

Online Design Training: Unit Outline

Time	Section	Content/ Topics Taught	GO Time Assignment
11-11:15	Introduction	<ul style="list-style-type: none"> Please be logged into your Online Design (OD) or workshop account prior to 11 am. We will demo each assignment during GO time so you can watch. All assignments should be completed on the same spread or custom template. Advanced training starts at 1:30. Each participant should keep track of their total assignment score throughout the day. There are 60 points possible. We encourage all to ASK Questions in the chat as needed. 	
11:15-11:30 Teach Section 11:30-11:50 GO Time (Students work on assignment & score themselves)	1- OD Introduction	<i>*Working in a custom template; Name= First and last name of student</i> Tools, Text, Make a Box, Fill, Border, Object settings, Text Settings, Layer, Saving Work	___ (1pt) Add a box to the page ___ (1pt) With a 3+pt stroke ___ (1pt) in a bright color, ___ (1pt) add a smaller version of the same box, ___ (2pt) two boxes of text ___ (1pt) using obviously different fonts, ___ (1pt) and a filled-color ___ (1pt) shape ___ (1pt) layered behind another element
11:50-12:05 Teach Section 12:05-12:25 GO TIME (Students work on assignment & score themselves)	2- OD Intermediate	Workspace: Margins & Pasteboard; Copy and Paste, Paste in Place; Lock Selected; Group; Layout; Effects- Transparent, Rounded, Shape with Multiple Sides, Shadow, Gradient	Create an example of a Senior/personal ad: ___ (1pt) bleed content safely off the page ___ (1pt) include a student name in a text box, ___ (1pt) message to the student in a second text box ___ (3pt) place 3 images (can be same file): ___ (1pt) -use transparency on image 1, ___ (1pt) -apply a gradient to image 2, ___ (1pt) -apply a drop shadow on image 3, ___ (1pt) and a unique shape with >4 sides
12:25-12:55	LUNCH- Will resume in 30 minutes		
12:55-1:10 Teach Section 1:10-1:30 GO TIME (Students work on assignment & score themselves)	4- Photos Introduction	Upload Images; Organize Folders; Place Image; Crop/ Resize; Photo Effects	___ (4pt) Upload 4 photos to ___ (1pt) a new album in OD entitled <i>PI[+yourlastname]</i> ___ (1pt) place your 4 uploaded images onto a page ___ (1pt) – image 1: crop and resize box to show only an eye or smile ___ (1pt) –image 2: make image as large as possible on page ___ (1pt) –image 3: apply greyscale photo effect ___ (1pt) –image 4: apply a remaining photo effect of your choice <i>[effects should make images obviously different from one another]</i>

<p>1:30-1:45 Teach Section</p> <p>1:45-2:05 GO TIME (Students work on assignment & score themselves)</p>	<p>5- Photos Advanced</p>	<p>Searching Recommending & Favorites; Photopea; Saving and Uploading; Clipping paths; Tag a photo; Add a caption; Coverage Report</p>	<p>___ (1pt) Favorite an image in your photo album ___ (1pt) Recommend an image to page 1 ___ (4pt) Place favorited image on spread 4 times ___ (1pt) –Copy 1: stays original ___ (1pt) –Copy 2: flip image horiz or vert ___ (1pt) –Copy 3: create a single straight-line clipping path ___ (1pt) –Copy 4: create a mixed straight and curved line clipping path</p>
<p>2:05-2:20</p>	<p>BREAK #1- Will resume in 15 minutes</p>		
<p>2:20-2:35 Teach Section</p> <p>2:35-2:55 GO TIME (Students work on assignment & score themselves)</p>	<p>3- OD Advanced</p>	<p>Grids & Columns; Text to Shape; Text on a Path; Align Objects; Space Evenly; Text Wrap; Overflow Text</p>	<p>___ (1pt) Design a full page ___ (1pt) photo collage with 8+ placed image boxes (can be all same image file) ___ (1pt) using equal vert and horiz spacing of ___ (1pt) 1/2pica minimum around all photos ___ (1pt) outside edge of collage aligned with pink page margin ___ (2pt) include a title containing a photo in text ___ (2pt) a subtitle that applies text-on-a-path ___ (1pt) and a caption that wraps around an image (caption can be placeholder text)</p>
<p>2:55-3:10 Teach Section</p> <p>3:10-3:30 GO TIME (Students work on assignment & score themselves)</p>	<p>6- OD for Editing</p> <p><i>*NOTE: Students using school OD accounts will need 'Editor' permissions for these features. All Workshop Account users have editor permissions.</i></p>	<p>Freeze vs Lock; Fonts; Templates; Backgrounds; Planning for Portrait Pages; Type Styles; ToDos & Stickies; Folios & Master Pages; Page proofing</p>	<p>___ (1pt) Customize a template based on one from the template library— ___ (2pt) place a sticky with the name of the original template somewhere on the layout Your design must include: ___ (1pt)—a background (original or provided) ___ (1pt) –one locked element ___ (1pt) –a frozen element, ___ (2pt) –two saved type styles ___ (2pt) Save as a custom template with your school and last names</p>
<p>3:30-3:45</p>	<p>Indexing Demonstration Merging, assigning, and creating names on a spread's index info using tags and captions</p>		
<p>3:45-4:00</p>	<p>Closing What's your score? Be sure to share your OD status with your Yearbook Adviser!</p>		

