Teacher website checklist

Please review your teacher website using the following checklist **BEFORE** *requesting approval:*

Content

- ☐ Is your content free of spelling and typographical errors?
- ☐ Does your website use the correct text styles provided?
- ☐ Did you assign page titles to your pages?
- ☐ Do your page titles include your school name and Goshen, New York? *For example, Mrs. School's home page, Goshen Intermediate School, Goshen, New York*
- ☐ Is your content/text free from underlined words or phrases? Underlined text signifies a hyperlink, so unless it is a hyperlink, no underlines should be used.

Hyperlinks

- ☐ Do you have at least one hyperlink listed on your navigation rail?
- ☐ Do all of your hyperlinks work?
- ☐ Did you assign screen tips to all of your hyperlinks?
- ☐ Do hyperlinks to outside websites open to a new window?
- ☐ Do your PDF hyperlinks open to a new window?

Photos

- ☐ Do your photos relate to the subject matter of your teacher website?
- ☐ Did you resize your photos before inserting them into your page?
- ☐ Did you assign an alternative text description to all of your photos?
- ☐ Did you assign a photo style from the style list?
- ☐ Are images/clip art permitted for reuse by public domain?
- ☐ Did you credit your images/clip art sources?
- ☐ If using photos of students, did you check that the student is not on the district opt-out list? *E-mail Christina Gore for verification.*

Other

- ☐ Are your files named correctly (with no spaces)? – This is for web and PDF files
- ☐ Are your files saved properly (images and PDFs in their own folders)?
- ☐ Did you assign an alternative text description AND a screen tip to your "back to my home page" links?

Maintaining your teacher website

Teacher websites must be maintained in order to continually provide the most current information. Please be sure to update your website as needed throughout the school year. Teacher websites will be checked periodically by Webmaster Christina Gore and K-12 Technology Coordinator Jonathan Redeker to make sure that best practices are being kept. If your website becomes outdated, you will be notified via email.