Module 7

Applying Multimedia

Description: The objective of this module is to have you apply your multimedia skills to create one or more additional productivity tools that you can use in your classroom. You will also showcase and share your work, view the work of others, and exchange ideas and practices.

Pair and Share: Reflecting on Module 6

Share your answers to the Take-Home Exercise: Reflecting on Module 6 with a colleague and the whole group as directed. Record any new and good ideas on the lines that follow.

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Intel® Teach Program
Version 2.0 │ Getting Started Course

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Exercise 1: Creating Multimedia Productivity Tools

Step 1

Learn more about the four elective multimedia activities—Student of the Week, Instructional Lesson, Classroom Rules and Expectations, and Yearbook.

Step 2

Determine which activity you want to do first. You can work alone to create a productivity tool that is uniquely meaningful and relevant for you in your classroom, or you may collaborate with a colleague who shares a similar interest or need.

Step 3

Plan, do, review, and share the activity or activities as directed.

Student of the Week

How can you help students feel good about themselves and the role they play in your classroom? What are some ways that students can learn more about each other? One way is to create a student of the week presentation. This multimedia presentation features information about a different student each week.

✏️ Plan It

Create a presentation that introduces your classroom's student of the week. Look at the following example:

Student of the Week Presentation Example

Think about the following questions, and if working with a partner, discuss your ideas. Writing your ideas on a sheet of paper or drawing rough sketches of your slides might be helpful.

▪ What is the name of a student who you would like to be your classroom's student of the week? When does the student's term as student of the week begin and end?

▪ What are two or three personal facts that others may not know about the chosen student?

▪ What are two or three specific classroom accomplishments that you would like to share about the student?

▪ How might you summarize or conclude the presentation?

▪ What are some ways you can make the presentation interesting to others?

For help on how to do certain tasks, look at the following groups in the Intel® Education *Help Guide:*

▪ **Multimedia Group 3:** Building Presentations

▪ **Multimedia Group 4:** Making Slides Look Good

▪ **Multimedia Group 5:** Adding Words

▪ **Multimedia Group 6:** Adding Pictures and Artistic Effects

▪ **Multimedia Group 8:** Adding Animation and Special Effects

Do It

1. Start the multimedia software, and open new, blank presentation.

2. Insert a Title slide. If necessary, switch to Normal View.

3. Click the title text box at the top of the slide. Type the name of the student you have chosen as this week's student of the week.

4. Click the subtitle text box at the bottom of the slide. Type "Student of the Week". Then on the line below, type the date information for the student's term as student of the week.

Challenge: If Internet connectivity is available, feel free to download media files to include in the presentation.

Challenge: Add a sound or music file to play on the title slide. You might also consider adding a movie or video file. (See the Slide 1 Challenge Example at the end of this section.) (For help, see Multimedia Skill 7.1: To add a sound or music file from the Clip Gallery/Organizer, Multimedia Skill 7.2: To add a sound or music file saved on your computer, Multimedia Skill 7.6: To add a movie or video file from the Clip Gallery/Organizer, and Multimedia Skill 7.7: To add a movie or video file saved on your computer.)
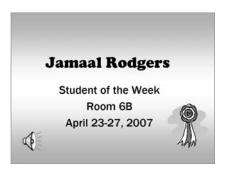
5. Insert a new slide with space for a title, text, and clip art.

6. Click the title text box at the top of the slide. Type a title that explains that the slide will contain interesting personal information about the student. Then, change the font, size, style, and color of the text. To create visual consistency, the text should look similar to the presentation title on the first slide.

7. Click the text box in the bottom corner of the slide. Replace the text with a bulleted list of interesting information about the student of the week. Change the look of the text.

8. Click, or double-click if necessary, the picture box in the opposite bottom corner of the slide. Insert a clip art picture that is related to the information about that student. Resize the picture if needed.

9. Insert a duplicate slide. Then, repeat Steps 6–8 to complete a slide about the student's classroom accomplishments.

10. Insert a Title Only slide. In the title text box, type one or two sentences that summarize and conclude the presentation.

11. Return to Slide 1 and fill the slide background with a fill effect, such as a gradient or pattern/hatching. Be sure to apply that same color to the background of all slides in your presentation. (For help, refer to Multimedia Skill 4.3: To change a slide's background color.)

12. To help the presentation flow smoothly from one slide to the next, add transitions between all of the slides. To create a consistent visual look, consider applying the same transition to all slides.

> **Challenge:** After you apply transitions to your slides, go back and add animation effects to the text and pictures. (For help, see Multimedia Skill 8.3: To add animation or movement to an object, or Multimedia Skill 8.4: To add animation effects to words, or to add an animation scheme.) You may need to set the order and timing so they play properly. (**Note:** Because adding animation does not greatly affect the look of a slide, this is not reflected in the Challenge Example at the end of this section.) (For help, see Multimedia Skill 8.13: To set the order and timing on a slide with many special effects.)

13. Play your presentation to make sure everything works correctly. Make any necessary changes.

14. Save your work as directed.

Steps 9 and 10: Specific suggestions are provided about the format of the new inserted slides. However, feel free to insert another type of slide if it is better suited for the content. A slide's format can be changed later as needed. Refer to Multimedia Skill 3.1: To add or insert a new slide, and Multimedia Skill 4.4: To change a slide's current layout.

Challenge: Animation effects can make presentations more interesting. However, too many animation effects can distract viewers and make information difficult to read or understand. Limit the amount of animation effects that you add to your slides. If you have many effects on the same slide, set the order and timing so they play in an organized manner.

Student of the Week Presentation Slide 1 Challenge Example

Review It

Look over your student of the week presentation. Make sure it has the following elements:

- A title slide that names the student of the week

- A slide with interesting personal information about the student of the week

- A slide with information about the student's classroom accomplishments

- Background fill effects and transitions that make the presentation interesting to viewers

If any elements are missing, add them to the student of the week presentation now. You should also make other desired changes. Remember to save your work when you are finished.

Share It

Be prepared to discuss your answers to the following questions during sharing time:

- How might the student of the week presentation help all of your students feel that they play an important role in your classroom?

- What was the most challenging skill or task in completing this presentation? How did you manage to complete that skill or task?

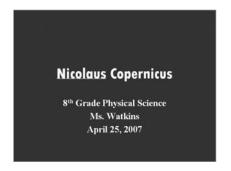- What is your favorite multimedia skill? Why?

Instructional Lesson

As a teacher, you must continually introduce new content to your students. How do you typically introduce a subject or content area in your classroom? Is it easy for you to hold the students' attention? How might multimedia improve student learning? For what classroom content might you use multimedia to teach?
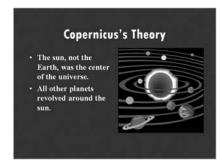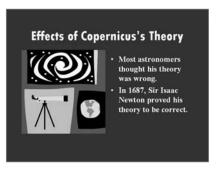
✏️ Plan It

Create an instructional lesson presentation that uses multimedia to teach classroom content. Look at the following example:

Instructional Lesson Presentation Example

Applying Multimedia

When thinking about classroom content to teach, consider what content could benefit most from the use of multimedia. Multimedia may not be appropriate for all classroom subjects.

Think about the following questions, and if working with a partner, discuss your ideas. Writing your ideas on a sheet of paper or drawing rough sketches of your slides might be helpful.

▪   For what classroom content might you use multimedia technology to teach? How might multimedia technology help students learn and understand the content better?

▪   What specific ideas, skills, or information do you want to teach? How might you organize the information onto different slides?

▪   Could you use pictures, tables, charts, or sound to help students understand the information better?

▪   How might you summarize or conclude the presentation?

▪   What multimedia effects might you include in your presentation?

For help on how to do certain tasks, look at the following groups in the *Help Guide:*

▪   **Multimedia Group 3:** Building Presentations

▪   **Multimedia Group 4:** Making Slides Look Good

▪   **Multimedia Group 5:** Adding Words

▪   **Multimedia Group 6:** Adding Pictures and Artistic Effects

▪   **Multimedia Group 8:** Adding Animation and Special Effects

🖱 Do It

1. Start the multimedia software, and open new, blank presentation.

2. Insert a Title slide. If necessary, switch to Normal View.

3. Click the title text box at the top of the slide. Type the name of the specific classroom content that you plan to teach.

4. Click the subtitle text box at the bottom of the slide. Type any other information that you would like to include on the title slide, such as the name of the actual course or the general content area, your name as the teacher, and the date of the presentation.

5. To help all of the slides in your presentation look the same, open and view the Slide Master. (For help, see Multimedia Skill 5.14: To use the Slide Master to change the look of the words in all slides.)

6. Change the look of the words in both the top title text box and the large middle text box.

7. Return to Normal View. Notice that the changes you made on the Slide Master can now be seen on the title slide.

8. Insert a new slide. Be certain to pick the best slide layout for the information that you want to include.

9. Type the information that you want to include in the slide. Feel free to delete or add text boxes as needed.

10. Insert any other information that might help students better understand the content. For example, you might insert a clip art picture or a picture that you download and save from the Internet. You might also add a table of data or a chart. You can even add a sound or video file.

11. Repeat Steps 8–10 to create the remaining slides of your instructional presentation. Be certain to end the presentation with a slide that summarizes and concludes the lesson.

Steps 3 and 4: Avoid formatting text at this point. Text will be formatted in the Slide Master in Steps 5 and 6.

Step 6: Working in the Slide Master is similar to working in a regular slide. However, remember that the choices made now will affect the look of the other slides in the presentation (which will be added later).

Step 8: Which slide layout is most appropriate for the information in the new slides? Make a best guess, and know that information-can be manually added or removed as needed later.

Step 10: Identifying appropriate media files to include in presentations may be difficult. Use whatever files are available for this practice presentation. Use appropriate media files when creating actual multimedia instructional lessons for students.

Applying Multimedia

12. Return to Slide 1, and apply a standard color scheme to change the color of the text and background of all your slides. (**Note:** If you are using OpenOffice.org Impress*, access the Master Pages in the right Tasks pane and select from the Available for Use color scheme options.) (For help with the color scheme in Microsoft PowerPoint*, refer to Multimedia Skill 4.2: To pick and use a color scheme.)

> **Challenge:** Create a custom color scheme for the slides in your presentation. (**Note:** If you are using OpenOffice.org Impress, this can be done by accessing the Master Slide and making changes there.)

13. To help the presentation flow smoothly from one slide to the next, add transitions between all of the slides. To create a consistent visual look, consider applying the same transition to all slides.

> **Challenge:** After you apply transitions to your slides, you might also add animation effects to the text and pictures. (For help, see Multimedia Skill 8.3: To add animation or movement to an object, or Multimedia Skill 8.4: To add animation effects to words, or to add an animation scheme.) You may need to set the order and timing so they play properly. (For help, see Multimedia Skill 8.13: To set the order and timing on a slide with many special effects.)

14. Play your presentation to make sure everything works correctly. Make any necessary changes.

15. Save your work as directed.

Review It

Look over your instructional lesson presentation. Make sure it has the following elements:

- A title that introduces the content of the instructional lesson presentation

- Individual slides with specific information that teaches the classroom content

- Text that looks the same in all slides, and slide layouts that suit the content

- Transitions, animation, and other multimedia effects that make the presentation more interesting to viewers

If any elements are missing, add them to the lesson now. You should also make other desired changes. Remember to save your work when you are finished.

Share It

Be prepared to discuss your answers to the following questions during sharing time:

- How might multimedia make your lesson's content more understood by a wider range of students?

- For what other classroom content might you use multimedia to teach? For what classroom content might multimedia not be appropriate? Why?

- How does formatting text in the Slide Master make it easy to change the look of the text in all of your slides?

Classroom Rules and Expectations

To ensure that all students have the chance to learn and grow, teachers need to establish clear classroom rules and expectations. What are some ways to inform students of the rules and expectations in your own classroom? One way is to create an informative and entertaining multimedia presentation.

✎ Plan It

Create a multimedia presentation that explains the rules and expectations in your classroom. Look at the following example:

Classroom Rules and Expectations Presentation Example

Think about the following questions, and if working with a partner, discuss your ideas. Writing your ideas on a sheet of paper or drawing rough sketches of your slides might be helpful.

- What main types or groups of rules and expectations do you have in your classroom? Do you have rules about attendance and class participation? Do you have rules about homework assignments and in-class assessments?

- What specific rules or expectations might you have for each main type or group?

- How might you organize the information on different slides?

- What multimedia skills might help you create an interesting and informative presentation?

For help on how to do certain tasks, look at the following groups in the *Help Guide:*

- **Multimedia Group 3:** Building Presentations

- **Multimedia Group 4:** Making Slides Look Good

- **Multimedia Group 5:** Adding Words

- **Multimedia Group 6:** Adding Pictures and Artistic Effects

- **Multimedia Group 8:** Adding Animation and Special Effects

Do It

1. Start the multimedia software, and open a new, blank document.

2. Insert a slide with space for a title and a bulleted list. If necessary, switch to Normal View.

3. Click the title text box at the top of the slide. Type a title for your classroom rules and expectations presentation.

4. Click the text box below the title. Type a word or phrase that names each main type or group of rules that you decided to include during planning. Be certain to start each type or group on a new line.

Steps 3, 4, 6, and 7: At this point, avoid changing the look of the title text or formatting the items in the bulleted list. A design template will be applied to your slides later in Step 13.

Applying Multimedia

Challenge: To make your presentation truly multimedia, consider adding sound and music files to your slides. You might also record your voice as you read and explain the information on your slides. (**Note:** An icon for either a sound file or a music file will appear on your slide.) (For help, see Multimedia Skill 7.1: To add a sound or music file from the Clip Gallery/Organizer and Multimedia Skill 7.2: To add a sound or music file saved on your computer.)

5. Insert a new slide with space for a title and a bulleted list.

6. Click the title text box at the top of the slide. Type a descriptive word or phrase for the first group or type of rules.

7. Click the text box below the title. Type the specific rules or expectations that you decided on for the group during planning.

8. Repeat Steps 5–7 to create a slide with a title and a bulleted list for the other main types or groups of rules that you want to include in your presentation. Be sure to refer to the ideas you wrote down during planning.

Step 9: To create more room for the buttons, press the **Enter** key to add an extra space between the items in the list. You can also remove the bullets from the list items.

9. Return to Slide 1. Create a button next to the first item in the bulleted list. (**Note:** In Microsoft PowerPoint you must create an action button. In OpenOffice.org Impress, you must draw a rectangle and customize the interaction.) Link the button to the second slide in the presentation (the slide with the information about the first item in the bulleted list). (**Note:** For help, refer to Multimedia Skill 8.9: To add an action button that takes you to a certain slide when clicked.)

10. Go to Slide 2. Create a button at the bottom of the slide. (**Note:** If you are using Microsoft PowerPoint, you might want to pick the Home action button option.) Link the button back to the first slide in the presentation.

11. Repeat Steps 9 and 10 to create a button for each remaining list item on Slide 1. Link the button to the correct slide containing the corresponding information. Then on each linked slide, create a button that takes viewers back to the first slide.

Step 12: To create a consistent visual look, apply the same transition and animation effects to all slides.

12. To help the presentation flow smoothly from one slide to the next, add transitions between all of the slides. For added visual interest, animate the title text on your slides.

Challenge: Consider creating your a custom animation effect to add to the titles in your slides. (For help, refer to Multimedia Skill 8.5: To make and add your own animation effect.)

13. Now that you have finished adding the required information and special effects, pick a design template to change the look of all of your slides. (For help, see Multimedia Skill 4.1: To pick and use a design template.) (**Note:** If you are using OpenOffice.org Impress, access the Master Pages in the right Tasks pane and select from the Available for Use template options.)

Step 13: After you apply the design template, you may need to fix the formatting and placement of the titles and bulleted list information on your slides.

14. Play your presentation to make sure everything works correctly. Make any necessary changes.

15. Save your work as directed.

Review It

Look over your classroom rules and expectations presentation. Make sure it has the following elements:

- A slide with a title that introduces the presentation and a list of main types or groups of rules

- Slides with information about specific rules for each main type or group of rules

- Buttons that link each of the list items on the first slide to the correct slide in the presentation, and a button on each content slide that links back to the first slide

- A design template to change the look of all slides in the presentation

- Transitions and animation effects to help the presentation flow smoothly and increase visual interest

If any elements are missing, add them to the presentation now. You should also make other desired changes. Remember to save your work when you are finished.

Share It

Be prepared to discuss your answers to the following questions during sharing time:

- What are the benefits of creating and playing a classroom rules and expectations presentation?

- What was the most difficult thing about adding buttons and linking them to the correct slides? How did you manage to complete that task?

- What is the benefit of using a design template to change the look of your slides?

- How might you use buttons or design templates in other multimedia presentations?
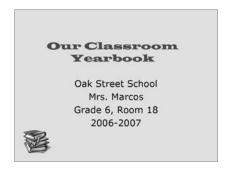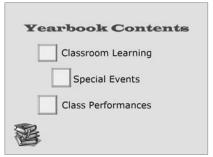
Yearbook

At the end of the school year, many students enjoy looking back on all that they have done and learned. Sometimes, students create a yearbook with pictures and information about the school year. How might you use multimedia technology to create an electronic yearbook for your students to enjoy?

✏ Plan It

Design a yearbook presentation that you could play for your students at the end of the school year. Look at the following example:

Our Classroom Yearbook

Oak Street School
Mrs. Marcos
Grade 6, Room 18
2006-2007

Yearbook Contents

☐ Classroom Learning

☐ Special Events

☐ Class Performances

Classroom Learning

- Students learned about fractions, decimals, and percents.
- Students studied plant and animal biology.

Special Events

- Our class placed third in the city spelling bee.
- We raised $500 for new library books.

Class Performances

- Our class musical performance was a big success.
- Many students took part in the holiday dance program.

Congratulations to all students in Room 18!

Best of luck next year as you begin grade 7.

Yearbook Presentation Example

Applying Multimedia

Think about the following questions, and if working with a partner, discuss your ideas. Writing your ideas on a sheet of paper or drawing rough sketches of your slides might be helpful.

- What information might you include on a title slide for the yearbook presentation?

- What main types of information should be featured in the yearbook presentation? Would you include information about what students learned in different subjects? Could you include special events and performances, field trips, or holiday celebrations?

- What specific information would you like to present for each main type?

- How might you organize the information on different slides?

- What multimedia skills might you use to make the presentation fun and informative?

For help on how to do certain tasks, look at the following groups in the *Help Guide:*

- **Multimedia Group 3:** Building Presentations

- **Multimedia Group 4:** Making Slides Look Good

- **Multimedia Group 5:** Adding Words

- **Multimedia Group 6:** Adding Pictures and Artistic Effects

- **Multimedia Group 8:** Adding Animation and Special Effects

Do It

1. Start the multimedia software, and open a new, blank document.

2. Insert a Title slide. If necessary, switch to Normal View.

3. Click the title text box at the top of the slide. Type a title for the yearbook presentation.

Steps 3 and 4: Avoid formatting the text at this point. Text formatting will occur in the Slide Master in Steps 5 and 6.

4. Click the text box below the title. Type any other information that you want to include on the title slide including the name of the school, your name as the teacher, the class or room number, and the dates of the school year.

> **Challenge:** To make your presentation truly multimedia, consider adding sound and music files to your slides. In some multimedia software programs, you might also be able to record your voice as you read and explain the information on your slides. (**Note:** An icon for either a sound file or a music file will appear on your slide.) (For help, see Multimedia Skill 7.1: To add a sound or music file from the Clip Gallery/Organizer, Multimedia Skill 7.2: To add a sound or music file saved on your computer, and Multimedia Skill 7.4: To To record your voice or another sound on a single slide.)

Challenge: To record voice, speak clearly and loudly into the microphone. Otherwise, the microphones might pick up background noise from other participants.

5. To help all of the slides in your presentation look the same, open and view the Slide Master. (For help, see Multimedia Skill 5.14: To use the Slide Master to change the look of the words in all slides.)

6. Change the look of the words in both the top title text box and the large middle text box. You might also want to insert a small clip art picture in one of the corners of the slide. (For help, see Multimedia Skill 6.7: To use the Slide Master to add the same picture on all slides.)

Step 6: Working in the Slide Master is similar to working in a regular slide. However, remember that the choices made now will affect the look of the other slides in the presentation (which will be added later).

7. Return to Normal View. Notice that the changes you made on the Slide Master can now be seen on the title slide.

8. Next you will create a contents slide for the presentation. Insert a new slide with space for a title and a bulleted list.

9. Click the title text box at the top of the slide. Type a title for this contents slide, such as "Yearbook Contents".

10. Click the text box below the title. Type a word or phrase that names each main type of yearbook information that you decided to include during planning. Make sure you start each type or group on a new line.

11. Insert a new slide. Be certain to pick the best slide layout for the type of yearbook information that you want to include.

12. Type the information that you want to include in the slide. Feel free to delete or add text boxes as needed.

Step 11: You may have trouble deciding which slide layout is most appropriate for particular types of information. If that occurs, take your best guess, and know that you can manually add or remove information as needed later.

13. Insert any other information that might help students better remember the experience and enjoy the presentation. For example, you might insert a clip art picture or a picture that you download and save from the Internet. You can even add a sound or video file.

14. Repeat Steps 11–13 to create the remaining slides of your instructional presentation. Be certain to end the presentation with a slide that summarizes and concludes the multimedia yearbook.

15. Go back to Slide 2. Create a button next to the first item in the bulleted list. Link the button to the third slide in the presentation (the slide with the information about the first item in the bulleted list). (**Note:** In Microsoft PowerPoint you must create an action button. In OpenOffice.org Impress, you must draw a rectangle and customize the interaction.) (**Note:** For help, refer to Multimedia Skill 8.9: To add an action button that takes you to a certain slide when clicked.)

16. Go to Slide 3. Create a button at the bottom of the slide. (**Note:** If you are using Microsoft PowerPoint, you might want to pick the Home action button option.) Link the button back to the second slide in the presentation (the one with the yearbook contents).

17. Repeat Steps 15 and 16 to create a button for each remaining list item on the yearbook contents slide. Link the button to the correct slide containing the corresponding information. Then on each linked slide, create a button that takes viewers back to the yearbook contents slide.

18. To help the presentation flow smoothly from one slide to the next, add transitions between all of the slides. For added visual interest, animate the text and pictures on your slides.

> **Challenge:** Consider creating your own custom animation effect to add to the titles in your slides. (For help, refer to Multimedia Skill 8.5: To make and add your own animation effect.)

19. Now that you have finished adding multimedia effects and animation to your slides, set the order and timing so the effects play as desired. (For help, see Multimedia Skill 8.13: To set the order and timing on a slide with many special effects.)

20. Return to Slide 1 and apply a standard or custom color scheme to change the color of the text and background of all your slides. (**Note:** If you are using OpenOffice.org Impress, access the Master Pages in the right Tasks pane and select from the Available for Use template options.) (For help, refer to Multimedia Skill 4.2: To pick and use a color scheme.)

21. Play your presentation to make sure everything works correctly. Make any necessary changes.

22. Save your work as directed.

Review It

Look over your multimedia yearbook presentation. Make sure it has the following elements:

- A title slide that introduces the presentation

- A contents slide that lists the types of information in the presentation

- Slides with specific information about each item listed on the contents slide

- Buttons that link each of the list items on the yearbook contents slide to the correct slide in the presentation, and a button on each content slide that links back to the contents slide

- Multimedia elements, transitions, and animation effects to help the presentation flow smoothly and increase visual interest

If any elements are missing, add them to the yearbook presentation now. You should also make other desired changes. Remember to save your work when you are finished.

Share It

Be prepared to discuss your answers to the following questions during sharing time:

- Why might your students enjoy viewing a multimedia yearbook presentation?

- What is your favorite multimedia skill that you used to complete the presentation? Why?

- For what other school or classroom events might you create a multimedia presentation? Why?

Exercise 2: Showcasing Multimedia Productivity Tools

Step 1

Before the Showcase Begins

1. Decide by yourself or with a colleague about which elective multimedia product you would like to share with others.

2. Determine your answers to the following questions:

   - How might the product increase your productivity in the classroom?

   - How did others help you create this product?

   - What new technology skills did you learn?

   - What was one problem you had? How did you solve it?

Step 2

When It Is Your Turn to Share

1. Show your product to others.

2. Tell others:

   - How the product might increase your productivity in the classroom

   - How others helped you create the product

   - What new technology skills you learned

   - One problem you had and how you solved it

3. After you finish answering the questions, ask your colleagues the following questions:

   - What do you like about the product? Why?

   - What suggestions do you have to make the product better?

4. Thank your colleagues for their comments and suggestions.

Take-Home Exercise: Reflecting on Module 7

Reflect on the exercises, activities, skills, and approaches addressed in this module. Record your answers to the following questions and be prepared to share your answers at the beginning of the next module.

1. Reflect on the products shared during the showcase. Which ones might you want to create or learn more about? How might those products enhance your productivity in the classroom?

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2. How might you use the Internet, word processing software, multimedia software, and other technology to communicate and collaborate with your colleagues, your students' parents, and the community so that they can be partners in helping students learn?

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Module 7 Summary

Step 1

What did you accomplish in this module? List your ideas and those of others as directed on the lines that follow.

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Step 2

What key points are addressed in this module? List your ideas and those of others as directed on the lines that follow.

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Step 3

Ask any questions and share any comments. Learn about and prepare for Module 8: Discovering Spreadsheets.