

Multimedia I Skills Checklist

Name _____

DSLR camera operation 25pt.	
	Checked by:
Locate the camera manual	
Navigate through the onscreen menu options	
Reset shooting controls	
Use quick setup to select mode, resolution, white balance, etc.	
Use the image zoom buttons	
Identify the switches and buttons on the camera	
Set the white balance to a preset	
Select and adjust the aperture priority mode	
Select and adjust the shutter priority mode	
Select the program mode	
Select manual mode and set the shutter and aperture	
Set the ISO	
Set and operate auto/manual focus and lens stabilization	
Change lenses, carefully	
Remove SD card, offload files, delete files, reformat card	
Activate the monitor view screen, use image zoom for close focusing with the lens set to manual mode	

DSLR camera for video 15pt.	
	Checked by:
Locate Movie controls in the menu	
Set movie to manual mode	
Locate microphone controls in the menu	
Locate external microphone jack	
Shoot a "rack focus" shot	
Set the shutter speed, aperture, and ISO for the best exposure	
Select the 60fps mode for slow motion	
Demonstrate an in-camera/external mic sound synchronizing technique	

Canon camcorder operation 15pt.	
	Checked by:
Operate touch screen controls	
Select internal storage and SD card storage	
Connect camcorder to computer via USB cable	
Transfer files to computer	
Locate the video clips stored in "stream" by using view package contents (twice)	

Electronic Flash: Bowens Monolights 15pt.	
Checked by:	
Operate the power switch	
Set power level controls to full stops and partial stop levels	
Activate the photoelectric trigger cell	
Operate the modeling light	
Demonstrate the connection of the lights to the stands and adjustments of height and angles	
Demonstrate the attachment of the reflectors, softboxes, umbrellas, and caps	
Use the radio trigger: batteries/power switch, check channels, attach to the camera and flash head.	

Continuous Light Kit (Cowboy Studio) 10pt.	
Checked by:	
Use the power switches to adjust output	
Adjust the reflectors and diffusers	
Adjust the light stands	

Folding reflector operation 5pt.	
Checked by:	
Locate the circular folding reflector disk	
Demonstrate the unfolding and repacking of the reflector	
Demonstrate the use of the reflector and surface options	

Manfrotto tripod 10pt.	
	Checked by:
Operate the mechanism to extend the legs, and the angle of spread	
Adjust the height of the center post	
Reroute the center post to a horizontal position	
Adjust the pan and tilt knobs	
Use the bubble level to level the platform	
Attach the mounting plate to the camera and operate the spring latch with one click	
Large Video Tripod 10pt.	
Adjust the height and angle of the legs	
Adjust the center section ball joint to level the platform	
Attach the camera to the mounting plate (seek the optical center position for panning left and right)	
Attach and lock the mounting plate on the tripod	
Set the drag resistance on the fluid head	

Zoom audio recorder operation 15pt.	
	Checked by:
Locate the Zoom manual	
Operate touch screen controls	
Locate and remove SD card	
Set the file type and sample rate	
Transfer files to computer	
Connect an external microphone	
Operate the record, pause, stop, replay controls	
Set the record level	
Monitor with headphones	
Change batteries	

Lavalier microphone operation 10pt.	
	Checked by:
Connect the microphone to camera or recorder	
Locate the battery and power switch	
Connect the microphone to a recording device	
Power off the microphone after use	
Capture audio with the lavalier mic.	
Place the microphone to best capture sound, avoid contact with clothing, and keep out sight	

Shotgun mic/boom pole operation 10pt.	
	Checked by:
Connect the microphone to camera hot shoe and mic input	
Connect the microphone to the boom pole and extension cord	
Locate the battery and power switch	
Connect the microphone to a recording device	
Power off the mic. and return it to the case	
Capture audio with the boom setup, while staying out of frame	
Use the Zoom recorder and monitor with headphones while operating	

Personal devices microphone operation 10pt.	
	Checked by:
Locate an everyday device that can serve as an audio recorder: smart phone, music player, memo recorder, tablet or laptop.	
Demonstrate use of internal mics and device placement to capture clean audio	
Demonstrate the use of external microphones; especially hands-free headsets/ earbuds, as a microphone.	
Record sample audio and save it to a computer	