

### Project Resources

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## Task Analysis Section

### Major Sections and Sub Sections:

- 1. Set Up**
  - 1.1. Choose the dimensions for the infographic.
  - 1.2. Rename.
  - 1.3. Select a template.
- 2. Drop in Content**
  - 2.1. Edit text.
  - 2.2. Browse for and add images.
  - 2.3. Resize images.
  - 2.4. Upload pictures.
  - 2.5. Add charts and graphs.
- 3. Make It Look Nice**
  - 3.1. Change background color.
  - 3.2. Change background image.
  - 3.3. Change text attributes.
  - 3.4. Change the color palette.
- 4. Share Your Infographic**
  - 4.1. Create a public view link.
  - 4.2. Download.

### Original ChatGPT Generated Task Analysis

*Creating an infographic in Canva is a straightforward process. Canva is a user-friendly graphic design platform that offers a variety of templates and design tools. Here's a step-by-step guide to help you create an infographic:*

#### **1. Create a Canva Account:**

*· If you don't have a Canva account, sign up for free at Canva's website.*

## **2. Log in to Canva:**

- *After creating an account, log in to the Canva platform.*

## **3. Choose Infographic Dimensions:**

- *Once logged in, click on "Create a design" on the Canva homepage.*
- *Choose the "Custom dimensions" option and enter the dimensions for your infographic. Common sizes for infographics are 800px x 2000px or 1080px x 1920px, but you can adjust based on your preferences.*

## **4. Select a Template:**

- *On the left sidebar, click on "Templates."*
- *Browse through the available templates or search for "infographic" in the search bar.*
- *Choose a template that suits your needs or start with a blank canvas.*

## **5. Edit Text:**

- *Click on the text elements in the template to edit them.*
- *Modify the text by double-clicking on it, and then you can change the font, size, color, and other formatting options.*

## **6. Add Elements:**

- *Explore the elements tab on the left sidebar to add shapes, lines, icons, illustrations, and other visual elements to your infographic.*
- *Drag and drop elements onto your canvas and resize or reposition them as needed.*

## **7. Upload Images:**

- *If you have specific images you want to use, click on the "Uploads" tab and upload your images.*
- *Drag and drop your images onto the canvas, and you can resize and arrange them accordingly.*

### **8. Change Background:**

· If you want to change the background color or add a background image, click on the "Background" tab on the left sidebar.

### **9. Add Charts and Graphs:**

· If your infographic requires data visualization, click on the "Charts" tab to add bar charts, pie charts, or other graphs. Customize the data to reflect your information.

### **10. Preview and Adjust:**

· Periodically click on the "Preview" button at the top right to see how your infographic looks. Make adjustments as needed.

### **11. Save and Download:**

- Once you're satisfied with your infographic, click on the "Download" button at the top right.
- Choose your preferred file format (PNG or PDF are common for infographics) and download the file to your computer.

### **12. Share or Print:**

· You can share your infographic directly from Canva or print it if needed.

*That's it! You've successfully created an infographic using Canva. Feel free to experiment with different elements and design options to make your infographic visually appealing and effective.*

### **Assessment of the AI-Generated Task Analysis**

This analysis was a good way to get the ball rolling. I decided to rearrange the order of the content because I thought my way was more straight-forward. I spent most of my time breaking down the steps of each procedure. The original task analysis was not detailed at all.

## Task Analysis

### Goal 1:

The learner will be able to create a design in Canva that has dimensions appropriate for an infographic.

#### Task Analysis:

- 1.1. From the Canva home screen, click the **Create a design** button in the top right corner to open the **Create a design** menu.
- 1.2. For an infographic that is 800 px X 2000 px, select the **Infographic** option.
- 1.3. To type in custom dimensions for the infographic, select the **Custom size** option.
  - 1.3.1. Type in the length and width of the infographic in the space provided.
  - 1.3.2. Click **Create new design**.

Goal 2: The learner will be able to rename their infographic in Canva.

#### Task Analysis:

- 2.1. Find and click the *design name* box in the top-middle of the design window.
- 2.2. Erase the default name.
- 2.3. Type in a descriptive name for the infographic.
- 2.4. Click off the *design name* box to save the new name.

Goal 3: The learner will be able to search for and select an infographic template.

#### Task Analysis:

- 3.1. On the left sidebar, click on **Templates** to open the **Templates** tab.
- 3.2. Browse through the available templates.
- 3.3. Search keywords in the search bar to find relevant results.
- 3.4. When the desired template is found, click it to apply it to the design.

Goal 4: The learner will be able to replace the text of the template with their own content.

#### Task Analysis:

- 4.1. Modify the headers
  - 4.1.1. Double-click the header that needs to be changed.
  - 4.1.2. Erase the old text.
  - 4.1.3. Type in the new header text.
- 4.2. Modify the text boxes.
  - 4.2.1. Double-click the text box that needs to be changed.
  - 4.2.2. Erase the old text.
  - 4.2.3. Type in the new text.

Goal 5: The learner will be able to browse for and add images to the template.

#### Task Analysis:

- 5.1. On the left sidebar, click on **Elements** to open the **Elements** tab.
- 5.2. Search keywords in the search bar to find relevant images.
- 5.3. The images with the crown in the bottom corner are not free.
- 5.4. Click images to add them to the design.

Goal 6: The learner will be able to resize images.

#### Task Analysis:

- 6.1. Click the image to be resized.
- 6.2. A thin, blue outline will appear around the image with white circles on the four corners, and white ovals on the four sides.
  - 6.2.1. To make the image smaller, drag a white circle toward the center of the image.
  - 6.2.2. To make the image larger, drag a white circle away from the center of the image.
- 6.3. The white ovals on the four sides are used to adjust the shape of the image.
  - 6.3.1. Drag an oval horizontally, back or forth, to make the image thinner/wider.
  - 6.3.2. Drag an oval on the top or bottom vertically to make the image shorter/taller.
  - 6.3.3. Double-click the image to adjust what part of the image is visible in the new shape.
    - 6.3.1. Drag the image to adjust it.
    - 6.3.2. Double-click on the design window to close the tool.

Goal 7: The learner will be able to upload and place their own pictures in their infographic.

Task Analysis:

- 7.1. On the left sidebar, click on **Uploads**.
- 7.2. To upload a picture:
  - 7.2.1. Click the **Upload files** button.
  - 7.2.2. Browse your computer or drives for the picture to be uploaded.
  - 7.2.3. Select the desired picture.
  - 7.2.4. Select **Open**.
- 7.3. Once the picture is done loading, it will appear in the **Uploads** window.
- 7.4. To move the picture into the design, do one of these things:
  - 7.4.1. Drag it over.
  - 7.4.2. Click the picture and it will appear in the center of the design.
- 7.5. Move the picture around and resize until satisfied with the look.

Goal 8: The learner will be able to add graphs and charts to the template.

Task Analysis:

- 8.1. On the left sidebar, click on **Elements** to open the **Elements** tab.
  - 8.1.1. Use one of these methods to find charts:
    - 8.1.1.1. In the search bar, use keywords to bring up charts or graphs.
    - 8.1.1.2. Flip through the tabs beneath the search bar until **Charts** appears.
      - 8.1.1.2.1. Click **Charts**.
- 8.2. Browse through the available charts and graphs.
- 8.3. Click the desired chart or graph.
- 8.4. Use the available options to customize the chart or graph.
- 8.5. Position and resize the chart or graph as desired.

Goal 9: The learner will be able to change the background color of the template.

Task Analysis:

- 9.1. Click the background of the infographic.
- 9.2. If a small padlock icon appears, click it to make the background editable.
- 9.3. Select the **background color** button that appears at the top of the screen to open the **background color** menu. It will be the same color as the current background color.
- 9.4. Choose a new background color from the options provided.

Goal 10: The learner will be able to add a background image to the template and customize its look.

Task Analysis:

- 10.1 Unlock the background:
  - 10.1.1. Click the background of the infographic.
  - 10.1.2. If a small padlock icon appears, click it to make the background editable.
- 10.2. Add a background image:
  - 10.2.1. Choose an image from **Elements** or **Uploads** on the left sidebar.
  - 10.2.2. Drag it into the design.
  - 10.2.3. Resize and position it as necessary.
  - 10.2.4. Send it to the back of the design:
    - 10.2.4.1 The new background image is likely sitting on top of the content of your infographic. To fix this, send the image to the back of the design.
    - 10.2.4.2. Right-click the background image.
    - 10.2.4.3. Click **Layer**.
    - 10.2.4.4. Click **Send to Back**.
    - 10.2.4.5. If the infographic already had a background image, it will now be sitting on top of the new one. Select the old one and delete it.
  - 10.2.5. Apply filters and effects to the background image:
    - 10.2.5.1. Select the background image.
    - 10.2.5.2. Click the **Edit Photo** button on the top left of the design screen.
    - 10.2.5.3. Use the available options to apply filters and effects to the background.
  - 10.2.6. Change the color of the background image:
    - 10.2.6.1. Select the background image.
    - 10.2.6.2. Select the **background color** button at the top of the screen.
    - 10.2.6.3. Choose a new background color from the options provided.
  - 10.2.7. Change the transparency of the background image.
    - 10.2.7.1. Select the background image.
    - 10.2.7.2. Click the **Transparency** button in the top middle of the design screen.
    - 10.2.7.3. Use the slider to change the transparency of the background image.
      - 10.2.7.3.1. Dragging the slider to the left will increase the see-through quality of the image until it becomes completely invisible.
      - 10.2.7.3.2. Dragging the slider to the right increases the visibility of the image until it is fully visible in all its intensity.
    - 10.2.7.4. Consider turning down the transparency of a busy background so it does not distract from the content of the infographic.

Goal 11: The learner will be able to change attributes of text, including font, font size, font color, bold, italics, alignment, list, and spacing in Canva.

Task Analysis:

- 11.1. Change the font:
  - 11.1.1. Select the text.
  - 11.1.2. Click the **font** button.
  - 11.1.3. Choose a new font for the text.
- 11.2. Change the font size:
  - 11.2.1. Select the text.
  - 11.2.2. Click the **font size** button to choose the font size from a drop-down menu.
  - 11.2.3. Click the **plus** to the right of the **font size** button to increase the size.

- 11.2.4. Click the **minus** to the left of the **font size** button to decrease the size.
- 11.3. Change the text color:
  - 11.3.1. Select the text.
  - 11.3.2. Click the **text color** button.
  - 11.3.3. Choose a new color for the text.
- 11.4. Make text bold:
  - 11.4.1. Select the text.
  - 11.4.2. Click the **Bold** button.
- 11.5. Italicize text:
  - 11.5.1. Select the text.
  - 11.5.2. Click the **Italics** button.
- 11.6. Change the alignment of text:
  - 11.6.1. Select the text.
  - 11.6.2. Click the **Alignment** button to cycle through the alignment options: center, right, justify, and left.
- 11.7. Change the text to a list:
  - 11.7.1. Select the text.
  - 11.7.2. Click the **List** button to cycle through the list options: bullets, numbered, and normal text.
- 11.8. Change the spacing of the text:
  - 11.8.1. Select the text.
  - 11.8.2. Click the **Spacing** button. You will be presented with two options: letter and line spacing.
  - 11.8.3. Letter spacing
    - 11.8.3.1. Drag the slider left to decrease the amount of horizontal space between the letters (side-to-side).
    - 11.8.3.2. Drag the slider right to increase the amount of horizontal space between the letters.
  - 11.8.4. Line spacing
    - 11.8.4.1. Drag the slider left to decrease the amount of space between lines.
    - 11.8.4.2. Drag the slider right to increase the amount of space between lines.

Goal 12: The learner will be able to change the color palette of the template.

Task Analysis:

- 12.1. On the left sidebar, click on **Design**.
- 12.2. Click on **Styles** beneath the search bar.
- 12.3. Browse through the available color palette choices.
- 12.4. Selecting a new color palette:
  - 12.4.1 Click the desired color palette to apply it to the infographic.
  - 12.4.2. Use the shuffle button that appears in the middle of the chosen color palette to try different variations of the palette.

Goal 13: The learner will be able to create a public view link.

Task Analysis:

- 13.1. Click the **Share** button on the top right of the screen to open the **Share** menu.
- 13.2. Click the **Public view link** button.
- 13.3. Click the **Create Public view link** button.

13.4. Copy the link and share with others.

Goal 14: The learner will be able to download the infographic.

Task Analysis:

14.1. Click the **Share** button on the top right of the screen.

14.2. Click the **Download** button.

14.2.1. Choose your preferred file type (PNG or PDF are common for infographics).

14.2.2. Click **Download**.

## Goals and Objectives Section

### Course Goal

Students will be able to explain what an infographic is and create an infographic in Canva using a template.

### Section Goals

*Goal 1:*

*The learner will be able to create a design in Canva that has dimensions appropriate for an infographic.*

*Objectives*

*1.1. Without the use of notes, TLWBAT locate and select the **Create a design** button on the Canva home screen.*

*1.2. Without the use of notes, TLWBAT select **Infographic** from the **Create a design** menu to create an 800 px X 2000 px infographic.*

*1.3. Without the use of notes, TLWBAT select **Custom size** from the **Create a design** menu to create an infographic of a custom size.*

*Goal 2: The learner will be able to rename their infographic in Canva.*

*Objectives*

*2.1. Without the use of notes, TLWBAT locate and select the design name box in the top-middle of the design window.*

*2.2. Without the use of notes, TLWBAT erase the default name and type in a new, descriptive name for the infographic.*

*2.3. Without the use of notes, TLWBAT click off the design name box to save the new name.*

*Goal 3: The learner will be able to search for and select an infographic template.*

### Objectives

- 3.1. Without the use of notes, TLWBAT locate and click **Templates** on the left sidebar to open the **Templates** tab.
- 3.2. Without the use of notes, TLWBAT browse through the **Templates** tab or search keywords in the search bar to find a desirable template.
- 3.3. Without the use of notes, TLWBAT click on a desirable template to apply it to the design.

*Goal 4: The learner will be able to replace the text of the template with their own content.*

### Objectives

- 4.1. Without the use of notes, TLWBAT modify the headers of the template by double-clicking a header, erasing the old text, and typing in new text.
- 4.2. Without the use of notes, TLWBAT modify the text boxes of the template by double-clicking a text box, erasing the old text, and typing in new text.

*Goal 5: The learner will be able to browse for and add images to the template.*

### Objectives

- 5.1. Without the use of notes, TLWBAT locate and click **Elements** on the left sidebar to open the **Elements** tab.
- 5.2. Without the use of notes, TLWBAT find images by browsing through the **Elements** tab or searching keywords in the search bar.
- 5.3. Without the use of notes, TLWBAT explain that the images with the crown in the bottom corner are not free.
- 5.4. Without the use of notes, TLWBAT click desired images to add them to the design.

*Goal 6: The learner will be able to resize images.*

### Objectives

- 6.1. Without the use of notes, TLWBAT explain that, when an image is clicked, resize controls appear. These resize controls are a thin, blue outline around the image, white circles on the four corners, and white ovals on the four sides.
- 6.2. Without the use of notes, TLWBAT make the image smaller by dragging a white circle toward the center of the image.
- 6.3. Without the use of notes, TLWBAT make the image larger by dragging a white circle away from the center of the image.

6.4. Without the use of notes, TLWBAT make the shape of the image thinner by dragging an oval horizontally toward the center of the image.

6.5 Without the use of notes, TLWBAT make the shape of the image wider by dragging an oval horizontally away from the center of the image.

6.6 Without the use of notes, TLWBAT make the shape of the image shorter by dragging an oval on the top or bottom side of the image toward the center of the image.

6.7. Without the use of notes, TLWBAT make the shape of the image taller by dragging an oval on the top or bottom side of the image away from the center of the image.

6.8. Without the use of notes, TLWBAT adjust the center-point of the image within the shape by double-clicking the image, dragging the image to adjust, and double-clicking on the design window to close the tool.

*Goal 7: The learner will be able to upload and place their own pictures in their infographic.*

*Objectives*

7.1. Without the use of notes, TLWBAT locate and click **Uploads** on the left sidebar to open the **Uploads** tab.

7.2. Without the use of notes, TLWBAT click the **Upload files** button, browse their computer for the picture to be uploaded, click on it, and select **Open**.

7.3. Without the use of notes, TLWBAT find their uploaded picture in the **Uploads** tab.

7.4. Without the use of notes, TLWBAT move the uploaded picture to the design by either dragging it over from the **Uploads** tab, or clicking it to move it to the center of the design.

7.5. Without the use of notes, TLWBAT move the picture around and resize it until satisfied with the look.

*Goal 8: The learner will be able to add graphs and charts to the template.*

*Objectives*

8.1. Without the use of notes, TLWBAT locate and click **Elements** on the left sidebar to open the **Elements** tab.

8.2. Without the use of notes, TLWBAT locate and click **Charts** in the tabs beneath the search bar, and browse for desired charts or graphs.

8.3. Without the use of notes, TLWBAT browse for charts and graphs by searching keywords in the search bar.

8.4. Without the use of notes, TLWBAT click the desired chart or graph to add it to the design.

8.5. Without the use of notes, TLWBAT use the available options to customize the chart or graph.

8.6. Without the use of notes, TLWBAT position and resize the chart or graph as desired.

*Goal 9: The learner will be able to change the background color of the template.*

*Objectives*

9.1. Without the use of notes, TLWBAT unlock a locked background by clicking the small padlock icon that appears.

9.2. Without the use of notes, TLWBAT select the background.

9.3. Without the use of notes, TLWBAT click the **background color** button that appears at the top of the screen to open the **background color** menu.

9.4. Without the use of notes, TLWBAT choose a new color from the **background color** menu.

*Goal 10: The learner will be able to add a background image to the template and customize its look.*

*Objectives*

10.1. Without the use of notes, TLWBAT unlock a locked background by clicking the small padlock icon that appears.

10.2. Without the use of notes, TLWBAT delete the old background image.

10.3. Without the use of notes, TLWBAT choose an image from the **Elements** or **Uploads** tabs on the left sidebar and drag it onto the design.

10.4. Without the use of notes, TLWBAT resize and position the image as necessary.

10.5. Without the use of notes, TLWBAT send the image to the back of the design by right-clicking the image, clicking **Layer**, and clicking **Send to Back**.

10.6. Without the use of notes, TLWBAT apply filters and effects to the background image by using the **Edit Photo** button.

10.7. Without the use of notes, TLWBAT change the color of the background image by using the **background color** button.

10.8. Without the use of notes, TLWBAT change the transparency of the background image by using the **Transparency** button.

*Goal 11: The learner will be able to change attributes of text, including font, font size, font color, bold, italics, alignment, list, and spacing in Canva.*

*Objectives*

*11.1. Without the use of notes, TLWBAT change the font of the selected text by using the **font** button.*

*11.2. Without the use of notes, TLWBAT change the font size of the selected text by using the **font size** button.*

*11.3. Without the use of notes, TLWBAT change the text color of the selected text by using the **text color** button.*

*11.4. Without the use of notes, TLWBAT make text bold by using the **Bold** button.*

*11.5. Without the use of notes, TLWBAT italicize text by using the **Italics** button.*

*11.6. Without the use of notes, TLWBAT change the alignment of text to center, right, justify, and left by using the **Alignment** button.*

*11.7. Without the use of notes, TLWBAT change text to a bulleted or numbered list by using the **List** button.*

*11.8. Without the use of notes, TLWBAT change the letter spacing of text by using the **Spacing** button and the **Letter Spacing** slider.*

*11.9 Without the use of notes, TLWBAT change the line spacing of text by using the **Spacing** button and the **Line Spacing** slider.*

*Goal 12: The learner will be able to change the color palette of the template.*

*Objectives*

*12.1. Without the use of notes, TLWBAT locate and click **Design** on the left sidebar to open the **Design** tab.*

*12.2. Without the use of notes, TLWBAT locate and click on **Styles** beneath the search bar in the **Design** tab.*

*12.3. Without the use of notes, TLWBAT browse for and select a color palette.*

*12.4. Without the use of notes, TLWBAT use the shuffle button that appears in the middle of the chosen color palette to try different variations of the palette.*

*Goal 13: The learner will be able to create a public view link.*

*Objectives*

*13.1. Without the use of notes, TLWBAT locate and click the **Share** button on the top right of the screen to open the **Share** menu.*

*13.2. Without the use of notes, TLWBAT make a public view link by clicking the **Public view link** button. Then clicking the **Create Public view link** button.*

*13.4. Without the use of notes, TLWBAT copy the link and share it with others.*

*Goal 14: The learner will be able to download the infographic.*

*Objectives*

*14.1. Without the use of notes, TLWBAT locate and click the **Share** button on the top right of the screen to open the **Share** menu.*

*14.2. Without the use of notes, TLWBAT to locate and click the **Download** button within the **Share** menu.*

*14.3. Without the use of notes, TLWBAT to download the infographic in their preferred file type.*