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| **EDIT 5344 Advanced Multimedia and Video Technology** Dr. Dave Stamper***Online*** |

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 **UNIVERSITY MISSION STATEMENT**

Wayland Baptist University exists to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional success and service to God and humankind.

# COURSE NUMBER & NAME: EDIT 5344 Advanced Multimedia and Video TechnologyTERM: FALL 1, 2022 August 8 to October 1, 2022

**CONTACT INFORMATION**:

**Office phone**: 210-916-3745 (DAYTIME)

WBU Email: david.stamper@wayland.wbu.edu

Cell phone: 210-332-3484

OFFICE HOURS, BUILDING & LOCATION:

Upon request, usually prior to class or post class

COURSE MEETING TIME & LOCATION:

Meeting day & time: Online

**CATALOG DESCRIPTION:** Advanced skill building in how to use and teach multimedia and video technology to instruct, solve problems and communicate. Course content based upon the state and national Essential Knowledge and Skills. Software applications used will be Microsoft PowerPoint and Adobe Photoshop (or MS Paint, a graphic editor).

**INSTRUCTOR INFORMATION:**

Dr. Dave Stamper

Work Phone: (210) 916-3745; Cell Phone: (210) 332-3484

E-mail Address: david.stamper1954@att.net (work for Dept of Defense-my day job), so during the day, M-F email: david.h.stamper2.civ@mail.mil

**COURSE PREREQUISITE(S):** None

**TEXTBOOK**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN** | **REVIEW** |
| Multimedia Making It Work | Vaughn |  9th | 2017 | McGraw Hill Glencoe | . 978-0-07-183288-5 | Spring 2019 |
| Adobe Photoshop CC | Starks, Joy L. |  | 2020 | Cengage | 978-1-305-26723-7 | Spring 2020 |

 **SOFTWARE**: PowerPoint and graphic editor.
Photoshop, available in lab or Adobe Creative Cloud download, online).

**ADDITIONAL EQUIPMENT**: Webcam and/or video camera and microphone.

**COURSE OUTLINE:** The major units of the course are:

1.    Overview of technology in the educational context, including the history and some projections for the future.

2.    Planning for effectively integrating technology in the educational setting.

3.    Learning theories and integration models.

4.    Principles and strategies for integrating instructional software into teaching/learning activities.

5.    Strategies for integrating word processing, spreadsheets, and database software into teaching/learning activities.

6.    Integrating presentation, administrative, support and reference software in the educational setting

7.    Using multimedia and hypermedia in the classroom.

8.    Integrating the Internet and other distance resources (web-based activities).

9.    The future of technology.

**OUTCOME COMPETENCIES:**

1.    Describe the evolution of incorporating technology in education.

2.    Plan and implement the integration of technology into education.

3.    Explain principal learning theories and integration models.

4.    Use instructional software in teaching and learning.

5.    Use productivity software in teaching and learning. 6. Use multimedia and hypermedia to support teaching and learning.

7.    Describe a variety distance learning options and opportunities.

8.    Use the Internet in teaching and learning.

9.    Create a complete multimedia-integrated lesson based on teaching model(s) and learning theories either learned in the class or developed during the class.

10.  Project the future of educational technology based on analysis of the educational environment and the current and projected state of educational technology.

**COURSE REQUIREMENTS AND EVALUATION**: This is a hybrid class and literally, could be done completely online; however, I am available in computer lab at Main Campus, Pat Booker Road. On course content will be delivered through Blackboard at <http://virtualcampus.wbu.edu/webapps/login/>. Expectations are that all deadlines for assignments will be met. Benefits derived from assignments and projects depend on the level of commitment, time, and effort expended. Consequently, grades will depend on timely submission and assignment or project quality. To receive credit, all assignments/projects must be turned on time.

No projects will be accepted later than 4 p.m. on the last Friday of the term. As a requirement of this course, all students must review materials posted on Blackboard on a regular basis in order to familiarize themselves with the details of course requirements and associated procedures. Students are expected to complete all assigned readings, discussions and projects.

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| **Course Map** |



**COURSE EVALUATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Sub Points** | **Total Points** | **Percent** |
| **Examinations (1 & 2@ 100 pts each) Online Assessment** | **100 pts ea** | **200** | **20%** |
| **PowerPoint Projects (supports LPs & Final Project) + Graphic** | **400** |  | **40%** |
| **Lesson Plans (3) + Cost Estimate**  | **300**  |  | **20%** |
| **Digital Video MPG Complete** | **100**  |  | **10%** |
| **Completed Final PowerPoint + Digital MPG (see components above)** | **Subtotal** | **775\*** | **77.5%** |
| **Participation Points (ONLINE-DISCUSSION BOARD)** | **25** |  | **2.5%** |
| **Totals** |  | **1,000** | **100%** |

**\*Please note that all PPTs, LPs, Storyboards may be interrelated thematically with final project.**

**Examinations**: There are two written examinations in this course (in BLACKBOARD). There will be one mid-term exam that covers the textbook content, as well as lecture materials (Lecture Notes On-Line) and a Final exam. Exams will be conducted online through Blackboard. Exams will be made available for a 48 hour period and must be taken within that timeframe. Exams average 15 multiple choice questions and total time allotted of 45 minutes. If you are not able to adhere to this timeframe, you must contact the instructor prior to the exam date to determine if an alternate time can be arranged.

**Online Assessment/WBU Blackboard**

**(based on Chapters in Book and also on the Lecture notes for Book located in Blackboard)**

|  |  |
| --- | --- |
| **Test 1** | **100 pts** |
| **Test 2** | **100 pts** |

**Assignments**: You will be assigned reading from the textbook as listed in the syllabus. Reading assignments are to be completed on schedule (e.g., Chapter 1 is to be read by the second date in the schedule), these reading assignments are necessary for the completion of the final projects. In addition, there are lesson notes on (Blackboard) with other vital information including suggestions and instructions for completion of the project. Below are the tasks which are to be completed in the following order and their due dates are listed later:

|  |  |  |
| --- | --- | --- |
| **Tasks #** | **Description (Note: each task has an assignment & grade sheet)** | **Points** |
| **1** | Graphic (Photo download from Web & PowerPoint)  | 50 |
| **2** | Block Goals + Lesson Plan (LP-1) Block intro approximately 5 minutes | 75 |
| **3** | Cost estimate sheet- see grade sheet | 50 |
| **4** | Standard PowerPoint Template: 5 Slides (ClipArt Only + Downloaded Graphic)- LP-1 | 75 |
| **5** | Lesson Plan 2 (2nd hour of block) for 10-15 slides | 75 |
| **6** | Animation PowerPoint, min 10 slides, plus animation & master with logo LP-2 | 100 |
| **7** | Lesson Plan 3 FINAL FOR PROJECT (3RD hour of block) includes a hands on demo (30 sec or more MPG included) also will include block summary | 75 |
| **8** | Digital Video Developed (MPG) **Developed Separately/Selected** | 100 |
| **9** | Final PowerPoint, min 30 slides, animation, master slide plus insertion of MPG digital video | 175 |
|   | Total Possible pts | 775 |

**Please use the grade sheet that comes with each task to serve as guide.**

A copy of **this syllabus** is provided online through Blackboard and is accessible throughout the class.

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| **Graduate Project: Lesson Plans + PowerPoint + Storyboards + Digital Video** |

**Graduate** **Project**: This is a rather ***extensive project*** that consists of a complete multimedia-integrated lesson (described in more detail below).

The project will be culmination of lesson planning for a **4 hour block of instruction**, so you will have 4 lessons plans, 3 PowerPoint media + 1 Multimedia PowerPoint product which will include a hands on digital video that will be made separately, saved in MPG format, then inserted into the PowerPoint. All assignments and computer exercises/products will have separate instructions on what they consist of to include grade sheets. The final project must be submitted on time. **Late projects will be penalized 10% per day they are late. No work can be submitted after the last day of class.** Please note that this project cannot be effectively accomplished at the last minute.

**Overview**: The project will consist of the design and creation of a **hypothetical**\* complete four-hour block of instruction incorporating instructional technologies (various forms of multimedia). You will choose the **subject matter**, and lessons should be designed at the level of education appropriate for your audience (your audience is also your choice).

The topic for the block of instruction must be approved by the instructor prior to development of your project. The topic will be turned in for approval by the date shown on the course calendar.

**Exercises**: Consider that these computerized exercises/products are the **stepping stones** and will be included in the final project. Follow the order and you will be “in sync” with the course sequence or map. **Late exercises/computer products will be penalized a minimum of 10% per day they are late.**

**Computer Projects/Exercises Point System:**

|  |  |
| --- | --- |
| **Graphic (Photo download from Web & PowerPoint)**  | **50 pts** |
| **Standard PowerPoint Template: 5 Slides (ClipArt Only)- LP-1** | **75 pts** |
| **Standard PowerPoint, 10 slides, take the Graphic, load into master-LP-2** | **100 pts** |
| **Digital Video Developed (MPG) Developed Separately** | **100 pts** |
| **Final PowerPoint, min 30 slides, animation, master slide plus insertion of MPG digital video** | **175 pts** |
| **Total Possible pts** | **500 pts** |

**Lesson Plans, Storyboards & Digital Video:** Since multimedia is an integrated process with lesson planning, storyboarding and the making of the digital video, below discusses the culmination of the individual pieces into the final project.

**Block Goal + Lesson Plans-(MS Word Format):**

|  |  |
| --- | --- |
| **Block Goals + Lesson Plan (LP-1) Block intro approximately 5 minutes** | **75 pts** |
| **Cost estimate sheet- see grade sheet** | **50 pts** |
| **Lesson Plan 2 (2nd hour of block) 10 minutes for slides** | **75 pts** |
| **Lesson Plan 3 (3rd hour of block) includes a hands on demo (30 sec or more MPG included), also will include block summary** | **75 pts** |
| **Total Possible pts** | **275 pts** |

**Lesson Plans** (see grade sheets) all lesson plans describing the activities planned. You will produce the text of the lesson which matches the grade sheet and can be in a narrative or bullet format to include the lesson objective(s). Next, integrate the objective(s) in the narrative description of the lesson purpose(s). Follow the grade sheets and keep in mind which teaching model(s) and learning theories you applied in creating the block of instruction (see lecture notes on Learning Theories). If your lesson revolves around an experimental model or one that you have developed, make sure you give a complete explanation of that model. Also, your lesson plan will be developed to encompass at least one hour of instruction per lesson plan (LP).

**Presentation slides** of class notes that would be used to conduct the instruction along with an indication of length of time expected for the presentation (normal length would be 50 minutes prep per hour of instruction), but for this project:

* Block intro/overall introduction of topic – 5 slides minimum
* Hour 2: 10 slides of potential 50 minute lecture
* Hour 3: 15 slides of potential 50 minute lecture
* Hour 4: 30 slides, plus at least 30 minute digital video, to include a block summary

You will use PowerPoint slides which will be grades separately (Again, grade sheets will follow.)

One major key to instructional effectiveness is the strength of your presentation. Be sure your presentation includes a good reflection of your lesson plan and the activities described. It should be a good example of how well you can integrate instructional technologies into your lesson. Remember, that is the entire focus of this course. As a rule of thumb for the second point, consider the complexity of the information/ multimedia presented. Slides with only text and bullets account for roughly 1-2 minutes of lecture time. Graphics, unless they are informational, usually add little. Some slides, if they have videos or sound imbedded, can take more time. If you are counting on questions to fill in time, then you should anticipate as many as you can and have subsequent slides built into the presentation or supplementary material available to take care of them. Otherwise, the lesson can become extemporaneous. Planning is everything. Presentations can be submitted on CDs or emailed as attachments. Lesson plans and other parts of the project can be turned through attaching an email. Arrangements can be made on how to submit content to me. This will be based on the technology you have available to you. All material must be turned in by the due date.

**Cost Estimate**: A complete description of all related materials needed for the block of instruction and the projected costs of those materials. Include all software purchases in your estimate. Assume a standard high school computer lab is available, and any additional hardware needs must be taken into account. Documentation must be typed and proofread. Professionalism includes watching out for the details.

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| **Delivery of all required course products will be attachments** **Use the Blackboard drop option box.** **Note: since you will be making a movie, which is high memory, may not allow, in past, have used compression and other means. If this is not all possible, can be mailed to me directly. Please notify me if you having problems.** |

**Class** **Discussion**/**Participation (25 POINTS)**: There will be a post on Blackboard’s Discussion Board, you will be asked to post based on your own expertise and your own opinion. Since this is a discussion board/blog, your classmates may also post. You will only be given credit for one post. So, based on your replies, you will be awarded 25 participations points.

**System Requirements**: All multimedia incorporated in the project will be required to function on a standard PC in the Windows environment. Projects in other operating systems will not be accepted. They can be either stand-alone or network based, but must operate as a stand-alone. As a minimum, turn in the following for your final project:

**Letter Grade Determination**: The following table will be used in converting your numeric grade into an official letter grade for the course:

|  |  |
| --- | --- |
| 900-1,000 points | = A  |
| 800-899 | = B |
| 700-799 | = C |
| 600-699 | = D  |
| 000-599 | = F |

Wayland's policy allows the instructor to issue a grade of "Incomplete" only if the student is unable to complete an assignment for reasons beyond his or her control.

**COMMUNICATIONS:** All communications for our class will take place within Blackboard. Please email all questions and communicate with me.

**ATTENDANCE POLICY:** Students enrolled at one of the University's external campuses should make every effort to attend all class meetings. All absences must be explained to the instructor, who will then determine whether the omitted work may be made up. When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the campus dean. Any student who misses 25 percent or more of the regularly scheduled class meetings will receive a grade of F in the course. This is an online course and the expectation is that you will log in at least 3 4 times a week to your class. This is tracked by the Blackboard system.

**INSTRUCTOR RESPONSIBILITIES:** I will respond to any questions you may have in the following manner:

If I receive an e-mail from you Monday through Friday, I will try to respond to you whenever I can. I prefer weekends, especially Saturday mornings, for grading projects and any email, IM communication.

**Technical Problems/Support:** If you are having computer problems, you have to let me know. I will try to help you in any way that I can. Please remember that it is your responsibility to have a backup plan if your computer goes down. Please have this plan in place now and do not wait until it is a crisis situation. If you lose your assignments due to bad floppy disks, computer crash, or your dog ate your homework, there is nothing I can do about it.  THIS IS YOUR WARNING TO HAVE A BACKUP PLAN IN PLACE.

 **SERVICE FOR THE DISABLED:** It is university policy that no otherwise qualified disabled person be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the University. Students should inform the instructor of existing disabilities at the first class meeting.

**ACADEMIC HONESTY:** University students are expected to conduct themselves according to the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, forgery, or plagiarism. (Plagiarism is the presentation of the work of another as one's own work.) Disciplinary action for academic misconduct is the responsibility of the instructor. The instructor is responsible for assessing the seriousness of any case of academic dishonesty and with determining the penalty. Penalties that may be applied to individual cases of academic dishonesty include one or more of the following:

1. Written reprimand.

2. Requirement to redo work in question.

3. Requirement to submit additional work.

4. Lowering of grade on work in question.

5. Assigning the grade of F to work in question.

6. Assigning the grade of F for course.

7. Recommendation for more severe punishment
(see Student Handbook for further information).

Any student who has been penalized for academic dishonesty has the right to appeal the judgment or the penalty assessed. (See Student Handbook or the campus dean for further information.)

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| **ON LINE RESOURCES** |

WBU Virtual Campus and its main educational delivery vehicle, **BLACKBOARD** are designed with the adult learner in mind. As such, it provides interaction via announcements and also discussion (you will be given the opportunity to voice your views as a reaction) and in lieu of lecture, it has ***“Blackboard Lesson Notes.”*** These are lectures through medium of Power Point which further examine the process of media development and computer resources. These are listed in the boxes below under **“LESSON NOTES,”** the Power Point individual lessons are in **“red.”**

So, use these in conjunction with the textbook, then prior to each exam, review them to prepare for each test.

**Preparing for tests:** Everyone studies differently, but I would suggest the read the textbook first (You may even follow the reading schedule above). Then read through the Lesson notes, and ultimately, review these notes again prior to taking the test; remember that each test is in a multiple choice format, and you will have approximately 3 minutes per test item.

CONTACT ON DR. STAMPER, YOUR INSTRUCTOR!

**David Stamper, Ed. D.**

**PHONE NUMBER(S): 210-332-3484 (CELL), During Day (Emergency) 210-916-3745**

**E-MAIL ADDRESS:** **david.stamper@wayland.wbu.edu** **Alternate email:david.stamper1954@att.net**

**Work email:** **david.h.stamper2.civ@mail.mil**

***PROPOSED COURSE CALENDAR FOR EDIT 5344***

***Fall 1 2022***

|  |  |
| --- | --- |
| **Begin Date** | **August 8th** |
| **Week/** | **Assignments/Instructions** |
|  **(Week One**  | Class begins. Familiarize yourself with course. Introduce yourself to instructor: focus on teaching and using media in the classroomdavid.stamper1954@att.net (primary) Wayland email:David.stamper@wayland.wbu.edu**Read the textbook, Course Overview- Discuss brief overview of computer Hardware & /software,Using Internet + Using Power Point to Make Graphics** |
| **BLACKBOARD** | **Review: Computer Basics & Using Computers** |
| **HOMEWORK** | **READ TEXT CHAPTERS 1 & 2 (see readings for page #s** |
| **(Week Two)**  | **DISCUSS: Multimedia I , Writing Lesson Objectives What is MM, Learners +Integration, ISD+MM, MM and Society. *Please ensure that your block goals & lesson plan is formatted in APA reporting style.***  |
| **BLACKBOARD** | **Review: (Multimedia I , Writing Lesson Objectives and Making Graphics with PPT)** |
| **TASKS** | **Task 1: Graphic- PUT IN DROP BOX (CLASS week 3)****Task 2: Lesson Plan (Word document)****Task 3: Cost Estimate****Task 4: Power Point** |
| **HOMEWORK FOR WEEK 3** | **READ TEXT CHAPTERS 3 & 4 (see readings for page #s)** |
| **(Week Three)**  | **Take Midterm** |
| **Week 3****EXAM** **ONLINE****TAKE WEEK 3, PRIOR TO** **WEEK 4** | **Midterm Exam, available, anytime)**Exam will contain 20 multiple choice questions (**Chapters 1-8** plus Lesson Notes). It is not a comprehensive exam and will contain questions from lecture notes on Blackboard and all textbook readings. Exam will have a 60 minute time limit (3 minutes per question average). |
| **TASKS** | **Task 5: Lesson Plan 2: (2nd hour of block), Prior to class 5**  |
| **(Week Four)**  | **Power Point Basics & Professional Presentations****Discuss How to Estimate Costs, REVIEW FOR MIDTERM** |
| **HOMEWORK** | **READ TEXT CHAPTERS 6 & 7 (see readings for page #s)** |
| **BLACKBOARD** | **Power Point Basics & Professional Presentations** |
| **HOMEWORK** | **READ TEXT CHAPTER 8 (see readings for page #s)** |
| **TASKS** | **Task 6: Standard presentation slides (Power Point), min of 10 slides, include graphic in Master slides, (before 5)** |

|  |  |
| --- | --- |
| **Week** | **Assignments/Instructions** |
|  **(Week Five)**  | **Discuss Animation 1 & 2 Discuss Making Videos** **Discuss Storyboarding** |
| **HOMEWORK** | **READ TEXT CHAPTERS 10 (see readings for page #s)** |
| **TASKS** | **Task #7 LP3 (3rd hour of instruction) includes on hands on demo in form of up to 30 seconds of digital video (MPG) and includes the block summary. It is critical to ensure that this lesson plan has a place for demo with hands on instruction. LP 3**  |
| **LESSON NOTES****(For Week SIX)** | **BLACKBOARD LESSON NOTES Animation 1 & 2Making Videos, Story Boarding** |
| **(Week Six)**  | **Integration Decision Making, Productivity & Development Tools** |
| **HOMEWORK** | **READ TEXT CHAPTERS 11 (see readings for page #s)**  |
|  | **Final Multimedia: LP + Storyboard for video + inserting MPEG into PPT**Discuss merging PPT and MPGs |
| **TASKS** | ***Task #08***, Digital Video, MPG, attached & emailed separately prior to Week 7 |
| **WEEK 7** |
| **FINAL EXAM** | **Final Exam (Test 2) -**available from **through April 23rd** Exam will contain 20 multiple choice questions, content from Book 10-13 plus Lecture notes. It is not a comprehensive exam and will contain questions from lecture notes on Blackboard and all textbook readings. Exam will have a 60 minute time limit (3 minutes per question average).  |
| **Homework** | **Textbook: CHAPTERS 12, 14-15** |
| **Week 8** |
| **TASKS for Week 08** | Work on final project Power Point with imbedded video **(Task #9)** |
| ***Task Final*** | Turn it in! |
| ***Week EIGHT***  | **Class ends!** |
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**TEXT READINGS ONLY**

|  |  |
| --- | --- |
| **Prior to class 2 (pp. 3-45)** | **BOOK CHAPTERS 1/2** |
| **Prior to class 3 (pp. 46-103)** | **BOOK CHAPTERS 3-4** |
| **Prior to class 4 (pp. 124-149)** | **BOOK CHAPTERS 6** |
| **Prior to class 5 (pp. 150-193)** | **BOOK CHAPTERS 7-8** |
| **Prior to class 6 (pp.210-227)** | **BOOK CHAPTERS 10** |
| **Prior to class 7 (pp.228-251)** | **BOOK CHAPTER 11** |
| **Prior to class 8 (pp. 252-271)** | **BOOK CHAPTERS 12** |
| **Prior to class 9 (pp. 272-299)** | **BOOK CHAPTER 13** |

***FALL 1 August 8 to October 1, 2022***

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| **Begin Date** | **August 8, 2022** |
| **Week/** | **Assignments/Instructions** |
|  **(Week One)**  | **Discuss: Course Overview- Discuss brief overview of computer Hardware & /software,Using Internet + Using Power Point to Make Graphics** |
| **(Week Two)**  | **DISCUSS: Multimedia I , Writing Lesson Objectives, What is MM, Learners +Integration, ISD+MM, MM and Society** |
| **(Week Four)**  | **Power Point Basics & Professional Presentations, MM INTEGRATION****Discuss How to Estimate Costs REVIEW FOR MIDTERM** |
|  **(Week Five)**  | **Discuss Animation 1 & 2****Discuss Making Videos** **Discuss Storyboarding** |
| **(Week Six)**  | **Integration Decision Making, Productivity & Development Tools, COMM tools, Evaluating Software, games. Project management****Discuss putting together final Multimedia: LP + Storyboard for video +****inserting MPEG into PPT, MM & Web** |
| **Week Seven)**  | **Final Exam (Test 2)**  |
| **(Week Eight)**  |  Turn in storyboards and your completed MPEG, if complete can turn in final Power Point |
|  | **Class ends!** |
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| **ASSIGNMENT GRADESHEETS** |

The following is a summary of the 9 media projects required during the course:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task#** | **Description** | **Office/App** | **Due Date****Week** | **Points**  |
| 1 | Making Graphics | PPT/Photoshop | 2 | 50 |
| 2 | Initial Lesson Plan LP1 | Word | 2 | 75 |
| 3 | Media Cost Estimate | Word/Excel | 2 | 50 |
| 4 | 1st Power Point Lesson for LP1 | PPT | 2 | 75 |
| 5 | Lesson Plan 2 | Word | 3 | 75 |
| 6 | 2ND Power Point for LP2 | PPT | 4 | 100 |
| 7 | 3rd Lesson Plan**Must be hands-on lesson** | Word | 5 | 75 |
| 8 | MPEG | Video | 7 | 100 |
| 9 | Power Point + MPEG | PPT/Video | 8 | 175 |

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| ***EDIT 5344* ASSIGNMENT TASK #1****Making a Graphic****BLACKBOARD****50 points Grade sheet** |

1. **Making JPEGs in PPT 20 Points: \_\_\_\_\_\_\_\_**
2. **Go on Internet, simply cut and paste a graphic to Power Point (5 points)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes (5 points)** |  | **No (0 points)** |

1. **Included location of Web (URL) where you got graphic/photo (5 Points):**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes (5 points)** |  | **No (0 points)** |

1. **Saved/graphic, save in PowerPoint as JPEG put in Drop Box (5 Points):**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes (5 points)** |  | **No (0 points)** |

1. **Repeat process of saving JPEG for either clipart or a photo (5 Points):**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes (5 points)** |  | **No (0 points)** |

1. **Editing graphic 30 Points: \_\_\_\_\_\_\_\_**
2. **Edited both in graphics program, eliminate any whitespace (20 Points):**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes (20 points)** |  | **No (0 points)** |

1. **Dimension 5” X 5” (10 Points):**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes (10 points)** |  | **No (0 points)** |

**Comments:**

|  |
| --- |
|  |

|  |  |
| --- | --- |
| **Name** |  |
| **Points** |  |

|  |  |
| --- | --- |
| DUE DATE | WEEK 2 |

|  |
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| **TASK #2 Develop a Lesson Plan to include Block Planning(Refer to Lesson Notes for Writing Lesson Objectives)EDIT 5344: LESSON PLANNING EVALUATION SHEET** |
| **OVERALL SCORE (75 PTS)** |  |
| Name: |

1. **Block Planning: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(10 pts subtotal)**

**1. DESCRIPTION OF SUBJECT MATTER** (20 **pts)** Narrative

|  |  |  |  |
| --- | --- | --- | --- |
|  | **1- Total (20)** |  | No (0) |

A. Block Goal is broad, all encompassing (**10 pts**)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Excellent (10) |  | Good (4) |  | Satisfactory (3) |  | No (0) |

 B Describes the subject matter for the Block **(10 pts)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Specific (10) |  | No (0) |

|  |  |
| --- | --- |
| **2 AIMS/Objective (15 pts)** |  |

2**AIMS**/Objectives (Lesson Objective 1 (15 pts)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Subtotal (15 pts) |  | No (0) |

2a-1. **DESCRIPTION OF CONDITIONS** (5 pts)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Specific (5) |  | No (0) |

2a-2. **CRITERIA FOR PERFORMANCE** (5 pts)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Specific (5) |  | No (0) |

2a-3. **ACTION VERB** (5 pts)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Specific (5) |  | No (0) |

**3. Lesson: Presentation (25 pts) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

3a. Includes block introduction, overview of lesson and motivation (20 pts)

|  |  |  |  |
| --- | --- | --- | --- |
|  | YES (20) |  | No (0) |

3b Lesson includes review throughout each main point (10 pts)

|  |  |  |  |
| --- | --- | --- | --- |
|  | YES c (10) |  | No (0) |

3c. CLOSURE FOR EACH TEACHING POINT (EFFECTIVE CLOSURE PROVIDED FOR EACH TEACHING POINT) (5 pts)

|  |  |  |  |
| --- | --- | --- | --- |
|  | YES (5) |  | No (0) |

3d. SUMMARY/REMOTIVATION/HOMEWORK/SUGGESTED ACTIVITIES (INCLUDES CLOSURE FOR LESSON AND PREP FOR NEXT LESSON) (5 pts)

|  |  |  |  |
| --- | --- | --- | --- |
|  | YES (5) |  | No (0) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **GRAMMAR/SPELLING DEDUCTIONS (5 PTS EACH MISTAKE) Total Errors** |  | **X5** | TOTAL PTS DEDUCTED |  |

Due WEEK 2

|  |
| --- |
| ***EDIT 5344 TASK #3*Cost Estimate Sheet** **50 Points****BLACKBOARD DROP BOX** |

This task/assignment will include both a Word (1-3) and Excel (4) document.

 **Okay: Simulate that you are managing the cost for development of media project.**

**1.** Description of Block of Instruction (10 POINTS): (WORD)

**2.** What type of activities are planned for this 4 hour block (15 POINT): (WORD)

1. Equipment analysis to include projected cost (10 POINTS) (WORD)

**A.** Audiovisual & video requirements: (5)

**B.** Computer requirements: (5)

**4.** Summary of total costs to include any anticpated additional needs and/or recommendations *(such as graphic software, applications, and other specific hardward requirements).***( Excel spreadsheet 15 points):**

DUE: WEEK 2

|  |  |
| --- | --- |
| **Name:** |  |
| **Date:** |  |
| **Points Possible:** | **50** | **Points Attained** |  |

*Reference text: Chapter 12, Anatomy of Multimedia Project, page 253*

**TURN IN WEEK 2**

|  |
| --- |
| ***TASK #4 EDIT 5344* PowerPoint** **Making a Slide Presentation for LP1****75 Points****DROP BOX** |

**Title Page: 20 Points**

1. **Use Different Fonts (One for Initial/ANOTHER for the NEXT one (15 Points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (15) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

**B. Include Appropriate Clipart (5 Points):**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 |  | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

**Content Page 1: 15 Points**

1. **Use Different Fonts (must be different Title page (10 Points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (10) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Title Plus Single Bullets (5 Points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

**Content Page 2: 15 Points**

**E . Title Plus Two Sets of Bullets (15 Points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (15) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

**Content Page 3: 15 Points**

1. **Bullets and Clip Art (15 Points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (15) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

**Slide Transition: 10 Points**

1. **Add slide transition between all slide (5 Points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (10) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |
|  |  |  |  |  |  |  |  |  |  |

**Deductions for Grammatical Errors**

**MECHANICS:GRAMMAR/SPELLING DEDUCTIONS (3 POINTS EACH MISTAKE)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Total Errors |  | **X1** | TOTAL POINTS DEDUCTED |  |

**Comments:**

|  |
| --- |
|  |
| **Name** |  |
| **Points** |  |
| **DUE DATE** | WEEK 2 |
| **TASK #5 Develop a Lesson Plan to include Block Planning- LP2 Animation (Refer to Lesson Notes for Writing Lesson Objectives)EDIT 5344: LESSON PLANNING EVALUATION SHEET** |

|  |  |
| --- | --- |
| **OVERALL SCORE (75 PTS)** |  |
| Name: |

1. **Block Planning: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(10 pts subtotal)**

**1. DESCRIPTION OF SUBJECT MATTER** (20 **pts)** Narrative

|  |  |  |  |
| --- | --- | --- | --- |
|  | **1- Total (20)** |  | No (0) |

A. Block Goal is broad, all encompassing (**10 pts**)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Excellent (10) |  | Good (4) |  | Satisfactory (3) |  | No (0) |

 B Describes the subject matter for the Block **(10 pts)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Specific (10) |  | No (0) |

|  |  |
| --- | --- |
| **2 AIMS/Objective (15 pts)** |  |

2**AIMS**/Objectives (Lesson Objective 1 (15 pts)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Subtotal (15 pts) |  | No (0) |

2a-1. **DESCRIPTION OF CONDITIONS** (5 pts)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Specific (5) |  | No (0) |

2a-2. **CRITERIA FOR PERFORMANCE** (5 pts)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Specific (5) |  | No (0) |

2a-3. **ACTION VERB** (5 pts)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Specific (5) |  | No (0) |

**3. Lesson: Presentation (25 pts) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

3a. Includes block introduction, overview of lesson and motivation (20 pts)

|  |  |  |  |
| --- | --- | --- | --- |
|  | YES (20) |  | No (0) |

3b Lesson includes review throughout each main point (10 pts)

|  |  |  |  |
| --- | --- | --- | --- |
|  | YES c (10) |  | No (0) |

3c. CLOSURE FOR EACH TEACHING POINT (EFFECTIVE CLOSURE PROVIDED FOR EACH TEACHING POINT) (5 pts)

|  |  |  |  |
| --- | --- | --- | --- |
|  | YES (5) |  | No (0) |

3d. SUMMARY/REMOTIVATION/HOMEWORK/SUGGESTED ACTIVITIES (INCLUDES CLOSURE FOR LESSON AND PREP FOR NEXT LESSON) (5 pts)

|  |  |  |  |
| --- | --- | --- | --- |
|  | YES (5) |  | No (0) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **GRAMMAR/SPELLING DEDUCTIONS (5 PTS EACH MISTAKE) Total Errors** |  | **X5** | TOTAL PTS DEDUCTED |  |

**Due date: WEEK 3**

|  |
| --- |
| ***TASK #6 EDIT 5344* PowerPoint** **Making a Slide Presentation for LP2****100 Points****BLACKBOARD DROP BOX** |

**Title Page: 25 Points**

1. **Uploaded the JPG you Made (20 pts):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (20) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

**B. Load the logo you selected into Master Slide (10 Points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (10) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

**Content Page 1: 15 Points**

1. **Use Different Fonts (must be different Title page (5 Points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (5) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Title Plus Single Bullets (10 Points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (10) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

**Content Page 2: 10 Points**

**E . Title Plus Two Sets of Bullets (10 Points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (10) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

**Content Page 3: 10 Points**

1. **Bullets and Clip Art (20 Points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (10) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

**Slide Transition: 10 Points**

1. **Add slide transition between all slides (5 Points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (10) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |
|  |  |  |  |  |  |  |  |  |  |

**Slide Animatioin: 25 Points**

1. **Add at least two animation activities to slide #3 (20 Points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (25) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |
|  |  |  |  |  |  |  |  |  |  |

**Deductions for Grammatical Errors**

**MECHANICS:GRAMMAR/SPELLING DEDUCTIONS (3 POINTS EACH MISTAKE)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Total Errors |  | **X1** | TOTAL POINTS DEDUCTED |  |

**Comments:**

|  |
| --- |
|  |
| **Name** |  |
| **Points** |  |
| TASK #7 Develop a Lesson Plan to include Block Planning- LP3 for Final Multimedia Project(Refer to Lesson Notes for Writing Lesson Objectives)EDIT 5344: LESSON PLANNING EVALUATION SHEET |
| **OVERALL SCORE (75 PTS)** |  |
| Name: |

1. **Block Planning: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(10 pts subtotal)**

**1. DESCRIPTION OF SUBJECT MATTER** (20 **pts)** Narrative

|  |  |  |  |
| --- | --- | --- | --- |
|  | **1- Total (20)** |  | No (0) |

A. Block Goal is broad, all encompassing (**10 pts**)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Excellent (10) |  | Good (4) |  | Satisfactory (3) |  | No (0) |

 B Describes the subject matter for the Block **(10 pts)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Specific (10) |  | No (0) |

|  |  |
| --- | --- |
| **2 AIMS/Objective (15 pts)** |  |

2**AIMS**/Objectives (Lesson Objective 1 (15 pts)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Subtotal (15 pts) |  | No (0) |

2a-1. **DESCRIPTION OF CONDITIONS** (5 pts)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Specific (5) |  | No (0) |

2a-2. **CRITERIA FOR PERFORMANCE** (5 pts)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Specific (5) |  | No (0) |

2a-3. **ACTION VERB** (5 pts)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Specific (5) |  | No (0) |

**3. Lesson: Presentation (25 pts) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

3a. Includes block introduction, overview of lesson and motivation (20 pts)

|  |  |  |  |
| --- | --- | --- | --- |
|  | YES (20) |  | No (0) |

3b Lesson includes review throughout each main point (10 pts)

|  |  |  |  |
| --- | --- | --- | --- |
|  | YES c (10) |  | No (0) |

3c. CLOSURE FOR EACH TEACHING POINT (EFFECTIVE CLOSURE PROVIDED FOR EACH TEACHING POINT) (5 pts)

|  |  |  |  |
| --- | --- | --- | --- |
|  | YES (5) |  | No (0) |

3d. SUMMARY/REMOTIVATION/HOMEWORK/SUGGESTED ACTIVITIES (INCLUDES CLOSURE FOR LESSON AND PREP FOR NEXT LESSON) (5 pts)

|  |  |  |  |
| --- | --- | --- | --- |
|  | YES (5) |  | No (0) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **GRAMMAR/SPELLING DEDUCTIONS (5 PTS EACH MISTAKE) Total Errors** |  | **X5** | TOTAL PTS DEDUCTED |  |

**DUE DATE: WEEK 5**

|  |
| --- |
| ***EDIT 5344* PowerPoint Task #08****Making the Digital Video100 Points****DROP BOX** |

**A: Does video fit the lesson planning (20 Points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (20) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

**Storyline: 20 Points**

**B . Logical sequence of events, beginning to end of video (20 Points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (20) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

**Scene Management: 20 Points**

**E. Had adequate props/mockups which actor used appropriately (20 Points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (20) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

**Actor: 20 Points**

**F. Actor was articulate and did not just read the script (20 Points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (20) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |
|  |  |  |  |  |  |  |  |  |  |

**Transitions/Summary 20 Points: \_\_\_\_\_\_\_\_**

1. **Transitions Effective Between Scenes & Good Summary (10 Points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (20) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

**Comments:**

|  |
| --- |
|  |

|  |  |
| --- | --- |
| **Name** |  |
| **Points** |  |

**TURN IN WEEK 07**

|  |
| --- |
| ***EDIT 5344* PowerPoint Task #09175 Points****DROP BOX** |

**Title Page: 40 Points**

1. **Use Different Fonts (One for Initial/One for the other one(20 Points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (20) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

**B. Include Appropriate Graphic (Either JPEG/GIF photo) (20 Points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (20) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

**Content Page 1: 20 Points**

**C. Use Different Fonts (must be different Title page (10 Points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (10) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

**D. Title Plus Single Bullets (10 Points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (10) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

**Content Page 2: 10 Points**

**E. Title Plus Two Sets of Bullets (10 Points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (10) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

**Content Page 3: 10 Points**

**F. Bullets and Clip Art (10 Points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (10) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

**Slide Transition: 10 Points**

**G. Add slide transition between all slides (5 Points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (10) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |
|  |  |  |  |  |  |  |  |  |  |

**Animation 85 Points: \_\_\_\_\_\_\_\_**

1. **Inserted a slide with Entrance Animation- Flying (10 Points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (10) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Inserted a slide with Emphasis Animation Grow/Shrink/OR Spin (15 Points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (10) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Inserted a slide with Emphasis Animation-PATHS (15 Points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (10) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

1. **Inserted a slide with Exit Animation- Flyout (10 Points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (10) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

**L. Insert a digital video (MPEG) (35 Points):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🗖 | Yes (35) | 🗖 | No (0) | 🗖 |  | 🗖 |  | 🗖 |  |

**Deductions for Grammatical Errors**

**MECHANICS:GRAMMAR/SPELLING DEDUCTIONS (3 POINTS EACH MISTAKE)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Total Errors |  | **X1** | TOTAL POINTS DEDUCTED |  |

**Comments:**

|  |
| --- |
|  |
| **Name** |  |
| **Points** |  |