

Digital Tools

Sometimes, your teacher may ask you to create digital content as part of an assignment. This could be recording yourself speaking another language, playing an instrument, or making a slideshow. Creating content in different ways helps show what you know and lets you practice important digital skills.

When you record video for school, a few small steps can make a big difference. Face the camera and look into it, as if you're talking to your teacher. Make sure the light is in front of you so your face is easy to see. Wear school-appropriate clothing, and try to record in a quiet, tidy space.

For audio projects, speak slowly and clearly. If you can, use a microphone instead of just your computer or phone. Try to record in a quiet room without background noise. Use your best academic language, just like you would in class.

When you add pictures, video, or sound to your work, try to use the best quality you can find. Clear images and audio make your project easier to understand and more professional. Avoid blurry, pixelated, or watermarked media, because they can distract from your message.

There are many digital tools out there, from word processors and design programs to video editors and spreadsheets. What matters most is not the tool itself, but how you use it to share your ideas. Just like an artist can choose different brushes, you can choose the tool that best fits your project.

When starting a project, think about your goal and then pick the tool that helps you get there. Need to explain numbers? You can use online resources like Desmos, GeoGebra, and Wolfram Alpha to create graphs, diagrams, equations, and functions. Want to tell a story? Apps like Pixlr and Canva can help you design images, while Clipchamp and OpenShot let you edit videos and sound. And powerful presentation, word processing, and spreadsheet tools are available through Google Workspace, Microsoft Office Online, and Zoho Office Suite.

Also, your courses come with built-in Student Tools, which are available anytime to help you simplify text, create custom study aids, or get tutoring designed specifically for you.

Once you've done your research, found high-quality media, and created your own video, audio, and graphics, it's time to put it all together in a polished presentation.

The first step is to plan your message. Before opening any software, figure out what your main idea will be, who your audience is, and 3-4 important points that you need to cover.

Then, collect all your research, notes, images, and data, and organize it in a logical way with a clear beginning, middle, and end.

As you begin assembling your presentation, work on making clear, simple visuals. Summarize text instead of overwhelming people with long paragraphs. Support main ideas with charts, images, and graphs.

Try not to add unnecessary clutter—less is more! That means avoiding distracting animations or transitions, and keeping your font and color scheme consistent throughout.

Make sure you cite your research by crediting all sources of images, data, or quotes.

Finally, practice your presentation several times until it feels smooth and natural. You can also share it with friends and family to get feedback before turning it in.