



**School Webmaster Training: Website Rollover**  
October 13, 2021



# School Webmaster Training: Website Rollover

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## Meeting Notes for School Webmasters

1. Welcome, Meeting Norms, Resources (Meredith Hill)

2. Vision (Jennifer Johnson)

3. Itinerary, Agenda (Jennifer Johnson)

Difference between a session and workshop:

### 4. Session I: Organizing information (Zach Pomeroy)

a. Session Norms: Log in to Zoom, hands off keyboard, volume off, Index cards for parking lot questions, notes sheet for session notes

b. Itinerary:

i. Logging In

ii. Structure of Channel, Section, Pages, Apps

iii. Moving pages

iv. Creating new pages

v. Deleting pages

vi. Adding Apps to the page

vii. Required :: Assign the appropriate channels to your site

## **5. Session II: App Showroom (Zach Pomeroy)**

a. Session Norms: Zoom, hands off keyboard, volume off, index cards for parking lot questions, notes sheet for session notes

b. Itinerary:

i. Editing Text in an HTML Text Editor

ii. Available APP options:

1. Content \*

2. Calendar \*

3. Events \*

4. Headlines \*

a. Homepage: 350x233

5. MMG \*

a. Canvas Resizing images

b. 1024x768

6. PeachJar \*

7. Staff Directory \*

8. About Teacher \*

9. Document Viewer\*

Other commonly used APPS:

10. Announcements

11. Blog

12. Book List

13. Directions

14. Embed Code

15. Facts & Figures

16. Files

17. Google Folder

18. Important Announcements

19. Minibase

20. Shortcuts

**Brain Break: Add Index Cards to Parking Lot Basket**

## **6. Workshop I: Logging In (Meredith Hill)**

- a. Workshop Norms: Zoom still recording, we do/you do interactive session, index cards for parking lot questions, notes sheet for session notes
- b. Notes:

## **7. Workshop II: Create an On Screen Alert (Jennifer Johnson)**

- a. Workshop Norms: Zoom still recording, we do/you do interactive session, index cards for parking lot questions, notes sheet for session notes
- b. Notes: Creating an On Screen Alert: Use the following text- “Thank you for visiting \_\_\_\_\_ School’s website. Our site is currently under construction. We apologize for any temporary inconvenience, but we look forward to serving you more efficiently here in the future.”

## **8. Workshop III: Organize the current pages of your site in the new structure. (Jennifer Johnson)**

- a. Workshop norms still apply
- b. Notes: See organization resources, update channels to reflect test site.

## **9. Workshop IV: Create an About Us Page (Zach Pomeroy)**

- a. Workshop norms still apply
- b. Notes: Move all of your homepage content on About Us Page. Check notes on resource page. Before you delete information, you have to ask where else the information is stored. Please see notes about your homepage on the spreadsheet. We will check- ready to move on? Great! If no, hold apps in question on the homepage.

## **10. Workshop V: Delete the apps on your homepage except Event App, Headlines and Features App (Jennifer Johnson)**

- a. Workshop norms still apply
- b. Steps:
  - i. View the homepage map of the new site

- ii. Copy any additional information to a Google Doc if you haven't done so.
- iii. Delete apps except for Event App and Headlines App.

**11. Workshop VI: Delete Old Pages with old information (Jennifer Johnson)**

- a. Workshop norms still apply
- b. Notes: Steps to follow-
  - i. Make a list of old pages
  - ii. Meet with Principal to determine which pages can be deleted
  - iii. Delete old pages by Thanksgiving Break
- c. School Website Audits begin 12/1

**LUNCH 11:30 - 12:30**

**12:30-12:45pm Parking Lot Questions Answered**

**Quick Overview: Prepare to Transfer School Template to new one**

**12. Session III: Template Changes (Zach Pomeroy)**

- a. Session Norms: Log in to Zoom, hands off keyboard, volume off, Index cards for parking lot questions, notes sheet for session notes
- b. Itinerary:
  - i. Difference b/w save and preview

- ii. How to view the site before publishing
- iii. Upload images
- iv. I want to... Verb and Subject
- v. Limit to 6 icons
- vi. Match icons to the test site
- vii. Change colors
- viii. Update Logo
- ix. Make sure address is correct
- x. Add Tagline
- xi. Decide on links for "I want to..."

- xii. Upload Hero Image
  
- xiii. Decide on Footer Links
  
- xiv. Add Disclaimer and ensure it is enabled:
  - 1. The Pitt County Schools website ([www.pitt.k12.nc.us](http://www.pitt.k12.nc.us)) is in the process of being updated to ensure compliance with Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act. In the interim, any website accessibility concerns may be brought via the following: [pio@pitt.k12.nc.us](mailto:pio@pitt.k12.nc.us) or 252.830.4200
  
- xv. Hide Calendar on Channel Menu
  
- xvi. Don't change Video and SlideShow options
  
- xvii. Upload an icon and header image
  
- xviii. Connect social icons to your social media and deactivate any icons you aren't using.

**Time to roll over your website (One time set up and it's done!)**



**13. Workshop VII: Assign/Preview New Template/Publish  
(Jennifer Johnson)**

- a. Session Norms: Zoom, hands off keyboard, volume off, Index cards for parking lot questions, notes sheet for session notes
- b. Itinerary:
  - i. Assign and preview changes as you go through the preview option.  
Use notes from Session III
  - ii. Finished? How to publish new site:

**14. Session IV: Self-Led Workshop and Individual Questions**

**15. Closing Session:**

- a. Itinerary:
  - i. Publish your NEW template today
  - ii. Deadlines and Expectations by Thanksgiving Break/December 1
  - iii. Audits begin December 1
  - iv. Digital Parking Lot Question Portal with Google Form

**My School's Website Task List before Thanksgiving Break:  
(Audits begin Dec. 1, 2021)**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.