

Software and Reference:

This course uses Adobe Creative Suite 3 (CS) software including:

- Acrobat Professional* document software (Adobe)
- Photoshop and Bridge*, Picture Processing Software (Adobe)
- Illustrator* Drawing Software (Adobe)
- InDesign*. Brochure and Publication Software (Adobe)
- Office XP*. Office Suite Software, *Word*, *PowerPoint* and *Excel* (Microsoft)
- iPhoto* and *QuickTime* (Apple)

Digital Audio Software will include:

- Sibelius 5*, music notation software (Sibelius)
- Peak LE*, digital audio processing software, (Bias) and
- Band-in-a-Box*, automatic accompaniment software (PG Music)

Course Content and Standards: This course is designed to train students to work with the elements of multimedia: text, photographs and pictures, drawings, video, and digital audio. Students will learn to use most of the major components of Creative Suite. Course units will include tutorials, original projects in each software application, and designing and presenting multimedia presentations.

Class Formats: Students will work with computer hardware and software, listen to lecture/demonstrations about the tools and concepts of multimedia, complete tutorials and project based learning assignments, and complete projects that demonstrate the use of each software type studied in the class.

Course Materials: Each student will need to bring a three-ring notebook to store class handouts, assignments, lecture notes, and research materials every day. Each student should have a #2 pencil and eraser every class. Each student will need access to a digital camera and at least 50 personal photos. Each student should have a portable hard drive or USB flash drive to store major assignments or to bring in photographs and data. At the end of the first semester, each student will submit a portfolio of the major assignments for the semester. **Very Important:** All assignments need to be completed in the Digital Media Lab versions of the software.

Major Units:

I. Photoshop

- A. Basics and the work areas
- B. Tutorials in Photoshop
- C. Bridge software for Web Photo galleries – gather at least 50 photos
- D. Collage, Digital Grid, DVD cover, and Alternate You assignments
- E. Projects and web graphics

II. Sibelius Notation Software

- A. Tutorials in music graphics
- B. Create simple leadsheets and scores
- C. Set up and run digital audio playback
- D. Export graphics and mp3 files.

- E. Export leadsheet file to Band-In-A-Box auto accompaniment software

III. Acrobat Professional Software

- A. Tutorials in how to make pdf documents, active links, bookmarks
- B. Create an interactive form with tooltips
- C. Create a MultiMedia pdf presentation
- D. Adding signatures and security to pdf documents
- E. Add functions to interactive forms

IV. Illustrator

- A. Tutorials for using the tools and work area
- B. Drawing and working with objects
- C. Working with color
- D. Selecting, drawing, and editing images
- E. Using layers, channels, and masks
- F. Working with type
- G. Projects including dream room design, posters, maps

V. Peak LE

- A. Tutorials for working with digital audio tools and work area
- B. Processing digital audio
- B. Creating loops and edits
- C. Applying special effects to sound clips
- D. Sound design projects like creating a sound effects track

VI. InDesign

- A. Tutorials in the software for combining text and graphics
- B. Working with type layout and with tables
- C. Make a one page personal biography with photos
- D. Design and layout a short story with illustrations and graphics using InDesign
- E. Create an eight page brochure about the topic for your final presentation

VII. MultiMedia Presentation Project (Oral Final Exam)

- A. Incorporate the five elements of MultiMedia into and oral presentation
- B. Include the information from your brochure
- C. PowerPoint presentation to class (practice run and final exam)

Rules and Expectations: All students enrolled in this class are expected to know and abide by the Digital Media Lab rules as well as the Leland Student and Parent Handbook, and the San Jose Unified School District Student and Parent Information Handbook. A signed lab contract is necessary to use the lab and access campus servers.

Testing: This course is primarily project based, with tutorials and other work the main basis of your grade. There will be a written final exam based on practical skills learned in class the first semester, and the second semester final is an oral presentation.

Homework: Students will occasionally need to gather information and materials outside of class, such as digital photographs, graphics, or measurements for a drawing assignment. Students having difficulty getting through tutorials should download the instructions at home for further study. Other than the

completion of these tasks, most of the work in this class must be completed in the Digital Media Lab. This is why class participation and being on task is very important in this class.

Grading of Class Work. Most assignments will be graded on screen at your station or placed in the BigMac server drop box on the due date. The class is designed so that you can complete the software work during class lab time if you are on task every day. The master file for each assignment must be kept on your computer and your personal data device. Do not ever delete any assignment until you see it posted in the gradebook. Any work taken home needs to be updated onto the master server file each day. No exceptions! A 10% grade penalty on major projects will be made for students who don't do this. Also all assignments need to be completed in the lab version of the software.

Absence/Makeup Work/Behind in the Class. Whenever possible course materials like tutorials and the class calendar will be available on my teacher website — <http://halpeterson.com/digitalmedialab/multimediaproduction/multimediaproduction.html>. Students who are absent are expected to keep informed as to class assignments and deadlines by consulting our class calendar. Students who miss turning in a short term assignment due to excused absence have an extra day to submit the assignment, if they make up the lab time. A student who is late on an assignment should always complete the current assignment first, so as not to be late on that assignment, too. Students who miss class or need extra time will need to come in during open lab times before school every day or after school on Tuesdays to make up missed work.

Tardy, Participation Policies: These are defined and discussed in the lab contract. Participation points will be docked for students not on task during lab times.

Written Work Policy. Assignments that are late will be docked from 10-50% depending on the amount of lateness. No late work will be accepted after three weeks.

Grading Basis: Individual grades are based on completion of class tutorials and assignments, group and individual projects, and semester finals. Rubrics will be used to grade major assignments and projects. Creative projects receive the most weight. These are individualized for each student.

Lifelong Learning Standards or Expected Life-Long Learning Results stressed in this course are:
Students Will Be Informed Thinkers who develop the skills to process and apply the techniques of multimedia software in various practical and creative applications.
Students Will Be Collaborative Workers who assist each other and learn from each others' work.
Students Will Be Effective Communicators who can present information efficiently to others in a multimedia presentation

Student Contract for the Digital Media Lab (DML)

The **Leland High School Digital Media Lab** is a teaching lab with complicated audio, video, and Ethernet networking. Its primary purpose is to deliver technology instruction for the classes that are offered in the lab each semester. The hardware and software installation for each computer in the lab is designed to implement that instruction and is not to be altered by students. If there is a problem with any equipment, the student should report the problem to the instructor and let the computer lab staff fix the problem.

Food: No food, drinks, or gum chewing is permitted in the DML area. This includes bottles of water. This is a general rule at Leland, but is especially important in the lab. Liquids like water can destroy a computer keyboard, which is why they are not permitted in the lab area. Food creates a mess and attracts

rats and cockroaches. There is a designated area for any food item brought into the classroom — the shelves on at the front of the classroom by the door. If you need a drink of water during class, you can go up there to have it. Eating food during class will result in a dock of five points from your professional points. Leaving food litter hidden under the keyboards or the work stations has the same penalty. Continued violation of this rule will result in a lab clean up detention after school, or referral to the AP of Discipline.

Backpacks: Place all backpacks on the ledge under your workstation so that other students and staff can walk around without tripping. This also keeps your backpack safe and avoids a safety hazard. Two point dock from professional points for each occurrence

Care of Your Desk Return: Only lean or write on the upper desk surface and not on the computer keyboard shelf. The shelf is not designed to hold your weight and will break if you are not careful with it. If you notice that the shelf is loose or wobbly report this to the instructor immediately so it can be fixed. Do not force the shelf open or closed.

Cleanup of Class and Personal Materials: Replace any manual you have used during class time to its proper location at the end of class. Be sure to take any personal papers, pencils, litter or media with you each day. Students should log off their accounts at the end of their session each day. You must quit any Internet browser prior to logging off or it won't log off.

Non-Instructional Games, Videos or Music: Students are not permitted to listen to personal CDs, iPods, or other mp3 players, play games on their cell phones, or play computer games during class time. Student Internet access is meant for research and creative assignments. It's not there so you can listen to non-class related music or videos. Students need to give 100% of their attention to the class material. You can't do that while listening to outside music.

Cell Phones and Texting: This is not permitted in the classroom on a school-wide basis. There are designated times for that and it's not class time. Use the class time for class work; do your texting during your free time at home.

Software: All software permitted on the lab computers is for instructional purposes and is licensed for legal use by the school and school district. Students are not allowed to bring in or run any other software unless they have the express permission of the instructor. This includes any utility, game and Internet software. Students are to use class time to work on class projects and assignments. All of the software you need to complete the course requirements will be provided to you in the lab and is activated for your particular lab account.

Computer Desktop and Peripheral Hardware: Each student is assigned an individual seat and computer. That is where that student is expected to sit and work on class assignments. Student desktops and software icons are set as part of our lab clone. Students are not permitted to change the desktop on their computer. These computers are part of a lab set, and need to remain consistent in appearance so that they are easy to maintain and troubleshoot problems. Likewise, students are not permitted to run the computers from other hard drives. Each station has several peripheral devices, a MIDI Interface, a MIDI keyboard, an M-Box2, and a USB Hub. Students are directed on the use of these devices depending on which digital media lab course they are taking. The USB hub is where students should plug in their thumb drives or portable hard disks. These will be installed during the school year at each station.

Lab Chairs: Each seat in a lab has a chair that goes with it. There is a number on the back of the chair that corresponds with the computer number. **Do Not** feel free to rearrange the furniture when you come

into the lab. When you leave each day as part of your cleanup, the chairs should match the computer number. If there is a problem with a chair, talk to the instructor about it. Do not remedy the problem by taking someone else's chair.

Staff Areas in the Classroom: This includes the teacher work station, file server work station, and the instructor's desk in the front. Materials on these desks are not for students. Do not help yourself to things left on these desks. How would you like it if I went and helped myself to things in your backpack?

We Are Not a Stationery Store: If you need office supplies for your work in other classes, e.g. paper, pencils, pens, scotch tape, it is your responsibility to get those items on your own, not ask for them here. We do have a few limited items in the TA drawer. We do provide things needed for assignments in this class, but not other classes.

We Are Not A Homework Center: Class time in the DML is for work on our assignments, not your math or history homework, or your English term paper, or your stock market quotes. That also applies to our classroom printers and paper supply. Those are for our assignments, thank you. When you are given a long term assignment in here with several days of lab time to work on it, the expectation is that you are working on it during our lab time. If you are given four hours of lab time to work on a creative assignment, that is what you would need to spend to get a good grade on the assignment.

Digital Lockers and File Backup: The district is in the process of redoing the whole digital locker system. Your main source of back up this year for personal file storage should be a personal UBS flash driver or portable hard disk in addition to the hard drive of your lab computer. Instead of charging a lab fee this year, all students are required to have their own back up device. Our lab file server (Big Mac) contains student assignments and drop boxes for completed work. Usage of lab servers is governed by San Jose Unified School District rules as described in the student handbook.

MIDI Keyboards. MIDI keyboards are primarily for the use of the music classes and should be left turned off and covered when not in use. Please do not place heavy books or other materials on the lab keyboards. Treat the keyboards with care. Do not pound the keys or write on them. When in use, fold the keyboard cover into its attached pouch. At the end of the period, replacing the keyboard cover is part of your cleanup.

Coping of files and other peoples work. Students are to work only from copies of tutorial files provided by their instructor. Copying and submission of other people's work as your own is a cheating violation and will be dealt with under the appropriate school policies. When a student cheats on a tutorial or given class assignment, he or she is only cheating themselves, because to go to the second level of learning, creative processing, you must understand how things actually work from doing, not copying. Plus there are serious consequences if you are caught!

Lab Passwords. Part of your signed, returned lab contract includes the request for a personal password for your lab account. Do not give this out to anyone else. Why would anyone else have your password except to copy or cheat on an assignment?

Lab Environment. The Digital Media Lab has assigned seating due to the complex nature of the classes, and proprietary requirements of some software. Each class has their own log in accounts and desktop. Students are requested to maintain an appropriate work environment at all times. Talking loudly across the room would be an example of inappropriate behavior. Wandering around the classroom even to help someone else is not your job. If you have a question, raise your hand and ask the instructor.

Professional Points. As part of your grade in DML classes, all students will receive professional points, normally 100 per semester. Points are docked for not being on task, food or drink violations, wandering around the classroom, making noise that disrupts the class environment or class presentations, tardies, general rule violations, altering lab equipment, leaving a mess or not cleaning up their individual work stations at the end of class, or disruptive behavior that prevents others from learning. Student violations will result in two to ten points docked from their professional points per violation. More serious violations will result in a parent meeting or referral to the Leland AP of Discipline.

File Server. Much of the class work is available on our class file server called Big Mac. Students will learn to download files from the server for class assignments and projects. Students are reminded to only work on copies of these assignments. Students are not permitted to make changes on the server.

Grades. If you have a question about your grade on an assignment, you need to make an appointment with the instructor to discuss it after school. Individual grades will not be discussed openly in class or in front of other students. Students are reminded that all courses in the digital media lab receive double credit. That means units at Leland and also units at CCOC. Many assignments are graded on a rubric rather than the straight A-F basis you see on the grade book. Due to the double credit, there are several business components to the class assignments. As a result, this class has high standards for grading.

Appropriate Assignment Content. For creative assignment work in this course, assume that you are an intern at a company trying to demonstrate your ability to work in today's business environment. This is very much tied to the extra five units per semester you receive from CCOC for this course. Design your content accordingly. In no case is it acceptable to submit an assignment that glorifies or encourages criminal behavior or violence, is sexually harassing or inappropriate in nature, or demeans someone's race, religion, sexual orientation, appearance, or personal beliefs. Any assignment submitted that violates these norms will receive a zero grade along with appropriate consequences as described below.

Campus Pass. No student is permitted to leave the classroom without the instructor's knowledge and permission. Students are allowed up to 5 bathroom passes per semester at a cost of 2 professional points per visit. Student bathrooms are twenty feet away from room J-3. Students should use the bathrooms during their passing periods, not class time. Only one student is permitted out of class at a time, during lab time, and you must have the class pass. No passes are given during the presentation time at the beginning of each class. Don't come in before the period begins and ask permission to go. You don't need a teacher's permission during the passing periods.

Cleanup. Lab cleanup starts 2 minutes prior to the class bell. Students are to remain in their seats until the bell rings. Students who do not complete clean up at their stations will lose participation points. Cleanup includes quitting all software, logging off, covering the equipment, replacing manuals, taking all personal papers and disks, and making sure your chair is replaced where it belongs.

Consequences. Most rule infractions involve docks of participation points. If a student is continually breaking a rule or class rules in general the next step is a student/teacher conference and then if the behavior continues, a student/parent/teacher meeting to discuss the problem. The next stage is referral to the AP of Discipline. An egregious offense, like fighting in the classroom, or defiance will result in immediate referral to the AP of Discipline.