

Class of 2018 Yearbook

Another school year is quickly passing by and it is time to get things rolling for the Sixth Grade yearbook. We need pictures of your children and their friends from grades K thru 6 to create a memorable yearbook of their years at Douglas!

FAQ:

Where will pictures be stored: Google Photos (directions below to load pictures)

How will pictures be organized: In Folders in Google Photos (Folder descriptions below)

The yearbook team has created folders that represent different sections in the yearbook (DO NOT CREATE NEW FOLDERS). Store pictures within those folders. If a picture is not in a folder, it will not be used in the yearbook since we would have to guess which section it should go in.

What is another use for the pictures: 6th grade portfolio project

Some people do not have pictures of their own of their children in school. Parents and children can search the folders for pictures of themselves to use in their portfolio project in the Spring! Pictures can be downloaded from google photos to your computers as well!

When can we load pictures and when are they due:

Start loading pictures now (Directions below)

Pictures are due by January 15 (changed from January 31):

The yearbook committee will begin making the yearbook with the pictures loaded by parents. While you can still load pictures into the folders after January 31, there is no guarantee they will be used in the yearbook. It takes a while to create the yearbook

What pictures do you want?

- Pictures of ONLY 6th grade students (No family, friends outside of Douglas, etc.)
- Pictures of Students who may have moved but were in this 6th grade class
- GROUPS of students - Singles are only used when a picture is needed of a student
- **BABY PICTURE NEEDED!!** (Stored in folder: BABY PICTURES): One **very important** item we need from everyone is a baby picture of your 6th grader. We can accept a digital version or a hard copy of the baby picture which will be returned to you. Each classroom has large envelopes for students to submit photos. Please clearly label anything you would like returned and please tell your children that photos are only to be placed INTO the envelopes, not removed.

What pictures will **not** be used in the yearbook - the yearbook contains ONLY 6th grade students at Douglas. We will not use:

- pictures with students from another school
- pictures from birthday parties
- pictures with family members of students

How are students involved in making the yearbook?

- Each student will create their own "personal page" for the yearbook. This page will include a Kindergarten picture and their 6th grade picture and be designed by the student (information on this will be given to students at school the week before February vacation by their teachers).
- Each student will fill out a survey of their interests at school. More information and instructions will be given later by the teachers
- Students will participate in a yearbook cover contest around March/April

Please be careful using Google Photos. EVERYONE HAS ACCESS TO MAKE CHANGES. DO NOT delete pictures here. Be careful since this is our repository for the yearbook.

Please load in your pictures as soon as possible if you want them in the yearbook.

If you have difficulty loading pictures, email pictures directly to the gmail account:
douglasyearbook2018@gmail.com.

This is just a brief overview. We promise each step will come with plenty of reminders and details.

One last, but the MOST important detail to tell you:

The yearbook cost is covered entirely by the Douglas School PTO in thanks to your many years at Douglas (There is NO cost to you). Many thanks to the Douglas PTO!

DIRECTIONS TO LOAD PHOTOS INTO GOOGLE PHOTOS

We need photos of school events through the years (Halloween, Walk for Peace, Douglas Day, Field Trips, Old School Day, class parties, etc). Our hope is that pictures represent as many students as possible, so the more students in the picture who can be recognized, the better!

- a. Go to gmail.com and log in (you may have to log out of your own google account first):
Username: douglasyearbook2018@gmail.com
password: Douglas-2018
- b. On the left, click on "Albums" to show all pictures by album. (If you don't see Assistant/Photos/Albums, look in the main menu at top right.)
- c. **Please load your pictures in the correct album.** (Find your folder, for example, Through the Years Gr K-2, Through the years Gr 3-5, Douglas Day Gr K-2, Douglas Day Gr 3-5, etc.) Our committee cannot identify the grade your child is in, the event, possibly even the child. If you want the photo in the yearbook, put it in the correct folder.
- d. You can also **identify pictures** by adding a description:
Click on an individual photo to open a large version, then click on the Info icon (i) at top right. Add names and other identifying notes. (But even if you add descriptions, please make sure the photos are in the correct album.)

2018 Yearbook Committee

MAIN EMAIL: douglasyearbook2018@gmail.com (password: Douglas-2018)