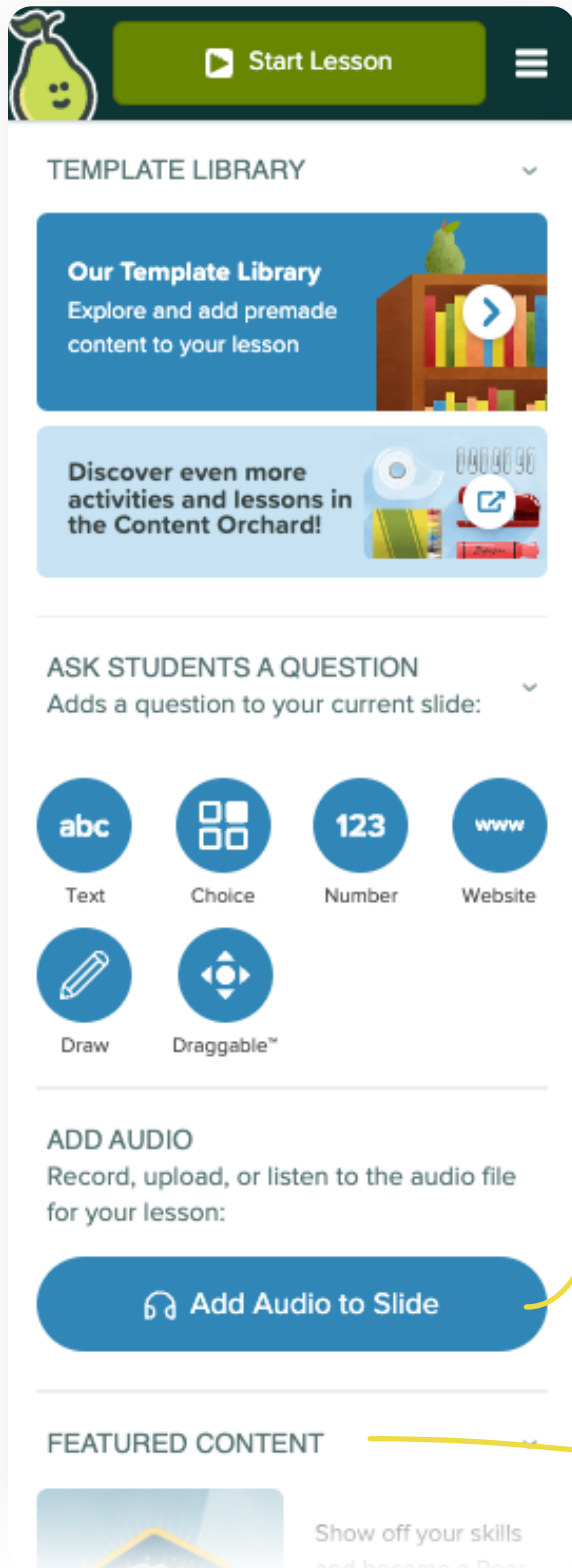**Option 2: Create a New Deck from Pear Deck Home**

From Pear Deck Home, click on the option to create a lesson. This will create a new slide presentation where you can open the add-on.

Note: The presentation is created in the Pear Deck folder in Drive.

The Sidebar for Creating

The sidebar has four different sections you can use while creating your Deck.

Template Library:
Easily add and customize a wide variety of interactive slide templates.

Ask Students A Question:
Add interactions to any slides you have already created.

Add Audio:
Upload or record audio to add to your slides.

Featured Content:
Use the latest lessons and ideas from Pear Deck.

The Template Library

The Template Library is the easiest place to start if you already have a set of slides and want to build active learning strategies by adding these template slides to your presentation.

The Template Library has three sections: Lesson Builder, Learning Development, and Subject Areas. When adding interaction to your instruction, it's important to think about the purpose of this action. These curated categories will help you add the right task at the right time to your lesson.

You can also access the Content Orchard from here for templates, quick-start activities, and ready-to-teach lessons.
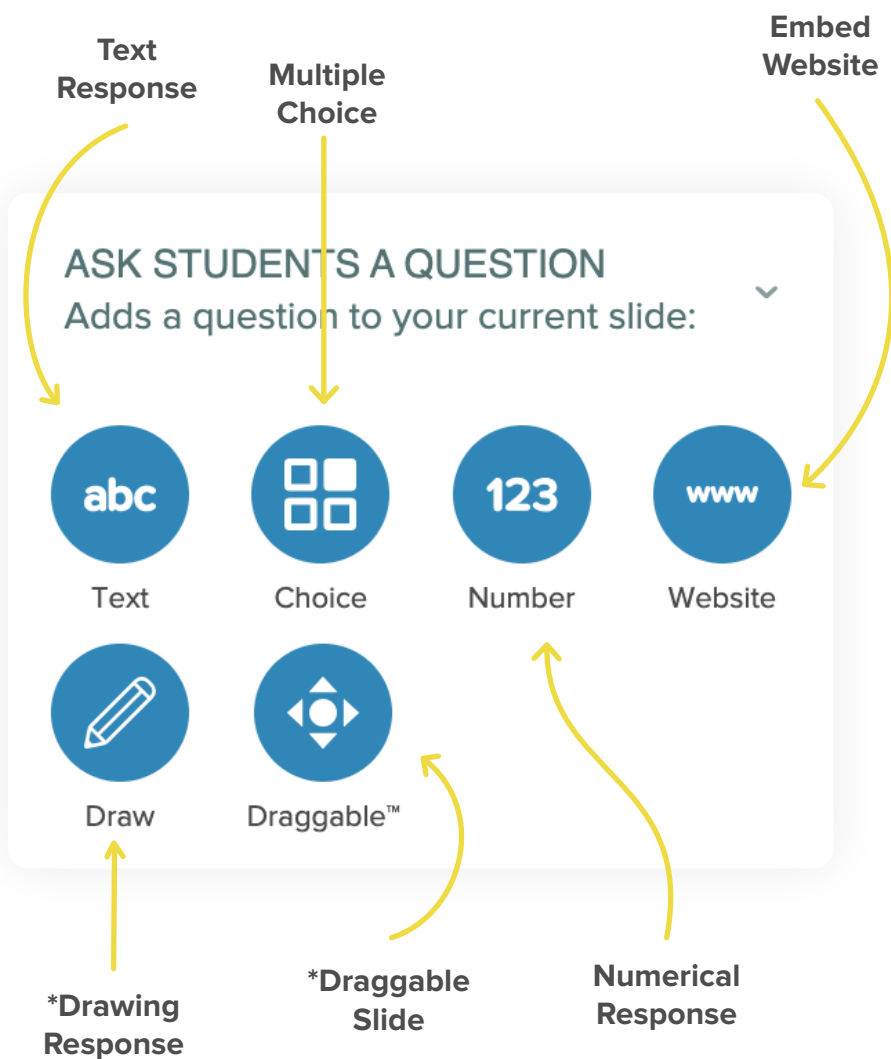
LESSON BUILDERS

Beginning of Lesson
Bell-ringers and Do-nows

During Lesson
Assessments, Activities, and Transitions

End of Lesson
Reflections and Exit Tickets

Explore the Content Orchard
Additional free activities and lessons for SEL, current events, and more!

LEARNING DEVELOPMENT

Critical Thinking
Add these slides to practice thinking skills daily

Social-Emotional Learning
Layer in these slides to nurture social-emotional skills

SUBJECT AREAS

Example Questions
Ideas for any content area

Littles
Grades K - 2

Math

Science

Social Studies

World Languages

ELA

Adding Interactions to Existing Slides

The templates in the library are just the tip of the iceberg. If you're ready to move beyond templates, add interactions to slides.

Simply select the type of interaction you want to add to the current slide.

Text Response

Multiple Choice

Embed Website

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

abc — Text

Choice

123 — Number

www — Website

Draw

Draggable™

***Drawing Response**

***Draggable Slide**

Numerical Response

Text Response
Students input short response answers

Multiple Choice
Students select from multiple-choice options

Drawing Response
Students draw or type directly on the slide

Draggable Slide
Students drag icons to show understanding

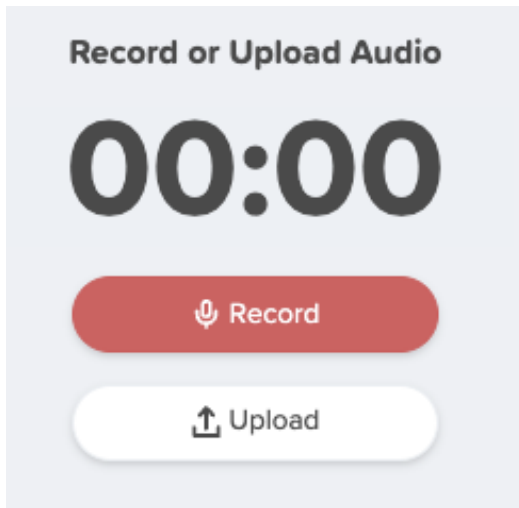**Numerical Response**
Students input numerical responses only

Premium feature

Adding Audio to a Lesson

Along with images and video, adding audio to Pear Deck slides increases the accessibility of your lessons. Record audio live or upload audio in just a few steps. The student can then access audio in both Student-Paced and Instructor-Paced Mode.
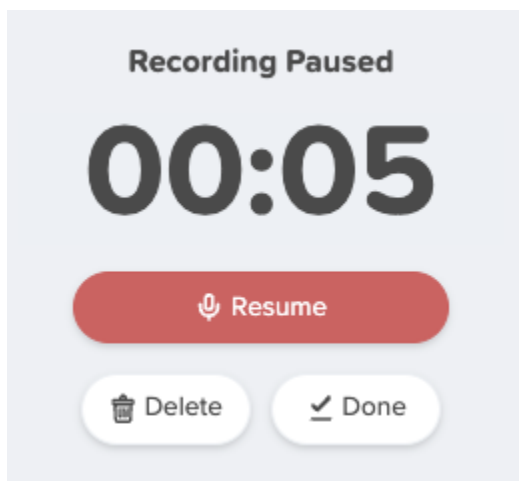
1   Record or Upload

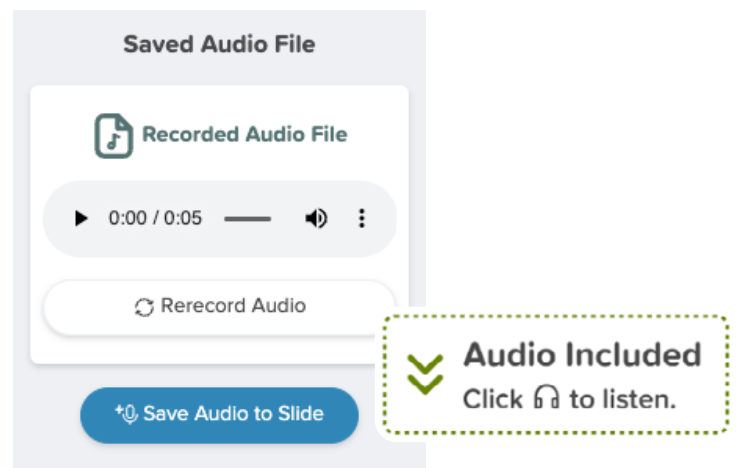**Note:** *Uploaded audio must be in the .mp4 format and no larger than 10 MB.*
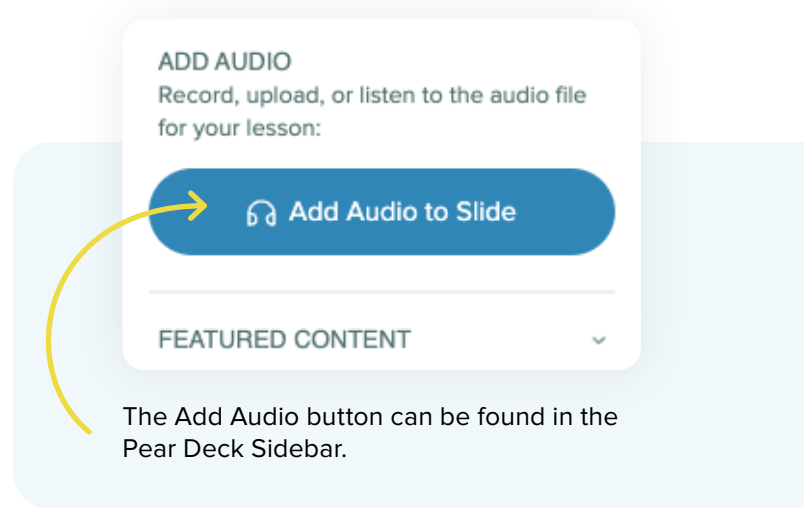
The Add Audio button can be found in the Pear Deck Sidebar.

2   Save or Try Again
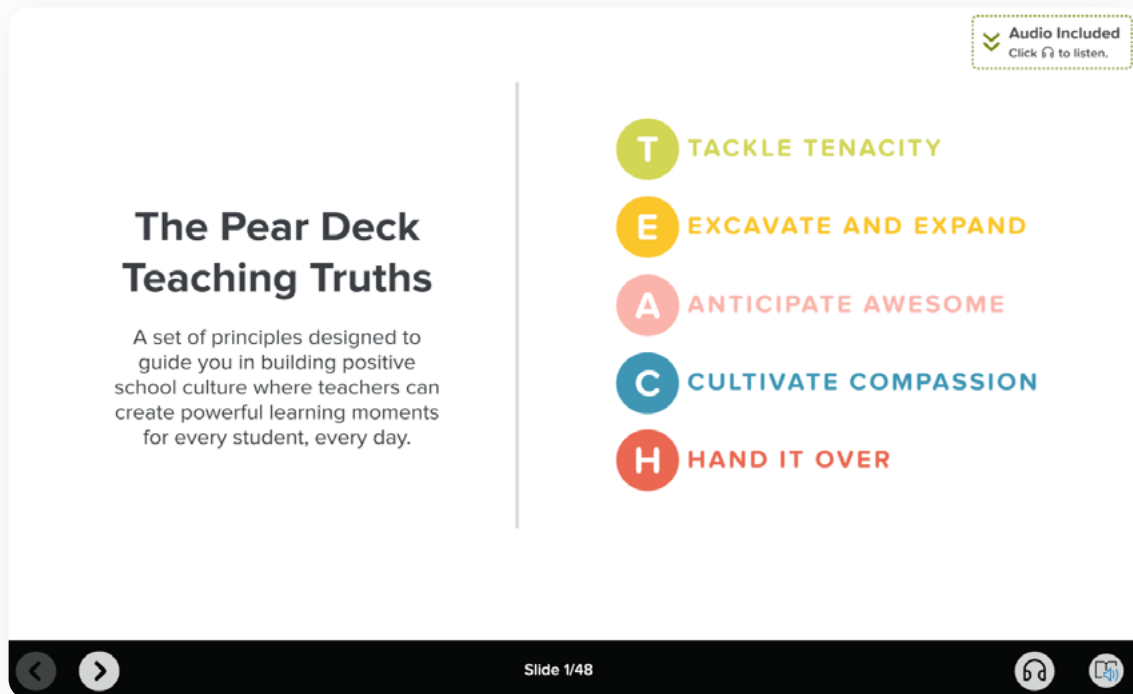

3   Review & Add

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.

Accessing Audio When Presenting a Lesson

In Student-Paced and Instructor-Paced Sessions, students select the audio icon to access the Play Audio menu.

Here are some sound ideas for adding audio!
- Verbal instructions for increased access
- Provide answer to question on slide
- Provide pronounciation of new terms
- Expand upon text provided in slide
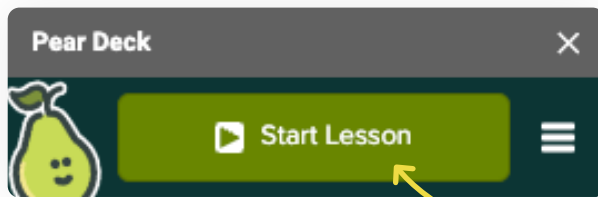- Keep your audio under 3 minutes per slide

Choosing Your Lesson Mode

With Pear Deck, you can run 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.

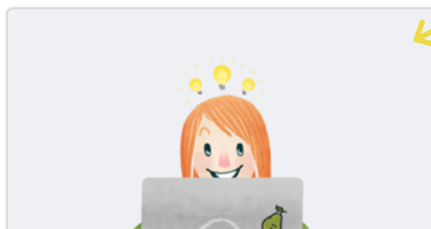**2** **Instructor-Paced for Synchronous Instruction**

The most traditional use of Pear Deck is for whole class instructor-paced Sessions. In these Sessions, all students are on the same slide at the same time. The teacher controls the pace of the lesson and progression of slides. To be successful, this requires teachers and students to set up their screens to mirror what would be present in the physical classroom setting.

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

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're free to navigate independently.

1

Teachers can copy a direct link to the Session and send it to students, or they can add it to an LMS or other location for students to access.

2

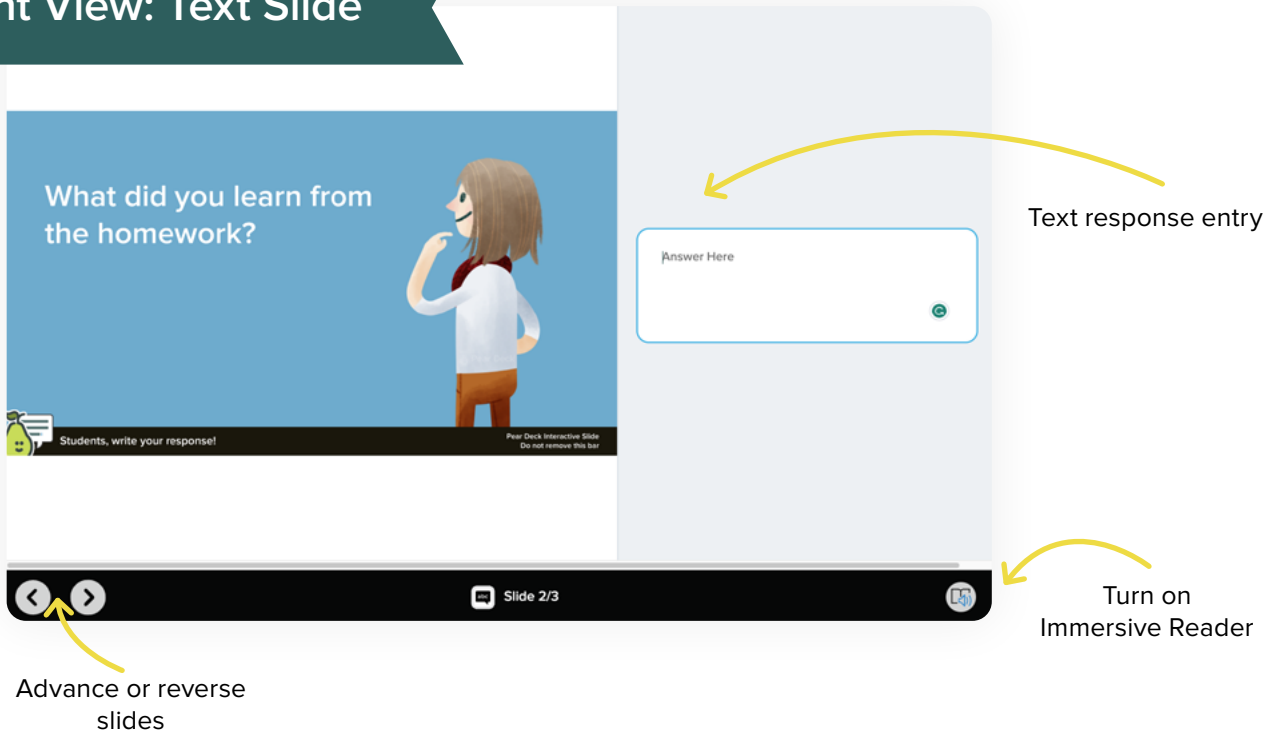Teachers can share the lesson directly to Google Classroom for students to join.

3

Students can navigate to joinpd.com and enter the unique six-letter code to join the lesson.
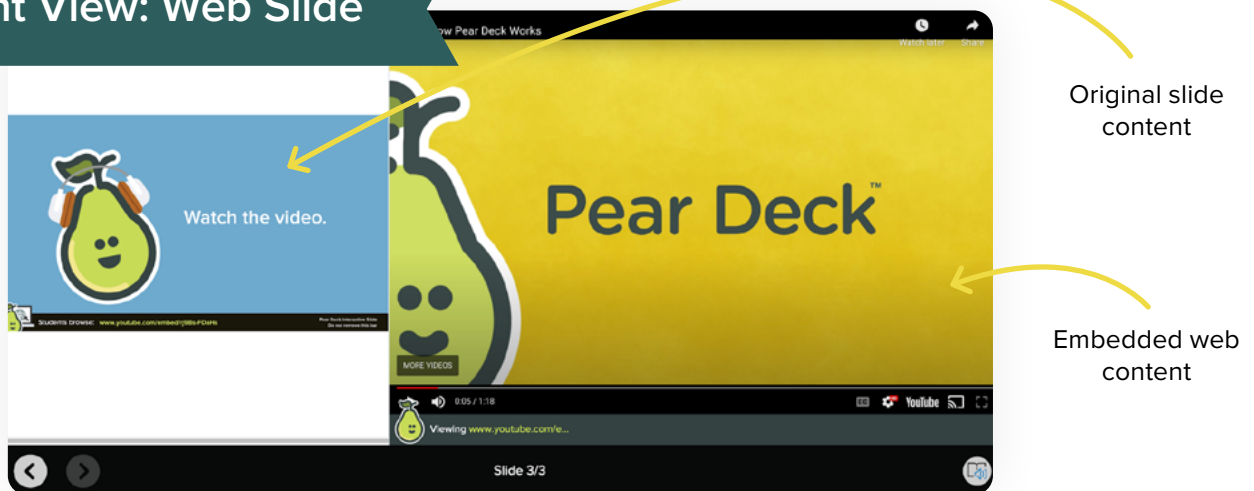
The Student View

In Student-Paced Mode, students can advance slides at their own pace. Each interactive slide has unique controls with which students can respond.

Student View: Text Slide

Text response entry

Advance or reverse slides

Turn on Immersive Reader

Student View: Web Slide

Original slide content

Embedded web content

Leaving vs. Ending Your Session

Once an asynchronous Session is started, it is not necessary for teachers to leave the Session window open. You can leave the presentation without closing the Session and students can still access the Session. You can also end the Session for students whenever you're ready. When a Session ends, students can no longer access the interactive Session. Tell your students when you plan to close the Session during an asynchronous Session, so they have ample time to complete their lesson. There are three ways you can leave or end Sessions.
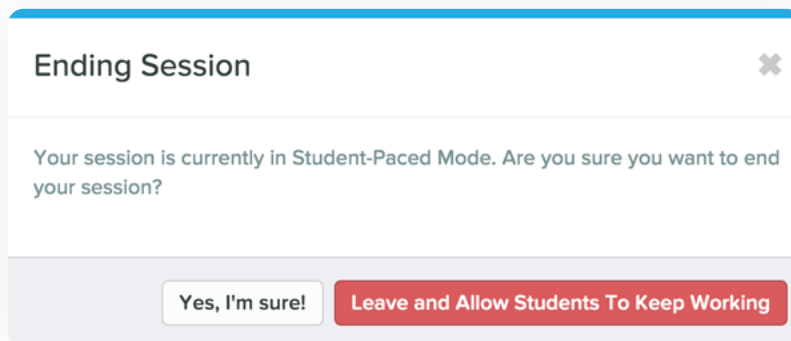
METHOD 1

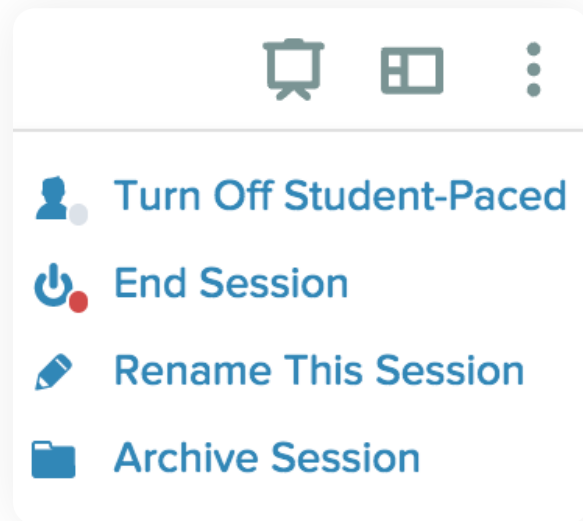**The End Button in Teacher Dashboard**

Selecting End in the Teacher Dashboard gives the instructor the option to End the Session or simply Leave the Session.
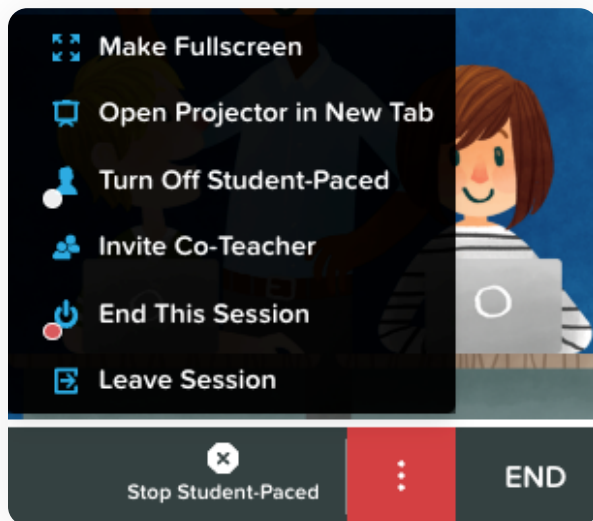
METHOD 2

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.

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.

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 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.
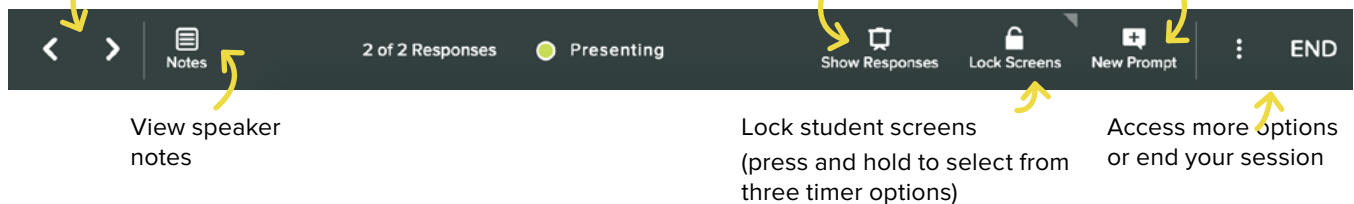
Presenter Controls

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 selecting the New Prompt button in the Presenter Tools, you can add a new interactive slide from a variety of templates.

When you select 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.

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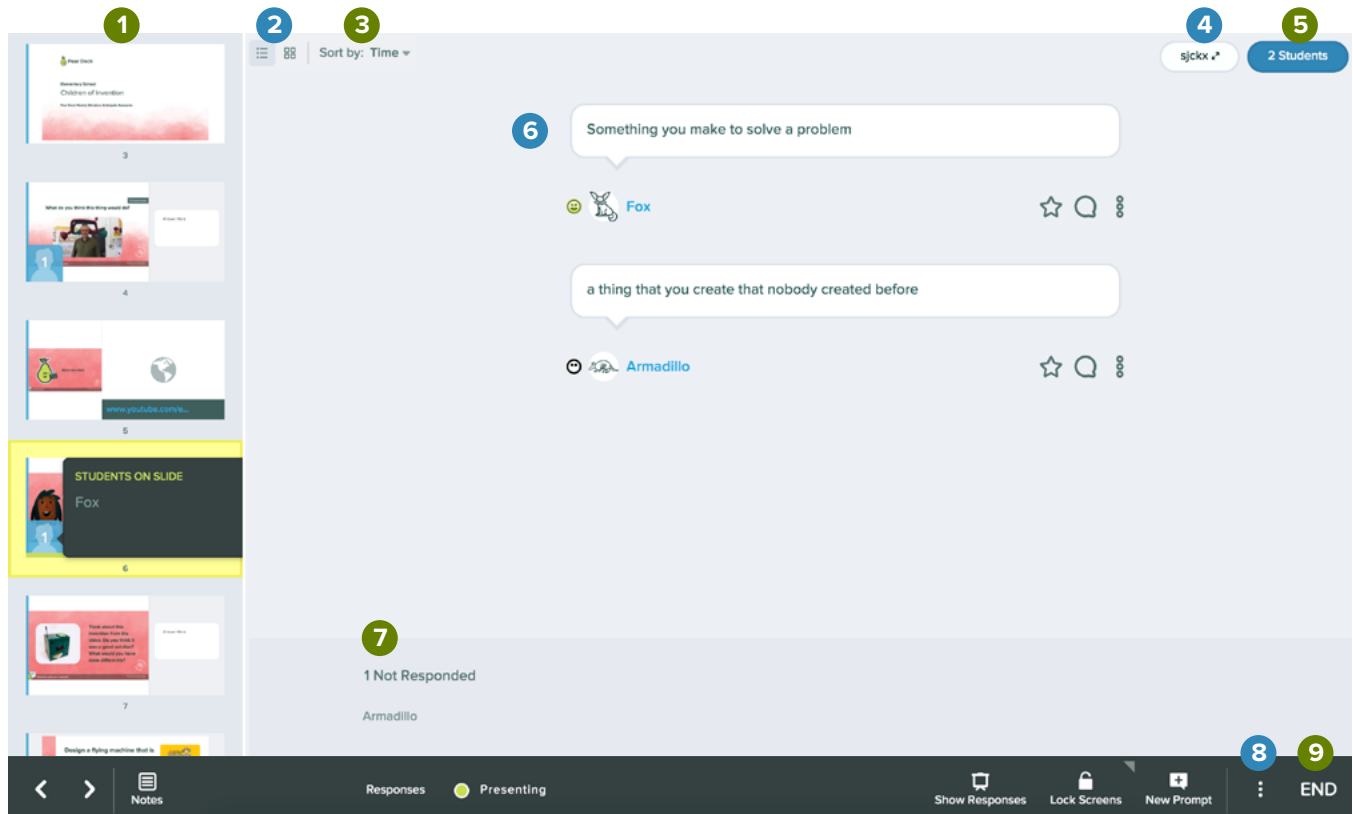
1. List of slides in Deck; currently viewed slide is highlighted yellow
2. Response view control
3. Sort response control
4. Project Session login screen
5. View Student Roster
6. Live student responses
7. Names of students who have yet to respond to this slide
8. More actions menu
9. End Session

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.

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

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

Shared Teacher Dashboard

The Pear Deck Shared Teacher Dashboard allows every educator in the learning environment to see and meet students where they are, increasing the likelihood that all students will actively engage and feel supported.

Teachers who are invited to the Shared Teacher Dashboard of a Pear Deck Session are granted the same controls as the host teacher, including:
- Reviewing student responses in real time
- Switching from Instructor-Paced or Student-Paced Mode
- Adding slide timers and locks
- Inserting new prompts
- Highlighting or hiding answers on the Projector View
- Providing feedback and comments to students with the Teacher Feedback feature

You can add as many co-teachers to a Session as you wish and revoke access at any time. It's important to note that both the host teacher and co-teachers must have Pear Deck Premium to use this feature. Educators new to Pear Deck can sign up to receive a free 30-day trial.

Shared Teacher Dashboard CONTINUED

Invite a Co-teacher

When you invite co-teachers to your Session, you can still control the pace of the lesson. In Instructor Paced (Live) Mode, the presentation slides are synchronized, so if a co-teacher advances the slide on the screen, the slides of all co-teachers and students connected to the lesson will also advance. Everyone's screens are asynchronous in Student-Paced Mode, so if one teacher moves to the next slide, it does not change anyone else's screen.

1. Start a new Session, or open a previous one from your Sessions menu.
2. Open the Teacher Dashboard.
3. You can invite a co-teacher at any point during a Live Session. Get the co-teacher invitation link in one of two ways:

1 Go to the Navigation Bar and select the button with three dots. Then, choose Invite Co-Teacher.
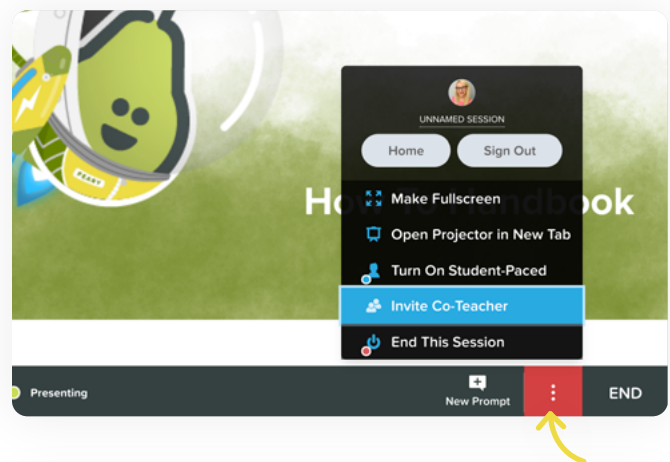
OR select the Class Roster button.
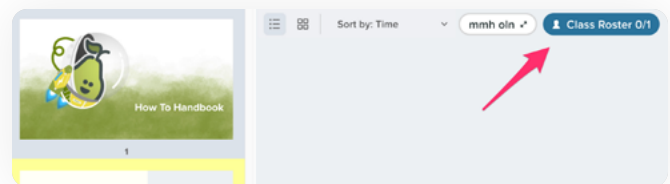
2 In the roster, select the Teachers tab, then choose Invite Co-teacher.
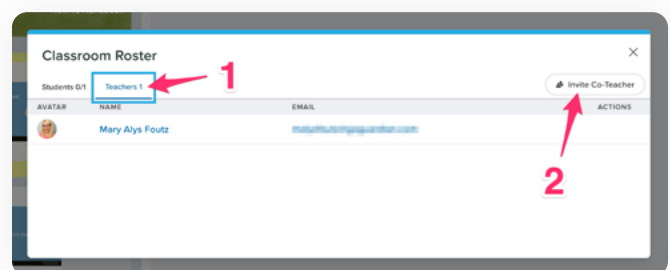
Shared Teacher Dashboard CONTINUED

3 When the invitation window opens, you should see the Shared Dashboard link. Select the button to copy the link to paste and send (e.g., in an email, LMS, chats, etc.) to the colleagues you want to join your Session.
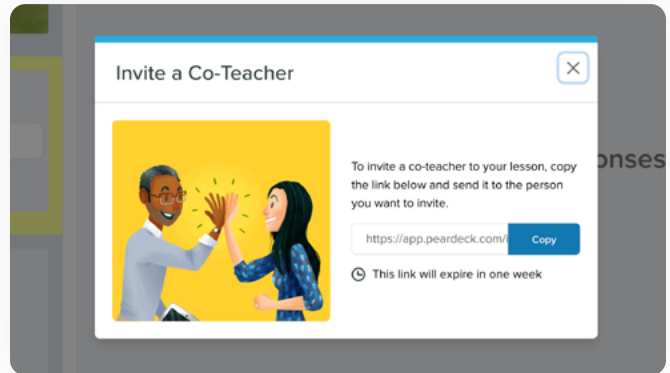
4 When another teacher joins your Session, you will see their account avatar in the top right corner of the Dashboard. Hover over the avatar to see their name. Open the Class Roster to see the complete list of teachers who have joined your Session.
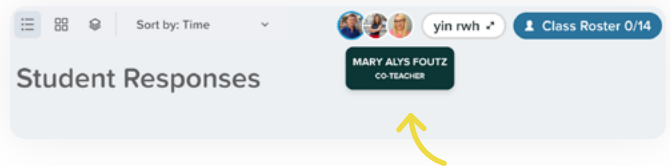
When a co-teacher accesses the link, they'll see the following co-teacher confirmation screen if they are already signed into Pear Deck and have a Premium account:
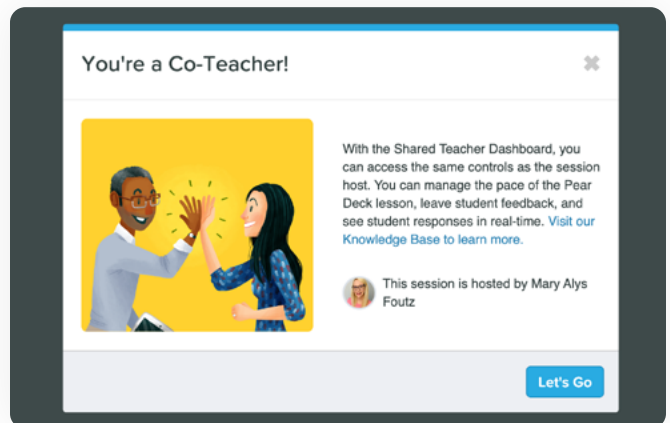
Teacher Feedback

Whether running a Session in Instructor-Paced or Student-Paced Mode, you 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). Students can view feedback 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.

Feedback for Fox

Everything
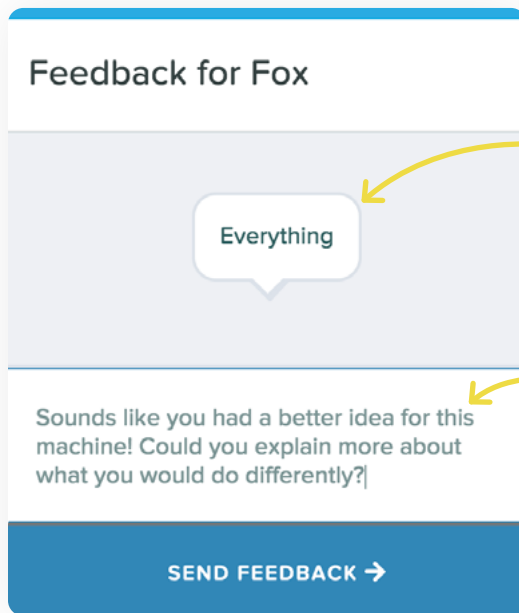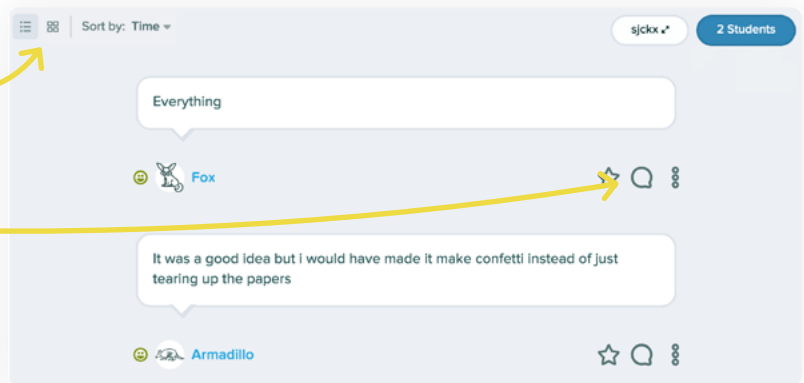
View the student's response

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 →

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.

Setting Up Screens for Teachers
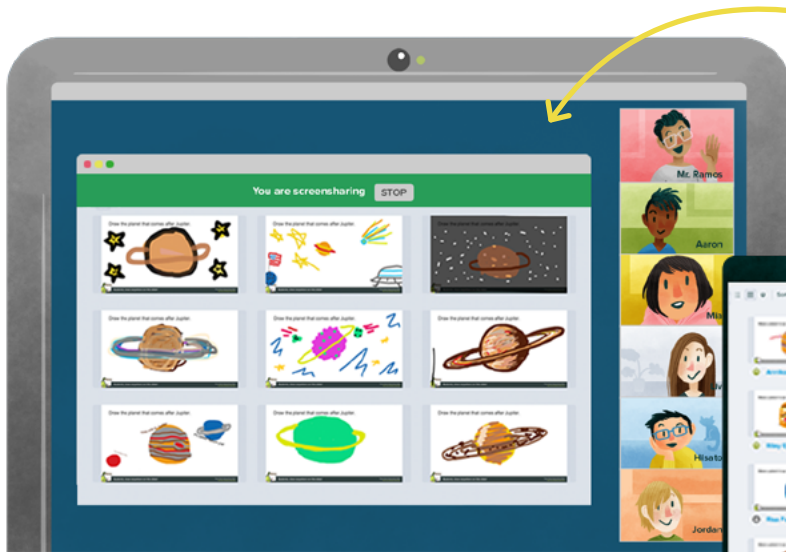
Window 1
Sharing the window with Presenter View in your video conferencing tool will function like a projector in front of your class.
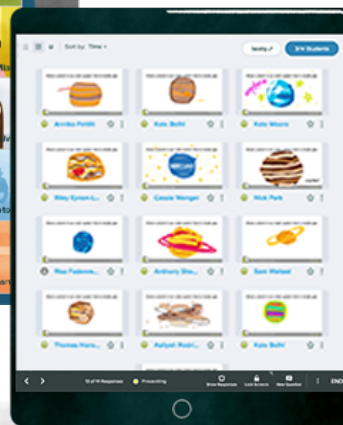
Window 2
Opening the Teacher Dashboard on a second device allows the teacher to control the Session and monitor student responses.

Setting Up Screens for Students
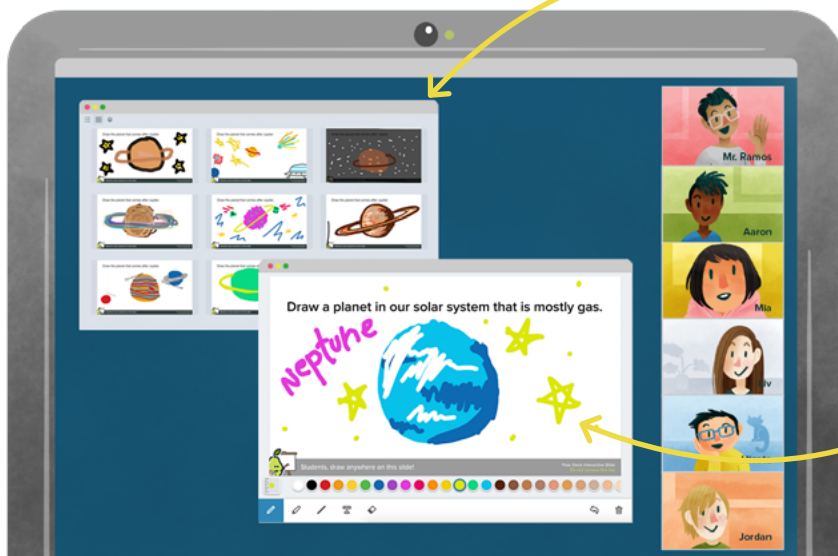
Window 1
Video conferencing tool with the teacher sharing Presenter View. This will function like the projector in front of the class.

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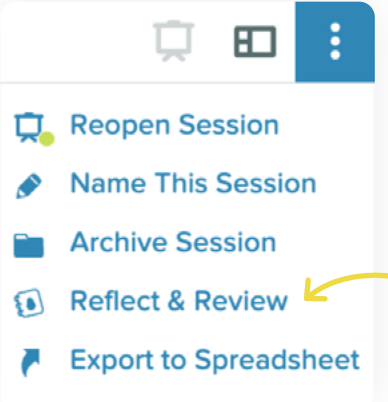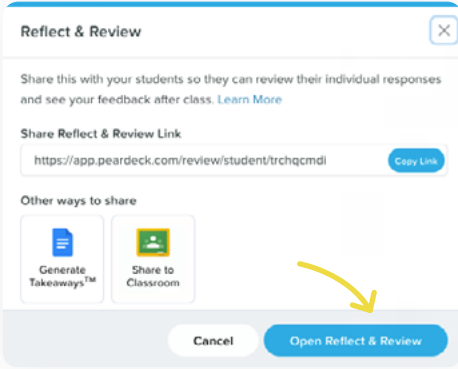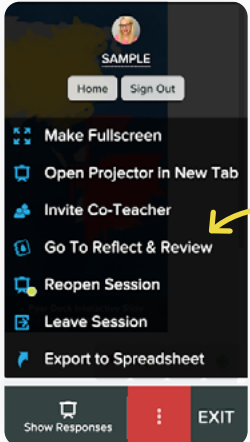
Reflect & Review

With Reflect & Review, you can quickly move from a Live Session to an evaluation in a flexible environment. View a student's work holistically and prompt metacognition with Teacher Feedback for extended learning after the activity. Reflect & Review enables students to look back at the slide content from the Session, review their own responses to interactive Pear Deck questions, and view any Teacher Feedback they received during or after the Session.

You can access Reflect & Review as soon as you end the Session or later. When you end a Session, it is closed and automatically placed in Reflect & Review mode.

You can access Reflect & Review in three different ways:

1 From your Sessions Menu

2 In the Deck Modal

3 From the Teacher Dashboard View

You can review individual students' work once you're in the Teacher Reflect & Review feature. On the Teacher Dashboard, responses are grouped by slide, but in Reflect & Review, you can select a student's name and view all of their responses from the Session holistically. You can also send students additional Teacher Feedback once you've had a chance to review their work.

Reflect & Review CONTINUED

Review Students' Responses

In Reflect & Review, you can review one student's responses at a time.

Here's how:

1 Open Reflect & Review.

2 Select a student from the menu. Each student who joined the Session appears in the list.

3 Scroll to see all of their answers. The slides are on the left and the corresponding responses on the right.
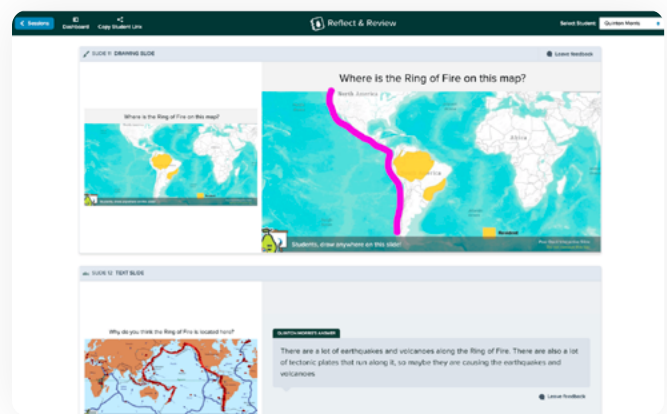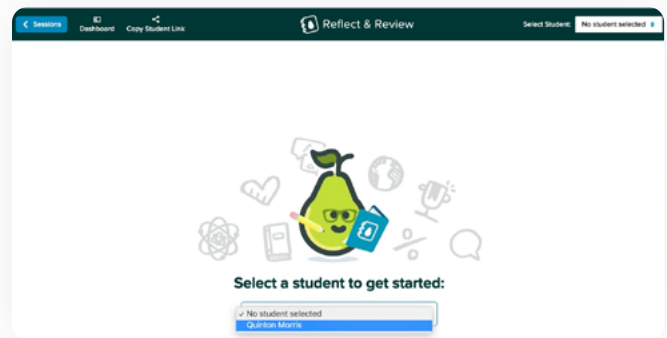
# Reflect & Review CONTINUED

Send Feedback from Reflect & Review

1 On an Interactive Slide, select *Leave Feedback.*
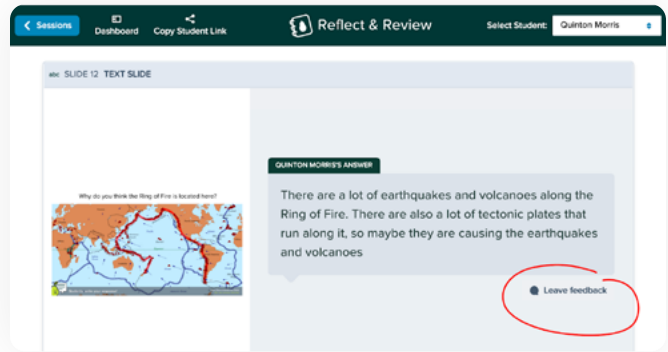
2 Type in your reply, then select *Send Feedback.*
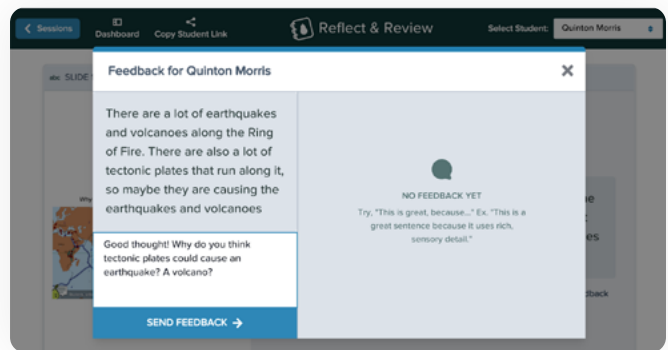
3 Your student receives feedback on the Reflect & Review screen and the Student View of your Session (if you reopen the Session for them later). You can close the feedback window now, as your feedback is saved. To open it again or add another comment, select the Leave Feedback button again to view this feedback window:
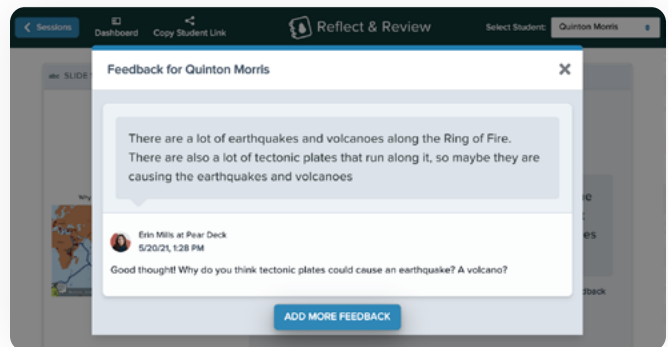
4 Share Reflect & Review with students by selecting Copy Student Link. Paste this link anywhere you'd like to share it. It's just one link to share with your class, not separate links for each student. When students click the link, they can only access their individual Reflect & Review.
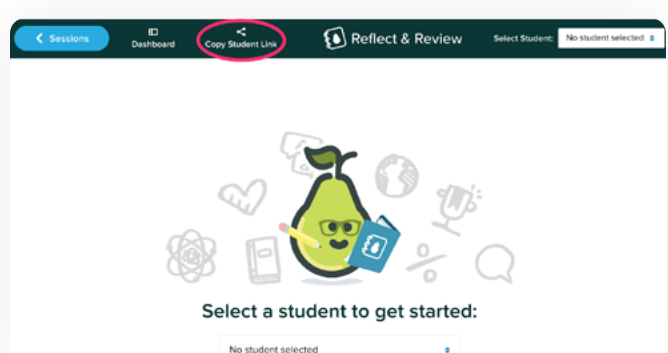
Student Takeaways

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 with 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.
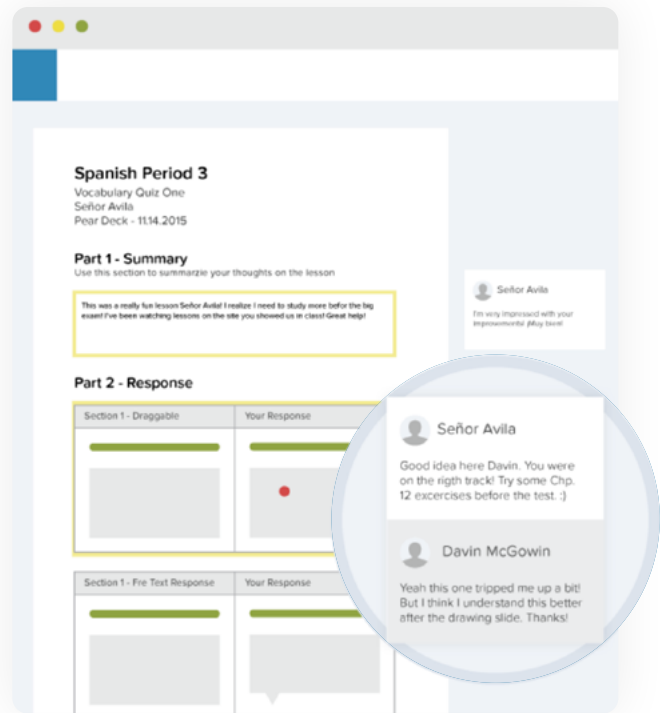
Why use Takeaways?

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
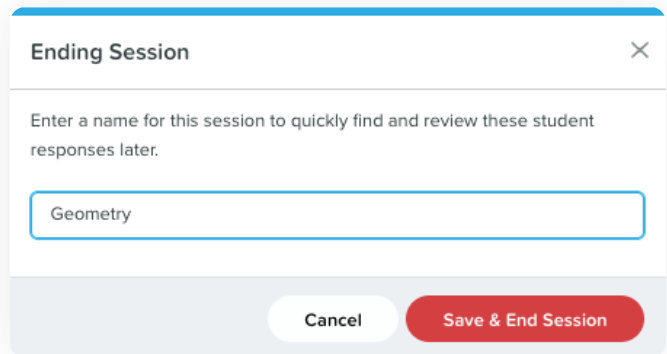
Student Takeaways CONTINUED

How to Publish Student Takeaways from a Session
When you are ready to end a Session, you can publish Takeaways.
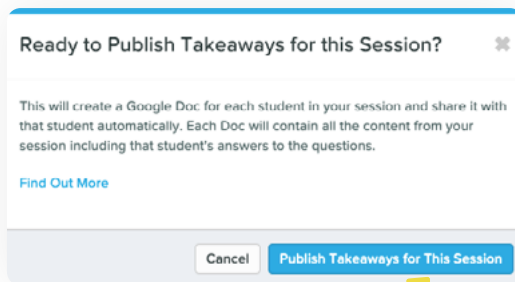
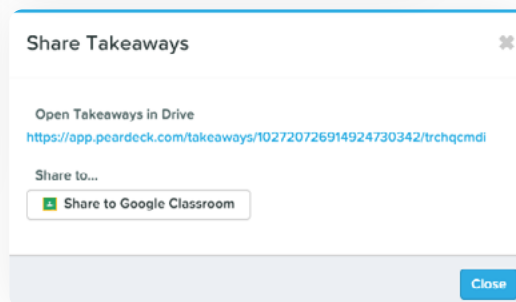**1** Select the End button, and a box will pop up asking you to name your Session.
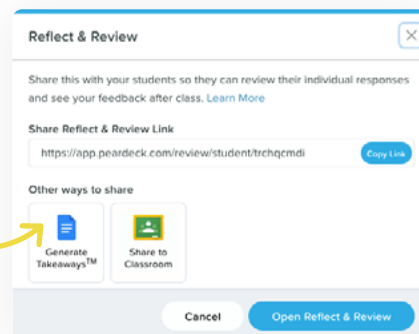
2 After naming your Session, select Save & End Session. A box with options for you to share your lesson with students will pop up. Select Generate Takeaways, then Publish Takeaways for this Session.

Because Takeaways will be sent to your students, naming the Session is 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).

Exporting Student Responses to a Google Sheet

Exporting from the Sessions Menu

1 Go to your Pear Deck Home.

2 Open your Sessions Menu.

3 Select the More Actions (3-dot) button.

4 Select Export to Spreadsheet. Your Google Sheet will open in a new tab.
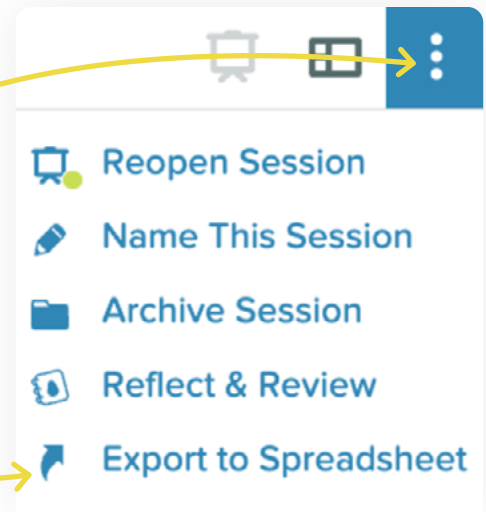
Need a little extra help?

Visit the Help Center for questions and advice about getting the most out of Pear Deck.

Pear Deck™