

Top Elements of a Teacher Section

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| 1. Teacher Contact Information | 8. Calendar of Classroom Events | 15. Classroom Learning Activities |
| 2. Teacher Welcome Message | 9. Reading Lists | •Online quizzes using Forms and Surveys |
| 3. Teacher Biography and Pictures | 10. Supply Lists | •Blogs |
| 4. Classroom Rules and Policies | 11. Links to Student Resources | •Student-edited Pages |
| 5. Homework Assignments | 12. Links to Parent Resources | 16. Accomplishments, Awards and Recognition |
| 6. Course Information | 13. Classroom News and Announcements | •Student Accomplishments |
| 7. Handouts and Study Guides | 14. Images and Videos of Classroom Activities | •Volunteer Recognition |

Overall Recommendations and Best Practices

For Site & Subsite Directors

Maintain consistent editor layouts between teacher sections, especially on the section homepage.

Scrolling

Design your pages with no or minimal scrolling. Whenever possible, break long pages into separate pages.

Fonts

- Choose a font that is easy to read and will display consistently across all browsers.
- Use traditional web fonts such as Sans-serif Tahoma, Arial, Verdana and Serif Times New Roman and Georgia.
- Use consistent font size and color for content in your section.

Text Standards

- Color—Black is the preferred color. Avoid red, green or yellow as people with color perception issues may have trouble seeing the text.
- Size—Use Schoolwires Editor size 2 (10 point) or Schoolwires Editor size 3 (12 point).
- Avoid using flashing or scrolling text as visitors may find it distracting and skip reading your page content.

Files

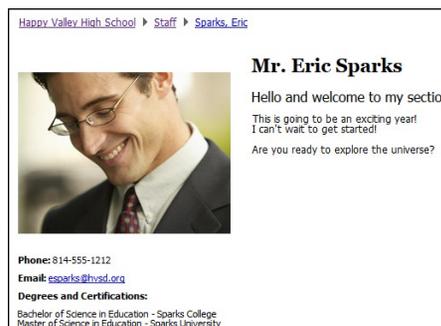
- Use Portable Document Format (PDF) when posting files. If you post file types from specific software, visitors may not have an application to open those files.
- Display DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF and PAGES files with the Document Viewer app.

Copying and Pasting Content

When copying text from Microsoft® Word, consider removing all Word formatting by using *Paste Text Only* and reformatting it in the *Editor*.

About Teacher Page Type

Add this page type to your section as your landing page for a neat and professional look.

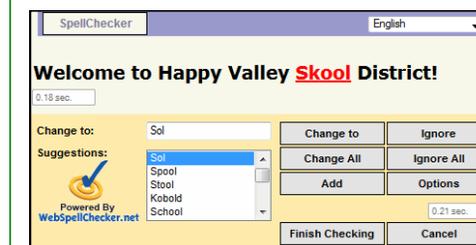


Links

- Verify that links to outside web pages are functioning, current and appropriate in nature.
- Links to outside web pages and files should open in a new window.

Spell Check

Run Spell Check and correct any spelling errors. Remember that it does not check grammar!



Overall Recommendations and Best Practices

Blogs

If you host a blog, you are responsible for maintaining the content. Blog postings should include material that is relevant to curriculum or class discussion. Visitor Comments should require approval before being posted.

File Sizes

Be aware of the file size of your images, documents and podcasts. Large files take a long time to download—visitors may become frustrated waiting for the content. Consider uploading podcasts to a third-party service and use the Embed Code app.

Tables

- Table appearance may be different depending on the browser you use.
- Set table width to 90-95% to avoid content spilling off the page.
- Be aware of large images which could force a scroll bar to display.
- Set Image Properties to wrap text around a photo rather than inserting the image in a table.
- Consider creating your table in a Word document and display it using the Document Viewer app.

Images

- Use the Inset Image wizard to add images. 
- Include meaningful Alt. Text for the image. Visitors see this text when they hover over an image and is read by screen reader applications.
- Recommended image sizes (100 pixels = 1 inch):
 - Keep images narrower than 500 pixels wide.
 - Accent Images: Keep image width and height between 25-100 pixels. Any accent image with a width greater than 150 pixels is resized to 150 pixels.
- Avoid animated images.
- Use JPG and JPEG images.
- When resizing, it is best to go from a larger image to a smaller one. Making a small image larger can result in a grainy or *pixilated* image.
- Avoid background colors and images on pages. If background colors are used, maintain high contrast between background colors and font for improved readability.

Photos of Students

Check your district policies on posting student photos on the web.

Photo Galleries

- The default setting for the Gallery Width is 600 pixels.
- Use JPG or JPEG images.

© Copyright

- Give proper credit for content that is posted from other sites. Review your district policies for posting content and copyright rules.
- Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright.
- You should make a standard practice of requesting permission from the holder of the work if your use of the material has the potential of being considered an infringement.
- Teachers should instruct students to respect copyright and to request permission when appropriate.

Apps and Page Layout

- Use a Blank Page Page Type and customize it to suit your needs.
- Choose a page layout suitable for the apps and content you wish to display on the page.
- About Teacher—Let visitors know your history and welcome them.

- Assignment—Add assignments and associate them with a calendar.
- Calendar—Add classroom events and display assignments.
- Document Viewer—Display a document without having to embed content in a Flex Editor app.
- Embed Code—Insert embed code from third-party source to display content locally.
- Use the Blog, Discussion, Q & A and Wiki apps to spawn interaction, interest and discussion.
- Use the Flex Editor app when no other app will do.

Apps Options

- Activate the *Show the app name on my page* check box to displays it on the website. Using this option for each of your apps ensures a consistent look as styling for this option is controlled by the template.

Show the app name on my page.

- If available, use social media elements to enhance app content by including the options Community Editing, Commenting and Rating.

★★★★☆ (15)