**Yearbook**

**May 11 - 15**

**What you will need:**

Computer/device

Internet

School e-mail/TEAMS/Yearbook Avenue

**What you will do:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **M 5/11** | **T 5/12** | **W 5/13** | **Th 5/14** | **F 5/15** |
| Begin second Yearbook page (20-30 minutes)  Find Inspiration page for NEW page (upload to new link) | Continue Yearbook page (20-30 minutes)  Email Interview | Continue Yearbook page (20-30 minutes)  Post to Discussion Board in TEAMS (read instructions below) | Continue Yearbook page (20-30 minutes)  Check Skyward (read below) | Continue Yearbook page (20-30 minutes)  Turn-in Weekly Progress by Sunday midnight |
| **Use the boxes below to CHECK when above task is completed** (optional)**:** | | | | |
|  |  |  |  |  |

**What you will learn:**

Start new yearbook page

**How you will complete your work:**

**Check Skyward Each Week**

Send me a “Chat” in Teams if we need to discuss grades.

**FIND and TURN-IN AN INSPIRATION PAGE**

1. Watch the Video Lesson: Inspiration Page, this will help you find an inspiration page from Yearbook Avenue

**---OR----** (students who responded to help with the yearbook early received Lookbooks)

1. Use your Lookbook if you have one to find an Inspiration Page
2. Take a photo or a screenshot of your Inspiration Page. Watch Video Lesson: Inspiration Page for instructions on how to screenshot/snippet
3. Save it in your files as your page assignment. Ex: Chloe will save her inspiration page as “Chloe Senior Photos”

Follow the instructions in the “Microsoft TEAMS Instructions” document found in FILES > Class Materials

**WORK ON YEARBOOK PAGE**

1. You should be working 20-30 minutes per day MINIMUM! That is a little over 2 hours per week; YearbookAvenue shows me when you signed in, what page you worked on, how long you worked, and what steps you completed.
2. Keep in mind you are producing something REAL that people paid for. Please make Yearbook a priority.
3. You will be graded on the quality of your work and your progress
4. If you do not meet appropriate progress, you will be removed from the page.

Page assignments.

Chloe: Foreign Exchange Students, Fine Arts Festival, Prom

Daelyn: FFA, Cheer, Play, Throwback/Extra pics

Erika: Senior Best –until finished

Abby B: Adopt a Senior, Making a Difference

Katie: Volleyball –until finished

Jamilya: Boys Soccer –until finished

Tristan: Sophomore Life, Golf

**Email an Interview**

1. Watch the Video: Email Interview to find out how to go about Interviewing over email.
2. Email AT LEAST 3 different students/teachers/sponsors questions regarding your page topic.
3. Your objective is to get quotes from them by asking questions. DO NOT tell them to give you a quote!!!! That is not interviewing, that is telling them to do your work.
4. Note: if you have a page that does not require an article, you should still ask questions for quotes. PULL QUOTES are a great design elements on general Student Life pages.
5. Turn-in a SCREENSHOT of your email to General > Assignments

**Make a Discussion Board POST in Teams**

1. One the left side of your Team, click DISCUSSION BOARD.
2. POST: Tell us who you interviewed, what your page topic is, what questions you asked, and what type of answers you were hoping to get. What do you want your article to be about –not the obvious (page topic)- Your ANGLE
3. REPLY to at least ONE of your classmates –If you are part of the page topic, answer their questions. (Ex: if you are on the Volleyball team and someone asked questions to volleyball players). If not, give them ONE more question they could ask.

**TURN-IN WEEKLY PROGRESS**

1. In Teams, go to Assignments > open Weekly Production sheet for this week.
2. Save by adding YOUR NAME to the save: Ex: Jane Smith Weekly Production
3. REFLECT and respond to the statements under each category. Describe how your week went while working on the yearbook. Be honest with what was good, what didn’t go as planned, what you plan to do, your ideas for your page, how you have interacted, etc.
4. At the bottom, you will give yourself a grade out of 20 points.
5. Save and upload to Assignments by selecting “+Add Work” to attach.