

SVHS Teacher Website Project

Checklist for successful completion of teacher website

	Objective	Criteria	✓ if criteria is met
1	Teachers will choose a font scheme for their template document.	All teacher templates will keep the font scheme from the original template or will have a different font scheme.	
2	Teachers will choose a color scheme for their template document.	All teacher templates will keep the template color schemes or will have a different color scheme.	
3	Teachers will choose a background for their template document.	All teacher templates will keep the template background or will have a different background	
4	Teachers will add their contact information and subjects taught to the webpage template.	The template now shows the teachers' unique information in the body of the homepage.	
5	Teachers will add their contact information and subjects taught to the webpage template.	The template now shows the teachers' unique information in the side navigation bar.	
6	Teachers will add their contact information and subjects taught to the webpage template.	The template now shows the teachers' unique information in the bottom information box.	
7	Teachers will navigate to the biography placeholder in the webpage template.	Teachers will be at the area of the template where the placeholder biographical information is contained.	
8	Teachers will highlight the placeholder biography in the webpage template.	The placeholder information will now be highlighted.	
9	Teachers will paste or type their short biography and/or teaching philosophy in the webpage template.	The template will now show each teacher's unique biographical information and /or a short personal teaching philosophy.	
10	Teachers will highlight and copy their personal digital photograph.	Teacher pictures will be ready to be pasted.	
11	Teachers will add their digital picture to their web template.	The individual templates will now contain a picture of the author teacher.	
12	Teachers will navigate to the third page of the template.	Teachers will now be on the third page of the template.	
13	Teachers will add their personal information to the teaching schedule on the webpage template.	The template teaching schedule will now contain the teacher's name, class assignments, and teaching schedules.	

14	Teachers will navigate to the tutoring schedule on the template.	Teachers will now be at the tutoring schedule placeholder of the template.	
15	Teachers will add their personal information to the tutoring schedule on the webpage template.	The template tutoring schedule will now contain the teacher's name, class assignments, and tutoring schedules.	
16	Teachers will navigate to the second page of the webpage template.	Teachers will now be on the second page of the website template.	
17	Teachers will add their course syllabi to the webpage template.	Template placeholder syllabus will now be highlighted.	
18	Teachers will add their course syllabi to the webpage template.	The 2 nd page of the template will now contain each teacher's unique syllabi.	
19	Teachers will test their website by previewing as a website.	Teacher web templates will be shown in an Internet window.	
20	Teachers will test their website by checking for errors.	Teacher templates will navigator correctly, and be free of typographical/grammatical errors. Contact facilitator for help if necessary.	
21	Teachers will save their templates.	Teacher website folders will contain "index_files," "index," and a Publisher file titled with their last name.	
22	Teachers will prepare their web publishing folders.	Teacher web publishing folders in FirstClass will be open and empty.	
23	Teachers will publish their websites to the Internet.	Teacher web publishing folders will contain "index_files" and the "index" html file. Teacher websites are active on the Internet. Contact facilitator for help if necessary.	