School Website Training

5/19/2016

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| Time | Agenda | Notes |
| 8:30-8:50 | Introductions and Welcome* Vision of the Websites
* Training Objectives and Agenda
* Team Introductions
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| 8:50-9:10 | The Role of the Sub-Site Directors* **Expectations**
	+ Homepage
		- Pictures
		- Announcements
		- News
		- Principal Message
	+ Teacher Pages
		- Bios and Pictures
		- Homework/ Assignments
		- ELA- Book Lists
	+ Clubs
		- General Information Added
		- Meeting Times Added
		- Appropriate and Professional
	+ Athletics
		- Practice Times
		- Game Schedule
	+ Calendar
		- Updated Monthly
* **Monthly Meetings**
* **Timeline**
	+ Optional Support PD- June 29
	+ School Websites go Live- July 15
	+ Teacher Sections- Back to School Night
	+ Clubs and Athletics- August 12
 |  |
| 9:10-9:45 | Basic Overview |  |
| 9:45-10:10 | **App Showroom** |  |
| 10:10-11:30 | Channels Work Time |  |
| 11:30-12:30 | Lunch |  |
| 12:30-2:30 | Channels Work Time |  |
| 2:30-3:00 | Closing and Remaining Questions |  |

**Site Maps**

* Fonts:
	+ Plain Text Font
	+ Content App:
		- Headers Size: Larger
		- Headers Color:
		- Sub Paragraphs: Normal
		- Sub Paragraph Color:
* Announcements and School News
	+ Pictures: 100 x 150
* NO CAMERA PICTURES!

Channel: Our Schools

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| **Section** | **Page and APPS** | **Notes** |
| About Us-  |  |  |
| Bell Schedule- Schools |  |  |
| Administration- Alex |  |  |
| Careers at SBPSB- Alex |  |  |
| Guiding Documents-* 1. School Handbook
	2. Vision- Schools
	3. Mission- Schools
	4. Guide to Student Conduct- Alex
 |  |  |
| Location- Schools |  |  |
| Registration- Alex |  |  |
| Staff Directory- Alex |  |  |

Channel: For Families

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| **Section** | **Page and APPS** | **Notes** |
| Attendance- Alex |  |  |
| Bus Routes-Alex |  |  |
| Counseling- Schools |  |  |
| Documents and Forms- Schools |  |  |
| Dress Code- Alex |  |  |
| Fees and Payments- Schools |  |  |
| School Supply Lists- Schools |  |  |
| Early childhood |  |  |
| Aftercare  |  |  |

Channel: For Students

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| **Section** | **Page and APPS** | **Notes** |
| Athletics- Schools |  |  |
| Clubs |  |  |
| Educational Links |  |  |
| Library |  |  |