



Overview & Guide



Program Timeline Overview

The timeline below is designed to help teachers stay on track for the student celebration week. Each Build My Story session is designed to fit within a 45-minute class period. Soft deadlines are included to provide flexibility while keeping the overall program on schedule.

Key Dates & Milestones

Preparation (Start date – 7 days)

- Teacher access and setup completed
- Classroom ready to begin the project

Session 1: Story Planning & Writing (~45 mins)

- Aim to complete by Start date +7 days (soft milestone)
- Students plan their story and begin writing

Session 2: Story Development & Editing (~45 mins)

- Aim to complete by Start date +7 days (soft milestone)
- Students continue writing and refine their story (on paper)

Session 3: Illustrations & Book Completion (~45 mins)

- Aim to complete by Start date +14 days (soft milestone)
- Students log in to web app, type stories and complete their books

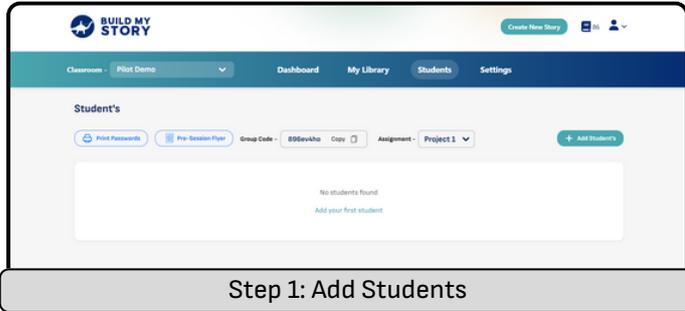
Student Celebration

- Around Start date +28 days (exact date flexible)
- Celebrate students' completed storybooks (exact date TBC)

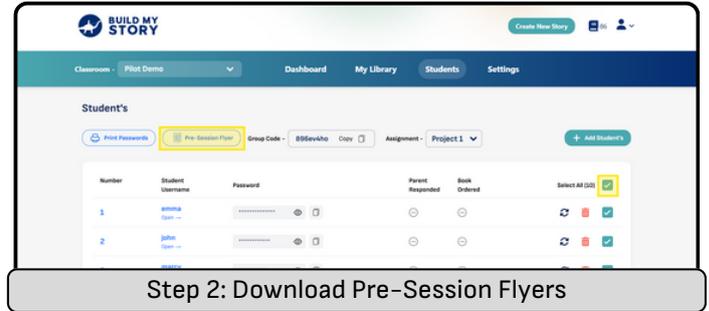
Preparation

Before starting the program, we ask that you complete a small amount of preparation so parents are informed and your classroom is ready to begin. This helps build excitement and ensures sessions run smoothly.

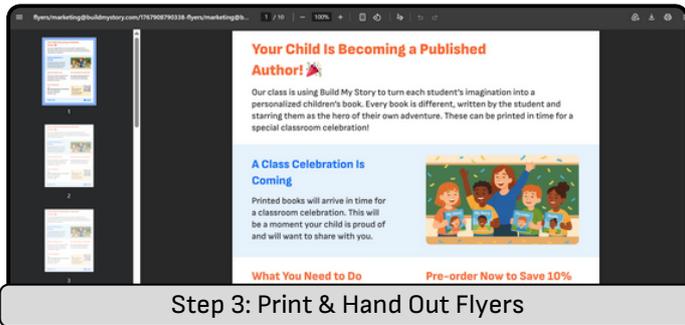
The steps below show what you need to complete in advance.



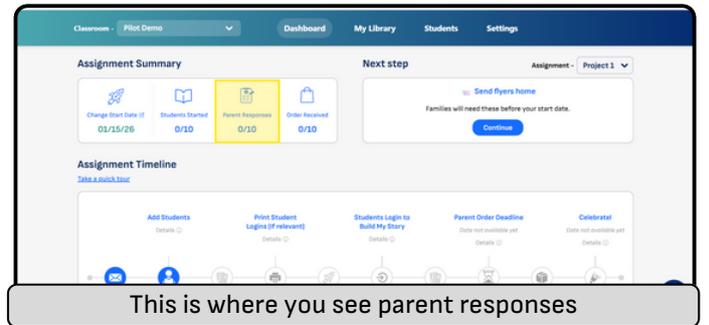
Step 1: Add Students



Step 2: Download Pre-Session Flyers



Step 3: Print & Hand Out Flyers



This is where you see parent responses

Session 1: Plan the Story

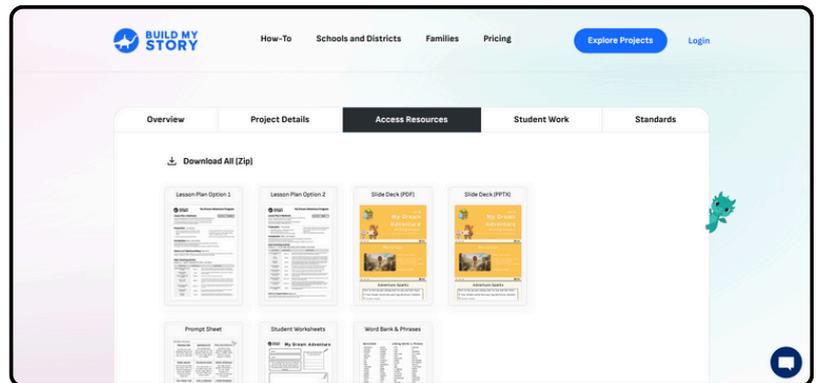
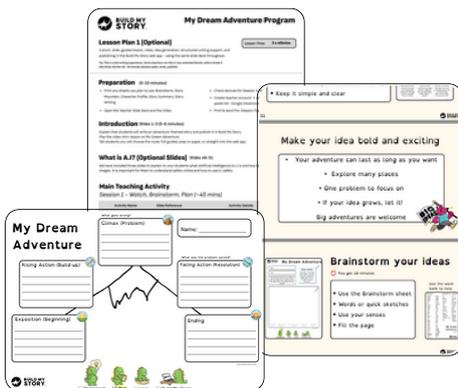
This session marks the start of the program and introduces students to the project. The focus is on helping students understand the task, explore ideas, and plan their story before writing.

For this session, the web application is not required. You will use the introductory video and the provided lesson resources to guide students through the planning process.



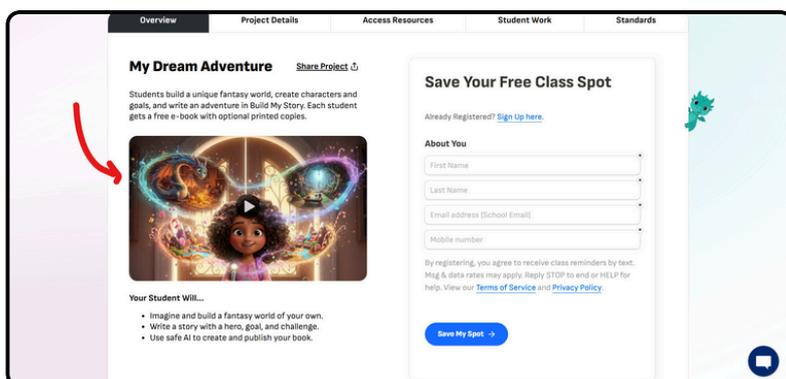
Students Will:

- Watch a short animated introduction to the program
- Choose a writing prompt (or create their own)
- Brainstorm ideas for their adventure
- Identify their main character
- Plan their story using the provided planning sheets



All materials for this session, including printable worksheets, the lesson plan, and slides, can be found in the Access Resources tab. The attached lesson plan provides step-by-step guidance and suggested timings for the session.

Access the video on the overview tab →

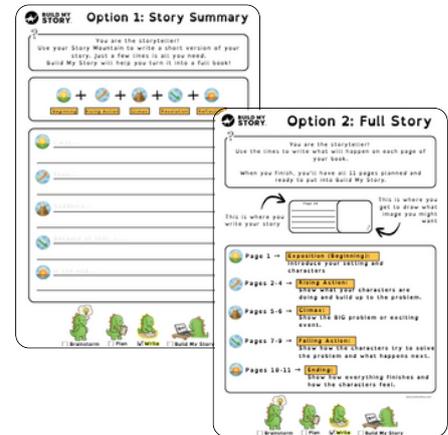


Session 2: Write the Story

In this session, students move from planning into writing their story. The focus is on getting ideas down on paper and developing the story structure before typing anything into the web app.

Students Will:

- Review their story plan and main character
- Choose how they want to write (story summary or full draft)
- Write their story on paper using the provided templates
- Review and refine their work through a short peer check



During this session, students can follow one of **two writing pathways** based on their confidence level. Some students will **write a story summary** using the provided worksheet, while others may choose to **write a full draft of their story**.

Both approaches are supported and will work seamlessly in the next session.

Session 3: Build, Edit & Publish

In this session, students bring their story into the Build My Story web application. They will type or paste their writing, generate illustrations, and complete their book.

Students Will:

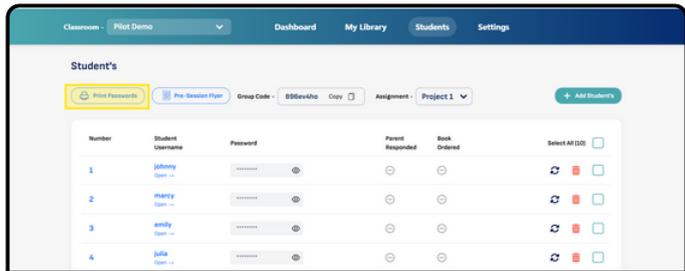
- Sign in to the Build My Story platform
- Add or type their story text
- Generate and edit illustrations for each page
- Review and refine their completed book



The next few pages outline what the students need to do to complete session 3. Information is also provided in the lesson plan and the slide deck.

How Students Log In

Teacher Steps →

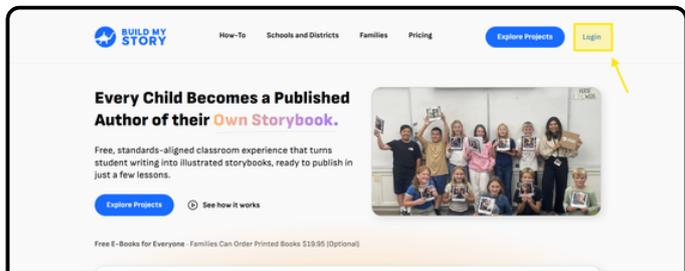


Step 1: Click Print Passwords

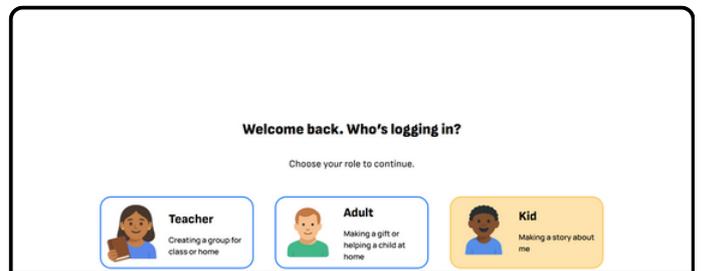
Student Name	Username	Password
Johnny	johnny	carrotclever24
Marcy	marcy	applezany17
Emily	emily	noisycupcake59
Julia	julia	clevercomet35
Emma	emma	brightguitar02
Jake	jake	carrotclever42
Harry	harry	lazymartle83
John	john	bravepuppy74
Ben	ben	cupcakebrave18
Jules	jules	cometquirky27

Step 2: Hand out to students

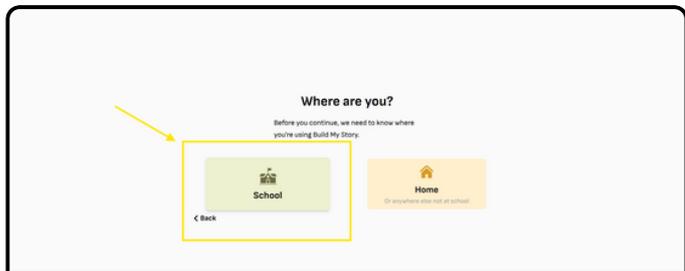
Student Steps →



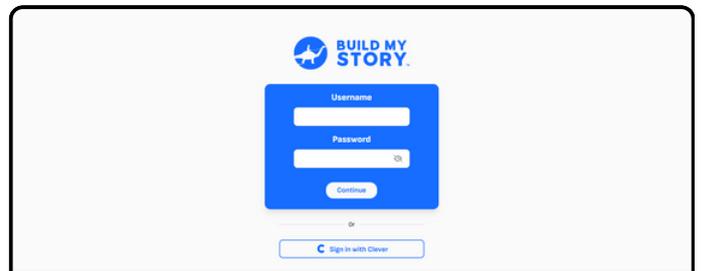
Step 1: Go to buildmystory.com on devices



Step 2: Click 'Kid'

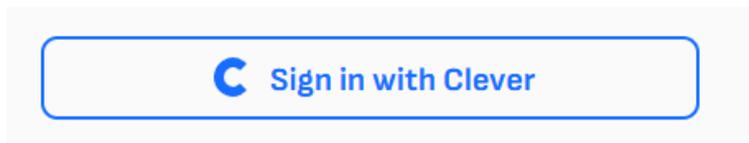


Step 3: Click 'School'



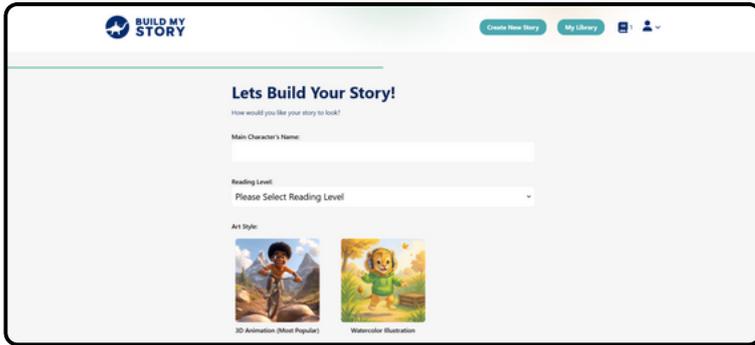
Step 4: Students use the Username & Password

Alternatively, if you added students using Clever, then they can sign in using Clever here.



How Students Build Their Book

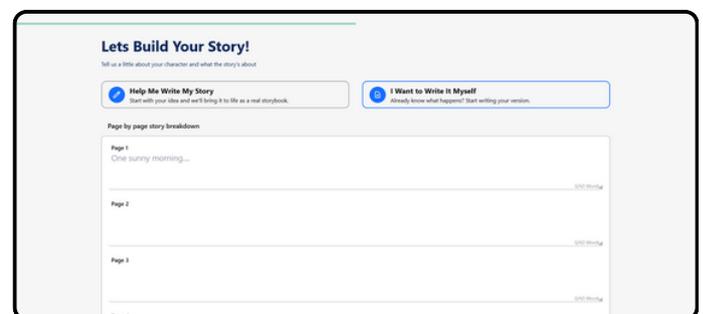
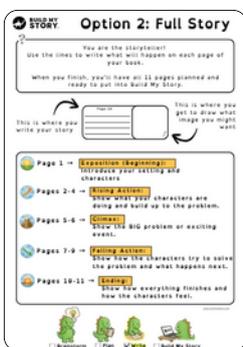
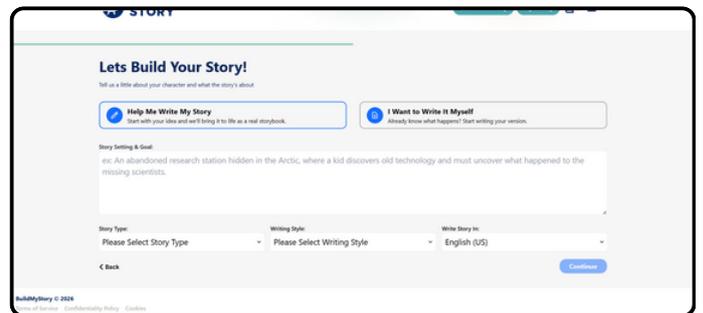
Step 1: Character Name, Reading Level, and Art Style



Step 2: Type out Story

In this session, students type their work into the Build My Story platform based on the pathway they chose in **Session 2**.

Students who wrote a story summary will use the "Help me write" option, while students who completed a full draft will use the "I want to write it myself" option to enter their story.



Step 3: Create Character

BUILD MY STORY
Character Profile

Name: _____
Date: _____

This page helps you create your main character for your story. You'll fill in details about who they are, what they look like, and even draw them. Later, you'll use this profile to guide your writing and bring your character to life in Build My Story.

My Character Is: A Human An Animal Fictional

Character Name: _____ How Old Is Your Character? _____
Years Old

Draw Your Character What do they look like?

What are they wearing?



BUILD MY STORY Create New Story My Library

Build My Character

When you describe your character make sure to use simple descriptions.

Character Type: Human
Age: 12 Years
Gender: Boy
Character Appearance: explorer outfit

Replace Photo: Optional

Please Note: All generated content may not always be 100% accurate or free from errors.
Please Note: Allowing more information regarding your character provides best results.

Step 4: Generate & Edit the book

Ben's Mountain Mystery BOOK ID: rjGKHdItNhmZZBdD6aoqF

by Ben

40/50

Ben's Mountain Mystery
by Ben
[Edit Cover](#)

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Ben's Mountain Mystery

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On a bright and sunny morning, Ben tightened his shoelaces, ready for his biggest adventure yet! With his explorer outfit on, he gazed at the towering mountains from his

As Ben entered the forest at the base of the mountains, the air turned cooler and filled with fragrant pine. The sound of chirping birds surrounded him. Suddenly, he noticed

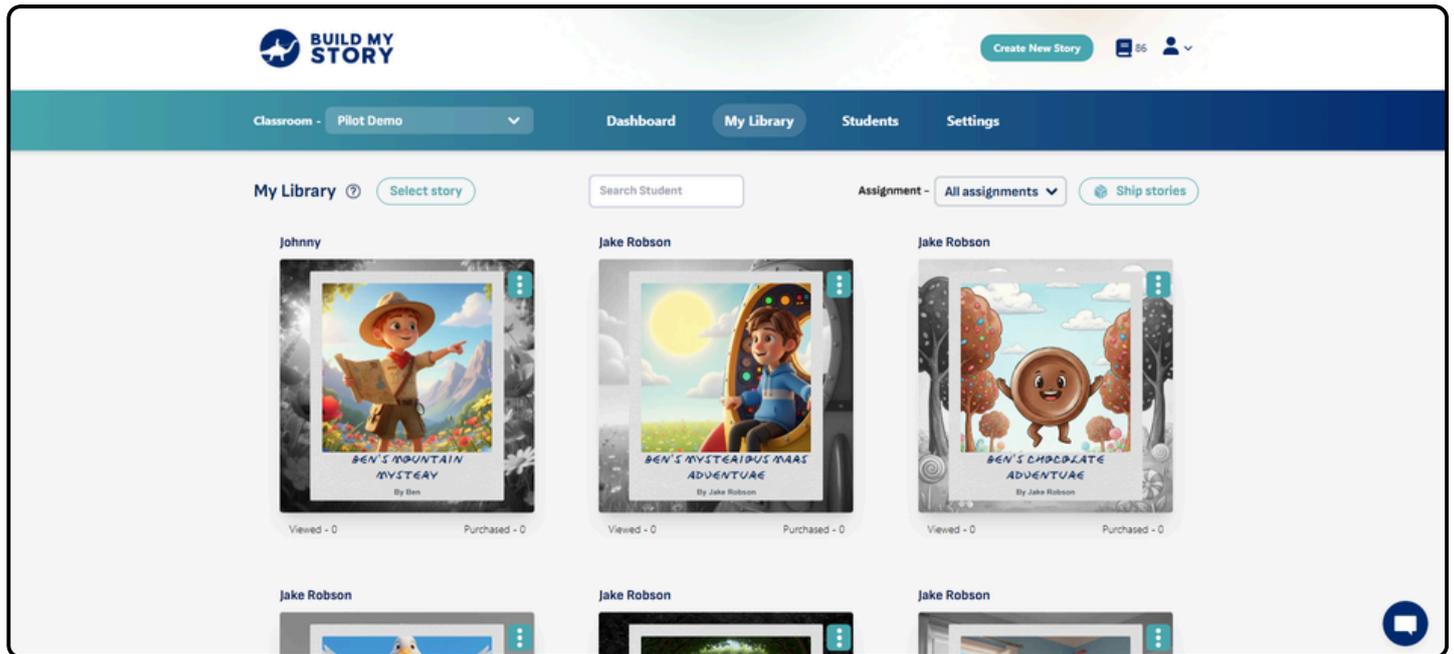
And that's it!

Once students reach this stage, they simply review their book, adjust images if they wish, refine their text, and let you know when they are finished.

What happens after Session 3?

Throughout Session 3, you will see student books appear in My Library as students complete their work. This is where you can view all finished books for your class in one place.

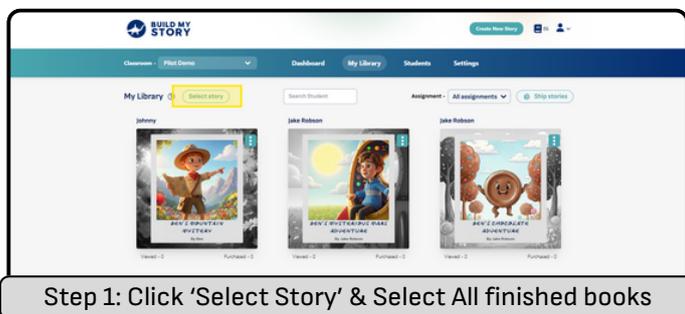
Once all student books are complete, the next step is to send printed flyers home to parents. These flyers allow families to view their child's book and, if they choose, purchase a printed copy. Every student will receive a digital version of their book regardless of whether a printed copy is ordered.



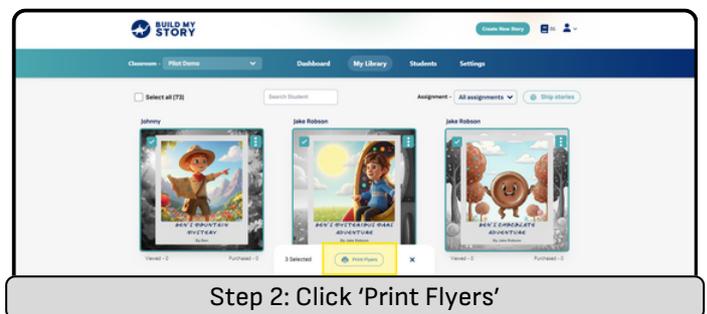
Sending Flyers Home

From My Library, you can download the parent flyers for your class. These flyers are designed to be simple and clear for families and include everything they need to view their child's book.

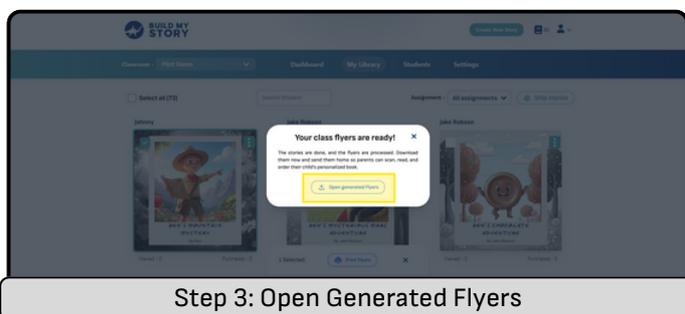
Once downloaded, the flyers can be printed and sent home with students.



Step 1: Click 'Select Story' & Select All finished books



Step 2: Click 'Print Flyers'



Step 3: Open Generated Flyers



Step 2: Print & Hand Out

The Celebration Day!

The soft deadlines throughout the program are designed to help all classes finish around the same time, allowing every group to take part in a shared celebration week. The timeline allows flexibility across different grades while ensuring there is enough time for all students to complete their books.

Once parents have had the opportunity to order a printed copy of their child's book, we will print and ship all books together to your school. Each delivery will also include bookmarks and stickers to help make the celebration feel special for students.

This celebration is a chance to recognise students' creativity, effort, and progress as writers. Seeing their work as a printed keepsake is often a powerful and memorable moment for students.

