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 |  |
| 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 |  |  |