Workshop on Using Microsoft PowerPoint and Canva Platform as Teaching Tools for Teachers to Boost Children's Learning Enthusiasm in Lembang Public Elementary School

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Abstract

Purpose: This study highlights the need to enhance teachers' proficiency in Microsoft Office and Canva Platform at Lembang Public Elementary School. The purpose of the workshop was to equip educators with essential skills using these tools, thereby addressing the existing proficiency gap among teachers.

Method: The workshop employed a straightforward approach involving material presentation and hands-on exercises. Teachers actively participated, demonstrating an 80% success rate in comprehending and applying the knowledge, validating the effectiveness of the workshop's methodology.

Practical Applications: The workshop's outcomes have significant practical implications. Teachers, now adept in these technologies, can effectively integrate them into their teaching methods, enhancing classroom engagement and learning experiences. Additionally, these skills empower teachers in various real-world scenarios, fostering a more interactive and modern educational environment.

Conclusion: This study underscores the workshop's success in bridging the proficiency gap among teachers, resulting in a more technologically proficient teaching faculty at Lembang Public Elementary School. The hands-on methodology proved highly effective, ensuring practical application of Microsoft Office and Canva Platform skills in educational settings.

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Introduction

In today's era of globalization, mastering information and communication technology (ICT) skills is crucial. In the current digital age, individuals are expected to be proficient in using gadgets such as smartphones, laptops, and computers. Electronic devices frequently utilized by people for efficient data storage and processing are laptops and computers (Permana & Mahameruaji, 2019). Additionally, digital literacy is paramount for success in education. Digital literacy entails an individual's ability to understand and obtain reliable information from digital sources (Naufal, 2021).

In today's era, almost all educational media use workstations or PCs with specific software (Astawa, 2019). For students and teachers alike, utilizing PCs to access information about correspondence and data technology is essential (Ahadia et al., 2021). With the advent of Information and Communication Technology, educators must harness its potential (Widyastono, 2017).

High-quality education can be achieved through skilled educators utilizing all the expertise at their disposal. Continuous professional development is believed to be a key determinant in educators' implementation of effective teaching practices (Pantic & Cain, 2022). One of the responsibilities of expert educators is to design practical learning experiences, including planning instructional media. According to (Adenle and Ughelu, 2019), instructional media is a vital and inseparable element in the development of the learning process across all programs and levels. Therefore, the ability to develop and effectively use instructional media is essential for educators aspiring to be professionals. The effectiveness of instructional media lies in its ability to balance, complement, and enhance students' learning outcomes, learning expansion, practice, and inspiration.

In this era of globalization, various learning media are emerging. The utilization of Information Technology (IT) in instructional media has become a growing interest. Although creating IT-based instructional media requires substantial capacity, it does not mean these media are essentially abandoned or avoided. IT-based instructional media can take various forms, such as Personal Digital Assistants (PDAs), websites, intranets, Circle ROOM/Streak Plate, and others (Saputro et al., 2020). Current efforts focus on involving educators as the primary drivers of students' further learning outcomes. Strategies include altering educational programs, teaching methods, and other innovative approaches. PCs are currently the fastest instructional media tools. One of the most used PC-based instructional media tools is Microsoft PowerPoint and the Canva Platform. According to (Hendrawan et al., 2022), Microsoft PowerPoint is a part of the MS Office suite used for designing presentations for seminars, workshops, meetings, and more.

In addition to Microsoft PowerPoint, another unique technology used as instructional media is the Canva application, suitable for online and offline learning. Canva is an online platform with hundreds of thousands of design templates, assisting users in creating technology-based instructional media designs (Rizanta & Arsanti, 2022). Canva is highly beneficial for educators in developing teaching materials. As stated (Triningsih, 2021), Canva's platform significantly simplifies the teaching process through technology, enhancing skills, creativity, and other benefits. Canva's designs capture students' interest and motivation through compelling content, as highlighted by research conducted by (Tanjung & Faiza, 2019), as mentioned in (Fitria et al., 2021).

Canva can create various instructional media, such as PowerPoint presentations, posters, brochures, banners, and more, saving time for educators and students. However, many educators, including those in Lembang Public Elementary School, still need to become familiar with using Microsoft PowerPoint and the Canva Platform to create instructional materials. This training aims to equip educators in Lembang Public Elementary School with knowledge about utilizing Canva and PowerPoint applications, enabling them to diversify instructional media effectively. The training is expected to provide new insights to educators unfamiliar with Canva and PowerPoint applications, enabling them to implement these tools
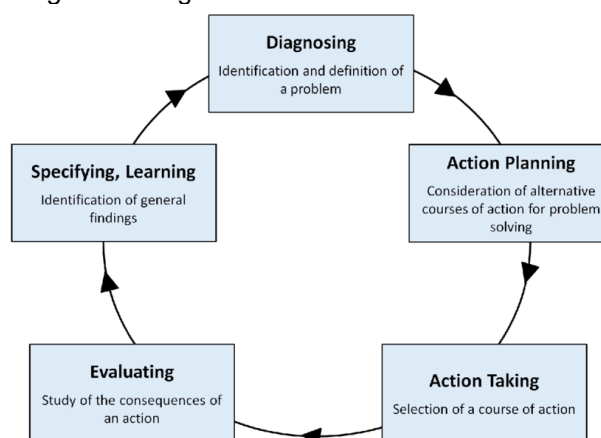
in their teaching practices.

Method

Community Service Activity (CSA), held in the form of workshops and training sessions for one day on Wednesday, August 23, 2023, serves as a platform for a group of individuals engaged in exchanging opinions and intensive activities about a specific topic or project, as stated in the article that published by (Satterfield et al., 2022). Workshops, similar to seminars but typically smaller in scale than conferences, are interactive, educational, and entertaining. Workshops often feature discussions, making them an enjoyable way to share thoughts and listen to others' perspectives.

This Community Service Activity (CSA) involves employing the action research method. Action Research (AR) is a research approach where the researcher actively participates in the research subjects' environment, often becoming a part of the research subjects themselves. In this method, the researcher intervenes in the research subjects' environment and observes and documents the progress. This approach involves five stages: Problem Identification or Diagnosing, Action Planning, Action Taking, Evaluating, and Specifying learning, as outlined by Evered and Roger (Peck, 2018).

Figure 1. Stages in the Action Research Method

Diagnosis is step-in research involving identifying the main issues the research subjects want to solve or change. During this process, problems are not simplified or broken down into specific elements, such as focusing only on technological, human, or procedural aspects. Instead, the diagnosis looks at the problems in the broader context of the organization. In our case study, we identified issues by observing Lembang Public Elementary School and coordinating directly with the school authorities. After coordinating with the school, we met with the principal for interviews and discussions regarding problems related to the use of technology in instructional media. Through these interviews and discussions, we identified a problem: the need for more knowledge about utilizing Microsoft PowerPoint and the Canva Platform for more engaging teaching materials.

In our case, after identifying the existing problem, we proceeded with the planning process to address it. We planned to organize a workshop and training session on using Microsoft PowerPoint and the Canva Platform as more engaging instructional media, offering a solution to the identified issue. In the Research Subject, researchers and practitioners actively collaborate in implementing activities. This collaboration can be done directly by the researchers or through the participation of other actors within the research subject. During this stage, we conducted actions by organizing workshops and training sessions to directly practice creating instructional media using Microsoft PowerPoint and Canva simultaneously at Lembang Public Elementary School, specifically on Wednesday, August 23, 2023.

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According to (Ismail et al., 2019), in a general context, evaluation is a process that involves assessment, measurement, correction, and improvement of activities that have been carried out by comparing the planned outcomes with the achieved results. In the evaluation stage, we conducted to understand the benefits and challenges of the preparation exercises from a source perspective. The following topics were introduced as part of the preparation exercises, especially the Microsoft PowerPoint prologue, explanation of Microsoft PowerPoint features, functions in Microsoft PowerPoint, how to create Microsoft PowerPoint with video and audio media, and how to create reward sticker pages. Meanwhile, the initial content provided in the Canva training series included a Canva introduction, Canva designs, how to utilize Canva, Canva features, and tools, as well as basic graphic design on Canva.

During this stage, evaluation and learning observations were conducted based on all the successes and failures in the training. All these learning experiences hold significant value, benefiting the research subject organization with additional knowledge. The target audience for this training program was 10 teachers from Lembang Public Elementary School, and the necessary facilities, such as laptops, were provided by the organizers to support the activities. The success of this preparation movement will be measured through surveys and the program's effectiveness in addressing related issues. The set achievement goal is for 80% of the teachers to understand and implement the previous training as instructional media using Ms. PowerPoint and Canva. After completing the CSA training, the instructional media introduced by Ms. PowerPoint and Canva can be incorporated by teachers in their teaching and educational practices.

Result

The results achieved after completing this workshop and training activity are that almost all teachers in Lembang Public Elementary School can now create more engaging learning materials using Microsoft PowerPoint and the Canva Platform. Additionally, the teachers have gained new knowledge on utilizing Microsoft PowerPoint and the Canva Platform as instructional media. This workshop and training activity on Microsoft PowerPoint and the Canva Platform as instructional media will benefit all of us, especially the teachers at Lembang Public Elementary School.

The community service activity was attended by 10 teachers from Lembang Public Elementary School. The training took place on Wednesday, August 22, 2023. The session began with presentations from the speakers on Microsoft PowerPoint and Canva, followed by hands-on practice.

Figure 2. Presentation on Microsoft PowerPoint Material

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Figure 3. Participants listening to the presentation on Microsoft PowerPoint

Figure 4. Canva material presentation and Microsoft PowerPoint and Canva training

Figure 5. Canva material presentation and Microsoft PowerPoint and Canva training

In the implementation guided by the facilitators, namely the Community Service Students from Nusantara Islamic University's Faculty of Engineering, they delivered Microsoft PowerPoint materials, including an introduction to PowerPoint, an explanation of PowerPoint features, PowerPoint functions, creating reward sticker pages, and adding video and audio to PowerPoint. As for Canva, the topics covered included basic Canva introduction, Canva designs, features, and tools, as well as basic graphic design on Canva.

The participants showed great enthusiasm for learning, attending the training to enhance teachers' competencies in the learning process and its practical applications. Participants were encouraged to ask questions to the presenters if there were any aspects of the material they needed to comprehend fully. Challenges faced during the training included technical errors, and due to limited time, participants could not absorb all the given material fully. Participants were encouraged to practice independently using the guidelines provided by the facilitators.
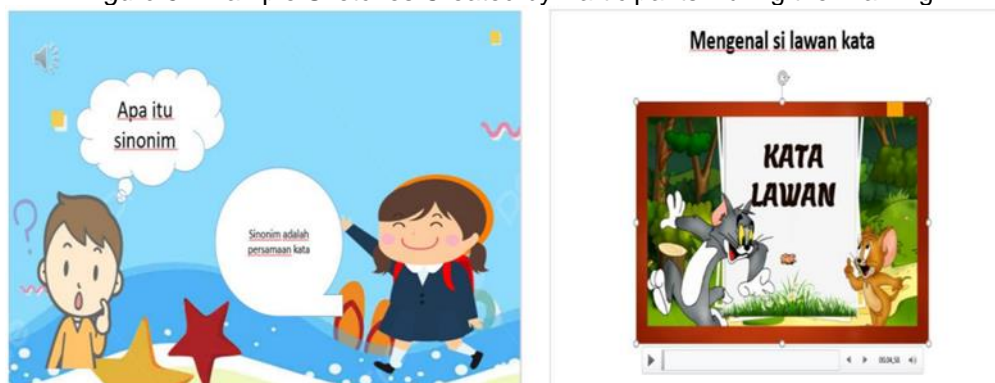
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In this workshop/training activity, each participant was required to create at least three PowerPoint slides containing the modules taught by the respective instructors. The steps in creating the slides were as follows:
1. Creating a new slide.
2. It was finding and verifying slide themes that can be downloaded online before the actual download.
3. Design the slides as engagingly as possible.
4. Incorporate images, audio, and video components into the slides.

Below are some results from the sketches created by participants who attended the workshop activity:

Figure 6. Example Sketches Created by Participants During the Training

The steps in creating a poster using Canva are as follows:
1. Open canva.com. Then, log in using your username, password, or Gmail account.
2. Select the "Poster" template or type "Poster" in the search bar.
3. Choose the design you prefer.
4. Edit the template according to your preferences.
5. After finishing the design, click "Share" and select "Download."
6. Users can then print the poster design or share it on various social media platforms.

Here are the results of the sketches:

Figure 7: Learning media in the form of posters created by participants' creativity during the training

Universally, the workshop activities proceeded very well. Participants were highly enthusiastic and attentive to the presented material. They followed each training step according to the guidelines provided by the facilitators. Participants effectively created PowerPoint presentations, with many seeking clarifications on various aspects. This demonstrates their genuine interest and enthusiasm in producing their work.

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Figure 8. After Training

The results of this preparation initiative will be assessed through surveys focusing on program achievements and progress in addressing additional issues. The targeted accomplishment was for 80% of educators to be proficient in configuring instructional media using Microsoft PowerPoint and the Canva Platform. This goal can be achieved as the program is executed as planned. Approximately 85% of the teachers at Lembang Public Elementary School can now create more engaging learning materials using Microsoft PowerPoint and the Canva Platform. Upon completing the CSA activities, instructional media based on Microsoft PowerPoint and the Canva Platform are believed to be usable by educators in teaching and learning exercises.

A significant contributing factor was the school's full support for the workshops and training activities, greatly aiding us in the field implementation. As for challenges, technical aspects such as the need for more internet connectivity and a shortage of laptops for direct practical activities posed difficulties.

Discussion

In analyzing the results and experiences from the conducted workshop and training sessions, several key points emerge. Firstly, the enthusiastic participation of teachers from Lembang Public Elementary School underscores the value and relevance of the training content. Their active engagement, with their inquiries and requests for clarifications reflects a genuine interest in improving their instructional techniques. The successful acquisition of skills in using Microsoft PowerPoint and the Canva Platform is evident from the engaging learning materials they are now capable of creating. This not only empowers the teachers but also directly impacts the quality of education imparted to students.

The pivotal role played by the school administration cannot be overstated. The unwavering support provided by the school, including the provision of necessary resources such as laptops, significantly facilitated the smooth execution of the training activities. This backing created an environment conducive to effective learning and experimentation, allowing teachers to actively participate in the practical aspects of creating instructional media. However, challenges such as limited internet connectivity and a shortage of laptops highlight the need for additional support in the form of improved technical infrastructure. Addressing these challenges could further enhance the training experience for both teachers and students.

The workshop and training sessions not only equipped teachers with essential digital skills but also showcased the importance of collaboration between educational institutions and external entities. The active involvement of teachers, coupled with the school's support and the facilitators' guidance, paved the way for a successful training program. As technology plays a vital role in education, ongoing efforts to improve digital literacy and technical

infrastructure are essential. By addressing these aspects, future training initiatives can further enhance the educational landscape, ensuring a more engaging and effective learning environment for teachers and students.

Conclusion

In this era of globalization, various educational media are emerging, and the utilization of Information Technology (IT) in instructional media has become a growing interest. Although creating IT-based instructional media requires significant capacity, it does not mean these media are essentially abandoned or avoided. Current efforts primarily involve educators as the main drivers of students' further learning outcomes. Strategies include altering educational programs, teaching methods, regular schools, and educational innovations within the e-learning framework. One of the fastest instructional media tools created today is PC-based instructional media. One such model is PC-based instructional media, especially those created using Microsoft PowerPoint and the Canva Platform. During the workshop and training activities, participants created learning slides using Microsoft PowerPoint and designed posters using Canva.

The training materials were delivered through explanations, direct practical demonstrations, and interactive Q&A sessions with teachers from Lembang Public Elementary School. After the learning process and methods were presented, participants became familiar with and understood the materials provided. Furthermore, through hands-on practice sessions on creating animated slides using Microsoft PowerPoint and designing posters using Canva, teachers successfully followed the instructions, giving highly satisfactory ratings. Consequently, the outcome of this Community Service Activity (PKM) themed workshop and training is that almost all teachers in Lembang Public Elementary School can now create more engaging learning materials using Microsoft PowerPoint and the Canva Platform. Additionally, these teachers have gained new knowledge on utilizing Microsoft PowerPoint and the Canva Platform as instructional media. This workshop and training activity on Microsoft PowerPoint and the Canva Platform as instructional media will have a positive impact on all of us, especially the teachers at Lembang Public Elementary School.

Acknowledgments

Thank you for the opportunity to conduct the workshop and training activities on using IT-based instructional media, specifically Microsoft PowerPoint and the Canva Platform, at Lembang Public Elementary School. This activity has proven that integrating technology into education is a crucial step. Despite requiring significant effort and capacity, the results have been highly positive. We extend our gratitude to all participants who participated in this activity, especially to the teachers at Lembang Public Elementary School. The dedication and hard work put into this endeavor will significantly benefit education and learning in this school. We are delighted to witness how the teachers have successfully mastered using Microsoft PowerPoint and the Canva Platform as effective teaching aids. May the knowledge and skills acquired be valuable in enhancing more engaging and interactive learning experiences. Thank you for your excellent cooperation and enthusiasm in participating in this activity. We hope that the outcomes of this activity will have a lasting positive impact on the field of education. Thank you.

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