Module 6
Discovering Multimedia

Description: The objective of this module is to have you learn about multimedia as you explore multimedia software, discuss multimedia skills, and identify multimedia resources. You will complete an activity that will require you to develop your multimedia skills to create a product that is useful in your role as a classroom teacher. The product you create may improve your productivity, and completing the activity will give you direct experience with 21st century teaching and learning skills and approaches.

Pair and Share: Reflecting on Module 5

Share your answers to the Take-Home Exercise: Reflecting on Module 5 with a colleague and the whole group as directed. Record any new and good ideas on the lines that follow.

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Exercise 1: Exploring Multimedia Software

What are some ways people communicate with one another? When might you use words to explain something, and when might you use pictures to explain something else? Multimedia software lets you create presentations with words, pictures, sounds, and videos. Multimedia presentations can be used to share information as well as entertain.

Several multimedia software applications are available, including Microsoft PowerPoint* and OpenOffice.org Impress*. Sharing one computer, work with a partner to start the multimedia software. Spend 10 minutes completing the tasks that follow.

1. Add a new slide with at least one box for words and another box for a picture.

2. Type your names in the slide.

3. Add a picture to the slide.

4. Add another new slide with a layout that is different from the first slide.

5. Add new words, pictures, or other elements to complete the slide.

6. Play the presentation.

7. Use the remaining time to discover what else you can do with multimedia software.

Exercise 2: Discussing Multimedia Skills

1. What is your favorite feature of multimedia software? Why?

2. What topic could you make a slideshow presentation about?

Exercise 3: Identifying Multimedia Resources

Step 1

To learn more about multimedia skills, check the Intel® Education *Help Guide* as you complete the exercises, activities, and action plan. The Multimedia section consists of nine skill groups:

▪ **Multimedia Group 1:** Getting to Know Multimedia Software (**Note:** This group name will change depending on the *Help Guide* version being used.)

▪ **Multimedia Group 2:** Viewing and Working with Slides

▪ **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 7:** Adding Sounds, Movies, and Links

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

▪ **Multimedia Group 9:** Setting Up and Playing a Presentation

Step 2

What is one multimedia skill that you would like to learn how to do? In which skill group might you begin looking to learn how to do that skill?

Exercise 4: Using Multimedia Skills

You will have an opportunity to learn and use multimedia skills as you complete one required activity and at least one elective activity from the following list:

▪ **Required Activity:** Curriculum Preview

▪ **Elective Activity:** Student of the Week

▪ **Elective Activity:** Instructional Lesson

▪ **Elective Activity:** Classroom Rules and Expectations
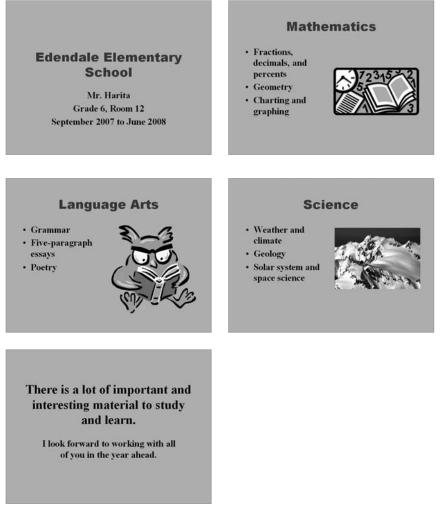
▪ **Elective Activity:** Yearbook

Now you will learn about the required multimedia activity, Curriculum Preview. You will develop multimedia skills to create a product that may improve your productivity, and you will gain direct experience with 21st century teaching and learning skills and approaches. Turn to the next page to see the Curriculum Preview activity, and wait for further direction.

Curriculum Preview

At the beginning of the school year, students and their parents like to know what you will be teaching in your classroom. How might you accomplish this goal? One way is to create a multimedia presentation with text, pictures, and special effects.

✏️ Plan It

Create a curriculum preview presentation to inform students and parents of the content you will be teaching in the year ahead. Look at the following example:

Edendale Elementary School

Mr. Harita
Grade 6, Room 12
September 2007 to June 2008

Mathematics

- Fractions, decimals, and percents
- Geometry
- Charting and graphing

Language Arts

- Grammar
- Five-paragraph essays
- Poetry

Science

- Weather and climate
- Geology
- Solar system and space science

There is a lot of important and interesting material to study and learn.

I look forward to working with all of you in the year ahead.

Curriculum Preview 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.

- At what school do you teach? What grade or class do you teach? What room do you teach in? When does the school year begin and end?

- What are three subjects or content areas that you intend to teach? For each of the subjects, what specific topics or skills will you teach? What related pictures might you add to help make the information clear?

- How might you summarize or conclude the presentation in one or two sentences?

- What are some ways you can make this information interesting to students and parents?

If all subjects are taught in a self-contained classroom, think of three specific topics to teach for each of the three subjects. For subject-area teachers who teach the same content, identify three main groups or types of content in an individual subject taught.

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

- **Multimedia Group 2:** Viewing and Working with Slides

- **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

Do It

1. Start the multimedia software, and open a 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 your school. Change the font, size, color, and style of the text.

4. Click the subtitle text box at the bottom of the slide. Type your name, your room or grade number, and the beginning and end dates for the school year. Change the font, size, color, and style of the text.

Step 3: Text may be entered in the Outline Pane or on the Outline tab, or in the slide itself. Use the method you prefer.

Step 4: Include name, room or grade number, and the dates of the school year. Feel free to include whatever information is most relevant to the situation.

> **Challenge:** Add a border to the title slide by drawing a large rectangle. Remove the fill color so you can see the text. Then, pick the desired line width and color. (See the Slide 1 Challenge Example at the end of this section.)

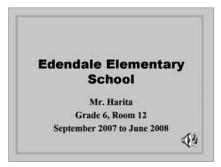5. Insert a new slide with space for a title, text, and clip art.

Step 6: Feel free to change the look of the text in slides. For a more professional look to the presentation, use two or three text formatting options consistently on all slides.

Steps 9–11: The direction is to duplicate the existing slide. Feel free to insert another type of slide if it is more appropriate for the information to be added. The slide layout can be changed after the additional information is added. 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.

6. Click the title text box at the top of the slide. Type the name of the first content area or subject that you decided to include during planning. Then, change the font, size, style, and color of the text. To create a consistent visual look, this 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 content area topics that you might teach in the year ahead. 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 content area or one of the listed topics. Resize the picture if needed.

9. Insert a duplicate slide. Then, repeat Steps 6–8 to complete a slide with the second content area as the title, a list of topics to teach, and a related picture.

10. Insert another duplicate slide. Then, repeat Steps 6–8 to complete a slide with the third content area as the title, a list of topics, and an appropriate picture.

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

12. Now you are ready to add some final touches that will make your presentation more interesting. Return to Slide 1, and fill the slide background with color. Be sure to apply the same color to all the slides so the same color will appear in the background of all slides in the presentation. (For help, refer to Multimedia Skill 4.3: To change a slide's background color.)

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 add transitions to your slides, go back and insert music or sound effects. (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.) (**Note:** An icon for either a sound file or a music file will appear in your slide.)

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

15. Save your work as directed.

Curriculum Preview Slide 1 Challenge Example

Review It

Look over your curriculum preview presentation. Make sure it has the following elements:

- A title slide with your school's name, your name, information about the grade and classroom you teach in, and the dates of the school year that the presentation covers

- Slides for three classroom subjects that you plan to teach, in which each slide includes the name of the classroom subject or content areas, a list of three specific topics or skills, and a related picture

- A final slide with information that summarizes and concludes the presentation

- The same background fill color on all slides, and transitions that play between slides

If any elements are missing, add them to the curriculum preview 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 information in your curriculum preview presentation be helpful to students and parents?

- What are some ways that multimedia technology helps make this information more interesting for your audience?

- What is the most useful multimedia skill that you learned? Why?

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Take-Home Exercise: Reflecting on Module 6

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. Read and review the four elective multimedia activities beginning on page 97. Which one or two activities interest you the most and might best enhance your productivity as a teacher? Why?

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2. What resources would you want available for use as you complete the one or two activities that interest you most? How could the resources help? Remember to bring the resources with you to the next course session.

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Module 6 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 7: Applying Multimedia.

Notes: