Being asked to do a media-research project can seem a bit daunting! Here are seven tips to help you get organized, and begin your project:

1) Pay close attention to the instructions and suggestions provided by your instructor(s). Yes— what they are saying **IS** important. It's your "road map" for creating an acceptable and successful project.

2) Remember that **CONTENT comes before CREATIVITY.** At least 80% of your time should be spent compiling information, presenting it in a scholarly and informative manner, and demonstrating your understanding of the unit's Standards and Content. The method of deliver is "just mechanics."   A good-looking multimedia project is always nice to view—but it's worthless if there's minimal, dull and inaccurate content in it.

3) On your computer or flash drive, create a folder with your name, the class and the project title. *(For example: **S. Jones-ELA.-Video Project**)* This will be your <u>primary research folder</u> where you'll place all the information, notes, works-in-progress, etc. related to your project. Be sure to save anything you may be interested in using in your project to this folder.

4) As you save items to your primary folder, take a few moments to give them names that will give you a clue about the content. For example: ***Photo—Mark Twain***   or   ***Cartoon--Wimpy Kid.*** 'Doing so will save you from having to spend hours hunting for the material you *think* you saved.

5) **Document your sources.** Grab the citatation information for any articles, photos, web pages, etc. you think you may use, at the same time you place those items in your primary research folder. This will save you having to try to "back-track" and locate citation information later on.   If necessary, create a blank word document, and list your source information for your research. For example:

   Photo--Mark Twain   ---
   Artist Surname, First Name. Title of Image if know, if not put in quotation marks as in #2
      above. Media of the image. Composition/Creation Year or n. d.. Title of web page or title of
      article found in database. Website/database name of where image is located in italics.
      Date of Access. Day Month Year.

6) BACK UP your project information periodically to another flash drive or computer. If it's valuable to you—and you don't want to have to spend hours trying to re-create the information—back it up.

7) When you complete your project and are prepared to send it in—be sure to name it with YOUR NAME, the PROJECT NAME, and the DATE   For example: **Sue Smith—ELA. Video— October 28.** This way, your instructor can quickly and easily see you've turned in your project, and you have evidence of your completed project as well.