INSTRUCTOR GUIDE

Run a full international newsroom

Advanced undergraduate or postgraduate journalism. 170 minutes, including a 75-minute live round. Teams of seven or eight produce a six-story edition.

Learning outcomes

- Translate a publication profile into a defensible six-story agenda and revise priorities as new evidence arrives.
- Evaluate claims across wires, social posts, inbox messages and correspondent reporting, and make a documented publish, attribute, hold or reject decision.
- Coordinate monitoring, commissioning and publication across a newsroom and explain how that workflow shaped the edition.
- Use the published edition and contemporaneous notes to evaluate an editorial trade-off and propose a specific change for the next exercise.

Set up the newsroom

Load the 75-minute preset and enable all four sources. Check that the inbox and correspondent links work from a student account. If setting up correspondents through the wizard, download the timed briefs, configure the destinations and paste the links back into the run. After scheduling the run, open **Publication options**. If using NewsroomSim, choose **NewsroomSim Publication desk** and create a desk per team with six stories. Give each team its code privately. If using Google Sites, provide each team with an editable site and check access before the exercise. Share the newsroom link and password with everyone. Give teams the profile choices and have them settle any clashes before the feed opens.

Run the lesson

Lesson time	What to do
0-20 min	Brief the exercise and check access. Give teams 10 minutes to choose a profile and assign roles. Each team states its audience and monitoring plan.
20-95 min	Run the live feeds. Prompt a short mid-round meeting on the lead, unfinished assignments and any claim still awaiting a check.
95-110 min	Teams complete the edition and test the published version. Open the published editions and collect decision logs at the deadline.
110-120 min	Short break. Select two homepages and one contested sourcing decision for discussion.
120-165 min	Compare editions. Reconstruct a turning point from the release times and decision logs. Ask what each newsroom could know when it acted.
165-170 min	Students write an individual exit note. Set the longer reflection after class if you want an assessed submission.

Check the learning

Use the homepage to assess ranking and audience fit, the stories to assess accuracy and attribution, and the log to assess the reasoning available at the time. Assess each student’s contribution through their reflection and the evidence they cite.

STUDENT BRIEF

Publish and defend an edition

Your newsroom has one deadline and six story slots. You share the same feeds as the other teams. Your publication profile will shape what readers see and how you report it.

Open the publishing site your instructor has chosen. For NewsroomSim, open **Publication desk** and enter your team code. For Google Sites, use the editing link your instructor gave you. Assign one writer to each story and record the sources you use.

Organise and publish

Three news editors share responsibility for priorities, monitoring and sign-off. Allocate wires, social media, inbox and correspondents across the desk and agree a backup for each. Four or five writers pitch and report stories, with a named owner for each page. One editor owns the homepage. Agree a time to review the lead and flag unfinished work.

Check the latest wire copy, trace social claims to their origin and ask what an inbox sender wants the newsroom to believe. Ask correspondents a focused question and establish what they know first-hand. Monitor all four sources and use material from each when the evidence warrants it.

Publish six ranked homepage entries with a headline, summary, image and working link. Complete six story pages with clear attribution and an image caption and original credit. Open the published edition and check all six story links. Hand in your decision log.

Keep a short decision log

Record three decisions as they happen. Give a specific item and its release time, what it changed or left unresolved, and the action you took.

Decision to record	Evidence to keep
Selection or ranking	The lead or serious alternative, the relevant news value and the audience consideration.
Source or claim	A specific claim, its original source, any check you made and why you used, attributed, held or rejected it.
Update or workflow	What changed or stayed in place, what the team knew at the time and how you handled the deadline.

Debrief with another newsroom

Compare your lead stories and one important omission. Choose a moment when your decisions diverged. Use the log to establish what each team had seen by then. Discuss whether the difference came from audience priorities, evidence, time or the way the team divided work.

Write your individual reflection

In the five-minute exit note, identify a decision you influenced and one change you would make next time. For a 150-200-word follow-up, cite a timed feed item and something in the published edition or decision log. Explain what you knew then, the strongest alternative, and how your proposed change would improve the next run.

Publication profiles

Give each team one profile. Ask them to explain who their readers are and how that affects the stories they rank or frame. Teams can choose some of the same stories.

Profile	Editorial brief
The World Daily	Give general-interest readers a broad account of the day’s main international developments.
Beyond the Headlines	Bring attention to countries, communities and perspectives that receive less mainstream international coverage.
The Public Interest	Examine how decisions by governments, businesses and other powerful organisations affect people.
People & Places	Show how international developments are experienced in communities and everyday life.
The Changing World	Cover developments that could shape the coming years and explain their likely consequences.
Across Borders	Follow connections between places and explain why a development in one place matters elsewhere.