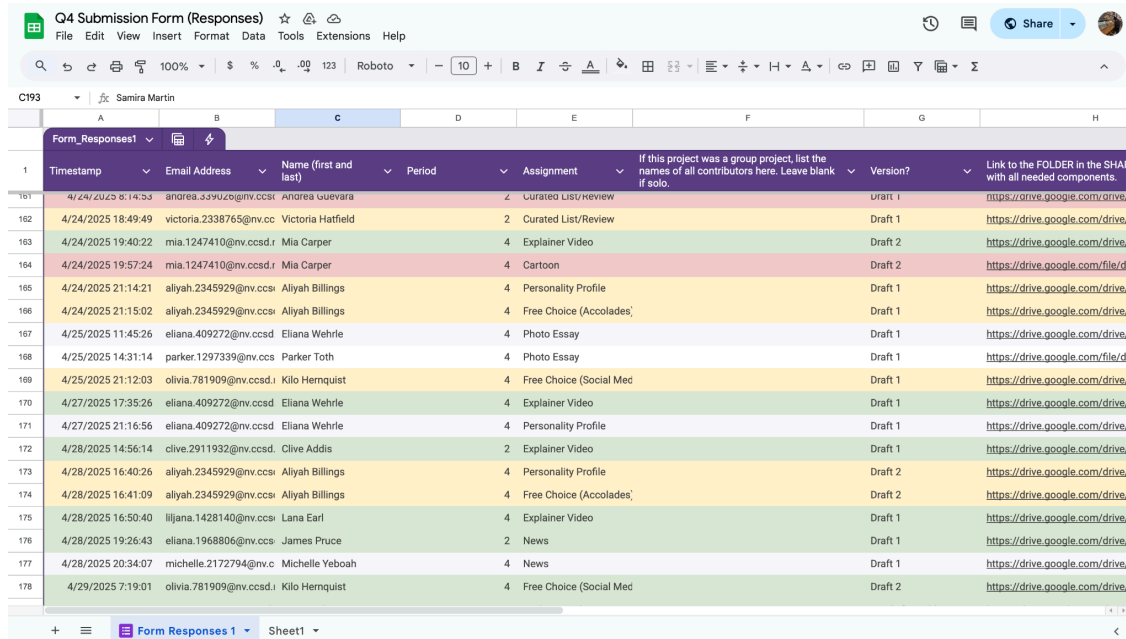


How to Edit LVA Accolades Articles

Editing articles can seem like a difficult and overwhelming task to complete when you're unfamiliar with the process. But this tutorial will help you through the process, let's go!

Submission Form







Timestamp	Email Address	Name (first and last)	Period	Assignment	If this project was a group project, list the names of all contributors here. Leave blank if solo.	Version?	Link to the FOLDER in the SHAR with all needed components.
4/24/2025 6:14:53	andrea.33902@nv.ccsd	Andrea Guevara		2	Curated List/Review	Draft 1	https://drive.google.com/drive/
4/24/2025 18:49:49	victoria.2338765@nv.cc	Victoria Hatfield		2	Curated List/Review	Draft 1	https://drive.google.com/drive/
4/24/2025 19:40:22	mia.1247410@nv.ccsd	Mia Carper		4	Explainer Video	Draft 2	https://drive.google.com/drive/
4/24/2025 19:57:24	mia.1247410@nv.ccsd	Mia Carper		4	Cartoon	Draft 2	https://drive.google.com/file/d/
4/24/2025 21:14:21	aliyah.2345929@nv.ccsd	Alyiah Billings		4	Personality Profile	Draft 1	https://drive.google.com/drive/
4/24/2025 21:15:02	aliyah.2345929@nv.ccsd	Alyiah Billings		4	Free Choice (Accolades)	Draft 1	https://drive.google.com/drive/
4/25/2025 11:45:26	eliana.409272@nv.ccsd	Eliana Wehrle		4	Photo Essay	Draft 1	https://drive.google.com/drive/
4/25/2025 14:31:14	parker.1297339@nv.ccsd	Parker Toth		4	Photo Essay	Draft 1	https://drive.google.com/file/d/
4/25/2025 21:12:03	olivia.781909@nv.ccsd	Kilo Hernquist		4	Free Choice (Social Med)	Draft 1	https://drive.google.com/drive/
4/27/2025 17:35:26	eliana.409272@nv.ccsd	Eliana Wehrle		4	Explainer Video	Draft 1	https://drive.google.com/drive/
4/27/2025 21:16:56	eliana.409272@nv.ccsd	Eliana Wehrle		4	Personality Profile	Draft 1	https://drive.google.com/drive/
4/28/2025 14:56:14	clive.2911932@nv.ccsd	Clive Addis		2	Explainer Video	Draft 1	https://drive.google.com/drive/
4/28/2025 16:40:26	aliyah.2345929@nv.ccsd	Alyiah Billings		4	Personality Profile	Draft 2	https://drive.google.com/drive/
4/28/2025 16:41:09	aliyah.2345929@nv.ccsd	Alyiah Billings		4	Free Choice (Accolades)	Draft 2	https://drive.google.com/drive/
4/28/2025 16:50:40	ilijana.1428140@nv.ccsd	Lana Earl		4	Explainer Video	Draft 1	https://drive.google.com/drive/
4/28/2025 19:26:43	eliana.1968806@nv.ccsd	James Pruce		2	News	Draft 1	https://drive.google.com/drive/
4/28/2025 20:34:07	michelle.2172794@nv.c	Michelle Yeboah		4	News	Draft 1	https://drive.google.com/drive/
4/29/2025 7:19:01	olivia.781909@nv.ccsd	Kilo Hernquist		4	Free Choice (Social Med)	Draft 2	https://drive.google.com/drive/

The submission form displays all of the responses from everyone who's submitting their work in regards to the media. As you can see the form is color coordinated, (**Grey - Hasn't been edited, Green - Complete, Yellow - Edited/Notes from editors, Red - Error**). Depending on what editor you are, is what submission you are able to edit:

Draft 1 - Content Editor

Draft 2 - Copy Editor

Draft 3 / Ready For Publication - Editor in Chief

Version? ▾	Link to the FOLDER in the SHARED drive with all needed components. ▾
Draft 1	https://drive.google.com/drive/folders/12y3Xd4B
Draft 1	https://drive.google.com/file/d/1Alw_BJ_mn_6ZG
Draft 1	https://drive.google.com/drive/folders/1rnCgS5G
Draft 1	https://drive.google.com/drive/folders/1JPE0_hJ
Draft 1	https://drive.google.com/drive/folders/1ay6pQDQ
Draft 1	h  Personality Profile  
Draft 2	h 
Draft 2	h
Draft 1	h

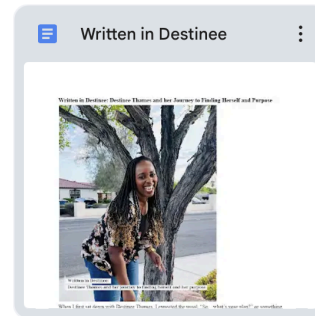
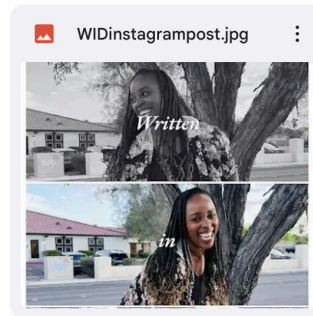
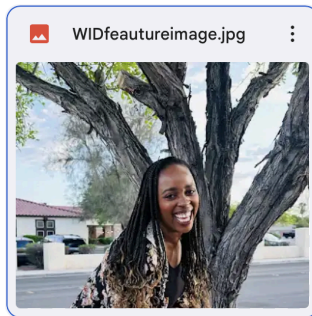
Once you know which draft you're supposed to be editing, you'll then go and find the draft needed to edit. **Make sure it's for your class period.** Go to the linked google folder to view their piece.

Google Folder

... > Q4 Assignments > personality profile ▾

Type ▾ People ▾ Modified ▾ Source ▾

Files

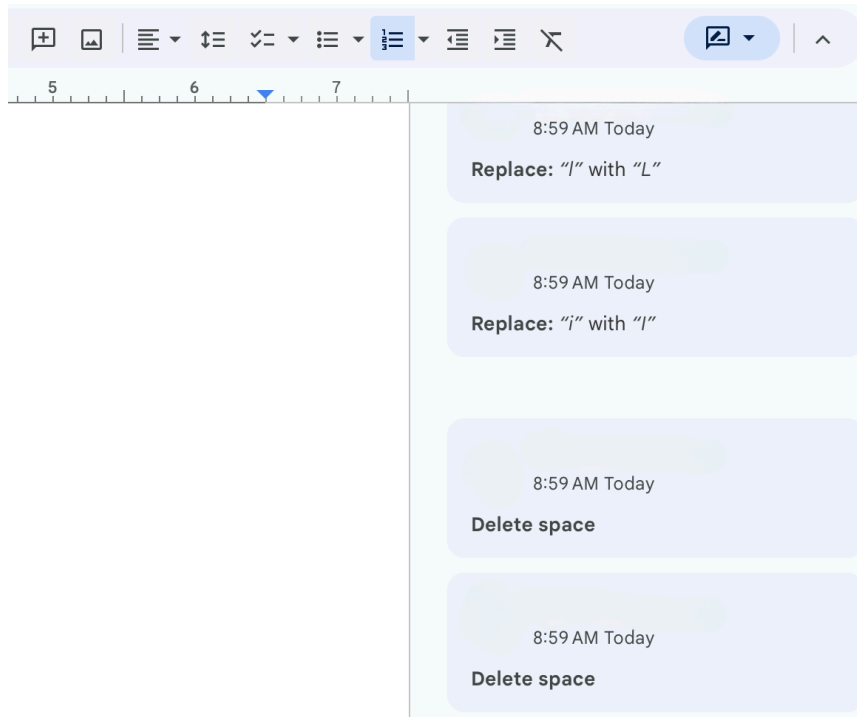


Once you've opened the link, you'll see multiple things inside. If you're a content editor you have to make sure all of the content is clear and accurate. If you're a copy editor you have to edit all of the grammar aspects. Lastly, if you're an editor in chief you have to make sure the overall piece is complete and that there are no errors needed to be altered.

Editing Article

A screenshot of a document editing interface. At the top is a toolbar with various editing tools like bold, italic, underline, and text color. Below the toolbar is a photo of a woman with long dark hair, wearing a patterned jacket, smiling and standing outdoors in front of a large tree. Below the photo is a caption that reads "Written in Destinee: Destinee Thames and her journey to finding herself and her purpose". Below the caption is a text article. The article starts with "When I first sat down with Destinee Thames, I expected the usual, 'So...what's your plan?'" or something similar. Instead, she sat back in her chair grinning at me and simply said, "I like to listen because you can find out a lot when you listen." In the time that followed, I explored the story of a bright spirit who thrives in her "organized-chaos", bends the rules when it counts, and approaches everything she does with compassion and confident audacity. The article continues with "Ask Destinee to pick a color and she doesn't hesitate. 'Neon, bright, wow yellow, none of the butter or mustard tones that you see all over your Instagram feed.'" I personally believe she couldn't pick a better color to describe herself. She's unapologetically bold and lights up every room she walks into. In an office that can be gray and dim, she's the light that shifts the atmosphere. The article ends with "Organized chaos" is how she describes her workspace. As I watched her shuffle through papers and supplies on her desk, she pulled out exactly what she needed. Her secret to being orderly despite what it may come across is her phone calendar, "My lifeline," she called it. For anyone buried in deadlines her tip. On the right side of the interface is a sidebar with three options: "Editing" (Edit document directly), "Suggesting" (Edits become suggestions), and "Viewing" (Read or print final document). The "Suggesting" option is currently selected and has a checkmark next to it.

When you open the article, click **Editing Mode** located at the right top of your screen. Then press **Suggesting**. If you prefer using **Editing** instead you are more than welcome to. Although, suggestions allow the editor to make corrections without having to confuse the submitter.



Then go throughout the piece and make corrections.

Updating Submission Form

After you have finished editing you need to update the submission form.

Q4 Submission Form (Responses) ☆ ☁

File Edit View Insert Format Data Tools Extensions Help

100% 123 Roboto 10 B I A

D171:H171 4

	E	F	G	
1	Assignment	If this project was a group project, list the names of all contributors here. Leave blank if solo.	Version?	Link to the folder with all needed components.
169	4	Free Choice (Social Med)	Draft 1	https://drive.google.com/drive/folders/1rnCgS5G
170	4	Explainer Video	Draft 1	https://drive.google.com/drive/folders/1JPE0_hJ
171	4	Personality Profile	Draft 1	https://drive.google.com/drive/folders/1ay6pQD0
172	2	Explainer Video	Draft 1	https://drive.google.com/drive/folders/1f8uTBIIV
173	4	Personality Profile	Draft 2	https://drive.google.com/drive/folders/1lwAA3DC
174	4	Free Choice (Accolades)	Draft 2	https://drive.google.com/drive/folders/1DmZ7AP
175	4	Explainer Video	Draft 1	https://drive.google.com/drive/folders/1vTvr_X_V
176	2	News	Draft 1	https://drive.google.com/drive/folders/17lsDEIO4
177	4	News	Draft 1	https://drive.google.com/drive/folders/14AtaEmk
178	4	Free Choice (Social Med)	Draft 2	https://drive.google.com/drive/folders/1rnCgS5G
179	2	Explainer Video	Ready for Publication	https://drive.google.com/drive/folders/1akgIkJic

Reset

STANDARD

CUSTOM

Conditional formatting

✓ Alternating colors

Highlight the piece that you have edited and change the **Fill Color**. Typically if you're a content or copy editor you'll change the color to yellow. If you're editor in chief and there are no mistakes left you'll change the color to green once the piece has been published. If there is some sort of error in effect no matter the editor, you'll change the color to red.

Link to the FOLDER in the SHARED drive with all needed components.	Notes for editors/adviser. (Leave blank if none.)	Editors' Notes
https://drive.google.com/drive/folders/1rnCgS5G	Comment left (Liana)	
https://drive.google.com/drive/folders/1JPE0_hJ	posted	
https://drive.google.com/drive/folders/1ay6pQD0	please content edit	
https://drive.google.com/drive/folders/1f8uTBIIV	posted	
https://drive.google.com/drive/folders/1lwAA3DC	Comments left, submit for 3rd draft ()	
https://drive.google.com/drive/folders/1DmZ7AP	Comments left, submit for 3rd draft ()	
https://drive.google.com/drive/folders/1vTvr_X_V	posted	
https://drive.google.com/drive/folders/17lsDEIO4		Published
https://drive.google.com/drive/folders/14AtaEmk		
https://drive.google.com/drive/folders/1rnCgS5G	posted	
https://drive.google.com/drive/folders/1akgIkJic	posted	
https://drive.google.com/drive/folders/1OkrWvuI		give title, t
https://drive.google.com/drive/folders/1day2ANji		published

Lastly don't forget to add notes in the notes section and sign off with your name.