Yearbook Publication (2023-2024)

Weekly Activities and Resources

Disclaimer: This doc changes on a daily basis. Check back every day for updates

Deadlines	Internal Deadline	Plant Deadline	Pages due
1st	November	March	TBD
2nd	February	April	TBD
3rd	April (Cover and endsheets DUE!)	May	TBD
4th	May-June	June	TBD
Book Delivered	**August 14, 2021**	**Total pages**	**TBD**
http://www.hjeshare.com/eShare/? code=Orange Lions			

Table of Contents

Last year's Weekly Activities (for instructor use only)

TERM 1

Quarter 1

Welcome: Aug 24, 25

Week 1: Aug 28- Sept 1

Week 2: Sept 5-8

Week 3: Sept 11 -15

Week 4: Sept 18-22

Week 5: Sept 26-29

Week 6: Oct 2-6

Week 7: Oct 9-12

Week 8: Oct 16-20 (End of Quarter 1)

Quarter 2

Week 1: Oct 23-27

Week 2: Oct 30-Nov 3

Week 3: Nov 6-10

Week 4: Nov 13-17

Week 5: Nov 20-21 HAVE A HAPPY THANKSGIVING!!

Week 6: Nov 27-Dec 1

Week 7: Dec 4-8

Week 8: Dec11-15

Week 9: Dec 18-22 (End of Q2)

TERM 2

Quarter 3

Week 1: Jan 8-12

Week 2: Jan 16-19

Week 3: Jan 22-26

Back to → **Table of Contents**

Week 4: Jan 29-Feb 2
Week 5: Feb 5-9
Week 6: Feb 12-16
Week 7: Feb 20-23
Week 8: Feb 26- March 1
Week 9: March 4-8 (End of Q3?)

Quarter 4

Week 1: March 14-18
Week 2: March 18-22
Week 3: April 2-5
Week 4: April 8-12
Week 5: April 15-19
Week 6: April 22-26
Week 7: April 29- May 3
Week 8: May 6-10
Week 9: May 13-17
Week 10: May 20-24
Week 11: May 28- June 1

More Resource Links

Last year's Weekly Activities (for instructor use only)

Back to → **Table of Contents**

TERM 1

Quarter 1

Welcome: *Aug 24, 25*

Overall Objectives:
• **Welcome new and returning YERDS!!** • **Some housekeeping items: Gmail / Google Classroom** • **Volunteers for returning editors to distribute 2023 books during lunch and after school**
Work and assignments for this week:
THURS: ☐ (½ day) WELCOME!! ☐ Join Google Classroom CODE: 6gjlllf ☐ 2023 Yearbook - What do ya think?? **FRI:** ☐ Kahoot survey ☐ Logging in to computers and Gmail ☐ Complete the ***Getting to Know You Survey*** on Google Classroom
Announcements:
Chief Editors: • NINA: Photographer needed for football Teacher Appreciate / football game FRIDAY!! • Please sign up and/or help in some way to distribute the remaining 2023 books

Back to → **Table of Contents**

Week 1: Aug 28- Sept 1

Overall Objectives:

- **Planning and Organization**
  - **Course Expectations**
  - **Service pts and weekly workflow**
  - **Vocabulary Activity**
- **Quality Control:**
  - **Self-Assessments**

Work and assignments for this week: Get new students in GCR

MON:

- ☐ FIRST DAY ICEBREAKER! - FIX/ADD to after review with examples!
- ☐ Finish the ***Getting to Know You Survey*** on Google Classroom if not completed on Friday

GO TO THE ***About the Class*** topic and review:

- ☐ ***Staff Member & Parent Agreement -*** Review
- ☐ ***Attendance and Tardy Policy***

TUES:

- ☐ Finish/share the Icebreaker from yesterday
- ☐ Discuss **HOW TO BE A PRODUCTIVE MEMBER OF THE CLASSROOM COMMUNITY**
  - ☐ Review Course Expectations (grading, units, and major assignments, deadline expectations)
  - ☐ Staff members (new to yearbook) vs. Editors(at least 1 year experience)- Chief Editors below
  - ☐ Quarterly Service Points reviewed
    - ☐ Individual Goals and Weekly Workflow points will reviewed in further detail next week.

WED/THURS:

- ☐ Introduce and complete the Self-Assessment Survey/Essay
  - ☐ **RETURNING STAFF MEMBERS/EDITORS** (ALL EDITORS except Nina and Camryn must complete):
- ☐ Begin the Vocabulary Activity/Scavenger Hunt with another person

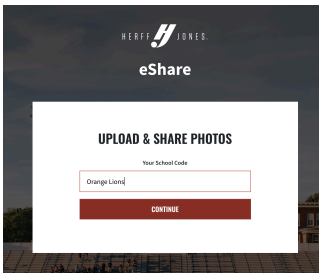
FRI:

- ☐ Discuss the Weekly Citizenship and Workflow requirements and evaluations
- ☐ **NEW STAFF MEMBERS:** Continue to work through the Vocabulary Activity. Shoot for finishing this during the class period.
- ☐ **EDITORS:** Check the Chief Editor Tasks. If you are not a Chief Editor, assist others with the vocab activity or begin to assist in downloading athletic pictures from the Orange Athletics website and getting them loaded to our Yearbook server in their proper folders. BE SURE to use the correct folder naming conventions!!!

Announcements: **DUE ON MONDAY by the END of the DAY:** ***Getting to Know You Survey*** on Google Classroom
MONDAY, Aug 28: Class Meetings: 2nd (9/10) and 3rd(11/12) periods Period 7/8 Block Lunch (L1)

Opportunities for SERVICE POINTS for this week: (LINK TO QUARTERLY REQUIRED SERVICE POINTS)

- ☐ See OHS Club Calendar: Under (Under "Sections" Topic as well) for upcoming club meetings/events
- ☐ See Clubs/Student Life Opportunities (Under "Sections" Topic as well) for upcoming social events or club meetings/events
- ☐ See Sports Signup Doc (Under "Sections" Topic as well) for upcoming sporting events
- ☐ **FRIDAY:** Activity Fair during lunches- Need volunteers to take pictures!
  - ☐ If you helped distribute 2023 yearbooks, you can submit 2 service pts.



ALL STAFF MEMBERS: (NOTE difference between "Class of 20xx" and Yearbook Google Classroom!

1. Download the HJeShare app on your phone or computer and submit at least ONE interesting picture from summer using the app with an interesting QUOTE about the

Back to → **Table of Contents**

picture (remember our Icebreaker Activity!)

2023- 2024 Chief Editors

	PHOTOGRAPHY	PRODUCTIONS	PUBLIC RELATIONS	SECTIONS
CHIEF EDITORS	Nina Despande (period 10)	Avery Wolak (period 10)	Camryn Zucker (period 10)	Carly Friedman (period 2)
Assistants	Maddie Pilloff (period 3)	Noah Zack (period 2)	Laila Bilsky (period 3)	Lauren Insul (period 3)

Week 2: Sept 5-8

Overall Objectives: NO SCHOOL MONDAY

- **Planning and Organization**
  - **Finish Vocabulary Activity**
  - **Start Theme**

Work and assignments for this week:

TUESDAY:

- Finish Vocab Activity or other assigned work (EDITORS can be adding coverage ideas to the "Coverage by Month" and starting their Theme Presentation)
- Review as a class when completed

BLOCK:

Staff Members: We will review the Vocab Activity in class today

Begin Theme instruction

- ☐ **Integrating Theme Video** -> Wed/Thursday

Theme development

- ☐ **Where To Find Inspiration Video** -> block days
  - ☐ Resources on GCR Theme Videos and Resources
- ☐ Begin ***Theme Development Presentation*** with team member
  - ☐ Review requirements and show resources
  - ☐ Recommend watching the **Fonts in Theme Development Video**

FRIDAY:

- ☐ **Visual and Verbal Theme Development Video** ->Friday
- ☐ ***Analyze a Theme*** team assignment on GCR

REMEMBER TO COMPLETE: Weekly Citizenship and Workflow requirements

Announcements: Chief Editor Meeting on Wed directly after school.

Opportunities for SERVICE POINTS for this week:

- ☐ NHS INDUCTION CEREMONY: Wed at 7:30am.
- ☐ Solon Band Show: Sat, 7:00pm.
- ☐ Lionettes Carwash on Sat 10-2
- ☐ See OHS Club Calendar: Under (Under "Sections" Topic as well) for upcoming club meetings/events

---

Back to → **Table of Contents**

- [ ] See Clubs/Student Life Opportunities (Under “Sections” Topic as well) for upcoming social events or club meetings/events
- [ ] See Sports Signup Doc (Under “Sections” Topic as well) for upcoming sporting events

Week 3: Sept 11 -15

Overall Objectives:

- **Planning and Organization**
  - **Theme Presentations**

Work and assignments for this week:

MONDAY: Finish and submit the “Analyze Theme Activity” today (late if not submitted by the end of the period)
Theme development

- [ ] **Where To Find Inspiration Video** -> Monday
  - [ ] Resources on GCR Theme Videos and Resources
- [ ] Begin ***Theme Development Presentation*** with team member
  - [ ] Review requirements and show resources
  - [ ] Recommend watching the **Fonts in Theme Development Video**

FINALIZE your Theme presentation by Friday!!
FRIDAY: THEME PRESENTATIONS!!

Announcements:

Opportunities for SERVICE POINTS for this week:

- [ ] See OHS Club Calendar: Under (Under “Sections” Topic as well) for upcoming club meetings/events
- [ ] See Clubs/Student Life Opportunities (Under “Sections” Topic as well) for upcoming social events or club meetings/events
- [ ] See Sports Signup Doc (Under “Sections” Topic as well) for upcoming sporting events

Back to → **Table of Contents**

Week 4: Sept 18-22

Overall Objectives:

- **Planning and Organization**
  - **Theme**
- **Spread Content**
  - **Photography Composition**

Work and assignments for this week:

MONDAY:
Finish Theme Presentations
TUESDAY:

- ☐ Present and vote for TOP THEME CHOICES from each class
- ☐ Show Herff Jones ***"Making Great Photos"*** video on Tuesday

WED -THURSDAY:
Begin Photography Unit:

- ☐ Photo Composition (Herff Jones videos #1- #2)
- ☐ Review the "Cropping Photos" powerpoint
- ☐ Introduce ***Photo Composition Activity*** (INDIVIDUAL!!)

FRIDAY: Discuss the chosen theme and review

- ☐ Add more ideas to the Theme Development Brainstorming Doc ← HERE and on GCR under "Theme Development"
- ☐ Add to the Coverage by Months doc

WITH TIME:

- ☐ Demo how to log into yearbook photos server and photo organization and "BEST" Folder

Announcements: **TUESDAY, 9/19 is Underclass Picture Day!!! SENIORS can get retakes or head shots for yearbook only.**

Opportunities for SERVICE POINTS for this week:

- ☐ Contribute to gathering info on the fall sports →THIS SPREADSHEET (also on google classroom under "Sections" topic- Athletics) and record EVERY competition/game in the spreadsheet, along with seniors and other information.
- ☐ Contribute to gathering info on the Clubs and Student Life Photo Sign Ups (also on google classroom under "Sections" topic under Clubs and Organizations) and add club meetings (check announcements!)
- ☐ See OHS Club Calendar: Under (Under "Sections" Topic as well) for upcoming club meetings/events
- ☐ See Clubs/Student Life Opportunities (Under "Sections" Topic as well) for upcoming social events or club meetings/events
- ☐ See Sports Signup Doc (Under "Sections" Topic as well) for upcoming sporting events

Back to → **Table of Contents**

Week 5: Sept 26-29

Overall Objectives: Scavenger Hunt this week… check the weather!

- **NO SCHOOL MONDAY**

Work and assignments for this week:

- ☐ Camera Basics- ppt
- ☐ Show camera settings videos- experiment with the camera and settings with one other team member
  - ☐ Distribute "***Camera Settings CHEAT SHEET***" as a resource
- ☐ Begin the ***Fall Photography Scavenger Hunt*** assignment during block days (weather permitting)
- ☐ Friday we will be organizing and editing the pictures from our teams

Announcements: Homecoming, Pep Rally, etc..

TUESDAY: NEED PHOTOGRAPHER (Sign up on Sheets below!): We will be having an author come next Tuesday 9/26 during 9th period. Following her presentation will be a small reception with the OHS Outlook and Writing Club students.
FRIDAY: Pep Rally PHOTOGRAPHERS (Sign up on Sheets below!)
HOMECOMING GAME and DANCE: Who wants to bring a camera? (Sign up on Sheets below!)

Opportunities for SERVICE POINTS for this week:

- ☐ Contribute to gathering info on the fall sports →THIS SPREADSHEET (also on google classroom under "Sections" topic- Athletics) and record EVERY competition/game in the spreadsheet, along with seniors and other information.
- ☐ Contribute to gathering info on the Clubs and Student Life Photo Sign Ups (also on google classroom under "Sections" topic under Clubs and Organizations) and add club meetings (check announcements!)
- ☐ See OHS Club Calendar: Under (Under "Sections" Topic as well) for upcoming club meetings/events
- ☐ See Clubs/Student Life Opportunities (Under "Sections" Topic as well) for upcoming social events or club meetings/events
- ☐ See Sports Signup Doc (Under "Sections" Topic as well) for upcoming sporting events

ALL STAFF MEMBERS:

- ☐ Spirit Week Pictures (ONE PER DAY, loaded and tagged properly in eShare /eDesign and saved as your "**Favorite**")
- ☐ Get different groups of people EACH day.



PM Assembly Bell Schedule

Period	Time	Minutes
1	7:30-8:20	50
2	8:24-9:14	50
3	9:18-10:08	50
4	10:12-10:42	30
5	10:46-10:51	5
6	10:55-11:25	30
7	11:29-11:34	5
8	11:38-12:08	30
9	12:12:12-55	43
10	12:59-1:41	42
PR	1:45-2:25	40

Back to → **Table of Contents**

Week 6: Oct 2-6

Overall Objectives:

- **Planning and Organization**
  - **Service pts and goals**
  - **Theme Development/Brainstorming**
  - **Photo organization**

Work and assignments for this week:

MONDAY- TUESDAY:

- ☐ Finish the Scavenger Hunt Activity
  - ☐ Best Scavenger Hunt pic competition: Select your VERY BEST PICTURE of the day.
  - ☐ Make a copy into the "BEST" folder of the Scavenger Hunt Activity.
  - ☐ Make an ACADEMIC folder with date of pic, and organize some of your pics into this on the Yearbook Server.

BLOCK:

- ☐ Finish ALL Scavenger Hunt Activities- DUE BY THE END OF BLOCK!
- ☐ Review loading and tagging images in eDesign (Photo Organization and Tagging on GCR)
  EDITORS: Help the new staff members get into eDesign and load and tag pictures!!!

FRIDAY:

- ☐ **Review SALES:** Push the sale of the yearbook to your friends- not too early! We will do a sales campaign in late October/ Early November - yearbookordercenter.com
  - ☐ Buy your yearbook using the promo code: *last name, followed by firstName initial followed by last 2 digits of your student number*
    - ☐ EXAMPLE: Erin Cingel with student number 987654321 my promo code would be CINGELE21
- ☐ Work on "BEST" folders rest of period- creating, then loading and tagging pictures!!
- ☐ Complete "Weekly Summary" and "Weekly Workflow"
- ☐ BE SURE TO RECORD/UPDATE SERVICE PTS, and SUBMIT when you think you have 10.

HOMEWORK: Bring a summer picture that you can write a caption for!!! This may have been one that you already loaded to eshare for the first week Icebreaker Activity, or it may be a new one.

Announcements: We only have 3 more weeks of QUARTER 1! I will update your Quarterly Required Service Pts this week so you know where you stand for the end of the quarter. All points MUST be recorded in the Google Form by Tuesday, Oct 17th at 3:00pm. The form will CLOSE the next day, Wed morning!

CHIEF EDITOR MEETING ON THURSDAY, OCT 5TH AT 2:30.

Opportunities for SERVICE POINTS for this week:

- ☐ Contribute to gathering info on the fall sports →THIS SPREADSHEET (also on google classroom under "Sections" topic- Athletics) and record EVERY competition/game in the spreadsheet, along with seniors and other information.
- ☐ Contribute to gathering info on the Clubs and Student Life Photo Sign Ups (also on google classroom under "Sections" topic under Clubs and Organizations) and add club meetings (check announcements!)
- ☐ See OHS Club Calendar: Under (Under "Sections" Topic as well) for upcoming club meetings/events
- ☐ See Clubs/Student Life Opportunities (Under "Sections" Topic as well) for upcoming social events or club meetings/events
- ☐ See Sports Signup Doc (Under "Sections" Topic as well) for upcoming sporting events

ALL STAFF MEMBERS: (2 service pts per "BEST" folder)

- ☐ Create "BEST" folders for EACH event, class, club, etc.. and COPY the best pictures from that event into the folder.
- ☐ To get service points credit, you MUST document in the required form which folder you organized, and the pictures must all be high quality, good photo composition!!!

Back to → **Table of Contents**

Week 7: Oct 9-12

Overall Objectives:

- **NO BLOCK THIS WEEK**
- **NO SCHOOL WEDNESDAY AND FRIDAY**

Work and assignments for this week:

- [ ] Update Chrome and clear browsing data
- [ ] Review Business Ad Sales in Google Classroom
- [ ] EDESIGN OVERVIEW ***: Using the Image Library*** (demos in class the last several weeks)
- [ ] Show images transferred from ESHARE. Tag those you added!!
- [ ] Add ideas to the "Coverage by Month" doc on "Mod Coverage and Planning" assignment
- [ ] SPREAD ASSIGNMENTS COMING SOON…. I will interview each of you to see what you prefer to do

HOMEWORK: Bring a summer picture that you can write a caption for!!! This may have been one that you already loaded to eshare for the first week Icebreaker Activity, or it may be a new one.

TUESDAY and THURSDAY:

- [ ] Captions Writing Activity (Formative): Summer picture
  - [ ] Writing Resources on Google Classroom
  - [ ] Grammarly on the computers
  - [ ] Active vs. Passive voice test (and other Writing Resources)
- [ ] Captions FALL sign-up (Refer to your Spread Assignments)

Announcements: Buy your yearbook using the promo code: *last name, followed by firstName initial followed by last 2 digits of your student number*

- [ ] EXAMPLE: Erin Cingel with student number 987654321 my promo code would be CINGELE21

Denmark visitors!! If you are hosting a Dane, BE SURE TO TAKE LOTS OF GOOD PICS of the FUN THINGS you are doing!!

Opportunities for SERVICE POINTS for this week:

- [ ] Contribute to gathering info on the fall sports →THIS SPREADSHEET (also on google classroom under "Sections" topic- Athletics) and record EVERY competition/game in the spreadsheet, along with seniors and other information.
- [ ] Contribute to gathering info on the Clubs and Student Life Photo Sign Ups (also on google classroom under "Sections" topic under Clubs and Organizations) and add club meetings (check announcements!)
- [ ] See OHS Club Calendar: Under (Under "Sections" Topic as well) for upcoming club meetings/events
- [ ] See Clubs/Student Life Opportunities (Under "Sections" Topic as well) for upcoming social events or club meetings/events
- [ ] See Sports Signup Doc (Under "Sections" Topic as well) for upcoming sporting events

ALL STAFF MEMBERS: (2 service pts per "BEST" folder)

- [ ] Create "BEST" folders for EACH event, class, club, etc.. and COPY the best pictures from that event into the folder.
- [ ] To get service points credit, you MUST document in the required form which folder you organized, and the pictures

Back to → **Table of Contents**

Week 8: Oct 16-20 (End of Quarter 1)

Overall Objectives:

- **Content Development**
  - **Mods and Alternative Coverage**

Work and assignments for this week:
SUMMER CAPTION ASSIGNMENT IS DUE ON MONDAY AT THE END OF CLASS!!

MONDAY:

- ☐ Show how to see spread assignments in eDesign
- ☐ Introduce Caption Writing Assignment (Summative) that will be **due Friday, NOV 17th**.
  - ☐ DO NOT wait until the last minute to start this!!

THIS WEEK: We will begin to brainstorm content for our spreads

- ☐ Review ***"Alternative Coverage"*** presentation under "***Weekly Activities and Resources"*** Topic→ Content Creator and Other Survey Ideas on Google Classroom
- ☐ Review Mod Ideas and Content Creator
- ☐ Add ideas to the "Coverage by Month" doc
- ☐ Complete the Spread Planning and Mod Coverage Form on the ***"Coverage Ideas Planning"*** assignment

Announcements: ALL SERVICE POINTS ARE DUE SUBMITTED IN THE FORM BY THE END OF THE DAY TUESDAY!!

Opportunities for SERVICE POINTS for this week:

- ☐ Contribute to gathering info on the fall sports →THIS SPREADSHEET (also on google classroom under "Sections" topic- Athletics) and record EVERY competition/game in the spreadsheet, along with seniors and other information.
- ☐ Contribute to gathering info on the Clubs and Student Life Photo Sign Ups (also on google classroom under "Sections" topic under Clubs and Organizations) and add club meetings (check announcements!)
- ☐ See OHS Club Calendar: Under (Under "Sections" Topic as well) for upcoming club meetings/events
- ☐ See Clubs/Student Life Opportunities (Under "Sections" Topic as well) for upcoming social events or club meetings/events
- ☐ See Sports Signup Doc (Under "Sections" Topic as well) for upcoming sporting events

ALL STAFF MEMBERS: (2 service pts per "BEST" folder)

- ☐ Create "BEST" folders for EACH event, class, club, etc.. and COPY the best pictures from that event into the folder.
- ☐ To get service points credit, you MUST document in the required form which folder you organized, and the pictures

Back to → **Table of Contents**

Quarter 2

Week 1: Oct 23-27

Overall Objectives:

- **Layout and Design**
  - **Edesign Tutorials**
- **Content Development**
  - **Fall Captions**
  - **Mods and Alternative Coverage**

Work and assignments for this week: Revisit SUMMATIVE FALL CAPTION ASSIGNMENT- SIGN UP

EDESIGN OVERVIEW***: Using the Image Library*** (demos in class the last several weeks)

BLOCK: 45 minutes to work on Fall Caption Assignment
Friday: REVIEW MOD IDEAS and MOD Assignment

BEGIN EDESIGN INSTRUCTION:
EDESIGN OVERVIEW ***: Using the Image Library*** (demos in class the last several weeks)
Continue to add ideas to the "Coverage by Month" doc on "Mod Coverage and Planning" assignment

- ☐ Start eDesign Tutorials (assign each staff member to a spread to practice).
  - ☐ **Lesson 1: *Navigating your Book***
    - ☐ Tour of eDesign
    - ☐ The Three Book Views (demo)

    STOP (complete the first part of the "Navigating your Book" module)
    - ☐ Using eDesign in Multiple Tabs
    - ☐ Jump to Page
    - ☐ Filtering the Ladder

    STOP (complete the second part of the "Navigating your Book" module)
    - ☐ Opening, Closing and Saving Pages (demo)
    - ☐ Why Pages are Locked and How to Unlock Them (demo)
    - ☐ Using Practice Pages (demo)

  - ☐ **Lesson 2: *Working in Page Design***
    - ☐ Touring the Workspace(Show video)
    - ☐ Understanding the Design Area (Show video)
    - ☐ Workspace Controls (demo)
    - ☐ Zooming and Navigating(demo)
    - ☐ Using Sticky Notes (Show video)
      - ☐ Add one to someone else's page
      - ☐ Replied to a note and checked "Completed"
    - ☐ Preview Panel in Page Design(demo)
    - ☐ Name Tag Overlay(demo)
      - ☐ Add 3 pictures on your spread. Click the Name Tag Overlay. Now click on the tag and see how you can check the tags or add them from here.

FRIDAY:
- Finish Demos for Lesson 2
- Weekly Workflow Summary and Spreadsheet
- Mod Ideas- PIN THEM DOWN
- Finish Caption

Back to → **Table of Contents**

- Practice Spreads

Announcements: Sales Goal Update!! Keep up the GREAT WORK!

Opportunities for SERVICE POINTS for this week:

- ☐ Contribute to gathering info on the fall sports →THIS SPREADSHEET (also on google classroom under "Sections" topic- Athletics) and record EVERY competition/game in the spreadsheet, along with seniors and other information.
- ☐ Contribute to gathering info on the Clubs and Student Life Photo Sign Ups (also on google classroom under "Sections" topic under Clubs and Organizations) and add club meetings (check announcements!)
- ☐ See OHS Club Calendar: Under (Under "Sections" Topic as well) for upcoming club meetings/events
- ☐ See Clubs/Student Life Opportunities (Under "Sections" Topic as well) for upcoming social events or club meetings/events
- ☐ See Sports Signup Doc (Under "Sections" Topic as well) for upcoming sporting events

ALL STAFF MEMBERS: (2 service pts per "BEST" folder)

- ☐ Create "BEST" folders for EACH event, class, club, etc.. and COPY the best pictures from that event into the folder.
- ☐ To get service points credit, you MUST document in the required form which folder you organized, and the pictures

Week 2: Oct 30-Nov 3

Overall Objectives:

- **Layout and Design**
  - **Edesign Tutorials**
- **Content Development**
  - **Fall Captions**
  - **Mods and Alternative Coverage**

Work and assignments for this week: COVERAGE IDEAS PLANNING (MOD) DUE BY THE END OF THE PERIOD!

- **PHOTOGRAPHY TOPIC: EDESIGN TAGGING TEST (BE READY!)->> VISIT THIS DOC FOR YOUR ACADEMIC PHOTO ASSIGNMENT**
- **SALES TOPIC-** New "Sales Push" spreadsheet is posted of non-buyers. Sign up and promote before Nov 30th!

☐ **Lesson 3:** ***Working with Objects*** (Add module on spread)

- ☐ Using the Shape Tools(demo)
- ☐ Stroke, Fill and Corner Radius (demo)

STOP (complete the first part of the "Working with Objects" module)

- ☐ Working with Colors (show video) RBG, CMYK, HEX (canva): More on this later
- ☐ Flipping Objects
- ☐ Rotating Objects (show videos)

STOP (complete the second part of the "Working with Objects" module)

- ☐ Bring Forward and Send Backward (show video)
- ☐ Grouping Objects (show video)
- ☐ Locking Objects (demo)

STOP (complete the third part of the "Working with Objects" module)

- ☐ Aligning Objects (show video)
- ☐ Apply Spacing to Objects (show video)
- ☐ Quick Copy (show video)

Back to → **Table of Contents**

- [ ] Transparency and Drop Shadow (show video)

STOP (complete the fourth part of the "Working with Objects" module)

- [ ] **Lesson 4: *Working with Images*** (Add module on spread)
  - [ ] Upload in Page Design (already demo'ed)
  - [ ] Find My Image (already demo'ed)
  - [ ] Favorite Images (already demo'ed)
  - [ ] Swap Image Command (show video)
  - [ ] Placing and Removing Images (demo)
  - [ ] Cropping Images (show video)
  - [ ] Layering Images
  - [ ] Image Resolution Warning (demo)
  - [ ] Tag Faces (already demo'ed)

STOP (complete the "Working with Images" module)

- [ ] **Lesson 5: *Working with Text*** (Add module on spread)
  - [ ] Entering and Formatting Text (show video)
  - [ ] Caption Builder (show video)
  - [ ] Overset Text (demo)
  - [ ] Using Spell Check (show video- RED vs BLUE underlines!)
  - [ ] Using Name Check (show video- RED vs BLUE underlines!)
  - [ ] Applying Character Styles (demo)
  - [ ] Text Frame Fill and Stroke (demo)
  - [ ] Formatting Multiple Text Frames (SHIFT -CLICK, again!)
  - [ ] Multi-Column Text Frames (later)

Announcements: EVERYONE GET HALLOWEEN PICTURES!!!! ON YOUR PHONE OR CHECK OUT OUR CAMERAS!

SALES UPDATE: 102/350 books (Need 175 by Winter Break)

- New "Sales Push" spreadsheet is posted of non-buyers. Sign up and promote before Nov 30th!
- The FIRST SALE deadline is Jan 30th, so we need 70 books between now and the end of Quarter 2

Opportunities for REQUIRED SERVICE POINTS:

Get 1 Halloween picture, loaded and tagged in eDesign (or sent to eshare) for 2 REQUIRED SERVICE PTS!!

Don't forget to fill out the form!

- Load up pics of DIFFERENT people (must be tagged with keyword: "Halloween" to receive credit)

Opportunities for SERVICE POINTS for this week:

- [ ] When do winter sports start???
- [ ] Contribute to gathering info on the Clubs and Student Life Photo Sign Ups (also on google classroom under "Sections" topic under Clubs and Organizations) and add club meetings (check announcements!)
- [ ] See OHS Club Calendar: Under (Under "Sections" Topic as well) for upcoming club meetings/events
- [ ] See Clubs/Student Life Opportunities (Under "Sections" Topic as well) for upcoming social events or club meetings/events

ALL STAFF MEMBERS: (2 service pts per "BEST" folder)

- [ ] Create "BEST" folders for EACH event, class, club, etc.. and COPY the best pictures from that event into the folder.
- [ ] To get service points credit, you MUST document in the required form which folder you organized, and the pictures

Back to → **Table of Contents**

Week 3: Nov 6-10

Overall Objectives:

- **Layout and Design**
  - **Edesign Tutorials**
- **Content Development**
  - **Fall Captions**
  - **Mods and Alternative Coverage**

Work and assignments for this week:Academic Pic assignment DUE on BLOCK DAY!

MONDAY:

- [ ] Review eDesign tutorials and revision history
- [ ] Continue to work on finalizing and submitting ***Fall Captions Assignment***

TUESDAY:

- [ ] How to create Group IDs and review Styles and alignments
- [ ] Introduction to Canva
- [ ] Use rest of period to finalize ***Fall Captions Assignment***

WED/THURS:

- [ ] Edesign TEST (online and tagging test)
- [ ] Use rest of period to finalize ***Fall Captions Assignment***

FRIDAY:

- [ ] Review eDesign test (Make ups is absent on block).
- [ ] Exploring the canva space
- [ ] **WORKING WITH CANVA**
  - [ ] Accessing Canva
  - [ ] Background Image from Canva
  - [ ] Placing Images in Shapes Using Canva (show)
  - [ ] New Graphics and Art from Canva
  - [ ] Infographics Using Canva (show)
  - [ ] Text and Graphics Using Canva
  - [ ] Color Splash Effect (show)
  - [ ] Applying Filters and Effects in Canva (show)
  - [ ] Canva Tips: Canva's Templates
  - [ ] Canva: Cutout Craziness (show)
  - [ ] Canva: Cutouts and Frames (show)
  - [ ] Canva: Glow Effect on Text
  - [ ] Canva: Duotones in Canva (show)

Announcements:

Opportunities for SERVICE POINTS for this week:

- [ ] See Sports Signup Doc (Under "Sections" Topic as well) for upcoming sporting events
- [ ] Contribute to gathering info on the Clubs and Student Life Photo Sign Ups (also on google classroom under "Sections" topic under Clubs and Organizations) and add club meetings (check announcements!)
- [ ] See OHS Club Calendar: Under (Under "Sections" Topic as well) for upcoming club meetings/events
- [ ] See Clubs/Student Life Opportunities (Under "Sections" Topic as well) for upcoming social events or club meetings/events

Back to → **Table of Contents**

ALL STAFF MEMBERS: (2 service pts per "BEST" folder)

- [ ] Create "BEST" folders for EACH event, class, club, etc.. and COPY the best pictures from that event into the folder.
- [ ] To get service points credit, you MUST document in the required form which folder you organized, and the pictures

Week 4: Nov 13-17

Overall Objectives:

- **Deadline Goals Doc**
- **Canva Cutouts**

Work and assignments for this week: Starting MODS and DESIGN

MONDAY:

- [ ] Review eDesign and tagging test
- [ ] Review the DEADLINE ASSIGNMENTS and MOD ASSIGNMENTS on the Weekly Workflow Doc. This will be our work for the next 2 weeks (this week and week after Thanksgiving). Everyone will receive a Deadline Assignments Grade at the end of each week based upon the work that was accomplished.
- [ ] Exploring the canva space (small tutorials each day)
- [ ] **WORKING WITH CANVA**
  - [ ] Accessing Canva
  - [ ] Background Remover in Canva (demo)
- [ ] CAPTIONS ARE DUE TOMORROW. IF YOU ARE NOT COMPLETE THIS MUST BE YOUR PRIORITY.

TUESDAY- FRIDAY:

- [ ] Finish Deadline #1 Work- Help peer review pages that are complete. Formal Peer Review will be week after Thanksgiving

FRIDAY:

- [ ] Don't forget to complete your Weekly Summary and Deadline #1 Status update

Announcements:

Opportunities for SERVICE POINTS for this week:

- [ ] Visit the QUOTES NEEDS SHEET on the Weekly Workflow Doc- sign up for a quote and put it in the sheet when you get it (+3 pts). IF the quote requires a pic we don't already have, get the pic, load and tag to edesign for another +2 pts!
- [ ] Contribute to gathering info on the Clubs and Student Life Photo Sign Ups (also on google classroom under "Sections" topic under Clubs and Organizations) and add club meetings (check announcements!)
- [ ] See OHS Club Calendar: Under (Under "Sections" Topic as well) for upcoming club meetings/events
- [ ] See Clubs/Student Life Opportunities (Under "Sections" Topic as well) for upcoming social events or club meetings/events

ALL STAFF MEMBERS: (2 service pts per "BEST" folder)

- [ ] Create "BEST" folders for EACH event, class, club, etc.. and COPY the best pictures from that event into the folder.
- [ ] To get service points credit, you MUST document in the required form which folder you organized, and the pictures

Back to → **Table of Contents**

Week 5: *Nov 20-21* **HAVE A HAPPY THANKSGIVING!!**

Week 6: *Nov 27-Dec 1*

Overall Objectives:

- **Quality Control (peer reviews practice)**

Work and assignments for this week: WELCOME BACK!!

MONDAY:

- ☐ **Staff members:** Getting ready to Peer Review (Can you find the differences between the 2 photos- People Magazine Activity)
- ☐ **Editors:** See pages you will be responsible for fixing after the peer reviews. Make NEW hi-resolution pdfs and replace the copies in the Deadlines folder on Yearbook.

TUESDAY:

Staff Members: Begin the Peer Review Activites

Editors: While we are going through the Peer Reviewing Activites, you need to finish any pages that you are responsible for and get templates made for Winter. See your assignments for the next deadline.

BLOCK: Finish Peer Review Activities

Work on Peer Reviewing an assigned spread.

Friday: Winter Assignments- filter the ladder by your name. Review your assignment for the next big deadline. Sign up for the following below based upon your spread assignment

- Sign up for Winter Captions Activity
- Sign up for a Mod for your spread

Announcements:

Opportunities for SERVICE POINTS for this week:

- ☐ Contribute to gathering info on the Clubs and Student Life Photo Sign Ups (also on google classroom under "Sections" topic under Clubs and Organizations) and add club meetings (check announcements!)
- ☐ See OHS Club Calendar: Under (Under "Sections" Topic as well) for upcoming club meetings/events
- ☐ See Clubs/Student Life Opportunities (Under "Sections" Topic as well) for upcoming social events or club meetings/events

ALL STAFF MEMBERS: (2 service pts per "BEST" folder)

- ☐ Create "BEST" folders for EACH event, class, club, etc.. and COPY the best pictures from that event into the folder.
- ☐ To get service points credit, you MUST document in the required form which folder you organized, and the pictures

---

Back to → **Table of Contents**

Week 7: Dec 4-8

Overall Objectives:

- **Quality Control (peer reviews practice)**
- **Layout and Design (Canva and mods)**

Work and assignments for this week:

MONDAY:

- [ ] Finish reviewing the Peer Reviews Practice
- [ ] Move to reviewing a CURRENT spread with a partner
- [ ] Join Canva 2024 Yearbook Class on Google Stream

TUESDAY:

- [ ] **REVISIT:** Coverage by Month (ADD TO THE WINTER ACTIVITIES!)
- [ ] **LET'STAKE A MOMENT TO GET A HANDLE ON YOUR SERVICE PTS….**
- [ ] Winter Assignments
  - [ ] Sign up for Winter Caption Assignment
  - [ ] Preview Mods Assignment (Don't sign up yet)

BLOCK:

- [ ] Designing with CRAP presentation and activity
- [ ] Design Principles Activity - 2 REQUIRED Service points for doing this activity AND sharing your results with the class

FRIDAY:

- [ ] REVIEW: Mod Ideas for each Section
- [ ] **Discuss the MIDTERM! (10% of your overall yearly grade)**
- [ ] **START WORKING WITH CANVA with time**
  - [ ] Accessing Canva (Demo)
  - [ ] Background Image from Canva
  - [ ] Placing Images in Shapes Using Canva (show)
  - [ ] New Graphics and Art from Canva (Demo)
  - [ ] Infographics Using Canva (show)
  - [ ] Text and Graphics Using Canva
  - [ ] Color Splash Effect (show)
  - [ ] Applying Filters and Effects in Canva (show)
  - [ ] Canva Tips: Canva's Templates
  - [ ] Canva: Cutouts and Frames (show)
  - [ ] Canva: Glow Effect on Text

Announcements: CHIEF EDITORS: Remember we have the COVER design meeting THIS WED starting promptly at 2:45!!! We will finalize our cover with the Herff Jones graphic artisit.

Opportunities for SERVICE POINTS for this week:

- [ ] To get service points credit, you MUST document in the required form which folder you organized, and the picturesSee Sports Signup Doc (Under "Sections" Topic as well) for upcoming sporting events
- [ ] Contribute to gathering info on the Clubs and Student Life Photo Sign Ups (also on google classroom under "Sections" topic under Clubs and Organizations) and add club meetings (check announcements!)

Back to → **Table of Contents**

- [x] ~~TUESDAY, DEC 5th: Winter Choir Concert (Eve and Ellie)~~
- [ ] WEDNESDAY, DEC 6th: NHS Card Making 2:40pm (Lucas)
- [ ] WEDNESDAY, DEC 6th: Book Buddies (Morgyn)
- [ ] THURS, DEC 7th: ASL 2:30pm (Noah)
- [ ] TUESDAY, DEC 12th: Winter Band/Orchestra Concert (Feray)
- [ ] WEDNESDAY, DEC 13th: Kwanzaa Celebration 8:00am (?)
- [ ] FRIDAY, DEC 15th: Multicultural Celebration 2:30-? (?)
- [ ] MONDAY, DEC 18th: Coco and Cram 2:30-5:00(?)
- [ ] EXAM WEEK: Key Club Food Drive - Day TBD (?)
- [ ] NEXT WEEK IS SPIRIT WEEK!!!! (spirit club) EVERYONE need to PLAN TO GET PICS FOR YOUR MIDTERM!

- [ ] See OHS Club Calendar: Under (Under “Sections” Topic as well) for upcoming club meetings/events
- [ ] See Clubs/Student Life Opportunities (Under “Sections” Topic as well) for upcoming social events or club meetings/events

ALL STAFF MEMBERS: (2 service pts per “BEST” folder)

- [ ] Create “BEST” folders for EACH event, class, club, etc.. and COPY the best pictures from that event into the folder.

https://www.youtube.com/watch?v=36SIUe_mOZU&list=PLATYfhN6gQz_Ld8g6_bwHdX9bmO7djGZN
https://www.canva.com/learn/how-to-make-an-infographic/

Back to → **Table of Contents**

Week 8: Dec11-15

Overall Objectives:

- **Planning and Organization**
- **Content**

Work and assignments for this week:

MONDAY:

- [ ] Review mod and caption assignments with EVERYONE
- [ ] CANVA DEMO: How to find a graphic in elements and resize in eDesign (part of midterm)

TUESDAY- BLOCK:

- [ ] Sports people:
  - [ ] Load and tag the Senior Headshots- get them placed in the spread in ALPHA order by LAST NAME
  - [ ] Load and tag the Team Pics
  - [ ] Add the coaches names to the Master List
- [ ] Clubs and Academics people
  - [ ] Start to make BEST folders for the pics we currently have of any clubs or academics
  - [ ] With time, load and tag the best pics
- [ ] Portraits People:
  - [ ] Check all names against portraits to identify “Not pictured”
  - [ ] List the “not pictured” at the end of the portraits section
- [ ] Student Life people
  - [ ] Plan out your spreads and work on your mods

ALL STAFF and EDITORS:

- [ ] Continue to work on the MOD PLANNING and loading and tagging your spirit week pictures
- [ ] Load and tag spirit week photos

EDITORS:

- [ ] NEED HELP FINISHING PAGE 22-23
- [ ] PAGES TO GET IN PREFLIGHT:
  - [x] ~~26-27(Madeline)~~
  - [x] ~~34-35Carly~~
  - [x] ~~36-37Carly~~
  - [ ] 40-41
  - [ ] 46-47
  - [x] ~~48-49 (Lauren)~~

NOTE: Check out the TAGGING REPORT on Weekly Workflow for Quarter 3!! These have already been entered in Progress Book, along with your Sales pts and other Service Pts.

Announcements:

IMPORTANT DUE DATES:

FRIDAY:

- [ ] ALL SERVICE PTS ENTERED (UNLESS THERE IS AN EVENT NEXT WEEK YOU ARE COVERING)
- [ ] SALES FOR Q2
- [ ] SPIRIT WEEK PICS LOADED AND TAGGED
- [ ] MOD PLANNING DOC SUBMITTED DIGITALLY IN THE CLASSROOM ASSIGNMENT

NEXT WEEK:

Back to → Table of Contents

- [ ] PERFORMANCE EDESIGN MIDTERM ON DAY OF YOUR EXAM

Opportunities for SERVICE POINTS for this week:

- [ ] To get service points credit, you MUST document in the required form which folder you organized, and the picturesSee Sports Signup Doc (Under "Sections" Topic as well) for upcoming sporting events
- [ ] Contribute to gathering info on the Clubs and Student Life Photo Sign Ups (also on google classroom under "Sections" topic under Clubs and Organizations) and add club meetings (check announcements!)

    - [ ] TUESDAY, DEC 12th: Winter Band/Orchestra Concert (Feray)
    - [ ] WEDNESDAY, DEC 13th: Kwanzaa Celebration 8:00am (Kelsey)
    - [ ] THURSDAY, DEC 14th: Rockwell Speaker 2:30pm (?)
    - [ ] THURSDAY, DEC 14th Amnesty -Media Center 2:30
    - [ ] FRIDAY, DEC 15th: Multicultural Celebration 2:30-? (KJ, Bella)
    - [ ] FRIDAY, DEC 15th: Baking Club 2:30-? (Noah)
    - [ ] MONDAY, DEC 18th: Coco and Cram 2:30-5:00(?)
    - [ ] EXAM WEEK: Key Club Food Drive - Day TBD (?)
    - [ ] SPIRIT WEEK!!!! (spirit club) EVERYONE need to PLAN TO GET PICS FOR YOUR MIDTERM!

ALL STAFF MEMBERS: (2 service pts per "BEST" folder)

- [ ] Create "BEST" folders for EACH event, class, club, etc.. and COPY the best pictures from that event into the folder.

Week 9: Dec 18-22 (End of Q2)

Overall Objectives:

- **Content Developement**

Work and assignments for this week:

Monday:
Begin caption or mod layout ideas
Show the mods in the library and how to import and placeo on the assigned blank spreads
Tues- Friday (midterm exams)
When completed with the exam, continue with the captions and mod planning/layout

Announcements:

Any events you cover over break will be counted for service points NEXT QUARTER!!

Back to → **Table of Contents**

TERM 2

Quarter 3

Week 1: Jan 8-12

Overall Objectives:

- **Spread Content**
  - **Captions**
- **Planning**
  - **Goals and workflow**

Work and assignments for this week:

MONDAY- TUESDAY:

- ☐ Revisit Winter Captions Assignment- some assignments have changed- check the sheet.
  - ☐ All captions are due in TWO WEEKS by January 19th! Everyone's event has happened already and we have pics for everything (other than the Winter Pep Rally)
- ☐ Revisit the MOD Assignment and ideas from before break. NOW is the time we will start to develop this more!
- ☐ Review Mod Design Stages and begin STAGE 1 on your blank page in the book.
  - ☐ STAGE 1: Due January 26 (generic design): THIS COULD BE UP TO 10 REQUIRED SERVICE PTS.
  - ☐ STAGE 2: Due February (all content in the design)

BLOCK:
During block this week, I will review your printed spread(s)/ work with you and your partners. We will outline everything that is due and mark it up on the printed spread. We will use this as a guide to start setting weekly goals on MONDAY of each week. These goals will need to be recorded on Monday in the Weekly Workflow Doc (SHEET Winter Seadline Assignments), and revisited on Friday. All work must be recorded in the Quarter 3 Weekly Workflow document, starting January 16th.

FRIDAY: Continue reviewing winter assignments will individuals. Work time for Caption and Mods.
Add any possible quotes you might need to theWeekly Workflow Doc (SHEET Quotes needed for Service Points) . Add rows as necessary!!

Announcements:

Opportunities for SERVICE POINTS for this week:

- ☐ To get service points credit, you MUST document in the required form which folder you organized, and the picturesSee Sports Signup Doc (Under "Sections" Topic as well) for upcoming sporting events
- ☐ Contribute to gathering info on the Clubs and Student Life Photo Sign Ups (also on google classroom under "Sections" topic under Clubs and Organizations) and add club meetings (check announcements!)

ALL STAFF MEMBERS: (2 service pts per "BEST" folder)

- ☐ Create "BEST" folders for EACH event, class, club, etc.. and COPY the best pictures from that event into the folder.
- ☐ See the Weekly Workflow Doc (SHEET Quotes needed for Service Points)!!
- ☐ MOD DESIGN: STAGE 1

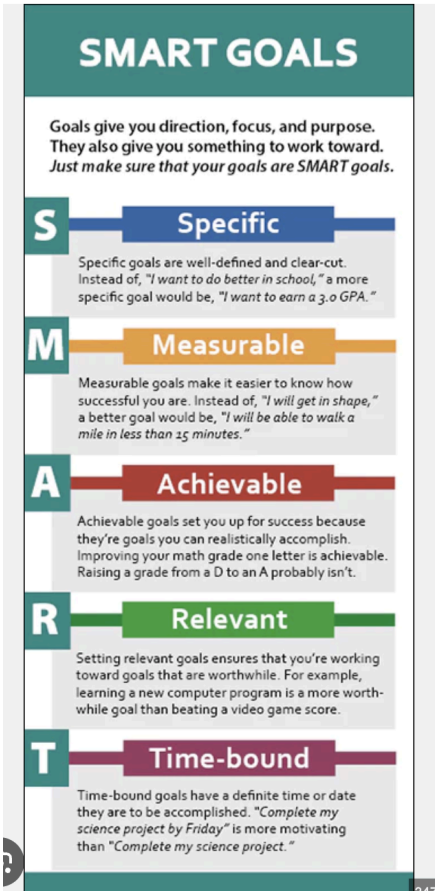
Back to → **Table of Contents**

Week 2: Jan 16-19

Overall Objectives:

- **NO SCHOOL MONDAY (SNOW DAYS WED AND FRI!)**

Work and assignments for this week:



=

SMART Goals:
Review Weekly SMART Goals evaluation: (3 pts per week)

- ☐ Is your goal SPECIFIC? Can I check to see if you accomplished it? If not, rephrase it.
- ☐ Is your goal MEASUREABLE? How will it be checked?
- ☐ Is your goal ACHIEVEABLE in a week?

NOTE: The goals are all RELEVANT because they involve getting your work done for hte yearbook, and I set the TIME-BOUND for each week.

REMINDERS:
Sports editors: I need a picture for the BoxOut schedule to be put in the ***Winter BoxOut Pic folder*** on Yearbook ASAP! (Set it as part of your weekly goal!)

TO DO:
Do you need any quotes for your spread or mods?
If so, add who and what you need to the "Quotes Needed for Service Pts" Tab on Weekly Workflow.

Announcements: CAPTIONS ARE DUE BY FRIDAY UNLESS I HAVE GIVEN YOU AN EXTENSION!!

Opportunities for SERVICE POINTS for this week:

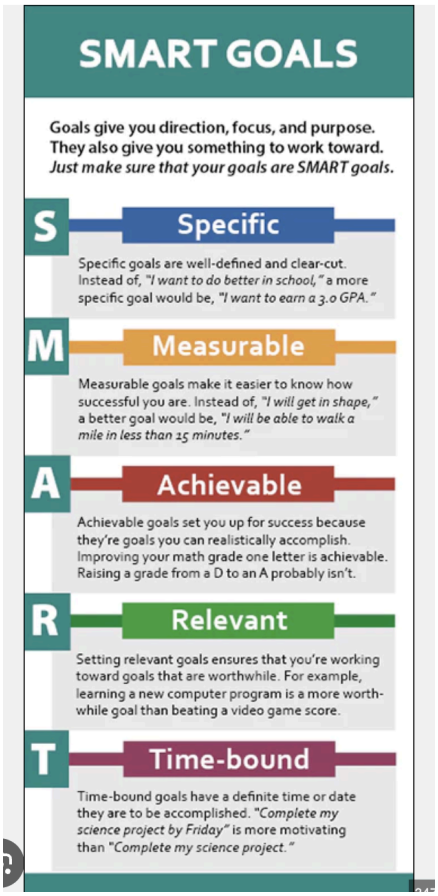
- ☐ To get service points credit, you MUST document in the required form which folder you organized, and the picturesSee Sports Signup Doc (Under "Sections" Topic as well) for upcoming sporting events
- ☐ Contribute to gathering info on the Clubs and Student Life Photo Sign Ups (also on google classroom under "Sections" topic under Clubs and Organizations) and add club meetings (check announcements!)

ALL STAFF MEMBERS: (2 service pts per "BEST" folder)

- ☐ Create "BEST" folders for EACH event, class, club, etc.. and COPY the best pictures from that event into the folder.
- ☐ See the Weekly Workflow Doc (SHEET Quotes needed for Service Points)!!
- ☐ MOD DESIGN: STAGE 1
- ☐ Getting quotes!!

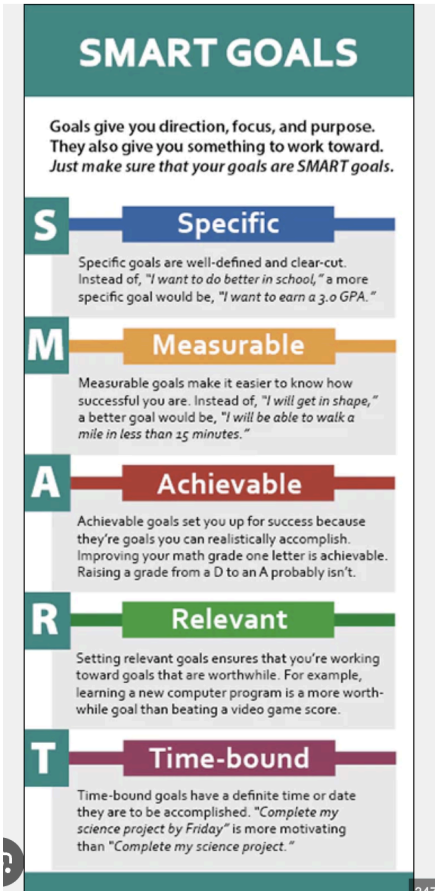
Back to → **Table of Contents**

Week 3: Jan 22-26

Overall Objectives:	
• **KEEP UP WITH SPREADWORK (SNOW DAY TUESDAY)**	
Work and assignments for this week:	
 =	**SMART Goals:** Review Weekly SMART Goals evaluation: (3 pts per week) ☐ Is your goal SPECIFIC? Can I check to see if you accomplished it? If not, rephrase it. ☐ Is your goal MEASUREABLE? How will it be checked? ☐ Is your goal ACHIEVEABLE in a week? NOTE: The goals are all RELEVANT because they involve getting your work done for hte yearbook, and I set the TIME-BOUND for each week. **REMINDERS:** Sports editors: I need a picture for the BoxOut schedule to be put in the ***Winter BoxOut Pic folder*** on Yearbook ASAP! (Set it as part of your weekly goal!) **TO DO:** Do you need any quotes for your spread or mods? If so, add who and what you need to the "Quotes Needed for Service Pts" Tab on Weekly Workflow.
Announcements:	
Opportunities for SERVICE POINTS for this week: ☐ To get service points credit, you MUST document in the required form which folder you organized, and the picturesSee Sports Signup Doc (Under "Sections" Topic as well) for upcoming sporting events ☐ Contribute to gathering info on the Clubs and Student Life Photo Sign Ups (also on google classroom under "Sections" topic under Clubs and Organizations) and add club meetings (check announcements!) **ALL STAFF MEMBERS: (2 service pts per "BEST" folder)** ☐ Create "BEST" folders for EACH event, class, club, etc.. and COPY the best pictures from that event into the folder. ☐ See the Weekly Workflow Doc (SHEET Quotes needed for Service Points)!! ☐ MOD DESIGN: STAGE 1 ☐ Getting quotes!!	

Week 4: Jan 29-Feb 2

Back to → **Table of Contents**

Overall Objectives:	
• **KEEP UP WITH SPREADWORK (LAST WEEK BEFORE NEW MATERIAL)**	
Work and assignments for this week:	
 =	**SMART Goals:** Review Weekly SMART Goals evaluation: (3 pts per week) ☐ Is your goal SPECIFIC? Can I check to see if you accomplished it? If not, rephrase it. ☐ Is your goal MEASUREABLE? How will it be checked? ☐ Is your goal ACHIEVEABLE in a week? NOTE: The goals are all RELEVANT because they involve getting your work done for hte yearbook, and I set the TIME-BOUND for each week. **REMINDERS:** Sports editors: I need a picture for the BoxOut schedule to be put in the ***Winter BoxOut Pic folder*** on Yearbook ASAP! (Set it as part of your weekly goal!) **TO DO:** Do you need any quotes for your spread or mods? If so, add who and what you need to the "Quotes Needed for Service Pts" Tab on Weekly Workflow.
Announcements:	
<u>Opportunities for SERVICE POINTS for this week:</u> ☐ To get service points credit, you MUST document in the required form which folder you organized, and the picturesSee Sports Signup Doc (Under "Sections" Topic as well) for upcoming sporting events ☐ Contribute to gathering info on the Clubs and Student Life Photo Sign Ups (also on google classroom under "Sections" topic under Clubs and Organizations) and add club meetings (check announcements!) **ALL STAFF MEMBERS: (2 service pts per "BEST" folder)** ☐ Create "BEST" folders for EACH event, class, club, etc.. and COPY the best pictures from that event into the folder. ☐ See the Weekly Workflow Doc (SHEET Quotes needed for Service Points)!! ☐ MOD DESIGN: STAGE 1 ☐ Getting quotes!!	

Back to → **Table of Contents**

Week 5: Feb 5-9

Overall Objectives:

- **Finish spreads/Peer Reviews**
- **Photoshop tutorials**

Work and assignments for this week:

MONDAY: Clean off desktops. Save any work/photos you want to keep. Make a folder with your name on it and save in the yearbook folder to back up work.
Set weekly goals:

1. Clean off desktops/ Make a new folder in “yearbook”
2. Follow along daily with PSD Tutorials
3. Set ONE spread work goal for the week!

BEGIN PHOTOSHOP TUTORIALS- Get signed in to Photoshop, logging out
Refer to THIS DOC for lessons and evaluation

Announcements:

Opportunities for SERVICE POINTS for this week:

- ☐ Psychology (WED ⅞ , TH ⅘)’
- ☐ Pep rally FRiDAY (2 photographers - Eve and Ellie?0
- ☐ Tea Club FRIDAY after school
- ☐ To get service points credit, you MUST document in the required form which folder you organized, and the pictures See Sports Signup Doc (Under “Sections” Topic as well) for upcoming sporting events
- ☐ Contribute to gathering info on the Clubs and Student Life Photo Sign Ups (also on google classroom under “Sections” topic under Clubs and Organizations) and add club meetings (check announcements!)

ALL STAFF MEMBERS: (2 service pts per “BEST” folder)

- ☐ Create “BEST” folders for EACH event, class, club, etc.. and COPY the best pictures from that event into the folder.
- ☐ See the Weekly Workflow Doc (SHEET Quotes needed for Service Points)!!
- ☐ MOD DESIGN: STAGE 2
- ☐ Getting quotes!!

Week 6: Feb 12-16

Overall Objectives:

- **NO SCHOOL FRIDAY**

Work and assignments for this week:

Mon- Tuesday: Peer Reviewing, Spread Work (Freshmen and Sophomores field trip)
BLOCK: PSD Tutorials (WEEK 2)

Announcements:

Opportunities for SERVICE POINTS for this week:

- ☐ Peer reviewing (2 pts per spread)l
- ☐ Getting quotes!!
- ☐ Other spreadwork on the “Winter Deadline TO-DO”

Back to → **Table of Contents**

Week 7: *Feb 20- Feb 23*

Overall Objectives:
• **NO SCHOOL MONDAY**
Work and assignments for this week:
Announcements:

Back to → **Table of Contents**

Quarter 4

Week 1-2: March 5-22

Overall Objectives:
• **Spread Content** • **Quality Control** • **Layout and Design**
Work and assignments for this week:
☐ Photoshop project for all staff members ☐ Editors will continue to get the winter spreads ready for submission. ☐ We need another 50+ pages submitted by spring break!!
Announcements: SPRING SPORTS ARE STARTING!! SIGN UP TO TAKE PICTURES!
Opportunities for SERVICE POINTS for this week: ☐ To get service points credit, you MUST document in the required form which folder you organized, and the pictures See Sports Signup Doc (Under "Sections" Topic as well) for upcoming sporting events ☐ Contribute to gathering info on the Clubs and Student Life Photo Sign Ups (also on google classroom under "Sections" topic under Clubs and Organizations) and add club meetings (check announcements!) **ALL STAFF MEMBERS: (2 service pts per "BEST" folder)** ☐ Create "BEST" folders for EACH event, class, club, etc.. and COPY the best pictures from that event into the folder. ☐ Peer reviewing spreads in preflight and presubmit ☐ Sign up on this "NO SALES" list for our last sales push of the year!

**********ENJOY YOUR SPRING BREAK!!**********

Back to → **Table of Contents**

Week 3: April 2-5

Overall Objectives: NO SCHOOL MONDAY!

- **Spread Content**

Work and assignments for this week:

- ☐ Release the Pancake Breakfast sign up
- ☐ TUES: Revisit captions and spread assignments
  - ☐ Spring sports headshots are IN!! Waiting on team pics.
  - ☐ Load and tag ANY spring break pictures that you have
- ☐ WED: Period ⅞ start Canva Final Project (YOURBook)
- ☐ THURS: Period 3: start Canva Final Project (YOURBook)

Announcements: CHIEF EDITOR PICTURE IN MEDIA CENTER AFTER SCHOOL ON WED!

Opportunities for SERVICE POINTS for this week:

- ☐ To get service points credit, you MUST document in the required form which folder you organized, and the pictures See Sports Signup Doc (Under "Sections" Topic as well) for upcoming sporting events
- ☐ Contribute to gathering info on the Clubs and Student Life Photo Sign Ups (also on google classroom under "Sections" topic under Clubs and Organizations) and add club meetings (check announcements!)
- ☐ NEED PHOTOGRAPHER FOR 4-SQUARE VOLLEYBALL TOURNEY ON APRIL 12

ALL STAFF MEMBERS: (2 service pts per "BEST" folder)

- ☐ Create "BEST" folders for EACH event, class, club, etc.. and COPY the best pictures from that event into the folder.
- ☐ Peer reviewing spreads in preflight and presubmit
- ☐ Sign up on this "NO SALES" list for our last sales push of the year!

Back to → **Table of Contents**

Week 4: April 8-12

Overall Objectives: NO SCHOOL MONDAY!

- **YOURBook instruction**
- **Captions**

Work and assignments for this week:

- [ ] More Canva instruction (See Canva Tips)
- [ ] Working on grading all submitted captions
    - [ ] Spring break captions should be DONE by the end of the week!!

Announcements: Get a picture of you/others watching the eclipse!!

Opportunities for SERVICE POINTS for this week:

- [ ] Amnesty International Photographer room 113 after school on THURS
- [ ] 4-square VB Tourney after school on FRI in gym

- [ ] To get service points credit, you MUST document in the required form which folder you organized, and the pictures See Sports Signup Doc (Under "Sections" Topic as well) for upcoming sporting events
- [ ] Contribute to gathering info on the Clubs and Student Life Photo Sign Ups (also on google classroom under "Sections" topic under Clubs and Organizations) and add club meetings (check announcements!)
- [ ] NEED PHOTOGRAPHER FOR 4-SQUARE VOLLEYBALL TOURNEY ON APRIL 12

ALL STAFF MEMBERS: (2 service pts per "BEST" folder)

- [ ] Create "BEST" folders for EACH event, class, club, etc.. and COPY the best pictures from that event into the folder.
- [ ] Peer reviewing spreads in preflight and presubmit
- [ ] Sign up on this "NO SALES" list for our last sales push of the year!

******************************STOP! Activities below must be updated!***************************************

Week 5: April 15-19

Overall Objectives:

-

Work and assignments for this week:

Announcements:

Back to → **Table of Contents**

Week 6: April 22-26

Overall Objectives: SENIORS LAST WEEK!
•
Work and assignments for this week:
Announcements: PANCAKE BREAKFAST W/TH!

Back to → **Table of Contents**

Week 7: *April 29- May 3*

Overall Objectives:
•
Work and assignments for this week:
Announcements:

Week 8: *May 6-10*

Overall Objectives:
•
Work and assignments for this week:
❑
Announcements:

Back to → **Table of Contents**

Week 9: *May 13-17*

Overall Objectives:
•
Work and assignments for this week:
❑
Announcements:

Week 10: *May 20-24*

Overall Objectives:
•
Work and assignments for this week:
❑
Announcements:

Week 11: *May 28- June 5*

Overall Objectives:
•
Work and assignments for this week:
❑
Announcements:

--->>>> END OF TERM 2 <<<<---

Have a GREAT Summer!

Back to → **Table of Contents**

More Resource Links

EDESIGN CURRICULUM	https://www.hjhelpcenter.com/edesign-curriculum/
VIDEO TUTORIALS	https://www.hjhelpcenter.com/all-tutorials/
UPDATES ON EDESIGN	https://yearbookdiscoveries.com/edesign/
What's New	https://www.hjhelpcenter.com/whats-new/ • Accessing Canva • Image Filters and Effects • Removing Image Backgrounds • Creating New Graphics

Back to → **Table of Contents**