

Task Analysis Goal and Objectives - Infographics

[Winthrop's Learning Design and Technology Graduate Program, LTEC 642]

Project Resources

ROLE	NAME
Instructional Designer	[Crystal Johnson]
Subject Matter Expert (SME)	[Jennifer Coffey]
Primary Client	[Dr. Marshall Jones]

Task Analysis Section

Major sections and Sub Sections:

1. Choose an infographic template in Canva
2. Add, modify, replace, or remove images, text, and colors within the template
3. Arrange, align, adjust, and preview infographic with attention to accessibility and inclusivity
4. Save, share, download and/or print infographic

Task Analysis

- 1. Access the Canva website**
 - 1.1. Open your web browser.
 - 1.2. Go to www.Canva.com
 - 1.3. Log in to your Canva account.
- 2. Navigate to Infographic Templates**
 - 2.1. Click the purple "Create a design" button in the upper right corner.
 - 2.2. Type "Infographic" in the blank field.
 - 2.3. Select the first option, "Infographic."
- 3. Select a Template**
 - 3.1. Scroll through the Infographic Templates Menu to view options.
 - 3.2. Select the template that best fits design preferences and informational needs.
- 4. Identify the various elements of the Infographic Editor Interface**
 - 4.1. Locate the Editing Tools, including the left sidebar for elements, the top toolbar for various actions, and the canvas itself.
 - 4.2. Assess the template structure and layout. Zoom in and out as necessary.
 - 4.3. Identify sections for titles, headers, text, images, and other elements.
- 5. Modify Existing Sample Text**

- 5.1. Click on a text box within the template to select it.
- 5.2. Click again and edit the textbox to add original content.
- 5.3. Highlight the selection of text within the textbox and use the Toolbar menu at the top of the interface to change font, size, color, and alignment as desired.
- 5.4. Click on the Effects button in the Toolbar menu to change the lettering style and shape. Examples include arched text, shadow effect, outline, etc.
- 6. Replace or Modify Images**
 - 6.1. If the template includes images that need to be replaced, click on an image.
 - 6.1.1. Press delete OR select the Trash Can image to delete.
 - 6.2. Select the Elements tab on the left sidebar.
 - 6.3. Use the Search Bar to find an image that works for the design.
 - 6.4. Scroll through the options, or click See More on a particular type of image.
 - 6.5. Ensure that visuals match the topic and are inclusive (representation of all genders, races, abilities, etc.)
 - 6.6. If desired, use the Uploads tab on the left sidebar to upload image(s) saved to personal computer or device.
 - 6.7. Resize the image as necessary by clicking and dragging the white dots on the corners of the image.
- 7. Change Colors and Background**
 - 7.1. Click on any image or element within the template needing adjustment.
 - 7.2. Use the Color Palette button(s) in the top Toolbar to change the image or element's color.
 - 7.2.1. If multiple color options appear after selecting an image or element, adjust individual colors within the image using the Color Palette button.
 - 7.2.2. If the Color Palette button is not present, colors may not be adjusted in the chosen image.
 - 7.3. To adjust background color, click near the very edge of the design, away from other elements.
 - 7.4. Ensure high color contrast between text and background for optimum readability.
- 8. Arrange and Align**
 - 8.1. Click and drag the elements to reposition them on the infographic template canvas as necessary.
 - 8.2. Resize elements and images as necessary.
 - 8.3. To ensure proper arrangement, while the image or element is selected, click the Position button in the Toolbar, and adjust the layering order and alignment.
- 9. Preview and Adjust**
 - 9.1. Periodically preview the infographic by zooming out or click on the Present Full Screen button in the bottom right Toolbar.
 - 9.2. Check for consistency in font size, style, and alignment.
 - 9.3. Check for coherence in spacing and size of elements.
 - 9.4. Make adjustments as needed.

10. Add/Remove Elements if Necessary

- 10.1. Use the left sidebar to explore additional elements such as icons, lines, shapes, or illustrations.
- 10.2. Drag and drop elements onto the canvas where needed.
- 10.3. Check to ensure that design is not overly busy or visually cluttered.

11. Save Your Work

- 11.1. Click the File menu in the top left corner.
- 11.2. Click on the Pencil icon to edit the file name.
- 11.3. Choose "Save" to save your work
 - 11.3.1. Similarly, hover the cursor over the Cloud and Checkmark Image in the top Toolbar to ensure that it says "All Changes Saved".

12. Download or Share

- 12.1. Once satisfied with the infographic, click on the Share Button in the top right corner.
- 12.2. Click the Download button
- 12.3. Choose the desired file format (e.g., PNG, JPEG, PDF) and download the infographic.
- 12.4. Alternatively, print the infographic directly from Canva if desired.

Goals and Objectives Section: Assignment (A2)
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Course Goal: By the end of the unit, the learner will be able to design an accessible, inclusive, and visually appealing infographic from a template in Canva to suit their instructional or design needs.

1. Goal 1: The learner will be able to navigate to infographic templates via the search function on the Canva menu.

1.1. Objectives:

- 1.1.1. Without notes, TLWBAT click the purple "Create a design" button in the upper right corner.
- 1.1.2. Without notes, TLWBAT type "Infographic" in the blank field.
- 1.1.3. Without notes, TLWBAT select the first option, "Infographic."

2. Goal 2: The learner will be able to select a template that best fits their instructional or design needs.

2.1. Objectives:

- 2.1.1. Without notes, TLWBAT identify a template that best fits their needs.

3. Goal 3: The learner will be able to replace existing sample text using the Canva editor interface with their own.

3.1. Objectives:

- 3.1.1. Without notes, TLWBAT identify and click on text boxes within the template to select them.
- 3.1.2. Without notes, TLWBAT edit the text as needed, adding their own content.
 - 3.1.2.1. Without notes, TLWBAT change font, size, color, and alignment.

- 3.1.2.2. Without notes, TLWBAT change the lettering style and shape. Examples include arched text, shadow effect, outline, etc.

4. Goal 4: The learner will be able to modify, remove, or replace images using the Canva editor interface.

4.1. Objectives:

- 4.1.1. Without notes, TLWBAT identify which images need to be modified, removed, or replaced.
- 4.1.2. Without notes, TLWBAT explain the need for these modifications.
- 4.1.3. Without notes, TLWBAT analyze whether visuals match the topic and are inclusive (representation of all genders, races, abilities, etc.).

5. Goal 5: The learner will be able to modify colors and background to enhance visual appeal and adhere to accessibility accommodations

5.1. Objectives:

- 5.1.1. Without notes, TLWBAT identify and evaluate color combinations of images, text boxes, and background that require modification.
- 5.1.2. Without notes, TLWBAT adjust colors between text and background to ensure high contrast.

6. Goal 6: The learner will be able to assess the need to add or remove visual and textual elements as necessary.

6.1. Objectives:

- 6.1.1. Without notes, TLWBAT assess consistency in font size, style, and alignment and make adjustments as necessary.
- 6.1.2. Without notes, TLWBAT assess coherence in spacing and size of elements and make adjustments as necessary.
- 6.1.3. Without notes, TLWBAT evaluate whether the infographic design is overly busy or visually cluttered and make adjustments as necessary to adhere to accessibility accommodations.
- 6.1.4. Without notes, TLWBAT explain the need for any modifications.

7. Goal 7: The learner will be able to save their work in Canva

7.1. Objectives:

- 7.1.1. Without notes, TLWBAT locate the "File" menu in the top left corner and click on the Pencil icon to edit the file name.
- 7.1.2. Without notes, TLWBAT click "Save" to save their work or ensure that it says "all changes have been saved" at the very top of the interface.

8. Goal 8: The learner will be able to download or share their new infographic

8.1. Objectives:

- 8.1.1. Without notes, TLWBAT click on the "Share" Button in the top right corner, then click the "Download" button.
- 8.1.2. Without notes, TLWBAT evaluate which desired file format (e.g., PNG, JPEG, PDF) will best suit their needs and download the infographic. Alternatively, they may decide to print the infographic directly from Canva if desired.