**Yearbook**

**April 6 – 10**

**What you will need:**

Computer/device

Internet

School e-mail/TEAMS/Yearbook Avenue

**What you will do:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **M 4/6** | **T 4/7** | **W 4/8** | **Th 4/9** | **F 4/10** |
| Join our Yearbook Team on Microsoft TEAMS  Make a Post in our TEAM Discussion Board | Reply to ONE classmate in TEAM Discussion Board  Watch Video Lesson: Inspiration Page  Find an Inspiration Page | Find an Inspiration Page  Submit a photo of your Inspiration Page to Assignments | Watch Video Lesson: Design Templates  Begin working on your page (30 minutes) | Work on Yearbook page (30 minutes)  All tasks DUE Friday at 3:00 |
| **Use the boxes below to CHECK when above task is completed** (optional)**:** | | | | |
|  |  |  |  |  |

**What you will learn:**

How to use Microsoft TEAMS! Begin/continue your assigned yearbook page.

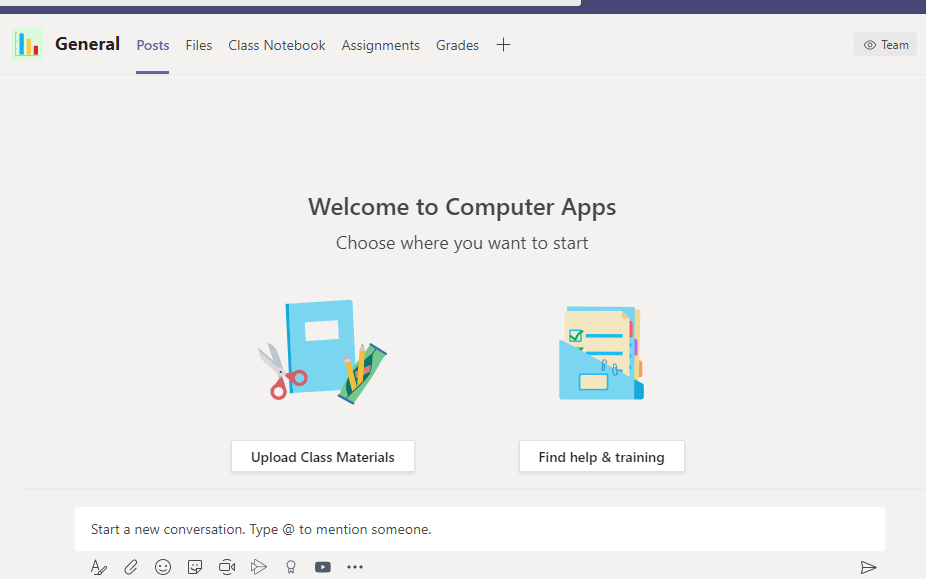
**How you will complete your work:**

**Enroll in Yearbook TEAM**:

1. FIRST: If you plan to use your PHONE or tablet, you must Download the Microsoft Teams app ***before*** you join the class; you can also use Microsoft Teams through your computer. Instructions are in your email.

1. NEXT: You will have an invitation in your school e-mail to join our team. Follow the directions provided.
2. EXPLORE our Team: Click on EVERY tab and open EVERY folder.

**Make a POST in Yearbook TEAM:**

1. Open the document that was sent in your email called Microsoft TEAM Instructions. Use this to help learn how to use TEAM.
2. Once you open your Class, one the left side, click Discussion Board.
3. Find the POSTS tab. Start typing in the box as shown below, hit enter when done.
4. Your post should be a nice message to class: Tell us what you’ve been doing, how you are, etc. Reply a kind response to at least TWO classmates by clicking REPLY located under their original post.
5. Select GENERAL on the left hand side to get back to our classroom.

**Your Page Assignment:**

1. Below you will see the page assignments.
   * You must contact me IMMEDIATLEY with a LEGITAMENT reason if you absolutely CANNOT create the yearbook. You will be given other assignments to complete. This request was also on last week’s assignment, so technically you should have already let me know.

Chloe: Senior Photos

Daelyn: Homecoming

Erika: Senior Best

Abby B: Football

Katie: Volleyball

Jamilya: Boys Soccer

Madison: Golf

Jessie: Senior Life

Tristan: Sophomore Life

Tyler: Freshman Life

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

**WATCH VIDEO LESSON**

1. In TEAMS, look for the Video Lessons on the left panel and open
2. Video: Design Templates
3. At any point, if the video moves too fast, click pause and go back. You can also take notes, pausing when you need to.

**WORK ON YEARBOOK PAGE**

1. You should be working 30 minutes per day. This week, I expect about 1 hour of work.
2. You will be graded on the quality of your work and your progress
3. If you do not meet appropriate progress, you run the risk of being removed from the page.