

Student Director and Teacher Checklist for Digital Projects

SCRIPT:

- Is well written and reflects the understanding desired
- Contains a personal perspective (Living in your story)
- Has a lesson learned or understanding presented
- Has creative tension
- Is concise and stays to the main point (economized)
- Is well researched but not plagiarized



Do Not Progress Until Your Script is Approved

STORYBOARD:

- Has narrations “chunked” or separated into manageable segments
- Has narrations numbered in sequence, as they will be named when recording
- Has described one image per narration segment (chunk) if using Adobe Photoshop Elements Slideshow
- Has all images planned, described and numbered



Do Not Progress Until Your Storyboard is Approved

MEDIA

Preparation:

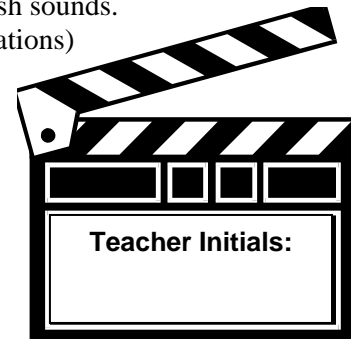
- A project folder is located either on the desktop of the computer or on the server. (Caution: if using the server, your pictures will not show in the timeline of your movie if connection to the server is lost. A good strategy might be to use the server while collecting images and narrations and then place the folder on the desktop when it's time to build the movie.)
- Inside the project folder are separate folders for narrations and images
- ALL media will be saved to these folders before adding to the movie, and NOT added to the movie from pen drives, CD's or other sources.
- The teacher has a copy of the student log-in so that files may be accessed in the student's absence



Do Not Begin Collecting Media Until Your Project Folders Are Approved

Narrations:

- Are recorded with a guard in front of the microphone to avoid harsh sounds.
- Are “normalized” each time (when using Audacity to record narrations)
- Are exported as .WAV files, and not simply SAVED (when using Audacity to record narrations)
- Are saved in numerical order with names such as 1.wav, 2.wav, etc...to simplify the process of adding narrations to your movie
- Are easy to understand – speech is clear and not too fast
- Do not have excessive background noise or papers rustling



Pictures:

- Are a minimum of 800 x 600 pixels whenever possible (Remember to capture the full size image when saving from the Internet. Do not save thumbnails.)
- Are not copyrighted
- Are appropriate for the movie and the particular narrations with which they will be paired
- Are named in numerical order according to their appearance in the movie, with names such as 1.jpg, 2.jpg, etc... to simplify the process of adding images to the timeline of your movie
- Have all been collected and are ready to use



**Note: If you rename a picture, do not leave off the file ending. If it is a .jpg, make sure you use that ending in the new name. For example, if a picture is called dog.jpg and you wish to name this number 1, rename it 1.jpg. Also, do not change the file ending. If a picture is a .bmp, do not change the file type to .jpg. The file will not work.*

Do Not Progress Until Your Narrations and Pictures Are Approved

MOVIE TIMELINE:

- Has all images imported in order
- Has all narrations attached to images (if using Adobe Photoshop Elements Slideshow) or has all narrations aligned with images if using another program
- Has a 5 second black lead in screen
- Has a title screen
- Has an end credit screen, giving appropriate credit to sources of information and pictures

FINAL MOVIE:

- Has Background music sufficiently lowered to hear the narrations clearly. (This means background music must be VERY low.)
- Has appropriate transitions between images. Transitions should be consistent throughout the movie.
- Has pan and zoom applied to some – but not all – images. Pan and zoom effect is varied (sometimes zooms in, sometimes zooms out, etc...) and used to emphasize features of an image.

