



Métis Settlements  
**Life Skills Journey**

**Digital Storytelling Guidebook**

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# Guidebook Overview

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This guidebook is a tool for MSLSJ programming staff as they plan and deliver their own digital storytelling workshops in their communities. The guidebook will encompass digital storytelling components, steps, and relevant handouts. It was created to capture the essential components of the MSLSJ train-the-trainer digital storytelling training that started in May 2020. During the training sessions, team members learned digital storytelling processes and applications, and practiced creating their own stories. Program staff will use this hands-on training and guidebook to develop their own sustainable digital storytelling workshops for youth aged 7-29 in participating Métis Settlements, potentially partnering with additional Settlements in future workshops.

## What is Digital Storytelling?

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Digital stories can take many different forms but are generally created to tell a personal story using a set of photos/videos that follow a narration. They're intended for people to share their own stories and to focus on personal experience and reflection (Lambert and Hessler, 2018). Digital storytelling can also be understood as combining oral tradition with digital technology to create a video and is a “community based, learner-centred approach to generating knowledge” (Oral History Center, 2014, p.4). It is becoming an increasingly popular method for people with lived experience to share their story digitally. Digital stories are unique as they provide people with the opportunity to connect and share their story with others no matter their location (SAMHSA, 2016).

Digital storytelling can be broken down into five main components (Hands on Media Education):

1. Point of View: Your message
2. Intention: Set purpose
3. Voice: Narration or Text
4. Emotion: Mood through Music
5. Accessibility: Share or Private



Want to learn more? Watch this powtoon created by the University of Guelph: [What is Digital Storytelling?](#) (University of Guelph Library, 2019).

# How Can We Use Digital Storytelling?

Digital storytelling is a communication tool that can be used to share and amplify Metis voices to tell their own truths and stories (Pratt, 2019). It has the ability to be utilized in a variety of ways as it is a creative platform. Here are just a few digital storytelling functions:

- Share personal stories
- Decolonize
- Change minds
- Offer new perspectives
- Archive stories
- Reflect and learn
- Educate
- Increase diverse representation
- Make sense of the world

Looking to read more? Take a look at this article called [Digital storytelling as arts-inspired inquiry for engaging, understanding, and supporting Indigenous youth](#) (Eglinton et al., 2017)

# Planning a Workshop

## Logistics and Timeline

### 1 month before Workshop

- Create a digital storytelling schedule
- Gather appropriate supplies needed
- Set up devices (ex: Ipads) and add any apps as needed (ex: google photos or gmail)
- Contact people who are assisting with the workshop (ex: mental health support, facilitators, tech support) and set workshop dates that work for everyone

- Create a registration process based on capacity
- Create and distribute promotion posters online and in high traffic buildings
- Print off required documents:
  - [Permission forms](#) (pg. 5)
  - Technology sign out sheet (pg.12)
  - Script/Guiding questions document (pg. 17)

### **1 week before Workshop**

- Remind participants of the date, time and location of the workshop(s) via email, social media, posters, etc
- Double check equipment list
- Confirm attendance of people who are assisting with the workshop ex. mental health support, facilitators, tech support

### **During Workshop**

- Record participant attendance in the log book
- Review the schedule with the group, including sharing the debriefing time at the end of the workshop
- Share the mental health supports available
- Introduce all the workshop facilitators
- Ensure all participants have the equipment they need

### **After Workshop**

- Have participants clean up their tables.
- Have participants take home any belongings they brought with them.
- Get participants on the bus or ensure they have a ride home with a guardian.
- Clean the recreation centre, put away any supplies if needed.
- Disinfect equipment and supplies.
- Charge and secure equipment (ex: Ipads)

*(Insert Community here) Métis Settlements Life Skills Journey*  
*Program*  
*Youth Participant Information and Registration for Digital Storytelling*

**Background**

The Métis Settlements Life Skills Journey (MSLSJ) program is a community-led life skills program that was developed by a Buffalo Lake Métis Settlement advisory committee and University of Alberta partners.

**Purpose**

Digital stories can be used to tell personal stories and experiences. It has been used in many ways, as it is a creative platform but is generally created to tell a story using a set of photos/videos that follow a narration.. Here are a few functions: share personal stories, decolonize, change minds, archive stories, offer new perspectives, reflect and learn, educate, increase diverse representation, etc. Youth have a chance to learn to work with technology, while getting the opportunity to creatively build and tell their own stories.

**Possible Risks**

Digital storytelling can be a very personal and sometimes emotional process, and may include difficult topics and conversations . We will provide resources to mental health professionals and/or people in the community who can help if needed.

**Voluntary Participation**

All participation is voluntary. If you allow your child to take part, you or your child can change your mind at any time.

**Métis Settlements Life Skills Journey Program 2020  
Registration  
(Insert Community here)**

**PARTICIPANT INFORMATION**

<b>Participant (the Child):</b>	LAST NAME	FIRST NAME	
BIRTHDATE (MM/DD/YYYY)		HEALTH CARE NUMBER	
<b>Participant (the Child):</b>	LAST NAME	FIRST NAME	
BIRTHDATE (MM/DD/YYYY)		HEALTH CARE NUMBER	
<b>Participant (the Child):</b>	LAST NAME	FIRST NAME	
BIRTHDATE (MM/DD/YYYY)		HEALTH CARE NUMBER	
<b>Participant (the Child):</b>	LAST NAME	FIRST NAME	
BIRTHDATE (MM/DD/YYYY)		HEALTH CARE NUMBER	
<b>Parent/Guardian(s):</b>	LAST NAME	FIRST NAME	PHONE NUMBER
<b>Please provide EMAIL to be added to email list regarding programming</b>	EMAIL		
<b>Emergency Contact:</b>	LAST NAME	FIRST NAME	PHONE NUMBER
ADDRESS			
CITY		PROVINCE	POSTAL CODE

**IMPORTANT MEDICAL INFORMATION**

Please list allergies, medical concerns, and food restrictions. Is your child taking any medication and does it require any specific arrangements to be taken? To help us prepare for your child it is important to know if your child has any special needs.

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**PARENTAL/GUARDIAN AGREEMENT AND ACKNOWLEDGEMENT**

**Please check ONE of the following:**

- I give permission to use my child's photograph on the program website/social media or in program information.
- I **do not** want my child's photograph used on program website/social media or in program information.

**Please check ONE of the following:**

- I give permission for my children to attend field trips such as, but not limited to, areas around or near the community.
- I **do not** want my children attending field trips.

**Please check ONE of the following:**

- I give permission for my child to share their finished digital story at the celebration viewing party
- I **do not** want my child to participate in the celebration viewing party

**RULES**

The parent/guardian and the child agree:

**To follow** all the instructions and rules of the program.

**To respect** the disciplinary actions of the program facilitators.

**(Insert Community here) Metis Settlement is not responsible for any injuries, or any damages, lost or stolen items.**

I have read and understood the content of this form and consent to my child's participation in the program.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Printed Name of Parent or Guardian

\_\_\_\_\_  
Date

**AFTER COMPLETING THIS FORM, PLEASE RETURN TO YOUTH LIFE SKILLS COORDINATOR**



# Digital Storytelling Sample Schedules

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Weekly: 2 hours each

Week	Topic
Week 1	What is Digital Storytelling? <ul style="list-style-type: none"><li>• Group Discussion</li></ul> Mental Health Awareness and Resources Photography Tips
Week 2	Digital Story Creation <ul style="list-style-type: none"><li>• Selecting a Topic</li><li>• Script Writing</li></ul>
Week 3	Digital Story Creation <ul style="list-style-type: none"><li>• Story Circle</li><li>• Script Writing</li></ul>
Week 4	Digital Story Creation <ul style="list-style-type: none"><li>• Storyboarding</li></ul>
Week 5	Digital Story Creation <ul style="list-style-type: none"><li>• Audio Recording</li><li>• Select Photos and Music</li><li>• Initial Edits</li></ul>
Week 6	Digital Story Creation <ul style="list-style-type: none"><li>• Final Edits</li></ul>
Week 7	Viewing Party!

### 3 Day Workshop: 5-6 hours each day

Day	Topic
1	<p>What is Digital Storytelling? Group Discussion</p> <p>Selecting a Topic Mental Health Awareness Mental Health Resources</p> <p>Photography Tips</p> <p>Draft script writing</p> <ul style="list-style-type: none"><li>• Participants have time to individually work on their draft script</li></ul> <p>Digital Story Creation</p> <ul style="list-style-type: none"><li>• Story Circle- discuss script/ ideas</li><li>• Script Writing- revise script with new edits/ideas</li></ul>
2	<p>Digital Story Creation</p> <ul style="list-style-type: none"><li>• Storyboarding</li></ul> <p>Digital Story Creation</p> <ul style="list-style-type: none"><li>• Audio Recording</li><li>• Select Photos and Music</li><li>• Initial Edits</li></ul> <p>Digital Story Creation</p> <ul style="list-style-type: none"><li>• Edits</li></ul>
3	<p>Digital Story Creation</p> <ul style="list-style-type: none"><li>• Final edits</li></ul> <p>Viewing Party!</p>

## Online Independent Workshop

\* Recommended: Before you start, sit down, schedule in your calendar 2 hours for each task.

\* Check off each task to help stay organized

Timeline	Topic	Time frame:	due date:
week 1	Select a topic ____ <ul style="list-style-type: none"> <li>• Think about what story you want to tell</li> </ul> Create a draft script ____ <ul style="list-style-type: none"> <li>• <a href="#">Guiding Questions Doc</a></li> <li>• Create a draft script to share at the story circle</li> </ul> Photography tips	2 hours	
week 2	Story circle __ <ul style="list-style-type: none"> <li>• Share your ideas</li> <li>• Jot down any helpful feedback</li> </ul>	2 hours (Optional)	
week 3	Finalize script __ <ul style="list-style-type: none"> <li>• Add any feedback</li> <li>• Make any final changes</li> </ul> Record audio ____ <ul style="list-style-type: none"> <li>• Record your script</li> </ul> Upload audio ____ <ul style="list-style-type: none"> <li>• Upload audio to imovie</li> </ul>	2 hours	
week 4	Create storyboard ____ <ul style="list-style-type: none"> <li>• Brainstorm photos to match your script</li> </ul> Select and upload photos to your story ____ <ul style="list-style-type: none"> <li>• Scan and upload photos to imovie</li> <li>• Match with audio</li> </ul>	2 hours	
week 5	Edits ____ <ul style="list-style-type: none"> <li>• Edit photos, audio. Etc</li> <li>• Add music (optional)</li> </ul>	2 hours	
week 6	Final edits ____ <ul style="list-style-type: none"> <li>• Finish your final edits</li> </ul> Exporting ____ <ul style="list-style-type: none"> <li>• Export your story to google drive, USB etc.</li> </ul>	2 hours	

# Supplies

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## **Equipment**

### Computer equipment (one or more of the following):

- Smartphones
- Tablet
- Laptop
- Desktop computer

### Digital Storytelling Software (one or more of the following):

- iMovie
- Open Shot
- Other alternatives

### Photography

- Take photos or use existing photos on portable devices
- Internet search with permission to use for non-commercial purposes
- Method to capture any still photographs (e.g. scanner) if desired
- Optional: Digital camera or other photography device

### Audio recording

- May be done on computer equipment listed above
- Alternatives: audio recorders, Ipad microphone
- Headphones to review the recording

### Screening

- Projector
- Screen
- Cords to connect laptop to projector (ex: HDMI, VGA, or Mini DisplayPort)
- Speaker

### Supplies

- Paper
- Pens/pencils
- Copies of:
  - Storyboard template
  - Resources & Tools Sheet
- Batteries and/or charge cords and adapters for equipment
- Kleenex
- 70 percent isopropyl alcohol wipe or Clorox Disinfecting Wipes

# Storing Equipment

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At the end of each session, all equipment needs to be cleaned and stored appropriately:

- After each use, equipment should be cleaned and sanitized to preserve life and prevent spread of germs.
  - Apple recommends using "70 percent isopropyl alcohol wipe or Clorox Disinfecting Wipes" to "gently wipe the hard, nonporous surfaces of your Apple product, such as the display, keyboard, or other exterior surfaces."
  - Don't use bleach
  - Avoid getting moisture in any opening
  - Don't submerge Apple products in any cleaning agents
  - Don't use disinfectant on fabric or leather surfaces
- Tablet cases should be left on the iPads.
- Each piece of equipment should be stored somewhere safe, dry and secure.
- Each piece should be labeled with a number/letter and assigned as a kit. For example Kit #1 contains USB, Microphone, iPad, cables, carrying case etc. Each item should have #1 labelled.
- As participants use them they should be signed in and out using the sheet below or similar.

Learn more about how to clean apple products here:

[https://support.apple.com/en-us/HT204172?mod=article\\_inline](https://support.apple.com/en-us/HT204172?mod=article_inline)

# SUPPLY SIGN IN/OUT

SETTLEMENT: \_\_\_\_\_

## Supplies that require sign in/out:

- Microphones
- iPads
- Speaker
- Projectors
- Cameras
- USB
- Other items:

Item	Item #	Name	Date	Time OUT	Time IN

# Mental Health

*Considerations when creating digital stories with children and youth.*

Digital storytelling can be a very personal and sometimes emotional process, and may include sharing stories of challenging times or difficult topics. Consider how to employ the following strategies to ensure participants are supported throughout the digital storytelling process:

- Provide mental health support on-site during the workshop.
- Provide the mental health resources/handout to participants and add any community relevant resources.
- Create a space of kindness, openness, and non-judgement.
- Have a discussion around the topic of mental health.
- Remind participants to use appreciative inquiry to frame their story around positives.
- Share the importance of identifying and sticking to personal boundaries

Want to learn more about appreciative inquiry? Watch this videoscribe called [What is 'Appreciative Inquiry'](#)? (Aspire2Be, 2018).

## Mental Health Resource Sheet

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Youth Mental Health Resources

Free online resources:

- Kids Help Phone:
  - [Supporting First Nations, Inuit and Métis young people](#)
  - [Support for Indigenous Youth](#)
  - [Resources Around Me - Find Indigenous Support](#)
- [Mental Health Helpline – 1-877-303-2642](#)
- Alberta Native Friendship Centres Association: [Move and Play through Traditional Games](#)
- [UofA COVID-19 Resources](#)
- Native Counselling Services of Alberta's mission is to promote the resilience of the Indigenous individual and family, through programs and services that are grounded in

reclaiming our inter- connectedness, reconciliation of relationships and self-determination.

- [NCSA.ca](https://www.ncsa.ca)
- (780) 645-5250
- Alberta Family Violence Information Line
  - Connect with helplines, financial assistance, shelter and other supports, and know the law and your rights.
  - [alberta.ca/family-violence](https://alberta.ca/family-violence)
  - 310-1818 to get help anonymously in more than 170 languages.
- Alberta 211
  - A free helpline connecting Albertans to community and social services in their area, 365 days a year, in over 150 languages
  - Call 211
- Alberta's Addiction Helpline
  - Telephone advice and service referral for adults and youth requiring addiction services. The Addiction Helpline is a toll free confidential service which provides alcohol, tobacco, other drugs and problem gambling support, information and referral to services. The Addiction Helpline operates 24 hour a day, seven days a week and is available to all Albertans.
  - Call 1-866-332-2322
- Wood's Homes
  - Live chat, texting, or virtual therapy. Wood's Homes is a children's mental health centre. We provide treatment and support to children, youth and families with mental health needs.
  - Visit [woodshomes.ca](https://www.woodshomes.ca) or call 1-800-563-6106

#### In-person Services

- [Métis and Indigenous Children's Services Office Locations](#)
- [Center for Suicide Prevention \(Indigenous Workshops\)](#)
- [The DragonFly Centre: Counselling](#) <https://thedragonflycentre.com/>
  - Service Area: Serving North East Alberta including Bonnyville, Cold Lake, Lac La Biche, St. Paul, 4 Metis Settlements and 7 First Nation reserves.
- [COUNSELLING & CLINICAL SERVICES](#)
- Momentum Walk-In Counselling: [Online Drop-In Group: Coping with Anxiety and Depression](#)
  - Monday from 4-6 pm

#### Managing Mental health:

- [Mental Health Meter](#)
- [Addiction: Helping Others](#)
- [Cognitive Behavioural Therapy self-help strategies](#)
- [Depression: For Family and Friends](#)
- [Managing Anxiety Disorders](#)



- [Managing Depression](#)
- [Managing Mental Disorders](#)

# Creating a Digital Story

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## Digital Story Examples

- [Hands on Media: Nathan Burrows](#)
- [Learning who I am: From sakaw to the tower](#)
- [Nindibaajimomin](#)
- [Taking Back My Name](#)
- [nícimos \(Sweethearts\)](#)

## Selecting a Topic

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### Questions & Topics That Can Guide Scriptwriting

Adapted from [Hands On Media Education](#) training materials

This contains questions that can prompt story topics.



#### Guiding Questions:

- **Present**
  - Who Am I?
  - My name is
  - I am from
  - Age, language, background, hobbies, food, family (background)
- **Past**

- Where have I been?
- How has life been so far?
- Any highlights, challenges, adventures, accomplishments?
- **Future**
  - Where am I going? How will I get there, or do these things?
  - Set a goal or two, dream big
  - Describe how this can become a reality, in specific steps

### **Suggested Topics:**

- A family story you would like to share?
- Environment
- Climate change
- Technology & our relationship with it
- Our community/school
- Food we love
- Importance of family
- Art/sports in our lives
- Goals
- The most important event of my life
- A challenge I have overcome
- Pros and cons of living in my community
- Where I see myself in 10 years
- Current event (local or federal)
- Important object to me

Remember that your digital story should serve a purpose. You can choose that purpose. But keep that purpose in mind. This will create a meaningful story and give creators the best experience.

# Story Circle

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## What Is a Story Circle?

Story circles are a space for participants to share their initial digital story ideas, script, and challenges. This can be an integral part of digital storytelling formation as it gives participants their first opportunity to participate in a group discussion/ brainstorm regarding their stories (Eglinton, 2017). Story circles should be set up as a safe, inclusive, respectful, and non-judgemental space for participants to share and offer constructive feedback (Eglinton, 2017). To aid the story circle discussion, the facilitator can use the prompting questions listed below or create their own questions.

## How to Facilitate a Story Circle

Describe the story circle format to the group and divide the workshop time equally so everyone has an opportunity to share their story. Here are is a sample schedule based on a group of 8 people over 1 hour:

- 7 Mins for each person
  - 3 mins to share their ideas, read their scripts, ask for advice
  - 4 mins to receive feedback

## Digital Storytelling: Story Circle Prompting questions to get storyteller thinking/reflecting

1. What is the central message or topic of your story?
2. What guiding questions did you choose?
3. Is there an arc – beginning/middle/end?
4. What is the most challenging part of writing a script? How will/did you overcome that challenge?
5. Is there specific feedback or assistance you would like?
6. What kind of music crosses your mind for your story?
7. Do you have some ideas on what photos you'd like to use?
8. What values are embedded within your story ?
9. How long do you think your story will be?

*For more information on story circles check this link out: [Scholarly resources](#)*

# Script Writing

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### Script Tips:

- Keep it simple
- Stick to the point
- Remember your purpose
- When writing, read it out loud so you can hear any tongue twisters, mistakes, run on sentences or repetition.
- Create a neat, clear copy of script once the draft is completed. This allows for smoother audio recording.

### Length Recommendation

- Length is up to the storyteller
- A recommendation would be around 2-3 minutes
  - 250 Words or ½ page is equivalent to 2-4 minutes for a story

**Script writing process**

*Participants can either come to the workshop with a draft prepared or you can offer some time in the beginning to allow them to create the draft*

1. Dedicate time for participants to individually create a draft. They may need the Guiding Questions Document for guidance.
2. Meet in a story circle and allow for each person to read/explain their ideas. Allow for feedback.
3. Allocate time after for participants to work on finalizing their script. (Adding or fixing any suggestions, have it written out for the audio recording component)

\*\*\* Make a copy of this document and label it before you start!

[Guiding Questions Doc](#)

Topic:	
Goal/Main message:	
1.	Intro/ Present
2.	Main/ Past
3.	Conclusions/ Future:

# Audio Recording

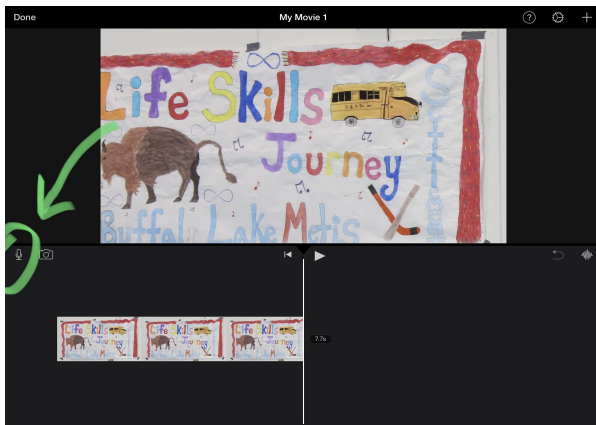
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- Place the microphone 6-12 inches away. Too close creates muffling, too far picks up ambient noise.
- Always record a demo to test sound
- Listen back with headphones, this helps catch any audio mistakes compared to speakers
- Make sure your script is legible and easy to read. Practice it a few times prior to recording
- Use cue cards of some sort of easily visible script
- If recording someone else, ensure you have permission and they know the intended use. (more on this in permissions)

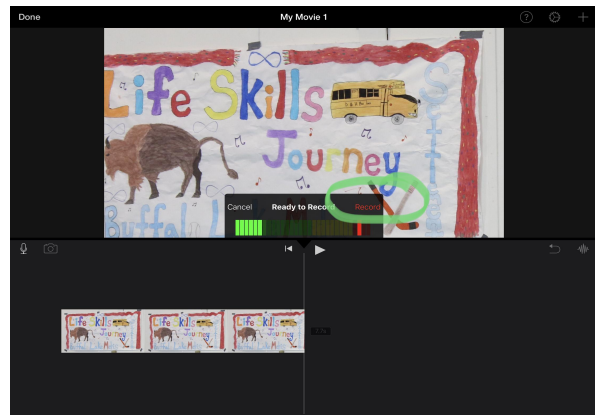
# Uploading Audio

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Record in iMovie

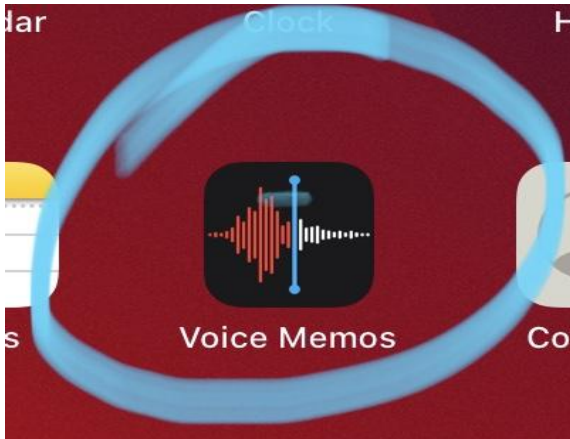


Step 1: Find and select the microphone shaped button

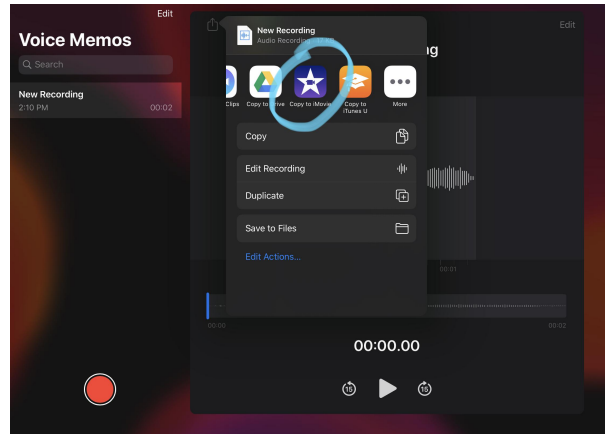


Step: 2 When you are ready to record, hit the record button. Recording will start in 3 seconds.

## Record in Voice Memos or Recording App



Step 1: using Voice memos app record your sound.



Step 2: select the export button, and select "copy to iMovie"

# Photography

Allowing participants to photograph their own photos and/or scan family photographs makes a digital story that much more empowering and special.

## Photography tips

### Orientation & Perspective

Orientation: taking a photo portrait (vertical) vs landscape (horizontal)

### Perspective:



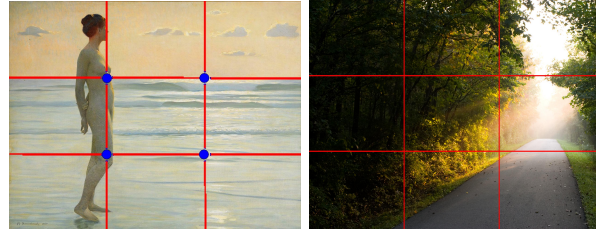
Birds eye view: standing on and looking down



Worms eye view: lying on ground and looking up

## Rule of Thirds

- Imagine there is a grid of 4 intersecting lines over your screen
- Try placing your subject on points where the lines intersect
- Symmetry can create visually appealing photos



## Distance

- Approaching a target from different distances
  - Shooting up close - Zoom
    - Make your subject appear small or big
- Shooting from far away - wide angle
  - Make your subject appear small

## Lighting

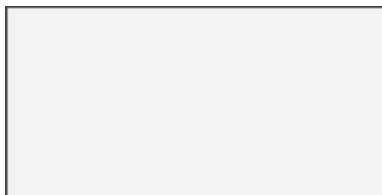
- Most photos taken, especially during the daytime, don't need a flash
- Generally, best to stand with sun behind or to the side of you

## Colour

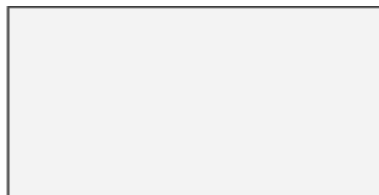
- Colours in your photos help create mood and evoke emotion
- Warm colours like red, orange and yellow are energetic and vibrant
- Cool colours like purple and blue are calming and relaxing

# Storyboarding

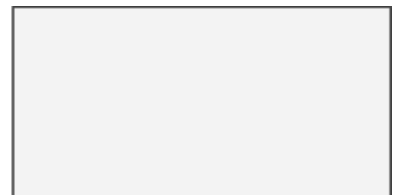
This is the part where you put your story together. Draw or place the photos you want to use.



Script:



Script:



Script:



Script:



Script:



Script:

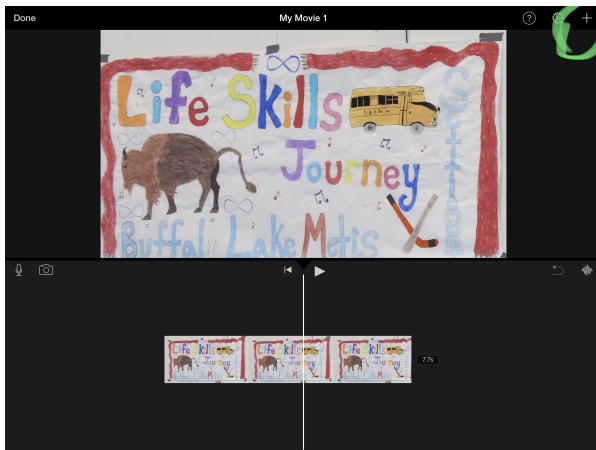
# Selecting Photos and Music

*Use copyright free music or original music only*

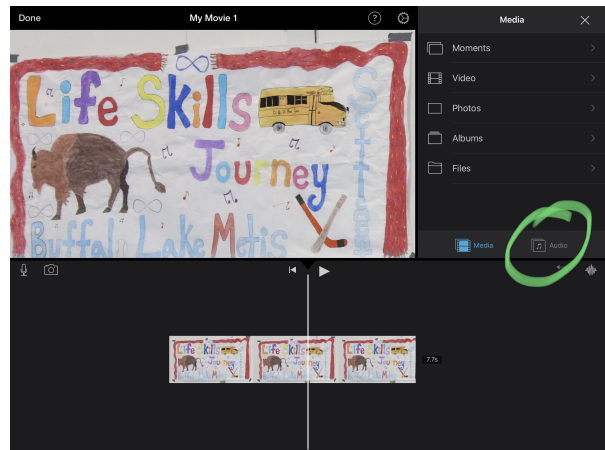
## Free Music Applications

- 1.) Bensound
- 2.) Free Music Archives
- 3.) Free Play Music
- 4.) Sounds built in to iMovie
- 5.) Create your own music using Garageband
  - Apple devices have an app called garage band, if time is permitted participants can take time to create their own music in the app.

## How to add music that is built in to iMovie



Step:1 Click the + symbol



Step 2: Select audio and find desired soundtrack



# Photos

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- *Keep consent in mind*
- For optimal experience we recommend that participants get out and capture their own photos or use personal photos
- For ease of editing and viewing try to keep photos in the landscape form
- Copyright free photos:
  - [Creative commons](#)
  - [Google images copyright free](#)
  - [Unsplash](#)
  - [Indigenous Stock Photos](#)

## Uploading Photos to the Ipad:

- From Apple Products (ex: Iphone or Apple Computer):
  - Step 1: Turn your airdrop feature on in your settings
  - Step 2: Airdrop photos from Iphone
  - Step 3: Accept the airdrop on the Ipad
- From Androids
  - Option 1:
    - Step 1: using your Android device, add photos to google photos
    - Step 2: if needed, download google photos app onto the Ipad
    - Step 3: sign into your gmail to save photos from the app onto the Ipad
  - Option 2:
    - Step 1: email photos from your device to yourself
    - Step2: if needed, download the gmail app onto the Ipad
    - Step 3: sign into your gmail to download photos onto the Ipad

# Photo Consent Form

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## Photograph, Video, Name, and/or Quotation Release Form

I give permission to the \_\_\_\_\_ to collect, use, and disclose my photograph, video, name, or quotation without compensation to me. I understand this material will be used in printed and electronic communications about the (Insert community here) Métis Settlements Life Skills Journey Program.

I understand that because my material will be available to the public in project communications, **it is not possible to consider an expiry date for this consent.** Cancellation of my consent may only limit the use of my information in future or new publications.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (month, day, year)

\_\_\_\_\_  
Witness (name and signature)

**Protection of Privacy** – The personal information requested on this form is collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act. It will be used for the purpose of managing electronic communications. Questions concerning the collection, use and disposal of this information should be directed to:

- Name:**
- Job Title:
- Community:
- Address:
- Phone:
- Email:

This information will be retained and disposed in accordance with approved records retention and disposal schedules of the university.

# Edits

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## Tips for iMovie

- Adding Photos or movie clips
  - When starting a new project it will ask you to add in a initial clip or photo
  - You can add more to the project by clicking the + to add more

## Transitioning

- To add a transition in between clips and photos click on the icon in between the clips and select a transition

## Tips for Openshot

- Adding photos and video clips
  - Drag and drop a few images (\*.JPG, \*.PNG, etc...) and a music file (most formats will work) from your Desktop to OpenShot.

## Transitioning

- Openshot Transitioning Overview
  - <http://www.openshot.org/static/files/user-guide/transitions.html#overview>

# Exporting

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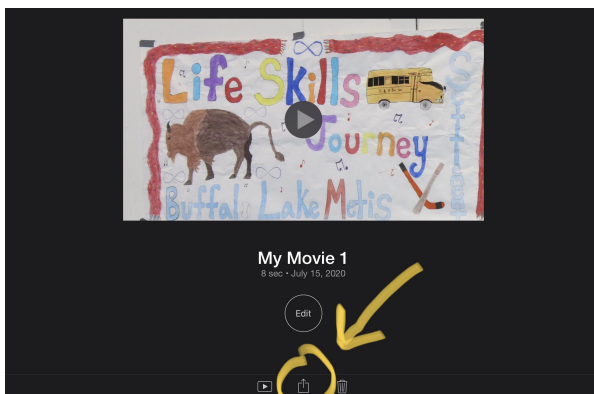
## File types

- There are a few different video file formats when exporting a digital story. The 2 main file formats are .mov and .mp4 files :
  - MP4 are typically more compressed and smaller in size, while MOV files are often higher in quality and larger in size (Cloudflare, n.d, paras. 7).
  - MOV is a proprietary Apple file format for QuickTime, while MP4 is an international standard (Cloudflare, n.d, paras. 6).
  - On a Mac, MOV and MP4 are basically interchangeable, and either type of file will play easily. But on other types of devices, video MOV files need to be converted to MP4s or another file format (Cloudflare, n.d, paras. 6).
- Luckily there are file formatting apps used to change the file type and properly format.
  - QuickTime Player

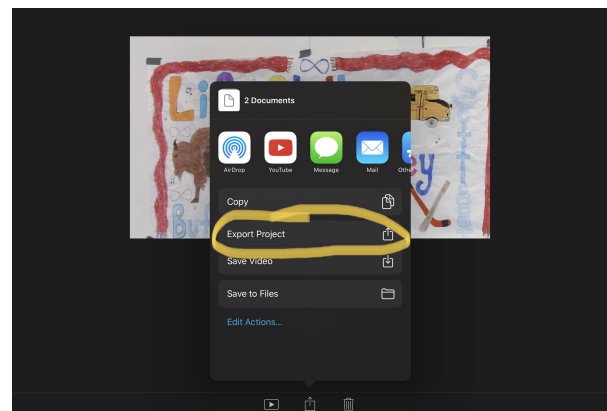
- Quicktime is an easy to use program that will allow the user to format the file type it wants to set for iMovie (.mov), and most MPEG files (.mp4, .m4v etc.)
- Handles more than just video files deals with audio, images and text formatting
- The main reason why we use the file format QuickTime Player is because different files may not be compatible for certain devices
  - For example if you use openshot the file might not work with the device to present our stories. so changing the file to format so it will work with our devices
- USB Sticks:
  - Step 1: insert the USB stick into your device
  - Step 2: open up your files to locate the USB device
  - Step 3: locate the file you'd like to transfer in your files
  - Step 4: transfer your movie file to the USB stick
  - Step 5: right click on the USB file and click eject when you're done
  - Step 6: repeat these steps when transferring your file on the USB to a new device

## iMovie:

- Follow the iMovie prompts to export
- If you're having any issues, you can try the following:
  - Go to your settings and change your auto-lock to "never"
  - Ensure you have enough storage space to export
  - Try exporting directly to a google drive
  - Airdrop your movie to another apple device

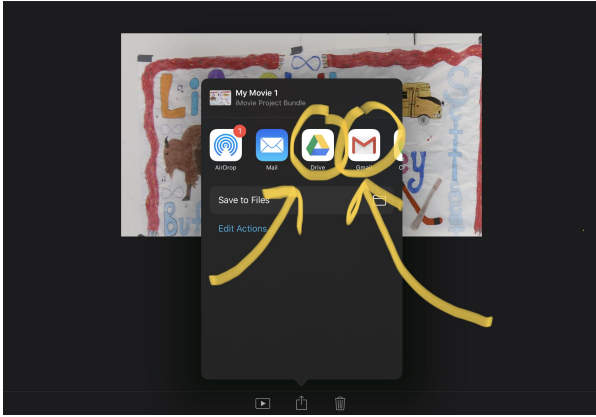


Step 1: Click the exporting symbol

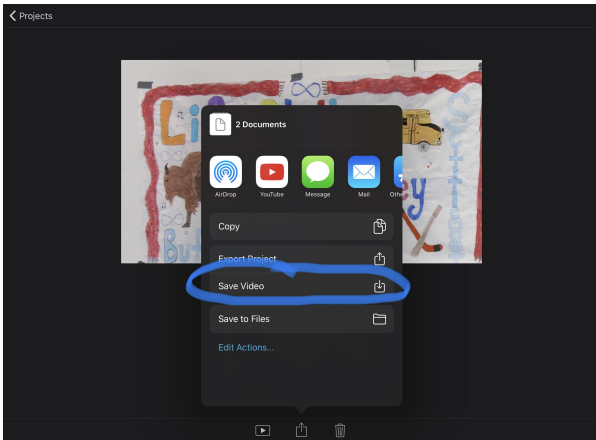
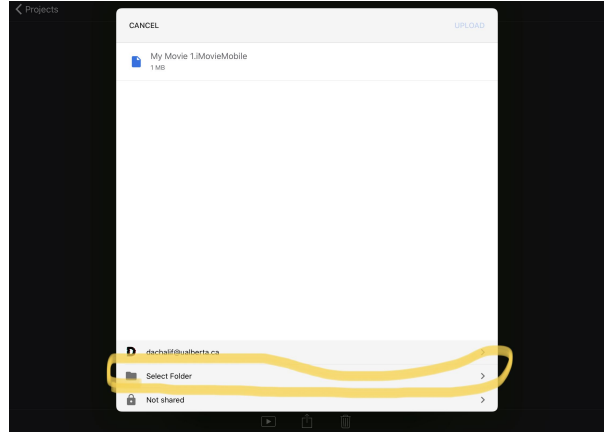


Step 2: Choose where to export it to, Drive, Gmail, etc (keeping in mind if a file

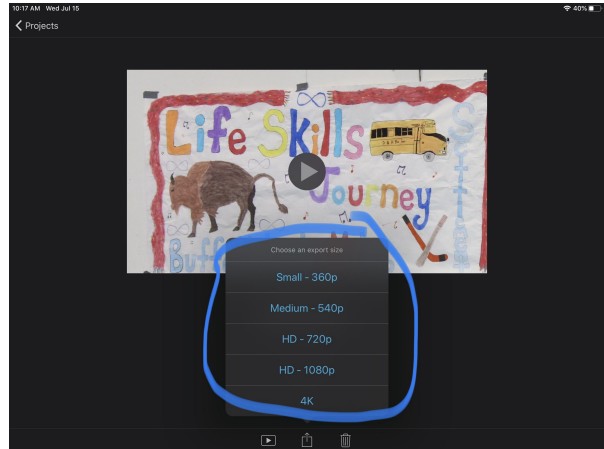
size is too large it can not be sent through email.)



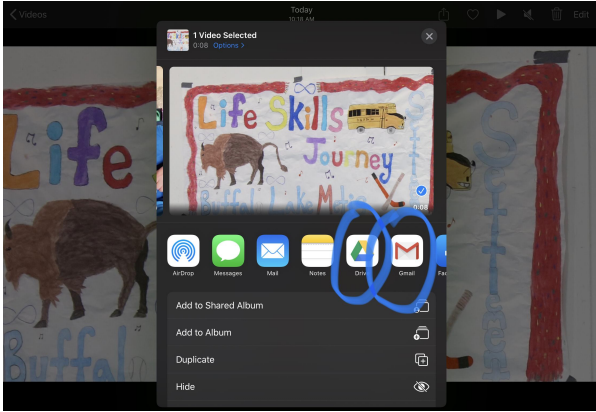
Step 3: Select folder in google drive to place the imovie



Here is another method: after following step one above, click save video

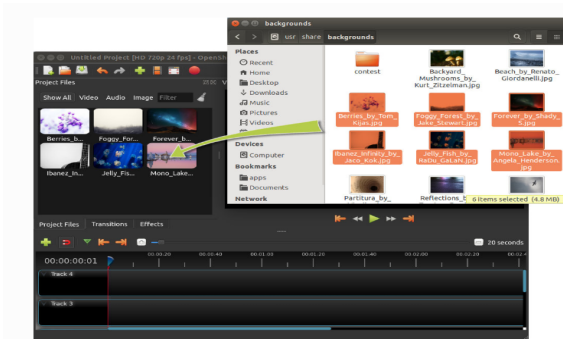


Step 3: select a size.



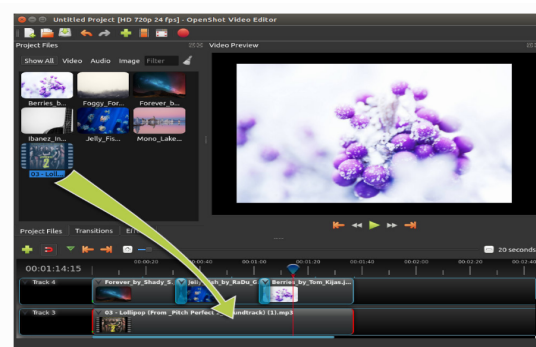
Step 4: Locate the iMovie in your camera roll. Find that same symbol and select it. Choose where to export the iMovie to.

## Open Shot Step by Step Tutorial



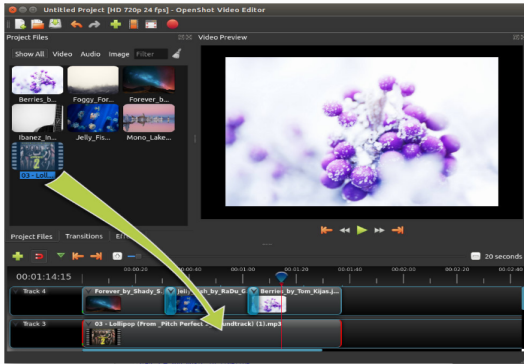
### Step 1

Before we can begin making a video, we need to import files into OpenShot. Drag and drop a few images (\*.JPG, \*.PNG, etc...) and a music file (most formats will work) from your Desktop to OpenShot. Be sure to drop the files where the arrow in the illustration is pointing to.



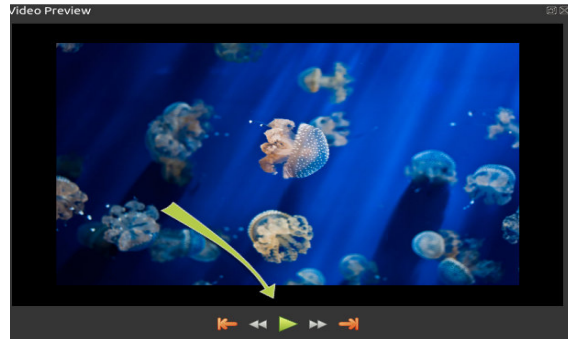
### Step 2

Next, drag each photo onto the timeline. The timeline represents your final video, so arrange your photos in whatever sequence you want them to appear in your video. If you overlap two clips, OpenShot will automatically create a smooth fade between them, displayed by blue rounded rectangles between the clips. Remember, you can rearrange the clips as many times as needed by simply dragging and dropping them



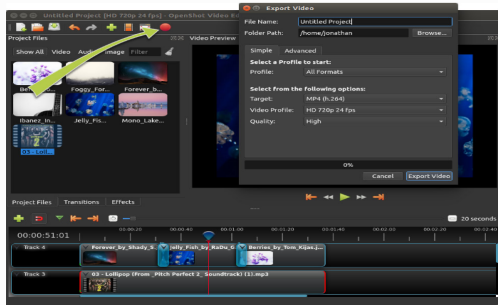
### Step 3

You should have imported a music file in step 1. Click on the music file, and drag it onto the timeline. If the song is too long, grab the right edge of your music clip, and resize it smaller.



### Step 4

To preview video, click the Play button under the preview window. You can also pause, rewind, and fast-forward your video project by clicking the corresponding buttons.



### Step 5- Exporting

Click on the Export Video icon at the top of the screen (or use the File > Export Video menu). Choose from one of the many preset export options, and click the Export Video button.

# Viewing Party

- Ensure that everyone's story is accessible and ready to be shown. (Ex. on a USB key, on google drive, etc.)
- Schedule enough time to showcase every participants digital story
- Also add time to debrief between videos:
  - Viewers can share one component that they liked or something that stood out to them
  - This will also provide positive feedback for the participants of the digital storytelling for future digital storytelling projects

- Thank the group for sharing their stories and their thoughts at the end of the viewing party

If in person:

- Ensure the projector, speaker and showing station is set up and ready for each story.
- Allow time at the end to provide a debrief and positive feedback for participants of the digital storytelling
- Optional: have a table of beverages and snacks provided.
- Optional: Invite other communities

## References

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