

New School Year—Teachers & Staff (Section Editors)

Here are suggestions to prepare your webpages (section) for a new school year. Who is your audience? Consider the message you wish to deliver on your pages. Are your pages current and free of errors? Are they organized? Do they have a clean and professional look? Try using different apps—About Teacher to introduce yourself or the Embed Code to post videos.

Visit the **How Do I** tab in *Site Manager* and the *Curated Search* on [Share](#) for related help materials.

Page Ideas

Review, Update and Create New Pages

- Include a Welcome message for visitors to your section homepage. Use the Content App for text—insert pictures using Content App Insert Image Wizard or use the Image App to add pictures.
- Use the About Teacher App to add your contact information as well as your biography and a picture of yourself.
- Share your classroom rules and expectations.
- Clean up your Section Workspace—delete old files (documents and pictures) from your Files & Folders in your Section Workspace.
- Create a classroom calendar—the Calendar App is a good tool to communicate important events. Use your classroom Calendar App with the Assignments App to display assignments and due dates.
- Use the Upcoming Events App with your classroom calendar to display important upcoming classroom events.
- Use an Announcement App to communicate important classroom information.
- Share common apps such as a computer lab calendar so other editors can display them on their pages.
- Experiment with different page layouts and app combinations to create inviting pages.
- Visit the [APPs Showroom](#) to see examples of all of the Schoolwires Apps.

Page Layout Design Idea— Website and Site Manager Views

End User—Two Column Simple Layout—Image and Podcast Apps



Site Manager Design Mode—Two Column (Simple) Layout

