How to get started on PowToon

1. Go to powtoon.com
2. Click the Sign up for free button
3. Fill in information below. Use your Shawnee email address to sign up.
4. Click Sign me up button
5. Check your Shawnee email to confirm your account.
6. PowToon will now log on you to the website.   Choose 4EDU as you role option.
7. On the next screen, choose the *START FROM SCRATCH* as your option.
8. Choose a look for your Powtoon. I suggest either Modern or Cartoon. You can always change while you are working on the project.

How do I save my project at the end of the period?

1. Give you project a title/name. Hint: Right now, the title/name is Peanut butter and jelly
2. Click the word SAVE.

How do I open my PowToon up the next day?

1. Go to Powtoon.com
2. Click on Login
3. Find your project and click the edit

How do I add a picture?

1. To add a picture from your H: drive:
    a. Click on the Media link on the right hand margin of your screen, then click My Media, and finally Add Media.
    b. Click the UPLOAD IMAGE. Hint: Images you have save to your PowToon folder on your H: drive
2. You can add free images from Flickr. Simply search for the image and add it to your slide. NOTE: Some pictures you have to pay for. Obviously don't choose these!

How do I add enters or exit effects to objects on a slide?

1. At the bottom of each slide, you will see a timeline.
2. Click on the object to select it.
3. Right-click on the image and choose either ENTER or EXIT in the bottom left corner of the screen.
4. Choose the effect you would like to use.
   Note: You can also control the effect on text in the Text Edit Box.

How do I make a slide last longer or shorter?

1. Click on either plus or minus sign on the far right side of your timeline

How do I add transitions between slides?

1. Click the ADD TRANSITION button between each slide in the left margin.

How to add music to your PowToon

1. Convert the music from a YouTube video to an MP3 file.
2. Go to your PowToon project and click SOUND button on the right hand side of the screen.
3. Click on My Music and then Add Music.
4. Click on Upload, find the folder you saved your song in, select it and click the open button.

How do I finish my project and send it to my teacher to grade?

1. Click on the EXPORT button in the top tool bar.
2. On the Export Option page, choose Create your personal Powtoon player page.
3. In the Publish Options page, choose EDUCATION as the category and click Export Powtoon.
4. On the Quality Page, just click DONE.
5. Copy the URL from the next page and attach it to the Google Classroom assignment.