

Weeks 6-9: Print Shop Operations

- Overview of print shop services and products
- Why start a print shop?
- Hands-on training signage project
- Brainstorm ideas for project that are needed in your school building
- Brainstorm ideas for projects for classrooms

Understanding a Student-Run Print Shop

Objective:

Students will learn about the services and products offered by a student-run print shop.
Students will practice simple design creation.

Standards Alignment

STEELs Standards (Social, Transition, Employability, and Life Skills)

- **STEELs 2.1.1:** Demonstrate understanding of workplace roles and responsibilities.
- **STEELs 2.2.1:** Identify types of goods and services provided in a workplace.
- **STEELs 3.1.1:** Participate in work-related tasks with support.
- **STEELs 4.1.1:** Use communication skills to interact with others in a work setting.

Pennsylvania Alternative Academic Standards (Career Education & Work)

- **C.9.1.12.A:** Identify jobs and roles within a work environment.
- **C.9.1.12.B:** Recognize goods and services produced by a business.
- **C.9.1.12.C:** Demonstrate appropriate communication skills in a workplace setting.
- **C.9.1.12.D:** Participate in simple job-related activities with support.

Materials Needed:

- Sample printed products (Examples linked below)
- iPad or other device for students to capture images around the building.
- Access to Canva.com

Introduction

- Explain what a print shop is in simple terms:
"A print shop is a place where people make copies of papers, flyers, cards, and pictures."
- Show pictures or real examples of print shop products.

Explore Services and Products

- Present services with visuals and real samples:

Printing brochures [EXAMPLE](#)
Directional Signage [EXAMPLE](#)
Creating posters [EXAMPLE](#)

- Pass around physical samples for students to touch and explore.

Discuss the different types of printed materials and the differences of each type;

Banners, Yard Signs, Posters, Stickers, Vinyl Sports Signs, etc.

Printed on paper, vinyl, or Charlie

When might Banners, Yard Signs, or Stickers need printed? (*Events at the school, such as sporting events, Open House, Dances etc.*)

Why would a print shop benefit the school? (*It would provide teachers and administrators with the ability to print personalized products quickly and for a great price. Students would learn great skills to prepare them for employment, etc.*)

Visual Sign Scavenger Hunt and Redesign Activity

Materials Needed:

- iPads or devices that can take pictures
- Support from staff or peers
- Simple sign [Template](#)
- E-Color Printer loaded with Charlie

Step-by-Step Instructions:

1. **Give Each Student a Device:**
Give each student an iPad or a device they can use to take pictures. Support them as needed.
2. **Scavenger Hunt – Looking for Signs:**
Take students around the school building to look for signs. Look for signs that:
 - a. Have only **words** (no pictures if possible)
 - b. Are **old, ripped, faded**, or made by hand (marker on paper, etc.)
 - c. Are **easy to reach or see**

Help each student find **one sign** they can take a picture of. Use hand-over-hand or modeling as needed.

3. **Talk About the Sign:**
Sit with the student and look at the picture they took. Ask:
 - a. “What does it say?”

- b. "Is it easy to read?"
- c. "How can we make it better?"

Support students by reading the sign or pointing to each word.

4. **Copy the Words into a Template:**

Open the simple Canva sign [template](#) for the student.

Help the student type or copy the **words from the photo** into the template.

Use text-to-speech, voice typing, or staff assistance if needed.

5. **Design the New Sign Together:**

Let students:

- a. Change the **font**
- b. Make the text **bigger** or **clearer**
- c. Choose a **color** that stands out

Use simple choices (e.g., "Do you want red or blue?") and support as needed.

6. **Add the School Logo (Optional):**

If your school has a logo, show students how to add it to the sign.

Help them drag and place it where it looks best.

7. **Repeat if Ready:**

If time allows and students enjoy it, let them find and redesign more signs with help.

8. **Print and Celebrate:**

Print each finished sign using the E-Color Printer. Print on Charlie.

Show students their printed signs.

If allowed, replace the original old signs with the students' new versions.

Teacher Notes:

If your school has a trademarked logo, please check with the Business Office or Communications Department before using it. Ask the Communications Department to share the school's branding guidelines with your Print Shop Team. These guidelines include official colors, logos, and fonts. Be sure to get copies of the official logos and use only these when creating signs or materials for your school. The Communications Department is a great resource and will provide important instructions on how to correctly use school-branded content in your printing projects. In future lessons, we will discuss creating consistent branding for all school-related printing projects.

Resources:

Canva Design School:

<https://www.canva.com/design-school/courses/canva-design-skills-for-students>

As students work on their first project, watch for those who show a natural talent and interest in design. These students may be great candidates to explore Canva Design School. The lessons are paced simply and clearly, making them easy to follow. Students on the Design Team can complete the course and earn certificates through Canva, which will greatly improve their design skills and knowledge.

Classroom & School Project Brainstorming

Goal:

Work together to come up with **ideas for projects** that will help make your school or classroom a better place.

1. Set the Stage – What is a Project?

Explain simply:

“A project is something we work on to help our school or classroom. We can fix, clean, decorate, or build something new!”

Use visuals or real examples:

- A clean-up job
- A new poster
- Organizing supplies
- Making labels for classroom bins

2. Start with What You Know – Use Pictures or Objects

Help students think about places in the school:

- Show pictures of the **classroom, hallway, cafeteria, bathroom, library, or gym**
- Ask:
 - “What is messy?”
 - “What needs a sign?”
 - “What could look better?”
 - “What is broken?”
 - Give simple choices:
- “Do we need new labels or decorations?”

- “Would it help to have pictures on bins?”
- “Would a ‘quiet sign’ help in the hallway?”

3. Use a Brainstorm Board (Visual or Digital)

Create a visual board using words, pictures, or icons.

Put student ideas on sticky notes, a whiteboard, or digital board.

Sample ideas they might come up with (with prompts/help):

- Make “Welcome” signs for the classroom door
- Add picture labels to toy bins
- Make a schedule chart for bathroom breaks
- Create posters about washing hands
- Decorate hallways with student art
- Make “Quiet Please” signs for library or hallways
- Make a “Kindness Board” for the classroom
- Create a classroom “job chart”
- Organize classroom supplies into bins
- Design signs that help with classroom rules (e.g., “First Work, Then Play”)

4. Vote or Choose a Project Together

Let each student vote or point to a favorite project idea.

Use pictures or objects to help them choose.

5. Celebrate Their Ideas!

Say: “Great job thinking of ways to make our school better!”

Display the brainstorm board so students can feel proud of their thinking.

Additional Ideas to consider:

1. Wayfinding & Directional Signs

- Arrows for hallways (e.g., “This Way to the Office”)
- Room labels with visuals (e.g., “Art Room ”)

- Color-coded area markers for young or neurodiverse learners

2. Behavior Support Posters

- Positive Behavior expectations (“Be Safe, Be Kind, Be Ready to Learn”)
- Zones of Regulation charts
- Visual behavior reminders (e.g., “Hands to Self” with icons)

3. Daily Schedules & Routines

- Visual schedules for classroom routines
- Morning meeting boards
- Step-by-step bathroom procedure posters
- First/Then boards (can be laminated and customized)

4. Emergency & Safety Posters

- Fire drill or lockdown instructions (with visuals)
- Safety exit maps (color-coded)
- "What to Do in an Emergency" posters for classrooms

5. Classroom & School-Wide Jobs Boards

- Large job chart with names/pictures
- Rotating helper board (e.g., line leader, plant helper)
- Maintenance or recycling team posters

Instructional & Educational Prints

6. Anchor Charts & Learning Aids

- Alphabet and number charts
- Core vocabulary boards (with symbols or AAC support)
- Step-by-step how-to visuals (e.g., “How to Wash Hands” or “How to Use a Glue Stick”)
- Classroom rule posters

7. Inclusive Communication Supports

- PECS symbol posters
- Visual communication boards for non-speaking students
- Core words wall for AAC users

8. Subject-Specific Visuals

- Math reference posters (shapes, money, time)
- Science process visuals (e.g., life cycle, weather)
- Social studies maps or timelines
- Phonics and sight word walls

School Climate, Culture, and Spirit Posters

9. Welcome & Celebration Signs

- Welcome signs for school entrance or front office
- Birthday boards
- “Student of the Month” or achievement displays
- Graduation and promotion banners

10. School Spirit and Motto Posters

- Posters with the school mascot or values
- School mission/vision statement
- “We Are All Welcome Here” multilingual signs
- Diversity, equity, and inclusion displays
- School Sports Team Senior Banners

Reusable / Interactive Posters (Laminated or Mounted)

- Dry-erase check-in boards
- “How do you feel today?” mood meters
- Class calendars
- Interactive behavior charts
- Attendance boards (“Who’s Here Today?”)

Student Design & Production Practice

Using the ideas discussed, guide students in creating a list of print projects they would like to make. You may also assign specific projects based on classroom or school needs.

Encourage students to explore **Canva** by searching for **ready-made templates** (such as signs, labels, posters, or stickers). Support them as they learn to:

- Edit templates with their own text and images,
- Download the final design in the correct format (PNG or PDF), and
- Print their designs using **Poster Artist** and your E Color Printer.

Continue giving students hands-on production experience by:

- Printing, cutting, and packaging simple items—such as **stickers featuring the school logo**, or
- Using a template like [this one](#) to print practice materials on Charlie:
This process reinforces real-world skills in design, production, and task completion.