

Barton Web Site Teacher / Classroom Information

This document is intended to provide teachers (and web volunteers) with some guidelines as to what information should be posted on Barton classroom web pages and where it should go. You may include as much or as little of it as you wish. The intent is that each year these sections will be created for that year's class and then archived at the end of the year. However, if you prefer to make them static pages that remain year-to-year, that's okay too.

The following information can be used by teacher and/or parent volunteers to create content for classroom pages on the Barton web site (<http://barton.mpls.k12.mn.us>). You may either use this as a form to be completed with the information to be posted or as a guide to documents and information that need to be collected and submitted.

If you prefer to fill out and submit this form electronically, it can be found on the Barton web site Training page <http://barton.mpls.k12.mn.us/training.html>.

If you have questions or would like assistance getting set up or training on how to use the system, or need a user set up, please contact kevin@kinneavy.com.

Basic Page Information:

Teacher Name:

Room Number:

Contact information – information about the best way to reach you (email address and/or phone number). This will appear on the sidebar of your main page.

Photo – Your school photo will be used if there's one available, but if you have a different photo you'd rather use, that's okay too.

Welcome Text – a short introductory paragraph describing your classroom environment, goals, philosophy, etc. that will appear at the top of your main page.

Classroom Page Subsections:

1. **Announcements** – All classroom news should be posted on an ongoing basis (including classroom newsletters). These items appear on your main page below the welcome text and can link to items in other sections. Includes a variety of information, announcements and reminders about things that are going on in your classroom (events, assignments, field trips, presentations,

- forms, wish lists, requests for volunteers, etc.). Items should remain posted permanently
2. **Class Calendar** – Anything pertaining to your class that has a date associated with it should be posted here (they may also show up and/or be linked to items in other sections). It works best to post attachments with field trip forms and details in the class calendar and then create items in the announcements sections linking to them. NOTE: items that appear on the school wide calendar should not be duplicated on your class calendar.
 3. **Assignments** – information about homework, projects, spelling lists, or other assignments. Most people do not post daily assignments here, but it's useful to have information for longer term projects, book reports, etc. posted for reference.
 4. **Student Activities** – examples of student projects, art, writing, activity photos, field trip photos, audio, video, etc. May include sub-sections such as (homework, projects, presentations, field trips, etc.). Photos are a great way to share what's going on in the classroom with families. We need to be sure that web permission forms have been signed for each student whose work or photo is being posted. Contact kevin@kinneavy.com to get the latest list of permission forms that have been received for your classroom.
 5. **Class Information** – More detailed information about the classroom environment, goals, structure, etc. (an expansion on what is in the Welcome text) -- a general description of "how our classroom works." May include sub-sections such as Daily Schedule, Specialist Schedule, Units/Themes, Syllabus, School Supplies, Wish List, Handouts, etc. This is a great place to post your packet of materials from Parent Information Night.
 6. **About the Teacher** – biographical information about yourself (that you're willing to share publicly). This could include your professional background and goals, personal interests, etc. Please include a photo.

Uppers Pages

For the Uppers classrooms, rather than all of the sections above, you'll generally want to include a section for each course you teach including a syllabus, course description, etc.