

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9
Introduce basic journalism terms. Tour online ybook site and assign login id's	Select senior editors. Create ladder. Select theme, colors, fonts.	Organize photo folders. Finalize cover. Assign spreads for 1st deadline(10/16).	Assign dividers. Create and distribute dedication survey. Tally results and assign dedication page.	Basic photography tips and editing lessons. Alternative copy lesson.	Create alternative copy: surveys, top tens, etc.	Editors generate proofs of divider pages, mark up, and edit with staff members.	Distribute senior statistics forms. Collect and compile forms. Create alternative copy spreads.	Clubs and fall events editors double check all spreads, print, mark up, and edit proofs. Advise staff of edits.
Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16	Week 17	Week 18
Collect faculty, staff, clubs and moderator lists, team rosters.	Double check names and captions based on lists. Retake any necessary photos.	Remind all seniors to have portraits taken. Contact photographer to arrange BOE photo shoot.	Assign photographers, editors for academic pages including classroom candids. Clear with classroom teachers first.	Assign photographers, editors for Around NBHS candids.	Double check for spelling and duplicate images. Editors print, mark up, and edit proofs.	Editors generate proofs of divider pages, mark up, and edit with staff members.	Staff makes all necessary copy and graphics corrections.	EC and winter events editors double check all spreads, print, mark up, and edit proofs. Advise staff of edits.
Week 19	Week 20	Week 21	Week 22	Week 23	Week 24	Week 25	Week 26	Week 27
Complete editors opening spread and colophon. Check spring coverage and merge staff entries.	Assign editors, photographers for spring concerts, fashion show, spring sports.	Editors generate proofs of divider pages, mark up, and edit with staff members.	Sports and spring events editors double check all spreads, print, mark up, and edit proofs. Advise staff of edits.	Prepare index for flow. Remind all students of custom pages deadline.	Flow senior and faculty and staff portraits.	Portraits editors double check all spreads, print, mark up, and edit proofs. Advise staff of edits.	All spreads due for final deadline. Set book to print ready and submit. Get delivery confirmation and set up distribution team with business manager.	Fnal deadline.
Week 28	Week 29	Week 30	Week 31	Week 32	Week 33	Week 34	Week 35	Week 36

All students work on and finish final magazine project on MagCloud.com.	Monitor individual project progress.	Monitor individual project progress.	Monitor individual project progress.	Submit final project to MagCloud.	Collect final publi
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