

Drawing Editor Competency Levels for Students

Entry Criteria

1. Student has basic computer knowledge.
2. Student is familiar with basic computer technology.
3. Student knows how to use basic computer peripheral devices (particularly mouse).
4. Student is familiar with basic OS use.
5. Drawing editor is installed with appropriate language support.

Exit Criteria

1. Student is able to use drawing editor comfortably.
2. Student is able to carry out simple drawing tasks and produce a document.
3. Student is able to do minor troubleshooting.

Competency Levels

Level 1:

The student understands the basic concept of a drawing editor.

- a) The student knows that what a drawing editor is.
- b) The student understands the benefits of using drawing editor.

Level 2:

The student understands how to create a new document, save ,close and delete it.

- a) Can open the drawing editor.
- b) Can create a new document.
- c) Can draw objects in drawing area.
- d) Can save a document on any authorized location.
- e) Can retrieve a document from any authorized location.
- f) Can take a print of document from printer.

Level 3:

The student knows about all the objects that are being used in drawing editors.

- a) Can draw lines and arrows.
- b) Can draw basic shapes.
- c) Can draw text boxes.
- d) Can insert images from file.
- e) Can insert audio file.
- f) Can insert video file.
- g) Can insert background in drawing area.
- h) Can make a drawing by using the combination of all the objects.

Level 4:

The student is able to carry out formatting tasks for lines and arrows.

- a) Can set width of lines and arrows.
- b) Can set the style of lines and arrows.
- c) Can set colors of lines and arrows.
- d) Can resize the lines and arrows.
- e) Can change the direction of arrows.

- f) Can do the placements of lines and arrows.
- g) Can flip and rotate the arrows.
- h) Can cut, copy, paste and delete lines and arrows.

Level 5:

The student is able to carry out formatting tasks for basic shapes.

- a) The student knows how to do formatting of shapes.
 - i. Can set multiple shapes on drawing area.
 - ii. Can set colors for different shapes.
 - iii. Can set the width, style and color for borders of different shapes.
 - iv. Can do placement of shapes.
 - v. Can resize different shapes.
- b) The student knows how to rotate shapes.
 - i. Can rotate from left to right.
 - ii. Can rotate from right to left.
- c) The student knows how to flip shapes.
 - i. Can flip horizontally.
 - ii. Can flip vertically.
- d) The student knows how to group/ ungroup different basic shapes.
- e) Can cut, copy, paste and delete basic shapes.
- f) The student knows how to arrange shapes.
 - i. Can bring to front.
 - ii. Can bring to back.
 - iii. Can bring forward.
 - iv. Can bring backward.
- g) The student should know how to write and delete text on different basic shapes.
- h) The student should know how to combine basic shapes.

Level 6:

The student is able to carry out formatting tasks for text in drawing area.

- a) The student knows how to do formatting of text.
 - i. Can insert text in drawing area.
 - ii. Can select font face and font type.
 - iii. Can bold, italicize and underline text.
 - iv. Can apply bullets and numbering to text.
 - v. Can set different colors for text.
 - vi. Can set text alignment.
 - vii. Can set text spacing.
 - viii. Copy and paste the text box ant where in the drawing area.
- b) Can group\ ungroup text editor with any other object on the drawing board.
- c) The student knows how to rotate text.
 - i. Can rotate from left to right.
 - ii. Can rotate from right to left.
- d) The student knows how to flip text.
 - i. Can flip horizontally.
 - ii. Can flip vertically.
- e) The student knows how to arrange text.
 - i. Can bring to front.
 - ii. Can bring to back.
 - iii. Can bring forward.
 - iv. Can bring backward.

Level 7:

The student is able to carry out formatting tasks for text in fontwork gallery.

- a) The student knows how to do formatting of text.
 - i. Can insert text using fontwork gallery.
 - ii. Can select font face and font type.
 - iii. Can underline, strike through and apply effects on the text.
 - iv. Can set different colors and textures for text.
 - v. Can set different colors and thickness for borders of text.
 - vi. Can set the fontwork shape.
 - vii. Can set fontwork letters height.
 - viii. Can set fontwork alignment.
 - ix. Can set fontwork spacing.
 - x. Can group\ ungroup text editor with any other object on the drawing board.
- b) The student knows how to flip text in fontwork gallery.
 - i. Can flip horizontally.
 - ii. Can flip vertically.
- c) The student knows how to rotate text.
 - i. Can rotate from left to right.
 - ii. Can rotate from right to left.

Level 8:

The student can work with images in a document.

- a) Can insert and images from file in a document.
- b) Can delete images from the drawing area.
- c) Can resize an image.
- d) The student knows how to rotate an image.
 - i. Can rotate from left to right.
 - ii. Can rotate from right to left.
- e) Can do placement of an image.
- f) Can do alignment of the image.
- g) Can group\ ungroup images with other objects.
- h) The student knows how to flip an image.
 - i. Can flip horizontally.
 - ii. Can flip vertically.
- i) The student knows how to arrange images.
 - i. Can bring to front.
 - ii. Can bring to back.
 - iii. Can bring forward.
 - iv. Can bring backward.
- j) The student should know how to write text on different images.
- k) The student should know how to combine images.

Level 9:

The student can make different shapes of images.

- a) The student should know how to make different shapes using different objects.
 - i. Can merge objects.
 - ii. Can subtract objects.
 - iii. Can intersect objects.

Level 10:

The student can save the file in different formats and convert file from one format to another.

- a) Student knows how to save the file in some common formats (odg,bmp,jpg,jpeg,gif).
- b) Student can change the format of any saved file.

Level 11:

The student is aware of simple problems that may be encountered while using a drawing editor and is able to carry out simple troubleshooting tasks.

- a) The student knows what to do if.
 - i. Any object is updated or deleted by mistake.
 - ii. The document is corrupted and requires recovery.
 - iii. The document hangs or application hangs.

Level 12:

Ethics.

- a) Student should be aware of plagiarism, and proper referencing procedures.
- b) Student should be aware of copyrighted and licensed material and should be aware of how it is used.