

Helpful Reminders for your Teacher Website

- Provide a welcome paragraph in Window #1 of your main page. Include a brief history of your educational background as well as your work experience.
- Provide contact information for parents and students including your work email and work telephone number in Window #2 of your main page.
- Use a News Component to share important classroom information with parents and students in Window #1 under your welcome paragraph.
- When using the News Component, make sure you include a date visible and a date which your event will disappear so you don't wind up with a long list of events that are hard to navigate.
- If creating a long list of links or downloads, you may want to create more than one link/download component to keep them organized. This way your students/parents will have an easier time navigating your page. Example:
 - Unit 8 (Component 1)
 - Link/Download
 - Link/Download
 - Link/Download
 - Unit 9 (Component 2)
 - Link/Download
 - Link/Download
 - Link/Download
- If ever being date specific use an expiration date for the component you are inserting to avoid situations where your website may be viewed as out of date.
 - I have taught for over 10 years in Mayfield City Schools instead of I have taught for 12 years... This way, if you forget to update it the following year, incorrect information will not be presented to students/parents.