Why case-based lectures and how to prepare and deliver them

The educational method called “moderated interactive session” is meant to be a topic-related case-based lecture with cases that reinforce key learning points covered in previous lectures and promotes active learning with discussion in a large group setting. Discussion is facilitated by questions that are incorporated into the presentation in advance (ideally using the ARS during the course).

Moderators play a crucial role in these sessions; they need to make sure that the key learning points/learning outcomes of previous lectures are demonstrated in the cases used in these sessions, encourage the participants to vote during/actively engage in these sessions, moderate the discussion in such a way that all questions from the audience are answered, and conclude with a summary.

Helpful information is added into the notes page of each slide to help moderators successfully prepare and run moderated interactive case-based sessions. Faculty need to ensure that using “Presenter View” within PowerPoint is possible during these sessions.

Top tips for successful moderation

- Moderate, do not just lecture
- Make eye contact and use appropriate body language
- Share learning outcomes with participants
- Highlight key learning points from previous lectures
- Use prepared ARS questions and read them aloud
- Actively engage participants and involve them in answering questions
- Give direct feedback to answers from participants (comment ARS results)
- Give a short outcome summary after each case
- Close session by summarizing the key findings

How to use “Presenter View” within PowerPoint

(appplies to Microsoft Office PowerPoint® 2003 and Microsoft PowerPoint® 2002)

“Presenter View” requires two monitors: a primary monitor (laptop) for the lecturer to display the presentation with notes, and a secondary monitor for the participants displaying only the content of the slides.

- Check if your laptop can display with multiple monitors
- Check to see if your laptop is connected to the secondary monitor
- Check your laptop display property settings by right clicking on your desktop and selecting “Properties”, and the select the “Settings” tab.
- Choose multiple monitors from the drop-down menu and designate your laptop as the primary display, and the data projector as the secondary display.
- In PowerPoint, select the “Slide Show” menu and then click “Set Up Show”. Then, in the same menu window in the “Display slide show” drop-down menu, click the monitor you want the slide show presentation (the one without notes) to appear on.
- Select the “Show Presenter View” by checking the box, and then click “Ok”.

### Getting help for “Presenter View” within PowerPoint

If you experience problems in turning on presenter view, simply select the “Help (F1)” key in PowerPoint and then type in “Presenter view: tools for running a PowerPoint presentation”. This gives details of how to set up a presentation using presenter view.

### Printing slides and notes pages

If you are not able to use two monitors follow these steps to print your lecture with the notes:

1. Go to “File” at the top menu and select “Print”.
2. In the printing window at the lower left go to the “Print what” drop-down menu, and select “Notes Pages”.
3. Then select “Ok”.

This is a quick way to have your notes viewable to you without showing them to the participants. Finally, always check the equipment beforehand and ensure that you have the correct connector cable.

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