

Website Training

Steve, here are the main things I've discovered over the years to help me stay on top of Ridgeline's website. What I've also learned is that a school's website is one of the main portals to parents and community members, and if it's disorganized, or not kept up-to-date, parents can become dissatisfied with the school and make assumptions about it. These are some of the main skills you'll need to master as webmaster.

- Uploading Pictures—you'll use this on the Slider (the pictures that flash up on the home screen)
- Faculty Pictures—keep these updated, you'll get a disk of pictures a few weeks after pictures are taken, you can also take pictures with a cell phone but they don't look as professional
- E-communication—you'll need to update this weekly
- Calendar—add or change events as needed—some come up without being on the calendar—you can add things you feel are pertinent
- Links on the homepage—these can be finicky, just be careful changing them
- Editing an existing page
- Creating a page
- Widgets
- Main pages that need frequent editing—PTA, School Community Council
- Copying source code

Other--