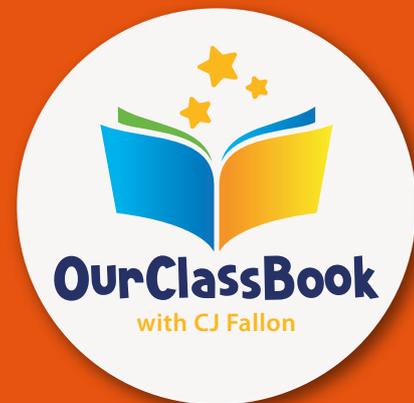
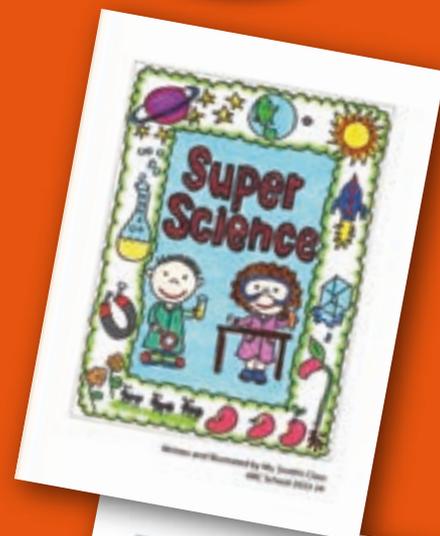


Classbook Teacher's Guide



This kit contains everything you need to create a published book with your class. It's easy!

- ✓ Each child contributes two pages, one page of drawing and another of writing.
- ✓ Issue all parents with the order forms in this kit.
- ✓ Assemble all contributions and return the kit as per the instructions enclosed.
- ✓ You'll receive your printed books in just four to five weeks!



'It was an absolutely amazing experience and the children were totally engaged in the project for the whole time. We were all blown away with their published work!'

Give your students a memory they'll never forget

1 Get Started

Activate your kit

Go to www.ourclassbook.com/activate/
It only takes a moment! Your kit cannot be used until this step is complete.

Also, be sure to keep your kit box. You'll use it to send us your class' masterpiece for publishing.

Choose a topic

Select a topic which will interest and excite everyone in the class!

Find inspiration at ourclassbook.com/topics

Encourage expression

Carry out pre-writing activities and brainstorming sessions to get the whole class engaged.

Important resources

Go to www.ourclassbook.com/teacher/ to find a variety of helpful resources, including

- Replacement writing and drawing pages (accidents happen!)
- More printable templates to suit the needs of every student
- Answers to common queries
- Our Publisher Guidelines

Did you know?

- Would you prefer to type your book and include photos? Your class can create their book in a Word document. See more information at www.ourclassbook.com/digitalbook/
- Our maximum page count for our standard pricing is 70 pages. If you need more pages, email us for pricing.

2 Let the Fun Begin

Writing and illustrating

- Carry out a brainstorming session and create a draft before letting your students write on the kit pages.
- Please follow the instructions on the back of the kit pages.
- It's normal for silly sentences and misspellings to find their way into the books.



Our tips for a great book

- Use blank pen (or dark pencil) for writing and markers for colouring.
- The more colourful, the better!
- Print any replacement pages or templates you need on good quality paper.
- Book cover: include your book title and a colourful illustration.
- Authors page: feel free to glue in a photo of the authors



OurClassBook.com

Please see our privacy policy at www.ourclassbook.com/privacy-policy/

never forget!

OurClassBook.com

3 Key Steps

Inform the parents

- Issue the **Parent Order Forms**, included in your kit, to each child in your class.
- Pre-ordering books is cheaper - **parents can order direct from us** using your Book ID (printed on your kit envelope)
- We recommend you seek parental consent before submitting your books for publishing. We have instructed parents who do not wish for their child's work to be included in the book to bring this to your attention.
- You will receive a **complimentary** hardcover copy of your special book.



4 Post and Publish

Complete your project

- Finalise your order at www.ourclassbook.com/finalise/ Detailed instructions can be found on the Publishing Checklist included in your kit. Payment must be made before submitting your manuscript or publishing.
- Organise your cover page, title and dedication pages, along with your book pages in numbered order, then your authors' page. This will always be the last page of your book.
- **Note:** Your original kit pages will not be returned.
- Fill out the **white box marked with a star** on the flap of your kit envelope.
- Ensure all the steps on the Publishing Checklist are completed prior to submitting your class' masterpiece for publishing.
- Submit book online.



Delivery

Adhere the pre-paid **returns label** included in your kit, completely covering the old label. Securely tape your box closed on all sides. If you need a new label, please email info@ourclassbook.com

Bring your box to your **local post office** one week before your submission date.

Your published books will be delivered to your school in **just four to five weeks** after we receive your publishing kit. Keep this in mind when planning your celebrations or last day of term.

info@ourclassbook.com

IE: 01 616 6443

UK: 01618 844389



Thank you for publishing with OurClassBook!

We're here for you...

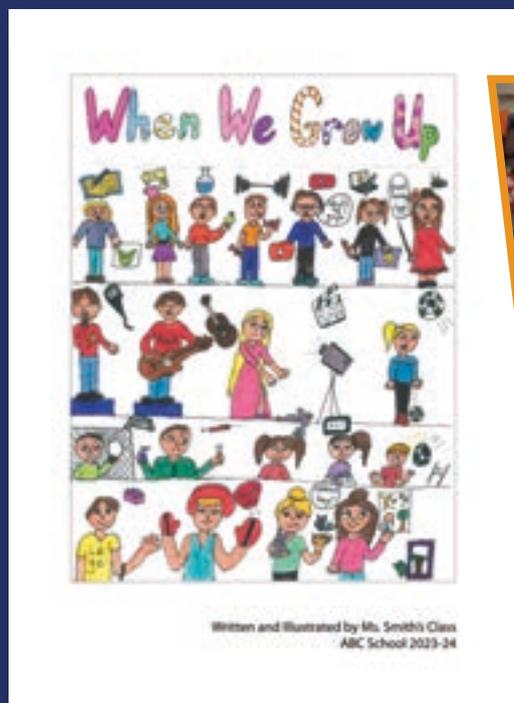
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www.ourclassbook.com/faqs/

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