

In the first module of this series of workshops (Gaming is Good) participants created their own custom avatar using the website Character Creator (<https://charactercreator.org/#>) and sent it to you. These Avatars will be used for the duration of the course to help participants track their progress. Before the start of Session 2, please create Progress Trackers for each participant, using their Avatar as a base.

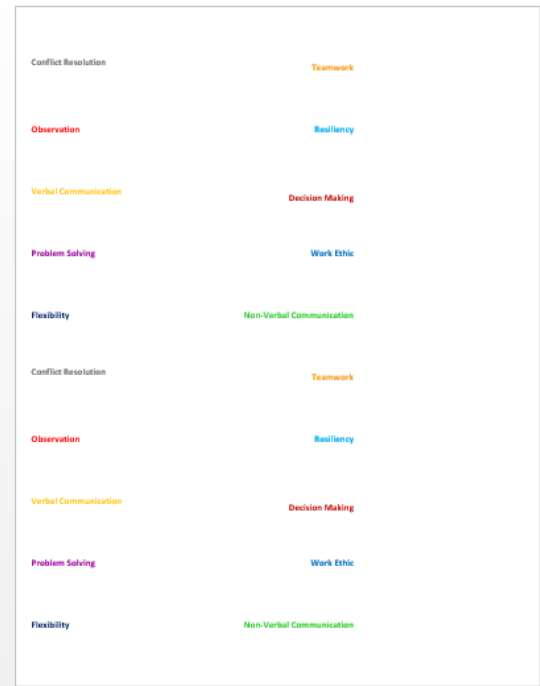
### Supplies required to create Progress Trackers:

- Each participant's Avatar in JPG, PNG or PDF form
- The supporting documents "Avatar Progress Stickers" and "Avatar Progress Cards"
- A package of 2 5/8" x 1" white mailing labels. The Avatar Progress Stickers are formatted to match the layout of Avery Brand labels 5160. They are also available in a Staples store brand. \*
- Several sheets of card stock \*
- A colour printer

\* You will need half the number of sticker sheets and card stock as you have participants in your group – so if you have 10, you will need 5 sheets of card stock, and 5 sticker sheets.

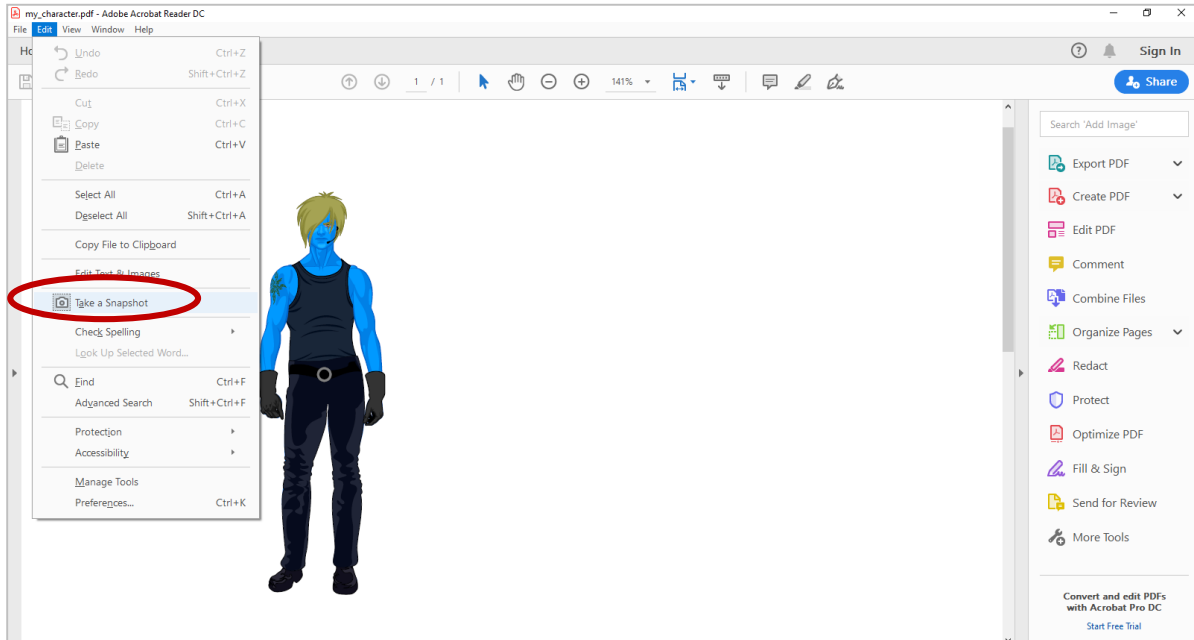
### To format Avatar Progress Stickers:

1. Open the document "Avatar Progress Stickers" and save a copy to work with. This will leave you a blank copy for future sessions. Each page has 20 stickers with colour coded words – ten each, for two participants per page.

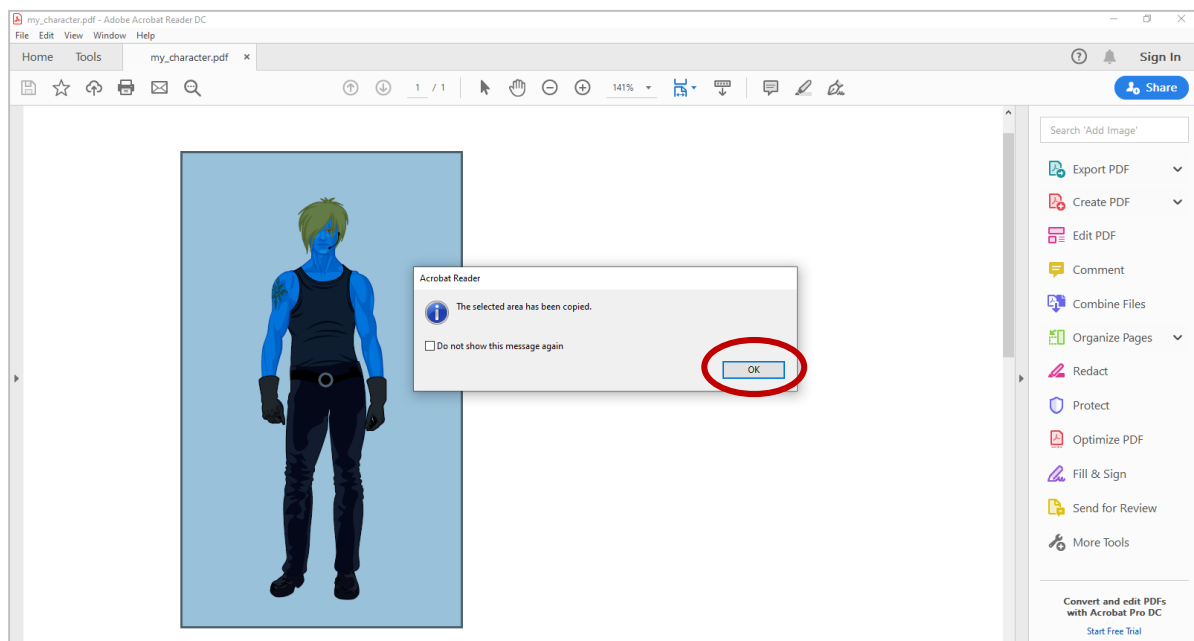


2. Open a participant's Avatar. You may have copies in JPG, PNG or PDF. Details on how to insert the Avatar into the Progress Stickers follows.

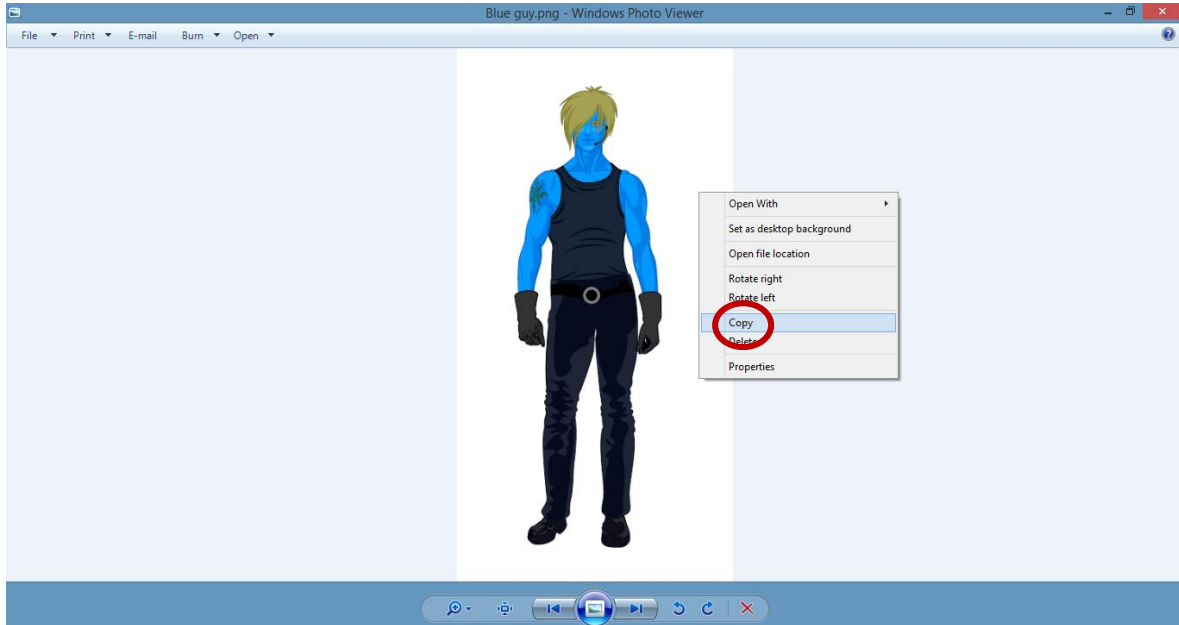
- To insert the Avatar into the Progress Stickers from PDF, you can copy the image from the PDF file by clicking “Edit” and “Take a Snapshot” from the toolbar at the top of Adobe.



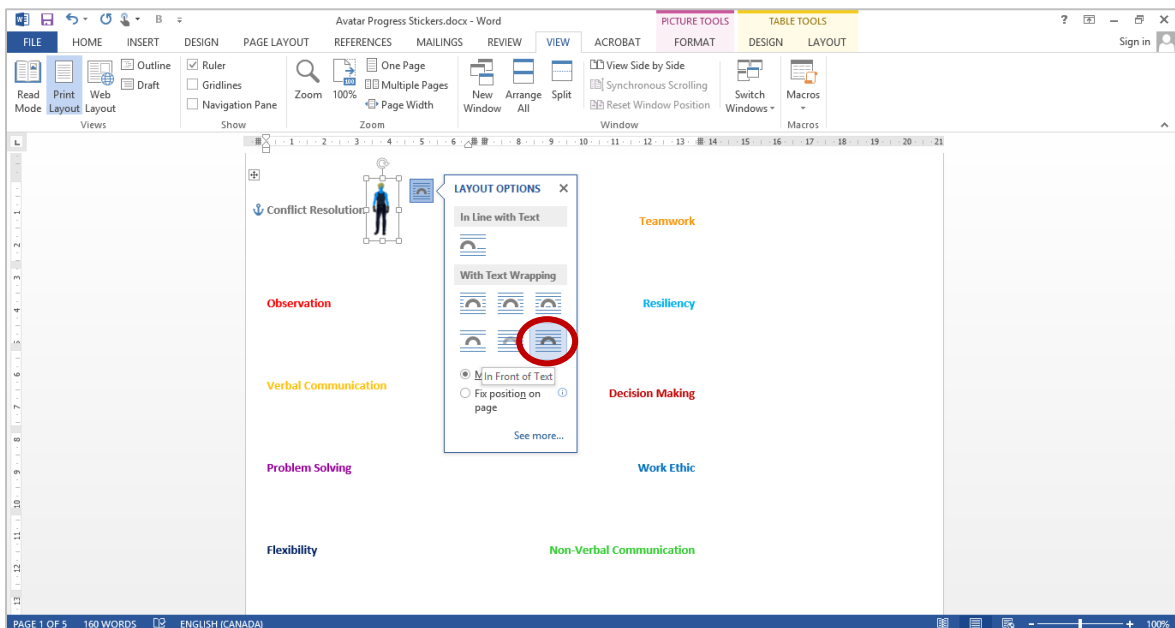
- Highlight the area you want to include in the Character Card, and it will automatically copy that area to the clipboard for you. Click “OK” on the box that appears.



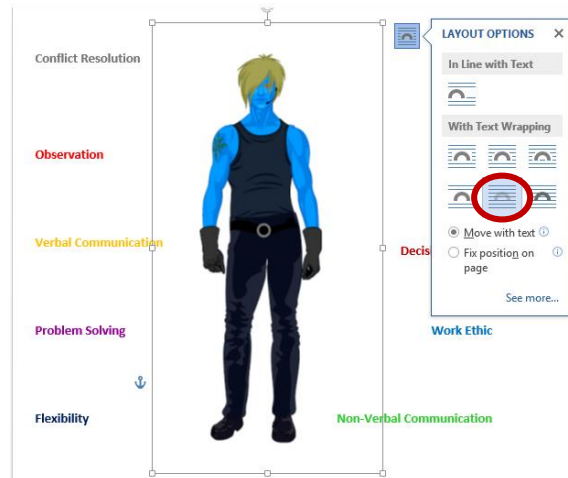
- If you are using an Avatar in JPG or PNG format, open the image and then right click on it. Choose “copy” from the pop-up menu that appears.



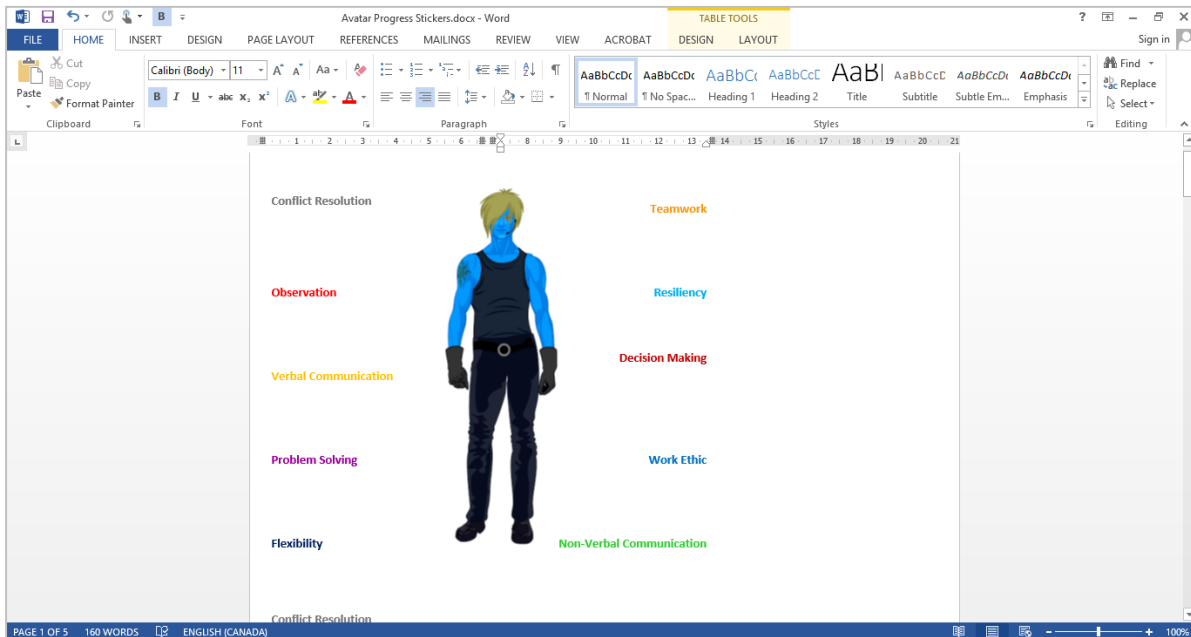
- Regardless of the source (PDF, JPG or PNG) you can then paste the image into the Progress Stickers you have saved for this course. When you paste the image into the sticker document, it will likely land in a sticker cell – you will need to take it out of the cell by right clicking on the image and choosing “in front of text” from the layout options that appear.



- Once you have positioned in in front of the text, enlarge it using the small dots on each of the corners of the image so that part of the image appears in each of the ten Soft Skill stickers. Centre the Avatar in the middle of the ten stickers, and you will notice that some of it covers the name of several of the soft skills. When the Avatar is placed roughly in the middle, right click on it again, and this time choose “Behind Text” in the layout options that appear. The text will now be readable.



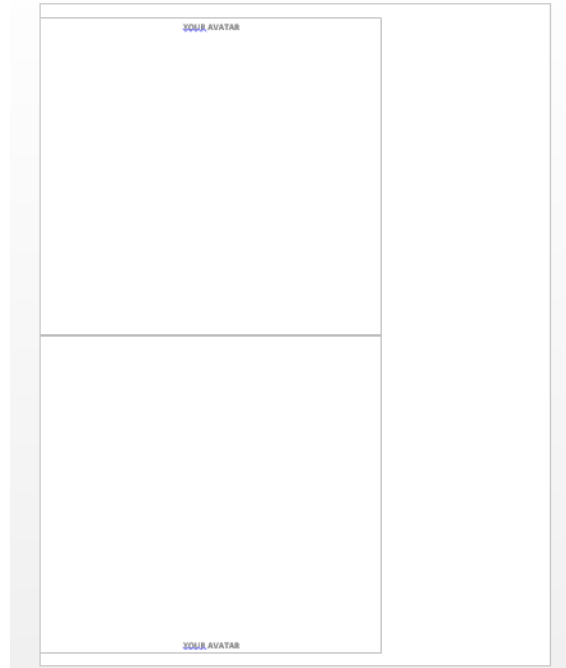
- The completed stickers appear below with a single Avatar. Continue this process with the Avatars that other participants in your class have made until you have one set of stickers for each participant.



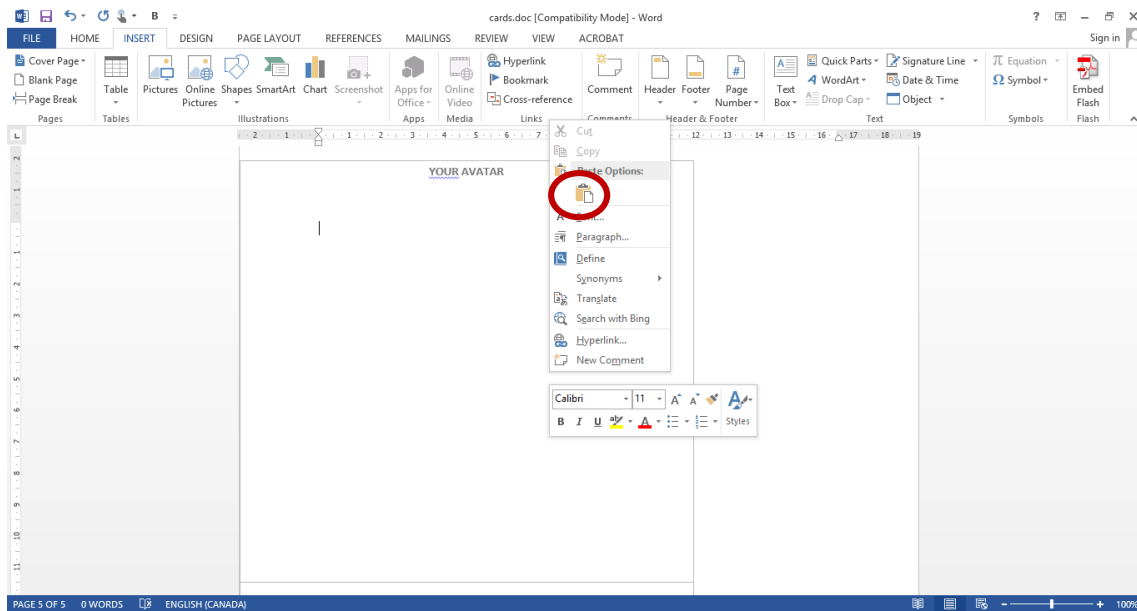
Print these sticker sheets in colour, and set them aside.

### To format Avatar Progress Cards:

1. Open the document “Avatar Progress Cards” and save a copy to work with. This will leave you a blank copy for future sessions. Each page has 2 frames with the title “Your Avatar” (one above the blank space, and one below) so you can create two participants cards per page.

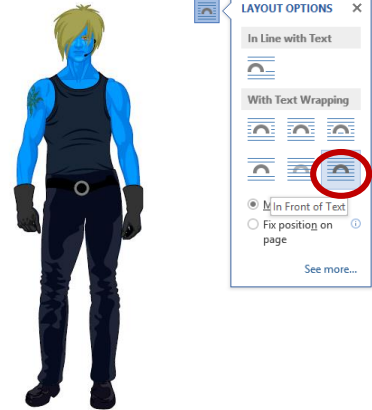


2. Open a participant’s Avatar and copy it exactly as you did with the Avatar Progress Stickers.
3. Right click in the Avatar Progress Cards document for your group, and choose the “Paste” option from the pop up menu that appears.

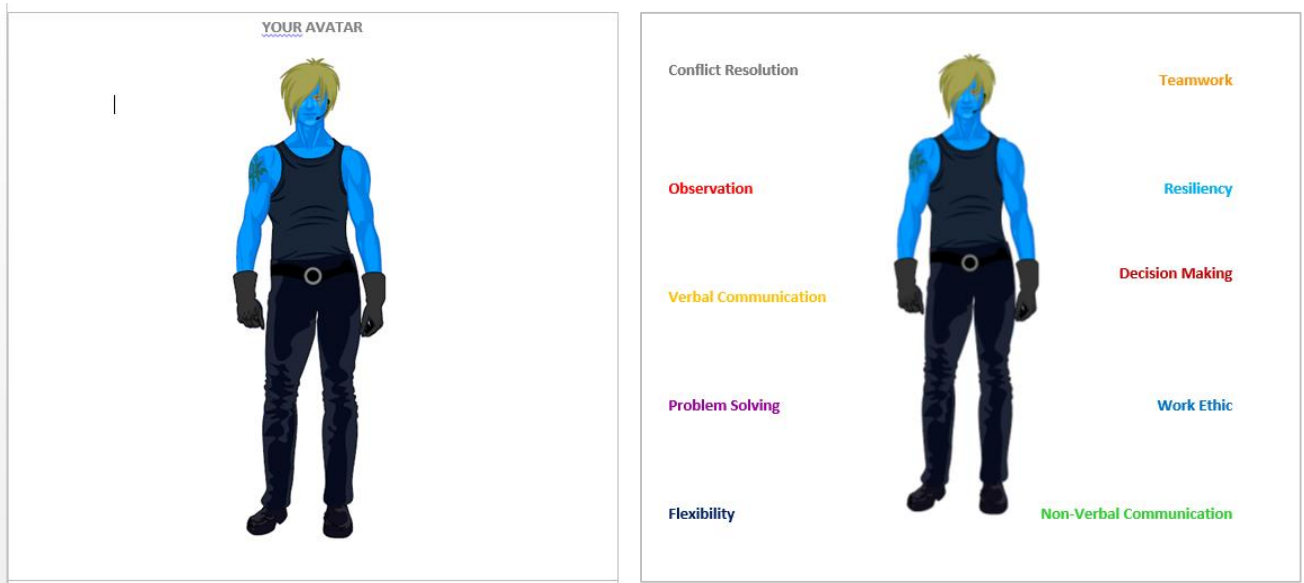


## How To Create Avatar Progress Trackers

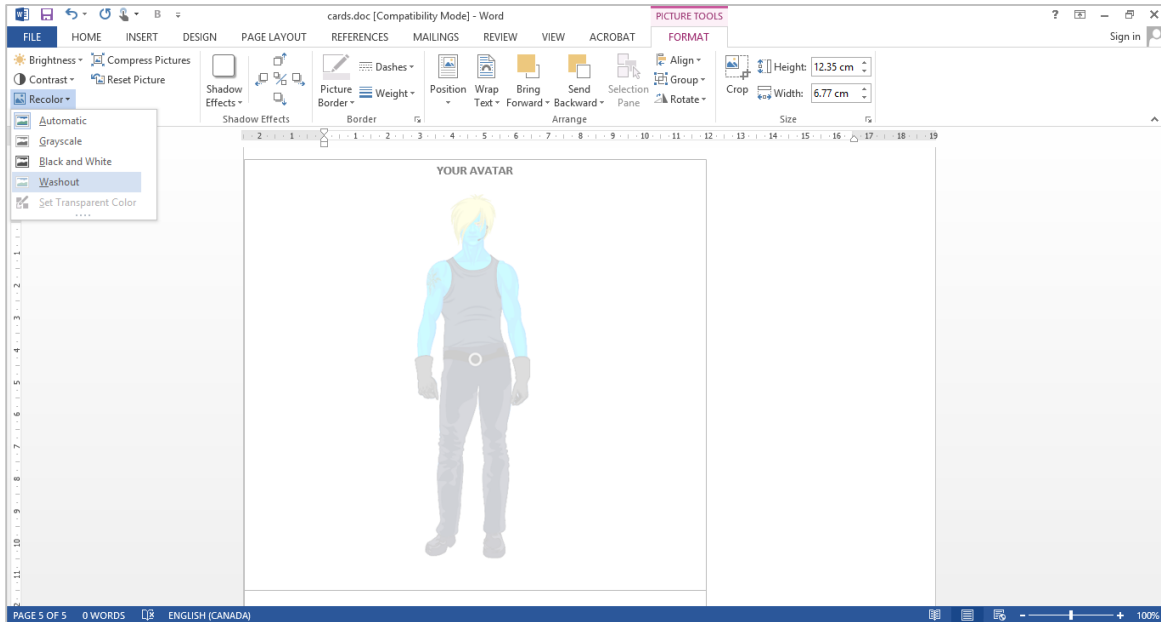
- Right click on the image and choose “in front of text” from the layout options that appear. This allows you to move the Avatar around on the page.



- Adjust the size and location of the Avatar to match the general size and location of the Avatar you pasted into the Progress Stickers.



- Using the tools available on the Picture Tools tab of Microsoft Word, recolour the Avatar so it is washed out. You can do that manually using the lighting tools, by changing it to a watermark, or if your version of word includes it, simply click “Washout.” It is important that the participant can still see their Avatar on the page, although the detail should be difficult to make out clearly.



- Continue this process with the Avatars that other participants in your class have made until you have one set of Progress Cards for each participant. Print them in colour on card stock, and cut each participants card out when they are printed.

Provide these cards to participants, and award them with the sticker that matches the Soft Skills module that they complete in each session. This provides them with an opportunity to see their Avatar come more clearly into focus as the course progresses and their skills grow.

An example of a half-completed Avatar Progress Tracker is shown here, with the “ghosted” image of the Avatar helping guide the participant to where the stickers should be placed.

