



# Guidelines

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# Welcome Letter

Dear Teachers:

We are so excited that you are going to work with your students on creating content for the NeBooks Project. The NeBooks Project is a partnership between schools, state agencies and non-profit organizations across Nebraska for the common purpose of providing quality instructional materials. In this packet, you will find a variety of resources to help you and your students throughout the process.

The creation of most iBooks for this project is being done in iBooks Author which does require the use of a Mac computer with Operating system 10.7 or higher. You will also need the iBooks application installed either on your 10.9 Mac or on an iPad to preview the final book. The iOS app [Book Creator](#) does allow you to create eBooks on the iPad and export them as iBooks, as well. Other programs will allow for the creation of ePubs, if you use one of these please submit all files as part of your final submission.

## Recommended Steps for Success

- Talk to your administrator about participating in this project
- Have parents complete parent permission
- Narrow down topics with students
- Research information and keep all source information for book citations
- Gather multimedia resources (pictures, videos, widgets, etc.)
- Acquire permission for any web based content you will be adding to your book (Ex. Youtube) \*See *Appendix A for YouTube Permission Letter*
- Pre-write all text in a word processor
- Revise/Fact Check/Edit
- Storyboard/Design your Book
- Create your book with iBooks Author or Book Creator
- Preview final copy in iBooks and complete final edits
- Export final book as both iBooks and PDF files
- Determine Creative Commons license: <https://creativecommons.org/choose/>
- Upon completion, submit final iBooks and PDF files, as well as Creative Commons license to [dorann.avey@nebraska.gov](mailto:dorann.avey@nebraska.gov)

We are very excited to have you and your students working on this process. If you have any questions feel free to visit the website at <http://www.education.ne.gov/nebooks/>.

Thanks,

Dorann Avey

Digital Learning Director | Nebraska Department of Education

## Student Expectations: Elementary Students

- Narrow down your topic
  - What do you want to know more about?
  - What do you want to write a book about?
- Research information and keep all source information for book citations
  - Keep notes in a word processor or on paper
  - Keep notes of all the places that you get information
- Gather multimedia resources (pictures, videos, widgets, etc.)
  - Try to use Creative Commons media and attribute work
  - Keep notes of all the places that you get multimedia resources
- Acquire permission for any web-based content you will be adding to your book (Ex. YouTube) \*See Appendix A for YouTube Permission Letter
- Pre-write all text in a word processor
  - Summarize the information that you have found in your own words
  - If you want to directly quote, use quotation marks and cite your source
- Revise/Fact Check/Edit
  - Check all of your notes and ensure that everything written is factual
  - Edit for sentences, grammar, spelling, and punctuation
- Ask 2 peers to read your text and edit
- Ask teacher to read your text and edit
- Make edits to text
- Storyboard/Design your iBook
  - Match multimedia with text
  - Consider adding quizzes for your readers to check for understanding
- Create your book with iBooks Author
  - Choose template carefully because it cannot be changed after starting
  - Use chapters and sections thoughtfully because it determines the table of contents. Moving chapters and sections is easier than moving individual pages.
  - Include "Student Authored by: \_\_\_\_\_ (name)" on cover page
- Preview final copy in iBooks
- Ask 2 peers to read your iBook and get feedback
- Ask teacher to read your iBook and get feedback
- Complete final edits
- Export final book as both iBooks and PDF files
- Determine Creative Commons license: <https://creativecommons.org/choose/>
- Summarize your book in 75 words to include in the NeBooks Project Library
- Upon completion, submit final iBooks and PDF files, as well as Creative Commons license and book summary to [dorann.avey@nebraska.gov](mailto:dorann.avey@nebraska.gov)

## Student Expectations: Middle School Students

- Narrow down your topic
  - What do you want to know more about?
  - What do you want to write a book about?
- Research information and keep all source information for book citations
  - Keep notes in a word processor or on paper
  - Use citation tool to track all sources
- Gather multimedia resources (pictures, videos, widgets, etc.)
  - Try to use Creative Commons media and attribute work
  - Keep notes of all the places that you get multimedia resources
- Acquire permission for any web-based content you will be adding to your book (Ex. YouTube) \*See Appendix A for YouTube Permission Letter
- Pre-write all text in a word processor
  - Summarize the information and write your text in your own words
  - Ensure that you properly cite direct quotes
- Revise/Fact Check/Edit
  - Review all notes and ensure that all text is factual
  - Edit for sentences, grammar, spelling, and punctuation
- Ask 2 peers to read your text and edit
- Ask teacher to read your text and edit
- Make edits to text
- Storyboard/Design your iBook
  - Match multimedia with text
  - Consider adding quizzes for your readers to check for understanding
- Create your book with iBooks Author
  - Choose template carefully because it cannot be changed after starting
  - Use chapters and sections thoughtfully because it determines the table of contents. Moving chapters and sections is easier than moving individual pages.
  - Include "Student Authored by: \_\_\_\_\_ (name)" on cover page
- Preview final copy in iBooks
- Ask 2 peers to read your iBook and get feedback
- Ask teacher to read your iBook and get feedback
- Complete final edits
- Export final book as both iBooks and PDF files
- Determine Creative Commons license: <https://creativecommons.org/choose/>
- Summarize your book in 75 words to include in the NeBooks Project Library
- Upon completion, submit final iBooks and PDF files, as well as Creative Commons license and book summary to [dorann.avey@nebraska.gov](mailto:dorann.avey@nebraska.gov)

## Student Expectations: High School Students

- Narrow down your topic
  - What do you want to know more about?
  - What do you want to write a book about?
- Research information and keep all source information for book citations
  - Keep notes in a word processor or on paper
  - Use citation tool to track all sources
- Gather multimedia resources (pictures, videos, widgets, etc.)
  - Try to use Creative Commons media and attribute work
  - Keep notes of all the places that you get multimedia resources
- Acquire permission for any web-based content you will be adding to your book (Ex. YouTube) \*See Appendix A for YouTube Permission Letter
- Pre-write all text in a word processor
  - Summarize the information and write your text in your own words
  - Ensure that you properly cite direct quotes
- Revise/Fact Check/Edit
  - Review all notes and ensure that all text is factual
  - Edit for sentences, grammar, spelling, and punctuation
- Ask 2 peers to read your text and edit
- Ask teacher to read your text and edit
- Make edits to text
- Storyboard/Design your iBook
  - Match multimedia with text
  - Consider adding quizzes for your readers to check for understanding
- Create your book with iBooks Author
  - Choose template carefully because it cannot be changed after starting
  - Use chapters and sections thoughtfully because it determines the table of contents. Moving chapters and sections is easier than moving individual pages.
  - Include "Student Authored by: \_\_\_\_\_ (name)" on cover page
- Preview final copy in iBooks
- Ask 2 peers to read your iBook and get feedback
- Ask teacher to read your iBook and get feedback
- Complete final edits
- Export final book as both iBooks and PDF files
- Determine Creative Commons license: <https://creativecommons.org/choose/>
- Summarize your book in 75 words to include in the NeBooks Project Library
- Upon completion, submit final iBooks and PDF files, as well as Creative Commons license and book summary to [dorann.avey@nebraska.gov](mailto:dorann.avey@nebraska.gov)

## YouTube Permission Slip

Date:

Dear \_\_\_\_\_ (user),

My name is \_\_\_\_\_ and I'm a student/teacher in Nebraska working on the NeBooks Project. The Nebraska Department of Education started the NeBooks Project to encourage students, teachers, and partner agencies to create content for Nebraska students to use for free. We are creating iBooks on various topics to add to the NeBooks Project Library. You can read more about the project on the site:

[www.education.ne.gov/nebooks](http://www.education.ne.gov/nebooks)

I think your YouTube video entitled \_\_\_\_\_ would work well in my iBook and help make the information more interactive. I am writing you to ask permission to use your video. I can use a YouTube widget, which will send readers to your YouTube channel to view the video. I can also embed the video in the book should you allow me to have a copy of the video.

Thank you for your consideration. I look forward to hearing from you.

Sincerely,

## NeBooks Project Release Form

I hereby give authorization for my son/daughter to publish an iBook in cooperation with their respective school and the Nebraska Department of Education's NeBooks Project. I understand that my son/daughter's full name will be used to credit their work as the author. I understand that my son/daughter's photo may be used to promote the NeBooks Project in editorial, trade, advertising, or any other purpose and in any manner and medium.

I hereby grant the Nebraska Department of Education, its representatives, employees, agents and assignees, a non exclusive and free license to use the video, picture, graphic, audio recording, or iBook submitted to the NeBooks Project. This license includes the irrevocable and unrestricted right to use the video, picture, graphic, audio recording, or completed iBook.

I hereby release the Nebraska Department of Education, its officers, employees, agents, legal representatives and assigns from any and all claims, actions and liability related to its use of submitted video, picture, graphic, audio recording, or completed iBook.

IN WITNESS WHEREOF, the undersigned, intending to be legally bound hereby signs and dates below.

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Student Name

School

---

Parent/Guardian Signature

Date

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Printed Name

Phone

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Street Address

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City

State

Zip

## Forma de liberación del Proyecto NeBooks

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estado

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nombre del estudiante

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