

## | Getting Pieces of Pupil Work Ready for Moderation |

Many of the programs used to create items of pupil work are easy to use and when a pupil 'saves' their work it saves within the software or on the school network.

When you attempt to open the file again, it will work on the network it was created on.

**However** sometimes if a file is moved, the work is shared with another school, or submitted for moderation, a series of steps need to be followed to make sure that the file can be opened and viewed successfully.

**This 'saving' of a file so that it can be viewed properly outside of the computer/ network where it was created is sometimes called 'exporting', 'publishing' or even 'packaging' depending on the program being used.**

### Helpful Hints:

- Software that creates movies such as Windows Movie Maker, Textease Studio or Photostory3 requires the file to be saved in a particular way to be seen on other computers. Ideally, the file should be saved so that it is a Windows Media Video. See 'Technical Support' section of the website for more details.
- Blackcat Spider is often used by schools to create websites. When the file is being saved so that it can be changed by the pupil, it has a .vnu suffix. When the file is being published so that it might be placed on the school website, or submitted for moderation, it is necessary to 'Export' the file which may generate several small files inside a folder. This entire folder should be sent to CCEA if being included for Moderation. See 'Technical Support' section of the website for more details.
- Blackcat Slideshow is a program sometimes used by schools to create presentations. To submit the file for moderation, it is necessary to 'publish' the file. This entire folder should be sent to CCEA if being included for Moderation. See 'Technical Support' section of the website for more details.
- Sound files are often edited in Audacity. When submitting a file created in Audacity, it is necessary to save it as an .mp3 or .wav file. Saving it as an mp3 will allow other users to download the file onto

their phone or mp3 player as a 'podcast'. See 'Technical Support' section of the website for more details.

- The size of files a user creates may be an issue. It is worth contacting C2k who should be able to help if a user runs out of space. However, in Powerpoint and Word, if a number of photos or images are being used, it may be possible to reduce the file size by compressing the size of images. Photostory3 allows the user to reduce the size of the movie file created. See 'Technical Support' section of the website for more details.
- Powerpoint users may want to put movies and sound into their presentation. The files used may work on the machine that was used to create it, but a couple of simple steps allow the file to be sent for moderation with the sound and video files attached. See 'Technical Support' section of the website for more details.

### Frequently Used Help Sheets available in Technical Support section of ICT Accreditation Scheme website

Compressing File Sizes	How do I compress images in a <b>Word</b> document or a <b>PowerPoint</b> presentation?
	How do I compress an <b>Audacity</b> file?
	How do I publish a <b>Movie Maker</b> file so that it can be viewed outside of my school network, for example, by a moderator?
	How do I publish a <b>PhotoStory3</b> file so that it can be viewed outside of my school network, for example, by a Moderator?
PowerPoint	How can I send a <b>PowerPoint</b> presentation which has mp3 files attached, for Moderation?
	I want to send a <b>PowerPoint</b> presentation for moderation. How do I embed the sound files so that the moderator can view them?
Publishing and Exporting Files	How can I 'publish' a file in <b>Audacity</b> ?
	How can I publish a <b>Spider</b> file so it can be viewed outside my school network/ sent for Moderation?
	How can I publish a <b>Slideshow</b> file so it can be viewed outside my school network/ sent for Moderation?
	How can I publish a <b>Windows Movie Maker</b> file so it can be viewed outside my school network/ sent for Moderation?
	How can I publish a <b>PhotoStory3</b> file so it can be viewed outside my school network/ sent for Moderation?
	How can I publish a <b>Textease Movie</b> file so it can be viewed outside my school network/ sent for Moderation?