

BizNet News Editor

You are responsible for developing the BizNet News publication for your school. Your publication will include ad executive business ads, reporter articles, and photographer photos.

1. Get iPad From the Cart



Your job requires you to use an iPad today. Go to the iPad cart to pick up **iPad #53**. A teacher will be at the cart if you need assistance.

2. Book Creator Tutorial



Watch the brief Book Creator tutorial in the **blue Files app** on your iPad and read through the **Book Creator Instructions** carefully in this folder.

3. Before the Pledge of Allegiance:



- Follow the **Book Creator Instructions** in this folder.
- Use the **Editor's Workflow Checklist** to track your progress.
- Check that the Advertising Executives are working on the **BizNet News Ad**.
- Using the **Editor's Workflow Checklist**, indicate that the ad is assigned.
- Review the business ad with the Advertising Executives before you accept the AirDrop of the ad.
- Accept the **AirDrop** of the finished BizNet News ad on your iPad. It will be saved in the **Photos App** on the iPad.
- Using the **Editor's Workflow Checklist** indicate that the ad was reviewed and received.



4. After the Pledge of Allegiance:

- Follow the **Book Creator Instructions** to continue designing the cover or any business pages not finished before the pledge.
- Review each business ad** with the Advertising Executives before accepting an AirDrop.
- Accept the **AirDrop** of the finished business ads on your iPad. They will be saved in the **Photos App** on the iPad.
- Add the finished business ads to the pages in the publication immediately. Resize the ads so that the background and title are visible.
- Using the **Editor's Workflow Checklist**, indicate that the ads are reviewed, received, and added to the publication.
- Accept the **AirDrop** of any articles or photo collages from the Reporters, CEO or photographer. Add all photo collages to the publication immediately. **Do Not Wait** until the end of the day to fill in the blank pages of the publication.

5. Leave iPad in the Business at the End of the Day & Clean Up

Do Not Delete any photos or books at the end of the day from the iPad. Staff will use the editor's iPad to upload the publication to the teachers. Assist with clean up at the end of the day.