

## TOP ELEMENTS OF A TEACHER SECTION

<ol style="list-style-type: none"> <li>1. Contact Information</li> <li>2. Teacher Professional Bio/Photograph</li> <li>3. Welcome message stating your goals</li> <li>4. Classroom Rules and Policies</li> <li>5. Homework Assignments</li> <li>6. Course Syllabus/Objectives</li> </ol>	<ol style="list-style-type: none"> <li>7. Calendar of Classroom Events</li> <li>8. Handouts/Study Guides</li> <li>9. Links to Online Student Resources</li> <li>10. Book/Supply Lists</li> <li>11. Parental Resources/Help Guides</li> <li>12. Items showcasing your classroom</li> </ol>	<ol style="list-style-type: none"> <li>13. "Student of the Month" page(s)</li> <li>14. Contact Me form for Parents</li> <li>15. Classroom Albums with pictures               <ol style="list-style-type: none"> <li>a. Field trips</li> <li>b. Classroom events</li> </ol> </li> <li>16. Online Quizzes</li> </ol>
--	---	--

## Best Practices / Overall Recommendations



### Profile / Home Page:

- Keep it simple and attractive.
- Avoid clutter (Too much information).



### Using Page Titles:

- Avoid using long titles as they are displayed as page headings.



### Copying and Pasting Content

- When copying text from Microsoft Word, use the **Paste from Word** option to retain font styles and colors.



### Text Color:

- Black is the preferred text color.
- Avoid red, green and yellow colors.
- Sizing: 10 or 12 Points recommended.
- Avoid using scrolling or flashing text.



### Hyperlinks:

- Links to external web sites/pages or files should open in a new browser window.
- Verify that links to outside web pages are current and functional.
- Links should be descriptive.



### Scrolling

- When designing your pages, minimal scrolling is recommended. Whenever possible, break long pages into separate pages.



### Spell Check

- ALWAYS remember to use this feature.



### Follow Up tasks

- Consider setting up a review task when you want to work on your page at a later date.

## BEST PRACTICES / OVERALL RECOMMENDATIONS

**Images:**

- .jpg, .png and .gif are the preferred file formats.
- Resize pictures after uploading them so that they fit correctly on the page.
- Recommended size : 240 X 160 pixels
- Avoid using animated pictures.

**Photo Galleries:**

- Keep the number of photos in an album below 25.
- Consider providing descriptions for your photos.

**Photos of Students:**

- Be sure to check your district policies on posting student photos.

**Documents:**

- Try using PDF formats as much as possible.
- Always open document links in a new browser window.
- Provide a tool tip for document links.

**Calendar Events:**

- Color code events so they can be distinguished from each other.
- Consider using descriptive event names.

**Managing Pages:**

- Consider archiving pages rather than deleting them as you can un-archive and use them later on.
- Consider using the Release Schedule tool to schedule pages.
- Archive or hide pages no longer in use.

**Uploading Files:**

- Upload files to your folder only.
- Consider creating sub-folders within your folder which you can use to categorize your files.

**Blogs:**

- If you host a blog, you are responsible for maintaining the content.

**Copyright:**

- Check with your district on policies regarding posting content/copyright rules.
- Teachers should instruct students to respect copyright and to request permission when appropriate.