

Course Expectations—For Yearbook Staff

By the end of the course, students will:

- Apply discretion in sorting photos to choose the best for publication in the yearbook
- Include all students in the yearbook
- Apply design, typography, and techniques to create attractive yearbook pages
- Explore PhotoShop features:
 - Calculate page resolution, create and use actions; crop and transform pictures; create, merge, delete, manipulate layers; use selection, move, paint tools; use layers, history, navigation palettes; use paths; create, manipulation and rasterize text; use filters; adjust image size
- Use appropriate artwork and design techniques to effectively illustrate a theme
- Apply technical skills to manipulate graphics, artwork, and images
- Apply use of scanner to digitally input photos at the best quality for use in the yearbook.
- Save pages created in PhotoShop in the correct format (TIFF) for submission to online yearbook website.
- Login and navigate the online yearbook site:
 - “Flow” class portraits
 - Place submitted pages electronically
- Utilize written and verbal advertising selling technique to sell yearbook ads
- Utilize business letter writing skills to create documents to communicate with yearbook patrons
- Utilize spreadsheet skills to create invoices for yearbook patrons
- Utilize organizational skills to maintain a file of paid and unpaid ads, complete and incomplete pages
- Utilize time management skills to meet all page deadlines
- Demonstrate interpersonal skills

Course Materials:

No textbook

Online and supplemental materials are used.

Students access assignments through the school network.

Slater Farms Student Workbook

Author: B.E. Publishing

The Dream Team Student Workbook

Author: Todd Toporski

Online and supplemental materials are used.

Students access assignments through the school network.

Grading Plan:

Grades are based on a percent system. All assignments are assessed using a 100 point value and grades are entered as percentages. Grades are determined by daily assignments, projects, and on task behavior. Late assignments are accepted but can earn no higher than a 65%.

Class Rules:

- Be seated.
- Be silent.
- Login and begin working immediately on current assignment.
- Continue working until given permission to log off computer.
- Save work in network folder.
- When ready to hand in the assignment, save it to the “Yearbook” folder.
- Show respect and consideration for peers, teacher, equipment and materials.
- Bring a pencil to class every day.
- Stay within your assigned work area and keep talking to a minimum.
- Hand in assignments on time. Late assignments receive a maximum grade of 65%. Most assignments are handed in by saving them to the “computer assignments” folder in your class folder.
- Keep your work area and the room in order.
- Report all equipment malfunctions or furniture abuses as soon as they are noticed.
- Always use correct typing techniques.
- Do not touch items on the teacher's desk.
- Follow the District computer network policy as outlined in the student handbook.
- Save materials in your network folder and log off at the end of the class period.
- Mistreating equipment will result in your being removed from the machine and receiving a zero on assignments completed during that class period.
- Refusing to follow directions will be result in your being removed from the computer and receiving a zero on assignments completed during that class period.
- Keep passwords private. Your password protects items in your network folder.
- Students who lose network privileges will be provided with a computer book and assignments.