

# QUICK START GUIDE

Possible plan of action if you already have a theme.

	Monday	Tuesday	Wednesday	Thursday	Friday
<p><b>WEEK ONE:</b> <b>Read:</b> S1: Welcome, S2: Teams and Leaders</p> <p><b>LearnYBK.com:</b> Welcome, Teams and Leaders</p> <p><b>Download:</b> Surviving the first week on LearnYBK.com</p>	<p><b>S2p07:</b> Icebreaker — The line-up</p> <p><b>Download:</b> Book evaluation checklist in Teams and Leaders section and critique last year's book in groups. Share thoughts.</p>	<p><b>S2p07:</b> Icebreaker — We've all got stories to tell</p> <p><b>Watch:</b> First video in Welcome section, A Yearbook is a Love Letter</p>	<p><b>S2p09:</b> Team-builder — Finding the facts</p>	<p><b>S2p11:</b> Skill-builder — Heart to heart</p> <p><b>S2p16:</b> Skill-builder — Students teach class *Assign this only if you have returning students. Sprinkle their lessons throughout the next few weeks.</p>	<p><b>S2p08:</b> Team-builder — Deadline is everyone's job</p> <p><b>Download:</b> Book evaluation checklist. While looking through other school's yearbooks, focus on what you like and would like to incorporate.</p>
<p><b>WEEK TWO:</b> <b>Read:</b> S4: Theme and Voice</p> <p><b>LearnYBK.com:</b> Words to Know, Theme and Voice</p>	<p><b>S2p14:</b> Building culture — what will work with your staff? Ask them! Appoint a social editor.</p> <p><b>S2p20:</b> Setting goals — start the top 10 list.</p>	<p><b>S2p20:</b> Setting goals — continue the top 10 list. Create large poster to display all year.</p> <p><b>Download:</b> Words to Know and review as a class.</p>	<p><b>S4p04:</b> Theme section words to know — Review as a class and schedule theme presentation with your rep.</p> <p><b>Download:</b> Theme and Voice PowerPoint and review with class.</p>	<p><b>Continue:</b> Theme and Voice PowerPoint and review with class.</p> <p>Discuss what voice you want your book to have as a class, so the class understands the tone.</p>	<p><b>Present:</b> Theme and cover idea/mock up. Have editors do this.</p> <p><b>Download:</b> Skill-builder — Digging deeper from Theme and Voice.</p>
<p><b>WEEK THREE:</b> <b>Read:</b> S5: Covering Your School</p> <p><b>LearnYBK.com:</b> Covering Your School</p>	<p><b>S4p29:</b> Skill-builder — Making connections (in partners or individually)</p>	<p><b>S5p04:</b> Covering Your School section words to know — review as a class.</p> <p><b>Download:</b> Covering Your School PowerPoint and review with class.</p>	<p><b>Continue:</b> Covering Your School PowerPoint and review with class.</p>	<p><b>S5p08:</b> Who should we cover?</p> <p><b>Download:</b> Skill-builder — Truly the only permanent record.</p>	<p><b>Editors and Adviser:</b> Start ladder-planning.</p> <p><b>S5p24:</b> Plan your ladder — use these to determine coverage.</p>

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<p><b>WEEK FOUR:</b> <b>Read:</b> S6: Reporting and Writing</p> <p><b>LearnYBK.com:</b> Reporting and Writing</p>	<p><b>S6p04:</b> Review Reporting and Writing words to know.</p> <p><b>S6p06:</b> Review understanding reporting as a class.</p> <p><b>Download:</b> Reporting and Writing PowerPoint and review with class.</p>	<p><b>Continue:</b> Reporting and Writing PowerPoint and review with class.</p>	<p><b>Continue:</b> Reporting and Writing PowerPoint.</p> <p><b>S6p08:</b> Skill-builder — Observation skills</p> <p><b>Download:</b> Skill-builder — X marks the spot, assign for homework for remainder of week.</p>	<p><b>S6p16:</b> Writing captions — teach the formula for caption-writing.</p> <p><b>S6p17:</b> Skill-builder — Oh caption, my caption</p>	<p><b>S6p18:</b> Skill-builder — Practicing captions</p> <p><b>Continue:</b> Skill-builder — X marks the spot. Discuss details and story ideas students have found.</p>
<p><b>WEEK FIVE:</b> <b>Read:</b> S7: Cameras and Photos</p> <p><b>LearnYBK.com:</b> Reporting and Writing, Cameras and Photos</p>	<p><b>Review:</b> Understanding reporting — slides 32–56 in Reporting and Writing PowerPoint.</p> <p><b>S6p38:</b> Skill-builder — Follow the leader. Discuss how to write leads.</p>	<p><b>S6p10:</b> Calming nerves — discuss how to stay cool during interviews.</p> <p><b>S6p11:</b> Skill-builder — Get good quotes</p> <p><b>S6p12:</b> Skill-builder — Trading spaces</p>	<p><b>S7p06:</b> Composing good photos</p> <p><b>Download:</b> Cameras and Photos PowerPoint and discuss basic principles of photo composition. Stop at slide 36.</p>	<p><b>S7p16:</b> Skill-builder — Candids class. Either assign this as homework for the next two weeks, or assign specific photos to specific students for the class period.</p>	<p><b>Continue:</b> Cameras and Photos PowerPoint, start at slide 37 to review lighting, variety and camera settings.</p> <p><b>Download:</b> Photo scavenger hunt checklist.</p>

**Week six: Begin eDesign or InDesign software training.**

# QUICK START GUIDE

Possible plan of action if you do not have a theme.

	Monday	Tuesday	Wednesday	Thursday	Friday
<p><b>WEEK ONE:</b> <b>Read:</b> S1: Welcome and S2: Teams and Leaders</p> <p><b>LearnYBK.com:</b> Welcome, Teams and Leaders</p> <p><b>Download:</b> Surviving the first week on LearnYBK.com</p>	<p><b>S2p07:</b> Icebreaker — The line-up</p> <p><b>Download:</b> Book evaluation checklist in Teams and Leaders section and critique last year's book in groups. Share thoughts.</p>	<p><b>S2p07:</b> Icebreaker — We've all got stories to tell</p> <p><b>Watch:</b> First video in Welcome section, A Yearbook is a Love Letter</p>	<p><b>S2p09:</b> Team-builder — Finding the facts</p>	<p><b>S2p11:</b> Skill-builder — Heart to heart</p> <p><b>S2p16:</b> Skill-builder — Students teach class *Assign this only if you have returning students. Sprinkle their lessons throughout the next few weeks.</p>	<p><b>S2p08:</b> Team-builder — Deadline is everyone's job</p> <p><b>Download:</b> Book evaluation checklist. While looking through other school's yearbooks, focus on what you like and would like to incorporate.</p>
<p><b>WEEK TWO:</b> <b>Read:</b> S4: Theme and Voice</p> <p><b>LearnYBK.com:</b> Words to Know, Theme and Voice</p>	<p><b>S2p14:</b> Building culture — what will work with your staff? Ask them! Appoint a social editor.</p> <p><b>S2p20:</b> Setting goals — start the top 10 list.</p>	<p><b>S2p20:</b> Setting goals — continue the top 10 list. Create large poster to display all year.</p> <p><b>Download:</b> Words to Know and review as a class.</p>	<p><b>S4p04:</b> Theme section words to know — Review as a class and schedule theme presentation with your rep.</p> <p><b>Download:</b> Theme and Voice PowerPoint and review with class.</p>	<p><b>Continue:</b> Theme and Voice PowerPoint and review with class.</p> <p>Discuss what voice you want your book to have as a class, so the class understands the tone.</p>	<p><b>Continue:</b> Theme and Voice PowerPoint</p> <p><b>Download:</b> Skill-builder — Digging deeper from Theme and Voice</p>
<p><b>WEEK THREE:</b> <b>LearnYBK.com:</b> Theme and Voice</p> <p><b>Download:</b> Theme packet assignment</p>	<p><b>S4p29:</b> Skill-builder — Making connections (in partners or individually)</p>	<p><b>S4p30:</b> Skill-builder — Image and word collage</p>	<p><b>S4p30:</b> Skill-builder — Small group brainstorming</p>	<p><b>S4p32:</b> Skill-builder — Package it</p> <p><b>Download:</b> Theme packet assignment — assign groups and follow along in the Theme and Voice section.</p>	<p><b>Continue:</b> Theme packet assignment</p>

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>WEEK FOUR:</b> <b>LearnYBK.com:</b> Theme and Voice	<b>Continue:</b> Theme packet assignment	<b>Continue:</b> Theme packet assignment	<b>Continue:</b> Theme packet assignment	<b>Continue:</b> Theme packet assignment	<b>Continue:</b> Theme packet assignment
<b>WEEK FIVE:</b> <b>Read:</b> S5: Covering Your School  <b>LearnYBK.com:</b> Covering Your School	<b>Present:</b> Theme packet assignment	<b>Present:</b> Theme packet assignment	<b>S5p04:</b> Covering Your School section words to know — review as a class.  <b>Download:</b> Covering Your School PowerPoint and review with class.  <b>S5p24:</b> Plan your ladder	<b>Continue:</b> Covering Your School PowerPoint and review with class.  <b>Editors and Adviser:</b> Discuss and decide on theme, schedule time to discuss cover ideas with your rep.	<b>S5p08:</b> Who should we cover?  <b>Download:</b> Skill-builder — Truly the only permanent record.
<b>WEEK SIX:</b> <b>Read:</b> S6: Reporting and Writing  <b>LearnYBK.com:</b> Reporting and Writing	<b>S6p04:</b> Review Reporting and Writing words to know.  <b>S6p06:</b> Review understanding reporting as a class.  <b>Download:</b> Reporting and Writing PowerPoint and review with class.	<b>Continue:</b> Reporting and Writing PowerPoint and review with class.	<b>S6p08:</b> Skill-builder — Observation skills  <b>Download:</b> Skill-builder — X marks the spot, assign for homework for remainder of week.	<b>S6p16:</b> Writing captions — teach the formula for caption-writing.  <b>S6p17:</b> Skill-builder — Oh caption, my caption	<b>S6p18:</b> Skill-builder — Practicing captions  <b>Continue:</b> Skill-builder — X marks the spot. Discuss details and story ideas students have found.
<b>WEEK SEVEN:</b> <b>Read:</b> S7: Cameras and Photos  <b>LearnYBK.com:</b> Reporting and Writing, Cameras and Photos	<b>Review:</b> Understanding reporting — slides 32–56 in Reporting and Writing PowerPoint.  <b>S6p38:</b> Skill-builder — Follow the leader. Discuss how to write leads.	<b>S6p10:</b> Calming nerves — discuss how to stay cool during interviews.  <b>S6p11:</b> Skill-builder — Get good quotes  <b>S6p12:</b> Skill-builder — Trading spaces	<b>S7p06:</b> Composing good photos  <b>Download:</b> Cameras and Photos PowerPoint and discuss basic principles of photo composition. Stop at slide 36.	<b>S7p16:</b> Skill-builder — Candids class. Either assign this as homework for the next two weeks, or assign specific photos to specific students for the class period.	<b>Continue:</b> Cameras and Photos PowerPoint, start at slide 37 to review lighting, variety and camera settings.  <b>Download:</b> Photo scavenger hunt checklist.

**Week eight: Begin eDesign or InDesign software training.**

# HOW TO YEARBOOK