

# Generic Guidelines for Class Project

You will need to adapt your plans to accommodate for different grade levels, different abilities levels and learning styles within a grade level, time constrains, etc.

## A. Introduce Topic

### 1. Provide background information from any or all of the following:

1. textbooks, 2. trade books, 3. reference books,
4. CD's (software), 5. Other media; films/filmstrips/vertical files etc.
6. Internet sites, (you may want to bookmark sites students will use later during the information gathering stage of the project)

### 2. Assessment on objectives as per curriculum or teacher plans.

Provide students, in writing, with the final evaluation form or rubric. This should spell out what is expected and how each part will be evaluated. This helps students keep focused on the requirement of the project.

### 3. A timeline of the project should be posted.

Provide students, in writing, a timeline for the project. Break the different parts down so each part has a due date. This will help students stay on track and not fall behind. It will also help you keep track of students' progress.

## B. Describe the multimedia project to students.

### 1. Resources students can use (tell students what resource and how many will be required):

1. text books, 2. trade books,
3. reference books, 4. CD's (software),
5. Internet sites,
6. other media; films/filmstrips/vertical files etc.

### 2. Text component

(Depending on the group, you may want to ask for a bibliography, index, glossary, etc.)

1. note cards, (list resource used to get this info.)
2. rough draft, (typed and saved as "rough draft")
3. proofread copy (with signatures) of peer reviews
4. corrected copy after peer review to be given to teacher for corrections
5. final copy after teacher corrections

### 3. Graphic (complements written portion)

1. original student work (will need to be digitized via a scanner or digital camera)

2. scanned graphic from photo or other art work
3. picture captured from copyright free Internet site

#### **4. Optional sound byte (complements written portion)**

1. direct input from microphone to computer
2. record on tape then input to computer
3. downloaded from copyright free Internet site

**5. Collect all work** (*note cards, rough draft proof-read copy, corrected copy*) from students and evaluate project using the rubric you gave students in the beginning. Gather all final copies from their disk to avoid retyping.

#### **C. Assemble Web Site**

1. Choose appropriate web template to create web site.
2. Assign each student report to a page on the web site; `page1.htm`, `page2.htm`, etc.
3. Name the graphics to fit the template you choose; `p1.jpg`, `p2.jpg` etc.
4. If you are doing sounds, name them `s1.wav`, `s2.wav`, etc. to match the student page so

that `page1.htm` will have graphic `p1.jpg` and sound `s1.wav`, and so on until all student

projects are included. Put all the files into a copy of the template folder and rename the folder.

#### **C. Distribute Web Site**

1. The site can of course be viewed locally, on the computer it was created on.
2. If the Web site is small enough to fit on a floppy diskette, you can make copies on that medium to distribute to students, parents, or other teachers. To view the site, open the disc and double-click "index.htm" or "Title.htm".
3. If you have a CD-RW burner, you can make copies on CD-Rs to distribute to students, parents, or other teachers. CD-Rs hold *much* more than floppy discs. Use CD-R rather than CD-RW blanks, however. CD-Rs are cheaper (as little as \$0.10 each) and are compatible with computers that have only CD-ROM drives.
4. You can upload to your school's Web server, depending on your school system's policy. Than anyone in the world will be able to see your site. Make a copy of the finished Web site folder, change that name so that it has no spaces, and give it to your school's Web master. Tell them to link to "index.htm" or to "Title.htm", depending on which template you used.