**Project Description:**

During the course of our youth and adult programming, participants learn a variety of digital skills. Whether it’s producing a podcast or editing video projects in Adobe Premiere Pro, these skills accumulate in the students’ completed projects. Each student completes at least one project by the end of the workshop series, which can be evaluated for Northstar certification. Mastery of digital skills are exemplified in the following pieces, which take the form of podcasts or videos:

**Speaking of Youth podcast - “**[**School Sports During COVID**](https://open.spotify.com/episode/428nbSt5oW8s1wT4twxrvc)**”**

*via SPNN’s ongoing Speaking of Youth program*

**Queering Community Health Podcast - “**[**Queers With Queries**](https://www.shiftmn.org/podcast/queers-and-queries)**”**

*via SPNN’s Shift Minnesota Podcasting Workshop series*

**Doc U -** [**“Culture Clashes”**](https://www.youtube.com/watch?v=At90NRYpo2c&list=PLJ852mmSnFRBDAuuynT_aaMmMf8OjvIB2)

*via SPNN’s introductory documentary program for adults*

These projects have been conceived, created, produced, and edited by workshop participants and youth members, following instructional sessions that walk them through the creation process. This includes skills such as importing footage/audio from an SD card, selecting and cutting said footage, moving it into the timeline, audio balancing, exporting edited footage, and more. Typically this involves editing software such as Adobe Premiere Pro or Audacity. The participants use a variety of equipment to record and execute their projects, including microphones, DSLR cameras, and more advanced cameras such as SPNN’s FX3’s and Z150’s.

Using any of the aforementioned tech requires a high level of equipment comprehension and media skills, such as focusing the lens on their subject, using the correct aperture, adjusting the white balance, etc. Students also use light kits, audio equipment, and XLR cables. To create their podcasts and videos, participants conduct research, interviews, and prep by writing scripts. Doing so demonstrates additional media skills, such as opening a web browser, logging in to their accounts, etc.

While many technical skills are required to complete projects throughout SPNN’s media-making workshop series, participants also develop a multitude of soft skills. They learn how to cultivate their ideas into meaningful, artful pieces that express their unique understandings of the world and execute their specific creative vision. Throughout the production process, they also generate ideas and share feedback with fellow participants; this involves plenty of collaboration and teamwork, which develops leadership skills. Ultimately, our goal is to give each participant the space to develop these media-making skills, so they can share their stories and experiences with the wider world.

**Northstar Basic Computer Skills (MacOSX)[[1]](#footnote-0):**

1. Log on to computer (1.1)
2. Turn computer monitor on and off (1.18)
3. Move documents and files / create new folders. (3.7)
4. Identify storage media: USB/Flash drives (external) and hard drive (external and internal) (3.9)
5. Drag and drop. (1.8)
6. Delete files, and recover them from the Trash. (3.8)
7. Identify peripheral devices on a computer (flash drives, camera, etc.) and cloud storage options (e.g. iCloud). (3.9)
8. Minimize and maximize windows. (3.10)
9. Close, switch between, and quit applications. (3.11)
10. Log out of, restart, and shut down a computer. (3.14)
11. Open applications using Siri, Spotlight, Launchpad, the Dock, or the Applications Folder. (3.5)
12. Demonstrate knowledge and appropriate use of mouse clicks (right-click, left-click, and double-click). (1.7)
13. Demonstrate understanding that software programs are upgraded periodically to fix bugs and increase utility and that different versions may be installed on different computers. (1.14)
14. Identify mouse pointer shapes and the functions they represent (spinning wheel (loading), iBeam (text), arrow (basic clicking), hand pointer (clickable links)). (1.6)
15. Adjust volume and mute audio (1.10)
16. Plug in headphones correctly and use when appropriate (1.10)

**Additional Digital Skills:**

1. Import footage into Adobe Premiere Pro, or other editing software. (3.4)
2. Export video in .mp4 file from Adobe Premiere Pro, or other editing software.
3. Save Adobe Premiere Pro (or other editing software) file in correct folder on desktop or external drive. (3.7)
4. Organize and rename project with these folders: “Video,” “Audio,” “Premiere Files,” “Exports.” (3.7)
5. Put SD card into correct slot in computer. (3.9)
6. Open SD card in desktop, select and copy/paste into the project folder.
7. Eject SD card by using the eject button in Finder. (1.15)
8. Open Internet Browser (such as Google Chrome) and locate video file on Desktop. (2.2)
9. Upload video to Google Drive, Vimeo, or YouTube in the correct format (H.264).

**Instructional Rubric:**

***There are 7 possible points. At least 6 points are required to pass, which can be a combination of full and half points.***

|  | Strong (1 pt per bullet point) | Medium (.5 pts) | Weak (0 pts) |
| --- | --- | --- | --- |
| Final Project | - Provides clear message and theme  - Transitions, effects, audio, lighting, music, and edits are appropriate to the subject matter and enhance the project's message/themes.  - Demonstrates originality in composition and delivery.  - Demonstrates an understanding of a variety of approaches, including different camera angles, shots, and editing techniques to complement the narrative content. | - Creates a digital story but lacks appropriate artistic choices in terms of lighting, transitions, sound effects, music, etc.  - Tells a somewhat original story but relies on work not made by the student.  - Demonstrates some understanding of various camera angles, shots and etc., but editing doesn’t always match the content. | - Does not use digital storytelling techniques to achieve artistic intent.  - Incorporates little to no variety in terms of camera and editing techniques.  - Intent, message, or themes are unclear.  - Relies heavily on work produced outside of the class/by an outside party. |
| Technical Skills | - Final product demonstrates their proficiency of editing software.  - Throughout the process, the participant demonstrates their understanding of Mac or PC operating systems, cameras (including correct SD card use)  - Demonstrates an understanding of web browsers by using the system to support work on their media project. | - Demonstrates understanding of basic technical skills, with some need for improvement.  - Struggles with parts of the process such as using the SD card or navigating the editing software. | - Demonstrates little understanding of operating systems, equipment, and web browsers throughout the process. |

Instructional Assessment Total:

**Northstar Skill Assessment  
 Workshop Series**:   
 **Participant Name:**

***There are 26 possible points. At least 22 points are required to pass, which can be a combination of full and half points.***

| **Skill** | **Needs Assistance**  **(½ point)** | **Can Complete Independently**  **(1 point)** |
| --- | --- | --- |
| Log on to computer |  |  |
| Turn computer monitor on and off |  |  |
| Move documents and files / create new folders |  |  |
| Identify storage media: USB/Flash drives (external) and hard drive (external and internal) |  |  |
| Drag and drop |  |  |
| Delete files, and recover them from the Trash |  |  |
| Identify peripheral devices on a computer (flash drives, camera, etc.) and cloud storage options (e.g. iCloud). |  |  |
| Minimize and maximize windows. |  |  |
| Close, switch between, and quit applications. |  |  |
| Log out of, restart, and shut down a computer. |  |  |
| Open applications using Siri, Spotlight, Launchpad, the Dock, or the Applications Folder. |  |  |
| Demonstrate knowledge and appropriate use of mouse clicks (right-click, left-click, and double-click). |  |  |
| Demonstrate understanding that software programs are upgraded periodically to fix bugs and increase utility and that different versions may be installed on different computers. |  |  |
| Identify mouse pointer shapes and the functions they represent (spinning wheel (loading), iBeam (text), arrow (basic clicking), hand pointer (clickable links)). |  |  |
| Adjust volume and mute audio |  |  |
| Plug in headphones correctly and use when appropriate |  |  |
| Import footage into Adobe Premiere Pro or other editing software |  |  |
| Export video in .mp4 file from Adobe Premiere Pro, or other editing software |  |  |
| Save Adobe Premiere Pro (or other editing software) file in the correct folder on desktop or external drive |  |  |
| Organize project folder with these folders: “Video,” “Audio,” “Premiere Files,” “Exports.” |  |  |
| Put SD card into the correct slot in computer |  |  |
| Open SD card in desktop, select and drag footage into project folder |  |  |
| Eject SD card by using the eject button in Finder |  |  |
| Open Internet Browser (such as Google Chrome) and locate video file on Desktop |  |  |
| Upload video to Google Drive, Vimeo, or YouTube in the correct format (H.264) |  |  |
| Use Google Drive to upload the final project. |  |  |

Skill Assessment Total:

**Total Score: \_\_\_ out of 33 possible points** *(needs 85% or higher to pass: 28 points)*

1. Northstar Standards Key (1 - Basic Computer Skills, 2 - Internet Basics, 3 - Mac OS) [↑](#footnote-ref-0)