



Yearbook Virtual Curriculum

Entourage Yearbooks

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Entourage Resources

Office Hours: 9 AM - 9 PM EST
Call: 888-926-6571
Email: help@entourageyearbooks.com
Visit our Help Page: <https://help.entourageyearbooks.com>



Tips for Yearbook Groups Working Remotely

Working remotely can present a challenge that yearbook groups meeting in person would not face. Do not let this challenge deter you! Adjusting for virtual communication and collaboration can develop different skill-building opportunities while maintaining the yearbook for your school year.

The Role of the Advisor



Stay Positive

You are the main communicator and you set the tone for the yearbook staff. With no face-to-face interaction, the text will always replace your facial expressions, tone of voice, and appearance to form a virtual unconscious bias.

Always keep in mind to make your sentences concise and your message clear, and maintain positive writing tones.



Show Recognition

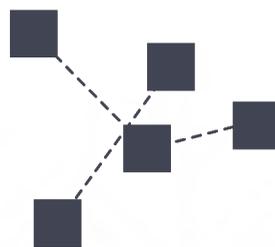
Set challenges or competitions with rewards to boost morale and instill motivation. Present your students with the challenge to brainstorm fresh ideas to solve the current problem.

How will your students be journalists if they cannot interview in person?
How will they generate new content for the yearbook when school events are cancelled?
Giving the students the space to create their own answers to the current changes instills a sense of control, and giving credit to those with the ideas reinforces the effort.



Set Precedence

Establish the method of communication for your staff and consider a daily or weekly report on progress for the yearbook to keep staff updated and accountable. Be available during set times for questions and collaboration within the yearbook staff to create structure.



General Project Planning

1 Get Started

Make sure all staff have their own login information and are able to successfully open the yearbook account from where they are working.

Build a Theme

2

Come up with a yearbook theme or style guide. A style guide is a set color scheme, fonts, and design tone for the yearbook to keep the project cohesive.



3 Organize Your Content

Set up a yearbook ladder or outline of the yearbook, noting what content will be on each page or spread. Consider the amount of content you currently have and compare it to the amount of content you would still like to add to help determine how many pages you will need. Determine if there are any pages that you need to think creatively to fill.



Collaborate With Your Team

4

Assign tasks and pages to the yearbook staff. Determine deadlines for tasks to be completed and identify any collaborative tasks, i.e., staff building pages together, group decisions, and different assignments for the same pages like writing vs. designing vs. an editorial role. Establish communication between staff members that will be collaborating on these set tasks.



5 Stay Connected

Monitor progress on assigned tasks within the set deadlines. Create new tasks as needed, and communicate with staff about suggested changes. View page 4 for ideas on how to communicate with your staff.



Yearbook

Virtual Curriculum



Methods of Remote Communication

Entourage can help you review your options to help determine the best fit for your yearbook staff.

- ✓ Email
- ✓ Your School's Website and/or Messaging Service
- ✓ Skype
- ✓ Google Hangouts (Chat & Video)
- ✓ Google Classroom
- ✓ Texting, Phone Calls, Facetime
- ✓ Social Media Platforms
- ✓ *Entourage Task Manager
- ✓ *Entourage Book Planning Ladder
- ✓ *Entourage Discuss/Newsfeed
- ✓ *Entourage LEARN Curriculum

** Entourage features reviewed further on following page.*

Maintain Communication

Sometimes the best communication is still done with voice and body language. Various ways to incorporate free video conference calls exist - Skype, Gotomeet.me, and Google Video calls can allow you to join a video conference call so that everyone on your team can collaborate face-to-face.



Pick the best main method(s) for communication for you and your yearbook staff. Frequently monitor the methods chosen to answer questions and reach out to staff that you have not heard from. Encourage staff to communicate between themselves.

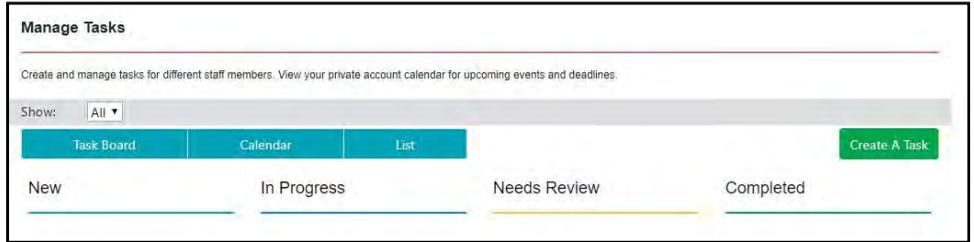


Task Manager

1. Select Manage Tasks from the Manage drop-down menu in your main Account Dashboard.
2. Select Create New Task. Provide details and assign the task to a staff member.

3. Staff can update the task status to in progress, needs review, or complete.

4. The tasks can be viewed in board, calendar, or list format.



Book Planning Ladder

1. Select Manage Ladder from the Manage drop-down menu in your main Account Dashboard.

2. There are Page Details boxes to the left and right of your page previews. Here you can assign pages to staff members, give deadlines, page notes, and change the status of a page.

3. Select the Update button to save changes to the page details.



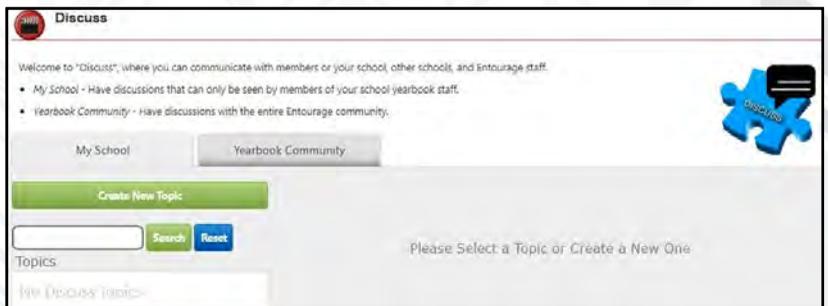
Newsfeed and Discuss

1. Select Discuss from the Collaborate drop down menu in your main Account Dashboard.

2. Select Create New Topic to generate a new post to share with your yearbook staff.

3. The message will be visible here on the discussion board and on the project newsfeed.

4. Other staff can respond to the message by creating a post of their own.



LEARN Yearbook Curriculum

1. Select LEARN from the Collaborate drop down menu in your main Account Dashboard.

2. Select Course Selection to assign lessons to staff members. Lessons range from topics on color and font to using the EDOnline designer.

3. View the grade results as the administrator after staff members complete lessons and quizzes.



Yearbook Virtual Curriculum



Changing Specs

If you need to change specs for your book project:

1. Select **Manage Account** from the **Manage** drop down menu in your account dashboard.
2. You can change book quantity, page quantities and your delivery date in the outlined **Book Specs** section.
3. Scroll down and select the **Confirm Changes** button to apply the changes to your account.

The screenshot shows the 'Current Book Specs' form with the following details:

- Current Book Quantity: 1 (1 Books)
- Current Page Count: 16 * (32 Pages)
- free pages from promotion = 32 total pages
- Percent Color: 100%
- Requested Delivery Date: 5/24/2022
- Cover Type: Signature Series Hardcover

A note at the bottom states: "If you need to change your delivery date, and your current delivery date is in less than a 60 days away, please contact us at help@entourageyearbooks.com."

Questions?

If you have questions on how changing quantities will affect your invoice, or how changing your delivery date will affect your deadlines, please contact your sales rep. Their contact information can be found on the **Your Entourage Team** section on this **Manage Account** page.

Your Entourage Team		
For your guaranteed fast day-to-day support, including changing deadlines, technical issues, and using the website...	For special requests that require high priority and care. Send your escalated requests to...	For questions about payments, invoices, and online sales...
Account Manager: Rhianna Cornelius Phone: 6097123492 Email: Rhianna.Cornelius@entourageyearbooks.cc	Advocate / Champion: Allen Fowler Phone: 888-926-6571 ext 177 Email: efowler@entourageyearbooks.com	Billing Contact: Tianna Ellerbee Phone: 888-926-6571 ext 3 Email: accounting@entourageyearbooks.com

Collect Content

Utilize the LiNK website and mobile app features, or the email photo submission feature to include your school community in collecting photos and yearbook content.



You can also use the LiNK website and mobile app features to sell your yearbook online if school order forms are no longer a viable option. The newfeed will allow you to post messages to all community members who use LiNK.

Entourage also offers Year in Review page designs free of charge. These designs can be found in the Year in Review template category.

Ask your account manager about other templates related to recent events that we will be rolling out soon!





Virtual Journalism Ideas



Conduct **interviews** via phone call, video chat, or email. Feature students, staff, or community members with interesting topics such as current events, pop culture, future plans and aspirations, student life, and achievements. Quotes can be used as focal points on related page designs.

Conduct **surveys** online for free using services such as **Google Forms** or **Survey Monkey**. You can get votes for senior superlatives or collect answers about student interests and opinions on any number of topics!



Infographics can break up the monotony of words while still providing useful or interesting information. Research your school's history and create a timeline of major events and facts to promote school appreciation and compare events that have affected your school community. Find out where your students are moving on to college and make a map depicting how far they spread. Take survey results and create a chart displaying the results in new ways!

The Subject of COVID-19

Recent events have impacted the school year in a big way. Have the students complete creative projects about what this situation has taught them and how to include the topic in the yearbook. Here are some suggestions for how COVID-19 can be incorporated into your yearbook in an appropriate and impactful way:

How are recent events shaping the school year compared to previous years?

Interview and spotlight the local heroes in your community during this crisis!

- Healthcare providers on the front line
- Other working men and women who continue to provide essential services to the community
- Volunteers delivering basic necessities to those vulnerable or in need

Videos have been shared of Italians singing together from their balconies while in quarantine, and San Francisco communities are using 'Unity Lights' to uplift the community. What acts of kindness and unity have inspired you?

How have members of your community practiced 'social distancing', and how have students and families spent their time at home?

Yearbook Page Design Worksheet

Page #:	Assigned To:
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Due Date:	Page Title:
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Page Description:

Fields above this line should be completed by the yearbook advisor and distributed to the yearbook staff.

Fields below this line should be completed and returned to the yearbook advisor

Who or what is on this page? What pictures do you need?

Sketch or Describe the Page Layout



Yearbook Journalism Worksheet

Assignment:

Due Date:

Assigned To:

Assignment Description:

Fields above this line should be completed by the yearbook advisor and distributed to the yearbook staff.

Fields below this line should be completed and returned to the yearbook advisor

**Who or what are you writing about? Do you need to conduct an interview or do research?
How are you preparing for your assignment?**

Notes, Research, and Interview Questions