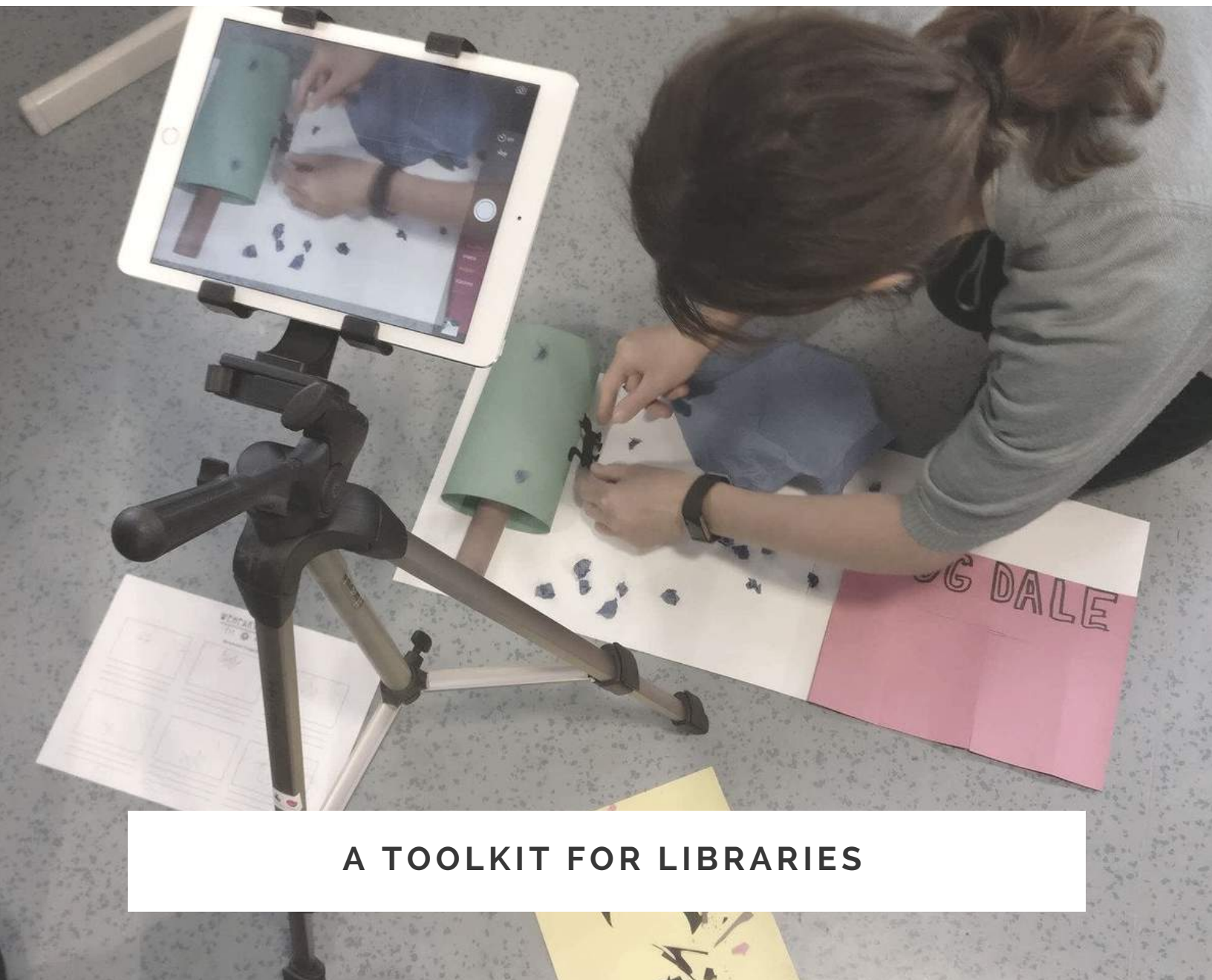


GETTING TO GRIPS WITH

DIGITAL



A TOOLKIT FOR LIBRARIES



Supported using public funding by
**ARTS COUNCIL
ENGLAND**



About the toolkit

This toolkit has been designed as a collaborative venture between Curious Minds, wehearttech C.I.C. and libraries across the North West. In Spring/Summer 2017, a CPD programme was launched across the North West by Curious Minds and delivered by wehearttech C.I.C. to support libraries to develop the digital skills needed to enhance their engagement with children and young people.

"Feedback from the staff who attended was excellent and they are champing at the bit to put their new skills into action."

LESLEY DAVIES | SEFTON LIBRARY SERVICE

Using learning from this programme, and wehearttech C.I.C.'s expertise in designing digital-making activities, workshops and projects for children and young people, this toolkit is a practical guide to support libraries to deliver digital sessions in their spaces. The toolkit provides libraries with simple how-to guides so that they can deliver digital drop-ins (self-led activities), tech tasters (introductory workshops) and practical projects (collaborative tasks) in order to enhance their creative and digital offers for children and young people.





Digital Drop-Ins

POP-UP, SELF-LED
ACTIVITIES

Digital drop-ins are a great way to support children and young people to get started in digital-making activities. The key to delivering successful drop-in activities is to keep them simple so that they can pop-up in any library, any time and that participants can engage with them via self-led learning.

In this toolkit you will find three suggestions for drop-in activities suitable for children, young people and families. These activities are useful for extending your offer during holidays or events being held in your library.



Coding 101

Aim: Develop participants' knowledge of basic coding practices through using Scratch to create their own animations, games and/or stories.

Learning Outcome:

1. Use simple graphical programming language via Scratch to drag and combine code blocks to make an animation, game or story.

What you will need: 5+ laptops or PCs with Internet access, headphones and/or speakers, tables and chairs, downloaded and printed project guides from [Code Club](#).

Preparation - A Step-By-Step Guide:

1. Turn on and set-up laptops and/or computers with headphones and/or speakers.
2. Open up the Internet browser to the [Scratch platform](#).
3. Have one or more printed [Code Club Scratch projects](#) by each station for participants to use a guide.

Top Tip: Get accustomed to doing the activities/functions in the guides you are using in case of any questions from participants. You may also want to provide some demos.



Green Screen 101

Aim: Develop participants' knowledge of basic green-screen practices and techniques using tablet technology and a pop-up green-screen.

Learning Outcomes:

1. Use basic chroma-keying skills to create images that combine two separate files.

What you will need: A pop-up green-screen and lights, iPad or tablet with green screen app installed, downloaded background images (i.e. Paris, the Death Star).

Preparation - A Step-By-Step Guide:

1. Download a Green Screen app to your tablet or iPad. There are a range of free and paid for apps on Android and iOS - take a look at them and pick a suitable one in terms of complexity and features for the age range you are targeting.
2. Set-up the green screen and lights. Make sure you tape down any leads or wires, and for best results ensure that the light is evenly spread across the green screen.
3. Demonstrate how to use the app and then let participants take over the controls.

Top Tip: Get accustomed to the green screen app before you deliver this drop in activity... have a bit of fun making your own imaginary images!



Design 101

Aim: Develop participants' knowledge of design techniques by creating a logo for a brand.

Learning Outcomes:

1. Use Canva to create a logo for new brand.

What you will need: Tablets, laptops or PCs that can [access Canva](#) (an online design platform that requires a log in to access), internet access.

Preparation - A Step-By-Step Guide:

1. Create a log in/log ins for Canva and make sure that the devices being used are logged in and can access it (i.e. no Internet restrictions).
2. Create a new blank project in Canva on each device.
3. Ask each participants to create a logo using the text, icons and other design features available for a new brand (i.e. a brand of crisps, a luxury hair product etc.). Provide some basic demonstration (if needed) to get participants up and running.

Top Tip: Get accustomed to using Canva before delivering this activity. Here's a [basic video tutorial on Canva](#) to get you started.



Tech Tasters

SHORT INTRODUCTORY WORKSHOPS

Tech tasters are short, facilitator-led workshops that act as an introduction to different digital areas. Delivering these workshops is a little step up from the self-led digital drop-ins as they require someone to lead the workshop and add more structure to the learning process.

However, the two workshops outlined in this toolkit are both easy to set-up and straight forward to deliver. Follow the instructions set out and you'll be on your way to becoming a digital maestro!



Tablet Photography

Aim: Develop participants' knowledge of basic functions on tablets & photography techniques.

Learning Outcomes:

1. Use a tablet to take digital photographs using a range of photography techniques.
2. Use a tablet to edit photographs using different effects and editing functions.

Workshop Details

Duration: 2 hours (Approx.)

Participants: Up to 12 participants, suitable for children, young people and families.

Resources: 6+ tablets or iPads, Example photographs, and flipchart paper/holder.

Space: Tables & chairs, internet access, projection facilities (with sound)

Preparation and Tips

Before delivering this workshop you may want to brush up on your own photography skills by experimenting with the tablets and apps you intend to use. You may also find online articles and guides, such as [this one from tablet manufacturer, Asus](#), useful when researching and/or explaining photography techniques.

Workshop Step-By-Step Guide

1. Introduction: Welcome participants and introduce the workshop's aims and learning outcomes.

2. Exploring photography techniques (Part 1): Show participants some example photographs and ask them to identify what they liked / disliked about them. You could ask them to think about what they are drawn to on each photograph and why, and also how the photographs could have been taken differently.

3. Exploring photography techniques (Part 2): Explain 3 simple composition rules:

- Fill-The-Frame: When taking your photograph make sure the object of interest fills the screen so that people know what they are looking at.
- Use Frames: When taking your photographs you can direct people where to look by framing your object of interest in a naturally occurring frame. This could be a door frame or window, by positioning the object at the end of a path or wrapped around by trees.
- Rule of Thirds: Use this [video](#) combined with a handdrawn demonstration on flipchart paper to explain how the 'Rule of Thirds' can assist in framing objects in a photograph.

4. Tablet photography: Demonstrate how to use the tablets to take photos and provide participants with time to take their own photos (in pairs or individually). You may want to show features such as grid/guidelines to assist composition or other functions such as panoramas.

5. Editing photographs: Demonstrate how to use the in-built editing functions on the tablet OR an app like [Pixlr](#) to digitally manipulate images. Provide participants with time to edit their images (individually or in pairs).

6. Group review and feedback: Ask participants to show their photos to one another and describe how they created them. As part of this, encourage participants to explain their reasons for their choices and provide one another with feedback.

7. Summary: Summarise the key points of the session and answer any final questions.



Soundscaping

Aim: Develop participants' knowledge of basic audio recording and editing practices by creating a short soundscape.

Learning Outcomes:

1. Use a tablet or audio recorder to record audio clips.
2. Use a non-linear editing app or software to edit together different audio files.

Workshop Details

Duration: 2.5 hours (Approx.)

Participants: Up to 12 participants, suitable for children, young people and families.

Resources: 4+ tablets/iPads or 4+ audio recorders and laptops, headphones/speakers

Space: Tables & chairs, internet access (preferable), projection facilities (with sound)

Preparation and Tips

Before delivering this workshop you may want to brush up on your own audio recording skills by practicing using your equipment. You may find online articles and guides, such as this [guide to Audacity](#) and this [tutorial video on WavePad](#) useful when getting to grips with the editing process.

Workshop Step-By-Step Guide

1. Introduction: Welcome participants and introduce the workshop's aims and learning outcomes.

2. Exploring audio recording techniques (Part 1): Ask the participants what they think makes good quality audio recordings. Then talk them through some audio recording top tips:

- Find a quiet space
- Make sure the microphone is pointing towards the person speaking
- Check the recording levels - don't have them too low or too high
- Wear headphones when recording and/or record a test piece of audio
- Record atmos (room tone) to use as a sound bed under your clips when editing

3. Exploring audio recording techniques (Part 2): Demonstrate how to use your audio recording device to its fullest potential, whether it is a tablet or iPad, or an audio recorder. As you are demonstrating refer back to the above (relevant) recording techniques to reinforce them. Then set the participants the task (in pairs/small groups) of going recording people's responses to an unfinished sentence such as "My ambition is..." or "Libraries to me are..."

4. Editing photographs: Demonstrate how to use an audio editing app such as [WavePad](#) (if using tablets/iPads) or how to use editing software like [Audacity](#) (if using PCs/laptops). Support participants in their groups/pairs to edit together their audio clips.

6. Group review and feedback: Ask participants to playback their soundscapes to one another and describe how they created them. As part of this, encourage participants to explain their reasons for their choices and provide one another with feedback.

7. Summary: Summarise the key points of the session and answer any final questions.

Extension Activity: Export the finished soundscapes and upload them to an online audio sharing platform such as [SoundCloud](#).



Practical Projects

COLLABORATIVE, CREATIVE
TECHNOLOGY TASKS

Practical projects bring together groups of people to work collaboratively with different creative technologies towards a shared purpose. These activities may be delivered over the course of a day, weekly sessions, a week-long Summer School projects or any other format that fits into your library's programme.

These projects take a bit more planning, preparation and delivery expertise than the drop-ins and the tech tasters... but don't be daunted. The toolkit will provide you with the all the know-how you need to get started.



Animake

Aim: Develop participants' knowledge of digital storytelling through basic animation techniques.

Learning Outcomes:

1. Work as part of a team to plan an animated story that uses stop motion techniques.
2. Use stop motion techniques and tablet technology to produce an animated story.

Project Details

Duration: 4 hours+ (depending on length and scope of the story/project)

Participants: Up to 9 participants, suitable for children, young people and families.

Resources: 3+ tablets or iPads, storyboard templates, flipchart paper/holder, arts and craft materials, example animations, tripod and tablet holders.

Space: Tables & chairs, internet access (preferable), projection facilities (with sound)

Preparation and Tips

Before delivering this workshop you may want to brush up on your own stop motion skills and the app you are going to use. Here is a [playlist of stop motion animation tutorials](#) and [a blog about a similar animation project](#) to get you on your way.

Delivering the Project: A Step-By-Step Guide

- 1. Introduction:** Welcome participants and introduce the project's aims and learning outcomes.
- 2. What makes a good story?** Mindmap on flipchart paper participants' responses to this question and from this discussion highlight that all stories have events, characters and actions.
- 3. Exploring stop motion animation techniques and styles:** Show participants some example stop motion animations to get them to see different techniques and styles. You might want to show them claymation, cut-out animations, the stop-trick technique and Lego animations. Here is a [good overview of some of these techniques](#) and there are lots of examples of animations on [YouTube](#). If there is time, allow the group to practice some of these techniques before they make their animation.
- 4. Planning the animation:** Put the participants into small groups and ask them to storyboard a simple animation that has a beginning, middle and end so that they have a visual plan. You can download [storyboard templates here](#). You might want to give them some help by proposing topics, storylines or a starting point. Using the arts and crafts materials, participants should then create the sets and characters for their animation.
- 5. Creating the animation:** Demonstrate how to use the tablet and tripod (with holder) and stop-motion app that you are using to the group. Then support them to use the app to put together their animation. A good app for stop motion is [Stop Motion Studio](#).
- 6. Group review and feedback:** Ask participants to show their animations to one another and describe how they created them. As part of this, encourage participants to explain their reasons for their choices and provide one another with feedback.
- 7. Summary:** Summarise the key points of the session and answer any final questions.

Extension Activity: Upload the animations to a video sharing site such as [YouTube](#).



App Prototypes

Aim: Develop participants' creative thinking and design skills using app prototyping techniques and processes.

Learning Outcomes:

1. Work as part of a team to generate ideas for and design the basic layout of an app.
2. Use Marvel to create an app prototype and present it back to peers.

Project Details

Duration: 4 hours+ (depending on length and scope of the story/project)

Participants: Up to 12 participants, suitable for children, young people and families.

Resources: 4+ tablets or iPads with [Marvel app](#) pre-loaded onto them, A4 paper and coloured pens, flipchart paper and holder.

Space: Tables & chairs, internet access, projection facilities (preferable)

Preparation and Tips

Before delivering this workshop you may want to have a practice using Marvel to [create an app prototype](#). You may also want to pick a theme or topic for the apps that the participants will develop (i.e. online safety, information on sexual health etc.)

Delivering the Project: A Step-By-Step Guide

- 1. Introduction:** Welcome participants and introduce the project's aims and learning outcomes.
- 2. Design stage 1 - Generating initial ideas:** Mindmap on flipchart paper different ideas for apps. They could be based around one subject matter or different social issues.
- 3. Design stage 2 - Research and feedback:** Put the participants into groups and ask them to select one of the ideas to develop further. In their groups, participants should research similar apps/websites, the topic further, branding ideas and the key functions that they'd like their app to have. They should present back (either informally or as a semi-formal presentation) these research findings and an overview of the app they want to build a prototype for. The facilitator and other groups will provide feedback on this.
- 4. Design stage 3 - Paper layouts:** Put the participants into small groups and ask them to create A4 portrait layouts for their app. They should have a home page and at least three other pages. Remind them that each page needs to link to and from one another. If there is time, they can print out images they'd want on the app and write out the copy for it. Alternatively key labels on image and text boxes will suffice.
- 5. Creating the prototype:** Demonstrate how to use Marvel to create an app prototype and then support the groups to use the app to link together their paper designs. Make sure that they test out the links work properly before the next stage.
- 6. Group review and feedback:** Ask participants to show their prototypes to one another and describe how they created them. As part of this, encourage participants to explain their reasons for their choices and provide one another with feedback.
- 7. Summary:** Summarise the key points of the session and answer any final questions.

Extension Activity: Create a 'brand' for the app such as logos and promotional materials etc. You may want to use [Canva](#) for this.



Useful resources

A list of useful online resources to support your libraries digital development

iDEA (Duke of York Inspiring Enterprise Award / An online learning and badging programme covering a range of technology and enterprise areas

iWell / A toolkit containing workshops and activities for supporting digital wellbeing (specifically aimed at people with learning disabilities)

Safer Internet Day Education Packs / Resources produced aimed at enhancing online safety. Activities are designed for specific age ranges in mind.

Code Club Resources / Project guides for Scratch, HTML & CSS and Python coding.