

## CMS 4 Schools – Guidelines, Tips, & Tricks

- Be careful when posting student photos. Make sure the student's parents have okayed photos.  
\*Best to stick with group/classroom shots versus portraits of individuals unless certain.
- You will be required to fill out your home page. This page will include a welcome ( brief biography) and your credentials. Across the district we have agreed to write these in 1<sup>st</sup> person, "I attended college at UW- Eau Claire" rather than "Mrs. Braunel attended college at UW-Eau Claire."
- Safety feature - you must delete all content on a page before it will let you delete the page itself. If you have created a page that you will use once a year for a specific unit, just "hide" it. You should also keep a page hidden until you are sure you are done editing it.
  - Click "update", select "inactive".
- Always "preview" before you publish. To do so, click on the left link, "My Navigation Builder Home". Then click "preview" for the section that you would like to view.
- When creating a link keep the web address as short as possible. If there isn't a link available the user will need to type it all out.
- You must first create the page, then add content to it. (You have to build the rooms before you can move in furniture.) Once the page is created, you can add content to your page, click "Add Tool" and select the type of media you would like to add.
- Save your files as a PDF before you upload it or add it as a hyper link, for two reasons.
  - If not changed over to a PDF it will distort your word file, publisher, etc. Certain things will not transfer over correctly such as bullets and tabs.
  - Some families might not have Microsoft Office on their home computer (PCs come standard with "Works" not Word) or the most recent version.
  - **When doing this, make sure to "Save As" in order to KEEP THE ORIGINAL!** Otherwise, when you do decide to make changes you'll have to retype it all!
- You must notify Liz if you change grade level or position so she can be sure to edit the webpage.
- Pictures/Pixels - The smaller pixel size you choose, the smaller the picture will be on the page.
- **\*\*If you are not going to update your page regularly\*\*** Don't give any date/year information that will change! "I have been teaching for 18 years," or "This is my 5th year teaching Science", etc.