

REDBANK VALLEY SCHOOL DISTRICT CURRICULUM MAP

DTP (Yearbook 1-4) 10th – 12th

SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY
<ul style="list-style-type: none"> • Intro to class and computer policies and procedures • Distribution of last year's yearbook (by homerooms) • Sell any extra yearbooks from previous year • Ladder Setup, organization, and assignments • Discuss Theme of yearbook • Introduction to InDesign and Photoshop software • Review of previous yearbook • Choose editor(s), treasurer, and secretary of the yearbook class • Discuss the design of the pages—text 	<ul style="list-style-type: none"> • Selling of the Yearbook • Choose personalization options and extras • Calculate the price • Advertising of the Yearbook—posters, announcements, open house, local newspaper, homeroom visits, free yearbook offer • Collect Senior Photos and baby pictures • Fall Sports and Events (fall sports, senior photos and baby photos, powder puff, spirit week, homecoming, marching band, color guard • Career Center— 	<ul style="list-style-type: none"> • Selling of the Yearbook • Advertising of the Yearbook--parent letter to the students that didn't buy at the open house or during homeroom visits • Collect Senior Photos and baby pictures • Get pages ready for the underclassmen section (wait until retakes are completed) • Fall Sports and Events • 9th Grade trip • Senior Play • Candid photos • Treasurer—collect, total, and register all money from yearbook 	<ul style="list-style-type: none"> • Winter Sports and Events (Basketball & wrestling) • Create the Senior Photo Section • Work on underclassmen section • Candid photos • Treasurer—collect, total, and register all money from yearbook sales—make deposits—keep a record check requests for any bills • Secretary—take notes on all activities and discussions—review notes and make announcements to class • Editor(s)— 	<ul style="list-style-type: none"> • Winter Sports and Events • Finishing underclassmen section • Finishing senior photo and baby section • Creating the cover by using the template* • Verifying yearbook orders with receipts • Input Personalization data • Treasurer—collect, total, and register all money from yearbook sales—make deposits—keep a record check requests for any bills • Secretary—take notes on 	<ul style="list-style-type: none"> • Winter Sports and Events • Students that are in charge of the specific sport use papers that I developed to get the sport covered for the yearbook. Due dates are assigned according to the sporting event. Some we wait until districts, championships, etc. Note this so the student leaves room for it to be published. • Work on Proofs as they come in. • Produce a binder of all the pages • Treasurer—collect, total, 	<ul style="list-style-type: none"> • Spring Sports and Events • Work on Proofs as they come in. • Class Character selection • Treasurer—collect, total, and register all money from yearbook sales—make deposits—keep a record check requests for any bills • Secretary—take notes on all activities and discussions—review notes and make announcements to class • Editor(s)—manage pages, assist all students, multi- 	<ul style="list-style-type: none"> • Spring Sports and Events • Work on Proofs as they come in. • Treasurer—collect, total, and register all money from yearbook sales—make deposits—keep a record check requests for any bills • Secretary—take notes on all activities and discussions—review notes and make announcements to class • Editor(s)—manage pages, assist all students, multi-task in the yearbook activities 	<ul style="list-style-type: none"> • Prom—put announcement on for pictures to be submitted, our yearbook staff can go to promenade • Candids of all classes, lunches, study halls, etc. • Students can start to create ladder for upcoming year • Put announcement on for juniors to get their senior photos taken over the summer to submit early for yearbook • Graduation—***went to their rehearsal in the aud. take candids and went outside to get group

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<p>layout, fonts, etc.</p> <ul style="list-style-type: none"> • Re-create a design to see if skills have been learned • Assist with LifeTouch student body photos • 	<p>student will go to the Career Center to take photos of students in their shops</p> <ul style="list-style-type: none"> • Treasurer—collect, total, and register all money from yearbook sales—make deposits—keep a record check requests for any bills • Secretary—take notes on all activities and discussions—review notes and make announcements to class • Editor(s)—manage pages, assist all students, multi-task in the yearbook activities 	<p>sales—make deposits—keep a record check requests for any bills</p> <ul style="list-style-type: none"> • Secretary—take notes on all activities and discussions—review notes and make announcements to class • Editor(s)—manage pages, assist all students, multi-task in the yearbook activities 	<p>manage pages, assist all students, multi-task in the yearbook activities</p>	<p>all activities and discussions—review notes and make announcements to class</p> <ul style="list-style-type: none"> • Editor(s)—manage pages, assist all students, multi-task in the yearbook activities 	<p>and register all money from yearbook sales—make deposits—keep a record check requests for any bills</p> <ul style="list-style-type: none"> • Secretary—take notes on all activities and discussions—review notes and make announcements to class • Editor(s)—manage pages, assist all students, multi-task in the yearbook activities 	<p>task in the yearbook activities</p>		<p>photo and any group candid that the kids wanted to be in the yearbook—worked out great. Graduation was done before school was done and no one had to attend.***</p> <ul style="list-style-type: none"> • Work on Proofs as they come in. • Candid • Treasurer—collect, total, and register all money from yearbook sales—make deposits—keep a record check requests for any bills • Secretary—take notes on all activities and discussions—review notes and make announcements to class • Editor(s)—
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