

TEACHER WEBPAGE CHECKLIST

REQUIRED

- 1 Welcome Page
- 1 Calendar Page
- Welcome Message
- Teacher Bio (Suggestions: education, degrees, classes taught, etc.)
- Photograph
- Campus Phone Number or Direct Extension
- CISD Email Address
- Class Schedule with Conference Time
- Classroom Rules and Procedures
- Syllabus/Objectives (This may be a bulleted list, listed on calendar, TEKS, weekly parent newsletter with activities, etc. If I have a child absent, what did they miss this week?)
- Calendar or Assignments Schedule
- Must be updated at least every 2 weeks and include current information

Grade level pages are recommended for elementary teachers.

The grade level page can be updated every two weeks and contain information that pertains to entire grade level. Personal information (contact info, photos, bio, etc. can be housed on individual page, and District Webmaster will link them together. All teachers at the grade level will have access to their personal page and grade level page.

MAY INCLUDE

- Link to Adobe Acrobat Reader <http://get.adobe.com/reader/otherversions/#>
- PowerPoint Lesson Notes (converted to PDF files)
- Worksheets/Handouts/Notes (converted to PDF files)
- Homework Assignments (converted to PDF files)
- Learning Resources/Helpful Website Links
- Useful Documents (converted to PDF files)
- Calendar of Events with Test/Quiz Schedule and Project Due Dates

REMINDERS

Use only approved Corsicana C logos.

Keep consistent (2-3 colors, white or solid backgrounds, and common fonts).

Don't underline words.

Check student photo releases with front office.