

Directions:

Evaluate the student by checking the appropriate number or letter to indicate the degree of competency. The rating for each task should reflect employability readiness rather than the grades given in class.

Rating Scale:

- 0 No Exposure** – no experience or knowledge in this area
- 1 Not Mastered** – requires instruction and close supervision
- 2 Requires Supervision** – can perform job completely with limited supervision
- 3 Mastered** – can work independently with no supervision

Multimedia

0	1	2	3	A. Apply Introductory Principles	Notes:
				1. Define terms related to multimedia (video and audio)	
				2. List hardware requirements for various types of media.	
				3. Explain key principles in the Electronic Users' Bills of Rights (e.g., safety, security, privacy)	
				4. Identify copyright and patent laws for multiple media (e.g., video, text, sound, pictures)	
				5. Demonstrate ethical behavior when designing multimedia applications	
				6. Identify hardware platform differences (e.g., MAC, Windows)	
				7. Apply design principles used in multimedia productions	
				8. Use organizational tools to plan multimedia products (e.g., storyboarding, outlining, branching)	
				9. Use help tools (e.g., technical manual, on-line help, technical support)	
				10. Edit multimedia files	
				11. Identify career/self-employment opportunities in multimedia production	
				12. Exhibit leadership skills through a student organization (e.g., FBLA, PBL)	
				13. Identify tools in toolbars and palettes in various software programs	
				14. Apply tools in toolbars and palettes in various software programs	

0	1	2	3	B. Manage files	Notes:
				1. Identify types of files used in multimedia applications (e.g., eps, gif, jpg)	
				2. Download files (e.g., audio, images, video, animation)	
				3. Perform import and export functions	
				4. Manage electronic files	
				5. Perform file compression (e.g., mp3, mpeg, zip)	
				6. Utilize storage resources (e.g., zip drive, CD, DVD, jump drive)	

0	1	2	3	C. Manage Images Appropriately	Notes:
				1. Acquire digital images (e.g., scanners, cameras, camcorders, screen captures)	
				2. Import files from digital camera	
				3. Import images from various sources (e.g., software-specific library, other applications, Internet)	
				4. Determine appropriate files formats (e.g., bmp, tiff, jpg, gif, pict, eps)	
				5. Apply appropriate resolution settings for intended use of image	
				6. Apply appropriate image mode for intended application (e.g., convert RGB, CMYK, grayscale)	
				7. Create images	
				8. Edit images (e.g., color, filter, tint, contrast, watermark, brightness)	
				9. Manipulate images (e.g., mask, resize, crop, scale, rotate, group/ungroup)	
				10. Create original drawings in illustration software	

0	1	2	3	D. Create Simple Animations	Notes:
				1. Create frame-by-frame animations	
				2. Apply motion and shape tweening	
				3. Create reusable symbols (e.g., button, movie, graphic)	
				4. Use layering and object modification techniques	
				5. Apply button and frame actions	
				6. Embed symbols	

0	1	2	3	E. Create Audio Files	Notes:
				1. Optimize parameters that affect the quality and file audio recordings (e.g., mp3, wav)	
				2. Convert audio files	
				3. Capture recorded and live audio from a variety of sources (e.g., CD/DVD, video, microphone)	
				4. Trim audio files	
				5. Apply filters to audio (e.g., noise and pop/hiss reduction)	

0	1	2	3	F. Create Video Files	Notes:
				1. Access and capture video clips from a variety of sources (e.g., CD/DVD, digital video camera)	
				2. Import audio files	
				3. Apply video filters	
				4. Apply text to video	
				5. Add transitions	
				6. Manipulate motion/transform settings (e.g., zoom, rotate, movement)	
				7. Apply appropriate video compressions to fit media delivery (e.g., mpg, mov)	
				8. Identify hardware used for playing completed video (e.g., VHS-analog, DVD-digital)	
				9. Identify video players for the Web (e.g., QuickTime, Windows Media Player)	

0	1	2	3	G. Edit Video Timeline	Notes:
				1. Arrange video clips, audio clips, titles and still images on timeline	
				2. Organize clips using storyboard approach	
				3. Edit in and out points	
				4. Link/unlink clips	
				5. Apply special effects, transitions, animations, and filters	
				6. Adjust transparency of a clip to superimpose over another clip	
				7. Apply key frames	
				8. Set properties of clips	
				9. Trim clips	
				10. Adjust frame rates	
				11. Apply split screen format	
				12. Apply alpha-channels to blue-or green-screen video	
				13. Apply video and audio pan	
				14. Mix audio using audio setting	
				15. Synchronize audio with video	

0	1	2	3	H. Export Video	Notes:
				1. Apply codec (compression) appropriate for the video project	
				2. Export video for broadcast	
				3. Export video for Web	
				4. Export video for VHS or DVD media	

0	1	2	3	I. Create and Deliver Electronic Presentations	Notes:
				1. Identify components of effective electronic presentations	
				2. Create, use and edit master slides and templates	
				3. Import files into a presentation (e.g., text, images, audio, video)	
				4. Incorporate audio and visual elements (e.g., audio, images, animation)	
				5. Incorporate transitions	
				6. Apply object linking in multimedia products	
				7. Apply builds to projects	
				8. Apply timed settings	
				9. Deliver a presentation using professional standards and techniques	