

ArtsConnectEd 2

Educational Content Conversion Analysis Worksheet (version 2.0)

This worksheet provides a procedure to analyze existing educational materials and assess their feasibility for repurposing.

Answer each of the questions below to the best of your capabilities. Circle the -1 any time the corresponding response is selected. Total your scores for each section and place the overall total in the Analysis Score box at the end of the worksheet.

Your Name:

Date:

Content Title:

- 1. Original format:** Slide set Reproduction set Worksheet
 Poster(s) Lesson Plans In gallery activities
 Docent Manual Ed. Evening Materials
 Artist biographies Timeline(s) Glossary
 Other _____

2. Text:

- Digital file available Yes, there are ___ pages of text
The file name is _____
The file is located _____
 No, there are ___ pages of text to be typed or OCR'd (-1)

- Quality of writing Quality, accuracy and appropriateness of writing is good
 Writing needs minor updating or revision. (-1) Describe:

 Writing needs significant revision. (-2) Describe

Text Score ____

3. Images & Graphics:

- Images of art used No images are used (*skip to Graphics section*)
 Images of art in the museum's collection
 Images of art outside of the museum's collection (-1)
___ Total collection images used
___ Total non-collection images used

- Image availability All images are already in ACE (*skip to Graphics section*)
 Some images are not in ACE, but not critical to the unit (*skip to Graphics section*)
 Some or all images are not currently in ACE (-1)
Attach a separate piece of paper listing all images required
1) Accession number and title
2) Available in digital form? Yes or No (-1)
3) Copyright cleared? Yes or No (-1)

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Graphics used

- No graphic, diagrams or illustrations are used (*skip to Media*)
- Original graphics, diagrams, illustrations used but not critical to the unit (*skip to Media section*)
- Original graphics, diagrams, illustrations used

Attach a separate piece of paper listing all graphics required

- 1) Description or title of graphic
- 2) Available in digital form? Yes or No (-1)
- 3) Copyright cleared? Yes or No (-1)
- 4) In need of revision? Yes or No (-1)

Images and Graphics Score ____

4. Media: Score ()

Media Used

- No audio or video (*skip to Enhancement section*)
- Audio (CD or tape) is a part of this unit
- Video (tape/DVD) is a part of this unit
- Other non-print media is a part of this unit
- Media content is out of date and needs revision (-1)

Describe:

Media availability

- Media is already in ACE (*skip to Enhancement section*)
- Some media is not in ACE, but not critical to the unit

Describe why:

(*skip to Enhancement section*)

- Some media is not currently in ACE (-1)

Attach a separate piece of paper listing all media required

- 1) Title
- 2) Available in digital form? Yes or No (-1)
- 3) Copyright cleared? Yes or No (-1)

Media Score ____

Total Analysis Score from above

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5. Enhancement Opportunities:

Are there easy ways to enhance this unit?

- Add additional text

Describe:

- Add additional/related images

Describe:

- Add additional/related audio

Describe:

- Add relation to other educational content

Describe:

6. Conversion Format:

What is the best ACE format to convert this unit to:

- Text page

- Displayed in browser
- Just text with headings and basic formatting.
- Can be printed

Describe why:

- PDF

- Needs to be downloaded
- Best of high quality printouts
- Best for offline use (downloaded)
- Requires complex formatting.
- May include graphics and images.
- Can include Excel, Powerpoint formatted materials

Describe why:

- ArtCollector Set

- Online use/Presentation
- Can include images, video, audio and text
- Can be used to assemble dissimilar resources
- Can be used for projected presentations (slide shows)