

Publishing in a Suitable Medium

60 minutes

ICT Specialism 2: The Presentation of ideas

Outcome M2.U2.2

WHAT THIS LESSON DOES

Students learn to export their digital projects into final formats suitable for audiences such as PDF or MP4. They focus on maintaining quality while managing file sizes and preserving the original editable files for future edits.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M2.U2.2	Edit, format, proof and publish the information in a suitable medium.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Export to suitable final formats (.pdf, .mp3, .mp4, high-res image)
- Balance file size, compression, and quality
- Keep editable source alongside publication copy

BEFORE THE BELL

- Print or laminate mini-path checklists for CapCut, Canva, and voice export to support students who need them.
- Prepare sm2_sample_deck in a shared path for the teacher demo and student dry-run.
- Note who is on slides, CapCut, Canva, or audio; assign peer buddies per medium.
- Have CapCut, Canva, and voice screenshots ready to project beside the slide demo.
- Know which students are on slides vs video/audio/infographic. Have sm2_sample_deck ready in a shared path for PDF export demo and student dry-run. Confirm sample is reachable if a student's own Format 1 is missing.
- No special prep beyond a sample PDF export and one oversized file example if you want a live size comparison later in the guided segment.
- Classroom screen ready for PowerPoint for the web or Google Slides PDF export on sm2_sample_deck. Laminated mini-path cards or projected screenshots for CapCut, Canva, and voice (use the CapCut/Canva/voice image placeholders). One oversized export vs medium re-export example. Confirm school-approved phone-to-Drive/OneDrive transfer route for audio students.
- Be ready to recover a file from Downloads or cloud trash and to point at File → Export/Download on both suites.
- Students need their Format 1 source in sm2/. Teacher checks each publication copy opens on a second device or browser where possible and collects sm2_vet_handoff as a quick KA scan.
- Have a simple class tick-list ready for the exit check (publication, source, handoff).

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HOW THE LESSON RUNS

5 min	introduction	Introduction
6 min	content	Key concepts
15 min	activity	Step-by-step task
4 min	content	Common issues
20 min	activity	Independent practice
5 min	content	Reflection
5 min	summary	Lesson summary

TEACHING MOVES

- Slide export is the taught core; other mini-paths are supported variants with checklists and screenshots.
- Model export on `sm2_sample_deck` first; freeze on the live school tenant File label before click-along.
- After the first export, read file size aloud and show one concrete reduce action end-to-end.
- Reserve full own-file publish and real KA filenames for Independent Practice for every medium.
- Require `sm2_vet_handoff` from everyone; exit check: student points at publication, source, and handoff before logout.
- Emphasise keeping the editable source safe throughout the lesson.
- Use format-typed publication names only: `sm2_vet_presentation.pdf`, `sm2_vet_video.mp4`, `sm2_vet_audio.mp3`, `sm2_vet_infographic.png` or `.pdf`.

WHAT TO WATCH FOR

- Overwriting the editable source during export: always create a copy rather than replacing the original file.
- Deleting the source after creating the publication copy: remind students to store both side by side.
- Selecting overly high quality settings resulting in large files: suggest medium compression and cloud links when over school limits.
- Using one stem for every medium: use typed names (`sm2_vet_presentation`, `sm2_vet_video`, `sm2_vet_audio`, `sm2_vet_infographic`).

DIFFERENTIATION

- Support: Provide a printed checklist of the relevant format mini-path.
- Support: Group students working on the same format type for peer assistance.
- Extension only if must-bank is done: lighter backup export plus extra line on `sm2_vet_handoff`.