

## Top Elements of a Teacher Section

- |                                   |   |   |
|-----------------------------------|---|---|
| 1. Teacher Contact Information    | 8. Calendar of Classroom Events               | 15. Classroom Learning Activities           |
| 2. Teacher Welcome Message        | 9. Reading Lists                              | •Online quizzes using Forms and Surveys     |
| 3. Teacher Biography and Pictures | 10. Supply Lists                              | •Blogs                                      |
| 4. Classroom Rules and Policies   | 11. Links to Student Resources                | •Student-edited Pages                       |
| 5. Homework Assignments           | 12. Links to Parent Resources                 | 15. Accomplishments, Awards and Recognition |
| 6. Course Information             | 13. Classroom News and Announcements          | •Student Accomplishments                    |
| 7. Handouts and Study Guides      | 14. Images and Videos of Classroom Activities | •Volunteer Recognition                      |

## Overall Recommendations and Best Practices

### For Site & Subsite Directors

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

### Scrolling

Design your pages with no or minimal scrolling. Whenever possible, break long pages into separate pages.

### Fonts

- Choose a font that is easy to read and will display consistently across all browsers.
- Use traditional web fonts such as Sans-serif Tahoma, Arial, Verdana and Serif Times New Roman and Georgia.
- Use consistent font size and color for content in your section.

### Text Standards

- Color—Black is the preferred color. Avoid red, green or yellow as people with color perception issues may have trouble seeing the text.
- Size—Use Schoolwires Editor size 2 (10 point) or Schoolwires Editor size 3 (12 point).
- Avoid using flashing or scrolling text as visitors may find it distracting and skip reading your page content.

### Files

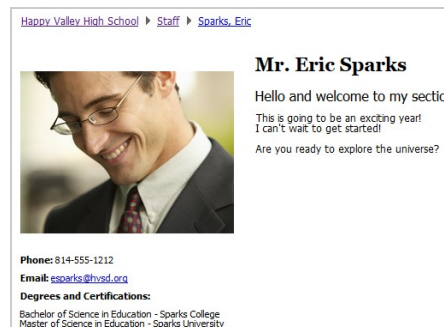
- Use Portable Document Format (PDF) when posting files. If you post file types such as WPD or INDD, visitors may not have access to an application to open those files.
- Display DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF and PAGES files with the Document Viewer app.

### Copying and Pasting Content

- When copying text from Microsoft® Word, consider removing all Word formatting by using *Paste Text Only* and reformatting it in the *Editor*.
- Use the *Paste from Word*.

### About Teacher Page Type

Add this page type to your section as your landing page for a neat and professional look.



Happy Valley High School > Staff > Sparks, Eric

**Mr. Eric Sparks**

Hello and welcome to my section!  
This is going to be an exciting year!  
I can't wait to get started!  
Are you ready to explore the universe?

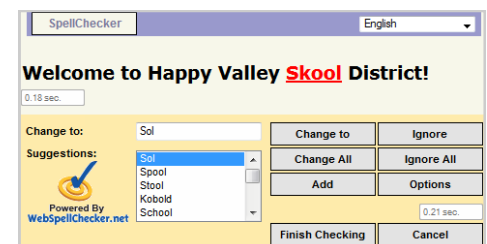
Phone: 814-555-1212  
Email: [esparks@hvpsd.org](mailto:esparks@hvpsd.org)  
Degrees and Certifications:  
Bachelor of Science in Education - Sparks College  
Master of Science in Education - Sparks University

### 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.

### Spell Check

Run Spell Check and correct any spelling errors. Remember that it does not check grammar!



SpellChecker English

Welcome to Happy Valley Skool! District!

0.18 sec.

Change to: Sol

Suggestions: Sol, Spool, Stool, Kobold, School

0.21 sec.

Finish Checking Cancel

## Overall Recommendations and Best Practices

### Blogs

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


### File Sizes

Be aware of the file size of your images, documents and podcasts. Large files take a long time to download—visitors may become frustrated waiting for the content. Consider uploading podcasts to a third-party service and use the Embed Code app.

### Tables

- Table appearance may be different depending on the browser you use.
- Set table width to 90-95% to avoid content spilling off the page.
- Be aware of large images which could force a scroll bar to display.
- Set Image Properties to wrap text around a photo rather than inserting the image in a table.
- Consider creating your table in a Word document and display it using the Document Viewer app.

### Images

- Use the Inset Image wizard to add images. 
- Include meaningful Alt. Text for the image. Visitors see this text when they hover over an image and is read 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. Any accent image with a width greater than 150 pixels is resized to 150 pixels.
- Avoid animated images.
- Use JPG and JPEG images.
- When resizing, it is best to go from a larger image to a smaller one. Making a small image larger can result in a grainy or *pixilated* image.
- Avoid background colors and images on pages. If background colors are used, maintain high contrast between background colors and font for improved readability.

### Photos of Students

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 JPEG images.
- ### © Copyright
- Give proper credit for content that is posted from other sites. Review your district policies for posting content and 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.

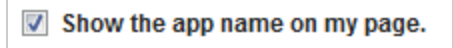
### Apps and Page Layout

- Choose a page layout suitable for the apps and content you wish to display on the page.
- Use the Flex Editor app when no other app will do.
- About Teacher—Let visitors know your history and welcome them.

- Assignment—Add assignments and associate them with a section calendar.
- Calendar—Add classroom events and display assignments.
- Document Viewer—Display a document without having to embed content in a Flex Editor app.
- Embed Code—Insert embed code from third-party source to display content locally.
- Use the Blog, Discussion, Q & A and Wiki apps to spawn interaction, interest and discussion.

### Apps Options

- Activate the Show the app name on my page check box so that the name of your app displays on the end-user website. Using this option for each of your apps ensures a consistent look as styling for this option is controlled by the site template.



- If available, use social media elements to enhance app content by including the options Community Editing, Commenting and Rating.

