

## How to create your teacher website

So you'd like to create your own teacher website! Creating a teacher website is a step-by-step process. To get started, follow the instructions below:

- Faculty members who would like to create their own teacher website (trainees) should contact their school building's technology assistant:
  - Michelle West – Scotchtown Avenue Elementary School
  - Kendra Parchinski – Goshen Intermediate School
  - Donna Meaney – C. J. Hooker Middle School
  - Celeste Cummings – Goshen High School
  
- The technology assistant will provide trainees with the web author request form. Trainees should fill out this form and fax it to NERIC (the fax number is listed at the top of the form).
  
- The technology assistant or trainer will notify Webmaster Christina Gore at [cgore@gcsny.org](mailto:cgore@gcsny.org) so that she can create a folder for the trainee. Please supply her with full name and school.
  
- Usernames and passwords will be assigned and emailed to the trainee.
  - *Please note that usernames/passwords should be kept in a safe place and never shared.*
  
- Once the trainee receives their username and password, the technology assistant will help arrange training with one of the Turnkey Trainers. During the training, the trainee will learn how to access their teacher website folder, use Expression Web and become familiar with the pre-designed teacher website template.
  
- Once the trainee has created his or her website, he or she will email Webmaster Christina Gore and K-12 Technology Coordinator Jonathan Redeker for approval. Trainees should provide their website URL.
  - Email [cgore@gcsny.org](mailto:cgore@gcsny.org) and [jredeker@gcsny.org](mailto:jredeker@gcsny.org)
  
- The webmaster/technology coordinator will review the website to be sure it is following best practices and will notify the trainee of any necessary edits or if the website is ready for posting. If revisions must be made, the trainee should resubmit their website for approval via email. Please expect to hear from the webmaster/technology coordinator in 2-3 days, if not sooner.
  
- Once approved, the website will be posted!