

Ideas for a Great Website (to create a successful online presence)

Fonts

Use fonts that are easy to read, clear, and professional. This is especially important on your homepage.

The reason there aren't as many fonts available for the website is because they are all web safe fonts. These are fonts that are supported by all major browsers and operating systems. Something that looks great on your computer screen, may not look so good on someone else's. By using the fonts on the web tools, we are also avoiding any problems with licensing.

Arial, Charcoal, Chicago, Helvetica, MS Sans Serif, Tahoma, Trebuchet, and Verdana are all easy to read. These are all a type of font known as sans-serif. You can tell because they don't have the little extensions at the end of each stroke.

Design (Important Legal Issues)

Avoid pages with too much information. It is better to create a new page than to have to scroll down a long ways.

Avoid dark backgrounds and light writing. It is hard on the eyes and doesn't print well. Some people will want to print out pages.

Name your pages well. For example, you may want to call your Documents Manager – Class Files.

If you have a calendar on your site, be sure to keep it updated.

If you have an album (or use any pictures), please be careful. **We must have permission to use student pictures. There is a list of students who can't be photographed is maintained in each building. DO NOT LABEL PICTURES WITH STUDENT NAMES.**

**Debbie Stevens – Pearl Lower
Cindy Paschal – Northside
Lisa Smith – Pearl Upper
Sarah Weathersby – Pearl Junior High
Cindy Grantham - Pearl High School**

Be safe, if you aren't sure, please check.

Student full names (first name, last name) can't be used. You may use first names or first name and last initial. THE ONLY EXCEPTION is the student-created newspaper on the high-school level.

Links to outside sites (not in the district) should have a **Disclaimer**. See **Website Disclaimers** on the next pages.

Help

You may visit the support tab on the top right-hand side of the SchoolCenter screen. They have many areas of help. A great one is to click on Web Tools at the top of the screen. Then when the page opens up, look under web tools and click on Section Admin. This is the manual that applies to Classroom Websites.

You may also access Training Resources by clicking Staff at the top of any District or School page, then click on Resources. You should see Training Resources on the left-hand side under Quick Links.

Website Disclaimers

Here are the 3 types of disclaimers: Read the description above each Disclaimer to see when to use them.

Disclaimer 1: When all the links to follow are Outside Links – add the icon after each link. 🌐

The links below are links to websites outside of the Pearl Public School District website, and are signified by the 🌐 symbol. Before visiting those sites, please review the following disclaimer carefully. **DISCLAIMER: You are now leaving the Pearl Public School District Web Site. The district does not endorse and assumes no responsibility for content or control of the web site(s) to which you are about to proceed. The link provided at this page is a courtesy service. Responsibility of external web site control and content rest solely on the author(s) or manager(s) or webmaster(s) of such Web site(s) and not with the district.**

Disclaimer 2: When using a page such as a Useful Links page. Place an * following the Title on your link.

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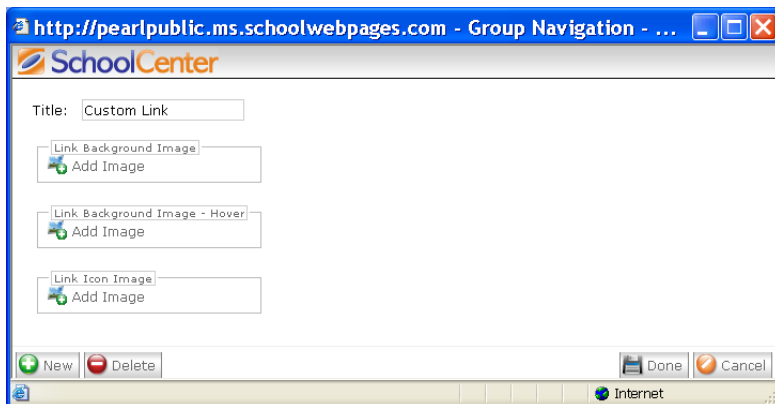
Disclaimer 3 – For use when links are in the left-side navigation.

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To get the symbol to show up on beside the link – Click on the page where the outside link is in Quick Links.

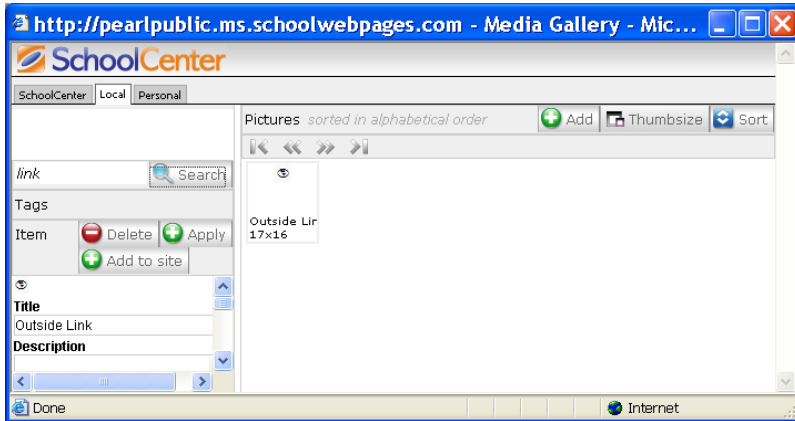
Click on the Edit drop down menu and select edit navigation (this must be on the same page where you created the Custom Link page).

Then click on the lock and pencil beside the link you want to add the symbol to.



Then click the last choice – Link Icon Image – Add Image.

At the bottom of the next screen – Choose **Our Local Gallery**



The title of the picture is Outside Link. You may type link in the search box, and it should show up.

Finally click on Add to Site. On the next screen click Done.

This will add the icon in front of the outside link.