

Task Sheet: ICT&administration

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Introduction here

General information of task for teacher

Title of the task sheet	Create a video presentation with images, text and sound
Targeted 21st Century Skill	It is usable of all 21 st century skills
Brief description of the competences the students will learn (Including, for example what scientific theory this is based on)	<ul style="list-style-type: none"> -You work independently. -You use the classroom computer. -You will be given a maximum of 3 hours for the assignment in class. -You can look up things in your course or consult the help function. -You are aware of the copyrights of the photos and/or texts used. -You critically assess your work. -You check yourself whether the assignments have been completed completely and accurately -You check yourself whether you have placed the assignments in the right location and with the right ones. naming/extension.
Specialty/Target group (If applicable)	Prisoners learning basic software techniques for image, text and sound
Learning outcome(s) for the vocational profession	<ul style="list-style-type: none"> - Students deals consciously and critically with digital media and ICT - The students can use ICT safely and sustainably - The students can use ICT to solve problems - The students can import, edit and arrange objects - The students can create simple image and sound montages using ICT - The students can edit simple image and sound montages depending on the intended end result
Tools needed for this lesson plan/ task sheet (If applicable)	Software – Photoshop Elements Software – Audacity Software – Movie Maker
Approximate time to complete the task	3 hours
Suggested more comprehensive methodical guide for doing/carrying out the task (for the teacher or student)	This task sheet can be used in a collaborative training methodology. Collaborative training is a methodology where trainees share their knowledge and expertise, teaching and learning from one another at the same time. This technique helps enhance the overall training experience for trainees by capitalizing on their skills, ideas, and knowledge. Pros of this methodology

	<p>-Creates a shared <u>learning culture</u> by building an atmosphere where team members are continually collaborating.</p> <p>-When training is conducted in groups, it reduces time investment and costs.</p> <p>Promotes better knowledge retention.</p> <p>Cons of this methodology</p> <p>-Slow participants cause the entire class to fall behind.</p> <p>-It can be challenging to get everyone in one place, at the same time.</p>
License information (if we have a general one on the website, it is not necessary separately for each educational material)	None

Lesson plan of the task

Warming up	The teacher explains to the students that in this task, the student acquires, under supervision, the techniques to use the software for a video presentation with images, text and sound at executive level.
Explanation for the students at the start	By use of the task sheet for students the teacher informs the students that by using of software for a video presentation they must be aware of the copyrights of the photos and/or texts used. Than the teachers gives the task sheet for students to the class.
Task description for the students	Task sheet for students
Additional activities for the students	If students have completed the task they can use the software for a topic in other areas such as free time, personal development, social or community participation.
Extra resources for learners	https://www.bls.gov/ooh/media-and-communication/broadcast-and-sound-engineering-technicians.htm
Self-reflection for students	During the lesson, students are evaluated on the above objectives through observation.
Feedback on the solution (if applicable) / Possibility to check	If the teacher notices that a student needs to adjust certain things to achieve the final terms and objectives of the module, he or she will be made aware of this in advance. This way the student has time to refine the necessary competence.
Suggested more comprehensive methodical guide for doing/carrying out the task (for the teacher or student)	Licensing for the software used is obligatory

Additional information



Educational program: ICT & administration

Module:

Name:

Date:

TASK: Create a video presentation with images, text and sound

Task sheet for students

Goal: learn to use software of digital media

JOB DESCRIPTION:

Using software of ICT operators

Tools:

Photoshop elements

Audacity

Movie Maker

Safety:

- You work independently.
- You use the classroom computer.
- You will be given a maximum of 3 hours for the assignment in class.
- You can look up things in your course or consult the help function.
- You are aware of the copyrights of the photos and/or texts used.
- You critically assess your work.
- You check yourself whether the assignments have been completed completely and accurately
- You check yourself whether you have placed the assignments in the right location and with the right ones. naming/extension.

Implementation / Evaluation criteria

DIGITAL MEDIA 1 : IMAGE

- Create a new catalog called Final Evaluationd
- Import all files from the Organizer folder
- Sort the images in the thumbnail view and ensure that the newest images are at the front of the program.
- Make sure the file names of the photos are no longer displayed.
- Give at least 3 photos a 4-star rating
- Create a Multimedia category



- Create 2 keyword tags within the Multimedia category:
 - Equipment
 - Storage media
- Select the photos that you think best match the keyword tags you just created and label these photos.
- Make a greeting card
 - Use at least 3 photos
 - Choose a theme of your choice
 - Put the text 'Hooray, passed' on your greeting card and give it a text layout of your choice.
 - Change the layout of your frames
 - Add additional illustrations/drawings
 - Save your greeting card as V1Wenskaart.pdf
- Find and edit the following photos
 - RodeOgen.jpg
 - Remove the red eyes
 - Save as V1RodeOgen.jpg
 - Color Matching.jpg
 - Make sure that the bird retains its original color and that the background is in black and white
 - Save as V1Color Adjustment.jpg
 - Cutting.jpg
 - Crop the photo so that only the ducks remain
 - Save as V1Uitsnij.jpg
- Create a new album called image manipulation
- Place all 3 edited photos, including your greeting card, in this album.
- Remove the image Animals 8.jpg from the thumbnail view
- Make sure all photo thumbnails are displayed as small as possible.

DIGITAL MEDIA 1 : IMAGE ADDITIONAL SCREENPRINTS

When you have finished with V1, make a screenshot of the following screen parts:

- Take a screenshot of your entire thumbnail view.
Save this as Thumbnail
- Make a screenshot of the 'image manipulation' album you created.
Save this as Album
- Filter your value rating to 1 star and higher. Make sure your images are displayed large enough and take a screenshot.
Save this as a Value Review
- Take a screenshot of all images contained in the keyword 'Storage media'.
Save this as Keyword 1 – Storage media.
- Take a screenshot of all images included in the keyword 'Equipment'.
Save this as Keyword 2 – Equipment.

DIGITAL MEDIA 2 : SOUND

- Create a new project called Muziekflard.aup
- Import the song AdagioForStrings.mp3



- Trim it to 1 minute
- Make sure it plays backwards.
Save it as V2Achterstevoren.wav
- Import the song ManDown.mp3
- Trim the song from 0:49 to 2:08
- Move the sound wave to the very front
- Just mute the sound from 1:03 to 1:14
Save it as V2Mute.wav
- Import the song HomeWorkSong.mp3
- Copy the part 0:17 to 0:20
- Split the music fragment at 0:17
- Paste the copied piece twice behind the split at 0:17
Save it as V2Repeat.wav
- Import the song InspectorGadget.mp3
- Make sure this plays fast
Save it as V2Versneld.wav
- Import the music fragment YouCanDolt.mp3
- Make sure that this fragment is played in slow motion
- Give it a heavier sounding voice.
Save it as V2Pitch.wav
- Import the song Beethoven.mp3
- Provide the song with a fade-in and a fade-out effect, 5 seconds from the beginning of the song and 5 seconds at the end of the song
- Make sure the volume of the entire track is set to +10dB
Save it as V2Volume.wav
- Import the music fragments Drum.wav, Guitar.wav and Solo.wav
- Copy the drum fragment 3 times in a row
- After the drum fragment, play the guitar fragment
- Then play the guitar fragment and the solo together
Save as V2Sound Arrangement.wav
- Save your entire project (again) as Muziekflard.aup

DIGITAL MEDIA 3 : VIDEO (IMAGE & SOUND)

- Make a video about musical instruments:
- Add a title page with the text: Musical instruments followed by your name.
- Give the following format to your title page:
Page color: Blue
Text color: Yellow
Thick red border around the text
Font size: 50px
Font: Impact
Display duration: 3 sec
- Import all photo files from the Musical Instruments folder
- Set the display time of all photos to 5 sec
- Caption each photo with the name of the musical instrument.

- Add a Pan-Zoom transition effect to all photos
- Make sure transition effects are added throughout as well
- Make sure that at least 3 images have a cyan tint color effect.
- Import the music from the different instruments, and make sure they play when the photo of that specific musical instrument appears in your video.
- Provide your presentation with credits with text and formatting of your preference.
- Save your project under the name: V3Muziek Instruments.wlmp
- Export the video as a file suitable for Email, with the name: V3Musicalinstruments.mp4

Basic competencies

- Students deals consciously and critically with digital media and ICT	+	-
- The students can use ICT safely and sustainably	+	-
The students can use ICT to solve problems	+	-
- The students can import, edit and arrange objects		
- The students can create simple image and sound montages using ICT	+	-
- The students can edit simple image and sound montages depending on the intended end result	+	-

Feedback	
Feedforward	

Evaluation criteria:

During the lesson, students are evaluated on the above objectives through observation with the following criteria

- Can create a simple video presentation.
- Can organize images to make them easier to find
- Can edit and adjust the lighting, colors, etc. of images
- Can crop images/change canvas size
- Can import images and use them in projects (photo book, greeting card, photo collage, photo presentation)
- Can organize and arrange images.
- Can delete or trim (bad) images,
- Can provide images with additional information



- Can combine image and sound
- Can work with and adjust audio tracks (volume per track, mute tracks,...)
- Knows the basic concepts of the film world (resolution, bit rate, storyboard, tracks, etc.).
- Can combine text and images in a presentation
- Can use and set transitions.
- Can adjust sound / background music (e.g. adjust volume, manipulate sound,...)
- Can mix sound / background music into a new whole.
- Can create titles and credits
- Can apply and adjust appropriate transitions in a presentation.
- Can apply effects to sound
- Can apply and adjust appropriate color effects in a presentation.
- Can adjust or edit footage
- Can save the work in different formats/resolutions depending on the purpose or storage media
- Can use the search function to retrieve obtained images or documents
- Can consult the class server to obtain certain images or documents
- Can make and save a print screen to discuss problems/actions.
- Can customize the working environment (zoom in and out, rearrange or float work windows, etc...)
- Can adjust the program's preferences (e.g. photo library sorting, size photo thumbnails, etc...)