

Guidelines for Classroom Web Pages in iWeb



General Guidelines:

- All classroom home pages must have the following identification:
 - A link back to school page home page or staff page;
 - The page author's name and revision date.
- Although many people use the site, all Danbury Public School pages are to be designed with the parent as the primary user.
- Don't forget to revise the date when you make changes to a page. This lets the viewer know that the information is current and helps you to know when you last changed it. iWeb allows you to automatically set the updated date.
- Follow AUP Guidelines as established by Danbury Public Schools:
 - never use a student's full name;
 - no work, photos, or first names of students without written parental consent (AUP).
- All pages will be backed up, but it is important that you keep a copy of the most current page on your computer, no matter how small the change.

Design Guidelines

- Design the page so that the viewer doesn't have to scroll down to see important information. It is better to have more pages with less information on each page.
- Simple is better! Animations and too many images distract from the content of the site.
- Photos of your classroom or of curriculum related topics or activities are the best graphics for a classroom site. Kids like to identify with the images on the page.
- Avoid too many cartoon-like clip art images. They don't convey what your classroom is really like.
- You may want to use drawings from students as images for the page.
- Keep the colors simple. If you use the colors chosen in the template they will look great on the web.
- Remember that the purpose of the classroom site is the content, not just the pretty pictures!

Text Guidelines:

- To emphasize text, such as a heading, use a larger font, **bold**, or a **color**.
- Do not use all CAPITAL letters in the text of a document or for the headings. On the web, that is considered shouting, or bad manners.
- Do not underline text in a document. Underlined text on the web is perceived as a link.
- Use no more than one or two text colors on a page.

Images Guidelines:

- All images must follow copyright laws; use either free clip art, or clip art from web sites which allow use on a non-commercial site. When required by the site, acknowledge the source of the clip art on your site. If in doubt, don't use it!
- Where possible, student photos should be in group settings; avoid "yearbook" full front images.
- Do not use photos of students without signed AUP by parent, not even a side view!

Update Regularly! Parents will come to rely upon new, updated information on your page.