Central Vermont Supervisory Union
Paine Mountain & Echo Valley School Districts

Class Webpage Expectations and Information 2020-21

CVSU uses the Blackboard platform for our main websites. There is an expectation that all teachers will maintain a website(s) that will be used for web based communication with students & parents so they can easily find information.

We want visitors to our websites to be able to see photos and basic information and educational credentials for each teacher when they look at your Departments, Team or classroom sites. Setting this up only takes 10 minutes and only needs to be updated annually. Contact information will be included here.

Groups of teachers can have grade level/team sites to minimize the amount of "web contact" for students and parents. Please let Brucie or your building level website coordinator know, and we can set these up. We want to make it as easy as possible for you and your students.

Much of this basic information can remain static for the school year/semester.
However, there are many apps that you can add to make your website dynamic and inviting for students and parents.

Suggested Content to include:
<u>Course Information</u>: It is easy to have a Page for each of the courses you teach (left side navigation) Depending on the grade level you teach, it can be very helpful to include basic course information for each of your classes. Including a syllabus, course summary, list of course objectives, etc., helps to more fully inform parents about the topics being taught to their students. You can link your documents to this area. *Please make sure that when you link Google Docs etc., that you have the permissions set correctly.* Such information can be just as handy for the students in your classes. It can cut down the number of questions you get regarding items like grading scales, performance indicators, assessments, etc.

<u>Upcoming Lessons and Activities</u>: Regardless of grade level, it can be very helpful to post announcements or a calendar of upcoming projects/subject matter, along with class activities, field trips, etc. This allows parents insight into their child's school life and the opportunity to schedule around special events. Students can also check on upcoming events to ensure timely submission of permission forms, etc.

<u>Links:</u> A listing of links can be helpful regardless of grade level or subject matter. For younger grades, such links can provide parents fun learning activities to do with their children at home. For older grades, the links can include study tips or additional information on assignments and content/video.

<u>Daily Schedule:</u> Including a brief write-up of your daily schedule helps parents know the right time and ways to get a hold of you. Of course, conflicts to your posted schedule are bound to happen on nearly a daily basis, but having a general timeframe should cut down on time wasted through

"phone tag" exchanges with parents. It will also let them see what their child's day looks like (for younger students).

Additional Features to Consider:
- If you have other webpages you maintain (Google Sites) you can link to them. We want students and parents to easily navigate our sites.
- Adding a Blog
- Posting pictures of students and activities. Please make sure you have proper permission to post pictures of the student(s).
- Embedding instructional videos.

If you choose to use Google Sites in place of the Blackboard site, please make sure that your real photo, bio and credentials are included in an easily accessible part of you site. Your site needs to be informational and easy to navigate for students and parents. Please share those sites with Brucie so they can be correctly connected to the CVSU sites.

Google Classroom: Making learning available in your G-Classroom is required. It allows students to view content and complete their work independently. Teach your students to access their Google Classrooms through the Google Waffle or include a link from your website.

You must set up Google classrooms for your students/classes- please note that parents/guardians do NOT have the same viewing rights that students do so including information on your general website is a good idea. (N.B. Pre-K and Kindergarten will be using SeeSaw for school-home communications.)

To log on to the website:

1. Go to the website
2. Look in the upper right corner for the Sign In and sign in with Google

3.
4. You will then be signed into the site. (you can now see the forms drop down on the SU site) If you want to edit your page, go to the upper right corner and click on User Options>Site Manager. You will then be taken to any of the pages you have rights to edit your pages.

Please contact Brucie Donahue if you need assistance or training.
Last updated: August 6, 2020