

UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS

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**Cambridge ICT Starters
Next Steps**

Scheme of Work

4285
Exploring Multimedia
Stage 2 Module



UNIVERSITY *of* CAMBRIDGE
International Examinations

Introduction

This module aims to introduce students to multimedia authoring software. The aim is to produce a short presentation for a specific audience, recognising the need for good page design and clarity. The presentation should cover a particular theme and contain both text and images. It should be intended for access by individuals who will navigate through the slides at their own speed and be offered choices throughout, via hotspots or buttons.

What is Assessed in This Module?

Students will demonstrate how to:

- create a page of text, images and sounds which are activated by appropriately named and positioned buttons
- use effective page design
- organise screens and identify appropriate choices and links
- create pages which offer the user options
- demonstrate how the presentation meets the needs of the intended audience

To Start This Module You Will Need

- the most common software package for this module would be Microsoft PowerPoint, although presentation software from AppleWorks, Black Cat Slide Show, Textease Presenter and Hyperstudio are also suitable
- you may also want to encourage students to use some of the following if they are available, but they are not essential: microphone, scanner, digital camera
- a variety of multimedia resources e.g. images, clipart, sound files, text
- sample presentations of multimedia CD-ROMs
- variety of saved website home pages
- some prepared presentations as starting points

Underpinning Knowledge

Before commencing this module it is recommended that students have:

- some experience of writing for an audience
- some general word processing and page design skills
- basic image manipulation skills

General Principles and Procedures

The following are further suggestions and considerations:

- students will benefit from having an opportunity to compare and discuss a wide variety of multimedia presentations including CD-ROMs, professional presentations, and website homepages. In particular, they should be encouraged to view items designed for a wide variety of audiences and draw out from their discussions the important features of good design and what features make content suitable for different target audiences
- the emphasis of this module is on using text, images and sounds in a presentation rather than on gathering the resources
- students should be encouraged to consider which multimedia elements are appropriate to both the content and the audience in their own presentations and work towards building up an ability to discriminate between appropriate and inappropriate items
- regular opportunity for feedback will help students to improve the quality of their work
- students should be starting to adopt efficient working methods by learning how to draft, create and refine their presentations

- encourage students to routinely check that their hyperlinks and buttons work as intended
- encourage good practice in file naming and regular saving of work
- introduce the use of storyboarding and get students to plan out in rough form what they are going to do before they start a presentation. It may be helpful to use a separate card / sheet of paper for each page or screen, so that they can physically change the order or change the content of a page
- students will find the idea of adapting their presentation to a particular audience easier if:
 - they have spent time discussing in class how / what features in sample presentations made them particularly suitable for their purpose and audience
 - the target audience is familiar to them e.g. parents or other children

Scheme of Work

Learning Objectives	Classroom Ideas	Resources	Notes
Session Plan One			
<ul style="list-style-type: none"> • understand the potential and uses of multimedia • recognise the features of good page design • understand appropriateness to target audience 	<ul style="list-style-type: none"> • demonstration and viewing of some multimedia presentations • class discussion - 'What makes a good multimedia page?' • student tasks: <ul style="list-style-type: none"> - compare saved website home pages made for different audiences - Internet (or closed search) for good examples of Home Pages suitable for different audience types: e.g. children age 5yrs, teachers, outdoor-types • class discussion – 'What features are likely to make a presentation appealing to different audiences?' • class works together to create a hot list of things to consider when making a presentation 	<ul style="list-style-type: none"> • access to Internet for web browsing or a collection of saved website home pages • multimedia CD-ROMs and / or presentations • variety of URLs or saved website home pages made for different audiences 	<ul style="list-style-type: none"> • students should be given opportunity to compare and discuss a wide variety of multimedia presentations including CD-ROMs, professional presentations, and website home pages • students could consider the advantages or disadvantages of multimedia and how this compares with other forms of communication • students should be encouraged to draw out from their discussions the important features of good design and what features make content suitable for different target audiences. Thinking about items like, usability, use of colour, size and position of icons, pictures and text and user menus.

Learning Objectives	Classroom Ideas	Resources	Notes
Session Plan Two			
<ul style="list-style-type: none"> • add text • add images • format text • format page backgrounds • organise slides 	<ul style="list-style-type: none"> • student task: <ul style="list-style-type: none"> - make changes to the prepared presentation, learning how to: <ul style="list-style-type: none"> • open, save and name a presentation • access the various play and view options • add, remove and move pages around within a presentation • explore the various page and text formatting options • sharing opportunity: several students demonstrate the 'best' tool they have discovered – what it does and how to use it 	<ul style="list-style-type: none"> • partly prepared presentation with instructions for completion which include: <ul style="list-style-type: none"> - text to add - images to add - some text formatting - changes to background - reorganise slides 	<ul style="list-style-type: none"> • students should be encouraged to experiment with colour and formatting options • students could explore the effects of applying ready-made style options to the presentation • students will often learn their way around the software as they effect various changes • encourage students to share discoveries about the software (PowerPoint has many features to find)

Learning Objectives	Classroom Ideas	Resources	Notes
Session Plan Three			
<ul style="list-style-type: none"> • add links • add sounds • create buttons using the shapes tool • check links 	<ul style="list-style-type: none"> • teacher demonstration - what makes a button? • students practise by: <ul style="list-style-type: none"> - adding links to the Fish presentation: link the text to the correct fish page; link the buttons to the correct fish page - create links from each fish page back to main page (students create their own buttons from the shape tool) • teacher demonstration – how to add sound • students practise by: <ul style="list-style-type: none"> - adding sounds to the Flags presentation. (To extend this students might consider linking this page to other information pages about each of the countries) • user test presentations – to check for errors and possible improvements 	<ul style="list-style-type: none"> • partly prepared presentation for links e.g. <ul style="list-style-type: none"> - Fish: - 6 pages, first (menu) page with 5 fish names and 5 buttons. Other five pages each have picture of one of the fish types. • partly prepared presentation for sounds e.g. <ul style="list-style-type: none"> - Flags: - 1 page with images of 4 or 5 country flags and text labels for the flags to indicate which country they are from • sound files suitable for Flags presentation (this could be recordings made by the students of 'hello' in each language, a snippet of national anthem or other appropriate sound) 	<ul style="list-style-type: none"> • there are a number of different page linking methods in PowerPoint. Students should be encouraged to 'try out' a variety • students can experiment by creating their own sound files • if there is no sound file available, then the sound files in the custom animation effect options or action settings will be sufficient for them to appreciate the process • encourage students to check links and user test presentations to check for errors and possible improvements

Learning Objectives	Classroom Ideas	Resources	Notes
Session Plan Four			
<ul style="list-style-type: none"> • create a storyboard • create a series of linked slides • create a presentation suitable for a specific audience • check for errors • evaluate their designs 	<ul style="list-style-type: none"> • why storyboards? Demonstration or examples of how to create a storyboard for a presentation • discussion: key points to remember when considering audience and design – referring back to hot list of items to consider created in session one • students discuss the presentation topic and then create storyboards for their presentation • students create presentation • students go through a process to finish their work: <ul style="list-style-type: none"> - check and test: looking for errors - evaluate: looking for possible improvements - user test: understanding how it works for others • class shares work and discusses what worked well 	<ul style="list-style-type: none"> • storyboard worksheet (paper with several slide shaped blank boxes) • prepared content (this could be a cross-curricular piece of work) presented as text (or text only slides) intended for a specified target audience • prepared media elements 	<ul style="list-style-type: none"> • encourage students to test and refine their presentations using printouts to annotate and document their ideas and changes made during the process • students should be encouraged to test and review each others work and give feedback • encourage students to explore the notion of offering options to users within the presentation

Learning Objectives	Classroom Ideas	Resources	Notes
Session Plan Five			
<ul style="list-style-type: none"> • amend presentation to meet the need of audience • written explanation of multimedia presentation 	<ul style="list-style-type: none"> • give students an unfinished presentation, for example, “Looking after Your Dog” <ul style="list-style-type: none"> - discuss the target audience and type of presentation that would be suitable - students complete the presentation by organising page design, adding suitable links and interactive elements - students write 2 or 3 sentences to explain choices made in designing the presentation and how these make it suitable for the target audience • students practise by creating other presentations e.g. <ul style="list-style-type: none"> - safety instructions for a science lab - history project – ‘what is it like to live in the middle ages?’ 	<ul style="list-style-type: none"> • presentation ideas for completion by students 	<ul style="list-style-type: none"> • clear definition of target audience and purpose for a presentation will help students to reach these objectives • remind students to remember to design the presentation for a specific audience and to think about what makes a good page design • leaving links until last will reduce the number of changes that students have to make, while the presentation is still in its design stages • remind students to use a check, test and evaluate process at the end of each presentation

Assessment Activity

To show how the Assessment Idea fully incorporates the Learning Objectives tested, the Assessment Idea is cross-referenced with the Learning Objective table below.

Assessment Idea

Create a small collection of resources, including some text, images and sound files, on a theme (e.g. The Romans). The content could be given to the students as 'text only' slides. Students could be given a Storyboard sheet to use to draft out their ideas.

Ask the students to produce a short presentation using some of the resources provided. This should consist of 3 or 4 slides designed for a specific audience (e.g. parents at an Open Evening, a younger child). (1) Students should think about page design (2) and the way the slides are linked together. (3). Arrange some extra links or buttons on the presentation so that users have some choice in the way they navigate through the presentation (4). Write about 2 features of your presentation which make it suitable for explaining The Romans at a Parents evening. (5)

Stage 2 Module – Exploring Multimedia	
1	Create a page of text, images and sounds which are activated by appropriately named and positioned buttons
2	Use effective page design
3	Organise screens and identify appropriate choices and links
4	Create pages which offer the user options
5	Demonstrate how the presentation meets the needs of the intended audience

Teachers should retain the following evidence for moderation:

- copy of original assignment
- students saved presentation or printout of slides (with teacher evidence or annotated to show any multimedia elements)
- students statements for LO5 (written, typed or teacher evidence)

Resource List

Books

Title	Author	Publisher	ISBN	Year
Learn PowerPoint 2000 and Learn on Demand Personal Navigator and CD-ROM	John Preston, Sally Preston, Robert Ferrett	Que	0130889199	1999
Step by Step PowerPoint		Heinemann	0 435 211161	2001
Click – On Presentations and Publications				
PowerPoint 2000 : Tutorial	Peter Norton	Glencoe McGraw Hill	0028049225	2000
Microsoft PowerPoint 2002 Introductory Tutorial	Pasewark Ltd	Course Technology;	0619058951	2001

Websites

Acadia University's PowerPoint Resource Centre

<http://aitt.acadiau.ca/tutorials/PowerPoint2000/PowerPointPointers/>

MAPE - Making the most of Hyperstudio

<http://www.mape.org.uk/curriculum/communications/hyperstudio.htm>

TeacherNet - Multimedia Resource Links

<http://www.teachernet.gov.uk/index.cfm?page=406>

PowerPoint Tips, Help and Links:

<http://www.emtech.net/powerpoint.htm>

CD ROMs and Software

Slideshow - multimedia presentation software	Blackcat software http://www.blackcatsoftware.com/catalog/products/slideshow.html
Textease 2000 - text, publishing and presentation tool	http://www.textease.com/2000.htm
Junior Multimedia Lab	http://www2.sherston.com/Products/ProductDetail.asp?ProdId=83
Hyperstudio - multimedia presentation software	http://www.hyperstudio.com
<ul style="list-style-type: none"> • Multimedia Projects for PowerPoint • PowerPoint Project Resource Kit. • Sound Companion for PowerPoint • Soundsational Multimedia Resources! • GamePak Interactive: Game Templates for PowerPoint • Primary PowerPoint Projects 	FTC Publishing http://www.ftcpublishing.com/
<ul style="list-style-type: none"> • Create Together Multimedia Authoring Tool • MP Express Easy to Use Presentation tool 	Bytes of Learning http://www.bytesoflearning.com/