






Top Elements of a Teacher Section		
<ol style="list-style-type: none"> Contact Information Teacher Professional Bio/Photograph Welcome message stating your goals Classroom Rules and Policies Homework Assignments Course Syllabus/Objectives 	<ol style="list-style-type: none"> Calendar of Classroom Events Handouts/Study Guides Links to Online Student Resources Book/Supply Lists Parental Resources/Help Guides Items showcasing your classroom 	<ol style="list-style-type: none"> “Student of the Month” page(s) Contact Me form for Parents Classroom Albums with pictures <ol style="list-style-type: none"> Field trips Classroom events Online Quizzes
Best Practices / Overall Recommendations		
 <p><u>Profile / Home Page:</u></p> <ul style="list-style-type: none"> Keep it simple and attractive Avoid Clutter (Too much information) <p><u>b Using Page Titles:</u></p> <ul style="list-style-type: none"> Avoid using long titles as they are displayed as page headings  <p><u>Copying and Pasting Content</u></p> <ul style="list-style-type: none"> When copying text from Microsoft Word, use the Paste from Word option to retain font styles and colors 	<p><u>aA Text Color:</u></p> <ul style="list-style-type: none"> Black is the preferred text color Avoid Red, Green and Yellow colors Sizing: 10 or 12 Points recommended Avoid using scrolling or flashing text  <p><u>Hyperlinks:</u></p> <ul style="list-style-type: none"> 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 	 <p><u>Scrolling</u></p> <ul style="list-style-type: none"> When designing your pages, minimal scrolling is recommended. Whenever possible, break long pages into separate pages <p><u>ABC Spell Check</u></p> <ul style="list-style-type: none"> ALWAYS remember to use this feature  <p><u>Follow Up tasks</u></p> <ul style="list-style-type: none"> Consider setting up a review task when you want to work on your page at a later date.

Best Practices / Overall Recommendations (Continued)



Images:

- .jpg 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
- Always resize images using the Image Editor tool
- Consider reducing the file size of an image before uploading it



Photo Galleries:

- Keep the number of photos in an album below 15
- 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 onto 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. No foul language, offensive material, or derogatory comments towards race, creed or ethnicity is recommended.



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.