

Class Calendar

This **Calendar Activity** can be adapted to suit many stages of the Primary School. This activity uses MS Publisher and covers several Level B, C and D skills in Creating and Presenting

Essentially, the class are making the pages for a calendar – one Publisher page per month.

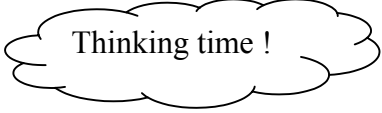
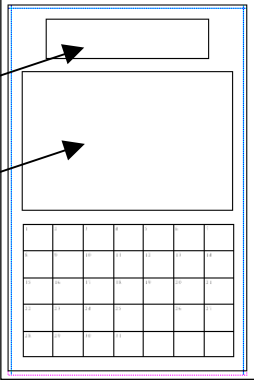

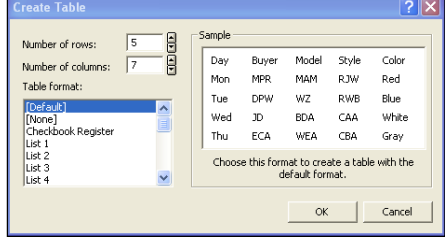
Each page comprises:-

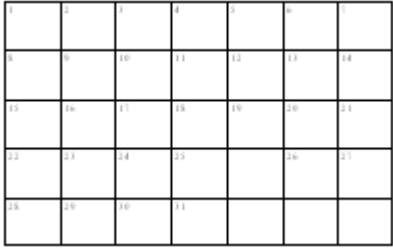


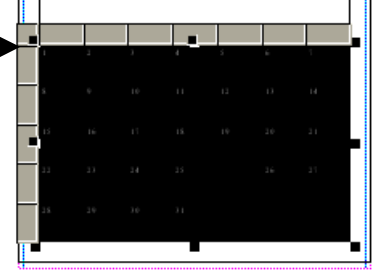
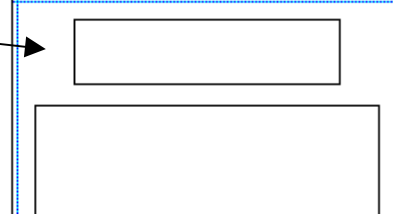


- a text box for the title (name of the month),
- one picture frame (for a picture created with RM Colour Magic, or copied from the internet, or a photo from the digital camera)
- a table with the dates of the month.
- Older pupils may wish to add further details, such as additional clipart, border art.


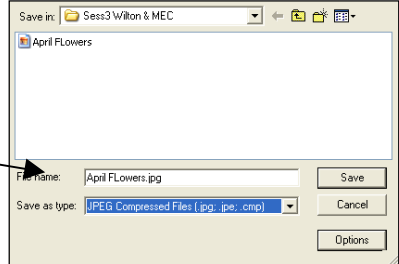
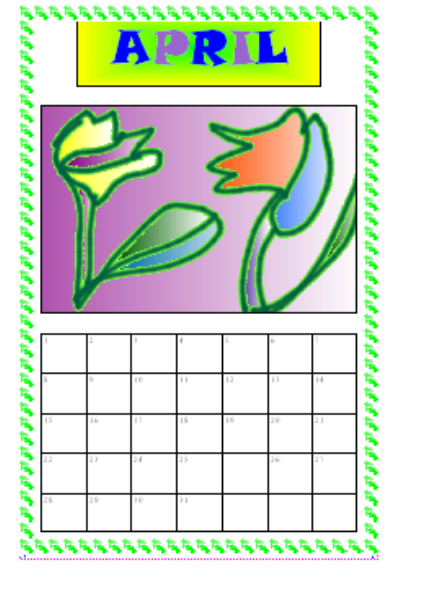
For younger pupils, the teacher may create a 'framework' file with these three items already in place. This is placed in the 'Pupil's Read' area of the 'Our School Shared Area'. Pupils copy the framework page to their own 'My Work' folder' (with guidance from teacher) and load it from there.

Pupils create their illustration in RM Colour Magic and save to their 'My Work' folder.

Then they 'Insert Picture > From File' into the Publisher framework.

<p>Step 1</p>	<p>Decide what month you are going to illustrate. and begin thinking about the type of illustration you might make. <i>(NB Think in terms of making a design on a theme using whatever tools in Colour Magic are appropriate to the stage of the pupils. There are plenty illustrated examples of Colour Magic activities at www.educationict.org.uk/teacher_resources.htm)</i> <i>(Do not re-inforce the idea of 'Draw a picture of.....')</i></p>	<p>Explain the activity to pupils. Ask them to think about the steps of the process which they need to go through.</p> 
<p>Step 2</p>	<p>Prepare the MS Publisher framework page</p> <p>Load MS Publisher and a blank document Use the Text frame tool to make a text frame for a title.</p> <p>Use the Picture Frame tool to make a frame for your graphic.</p> <p>Leave the bottom half of the page for the 'Table' with the dates on it, Save your work with a suitable filename (For eg 'CalFrame') in your 'My Work' folder.</p>	
<p>Step 3</p>	<p> Use the 'Table Frame Tool' to draw a Table in the bottom half of the document.</p> <p>When you have 'drawn' the shape of the table this window appears.</p> <p>Change the number of rows to 5 Change the number of Columns to 7 Click on OK Save your document again using CTRL + S</p>	
<p>Step 4</p>	<p>Resize or re-position your frames in the usual way.</p> <p>Save your document again using CTRL + S</p>	

<p>Step 5</p>	<p>Put the numbers into the 'cells' of the table. Start at 1. Press the tab key (<i>on the left of the letter Q</i>) to move from one cell to the next.</p> <p><i>(Do not attempt to put in the correct days of the week here unless you have checked this out on a real calendar and have got plenty time to spare !)</i></p>	
<p>Step 6</p>	<p>Put gridlines into the table so that that they show up when printed.</p> <p>Highlight the entire table by clicking in the top left corner of the table.</p>  Click on the Line Tool and go to 'More Styles'.  Click on 'Grid' and the lines will be added. <p>SAVE your document again using CTRL + S</p>	
<p>Step 7</p>	<p>Use Format > Autofit Text > Best Fit on your title frame.</p> <p>Format your title frame (for the name of the month) so that when the name of the month is entered, the text will adjust its size automatically to fill the frame.</p>	
<p>remembering to 'Save-as-you-go' into your 'My Work' folder. This calendar template can then be copied across from the teacher's 'My Work' folder into the 'Pupils Read' area for pupils to access (with help) when they log on. When pupils log on they are shown where the template is in the 'Pupil's Read' folder. They need to take a copy of this (with help) into their own 'My Work' folder before starting to work on it.</p>		
<p>Step 8</p>	<p>Add the name of your month</p> <p>Click in the Text frame and enter text for the name of your month. Highlight your text and change typeface and colour. Do not adjust the size – Autofit Text is already doing that !</p>	
<p>Step 9</p>	<p>Add a background colour to your title frame. Use 'Fill Effects' > 'Gradients' and select 2 colours.</p> <p>SAVE your document.</p> <p>Minimise your Publisher document or close it down. You have saved it into your 'My Work' folder.</p>	

<p>Step 10</p>	<p>Make an illustration / design using RM Colour Magic suitable for your month.</p> <p>For very young children this could be as simple as 'Taking a line for a walk', then using the 'Fill' tool in seasonal colours.</p> <p>For eg:- Spring colours / flowershapes . (There are plenty illustrated examples of Colour Magic activities at www.educationict.org.uk/teacher_resources.htm) Teachers should demonstrate a few ideas for pupils !)</p> <p>Save your design into your 'My Work' folder in the usual way.</p> <p>(Pupils should be shown how to save Colour Magic files as JPEGs. This is a compressed file format and saved files don't eat up as much space in a pupil's 'My Work' folder.</p>	 
<p>Step 11</p>	<p>Add your design to your Publisher document.</p> <p>Click in the picture frame.</p> <p>Go to Insert > Picture > from File</p> <p>Find the Colour Magic picture file in your 'My Work' folder.</p> <p>Click to select this file and click on Insert.</p> <p>Make any changes to the size or shape of your picture frame.</p> <p>Save your finished calendar page.</p> <p>Ask permission from your teacher before you print this page</p>	
<p>Steps 8-11 above add the content to the template page.</p>		
<p>Further ideas for pupils</p>	<p>Add 'Border Art', 'clipart' .</p> <p>Take a digital photo of a school display to add to one calendar page.</p> <p>Think how you could use other photos taken around the school. (...but no pictures of yourself, or other pupils please)</p> <p>Avoid using pictures from the internet for this activity. Your designs will be much more unique and special.</p>	
<p>Further ideas for teachers</p>	<p>Over the course of the year, or term, pupils could copy their most successful (in their view) illustrations / designs into the 'Pupil's Write' area, and submit this for consideration for the class calendar.</p> <p>Collect photos of special displays, events, models, etc throughout the term to include in the calendars</p> <p>This could work very well in a Nursery situation, if a digital camera was available for some of the time. Picture records of seasonal activities in the Nursery could be collected over time, and presented in the calendar.</p>	