

2007-08 Student Work Web Submission And Posting Guidelines (Revised 11/26/2007)

Student Work Web Submission Guidelines:

- All items should be emailed to Lane Lucas for review and approval.
- All time sensitive items must be sent one week prior to the related date.
- All items for posting should include an attached Word file with a brief overview/description of each work or collection including the school name, student names/grade, teacher/staff names, purpose of work, themes, tied in events, goals, curriculum initiatives, and all important details.
- Photos should be sent as an attached jpeg file. Hard copies of photos can also be sent via inter-department mail if needed.
- PowerPoint presentations, Podcasts, and movie clips of Student Work are highly encouraged and should be sent as attached files.

Student Work Web Posting Guidelines:

- Some Student Work may require a Release Form be signed by one or more students/staff prior to posting. This will be verified and handled by Lane Lucas. If a Release Form can not be obtained from any person involved in the work then it will not be posted.
- Student Work postings are subject to the approval of the school principal and the Grandview C-4 Administration.
- Each school should have a digital camera available for your usage. Assistance with photos (taking them, processing them into the proper submission format, or transferring them from your desktop to IT and/or Public Relations via email) is available upon request. If needed, the Public Relations Department (Lane Lucas) can come to your location and take photos subject to advance notice (one week) and scheduling. Joe Dimino with IT can assist you during school hours over the phone and/or the internet (by tapping into your desktop) with properly formatting and sending photos and information. Please contact Lane Lucas or Joe Dimino for assistance.
- Assistance with the creation of PowerPoint presentations, movie clips, and Podcasts is available upon request from the Public Relations Department and IT. Joe Dimino with IT can assist you during school hours over the phone and/or the internet (by tapping into your desktop) with creating and sending PowerPoint presentations. Lane Lucas and/or Joe Dimino can come to your school to shoot a movie clip and/or record a Podcast subject to advanced notice (two weeks) and scheduling. Please contact Lane Lucas or Joe Dimino for assistance.

Student Work Contact Information:

Lane Lucas, Coordinator of Public Relations
816.316.5021-Office
816.985.0655-Cell
lane.lucas@csd4.k12.mo.us

Joe Dimino, Technical Trainer and Webmaster
816.316.5196-Office
816.985.0217-Cell
joe.dimino@csd4.k12.mo.us