

# Minimum Requirements and Best Practices for CISD Teacher Sections

The focus of your Corsicana ISD teacher webpage is to inform parents and students about current and future activities in your classroom as well as recognizing the achievements of students.

## Important Terms:

**SchoolWires** – Website management system

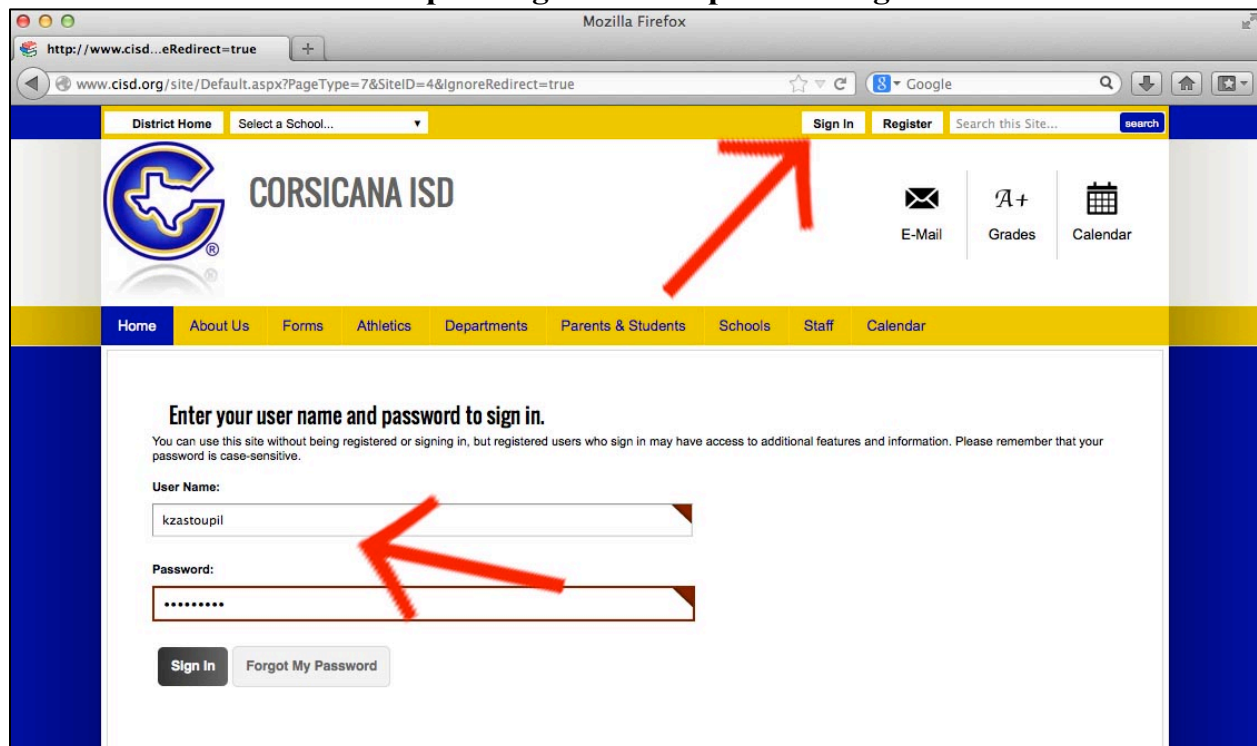
**Site Manager** – Once logged in, the Site Manager is launched to edit the website or access tutorials.

**Channel** – Channels are created within a website to sort information. Channels are the tabs on the district or campus home pages.

**Section** – Each teacher will get a “section” where they may create a single page or have multiple pages.

**App** – When designing pages, you have access to “Apps” that may be placed within a page to manage information (Announcements App, Homework App, Upcoming Events, App, File Library App, etc.).

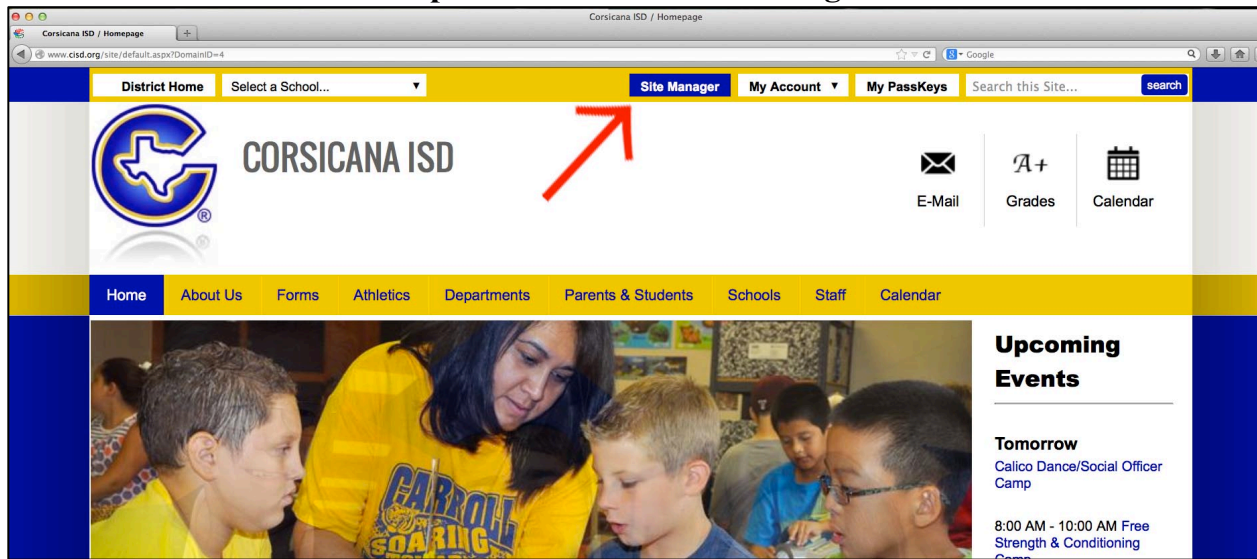
## Step 1: Login at the top of cisd.org



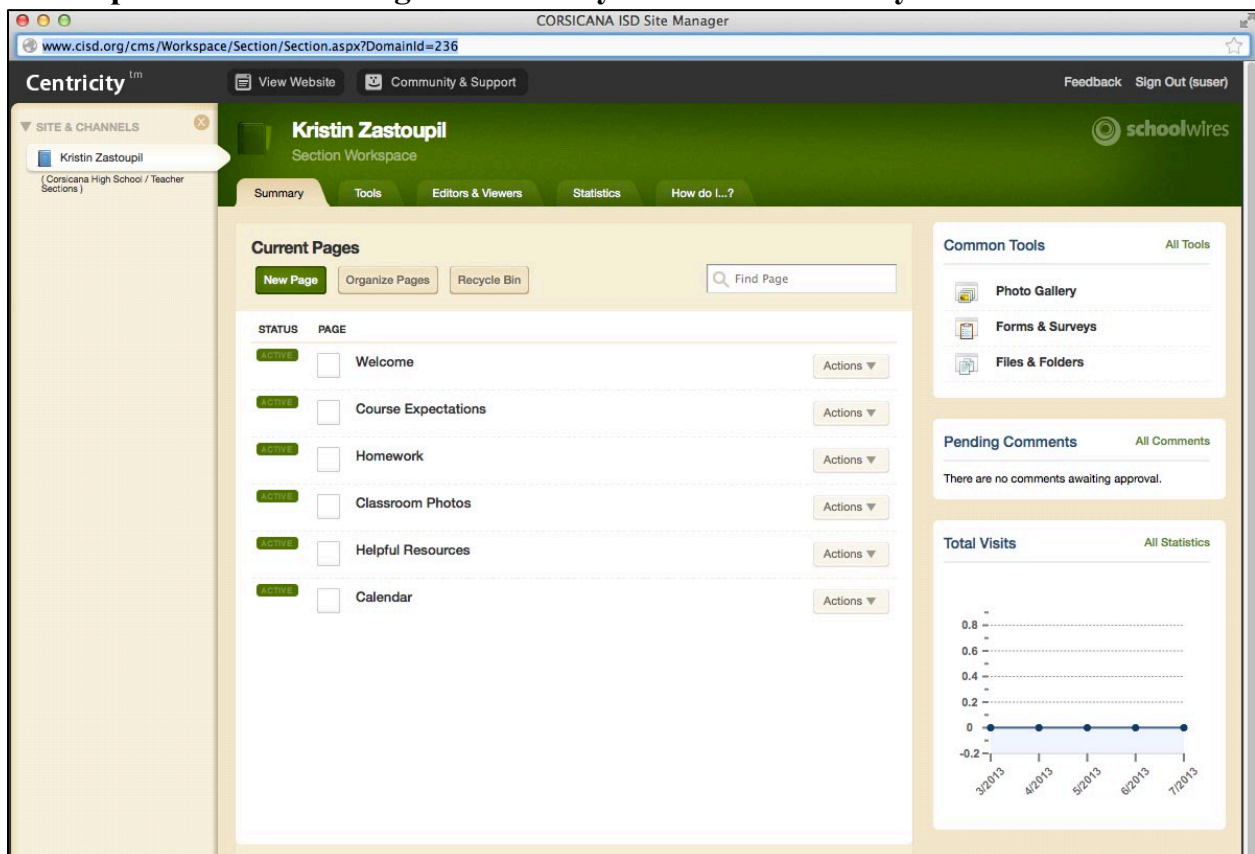
The screenshot shows the login page for Corsicana ISD. The browser address bar displays the URL: <http://www.cisd.org/site/Default.aspx?PageType=7&SiteID=4&ignoreRedirect=true>. The page features a yellow navigation bar with the following elements: "District Home", "Select a School...", "Sign In", "Register", and a search box. Below the navigation bar is the Corsicana ISD logo and the text "CORSICANA ISD". To the right of the logo are icons for "E-Mail", "Grades", and "Calendar". Below the navigation bar is a yellow menu bar with the following items: "Home", "About Us", "Forms", "Athletics", "Departments", "Parents & Students", "Schools", "Staff", and "Calendar". The main content area contains the following text: "Enter your user name and password to sign in." followed by a sub-header: "You can use this site without being registered or signing in, but registered users who sign in may have access to additional features and information. Please remember that your password is case-sensitive." Below this text are two input fields: "User Name:" with the value "kzastoupil" and "Password:" with a masked password "\*\*\*\*\*". Below the input fields are two buttons: "Sign In" and "Forgot My Password". Red arrows point to the "Sign In" link in the top navigation bar and the "Sign In" button in the login form.

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## Step 2: Launch the Site Manager



## Step 3: The Site Manager will show you the back end of your teacher section.



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## Minimum Requirements:

- 1 Welcome Page and 1 Calendar Page
- Welcome Message
- Teacher Bio/Photograph (Suggestions: education, degrees, classes taught, etc.)
- Contact Information (classroom/campus phone number and email address)
- Class Schedule and/or Conference Times
- Classroom Rules and Procedures
- Syllabus/Objectives (all links may be copied directly from CSCOPE Resources)
- Calendar or Assignments Schedule
- Must be updated at least every 2 weeks

## Recommended:

- 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



## Best Practices for School Wires Teacher Web Pages:

Teachers and staff should establish their profile and classroom pages as public facing pages with parents as the intended audience or elementary schools and students on the secondary level.

- Use only the approved Corsicana C logo with registered trademark. (Contact Kristin Zastoupil if you need a digital copy: [kzastoupil@cisd.org](mailto:kzastoupil@cisd.org).)
- Keep the design of the website consistent. Choose 2-3 colors for your page and use those throughout. White or solid color backgrounds are easier to read.
- Do not underline words on the pages. (To the web user, underlined words look like hyperlinks and are confusing.)
- Stick to the most common fonts: Arial, Times New Roman, and Courier New. (Arial is preferred.) You can also use Verdana, Comic Sans, Georgia and Tahoma.
- Use graphics sparingly. Graphics cause pages to download slowly. Avoid animated graphics.

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- Check student photo release list before posting any photos of your students. (Each campus office has a master list in Excel that can be shared with staff.)
- Specify the size of images — speeds up rendering in the browser and ensures that the page will format correctly if for any reason the image fails to download. All photographs should be set in 72 dpi and not exceed 4 inches in width. All graphics should also be set in 72 dpi and be no larger than 3 inches in width. You can edit pictures or graphics within School Wires.)

**Additional Video Tutorials and Help Articles** may be found by clicking the “How Do I?” tab in the Site Manager. The “How Do I?” section is searchable.

