

## Top Elements of a Teacher Site

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| 1. Contact Information                            | 8. Handouts/Study Guides   | 14. Activities that Supplement Classroom Learning  |
| 2. Welcome Message that states your purpose       | 9. Book Lists with suggested reading   | <ul style="list-style-type: none"> <li>• Online quizzes using Forms &amp; Surveys</li> </ul> |
| 3. Teacher Professional Bio/Photograph            | 10. Supply Lists   | <ul style="list-style-type: none"> <li>• Blogs</li> </ul>                                    |
| 4. Classroom Rules and Policies                   | 11. Links to Online Resources  | <ul style="list-style-type: none"> <li>• Student-edited pages</li> </ul>                     |
| 5. Homework Assignments                           | 12. Parental Resources/Where to turn for help                                    | 15. Accomplishments/Awards & Recognitions  |
| 6. Course Syllabus/Description/Objectives         | 13. Items that showcase your classroom   | <ul style="list-style-type: none"> <li>• Student achievements</li> </ul>                     |
| 7. Calendar of Events with Test Schedule included | <ul style="list-style-type: none"> <li>• Class news and announcements</li> </ul> | <ul style="list-style-type: none"> <li>• Parents that lend a helping hand</li> </ul>         |

## Overall Recommendations / Best Practices

“Just because you can, does not mean you should.” Dave Long

### For Site / Subsite Directors:

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

### Scrolling:

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

### Fonts:

- Choose a font that is easy to read and will display consistently across all browsers.
- Traditional web fonts that we recommend are:
  - Sans-serif—Tahoma, Arial, Verdana

- Serif—Times New Roman, Georgia
- Use consistent size and color when adding different text elements (e.g., Title, Subtitle, and Body content) and fonts throughout your section.

### Text Color:

- Black is the preferred text color.
- Avoid Red, Green, and Yellow as color blind people will have difficulty seeing/reading the text.
- Sizing: We recommend using one of the following font sizes: 10 point (*Schoolwires Editor* size 2) or 12 point (*Schoolwires Editor* size 3).
- Avoid using flashing/scrolling text as this can be distracting to your viewers and they may not read all the content on your page.

### Files:



- Consider using PDF format when posting files. This will make it less likely that the content of your documents will be altered.
- If you have a document that you wish to remain editable, save it as an .rtf file. This will give all users access to the same content and formatting.

### Copying and Pasting Content:

- When copying text from Microsoft® Word, consider removing all formatting by using “Paste Text Only” and reformatting in the *Editor*; or use the “Paste from Word” option.



### 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, and be for informational or instructional purposes.
- Links should be descriptive (so that “readers” can pick up all the information) and put into context.

### • EXAMPLES

- DO: [Click here for more information about Online Resources](#)
- DON'T: [Click here](#) for more information about Online Resources

### Spell Check:



- **ALWAYS** remember to use this feature.

## Overall Recommendations / Best Practices (cont.) "Just because you can, does not mean you should." Dave Long

### Blogs:

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

### File Sizes:

- Think about the size of the file (images, documents, podcasts, etc.) that you are uploading. Large files take a long time to load; your viewers may get frustrated and navigate away before being able to view your content.

### Tables:

- Consider a table Width property setting of 90-95% to avoid content spilling off the page.
- Be aware of adding large images which could force a horizontal scroll bar to display.
- If possible, edit your Image Properties to wrap text around photos rather than using tables to improve viewing on multiple browsers.

### Photos of Students:

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

### Photo Galleries:

- The recommended setting for the Gallery Width is 500 pixels.
- Use JPG or PNG images.

### Images:

- **Do not copy and paste photos - make sure you use the "Insert Image icon".** 
- When inserting images, add meaningful Alt. Text. This text is viewable when a person hovers over the image and will be used 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.
- Avoid animated images as they can be a distraction from the content on the page.

- JPG, PNG and GIF are preferred (BMP images are not always recognized).
- When resizing images, it is always best to go from a larger image to a smaller image. Making a small image larger can result in a grainy or pixelated image.
- Avoid background colors and images on pages. If background colors are used, maintain high contrast between background colors and font for improved readability.

### Copyright:

- **Be sure to give proper credit for content that is posted from other sites.** Check with your district policies on posting content/ 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.

### Plagiarism:

- Users should not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
- District policies on plagiarism should govern use of material accessed through the District Network. Teachers should instruct students in the appropriate research and citation practices.
- Below are rules to follow regarding copyright guidelines:
  - Photography, illustrations and artwork are considered intellectual property.
  - Links to legitimate resources can be posted.

### Apps and Page Layout

- Make sure you have enough space in the Page Layout to display your App content properly.