



Teacher Website Expectations

Gaining access to Site Manager:

1. Login to Site Manager using the sign in option located in the User Options drop down the upper right corner of any BISD website using your single sign on, BISD username and password.
2. After you have logged in - contact your campus webmaster to obtain editing permission.

Please Note: Teachers are responsible for all content and information located on their webpage/website including the regular and timely updating of all information therein. Websites must be updated prior to August 10, 2023.

Teacher websites must include:

1. **Profile Photo** - Select a photo that is professional and shows your face clearly (not a party photo or a selfie). Tips for headshots can be found [HERE](#).
2. **Contact Information** - Include your email address and extension so parents and students can reach you.
3. **Contact Preferences** - Provide a clear statement regarding availability for conferences, tutoring, and meetings.
4. **Biography** - biographical information written in third person. Tips for writing a bio can be found [HERE](#).
5. **Schedule** - If applicable, provide a schedule showing what your typical day looks like (i.e. what classes you are teaching). This is not only for parents but also for staff; it helps us find people when we can quickly pull up a schedule on the web.

Below is a list of other suggested information that parents like to know:

<p>News & Updates:</p> <ul style="list-style-type: none"> - Upcoming Event - Newsletter - Parent notifications or forms - Photographs of student work or projects (must have a caption, do not publish names) 	<p>Contact Information:</p> <ul style="list-style-type: none"> - Instructions for setting up a parent conference - Dates <i>and times</i> of availability
<p>Classroom Information:</p> <ul style="list-style-type: none"> - Syllabus - Schedules - Supply Lists - Calendars - Classroom Expectations & Policy - Class Assignments - Homework Assignments - Project/Activity Guides - Handouts - Grading Policy & Rubrics 	<p>Links:</p> <ul style="list-style-type: none"> - Resources for parents - Activities Extending Learning - Academic Resources - Online Grade Book - Information About Your Campus/Link to Campus Home Page

Guidelines/Tips

- **Avoid colorful fonts.** - Please only use font colors that are default to the website template.
 - For instance, If you are at Champion/South, please do not use any red or green fonts. If you are at Fabra or Curington, Green and Red are acceptable, respectively.
 - If emphasis is needed, please use **bold**, *italics*, underline or **Size**.
- **Use clear photos** - Please use appropriate resolution and dimensions for photos.
- **Do not "squish" or "stretch" photos to fit a different shape.** Rectangular photos should be cropped/resized to fit a square shape, not squashed or stretched so the image is distorted.
- **Deactivate or remove pages without content** or not utilized.
- **Expired information should be removed promptly.**
 - Utilize the website's scheduling tool when available.
- **If updating will be intermittent,** craft information to omit time sensitive information such as dates, or number of years teaching. For example:
 - Instead of "Mrs. Smith is beginning her 11th year teaching at CES"
 - Use: "Mrs. Smith brings more than 10 years of teaching experience to the Curington team."

Support: Who to contact for help?

- Please refer to the self-help resources located www.boerneisd.net/teacherwebsite
- If you need further assistance, please contact the webmaster for your campus:

Campus	Name	Email	Title
BHS	Keith Jeffcoat	keith.jeffcoat@boerneisd.net	Webmaster
CHS	Jennifer Breuer	jennifer.breuer@boerneisd.net	Webmaster
VOSS	Lisa Escalante	lisa.escalante@boerneisd.net	Webmaster
NORTH	Erin Griffin	erin.griffin@boerneisd.net	Webmaster
SOUTH	Larissa Solis	larissa.solis@boerneisd.net	Webmaster
CCES	Melissa Stangle	melissa.stangle@boerneisd.net	Webmaster
CES	William Gollihar	william.gollihar@boerneisd.net	Webmaster
FES	Wendy Lutz	wendy.lutz@boerneisd.net	Webmaster
FORES	Megan Perello	Megan.Perello@boerneisd.net	Webmaster
HERFF	Shanna Estes	Shanna.Estes@boerneisd.net	Webmaster
KES	Susan Trizinsky	susan.trizinsky@boerneisd.net	Webmaster
VRES	Laura Brace	Laura.Brace@boerneisd.net	Webmaster

If you need further assistance, please contact Jennifer Aviles in the Administrative Services Department via email at jennifer.aviles@boerneisd.net, by text at (210) 378-6025, or by phone at (830) 357-2011.