



## Site Builder – Welcome Page

This template was created to help teachers to create their Welcome page. After completing this template, copy and paste the information into your homepage. Teachers need to maintain their own homepage on the District website. The content of teacher's webpage is the responsible of each teacher.

- Login into your District Connect: Email Login and password
- Locate and click on Site Builder
- Locate Manage content and click on Homepage -

Items needed to build your Homepage:

- 1) Current Picture of Teacher
  - a) Picture size – **Medium**
- 2) Contact Information:
  - a) Display email address? **Yes**
  - b) Display work phone? **Yes**
- 3) Subjects and Room Information:
- 4) In the space below, please enter the names of the subjects that teach, separated by commas. Please note that this is not your course list. This is merely a listing of the subjects you teach for your homepage.

- 5) If you have homeroom or place in the building where you usually teach, please enter it below.

- 6) Additional pages:
  - a) If you have created an FTP account, you might want to include a link to those files on your homepage. Give you link a title here (Like “ More Information” or “Additional Pages”) and it will display on your homepage in a box below your class list box.

- 7) Welcome Message:
  - a) You may place a welcome message on your homepage. Avoid using specific dates and times. This will keep you from changing the Welcome Message Page so often. Paragraph breaks will be translated correctly, but any other formatting (bold, italics, etc.) must be written in HTML. You may use full HTML if you wish.