STORYTRUTHS IMPLEMENTATION GUIDE

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"Cinema is a mirror by which we often see ourselves." ~ Alejandro Gonzalez Inarritu

OVERVIEW

In today's educational landscape, harnessing the power of storytelling through student filmmaking is a transformative way to engage students, most especially those often hard-to-reach middle and high school students. This Project-Based Learning (PBL) curriculum is designed to empower students to become storytellers, fostering creativity, critical thinking, and collaboration while building essential Social and Emotional Development skills. Our curriculum offers a holistic approach to education, enhancing students' overall growth and well-being. It cultivates crucial life skills, encourages self-expression, and instills a sense of purpose and accomplishment. Additionally, students develop deeper media literacy skills, allowing them to critically analyze and navigate the media landscape, making them more informed and responsible consumers and creators of media.

We have developed four (4) delivery options to meet your needs related to time, available resources, student proficiency, and outcomes desired. Directly after this overview, you will find the 4 Option Deliverables and Scope and Sequence Charts, which detail both CWK and School/Organization deliverables, as well as the actual lesson layout and the time commitment needed for each option. The Options and Scope and Sequence information take the guesswork out of which option to choose!

So how are the actual lessons structured?

Options 1-3 are based on the 10 foundational lessons and are designed to be delivered in 45-50 minute blocks, typical to a class period, customized by time available. These lessons can be delivered during the school day, such as advisory time, by number of weeks available, core or extended core content classes, or during a designated after school program. Homework assignments, a project rubric and extension projects are offered as options and allow students to tailor their learning experience to their interests and teachers to extend the learning beyond the 10 lessons. The 10 lessons are structured into 3 main parts, with sections compacted & customized by our professional production staff based on the option you choose:

TUNING IN - This Inclusive Opener provides the lesson's Essential Question, sets the purpose, expectations, and bridge to the day's lesson material.

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IN THE FRAME - This part serves as the main lesson covering one of the critical components necessary to make a film. Relevant concepts such as B-roll, Interview Tips, Editing and more are covered through Pre-Production, Production and Post-Production. Lessons are designed to ensure students not only make compelling films, but also understand the ethical and other implications of their creations. Additionally, we have included 11 professionally produced *What's Your Story* videos as part of In the Frame section that a) provide a fun and engaging way for students to get excited about telling their own stories and b) serve as on-demand reinforcement of concepts when needed.

THE FINAL CUT - The last part of the lesson has 2 main functions. The closing of the lesson and the optional daily homework extension (which we call the Epilogue). Both serve as a reflection on the learning that just occurred as well as a bridge to the next day's lesson.

Option 4 is our unique, fast paced and fun 3 lesson curriculum called Triple Take. It is designed for the educator who needs efficiency and where the student capstone video is the focus, with concepts in film, SEL and media literacy compacted into 30 minute sessions. A pre-lesson is also included for teacher use with students.

All curriculum documents are delivered on your customized StoryTruths digital platform, and include 24/7 Help Desk support. A unique platform landing page is also included for final student capstone videos. A great tool to memorialize and celebrate projects each year!

As you embark on this exciting filmmaking PBL journey, we hope you enjoy the opportunity to see your students thrive in hands-on, authentic learning, strengthening critical skills while they tell stories that matter to them.

OPTION DELIVERABLES AND SCOPE AND SEQUENCE CHARTS

CWK Network is committed to maintaining the highest standards in both production and curriculum delivery. We take immense pride in ensuring that every aspect of our work reflects a dedication to quality that exceeds industry norms. Our StoryTruths PBL Filmmaking Curriculum is designed with this in mind. We want both educators and students to walk away with an engaging, dynamic, high-quality experience, leveraging effective educational methodologies and technologies. Through clear guidelines and commitments from both CWK and those we work with, the student experience is optimized. Our commitment to you is not just a promise; it's a cornerstone of our values.

CWK Network is pleased to offer 4 effective delivery models to best meet your organization's needs. **The below options reflect the standard film kit 40 hours of virtual support. The DSLR kit option provides an additional 20 hours of virtual support, details and needs determined at initial plan meetings.**

I. **OPTION ONE**

Comprehensive 10-Lesson Curriculum Plan
Designed for the beginner filmmaker and the class who want to fully dive into the world of filmmaking! The complete project is delivered over 13 weeks (Lesson 1 through final delivery of polished videos). Minimum forty-five (45) minute instructional blocks are required.

Option One Deliverables

CWK PROVIDES	CLIENT PROVIDES
Pre-Production Meeting with CWK Field Producer to identify key elements of schedule, themes, roles and guidelines	**Identify 1-2 Lesson Facilitators and 1 administrator to attend Pre-Production Meeting.** Come prepared with initial ideas on preferred structure of StoryTruths for their organization (i.e., #students/grade level, schedule, potential themes/topics)
Digital platform, with unique URL, that includes 10 lessons, 11 *What's Your Story* film concept videos, project extension options, a scope and sequence, rubric, and other beneficial resources	**Facilitator adequate lesson prep** prior to lesson delivery (personalization of lessons is encouraged!)
One complete StoryTruths Film Kit delivered to identified staff member at organization prior to initial navigation training	**Provide secure location** for film kit storage
Platform Navigation Training with CWK Media & Education Staff on StoryTruths platform and a walkthrough of Lessons to understand lesson structure and content	Lesson Facilitator(s) **attend required 1 hour navigation and lesson review** meeting; **Facilitator adequate lesson prep** prior to lesson delivery (personalization of lessons is encouraged!)
Platform Navigation Training with CWK Media & Education Staff on StoryTruths platform and a walkthrough of Lessons to understand lesson structure and content	Lesson Facilitator(s) **attend required 1 hour navigation and lesson review** meeting; **Facilitator adequate lesson prep** prior to lesson delivery (personalization of lessons is encouraged!)

Platform Navigation Training with CWK Media & Education Staff on StoryTruths platform and a walkthrough of Lessons to understand lesson structure and content	Lesson Facilitator(s) **attend required 1 hour navigation and lesson review** meeting; **Facilitator adequate lesson prep** prior to lesson delivery (personalization of lessons is encouraged!)
Up to three-45 minute CWK Field Producer Student Sessions	**Follow schedules for lesson delivery and advisory check-ins;** changes to the schedule should be minimal and discussed with CWK advisors prior to any cancellation; a make-up date should be scheduled at the same time of notification
Student Editing Instructions and **Video Delivery Instructions**	**Provide thoughtful Identification of students for the project,** best ensuring regular attendance, engagement with the curriculum and follow-through on final capstone project
Parent letter template that describes the project scope (customizable by organization)	**Provide appropriate notification to parents** and caregivers as required by your organization rules, policies, and procedures
Polish Edit by CWK professional staff of one student edited video up to 3 minutes) per purchase; delivered in horizontal and landscape formats	**Provide guidance and support** to participating students throughout the life of the project
24/7 Help Desk Support and educator email support, both with a 24-hour response rate	**Adherence and supervision of students that align with the organization's online safety protocols** as it regards students use and distribution of any film or images of self or others
Final delivery and upload of student video to StoryTruths platform per predetermined schedule	**Upload required final student edited video** as detailed in video delivery instructions

OPTION ONE SCOPE AND SEQUENCE

PRE-PRODUCTION
 	
Students learn the principles of documentary filmmaking and develop initial concepts for their short documentaries
	Week 1
	  - Lesson 1: Intro to Documentary
	Week 2
	  - Lesson 2: Setting a Mood Week 3
	  - Lesson 3: Making a Plan

PRODUCTION
 	
Students finalize plans for filming and record primary footage (interviews, scenes) and secondary footage (B-roll) for their short documentaries
	Week 4
	  - Review Plans for Filming
	  - Lesson 4: Introduction to Interviewing
	Week 5
	  - Lesson 5: Interviewing Techniques and Tips
	Week 6
	  - Lesson 6: Introduction to B-Roll
	Week 7
	  - Review Student Production
	  - Lesson 7: Writing the Script & Telling the Story
	Week 8
	  - Student Production Period

POST-PRODUCTION
 	
Students review the materials collected in production and work to produce an edited sequence (3-5 Minutes) over the course of at least (2) edits. Projects will be handed off to CWK on the last day for polish.
	Week 9
	  - Lesson 8: Post-Production 1
	Week 10
	  - Review Student Rough Cut Edits
	  - Lesson 9: Post-Production 2
	Week 11
	  - Student Post-Production Period
	Week 12
	  - Project Handoff to CWK
	  - Lesson 10: Media Ethics
	Week 13
	  - CWK Polish Edit
	  - Video Delivery

II.   OPTION TWO

Accelerated 10-Lesson Curriculum Plan

Ideal for the class who want the full curriculum, but delivered in a slightly shorter time frame. Designed for the beginner filmmaker, with some foundational knowledge of filmmaking, lessons are compacted but still cover the skills students need for filming. Complete project delivered over 9 weeks (Lesson 1 through final delivery of polished videos). Minimum forty-five (45) minute instructional blocks are required.

Option Two Deliverables

CWK PROVIDES	CLIENT PROVIDES
Pre-Production Meeting with CWK Field Producer to identify key elements of schedule, themes, roles, and guidelines	Identify 1-2 Lesson Facilitators and 1 administrator to attend Pre-Production Meeting. Come prepared with initial ideas on preferred structure of StoryTruths for their organization (i.e., #students/grade level, schedule, potential themes/topics)
Digital platform, with unique URL, that includes 10 lessons, 11 *What's Your Story* film concept videos, project extension options, a scope and sequence, rubric, and other beneficial resources	Facilitator adequate lesson prep prior to lesson delivery (personalization of lessons is encouraged!)
One complete StoryTruths Film Kit delivered to identified staff member at organization prior to initial navigation training	**Provide secure location** for film kit storage
Platform Navigation Training with CWK Media & Education Staff on StoryTruths platform and a walkthrough of Lessons to understand lesson structure and content	Lesson Facilitator(s) attend required 1 hour navigation and lesson review meeting
Up to three-45 minute CWK Field Producer Student Sessions	Follow schedules for lesson delivery and advisory check-ins; changes to the schedule should be minimal and discussed with CWK advisors prior to any cancellation; a make-up date should be scheduled at the same time of notification

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Up to three-45 minute CWK Field Producer Student Sessions	Follow schedules for lesson delivery and advisory check-ins; changes to the schedule should be minimal and discussed with CWK advisors prior to any cancellation; a make-up date should be scheduled at the same time of notification
Student Editing Instructions and Video Delivery Instructions	Provide thoughtful Identification of students for the project, best ensuring regular attendance, engagement with the curriculum and follow-through on final capstone project
Parent letter template that describes the project scope (customizable by organization)	Provide appropriate notification to parents and caregivers as required by your organization rules, policies and procedures
Polish Edit by CWK professional staff of One video (up to 5 minutes) per purchase (*substitution options listed below) delivered in horizontal and landscape formats	Provide guidance and support to participating students throughout the life of the project
24/7 Help Desk Support and educator email support, both with a 24-hour response rate	Adherence and supervision of students that align with the organization's online safety protocols as it regards students use and distribution of any film or images of self or others
Final delivery and upload of student video to StoryTruths platform	Upload required final student edited video as detailed in video delivery instructions per schedule

Option Two Scope and Sequence

PRE-PRODUCTION Students learn the principles of documentary filmmaking and develop first conceptions for short documentaries.	**Week 1** - Lesson 1: Intro to Documentary - Lesson 2: Setting a Mood **Week 2** - Lesson 3: Making a Plan
PRODUCTION Students finalize plans for filming and record primary footage (interviews, scenes) and secondary footage (B-Roll) for the purposes of the short documentaries.	**Week 3** - Review Plans for Filming - Lesson 4: Introduction to Interviewing - Lesson 5: Interviewing Techniques and Tips **Week 4** - Lesson 6: Introduction to B-Roll **Week 5** - PRODUCTION **Week 6** - Review Student Production - Lesson 7: Writing the Script & Telling the Story
POST-PRODUCTION Students review the materials collected in production and work to produce an edited sequence (3-5 Minutes) over the course of at least (2) edits. Projects will be handed off to CWK on the last day for polish.	**Week 7** - Lesson 8: Post-Production 1 - Lesson 9: Post-Production 2 **Week 8** - CWK Polish Edit - Lesson 10: Media Ethics

III. OPTION THREE
Advanced Filmmakers Modular System

Designed for the more advanced filmmaker, lessons are delivered in 6 modules. The curriculum combines multiple lessons into one week, enabling students to receive elements of the curriculum at a faster pace and produce a final product in a shorter period. Complete project delivered over 7 weeks (Lesson 1 through final delivery of polished videos). Minimum forty-five (45) minute instructional blocks are required.

Option Three Deliverables

CWK PROVIDES	CLIENT PROVIDES
Pre-Production Meeting with CWK Field Producer to identify key elements of schedule, themes, roles, and guidelines	Identify 1-2 Lesson Facilitators and 1 administrator to attend Pre-Production Meeting. Come prepared with initial ideas on preferred structure of StoryTruths for their organization (i.e., #students/grade level, schedule, potential themes/topics)
Digital platform, with unique URL, that includes 10 lessons, 11 *What's Your Story* film concept videos, project extension options, ascope and sequence, rubric, and other beneficial resources	Facilitator adequate lesson prep prior to lesson delivery (personalization of lessons is encouraged!)
One complete StoryTruths Film Kit per purchase delivered to identified staff member at organization prior to initial navigation training	Provide secure location for film kit storage
Platform Navigation Training with CWK Media & Education Staff on StoryTruths platform and a walkthrough of lessons to understand lesson structure and content	Lesson Facilitator(s) attend required 1 hour navigation and lesson review meeting

Up to three-45 minute CWK Field Producer student sessions	Follow schedules for lesson delivery and advisory check-ins; changes to the schedule should be minimal and discussed with CWK advisors prior to any cancellation; a make-up date should be scheduled at the same time of notification
Student Editing Instructions and Video Delivery Instructions	Provide thoughtful Identification of students for the project, best ensuring regular attendance, engagement with the curriculum and follow-through on final capstone project
Parent letter template that describes the project scope (customizable by organization)	Provide appropriate notification to parents and caregivers as required by your organization rules, policies and procedures
Polish Edit by CWK professional staff of One video (up to 5 minutes) per purchase (*substitution options listed below) delivered in horizontal and landscape formats	Provide guidance and support to participating students throughout the life of the project
24/7 Help Desk Support and educator email support, both with a 24-hour response rate	Adherence and supervision of students that align with the organization's online safety protocols as it regards students use and distribution of any film or images of self or others
Final delivery and upload of student video to StoryTruths platform	Upload required final student edited video as detailed in video delivery instructions per schedule

Option Three Scope and Sequence

PRE-PRODUCTION Students learn the principles of documentary filmmaking and develop first conceptions for short documentaries.	**Module 1** - Lesson 1: Intro to Documentary - Lesson 2: Setting a Mood - Lesson 3: Making a Plan
PRODUCTION Students finalize plans for filming and record primary footage (interviews, scenes) and secondary footage (B-Roll) for the purposes of the short documentaries.	**Module 2** - Lesson 4: Introduction to Interviewing - Lesson 5: Interviewing 101 - Lesson 6: Introduction to BRoll **Module 3** - Student Filmmaking Production Module **Module 4** - Lesson 7: Lesson Writing the Script & Telling the Story - Lesson 8: Post Production 1 - Lesson 9: Post Production 2
POST-PRODUCTION Students review the materials collected in production and work to produce an edited sequence (3-5 Minutes) over the course of at least (2) edits. Projects will be handed off to CWK on the last day for polish.	**Module 5** - Student Editing Post-Production Module **Module 6** - Lesson 10: Media Literacy - Student Footage Handoff to CWK **Module 7** - CWK Polish Period

IV.   **OPTION FOUR**

<u>Custom Triple Take Curriculum Plan</u>
Designed for Optimal Effectiveness when the Time is Limited and the Student Video is the Focus! This 3 lesson curriculum takes the critical concepts of filmmaking and delivers them in three, 30 minute fast paced and fun sessions. Complete Project timeline (pre-lesson through final delivery of polished videos) is determined with your assigned CWK production staff member at the initial planning meeting.

Option Four Deliverables

CWK PROVIDES	CLIENT PROVIDES
Pre-Production Meeting with CWK Field Producer to identify key elements of schedule, themes, roles, and guidelines	Identify 1-2 Lesson Facilitators and 1 administrator to attend Preproduction Meeting. Come prepared with initial ideas on preferred structure of StoryTruths for their organization (i.e., #students/grade level, schedule, potential themes/topics)
Digital platform, with unique URL, that includes 1 Pre-Lesson, 3 Main lessons, *What's Your Story* film concept videos, a scope and sequence, plus project extension options, a rubric, and other beneficial resources	Facilitator delivers Triple Take Pre-Lesson prior to Lesson 1. Adequate lesson prep for lessons 1-3 prior to lesson delivery
One complete StoryTruths Film Kit per purchase delivered to identified staff member at organization prior to initial navigation training	Provide secure location for film kit storage
Platform Navigation Training with CWK Media & Education Staff on StoryTruths platform and a walkthrough of lessons to understand lesson structure and content	Lesson Facilitator(s) attend required 1 hour navigation and lesson review meeting

Up to three-45 minute CWK Field Producer student sessions	Follow schedules for lesson delivery and advisory check-ins; changes to the schedule should be minimal and discussed with CWK advisors prior to any cancellation; a make-up date should be scheduled at the same time of notification
Student Editing Instructions and Video Delivery Instructions	Provide thoughtful Identification of students for the project, best ensuring regular attendance, engagement with the curriculum and follow-through on final capstone project
Parent letter template that describes the project scope (customizable by organization)	Provide appropriate notification to parents and caregivers as required by your organization rules, policies and procedures
Polish Edit by CWK professional staff of One video (up to 5 minutes) per purchase (*substitution options listed below) delivered in horizontal and landscape formats	Provide guidance and support to participating students throughout the life of the project
24/7 Help Desk Support and educator email support, both with a 24-hour response rate	Adherence and supervision of students that align with the organization's online safety protocols as it regards students use and distribution of any film or images of self or others
Final delivery and upload of student video to StoryTruths platform	Upload required final student edited video as detailed in video delivery instructions per schedule

Option Four Scope and Sequence

Take I: Create your Story In the first component, filmmakers will dive into Pre-Production and begin formulating story ideas. Filmmakers will be introduced to equipment and the foundations of a documentary film.	**Main Concepts:** ● Filmmaking Kit Overview ● Planning Your Story - What is a Documentary? ● Interviewing Etiquette **Filmmaker Challenge:** ● Planning Questionnaire ● Storyboarding
Take II: Find your Story In Take II, Filmmakers learn how to build a mood around their film which will support the Interviews and BRoll they capture to tell their story.	**Main Concepts:** ● Establishing a Mood ● Interviewing Tips & Tricks ● B-Roll Explained **Filmmaker Challenge:** ● Interview Subjects & Questions ● Interview Schedule
Take III: Connect your Story In Take III, Filmmakers will put their stories together and learn how scripting, editing, and media ethics work to build a documentary film.	**Main Concepts:** ● Editing Tips & Techniques ● Filmmaking Ethics **Filmmaker Challenge:** ● Student Filming & Editing ● CWK Polish & Edit ● Final Video Delivery

Video Substitutions are available for OPTIONS 1-3 (choose one from the list below) and will be pre-determined with CWK prior to the start of the project; subject to CWK approval.

- Up to Five- 1 minute Tik-Tok Social Media posts, with copy provided by organization
- One 4-minute (maximum length, can be shorter) vodcast with podcast production, show notes and transcript provided by CWK
- Three 1 to 1½ minute Learner Series videos with Reflection Extensions provided by CWK

StoryTruths Pre-Production Logistics Meeting

Meeting Objective: To ensure a smooth and successful launch of the StoryTruths curriculum, CWK Advisors and the StoryTruths Site Team will convene for a Pre-Production Logistics Meeting to discuss crucial aspects of the site specific structure. A StoryTruths Site Facilitator(s) who will lead curriculum lessons and serve as point of contact for CWK must be identified and attend this kick-off meeting. One school administrator responsible for the project oversight should also attend this important first meeting as well.

AGENDA

A. StoryTruths Guidebook Review & The StoryTruths Platform
     1. Guidebook Review
     2. StoryTruths Structure
     3. Site Option Review

B. Pre-Production Questionnaire
     1. Selection of Site Scope & Sequence
     2. Schedules, Students, Start Date & Other Logistics
     3. Themes & Topics Important to Your Site

C. Getting the Most out of StoryTruths
     1. Roles, Responsibilities, Most Effective Practices
     2. Supports When Needed
D. Next Steps
     1. Curriculum & Platform Navigation Training
     2. Sending Home Your Parent Letter
     3. Tips for Recruiting Students (if applicable)

StoryTruths Sample Parent Letter

Date

Dear Parents,

We are so excited that your student will be a part of our schools' StoryTruths Curriculum journey. StoryTruths was developed by CWK Network, a media and education company who have been pioneering the market of elevated engagement programming for over twenty years. CWK specializes in cross-platform storytelling, producing award-winning documentary films, TV series, and evidence-based resources to amplify social and emotional wellness, nurture lifelong learning, and elevate engagement within homes, schools, and workplaces.

StoryTruths is designed to empower students to become storytellers, fostering creativity, critical thinking, and collaboration while building essential Social and Emotional Development skills and learning the essential elements of filmmaking. This [10 lesson/3 lesson] curriculum offers a holistic approach to education, enhancing students' overall growth and well-being. It cultivates crucial life skills, encourages self-expression, and instills a sense of purpose and accomplishment. Additionally, students develop deeper media literacy skills, allowing them to critically analyze and navigate the media landscape, making them more informed and responsible consumers and creators of media.

Throughout the course of the StoryTruths curriculum, your student, along with the rest of his or her "film crew", will create, develop, and produce their own short-form documentary film. Teacher(s) and CWK production staff will facilitate the learning throughout the course, offering guidance and support as projects progress and are completed.

We are thrilled to offer this additional opportunity to our students which will undoubtedly leave a lasting impact, fostering a love for storytelling and building critical life-skills.

Thank you!
[Teacher or School Administrator Signature]

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Student Video Editing Instructions

EDITING USING iMovie (on iPads)

Creating a Project

1. From the Projects browser, tap the Create button ┼ , then tap Movie.

2. The Moments screen appears, showing your media organized into moments—all the photos and video clips from a particular day or event.

3. Tap the photos and video clips you want to include in your movie.

4. You can tap individual items or tap Select to choose an entire moment. Selected items appear with a blue checkmark icon ✓

5. Note: To view your video clips, photos, and albums in the media library, tap Media in the upper-left corner.

6. Tap Create Movie (at the bottom of the screen).

EXTRA TIP: To undo or redo an action, do one of the following:

- Tap the Undo button ↩ .

  To redo the action, touch and hold the Undo Project Edit button, then tap Redo Project Edit.

- Shake your device and tap Undo Project Edit or Redo Project Edit.

Adding Video Clips to Project

1. With your project open, scroll the project timeline so that the playhead (the red vertical line) appears where you want to add a video clip.

2. Tap the Video button on the left above the project timeline; all your video clips appear in the Video browser above. Note: If you're holding your iPad in portrait orientation, first tap the Media Library button in the upper-left corner of the screen, and tap the Video button at the bottom of the window that appears.

3. To add an entire clip to your project, tap to select the clip, and tap it again to add it to your project.

Editing Video Clips

- To *trim* a clip
    - In the project timeline or the Video browser, tap the clip once.
    - Drag either yellow trim handle to trim the clip.

- To *move* a clip
    - In the project timeline, touch and hold the clip until it pops off the timeline, then drag it to a new location in the timeline. Moving audio works the same exact way.

- To Zoom In or Out
    - Pinch the center of the timeline to zoom out, or pinch apart to zoom in.
    - When you pinch, just the timeline, not the image in the viewer, expands or contracts.
    - Zooming in expands individual clips, so you can see more detail in each clip within the timeline. Zooming in may make it easier to trim clips. Zooming out contracts individual clips so you can see more clips in the timeline at once, without scrolling.

- To *split* a clip
    - With your project open, scroll the project timeline to position the playhead (the red vertical line) where you want to split a video clip.
    - Tap to select the video clip (it becomes outlined in yellow), and swipe down over the playhead to split the clip.

- To delete a clip from a project
    - With your project open, in the project timeline, touch and hold the video clip or photo until it pops off the timeline.
    - Drag the clip or photo out of the timeline until you see the puff of smoke in the corner of the clip, and release. Audio deletion works the same exact way.

Adding Audio

You can add background music, special effects, or your own recorded audio to iMovie.

1. With your project open, tap Audio at the bottom of the media library.

   Note: If the media library is not visible, tap the Add Media button ✛ in the upper-right corner, then tap Audio at the bottom of the media library.

2. To find music previously synced to your device from your computer, tap Theme Music or any one of the listed categories.

3. To listen to the music before adding it, tap the item.

4. To add the music to your movie project, tap the item, then tap Use.

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Add Sound Effects

iMovie comes with dozens of free sound effects that you can add to your movie.

1. With your project open, scroll the timeline so that the playhead (the white vertical line) appears over the location where you want the sound effect to begin.

2. Tap Audio at the bottom of the media library.

   Note: If the media library is not visible, tap the Add Media button upper ┼ in the right corner, then tap Audio at the bottom of the media library.

3. Tap Sound Effects.

4. To listen to a sound effect before adding it, tap the item.

5. To add a sound effect to your movie project, tap the name, then tap Use.

Record Audio

You can record audio, such as voiceovers, directly into your iMovie project.

1. With your project open, scroll the timeline so that the playhead (the white vertical line) appears over the place where you want the recording to begin.

2. Tap the Voiceover button

3. When you're ready, tap Record.

   After a 3-second countdown, recording begins.

4. To stop recording, tap Stop.

5. Do one of the following:

   ▪ To delete the recording and dismiss the recording controls: Tap Cancel.

   ▪ To start the countdown again and record a new audio clip: Tap Retake.

   ▪ To listen to the recording: Tap Review.

   ▪ To keep the recording and add it to your project: Tap Accept

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Editing Using FlexClip (on Chromebooks)

Getting Started

1. Open https://www.flexclip.com in your browser.

2. On the front page, you can click the Create a Video button to enter the editing page directly. You can also choose a template first by clicking the Create by Templates button.

3. On the template page, easily click the Create a Video button or click the Customize button of a template to start video editing.

    a. To make a video easier, you can select a template on the template page first. The template can be changed on the editing page freely. Entering keywords in the search box can help you find your desired template.

Adding Video Clips to Project

1. To use your own files, click Media on the sidebar and click the Upload Files button to choose video clips, images, and music files from your computer.

2. Click the three dots icon and you can choose to upload files from your computer, phone, Google Drive, Google Photos, One Drive, and Dropbox.
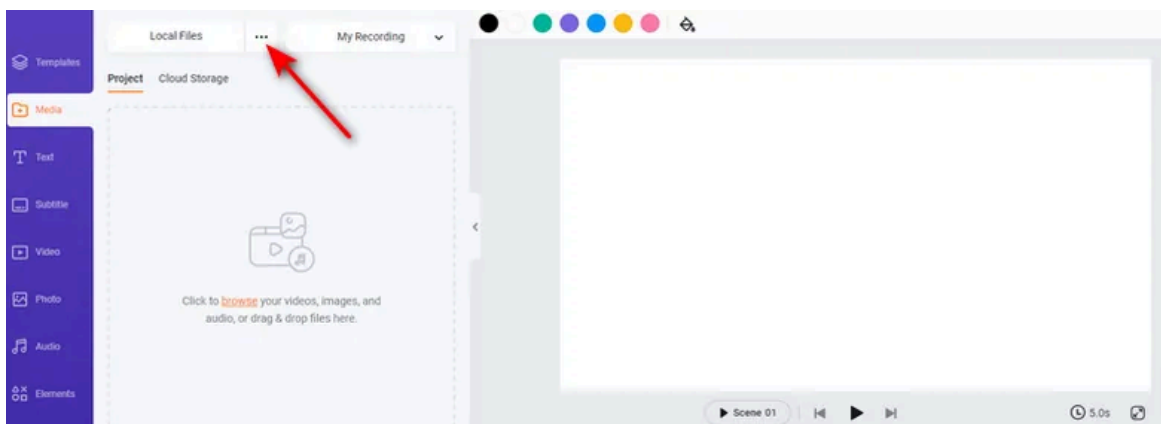
Editing Video Clips

1. **Timeline**

    a. On the project timeline (seen below), find useful options to edit elements in detail.

    b. Moving the Zoom slider can adjust the timeline's length to get a better view. The Fit to Screen button also accomplished this.

2. **Add Scene**

    a. The Timeline mode lets you combine many scene into a complete video project.

    b. To add a new blank scene, you just need to click the **Add Scene** button or "+" icon at the end of the track. You can easily delete the scene by clicking the trash icon.


3. **Edit Scene**

    a. On the timeline, you can find other useful editing options, such as **Timeline, Add Scene, Split, Trim, Duplicate, Delete**, etc.

    b. Click the **Split** button to cut a scene into two parts.

    c. Dragging the **playhead** can locate the position to start the preview.

    d. You can drag the edge of a scene to lengthen or shorten it's time.

    e. The **Timeline** button will bring you into another window, which offers you a timeline mode in detail and allows you to edit multiple layers/elements freely.
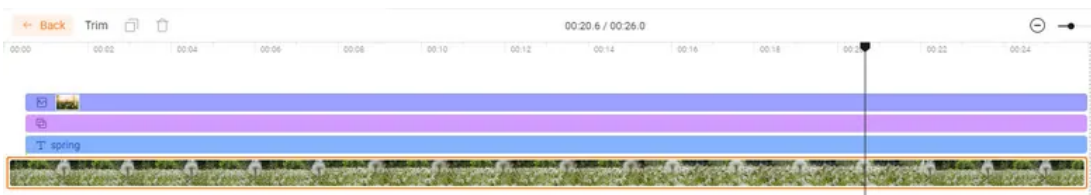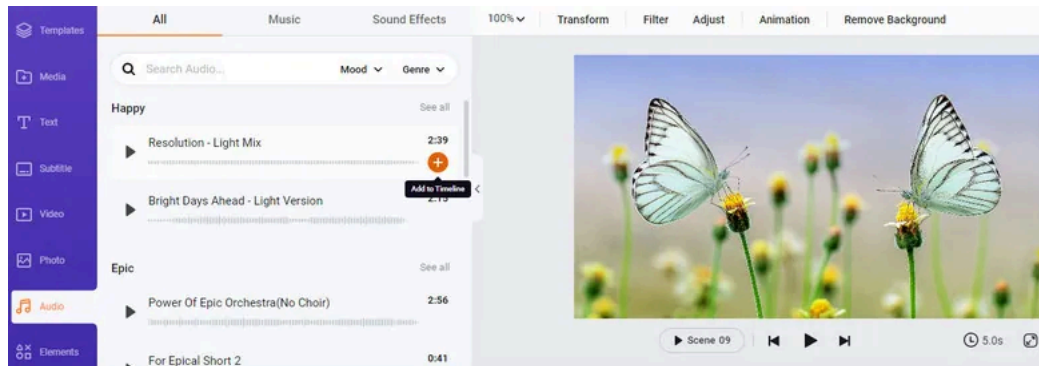
Adding and Editing Music

1. You can choose to upload local music files from **Media**, click the audio track on thetimeline to upload audio directly, or search resources from the Audio library. Click the Audio tab, enter keywords and you can find the one you need. Add it to the timeline, and it will be added to Media automatically.


2. You can add several music files to different tracks on the timeline, and drag to adjust the position to fit the whole video. In the toolbar at the top of the timeline, you can find options like **Volume**, **Fade**, and **Split**.

Exporting Your Video

1. When you are done creating your video, you can drag the playhead to the beginning of the timeline to preview the whole video.

2. Click the Export button. You can choose quality from 480p, 720p, and 1080p. We recommend exporting at not lower than 720p.
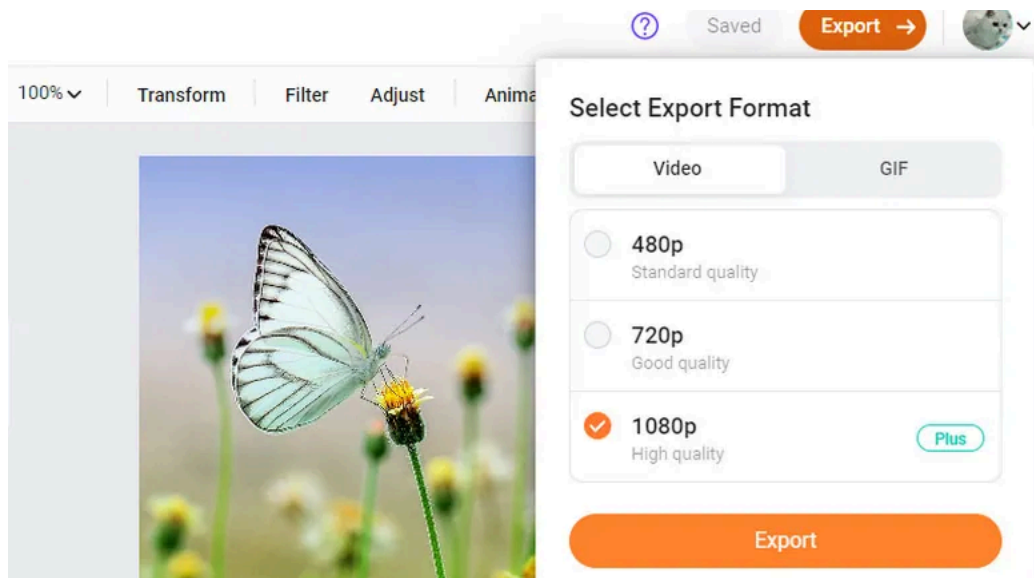
FlexClip is very user-friendly and provides many tutorial videos on their website to assist in all your editing needs! Below is a list of some helpful tutorial videos provided by FlexClip.

1. How To Use and Customize Video Templates

2. How to Work with Timeline Mode

3. The Ultimate Beginner's Guide

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Final Video Submission Instructions (by teacher)

Once your students have completed their film projects and your class has selected the one film to represent their classroom, it is time to submit for final polish! Below is a detailed guide on how to share selected videos with CWK Network.

1. Your Google Folder link will be distributed at the Pre-Production Training. Use this link to access the folder for sharing of videos and other documents.

2. When the film is ready, download the film on your computer or a hard drive.

3. Label the film for submission as follows:

   School Name_Teacher Last Name_Student Project Name_Month.Year
   (Allen_The Empathy Project_05.24)

4. Upload the selected film to your school specific google folder dedicated to your school project.

How to Upload to a Google Folder:

   a. Open the Google Drive folder from your email. Once in the folder, right click and select "Upload Files."

   b. Select the video files from their storage location on your computer or hard drive and click "Open".

   c. This will begin the upload to Google Drive. Once the upload is complete, send an email to your assigned CWK Advisor (with your name and school) to let us know your videos are ready.

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5. CWK Network will provide polish edit to your film(s) based on the project scope. We will notify teacher facilitators and assigned administrators when the final video(s) are available for viewing on the HATC platform. *Video links will also be sent directly to the teachers as well.