

# Web Page Planning Checklist

Check as many as apply

## 1. What do you want the purpose of your site to be?

- communication with students
- communication with parents
- tell a little about you and your classroom to anyone who is interested
- have a web presence on the school web site (everyone else has one!)
- have a project for advanced students in your class to work on

## 2. Who is your intended audience?

- students
- parents
- community in general
- school administrators
- other teachers

## 3. What content do you want to include?

- grades
  - updated daily
  - updated weekly
  - updated quarterly
- daily calendar of assignments
- weekly calendar of assignments
- monthly calendar of assignments
- calendar of big projects for the quarter or year
- homework policy
- grading policy
- goals for my classroom
- expectations for students
- examples of student work

- pictures scanned
- photos
- written work downloaded from saved files on Pioneer server
- information about me
  - picture of me
  - picture of me with family, activities
  - education
  - family
  - hobbies and interesting trivia
  - goals
- pictures
  - of the classroom
  - of students REMEMBER: students cannot be identified by name
  - other \_\_\_\_\_
- how to contact me
- how to volunteer in my classroom
- links to web sites
  - generic, sites that would help with writing, bibliographies, etc.
  - specific sites to use on class projects
- link to return to Pioneer home page
- link to return to my home page from secondary pages on my site

#### 4. Some general rules and considerations:

##### Font and Colors

•Choose one font to use throughout the site. Do not choose fancy fonts as other computers may not have them. Choose one:

- Chicago
- Geneva
- Helvetica
- Times

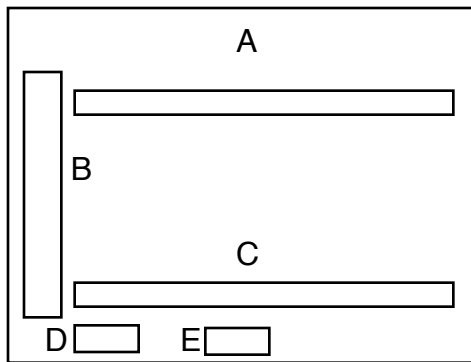
•Choose a plain color background. It is very difficult to read text on a patterned or picture background.

background color I will use \_\_\_\_\_

•Font color and background color must have high contrast: one color light and the other dark. You may have a dark background and white letters, but if someone wants to print your assignment page, for example, it will look like a blank sheet. The background does not print and you will have white letters on a white page.

font color I will use \_\_\_\_\_

•You should use the same background and navigation tools on every page. Where will you have your:



link to return to Pioneer home page \_\_\_\_\_

link to return to your home page (on all pages except your first one) \_\_\_\_\_

•If you want a fancy font for your title, it should be a picture rather than typed. Use Word Art in Microsoft or use one of the title creation sites online. Save these as pictures.

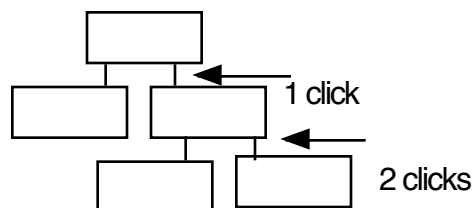
for my title I will use \_\_\_\_\_

my title will say \_\_\_\_\_

### Organization

•The user should be able to see everything important on your home page (first page) without having to scroll down

•The user should be able to find anything on your web site with no more than 3 clicks. For example:



•Make a flow chart of your site. Fill in what you will include. You do not have to have something in every box. You can add boxes if you need to.

