

Newsletter Assignment – Using MS Publisher

Monthly newsletters are a great way to showcase what you and your students are doing in the classroom. Whether they are on a webpage, an email attachment or sent home with student, parents love this form of communication and they appreciate it on a regular basis. Starting off your school year with a newsletter in some fashion within the first or second day of school lets parents know that you are organized and excited to have their child in your class. The following suggestions are items that you might want to use in your newsletter:

- a biography of the teacher
- what units or themes you are studying during the school
- types of assessment you are going to use for various outcomes
- explaining important information such as fieldtrips that are coming up
- a calendar of events for your classroom, such as swim days
- classroom expectations, procedures and your policies – yours and the schools
- quiz days
- special classroom days like – puppet shows or Readers Theatre
- guest speakers visits, etc.
- volunteers needed
- Word Wall lists for the month
- “Star Students of the Week” (Better to use children’s first names only)

For this assignment, you will be asked to create a newsletter that you will send home with your students on the first day of school. You are to create this newsletter in Publisher and are strongly encouraged to include all checklist items so that you are able to claim full marks. Omitting checklist elements will result in a minimum one-mark deduction for each omission. **See the following page for an Exemplar and a checklist of items that are needed for your assignment.**

Newsletter Checklist /45

The following is an “[Example](#)” of a newsletter created for the first day of school. Your newsletter in two columns must contain the following elements:

- A Word Banner (/2)
- 1” margins all the way around (/2)
- Must use a 2 column format (/2)
- Page numbers as a footer (/2)
- At least one page in length, but not longer than two pages (/2)
- 1 photo of you that is: (/5)
 - Digital in format
 - Has an appropriate file size
 - Has been resized or cropped appropriately
 - Photos must have appropriate captioning
- 5 or more clipart or images from the web (from anywhere, but must be appropriate and follow copyright laws to receive the mark. Remember to give proper attribution. See [CreativeCommon.org](#) or [this Australian Creative Commons Attribution article](#) posted on [Creative Commons.](#)) Creative Commons Markers can be downloaded from [this area](#) of their site. (/5)
- Appropriate (limited) use of white space (/5)
- Clear font usage (avoid the use of fancy fonts) (/5)
- Text that is contained in textboxes – at least 5 (/5)
 - Text (main text) must be appropriately sized (12 pt. minimum) in a very easily read font.
 - Title text (headers) for each section must be 14 pt. minimum in same font as main text it applies to
 - Banner text (Word Art) must be 36 pt. minimum and may be in any font you want
 - All main text must be full justified in its textbox
- Spelling: one percent deduction per error to a maximum of 10% of the assignment
- Your newsletter must contain information on a minimum of 10 things about you or your (make-believe) classroom (/10)