## **Create Your Own Graduation Announcement Project**

For the past seven years students at Cedar Bluffs Public Schools have created their own graduation announcements and announcements for area schools. This activity was in response to a need expressed by the parents of seniors for "economical" options for graduation invitations.

The first step to creating your own announcement is to get a photographers release from the photographer that took your seniors pictures. (This is only necessary if you want to include a senior picture on the announcement) This release gives you permission to use a senior picture since it is a copyrighted document. This can be accomplished through a telephone conversation, face-to-face interaction or via email. Be prepared as some photographers will require a small fee to obtain the release and others may deny your request. If you are denied a release, you may have to complete this project by having a friend, family member, or instructor taking a photograph of you to be used instead of your "professional" senior portrait.

Next, using PhotoShop, begin working on various layouts and designs for your announcement. When creating a new document, make sure your image size is 4 x 6 inches. This is necessary for printing the final product as a picture file.

Use your creativity and desktop publishing skills to create an announcement with multiple layers and the appropriate text. Make sure when creating the document you save it as a Photoshop document first so if you need to go back and make changes you can. When you are satisfied with the finished product, you need to save it as a jpg so it can be uploaded and printed as a picture file.

There are many methods you can use to print your announcement. We have chosen to use the Wal-Mart Photo Center as our printer of choice because you have the option of one hour printing and the luster finish.

For me as a teacher, this project allowed my students to demonstrate that they understood basic layout and design principles and had the opportunity to practice their communication skills as well.

For my students, this project gave them an opportunity to work on a project that was personal. They could use their creativity and computer skills to create a product meaningful to them.

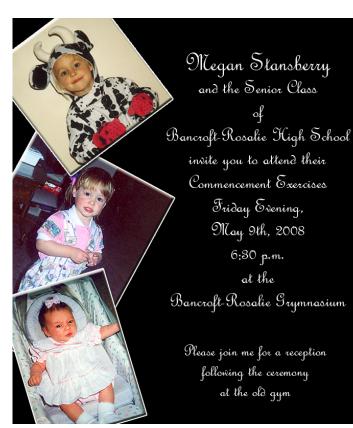
For my school, this project has provided positive public relations with the community as it has provided an economical product that parents were requesting. It has also been a great way to showcase student work as announcements get distributed throughout the community.

Please consider using this project with Computer Application students.

Janelle Stansberry Business Educator Cedar Bluffs Public Schools 110 E. Main Cedar Bluffs, NE 68015 jstansbe@esu2.org Graduation Announcement Samples:

Katie Stansberry and the Senior Class of Bancroft-Rosalie High School invite you to attend their Comencement Exercises Friday Evening, May 9th, 2008 6:30 O'clock at the Bancroft-Rosalie Gymnasium

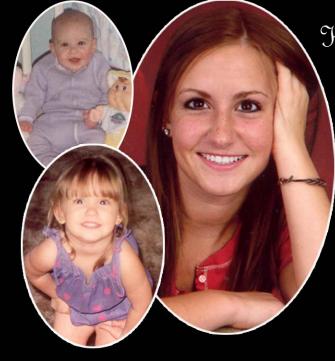
Please join me for a reception following the ceremony at the old gym





Stacie Jean Kavan and the Senior Class Invite You to Attend the Cedar Bluffs High School Graduation Ceremony on May 10th, 2008 at 2:00 pm.

Please Join me for an open house following the ceremony at my home. 1746 County Road 19, Fremont



# Krishell Marie Schilke

Classof

and the class of 2007 invites you to attend the Cedar BluffsKigh School Graduation Ceremony on May 12th, 2007 at 2:00 p.m

Please join me in celebration immediately after the ceremony at My Kome. 2765 Co. Rd. 12

# SHARE AN IDEA INFORMATION DOCUMENT

#### Idea Title: Create Your Own Graduation Announcements

**Objectives/Overview:** Students will use their skills in desktop publishing and photo manipulation to create a graduation announcement.

#### **NBEA Standards:**

- NBEA Communication I (Foundations of Communication) A (Oral Communication)
- NBEA Communication I (Foundations of Communication) C (Written Communication)
- NBEA Communication II (Social Communication) B (Human Relations and Interpersonal Skills)
- NBEA Communication III (Technological Communication) Level I, Level II
- NBEA Information Technology V (Application Software) Level I, Level II, Level III, Level IV
- **Concepts/Skills Reinforced or Mastered:** Skills and concepts reinforced include desktop publishing skills of layout and design principles as well as communication skills.
- **Course/Grade Level:** Project is to be completed at the end of desktop publishing unit preferably in the spring a month prior to graduation.
- Materials/Resources/Equipment: PhotoShop Software, Scanner, Computer

Time Required to Complete the Lesson/Unit: 5-7 days (based on 50 minute class period)

### Basic Layout Techniques Graduation Invitation

Criteria	Score	Commendable (5)	Acceptable (3)	Unacceptable (1)
Design		No errors in appropriateness,	Minor errors in	Major errors in
Functions		Balance, focus/flow, and	appropriateness,	appropriateness,
		Consistency	balance,	balance,
X 2			Focus/flow, and	Focus/flow, and
			Consistency	consistency
Design		Page Size/Orientation are	Choices made in size	The size and
Considerations		appropriate for the publication.	and orientation distract	orientation result in a
		The margins set the text apart from	rather than enhance the	publications that
		everything else within readers view	message of the	confuses or frustrates
			publication	the reader
Typography		Typefaces match the tone, type	Typefaces match the	Typefaces do no
		sizes emphasizes important data	tone	match the tone, type
			Type size does not	sizes are irregular
			emphasize important	Or do not emphasize
			data	important data
Graphics		Adds excitement; generates	Relate to the message	Does not relate to the
(Imported or		enthusiasm; relates to the message,		message
created)		if created have an element of		
		complexity and uniqueness		
Special Effects		Elements such as gradients, filters,	Special effects are	Special Effects are
Special Effects		or graphics are used appropriately	used appropriately.	used inappropriately
		and effectively. Graphics are		and distract from the
		rotated properly to enhance the		quality of the
		purpose of the publication. Flow of		publication
		text around graphics creates		1
		enthusiasm and complexity in the		
		document		
White Space		Appropriate for message;	Apparent, not trapped	Hardly any; trapped
		Generous amount, not		
		Trapped		
Color		Used consistently, appropriate for	Used inconsistently	Not appropriate for
		the message		message or used
				inconsistently
Creativity		Different & unique has	Shows hints of	Boring, dull,
Croativity		a style, flair of its own; unusual yet	uniqueness yet some	unattractive
		intriguing	aspects are found in	unattractive
		indigung	other works	
Classroom		On task; required little or no	On task; required	Rarely on task;
Performance		teacher assistance	minimum teacher	required optimum
			assistance	teacher assistance
Total				
Score				

Appropriateness – elements (text, titles, pictures, symbols, lines, etc) match purpose and audience
Balance – weight of each element and how works together - too balanced – boring
Focus/Flow – where the reader's eye focus first and how it travels across the page

**Consistency** – repeated elements

RUBRIC POINT TOTALS					
A+(100) = 50	B+(92) = 44-45	C+(84) = 38-39	D+(77) = 32-33		
A $(96) = 48-49$	B (88) = 42-43	C $(81) = 36-37$	D $(74) = 31$		
A- $(93) = 46-47$	B- $(85) = 40-41$	C-(78) = 34-35	D- $(70) = 30$		
For every point lower than 30, 1 percentage point will be deducted from 70%					