



# Overview & Guide

## Classroom



## 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: book Planning & Writing (~45 mins)

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

### Session 2: 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

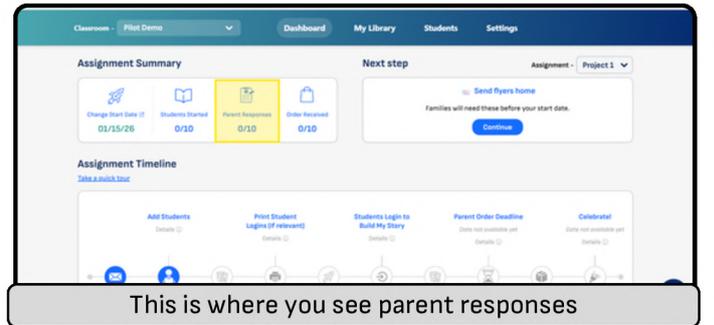
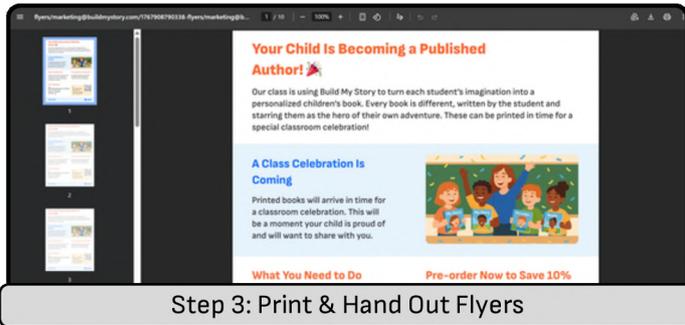
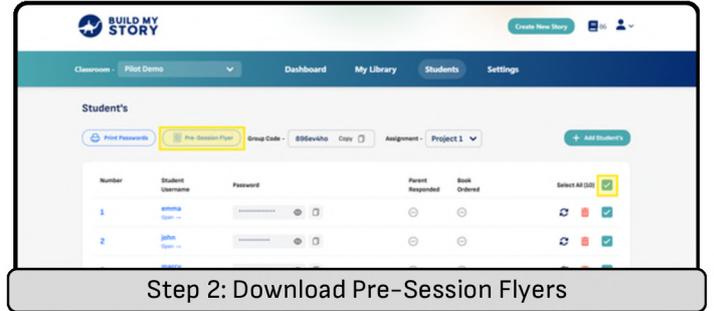
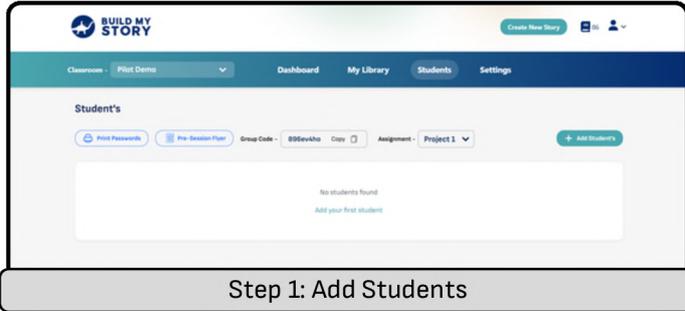
### Student Celebration

- Around Start date +28 days (exact date flexible)
- Celebrate students' completed bookbooks (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.

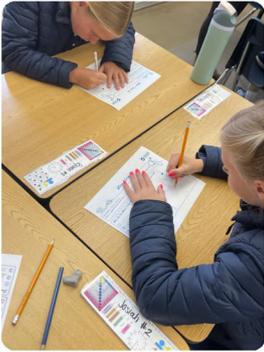
The steps below show what you need to complete in advance.



## Session 1: Plan & Write

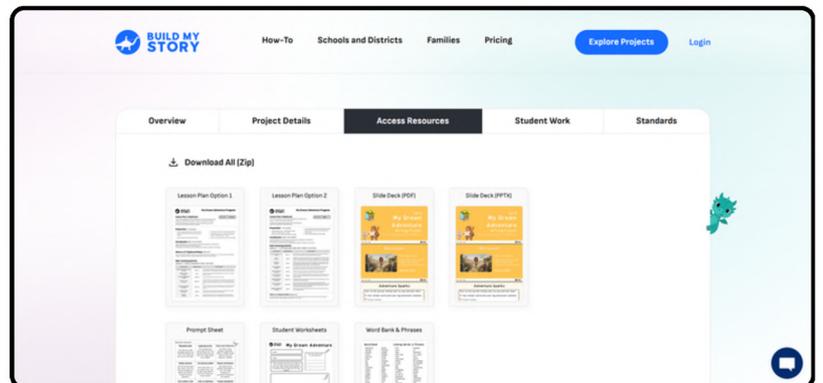
This session marks the start of the project and introduces students to the project. The focus is on helping students understand the task, explore ideas, and plan their writing.

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



### Students Will:

- Watch a short animated Build My Story introduction.
- Choose a historical figure (or a community hero / yourself).
- Read a passage or class materials to gather key facts.
- Complete the Historical Figure Profile + Biography Builder worksheets.



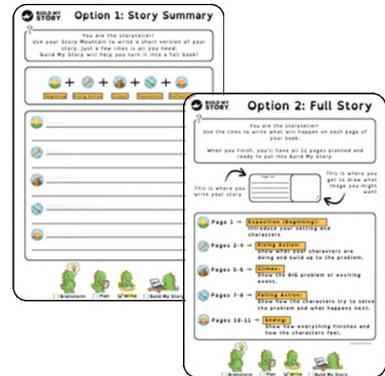
All materials for this session, including printable worksheets, the lesson plan, and slides, can be found in the Access Resources tab. The attached lesson plan provides step-by-step guidance and suggested timings for the session.

## Session 1 continued...

Next - students move from planning into writing their book. The focus is on getting ideas down on paper and developing the book structure before typing anything into the web app.

### Students Will:

- Write a Short Biography Summary or plan a Full 11-page Biography Book.
- 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 book summary** using the provided worksheet, while others may choose to write a **full draft of their book**.

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

## Session 2: Build, Edit & Publish

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

### Students Will:

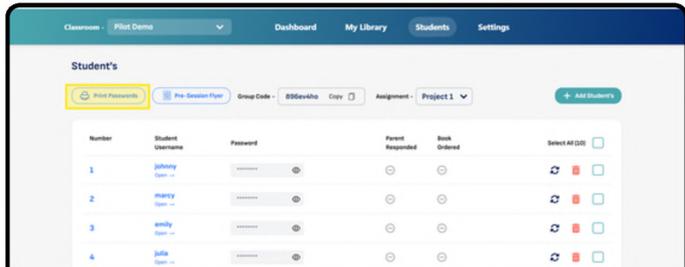
- Sign in to the Build My Story platform
- Add or type their book text
- Generate and edit illustrations for each page
- Review and refine their completed book



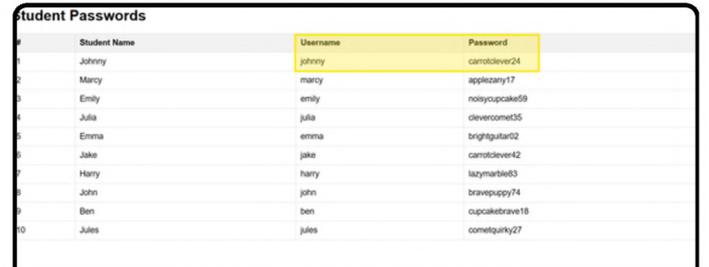
The next few pages outline what the students need to do to complete session 2. Information is also provided in the lesson plan and the slide deck.

## How Students Log In

### Teacher Steps →



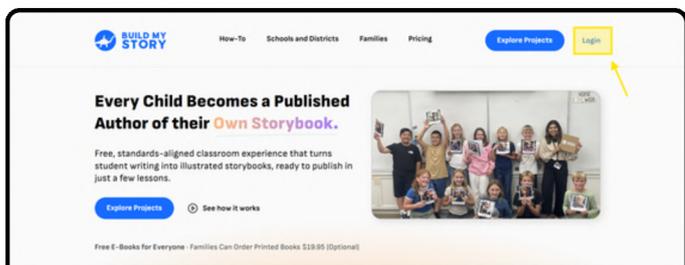
Step 1: Click Print Passwords



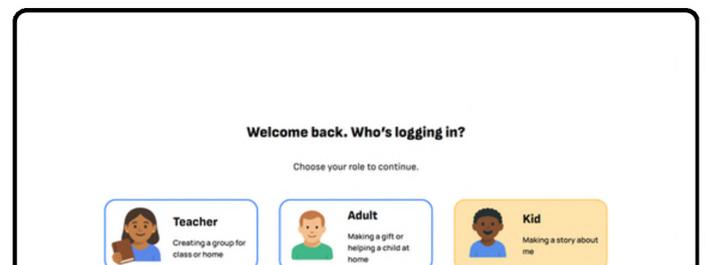
Student Name	Username	Password
Johnny	johnny	carrotclever24
Marcy	marcy	applezany17
Emily	emily	noisycupcake09
Julia	julia	clevercomet05
Emma	emma	brightguitar02
Jake	jake	carrotclever42
Harry	harry	lazymartle83
John	john	bravepuppy74
Ben	ben	cupcakebrave18
Jules	jules	cometquirky27

Step 2: Hand out to students

### Student Steps →



Step 1: Go to buildmybook.com on devices

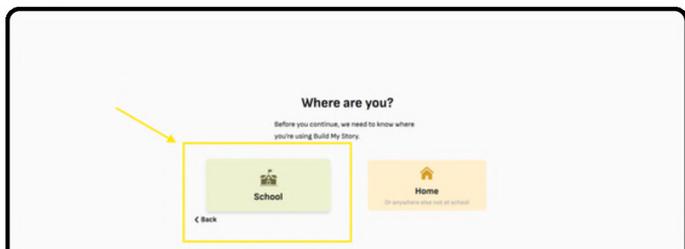


Welcome back. Who's logging in?

Choose your role to continue.

- Teacher: Creating a group for class or home
- Adult: Making a gift or helping a child at home
- Kid: Making a story about me

Step 2: Click 'Kid'

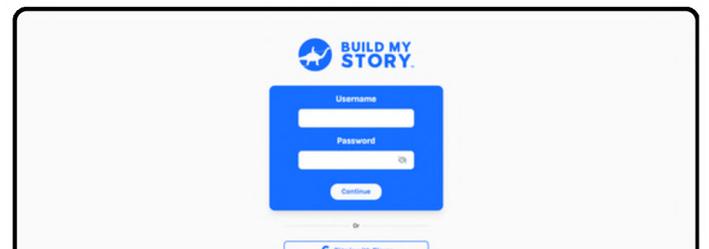


Where are you?

Before you continue, we need to know where you're using Build My Story.

- School
- Home (Or anywhere else not at school)

Step 3: Click 'School'



BUILD MY STORY

Username

Password

Continue

Sign in with Clever

Step 4: Students use the Username & Password

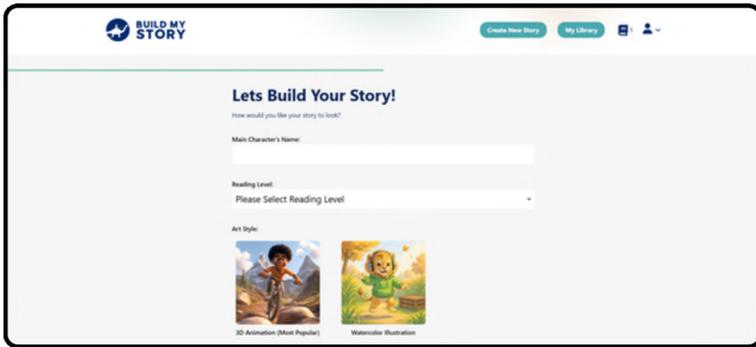
Alternatively, if you added students using Clever, then they can sign in using Clever here.



Sign in with Clever

# How Students Build Their Book

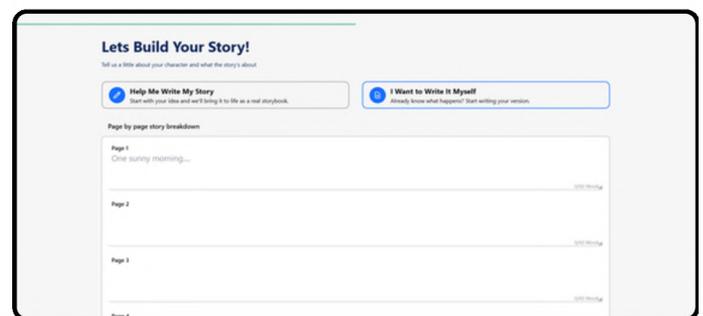
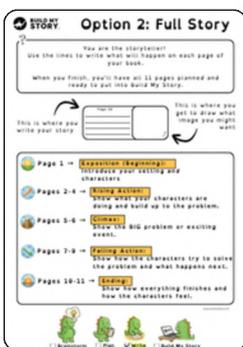
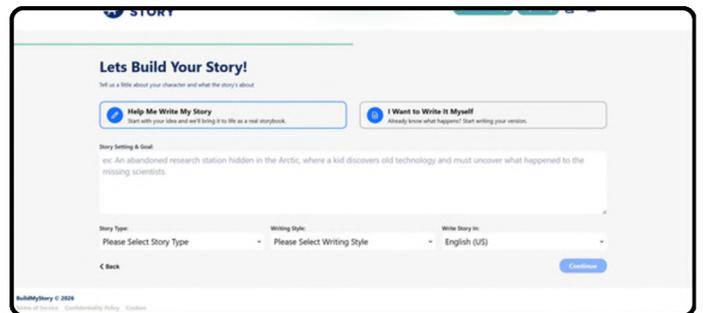
## Step 1: Character Name, Reading Level, and Art Style



## Step 2: Type out book

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 book 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 book.



### Step 3: Create Character



**BUILD MY STORY**  
**Character Profile**

Name: \_\_\_\_\_  
Date: \_\_\_\_\_

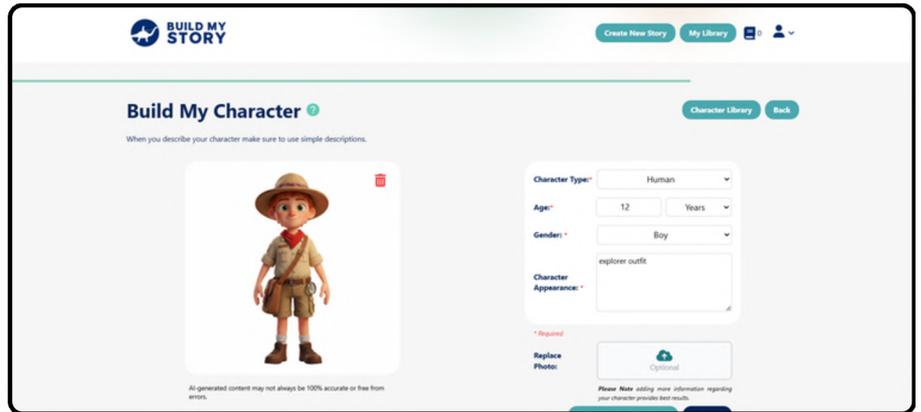
This page helps you create your main character for your story. You'll fill in details about who they are, what they look like, and even draw them. Later, you'll use this profile to guide your writing and bring your character to life in Build My Story.

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:

Age:  Years

Gender:

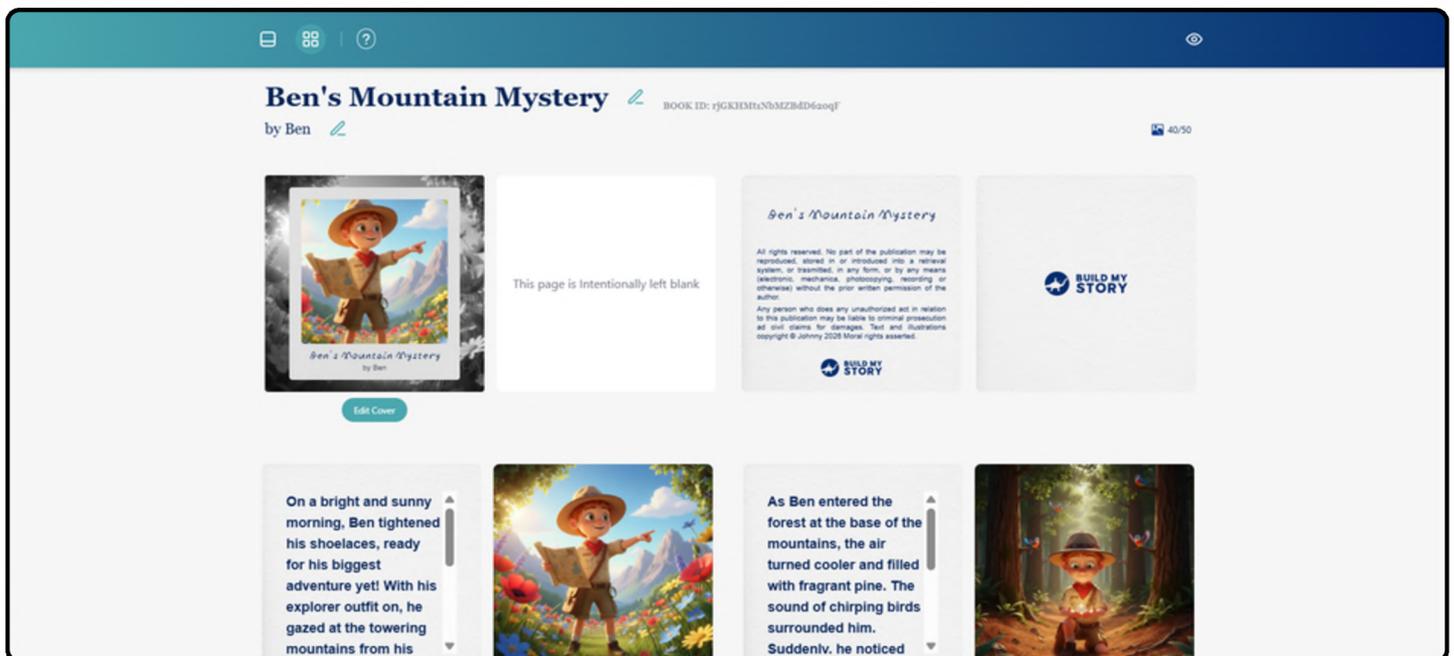
Character Appearance:

**Required**

Replace Photo: 

Please Note: using more information regarding your character provides best results.

### Step 4: Generate & Edit the book



**Ben's Mountain Mystery**  BOOK ID: rjGK3D1tN8MZZBdD6oqF

by Ben  40/50

 [Edit Cover](#)

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*Ben's Mountain Mystery*

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**BUILD MY STORY**

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!

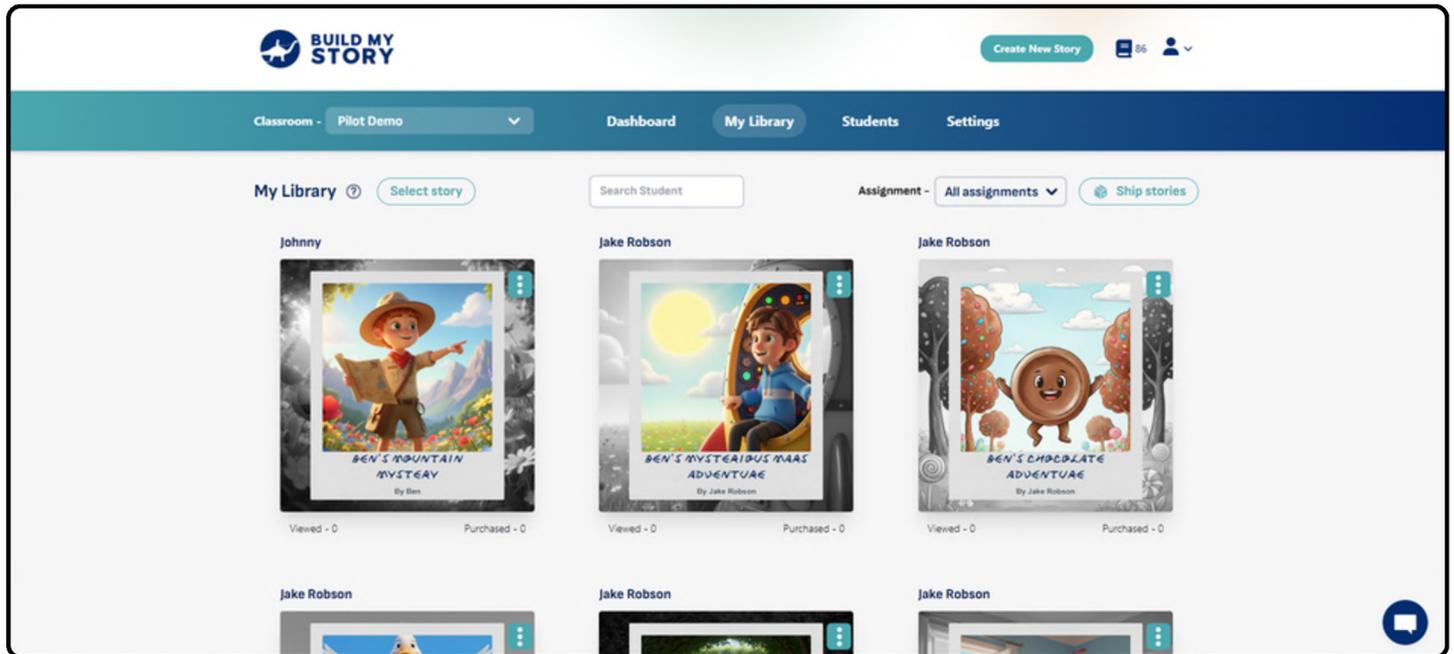
Once students reach this stage, they simply review their book, adjust images if they wish, refine their text, and let you know when they are finished.

## What happens after Session 2?

Throughout Session 2, 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.

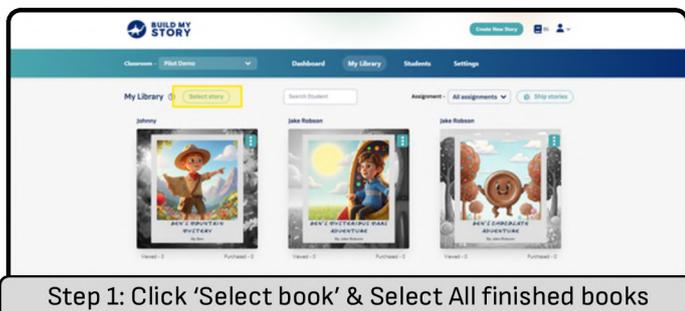
Every student will receive a digital version of their book regardless of whether a printed copy is ordered.



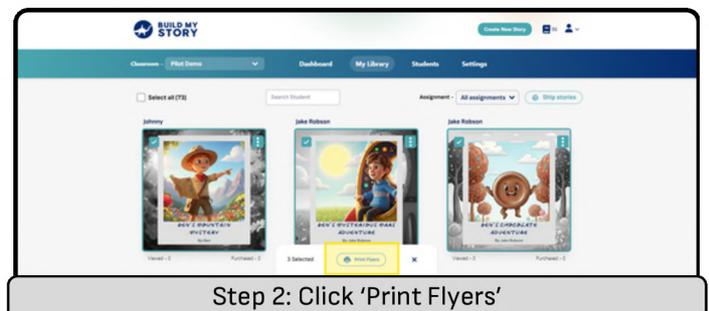
## Sending Flyers Home

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.

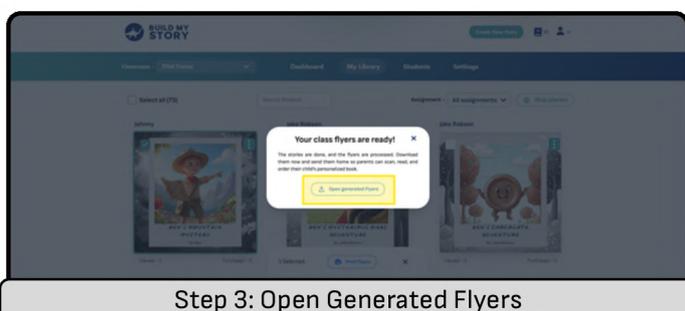
Once downloaded, the flyers can be printed and sent home with students.



Step 1: Click 'Select book' & 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.

