

A Possible Yearbook Pacing Guide

*All software skills are Adobe Creative Suite (Photoshop/Illustrator)

1st Quarter

Before School Workshop--½ day with snacks/treats

- Team Building
- Shared Vision
- First Days Assignments
- Infrastructure for Photo Storage

Week 1

- Introductions and Community Building
- Review Course Syllabus/Expectations
- Introduce Digital Citizenship/Fair Use/Creative Commons
- Consider the Impact of Ethics and Journalistic Integrity
- Teams and Student Leadership--Team Building--roll out positions and responsibilities
- The Creative Process
- Objectivity in Determining Fair/Good/Better/Best
- Review Google Drive Infrastructure Storage
- Yearbook Basics--Cover Case/Endsheets/Traditional.Chronological.Conceptual/Outline of What Needs to be a Part of the Yearbook--Student Voice/Ownership

Week 2

- Introduce Student Leadership Team (CoEditors/Section Leaders)
- 1st Quarter Partner Assignment
- Organizing the Work: Review Decisions regarding Cover Case/Endsheets/Traditional.Chronological.Conceptual/Outline of What Needs to be a Part of the Yearbook--Student Voice/Ownership
- Organizing the Work: Introduction to the Ladder
- Photography Introduction
- Software Skills: Editing
- Beginning Layout Design
- Introduction to Peer Critique (soft skill--PATS)
- Organizing the Work: Event Coverage First Quarter--Student Leadership/Community Invitation/Infrastructure

Week 3

- Review Event Photographs--Student Leadership/Section Leaders Practice Uploading Procedure
- Review Photography and Editing Concepts
- Review Layout Design Concepts
- Complete Cover Case and Endsheets Concepts
- Analyzing Yearbooks for Theme/Style/Palette/Font (Student Voice/Ownership)
- Organizing the Work: Theme/Style/Palette/Font--Student Leadership

- Visual Storytelling--Narrative in Images (Articulate What Makes a Good Photograph including editing efforts)
- Organizing the Work: Ladder Completion--Student Leadership

Week 4

- Review Event Photographs--Peer Critique via What Makes a Good Photograph
- Yearbook 2-Page Spread Layout Basics--2-Page Spread Format and Vocabulary
- Team Building: Potential Section Layout Templates--Student Leadership/Section Meetings
- Software Skills: Shape, Transform, Image Placement and Sizing, Text
- Organizing the Work: Selecting Spread Responsibilities (Student Voice)
- Organizing the Work: 1st Deadline Sequence (Due Date/Student Leadership Review Due Date/Advisor Due Date)
- Analyzing Yearbooks for Consistency and Innovation

Week 5

- Review Event Photographs--What Makes a Good Photograph Peer Critique
- Review Software Skills: Shape, Transform, Image Placement and Sizing, Text
- Analyzing Yearbooks for Written Content
- Designing Writing for Pages: Importance to the Community--Student Leadership Mentors
- Interview Basics--Practice Clear and Concise Narrative Writing
- Organizing the Work: Sections Theme/Style/Design Templates (Team Building) Applying Consistency and Innovation

Week 6

- Review Event Photographs--Section Meetings Peer Critique
- Review Section Layout Templates--Peer and Teacher
- Introduction to Designing Writing for Pages: Interviews to Narrative
- Software Skills: Cutouts and Image in Text
- Spread Design Reviews--Peer and Teacher
- Student Leadership Meeting

Week 7

- Review Event Photographs--Section Meetings Peer Critique
- Designing Visual & Written Narratives for Spread Content
- Introduction to Peer Editing
- Review Software Skills: Cutouts and Image in Text--Peer and Teacher
- Spread Content Reviews--Peer and Teacher
- Spread Design Reviews--Section and Student Leadership
- Student Leadership Meeting

Week 8

- Review Event Photographs--Section Meetings Peer Critique
- Review Visual & Written Narratives for Spread Content--Peer and Teacher
- Software Skills: Special Effects Gaussian Blur, Diffusion, Particle Disintegration
- Spread Content Reviews--Peer and Teacher
- Spread Design Reviews--Section and Student Leadership
- Organizing the Work: Event Coverage for 2nd Quarter--Student Leadership

- Student Leadership Meeting

Week 9

- Review Event Photographs--Section Meetings Peer Critique
- Review Software Skills: Special Effects Gaussian Blur, Diffusion, Particle Disintegration
- Reimagining Interviews: Deconstructed into Visual Modules
- Spread Content Reviews--Peer and Teacher
- Spread Design Reviews--Section and Student Leadership
- 1st Quarter Review and Assessment
- Student Leadership Meeting

2nd Quarter

Week 1

- Review Event Photographs--Section Meetings Peer Critique
- Review 1st Quarter Assessment
- Preview of 2nd Quarter Schedule of Work--Deadline Assignment
- 2nd Quarter Partner Assignment
- Review Reimagining Interviews: Deconstructed into Visual Modules--Peer and Teacher
- Spread Content Reviews--Peer and Teacher
- Spread Design Reviews--Section and Student Leadership
- Student Leadership Meeting--Review Ladder and Deadlines/Practice Mentoring

Week 2

- Review Event Photographs--Section Meetings Peer Critique
- Review Reimagining Interviews: Deconstructed into Visual Modules--Peer and Teacher
- Spread Content Reviews--Peer and Teacher
- Spread Design Reviews--Section and Student Leadership
- Student Leadership Meeting--Mentoring Practice

Week 3

- Review Event Photographs--Section Meetings Peer Critique
- Spread Content Reviews--Peer and Teacher
- Spread Design Reviews--Section and Student Leadership
- Student Leadership Meeting--Mentoring Practice

Week 4

- Review Event Photographs--Section Meetings Peer Critique
- Spread Content Reviews--Peer and Teacher
- Spread Design Reviews--Section and Student Leadership
- Student Leadership Meeting--Mentoring Practice

Week 5

- Review Event Photographs--Section Meetings Peer Critique
- Spread Content Reviews--Peer and Teacher
- Spread Design Reviews--Section and Student Leadership
- Student Leadership Meeting--Mentoring Practice

Week 6

- Review Event Photographs--Section Meetings Peer Critique
- Spread Content Reviews--Peer and Teacher
- Spread Design Reviews--Section and Student Leadership
- Student Leadership Meeting--Mentoring Practice

Week 7

- Review Event Photographs--Section Meetings Peer Critique
- 1st Deadline Reviews--Section and Student Leadership
- Student Leadership Meeting--Work Day

Week 8

- Review Event Photographs--Section Meetings Peer Critique
- 1st Deadline Spread Corrections--Section and Student Leadership
- Overview of Semester Final
- Student Leadership Meeting--Work Day

Week 9

- Review Event Photographs--Section Meetings Peer Critique
- Spread Corrections--Section and Student Leadership
- Review of Semester Final with Study Guide
- Student Leadership Meeting--Work Day

3rd Quarter

Week 1

- Welcome and Community Building
- Organizing the Work: Event Coverage for 3rd Quarter--Student Leadership
- Review Completed Spreads--Section and Student Leadership
- Review Ladder for Amendments/Changes
- 3rd Quarter Partner Assignment
- Organizing the Work: Selecting Spread Responsibilities (Student Voice)
- Organizing the Work: 2nd Deadline Sequence (Due Date/Student Leadership Review Due Date/Advisor Due Date)
- Software Skills: Digital Drawing/Editorial Cartooning
- Student Leadership Meeting

Week 2

- Review Event Photographs--Section Meetings Peer Critique
- Application Potential for Digital Drawing/Editorial Cartooning
- Reimagining Interviews: Deconstructed into Visual Modules
- Spread Content Reviews--Peer and Teacher
- Spread Design Reviews--Section and Student Leadership
- Student Leadership Meeting

Week 3

- Review Event Photographs--Section Meetings Peer Critique
- Review and Select Digital Drawing/Editorial Cartooning for Integration into Spread
- Review Reimagining Interviews: Deconstructed into Visual Modules
- Spread Content Reviews--Peer and Teacher
- Spread Design Reviews--Section and Student Leadership
- Student Leadership Meeting

Week 4

- Review Event Photographs--Section Meetings Peer Critique
- Spread Content Reviews--Peer and Teacher
- Spread Design Reviews--Section and Student Leadership
- Student Leadership Meeting

Week 5

- Review Event Photographs--Section Meetings Peer Critique
- Spread Content Reviews--Peer and Teacher
- Spread Design Reviews--Section and Student Leadership
- Student Leadership Meeting--Practice Mentoring

Week 6

- Review Event Photographs--Section Meetings Peer Critique
- Spread Content Reviews--Peer and Teacher
- Spread Design Reviews--Section and Student Leadership
- Student Leadership Meeting--Practice Mentoring

Week 7

- Review Event Photographs--Section Meetings Peer Critique
- 2nd Deadline Reviews--Section and Student Leadership
- Student Leadership Meeting--2nd Deadline Mentoring

Week 8

- Review Event Photographs--Section Meetings Peer Critique
- 3rd Quarter Review and Assessment
- 2nd Deadline Spread Corrections--Section and Student Leadership
- Student Leadership Meeting--Work Day

Week 9

- Review Event Photographs--Section Meetings Peer Critique
- Review 3rd Quarter Assessment
- 2nd Deadline Spread Corrections--Section and Student Leadership
- Review of 3rd Quarter Assessment
- Student Leadership Meeting--Work Day

4th Quarter

Week 1

- Organizing the Work: Event Coverage for 4th Quarter--Student Leadership
- Review Completed Spreads--Section and Student Leadership

- Review Ladder for Amendments/Changes
- 4th Quarter Partner Assignment
- Organizing the Work: Selecting Spread Responsibilities (Student Voice)
- Organizing the Work: FINAL Deadline Sequence (Due Date/Student Leadership Review Due Date/Advisor Due Date)
- Student Leadership Meeting--Final Deadline Mentoring

Week 2

- Review Event Photographs--Section Meetings Peer Critique
- Spread Content Reviews--Peer and Teacher
- Spread Design Reviews--Section and Student Leadership
- Student Leadership Meeting--Final Deadline Mentoring

Week 3

- Review Event Photographs--Section Meetings Peer Critique
- FINAL Deadline Reviews--Section and Student Leadership
- Student Leadership Meeting--Final Deadline Mentoring

Week 4

- Review Event Photographs--Section Meetings Peer Critique
- FINAL Deadline Spread Corrections--Section and Student Leadership
- Student Leadership Meeting--Work Day
- Print PDF--Submit one copy to Administration for Review
- Make Corrections--Section and Student Leadership
- Print PDF
- Submit to United Yearbook Printing

Week 5

- Celebration of Completion
- Success/Things to Consider for Next Year Surveys
- Analysis of yearbook for consistency, innovation, clear communication of the year, diversity, and student voice
- Review yearbook for Imperfections/Debrief the book
- Letter to Next Year's Yearbook Staff

Week 6

- Assign Next Year's Cover Case and Endsheets Communicating the Class Motto
- Peer Review Throughout the Design Process
- Teacher Directed Exit Interviews with Individual Students

Week 7

- Continue Next Year's Cover Case and Endsheets Communicating the Class Motto
- Continue Peer Review Throughout the Design Process
- Continue Teacher Directed Exit Interviews with Individual Students

Week 8

- DUE: Next Year's Cover Case and Endsheets Communicating the Class Motto
- Student Leadership Meeting--Review Cover Case and Endsheet Designs and Prepare Presentation/Voting; Prepare Yearbook Distribution

Week 9

- Present and Vote on the Next Year's Cover Case and Endsheets Designs--Student Leadership
- Review Semester Final with Study Guide