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# Virtual Graduation Support

**Outline & Tips**  
for remote graduation ceremonies  
& family celebrations



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# School Level Support

## Graduation Microsite

### Increase Family Participation!

Create a new website, or section off a page on your site to develop excitement around the event.



### Key Components

- Integrate with scheduled social media posts
  - [Create countdown clock](#)
- Provide details to families and students (attendance instructions, event agenda, featured speakers, technical support contacts)
- Maintain space for celebrating student achievements

### Example

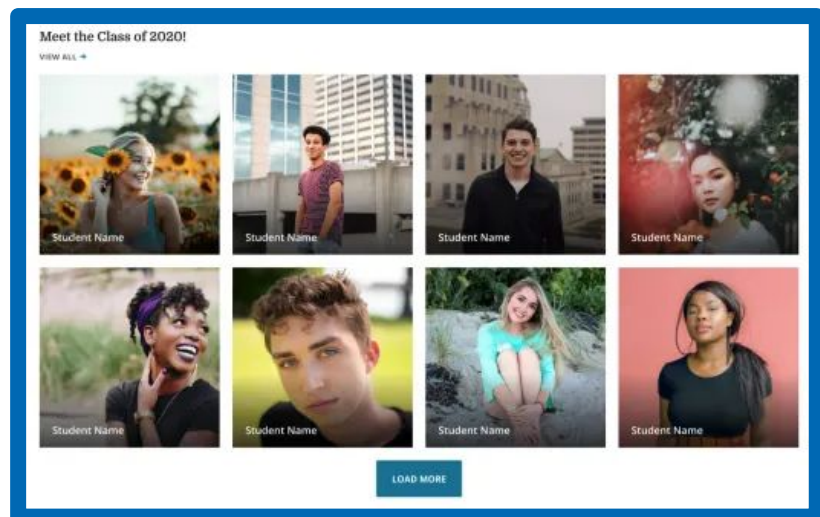
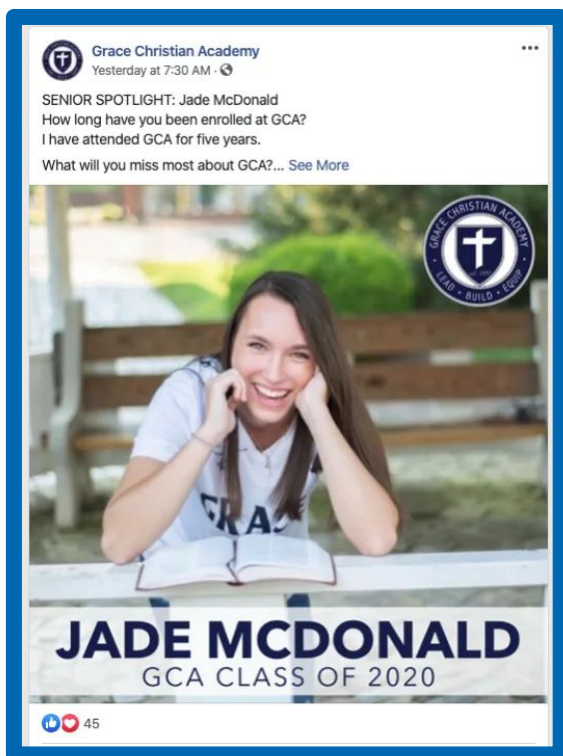
- [Columbia University Commencement Day Site](#)

# Virtual Graduation Guide

## Student Spotlights

### Build community and appreciation!

Your culminating class deserves to feel appreciated. Share a spotlight on students with your school's social media accounts.



### Be sure to include:

- Name
- Grade
- Years at the school
- Favorite teacher
- Personal quote

# Virtual Graduation Guide

## Student Spotlights

### Have a large campus?

Highlight exemplary students. Outreach to teachers asking for student nominations. Have them include a short story or note about why the student should receive recognition.

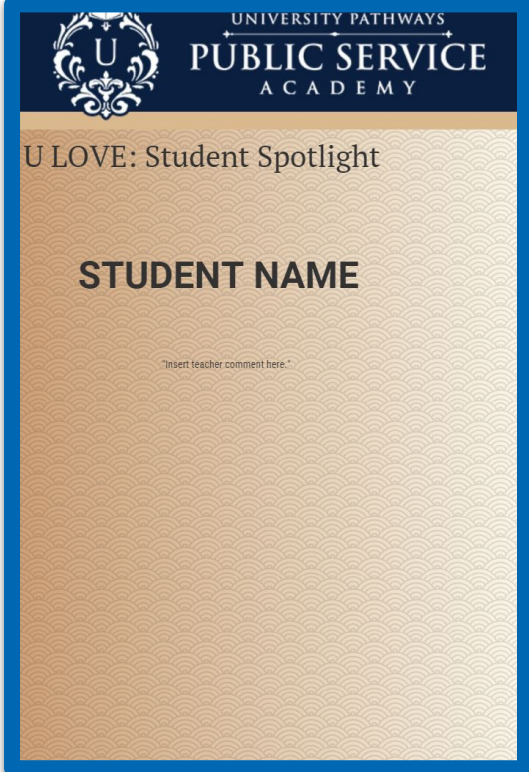
### Questions to pose

- What will you miss about (school)?
- What was your favorite memory at (school)?
- What's next for you?
- What school will you be attending in the fall?

### Post Timing Options

**Weekly:** Select student spotlights

**Daily:** Instagram “story” spotlights



UNIVERSITY PATHWAYS  
PUBLIC SERVICE  
ACADEMY

U LOVE: Student Spotlight

STUDENT NAME

Insert teacher comment here.





## Student Spotlights

### Create a PowerPoint/Google Slides!

1. Open either PowerPoint or Google Slides
2. Create a slide
3. Change the background (the one shown above is “light green 2 radial gradient”)
4. Next, click on the “insert” tab and choose a shape
5. Create a text box above the shape and customize it to your liking (the font shown above is “great vibes”)
  - a. If you can’t find the font, search for it under the font button by clicking “more fonts”





# Virtual Graduation Guide

## Social Media

### Instagram Stories

- [Canva IG story templates](#)
- [Venngage Blank Template](#)



### Instagram Filters

- [What program do I use?](#)
- [How to create a filter](#)
- [Instagram filter guidelines](#)



### Animated Media

- [Canva templates](#)



## Logistics

## Areas for Growth

Based on surveys by online learners, your graduation can be improved by the following features:

- High Symbolic value
- Real-time Social Interaction
- Degree of Student Voice
- Robust Technical Framework
- Qualities of Visuals and Audioscape



## Examples

- [Alameda County Office of Education](#)
  - Customization Options
  - Pre-recorded vs Live Stream formats
  - Sample Slides
- [Penn Foster Graduation Checklist \(online university\)](#)
  - Pre-event, day-of, and facilitation considerations



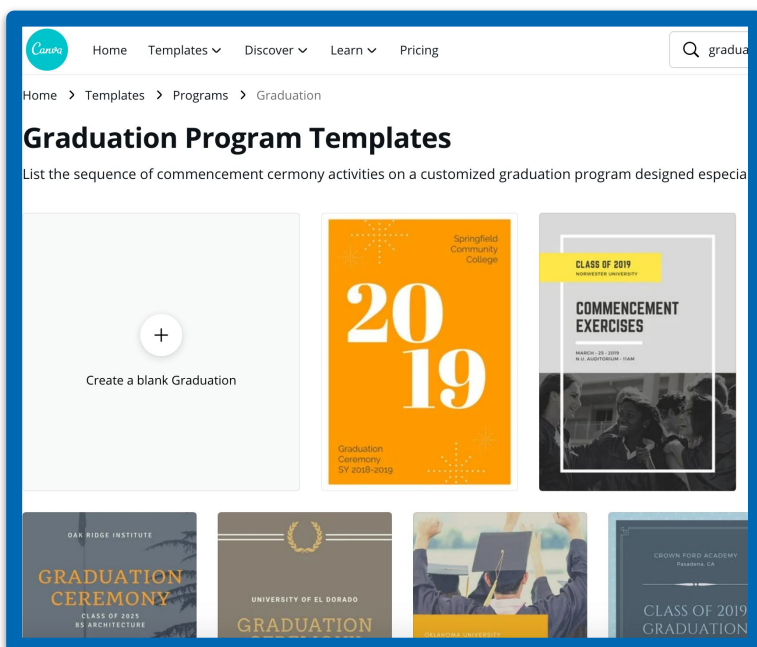
# Virtual Graduation Guide

## Logistics

## Create a Program

A program can serve as a keepsake for graduates. Make it a memorable document by taking the extra step and listing all students names.

The program can either be printed and mailed or emailed to students.



## Program Templates

- [Canva](https://www.canva.com/templates/graduation-program/)

## Share Information

### Graduation Dates

- **Elementary School:** June 4th, June 5th
- **Middle School:** June 8th, June 10th
- **High School:** June 11th, June 12th

### LAUSD Broadcast

In addition, LAUSD is currently working on plans to broadcast graduation ceremonies on NBC Channel 4.

### HS Senior Events

- **May 30th**
  - LAUSD Virtual Prom
- **June 16th**
  - Obama Graduation





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# Support For Families

# Celebration Setup Guide

## Space Arrangements

### Transform your home!

Although each space is different, try to arrange a room or even space outside in the form of a graduation ceremony. Arrange a seating area, and a path for your graduate to walk down to receive their diploma. Decorate the space to reflect the occasion.

Be sure to take pictures or even record the special day! You can also play [the graduation song](#) in the background!



# Tech Support Guide

Connect to **Zoom**

## PDF Guides

- ❖ [English](#)
- ❖ [Spanish](#)



## Video Guides

- ❖ [English](#)

## Direct Links

- ❖ [Website \(\[zoom.us\]\(https://zoom.us\)\)](#)
- ❖ [Google Play \(\*Android\*\)](#)
- ❖ [App Store \(\*Apple iOS\*\)](#)

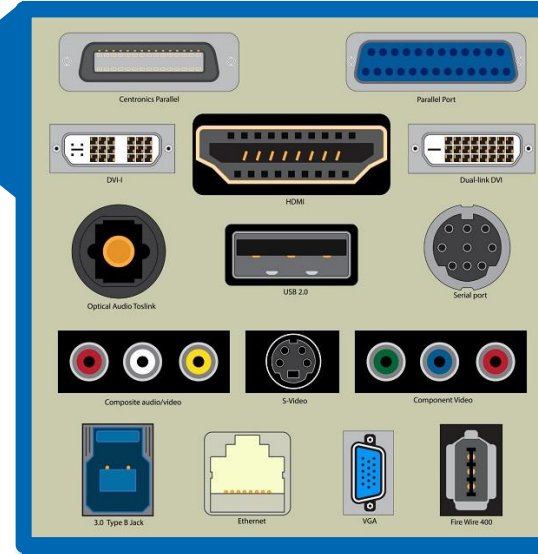
## TV Connection Setup

### What port does your computer use (*output*)?

[Check out this website](#) to identify your computer output.

### What ports does your TV have (*input*)?

[Check out this website](#) to identify your TV input.



### You will need the corresponding cable...

Your local electronics store has many of the common video cables. You may need a converter for your input (TV) and output (computer) ports if they are not the same.

If you have a **Smart TV**, **Apple TV** or **Chromecast device**, you might be able to stream directly from a phone!

# Graduation DIY Ideas

## "Prop" Diploma

### Customize your prop diploma!

In most graduation ceremonies, students are given a "prop" diploma when they walk up to the stage; the real diploma comes weeks later.

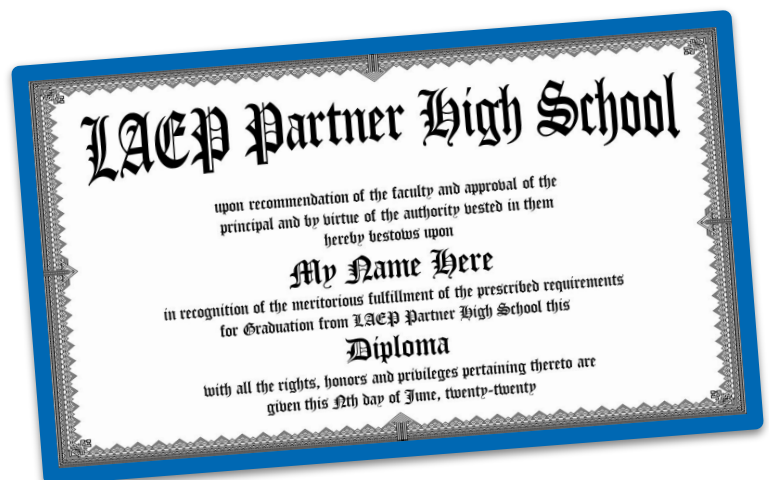
This means you can customize your own prop diploma to use in your home celebrations!

### Resources needed

- Paper
- Access to computer
- Access to printer
- Ribbon or string

### Instructions

- [Click here for instructions](#)





# Graduation DIY Ideas

## Graduation Cap

### Resources needed

- Thick black paper
- Scissors
- Glue
- Tape
- String

### Time to make

10-20 minutes to craft

### YouTube Videos

- [English](#)
- [Spanish](#)
- [Spanish](#)



# Graduation DIY Ideas

## Gift Jar

### Resources needed

- Small jar / Mason jar
- Thick black paper or foam paper
- String
- Ribbon
- Scissors
- Glue
- Dollar bills or [candy](#) (filler)

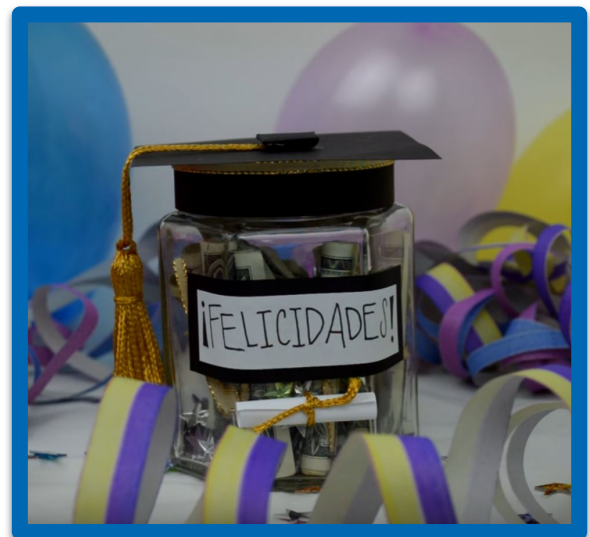


### Time to make

10-20 minutes to craft

### YouTube Videos

- [Money jar](#)
- [Candy jar](#)



## E-Cards for Grads

### Signed Card

You can use the [OpenMe.com website](https://www.openme.com) to create a digital card for your graduate. Share the link with family, friends and teachers so that your graduate can read all of their messages on graduation day!

