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# Using This Book

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This book is divided into two sections:

1. Using Digital Media
2. Curriculum-Based Projects

The first section is designed to help you learn how to use digital media, digital images in particular, and the second section is intended to provide you with ideas that you might use with your students.

Also included with this book is a CD-ROM. It includes project examples, worksheets and templates for many of the activities and charts. They will help guide you and your students through the various steps involved in the process of using digital media.

An index of the files available on the CD can be found on page 240.

## **Understanding the Guidelines and Instructions**

This book will provide you with background information, definitions and explanations of the types of digital media. You will be provided with guidelines relating to what equipment you should use and help with purchasing media-related equipment. Many pieces of equipment are similar and so definitions of equipment components and explanations of equipment use can be generic in nature. You should have no problem applying them to your particular circumstance. While you will be starting off with simple activities that make use of very basic skills, additional information about getting the most out of your equipment and your photos and videos will also be included. As you gain experience and confidence, you will be exposed to more complex activities and experiences.

# All About Me

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## 1. Project Title: Daily Photo Journal

### Project Description

Take photos of different activities that happen in your classroom each day. Process the photos and have different students write about each activity. As the year progresses, be sure to include pictures of different students doing a variety of different things. At the end of the year, you will have a great record of your class activities and routines. The resulting book can be captured in a *PowerPoint* presentation, mounted as a web page or printed.

### Technology Skills Required

Students will be required to:

1. Download a digital photo
2. Adjust quality and format of the photo
3. Insert photo into one of the following applications:
  - AppleWorks* Document
  - Microsoft Word* Document
  - PowerPoint* Document or *AppleWorks* Slide Show
  - Web Page
4. Add a descriptive write-up
5. Save the photo and write-up

### Teacher and Student Preparation

The teacher will:

1. Decide which application will be used for the finished product.
2. Prepare a sample for the students to review.
3. Make a schedule of what photos will be taken each day and who will be responsible for the photo download and write-up. See 'Student-Project Schedule'.
4. Review the project scope and the role each student will play.
5. Review the use of the Daily Photo Journal Worksheet with the students. Its purpose is to help students focus their writing.
6. Share project example with the students. (Example available on CD-ROM)

# Generalised Classroom Activities

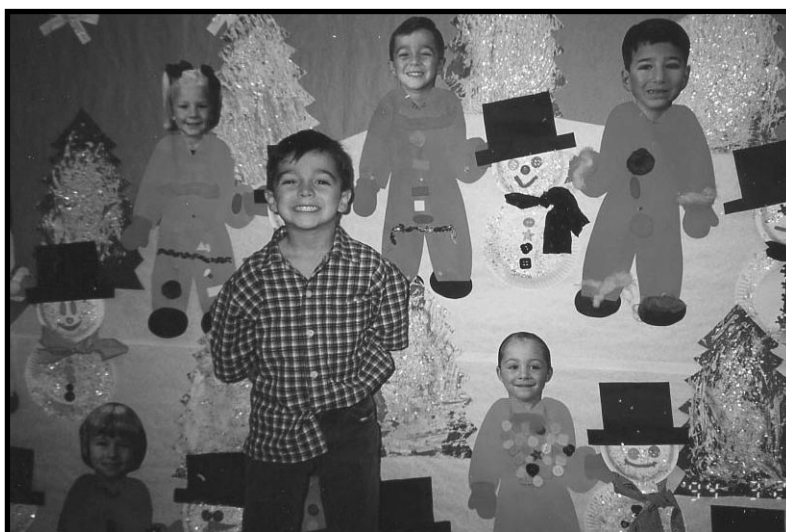
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## 1. Project Title: Bulletin Board Personalisation

### Project Description

If the teacher or a helper takes high quality head shots of the students at the beginning of the school year, the photos can be cut out and then used all year long in bulletin board theme displays. For example, you could design a school bus and put the students' headshots in the windows of the bus. A great caption would be 'All Aboard for a Great Year!'

### 'Snow Children - Winter Fun'



The 'Face Photographs' can be reused for each classroom theme.

### Technology Skills Required

The teacher will be required to:

1. Take and download photos of their students' heads (either scanned from 35mm photos or taken with a digital camera).
2. Adjust quality and format of the photos.

3. Insert the photos into one of the following applications:

*AppleWorks* Document

*Microsoft Word* Document.

4. Save the photos.
5. Print the photos.

### **Teacher Preparation**

The teacher will:

1. Decide which application will be used for the finished product.
2. Make a schedule of when the photos will be taken. See 'Student-Project Schedule'.
3. Review the 'Steps to Good Photo Taking' and the 'Camera Operation Checklist' before using a 35mm camera or a digital camera. If a scanner is to be used, the teacher will also need to review the 'Steps to a Successful Scan'.

### **Steps Involved**

1. The teacher will take a head shot photo of each child.
2. The teacher will download the photos to the application being used for the project. Each photo should fill a standard A4 sheet of paper.
3. The teacher will finish by saving the photos in the prescribed manner, to a pre-selected folder.
4. The teacher will then back up his/her work in another predetermined location.
5. The teacher will print the photos on photo quality paper.

### **Project Worksheets Needed**

- Student/Project Schedule

### **Handy Helper Cards**

- Steps to Good Photo Taking
- Steps to a Successful Scan
- Camera Operation Checklist
- Downloading a Photo
- Saving a Document
- Printing a Photo

**Project Example Available** (Example available on CD-ROM)