

NAME _____
DATE _____

GUIDELINES FOR ONLINE NEWSPAPERS FINAL PROJECT

Follow the steps below to complete your final project, DUE AT THE END OF THE PERIOD IN LESSON 44. Make sure you get your teacher's initials where they are called for or you will not receive credit for that portion of the newspaper. Your final newspaper must have a home page with your group's newspaper name, a masthead that lists the name and editorial role of each person in the group the name of the class and the period (in the masthead), and the date. It should be typed, and be a MINIMUM of 5 sections, including the home page.

Your newspaper MUST be handed in with a **Group Goals for Online Newspapers sheet**, **Guidelines for Online Newspapers sheet** with teacher's initials, an **Editor Critique Sheet**, a 1st draft of your section, suggestions for revisions for your section on a **Site Critique #2 sheet**, a 2nd draft of your section, a **Site Critique #2 sheet** filled out by your editor, 1 edit for spelling, punctuation and grammar, and a final draft of your section with all subsequent pages (printed out). You will lose points for each missing piece. Any newspaper turned in without a 1st draft will be considered the 1st draft, regardless of when it was turned in. (Thus, if you turn in your first draft on the final due date, it will be considered a very late first draft, and you will still be missing a final draft.) All portions of this assignment will be marked off one point for late work; that means you are missing your teacher's initials.

STEP 1: Complete your Group Goals for Online Newspapers. Determine your message, biases, and target audience. Decide upon the unifying elements for your newspaper (including page colors, text colors, fonts for the link titles which match the fonts of the pages linked to, placement of images or borders around images, and a recurring graphic element, such as a button or a design, that occurs on all pages). Make sure these elements are noted on your **Group Goals** sheet. Once this step is completed, get your teacher's initials below.

_____ teacher initials

STEP 2: Print a hard copy of each group member's contribution (text story and/or image, depending on which section you have) to your section. Make sure to save all the pieces on a disk, as well. Using the **Editor Critique Sheet**, answer the questions directly on the form and attach the form to each piece. Then make the changes to each of the pieces for your section. Write all of the changes directly on the hard copies. Cross off sentences or words you will not use, add your own sentences or words where you wish. Change the title. Change the ending. If you are working on images, write out what you will change about the image. Make sure you also keep in mind the unifying elements for your newspaper, according to your notes from your staff meeting. You must make at least 4 changes to each piece. Have your teacher initial below when you have completed this step.

_____ teacher initials

Group Roles

Editor-in-Chief – You are in charge of designing the home page for the online newspaper, which houses the hard news stories in the paper and contains links to all of the other sections. You also must make changes and do the final edits for the hard news stories, using the **Editor Critique sheet** as a guide. It is your job to oversee your staff and make sure that they are completing their newspaper sections on time. You are also in charge of facilitating staff meetings and goal-setting sessions. It is not your job to come up with all of the content or all of the design elements for the paper. You must help your group make these decisions.

Letters Column Editor – You are responsible for designing the letters column page for the online newspaper. It is your job to make changes and to do the final edits for everyone's letter to the editor, using the **Editor Critique Sheet** as a guide. You must also make sure that everyone gets you their information on time, so that you may make changes.

Political Cartoon Editor – You are responsible for designing the political cartoon page for the online newspaper. It is your job to make changes and to do the final edits for everyone's political cartoons, using the **Editor Critique Sheet** as a guide. You must also make sure that everyone gets you their information on time, so that you may make changes.

Editorial Editor – You are responsible for designing the editorial page for the online newspaper. It is your job to make changes and to do the final edits for everyone's letter to the editor, using the **Editor Critique Sheet** as



a guide. You must also make sure that everyone gets you their information on time, so that you may make changes.

Book Review Editor – You are responsible for designing the book review page for the online newspaper. It is your job to make changes and to do the final edits for everyone’s letter to the editor, using the **Editor Critique Sheet** as a guide. You must also make sure that everyone gets you their information on time, so that you may make changes.

_____ teacher initials

STEP 3: Create a section web page and a web page for each of the submissions for your section, using the appropriate contributions of the newspaper staff, keeping in mind the **Group Goals** and the Unifying Elements. Incorporate your notes for changes from the **Editor Critique Sheet**. Make sure your web page section has the following components:

TEXT

- Page title (The name of your section of the newspaper)
- Subheadings or Subtitles (The titles of the pieces you are including on the page)
- Hooks- pieces of the text for each subtitle
- Links – remember a good site is easily navigable!
 - 1) 4 links to the actual text of the subtitled pieces from each of your group members.
 - 2) links to all other sections of your site (links should be placed in the same location on all pages)
- News Writing – The writing should be the appropriate contributions of your group members. If you are designing the political cartoons section, the “writing” will be an image with text included. It should be on another page, with a link back to the subtitle on your main section page. Make sure you include the name of the author with each piece.
- Author’s name for each piece (placed in same location for every piece)
- Contact Information – A page that houses a way to contact each writer for your section and links to all of the web pages for your section

DESIGN AND NAVIGATION

- Color scheme (not the standard Netscape color scheme) – choose different colors for your background, your writing, and your links. Remember to maintain consistency (make all links the same color, for example), so that your site is easy to navigate.
- White space (blank areas on the page) that is used effectively
- At least one example each of bold and italic text
- Different font sizes (size of font for link should match the size of the font for the piece being linked to)
- Different font styles (titles for links should match the font for the piece being linked to)
- At least five images (one for each piece being linked to)
- A recurring graphic element that appears on all pages (a button or design, for example)
- Other unifying elements discussed by your group and listed on your Group Goals sheet.
- At least one design element based on an idea you liked and listed in your Visual and Navigational Design Worksheet

When you have finished creating your section web page and the web pages for each of your section’s submissions, have your teacher and your editor-in-chief initial below:

_____ teacher initials _____ editor-in-chief initials

STEP 4: Have your group critique your section web page and the web pages for your section’s submissions using the **Site Critique #2**. Have them sign that form and sign the space below.

_____ Editor – in – Chief Signature

STEP 5: Make the changes suggested to create the second draft of your section web page. Use Dreamweaver, as instructed in class, to refine your page. Save all changes as a version. Then have your teacher initial below.

_____ teacher initials

STEP 6: Proofread your section for any errors that may have occurred after you made changes. When you are done, save the changes as a version. Then ask your editor-in-chief to sign here, as well as the top of the first page.



Editor's printed name

Editor's signature

Show your teacher this edited version with all of your other versions. Get your teacher's initials below to show that it was done on time.

_____ teacher initials

STEP 8: Polish this final draft of your section, correct any remaining mistakes. Be sure all pages look exactly the way you want them to and that all links are working properly. Then save all of these pages as a clean piece with no versions so that it does not take up a lot of space. Print out a copy of the final draft of your section page web page and the individual submission pages. Staple everything together in the following order: this requirements sheet on top, your **Newspaper Rubric**, final draft, edited version, your second draft, your partner's Site Critique, your first draft, and your Group Goals. Have your teacher initial below to show that she received this final product on time. Save the entire newspaper to a disk.

_____ teacher initials

STEP 9: Upload the newspaper (either to the school site's web address or to a free web site hosting site). Keep a copy on disk in your portfolio.

_____ teacher initials

INDIVIDUAL GRADING PROCEDURE:

YOUR GRADE:

Group Goals for Newspaper	4 points	_____
Editor Critique Sheet	4 points	_____
First Draft of Web Page	6 points	_____
Site Critique #2 (done by another group member for your page)	4 points	_____
Site Critique #2 (done by you, about another group member's page)	4 points	_____
Second Draft of Web Page W/ your changes	6 points	_____
Site Critique #2 from editor-in-chief	4 points	_____
Final Draft, including changes, and proofread	6 points	_____
Rubric Grade from teacher	6 points x 2	_____
Rubric Grade from panel averaged	6 points	_____
Page Uploaded	4 points	_____
total possible	<u>60</u>	YOUR _____ TOTAL

To figure out your grade, divide your total points by the total points possible. This will give you a percentage. See table below for grade percentages.

A- to A+	90% - 100%
B- to B+	80% - 89%
C- to C+	70% - 79%
D- to D+	58% - 69%
F	57% and below

