

# Introduction to the Workshop

## This module is about editing and presenting your story in a digital format. The module will focus on how to edit digital storytelling through the use of open-source software such as Audacity, Lightworks and Powtoon and how to share them in a safe and responsible manner on video-sharing sites and social media channels.

## Notes for the Facilitator

The topics covered in this face-to-face training are based on the practical and theoretical elements of using free to use open-source software to produce and edit digital stories online.

# IO1 Digital Storytelling Curriculum for Adult Learners

## Face-to-face

| Module Title: Editing and presenting your story online | | |
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| Aim of the module: The objective of this module is to improve the digital storytelling skills of adult learners. By completing this module, adult learners will gain knowledge of how to use open-source software such as Lightworks, Audacity and Powtoon to create and promote their stories in a digital format. | | |
| Learning outcomes of the module: Upon completion of this Module learners should be able to: | | |
| Knowledge | **Skills** | **Attitudes** |
| * Basic knowledge of how to edit stories in a digital format * Factual knowledge of how to edit a Podcast using Audacity or similar software * Factual knowledge of how to edit a Video using Lightworks or similar software * Factual knowledge of how to edit an animation using PowToon or similar software * Practical knowledge of how to use equipment and software to present digital stories online * Practical knowledge of how to share digital media content online * Theoretical knowledge of the most appropriate social media channels for sharing stories online * Theoretical knowledge of how to foster and connect with an online audience to share your stories * Theoretical knowledge of the impact of presenting digital stories online to share with others * Theoretical knowledge of how culture is shared through digital stories when presented in online environments. | * Discuss how to edit and present digital stories online * Demonstrate how to edit and produce digital media content online * Use open-source digital software such as *Lightworks* and *Audacity* to edit digital stories * Demonstrate how to present stories online in a safe and responsible manner * Identify suitable online and social media channels to present your story online * Discuss the copyright and licence issues of sharing your story in an online environment | * Awareness of the different components involved in editing digital media * Willingness to share digital stories in online environments * Appreciation of how presenting digital stories online can share culture, identity, and history * Appreciation of an individual’s contribution of producing and sharing digital stories |
| Module duration: 7 hrs F2F / Online – Hybrid Course | | |
| Preparation/ Materials/Equipment:   * Projector and screen * PowerPoint slides * Laptop * Internet connection * Pens and note-taking materials for all learners * Copies of handouts for all learners | | |

| LESSON PLAN for F2F / Online (Hybrid) Learning | | | | | |
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| Introduction to the topic: The aim of this lesson plan is to deliver the session outline for Module 4 – Editing and presenting your story online.  This lesson plan will introduce participants | | | | |  |
| No | **Topics and Sub-topics/Learning activities** | **Duration (minutes)** | **Training methods** | **Materials/ Equipment Required** | **Handouts and Activity sheets** |
| 1 | **Unit 1 – Activity 1: Introduction**  The facilitator begins this session by welcoming all participants to the workshop and completing a short group discussion to assess what learning expectations all participants have for this module. The facilitator can take note of these expectations on a flipchart to refer to later in the session.   * The facilitator will ask all participants to sign the attendance list for this workshop. * The facilitator will also invite all participants to introduce themselves (this is only if this is the first module being delivered with this group and depends on the sequence of how the Digital Storytelling Curriculum is presented to participants). | 15 minutes | PowerPoint presentation & Group Activities / Discussions | Training venue with IT equipment including laptop and projector.  Flipchart and markers.  Sign-in sheet.  Pens and note-taking materials for participants | Copy of PowerPoint Presentation: Module 4. |
| 2 | **Unit 1 – Activity 2:**  **Digital Editing**  During this activity, the trainer will start sharing the content of the PowerPoint slides and will introduce the participants to the topic of “Digital editing”. | 30 minutes | PowerPoint presentation & Group Activities / Discussions | Training venue with IT equipment including laptop and projector.  Flipchart and markers.  Sign-in sheet.  Pens and note-taking materials for participants | Copy of PowerPoint Presentation: Module 4. |
| 3 | **Unit 1 – Activity 3:**  **Open-source video editing software**  The trainer will introduce the participants to the most common open source video editing software, such as Lightworks, Audacity and Powtoon and will provide knowledge of the main features that can be used to create and edit digital stories. | 60 minutes | PowerPoint presentation & Group Activities / Discussions | Training venue with IT equipment including laptop and projector.  Flipchart and markers.  Sign-in sheet.  Pens and note-taking materials for participants | Copy of PowerPoint Presentation: Module 4. |
| 4 | **Unit 2 – Activity 1: Using editing software**  In this activity, the trainer will explore in detail the main features that can be used to edit digital content and will guide the participants through a series of steps, methods, and tips on how to complete the editing process. | 60 minutes | PowerPoint presentation & Group Activities / Discussions | Training venue with IT equipment including laptop and projector.  Flipchart and markers.  Sign-in sheet.  Pens and note-taking materials for participants |  |
| 5 | **Unit 2 – Activity 2: How to edit podcast in Audacity**  The trainer will guide the group through various steps involved in editing podcasts in Audacity and will provide tips on how to improve the audio quality when creating podcasts. | 60 minutes | PowerPoint presentation & Group Activities / Discussions | Training venue with IT equipment including laptop and projector.  Flipchart and markers.  Sign-in sheet.  Pens and note-taking materials for participants |  |
|  | **Unit 3 – Activity 1 : How to share digital media content**  The trainer will introduce the participants to video-sharing sites such as YouTube and Vimeo, as well as social media channels, and will provide knowledge of the main features that can be used to create, edit and promote online content. | 60 minutes | PowerPoint presentation & Group Activities / Discussions | Training venue with IT equipment including laptop and projector.  Flipchart and markers.  Sign-in sheet.  Pens and note-taking materials for participants |  |
| 6 | **Unit 3 – Activity 2 : How to share your stories safely**  The trainer will address online safety when sharing content online and will provide knowledge of copyright and property issues, as well as examples of inappropriate content. | 60 minutes | PowerPoint presentation & Group Activities / Discussions | Training venue with IT equipment including laptop and projector.  Flipchart and markers.  Sign-in sheet.  Pens and note-taking materials for participants |  |
|  | **Unit 3 – Activity 3: The power of digital storytelling**  In this last part of the training, the facilitator will discuss the importance of sharing stories online as a powerful means that helps people share culture, identity and history across the world. | 60 minutes | PowerPoint presentation & Group Activities / Discussions | Training venue with IT equipment including laptop and projector.  Flipchart and markers.  Sign-in sheet.  Pens and note-taking materials for participants |  |
| 9 | **Workshop Close and Evaluation:** Module 4 – Editing and presenting your story online  Facilitator will encourage a group discussion and will ask the participants for feedback to evaluate the achievement of the learning outcomes for this Module. | 15 minutes | PowerPoint presentation & Group Activities / Discussions | Training venue with IT equipment including laptop and projector.  Flipchart and markers.  Sign-in sheet.  Pens and note-taking materials for participants | Copy of PowerPoint Presentation: Module 4. |

IO1 – Digital Storytelling Curriculum   
Activity Sheet Template

| **Module Title** | Editing and presenting your story online | | |
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| **Unit Title** | Digital editing | | |
| **Activity Title** | Open-source video editing software | **Activity Code** | A1.3 |
| **Type of resource** | **Activity sheets**  **(AS)** | **Type of learning** | Face-to-face learning |
| **Duration of Activity**  **(in minutes)** | 60 min | **Learning Outcome** | Basic knowledge of how to edit stories in a digital format. |
| **Aim of activity** | Learners will gain a greater understanding of how to edit digital content using software such as Lightwors, Powtoon, and Audacity. | | |
| **Materials Required for Activity** | Training venue with IT equipment including laptop and projector.  Flipchart and markers.  Sign-in sheet.  Pens and note-taking materials for participants. | | |
| **Step-by-step instructions** | * The trainer will introduce Activity 1.3 on how to edit digital content through open-source video editing software * Participants will identify the main features that can be used in Audacity to edit digital stories. * Participants will identify the main features that can be used in Lightworks to edit digital stories. * Participants will identify the main features that can be used in Powtoon to edit digital stories. * Facilitator will synthesize the conclusions and will link them with the following unit on how to edit podcasts in Audacity. | | |

| **Module Title** | Editing and presenting your story online | | |
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| **Unit Title** | Using digital software | | |
| **Activity Title** | How to edit podcasts in Audacity | **Activity Code** | A2.2 |
| **Type of resource** | **Activity sheets**  **(AS)** | **Type of learning** | Face-to-face learning |
| **Duration of Activity**  **(in minutes)** | 60 min | **Learning Outcome** | Factual knowledge of how to edit a Podcast using Audacity or similar software |
| **Aim of activity** | After completing this activity, learners will gain a greater understanding of how to edit podcasts in Audacity. | | |
| **Materials Required for Activity** | Training venue with IT equipment including laptop and projector.  Flipchart and markers.  Sign-in sheet.  Pens and note-taking materials for participants. | | |
| **Step-by-step instructions** | * The trainer will introduce Activity 2.2 on how to edit podcasts in Audacity. * Participants will identify the first steps of the audio editing process. * Participants will identify the key features of audio optimization. * Participants will gain knowledge of how to improve audio quality. * Facilitator will synthesise the conclusions and will link them with the following unit on how to share content online. | | |

| **Module Title** | Editing and presenting your story online | | |
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| **Unit Title** | How to share digital media content | | |
| **Activity Title** | How to share digital media content | **Activity Code** | A3.1 |
| **Type of resource** | **Activity sheets**  **(AS)** | **Type of learning** | Face-to-face learning |
| **Duration of Activity**  **(in minutes)** | 60 min | **Learning Outcome** | Practical and theoretical knowledge of how to share digital media content online. |
| **Aim of activity** | Learners will gain a greater understanding of the most appropriate sites and social media channels for sharing stories online. | | |
| **Materials Required for Activity** | Training venue with IT equipment including laptop and projector.  Flipchart and markers.  Sign-in sheet.  Pens and note-taking materials for participants. | | |
| **Step-by-step instructions** | * The trainer will introduce Activity 3.1 on how to share digital media content. * Participants will identify the main video-sharing platforms such as YouTube and Vimeo for sharing digital content. * Participants will identify the main features of video-sharing platforms that can be used to edit and share stories. * Participants will identify the most appropriate social media channels for sharing stories online. * Facilitator will synthesise the conclusions and will link them with the following activity on how to present stories online in a safe and responsible manner. | | |

