

#1 Multimedia Portfolio: Lesson Plan

Theme: Communication, Organization

Learner: Grades 2 - 6

Time: 60 - 80 min.

Task 1: Introduction (~10 min)

Task 2: Creating graphics and text (~35 min)

Task 3: Creating folder (~15 min)

<p>Description:</p> <p>In this lesson each student creates a decorated file folder with an inside lip which will hold project materials.</p>	<p>Teaching Point Synopsis:</p> <ol style="list-style-type: none">1. New terminology (multimedia, portfolio)2. Integrating graphics and text3. Proofing before printing4. Dating Products
<p>Objectives: (Grades 2 - 6)</p> <p>P.4 - Students will integrate various applications.</p> <p>Specific Outcomes:</p> <ol style="list-style-type: none">2.1 integrate text and graphics2.2 vary font size and font style, and placement of text and graphics in order to create a certain visual effect	
<p>Prerequisites:</p> <p>It is recommended that teacher and/or students know the following before starting this project:</p> <p>Computer related:</p> <ol style="list-style-type: none">1. How to open the graphics program2. How to draw and erase3. How to save files4. How to copy and paste5. How to move between applications	

Materials and Setup:

- A drawing program such as Kid Pix, Apple Works, Claris Works, Windows Paint, Paint Shop Pro
- Manila Tag (a file folder with inside lip) to create file folder – 38 cm x 49 cm (approx. 15 inches x 19.5 inches); one per student

Before Lesson:

1. Create a sample cover graphic in the drawing program the students will be using.
2. Print the sample to show the screen graphic/printed graphic ratio.
3. Have a multimedia portfolio example ready to demonstrate the process.

- Print list of multimedia projects which will be undertaken this year – one list per student (can be modified)
- Colour printer and/or crayons (to reduce colour printing costs, students may colour their pictures with crayons)
- Scissors
- Glue

Student Machine:

- Loaded with graphics program

Instructor Machine:

- Loaded with the In Vivo CD
- Loaded with the graphics program

Other Uses:

Students will use the folder to keep track of their multimedia projects as they are completed. In this lesson students will learn how to make portfolio covers, organize and date project materials. It is a model for portfolios for Language Arts, Social Studies, Science, and Art projects.

Task 1: Introducing the Multimedia Portfolio (Summary)

- Start lesson and introduce terminology (multimedia, portfolio) Show class an example of a Multimedia Portfolio folder.
- Explain that the folder will be referred to as a Multimedia Portfolio folder.
- Explain that students will be creating a cover picture for the portfolio, which will include a frame, graphics and text.
- Students will consider graphics that might reflect their self-image and interests.



Task 2: Create the Graphic Design (Summary)

(These instructions are written for Kid Pix Deluxe 3. Teacher may demonstrate steps on the board or on the computer.)

- Tell class:
 - 1) to draw a box
 - 2) to draw a smaller box inside the first box
 - 3) to draw a third box inside the second box (these two boxes create borders for their image) (fill border with colour if printing in colour)

- Ask class to:
 - 1) select a font style and size
 - 2) enter the following information inside the box:
 - i. title "Multimedia Portfolio"
 - ii. their name
 - iii. the date (including the year) (all projects should be dated to create a portfolio chronology)
 - iv. name of school
 - 3) consider images that might reflect the self image and interests of the student
 - 4) create their chosen design inside the box that they drew
 - 5) add date and name of school in the bottom right hand corner (e.g. June 9, 2004; Maestro School)
 - 6) check with you before printing their graphic (*check for size, clarity, spelling, visual appeal*)

Task 3: Assemble the Portfolio (Summary)

- Distribute folders with inside pocket (if pre-assembled folders are not available, Distribute one sheet of Manila Tag to each student and have students create their own folders)
- Trim printed design to fit folder
- Glue design to folder

Task 4: Multimedia Project List (Summary)

- Create project list and adhere it to the inside of folder

Task 1: Introducing the Multimedia Portfolio (Detailed Explanation)

Step 1 – Introduce Project:

- a. Tell class that they will be personalizing a folder which will store the multimedia projects they will create this year

Step 2 – Define Terminology:

- a. Write the words "multimedia", and "portfolio" on the board.
- b. Ask class to define multimedia <Ans: *integrating graphics, text, video, and audio with the computer.*>
- c. Ask class to define portfolio <Ans: *"A collection of work that documents a student's educational performance and employment experiences over time. Typically includes a range of work (e.g., reports, photographs) assigned by the teacher and selected by the student. Portfolios may be used for a variety of purposes including: increasing student learning opportunities; helping students demonstrate a wide variety of skills; assisting students in recognizing their own academic growth; and teaching*

them to take greater responsibility for their own learning and development” [Definition taken from:
www.columbus-chambers.org/workforce/glossary.htm]

A portable case or folder is used to carry and store the students' collection of work.>

Task 2: Create the Graphic Design (Outline of Detailed Explanation)

Step 1: Getting Started

Start graphics program.
Remind students to save their work frequently

Step 2: Creating the Borders

Draw a rectangle.
Draw a second smaller rectangle inside the first rectangle.
Fill the space between the large and small rectangles with colour.
(If printing in black & white, ask class to colour with crayons after the graphic is printed.)
Save your work.

Draw a third rectangle inside the second rectangle.
Fill the space between the second and third rectangles with colour.
(If printing in black & white, ask class to colour with crayons after the graphic is printed.)
Save your work.

Step 3: Adding Text

Select font and font size.
Add the title “Multimedia Portfolio” inside the smaller rectangle.
Select smaller font size.
Add student’s name, date and name of school.
Save your work.

Step 4: Adding Theme Graphics

Add graphics inside the smaller rectangle (this can be freehand drawing or clipart) <Suggestions: a pet, favourite toy, favourite place.>
Save your work.

Step 5: Printing

Export graphic from Kid Pix.
Open word processor.
Insert the graphic into word processor.
From the word processor, print the image on a colour or black and white printer.

Step 6: Colour the Graphic

If using a black and white printer, ask the students to colour the borders and graphic with their crayons.


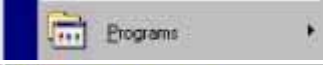

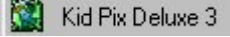


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







Task 2: Create the Graphic Design (Detailed Steps for Creating Multimedia Portfolio Graphic Using Kid Pix Deluxe 3 for Windows)

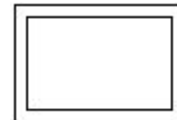
Step 1 – Getting Started

➤ Start KidPix





- Click  Start
- Click  Programs
- Click  Kid Pix Deluxe 3
- Click  Kid Pix Deluxe 3
- When the KidPix login appears, enter your user name and click ok.

Step 2 – Creating the Borders

-  Select the “drawing” tool.
-  Select the “pencil” tool.
-  Select the smallest dot for the finest pencil thickness.
-  Select the unfilled “rectangle” from the drawing tools.
- Click and drag the cursor to draw a rectangle on the screen.
- Draw a second rectangle inside the first rectangle, creating a narrow border around your graphic. (See examples included with this book.)
- If printing in colour:
 -  Select the “paint” tool.
 -  Select a colour.
 -  Select the solid colour “paint bucket”.
 - Select the solid colour icon in the pattern choices to the right of the buckets.
 - Click in the space between the two rectangles to fill the area with colour.
- Move cursor to the top left corner of the screen. When the arrow appears click and select “File” and “Save As” to save the graphic. Enter a name for your graphic and click OK.
- Select the unfilled “rectangle” tool.
- Click and drag the cursor to draw a third rectangle inside the first two rectangles.
- If printing in colour:
 - Select another colour
 - Click in the space between the two rectangles to fill the area with colour.
-  Click the “save” icon to save your work.





Step 3 – Adding Text

-  Select the “text” tool.
-  MS Serif  12  Choose a font style and size for the title. (Suggest 12 point font for title.)
- Ask the class to click on the screen and enter their name in the box.
- Centre the textbox at the top of the innermost box by clicking on and dragging the blue line at the top of the textbox.
- Click on the screen again and enter “Multimedia Portfolio” into a second textbox.
- Centre this text below the name.
- Select a smaller font size for the remainder of the information.
- Enter date and name of school in the lower right corner of the box.
- Click the “save” icon to save your work.





Step 4 – Adding Theme Graphics

- If using clipart:
 -  Select the “stamp” tool.
 -  Use the up and down arrows to view more clipart choices.
 - Select clipart and click inside the smallest rectangle to position your graphic.
- If drawing freehand:
 - Use any of the drawing tools available to create your graphic.
- Click the “save” icon to save your work.

Step 5 – Printing

- a. Open Microsoft Word.
- b. Select “File”, “Save As”. Enter the document name. (e.g., PortfolioCover.doc)
- c. Return to KidPix.
- d. Move cursor to the top left corner of the screen. When the arrow appears click and select “File” and “Export” to export the graphic. A dialog box will appear. Enter a name for your graphic (e.g Multimedia Portfolio) and click Save. Ensure that where it says “Save as Type” , you have it as JPEG.
- e. Press “Alt”, “Esc” to go back to Microsoft Word.
- f. Select “Insert”, “Picture”, “From File”. A dialog box will appear. Select your graphic from the file you saved it in and click “Insert”.

g. Click  to save your work.

h. Click  to print your graphic on either a colour or black and white printer.






Task 2: Create the Graphic Design (Detailed Steps for Creating Multimedia Portfolio Graphic Using Kid Pix Studio for Windows)

Step 1 – Getting Started

➤ Start KidPix


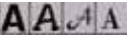

- Click 
- Click 
- Click 
- Click 

Step 2 – Creating the Borders


-  Select the “rectangle” tool.
-  Select the unfilled “rectangle” from the drawing tools.
- Click and drag the cursor to draw a rectangle on the screen.
- Draw a second rectangle inside the first rectangle, creating a narrow border around your graphic. (See examples included with this book.)
- If printing in colour:
 -  Select the “paint” tool.
 -  Select a colour.
 -  Select the solid colour icon located at the bottom of the screen.
 - Click in the space between the two rectangles to fill the area with colour.
- Select “File” and “Save A Picture” to save the graphic. Enter a name for your graphic and click OK.
- Select the unfilled “rectangle” tool.
- Click and drag the cursor to draw a third rectangle inside the first two rectangles.
- If printing in colour:
 - Select another colour
 - Click in the space between the two rectangles to fill the area with colour.
- Save your work.




Step 3 – Adding Text

-  Select the text “typing” tool.
- Select a font colour.
-  Choose a font style for the title.
- Ask the class to enter their name at the top of the innermost box.
- To centre the text:
-  Select the “move” tool.






-  Select the “magnet” tool.
- Draw a box around the text.
- Move the magnet tool over the text, click and drag the text so it is centred with the box.
- Select the “typing” tool and enter “Multimedia Portfolio”.
- If necessary, select the “move” and “magnet” tools and centre the text below the name.
- Enter the date and name of school in the lower right corner of the box.
- Save your work.


Step 4 – Adding Theme Graphics

- If using clipart:
 -  Select the “stamp” tool.
 - Select clipart and click inside the smallest rectangle to position your clipart graphic.
- If drawing freehand:
 - Use any of the drawing tools available to create your graphic.
- Save your work.

Step 5 – Printing

- a. Open Microsoft Word.
- b. Select “File”, “Save As”. Enter the document name. (e.g., PortfolioCover.doc)
- c. Return to KidPix Studio
- d. To copy your Kid Pix page:
 - i) select moving van  .
 - ii) select magnet  from tool options
 - iii) place cursor on the edge of page and click and drag until you have a rectangle outline around your page
 - iv) select *Edit* → *Copy*
- e. Press the “Alt” key to display the menu bar. Click the left mouse button. Select “Edit”. Select “Copy”.
- f. Press “Alt”, “Esc” to go back to Microsoft Word.
- g. Select “Edit” and “Paste” to paste the KidPix page into Microsoft Word.

h. Click  to save your work.

i. Click  to print your graphic on either a colour or black and white printer.

Task 3: Assemble the Portfolio (Detailed Explanation)

Step 1:

Getting Started:

- Distribute file folder or manila tag
- Tell class their folder will be used throughout the year to hold their communications projects

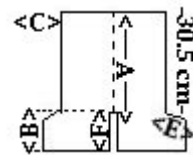
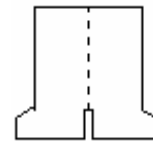
Step 2:

Creating a Manila Tag Folder:

On the blackboard, draw the shape students are to create.

To create the folder:

- Locate the centre of the manila tag and fold in half (length wise) to mark the location.
- Open the folder and measure 8 cm from the bottom – mark this spot.
- Measure 2 cm in from the outer edges on each side of the folder.
- Remove the top 30.5 cm from each side of folder (measured from top of folder down to the 8 cm mark)
- Cut the extending lower edges at a 45 degree angle.
- Cut out a centre notch (make the notch a slightly up-side-down “V” shape) at the bottom centre.
- Fold the 2 cm extension in towards the centre of the folder
- Fold the bottom 8 cm towards the top of the folder
- Fold the folder in half



Step 3:

Adding the Graphic Design:

- Neatly cut out the graphic to apply to folder.
- Apply glue to the back of printed graphic design
- Adhere graphic to the front cover of folder

Task 4: Multimedia Portfolio List (Detailed Explanation)

- Distribute the year long project list to the students
- Apply glue to the back of project list
- Adhere list to the inside of folder – left side.

Example of Multimedia Activity Check List

First Name: Maestro

Last Name: Mouse

Check	Activity	Date	Teacher Initials
<input type="checkbox"/>	Multimedia Portfolio	_____	<input type="checkbox"/>
<input type="checkbox"/>	Egg Animation	_____	<input type="checkbox"/>
<input type="checkbox"/>	What is a Computer	_____	<input type="checkbox"/>
<input type="checkbox"/>	Name your Computer	_____	<input type="checkbox"/>
<input type="checkbox"/>	Design a Keyboard	_____	<input type="checkbox"/>
<input type="checkbox"/>	Create a Logo	_____	<input type="checkbox"/>
<input type="checkbox"/>	Create a Business Card	_____	<input type="checkbox"/>
<input type="checkbox"/>	Create a Resume	_____	<input type="checkbox"/>
<input type="checkbox"/>	Create a Story	_____	<input type="checkbox"/>
<input type="checkbox"/>	Video Autobiography	_____	<input type="checkbox"/>
<input type="checkbox"/>	Multimedia Yearbook	_____	<input type="checkbox"/>
<input type="checkbox"/>	Create a Presence	_____	<input type="checkbox"/>
<input type="checkbox"/>	Create a Certificate	_____	<input type="checkbox"/>
<input type="checkbox"/>	Create User Licenses	_____	<input type="checkbox"/>
<input type="checkbox"/>	Create a Presentation	_____	<input type="checkbox"/>

<input type="checkbox"/>	Evaluate Video Games	_____	<input type="checkbox"/>
<input type="checkbox"/>	Scavenger Hunt	_____	<input type="checkbox"/>
<input type="checkbox"/>	Create a Test	_____	<input type="checkbox"/>
<input type="checkbox"/>	Create TV News Story	_____	<input type="checkbox"/>
<input type="checkbox"/>	Teach a Lesson	_____	<input type="checkbox"/>

Tips & Tricks:

What students typically do:

- Some fill the entire screen
- Some omit the borders
- Many students initially create the teacher's example
- Some experiment

Typical mistakes:

- Spelling errors
- Lack of clarity of theme
- Excessive graphics in relation to text and white space

Instructor considerations:

- The artistic creativeness of the student can be further enhanced by printing in black and white and having the student colour the picture. This is an alternative to expensive colour printing.
- Type the title, name, date and school name before entering the graphics. If graphics are added first, there may not be enough room left for the text.

Other considerations:

- Kid Pix allows the user to undo only the last operation.
- If you save your graphic to the desktop, you can then simply click and drag it from the desktop and onto your word document.
- If you print from Kid Pix it will print out a large graphic. To print out a graphic that will only take up half a page you need to export the graphic into a word processor such as Microsoft Word.

Marking Guide

The Student has included:

- Borders
- a title (e.g. Multimedia Portfolio)
- name
- date
- school name
- added graphics
- creativity - borrowed graphic vs. original design
- effort

References

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