

Barton Web Site Setup

At the end of each year, sections from the prior year are moved to the archive section for each classroom. Please make sure that your archive sections are turned on and that things look as they should. You may need to add page headings (include the year). If something has been archived that you want to reuse as is for this year, feel free to move that section from the archive back to the main section. If you're going to be modifying the material, however, it's better to just copy the content and paste it into a new section instead. You can always create links to documents that are archived if you're using something that's identical to what was there before. That way you have a complete archive intact for reference.

The standard sections have been created for you, but they are currently turned off. You'll need to turn them on as you add content to them (click the red button to change it to green). Be sure to add page headings (include the year) and intro text for the pages as appropriate.

- Announcements
- Class Calendar
- Assignments
- Student Activities
- Class Information
- About the teacher
- Archives

For the Uppers classrooms, rather than all of the sections above, they generally include a section for each course the teacher teaches including a syllabus, course description, etc. These may or may not need to be archived or edited year-to-year, depending on the teacher.

Additional information about what to include in each section can be found in the Teacher Info document on the training page (link below). Remember that all content should be added as items in the subsections above and **not** as items directly on the main page as that section does not get archived, and items cannot be moved. Also, you'll want to "edit" each section and add a Section Title in the form of "Room 102 Announcements" and a little burb in the Section Intro to orient users to what kind of content to expect to see in this section – it shows up as a page title.

You'll also probably want to use the Config button for each of your sections and change the default settings to show more summary items on a page (usually 25 is good) so that users don't have to page through a lot of pages to see all of the old items.

Please try to fit new content into the standard sections above as much as possible so there's consistency across the site. This makes navigation easier for people using

the school web site as a whole. Most any additional sections you want to create should fall into the categories already created and can be created as subsections of one of them.

Promotions and sidebar items are generally left in place from prior years for reference but are turned off. You can just change the links to the new sections and edit as needed or create new promotions to show articles from other sections on your main page.

Once you've got items posted, consider them permanent and try not to turn them off. It's frustrating for users if they're looking for something that they saw once and they can't find it anymore, and if someone has linked to an item or bookmarked it, they'll get an error. It also provides a nice record of what happened when.

This document and more information and tips about working on the Barton web site are posted at <http://barton.mpls.k12.mn.us/Training.html>