

# FCPS Website Requirements & Recommendations

January 2019

## ACCOUNTABILITY

As a school webmaster, you are responsible for the content of your school's sub-site of fcps.net, and therefore you should closely guard the keys to the kingdom. Typically, only the school's webmaster and the principal have full rights as site directors in Blackboard Site Manager. Staff colleagues, such as teachers or librarians, may be assigned editing rights to their own sections as needed.

- Non-FCPS employees may NOT have any rights in Site Manager and are not allowed to tinker with our webpages. This includes students, PTA officers, parent volunteers, etc.

\* Please let the district webmaster know whenever you relinquish duties as school webmaster so that your school's site access and the school contacts list downtown can be updated accordingly.

## CREDIBILITY

Our duty is to provide current, accurate information. Whenever we leave up "old news" and announcements indefinitely, fail to post the latest SBDM minutes, disregard broken links, or carelessly post the wrong date for a calendar event, then we erode the school's and the district's credibility.

Please make it a priority to review links and update your site regularly, and try to present your school in the best possible light! Set yourself some calendar reminders in Outlook; it's a big help.

## ADA COMPLIANCE

We need to ensure that our website is accessible to all viewers, including people with visual impairments who use special devices to "read" webpages. That means we cannot post *scanned* documents (only originals as PDFs) because those devices perceive a scanned document as an image rather than picking up the words and sentences.

We also must descriptively caption every photograph with a sentence or two. However, it's not necessary to identify each individual in a picture unless their names are relevant in the context.

## MEDIA PERMISSIONS

We must honor families' wishes if they prefer to exclude their child from the FCPS website and social media (district and school level). Therefore, it falls to us webmasters to double-check for media opt-out forms and FERPA opt-out forms before publishing students' names and/or photos. Families turn in these forms at school only if they are saying "no," so you will likely find only a few among your total student population. Luckily, we have an online tool that makes it easy to check a student's status. You can even look up your school's complete list of students all at once, rather than typing in individual names. If any search results show in **red**, then please call the district webmaster for assistance: 381-4236.

**Warning:** This IC-related tool only works if your school registrars collect the opt-out forms and click the boxes in Infinite Campus accordingly, so please remind your colleagues at least once a semester.

**Bookmark it:** <https://apps.fcps.net/studentoptout/>

## CONTENT

Always double-check your information, spelling, links, email addresses, and other details for accuracy.

**Homepage** – Please use the **School Announcements** space to promote upcoming school events and celebrate your students’ and staff’s accomplishments, as well as notify families of important things such as the semester’s final exams schedule. Try to keep everything fresh and timely!

- This app enables you to set the “Display Duration” on each item, so there is no reason that any information should remain visible on your homepage past its shelf life.  
Example: If you are touting an Oct. 12 fall carnival, then set that item to expire afterward.

**Headlines** and **School Highlights** are optional blocks on the front page; they can be hidden if not used.

**Inside pages** – Don’t neglect the rest of your sub-site, especially in deep sections. For example, make sure you’re posting the current school year’s PTA leaders, meeting dates, minutes, etc.

**Staff Directory & Quick Contacts list** – Delete teachers and other colleagues who retire or leave your school and then add new folks who come aboard. This is an August and January task, plus as needed.

**District information** – We discourage you from copying-and-pasting text from a district webpage, which is subject to editing anytime. Instead, use a page link to send your school’s viewers directly to district content as needed. Example: [www.fcps.net/registration](http://www.fcps.net/registration)

Also, if you want to post a document that is already up on the district site, it’s best to simply refer your viewers to the district webpage. Example: [www.fcps.net/forms](http://www.fcps.net/forms) or [www.fcps.net/science](http://www.fcps.net/science)

## FORMATTING

Keep it clean and simple. Steer away from any kind of excess such as oversized text, colored text, multiple sizes of subheads on a page, centered text, all caps, italics, and random capitalization, underlining or bolded text. However, it’s OK to use red type sparingly for emphasis.

Aim for consistency. In your **School Announcements**, for instance, stick with the same headline style. Examples: Registration window coming up vs. Registration Window Coming Up. Also, either go with subject/verb headlines or label heads, but preferably not both. Example of label: Holiday performance

On subheads, we generally use H2 and H3. (H1 is the same size as the app name or page header, which looks too large further down the page, and H4 is just bolded text.)

## HEADERS/TITLES

When putting an app on a page, don’t forget the easy way to show a header or page title without adding an H1 heading separately. Simply click the “App Options” button at the top right corner of the app. Once inside, edit the App Name at the top to whatever wording you’d like to be visible on the page. Then click the checkbox just under the description area. Hit ‘save’ and you’re done. When you preview, you will see a perfectly placed header or title on your page and/or section.

**Subheads** -- If using the “Content” app and certain others, you can add subheads throughout the block of editing space instead of stacking multiple apps on the page. We recommend H2 or H3 subheads.

## STYLE POINTS

FCPS follows The Associated Press Stylebook. Among common points to remember:

**Dates** – Abbreviate these months if paired with a date: Feb., Aug., Sept., Oct., Nov., and Dec. For example, it's Jan. 21 (not January 21 or January 21st) Always spell out March, April, May, June, and July.

There's no need to state the year if it's obvious in the context. However, please include the school year in this form if necessary for clarity: 2018-19 (not 2018-2019).

**Time elements** – Avoid using words like “today,” “this week,” “Saturday,” or “next month” because their specificity is soon lost in a web posting. We don't want to leave people wondering.

With a specific time, use this format: 10:15 a.m., noon, or 4 p.m. (not 10:15 AM or 12:00 or 4 o'clock)

With a time range, it's 10 to 11:30 a.m. or 11 a.m. to 1 p.m. (Don't repeat the a.m. if both are morning.)

**Phone/fax numbers** – We go with this style: (859) 381-4100; not 859-381-4100 or 859.381.4100

**Courtesy titles** – We don't use Mr., Ms., Miss, or “Dr.” for educators unless they insist on a title.

- On second reference for John Smith, it's “Smith” for an adult and “John” for a student.

**Reminder:** Every August, please do a thorough housecleaning to sweep out the old and make room for the new in the upcoming school year. You'll be posting fresh verbiage and PDFs, photos, staff, etc.

## PDFS

We should upload documents as PDFs. Just about all devices can open a PDF, but not all users can access an MS Word or MS Excel file. Reminder: No scanned documents allowed.

Try to use short file names, and incorporate the date if logical. Examples: **book\_fair** or **supply\_list** or **April\_minutes**. Note the underscore between key words; Blackboard's Site Manager doesn't like spaces or punctuation in the file names.

**Tip:** If you later need to update or sub out a PDF, make sure to use the exact same file name and upload it into the same folder. That way, you don't have to re-link it on the page. Nonetheless, always go to the page afterward, hit “Refresh,” and click on the link to make sure the new document shows up.

## FILES & FOLDERS

For the homepage, we suggest you create subfolders according to the school year rather than storing everything under “Top Level,” which can quickly become an overloaded hodgepodge. For instance, you would upload a spring festival flyer into the “2018-19” subfolder. It's a logical way to organize your PDF documents and photos, which makes it easier to find them later.

**Note:** Each section has its own Files & Folders storage area, where you can create subfolders as needed by school year, page, topic, or whatever. Build it however it makes sense for your school.

**Warning:** After you upload PDFs or JPEG images to a page, you cannot subsequently change the name of the folder without breaking the links.

**Files & Folders vs. File Library app** – The main difference is that PDFs uploaded in your Files & Folders are searchable by the Google engine, but documents stored in the File Library app are not indexed.

## PHOTOS

**Quality** – Be choosy! Use only sharp, well-composed photos, and avoid stretching an image (no verticals in horizontal spaces or vice versa). Also, beware of pixilation – especially with cellphone photos.

**Editing** – Use Photoshop sparingly to adjust the lighting, crop, and size the JPEG image. It's best to reduce photo files before uploading; we typically go with a maximum 800 width on horizontals and 400 width on verticals. Exception: Homepage gallery photos are always 1500 x 915 horizontals.

- Never manipulate the content or distort a photo, such as Photoshopping to add in a person who wasn't there. Also, avoid Photoshopping words onto an image; the result is not ADA compliant.

**File names** – Use short, specific names and avoid uploading as generics like IMG\_1234. You'll be glad later when you are looking for a particular photo in the Files & Folders!

**Captions** – We must include basic captions for all our photos in order to be ADA compliant. Devices used by people with vision problems will expect captions, which should be descriptive and informative. (It's not necessary to identify everyone in the photo unless their names are relevant.)

- Reminder: You must check for students' media and/or FERPA opt-out forms before posting.

**Homepage gallery** – Always stick with the current school year. This gallery will hold as many as 50 pictures, but think carefully about your viewers and how they use it, and then delete older photos as needed. We suggest the first photo be an exterior shot of your school building, which will assure viewers they are on the correct sub-site. Don't forget to add an overline and caption for each picture.

We have a handy tool that will size the homepage gallery pictures for you. You simply hit '**Select new image**' at the bottom of the screen and pull in your photo. (It won't accept files that are too small, and if you try to use a vertical, you'll immediately see that it won't work in this horizontal space.)

You can zoom in if needed, though it's unlikely. Then hit '**Download cropped image.**' That's the version you will upload into your homepage gallery in Site Manager; don't forget to hit 'Publish' when done.

- Bookmark it: <https://templatelibrary.schoolwires.net/imageEditor?w=1500&h=915>

**Tip:** If you have trouble uploading photos to a gallery, try it in Chrome. The IE browser gives us errors.

## CONTACT FORM

Be sure to update the person who receives your school's "Contact Us" emails as needed. Most schools route these submissions to the main administrative staffer at the front desk; some also include the webmaster and/or the principal. Whoever it is, make sure their names are accurate and current.

### How to update:

- Click on the Forms & Surveys link on the Site Manager landing page.
- Click the Options button next to the Contact Us form.
- Navigate to the Completion tab.
- Scroll down to the field for Send Response To:
- Paste the email address there.  
(Multiple people can receive these emails; separate each email address with a semicolon.)

# Blackboard's Site Manager

## ONLINE HELP

In Site Manager, look under the “How Do I ...?” tab at the top for answers to frequently asked questions. If you need further assistance, please call the FCPS district webmaster: **381-4236**

**Bookmark it:** [https://help.blackboard.com/Web\\_Community\\_Manager/InProduct/SITEW](https://help.blackboard.com/Web_Community_Manager/InProduct/SITEW)

## APP SHOWROOM

Blackboard has many apps to choose from, so which should you use? Visit the app showroom for step-by-step instructions and screenshots of what each app looks like.

**Bookmark it:** [https://help.blackboard.com/Web\\_Community\\_Manager/Teacher\\_Editor/App\\_Showroom](https://help.blackboard.com/Web_Community_Manager/Teacher_Editor/App_Showroom)

## FCPS TRAINING SITE

Former tech support Andre Thomas created the “Samuel Street School” test site to help train new school webmasters. You’re welcome to revisit it anytime for a refresher on sub-site set-up, common elements across the district, etc. This guidebook is also posted there for easy reference; district webmaster Tammy Lane will alert you periodically about significant revisions.

Note: The Samuel Street site is for illustration only.

Please do not copy-and-paste text or examples from there directly to your school’s webpages unless specific verbiage is clearly noted. Even then, the wording can probably be customized for your school.

**Bookmark it:** [www.fcps.net/ss](http://www.fcps.net/ss)

For questions about FCPS recommendations or the website guidelines, or to request additional training in Site Manager: [webmaster@fayette.kyschools.us](mailto:webmaster@fayette.kyschools.us) or 381-4236

# FCPS Guide for School Webmasters

## Homepage

Each sub-site's homepage mirrors the district homepage in many respects, so the structure and layout should not be changed without permission. Here are the basics at a glance:

Section	App name & description
A (full width at top)	<p><b>Photo Gallery app</b></p> <ul style="list-style-type: none"> <li>Photos are 1500 x 915 pixels. Horizontal photos only. Captions required. Current school year.</li> </ul>
B (horizontal bar)	<p><i>(This template space currently not used)</i> See below for details on POPULAR LINKS.</p>
C (left-hand rail)	<p><b>Site Shortcuts app</b></p> <ul style="list-style-type: none"> <li><b>School Quick Links</b> is to promote elements unique to your school, including the CSIP.</li> </ul> <p><b>Announcements app</b></p> <ul style="list-style-type: none"> <li><b>District Buzz</b> is managed and shared out by the district's webmaster.</li> </ul> <p><b>Site Shortcuts app</b></p> <ul style="list-style-type: none"> <li><b>District Quick Links</b> are also controlled by the district's webmaster.</li> </ul> <p><b>Embed Code app</b> (optional)</p> <ul style="list-style-type: none"> <li>Example: Your school's Twitter feed</li> </ul>
D (center right, main section)	<p><b>Announcements app</b></p> <ul style="list-style-type: none"> <li><b>School Announcements</b> is primarily for short blurbs but can also contain longer items if this is the only content space used in Block D.</li> </ul> <p><b>Headlines &amp; Features app</b> (optional)*</p> <ul style="list-style-type: none"> <li><b>Headlines</b> is for longer news items, sign-ups, surveys, etc. Photos can dress up this area.</li> </ul>
E (horizontal bar, full width)	<p><b>Headlines &amp; Features app, with 3 round pix</b> (optional)*</p> <ul style="list-style-type: none"> <li><b>School Highlights</b> is where you can post feature-length articles with photos spotlighting your school's activities, programs, and events.</li> </ul> <p><b>Upcoming Events app</b></p> <ul style="list-style-type: none"> <li>These items pull in automatically from your school's calendar. You can adjust the maximum number of events to display; we suggest 20.</li> </ul>

\* Note: If you are *not* using the 'Headlines & Features' apps at all in blocks D & E, you may click off of the "**Show app name on my page**" option to hide those blocks in your school's homepage display. If you had prior content, be sure to hit "**inactive.**"

## Calendar

You should add calendar items of particular importance to your school, including events that are open to the public. Remember to update if any details change. We suggest you store PDFs and images in a school-year subfolder. (See “Files & Folders” above.) Please be sure to post your **SBDM meetings**.

Note: The district’s webmaster can share out relevant or universal events on elementary, middle, high, or all of our school calendars. Examples: Presidents Day; spring break; snow make-up dates.

## Popular Links

For consistency across the schools, we recommend displaying the Popular Links in this order, from left:

- Bus Routes - <https://www.fcps.net/bus>
- School Meals - <https://www.fcps.net/menus>
- Parent Portal - <https://fayetteky.infinitecampus.org/campus/portal/fayette.jsp>
- SBDM \*
- Media Center
- *Wild card!* (optional) – This is a free spot that is up to the webmaster and the principal. Many schools link to their Calendar, for example.
- Contact Us \*\*
- S.T.O.P. Tipline \*\*\*

\* Non-traditional schools and special academic programs might not have an SBDM.

\*\* The “Contact Us” button directs users to a Blackboard form that records the visitor’s name, affiliation, email, phone, and their comment or request. The info then goes to specified email accounts such as an office clerk or assistant principal.

\*\*\* The superintendent asks that each school’s specific S.T.O.P. Tipline be linked through the [Kentucky Center for School Safety](#). This online reporting/prevention tool is also required in the channel menu bar.

## Social media

The social media slide-out is part of the homepage template; it’s at the far right edge of the screen under the channel menu bar -- below the ‘Search’ and ‘Translation’ tabs.

If your school does not have its own Facebook, Twitter, etc., then you can hide this feature, or you can link to the district’s social media feeds. See these elements on our training site: [www.fcps.net/ss](http://www.fcps.net/ss).

## Footer

The Google map on the left pulls in automatically based on the school’s address.

The center block contains your school’s **Mission Statement**.

Under the **Resources** block at the far right, feel free to use the links as needed.

Many schools include their ‘Contact Us’ form or link to their Staff Directory, for example.

The bottom link should always be to the **School Webmaster** (your email address).

**How to:** To edit or adjust elements in the Popular Links, social media slide-out, or footer, you’ll need to go into the template under “Settings.” Please call the district webmaster if you need help: 381-4236.

## Channels

The school sub-sites should include these six menu channels, preferably in this order from left:

- About Us
- Families
- Students
- *(optional TBD)*
- *(optional TBD)*
- Teachers -- please shift Teachers, Staff & STOP Tipline down if you add other channels
- Staff
- S.T.O.P. Tipline – final channel at the end (for consistency across all school sites)

One or two more channels can be added at the discretion of the webmaster and the principal. These extra channels can be whatever best fits your school. Examples: Calendar; Athletics; Guidance.

Following, you will see what sections are supposed to be listed under each channel and what pages fall under each section. **This is not an exhaustive list. You can add as many sections and pages as you want.** However, we recommend the ones listed below appear as outlined (format, placement, layout, etc.) as we try to maintain some consistency across the school sub-sites.

\* This helps our families to navigate familiar paths, especially if their children attend multiple schools.

### Allowances for elementary, middle, and high school variances

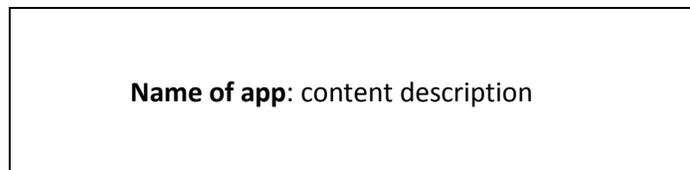
Please note the wording in parentheses below that indicates the web content is only relevant to one or more kinds of school. Some information might be deemed mandatory, but you will understand that we only mean it's required for certain schools and not all.

### Non-traditional schools and other academic programs

Some of the information below does not apply to other academic programs and non-traditional schools, whose structures vary. For instance, some do not have libraries or SBDM councils. However, if your school or program does have these common elements, then please follow the regular guidelines.

## Page layouts

Each page layout is in the following format:



The example above is our default one-column page. Because Blackboard's Site Manager offers a dozen different layout options, you will see various examples below.

# “About Us” channel

## Section 1 - Our School

### Page 1 – About the School

Describe your school and what makes it special. Share unique programs, and tell how your staff implements the school’s mission and vision. Example: <https://www.fcps.net/domain/80>

- You can also link to your CSIP here (in addition to School Quick Links on the homepage).

<p><b>Content:</b> Our Vision</p> <p><b>Content:</b> About Xxxxxxx School</p>
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### Page 2 - School History

Talk about how your school came to be and how it was named. Images in the right column are optional. They could be pictures of the old school building or photos of the historical person it was named after.

<p><b>Content:</b> School History</p>	<p><b>Image</b></p> <p><b>Image</b></p> <p><b>Image</b></p>
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### Page 3 - The Principal

The principal should offer up a bio and/or share a few words of welcome. Keep this fresh every year.

A headshot is recommended, and don’t forget the “Details” tab for degrees and certifications.

Note: FCPS does not use courtesy titles (especially not “Dr.” for educators) unless they insist.

<p><b>About the Teacher (app):</b> Our Principal</p>
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*Section 2 – Staff Directory*

**Page 1 – Staff Directory**

This page includes a front-office list at a glance and the school’s full staff directory.

In the **Quick Contacts**, note the bolding of titles and linking of email addresses. Some schools also add specific phone numbers for areas such as the cafeteria. You can edit, add, or delete titles as needed. For instance, only certain elementaries have a Family Resource Center Coordinator, and the title is Guidance Counselor at the high school level vs. Guidance Specialist for elementary.

In the full **Staff Directory**, please include everyone’s job title such as math teacher, administrative assistant, registrar, etc. Try to add everyone’s headshot, too. It’s helpful for families to see faces!

Example: <https://www.fcps.net/domain/3896>

**Tip:** If you don’t want to collect bios or otherwise use the Teachers channel, an alternative is to link directly to a teacher’s website in their Staff Directory entry (if they have a WordPress site etc.).

**Reminder:** Please delete staffers who leave your school and add new folks as they join your team.

<p><b>Content:</b> Quick Contacts</p>	<p><b>Staff Directory:</b> Staff Directory</p>
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## “Families” channel

### *Section 1 – For Parents/Guardians*

**Page 1 – For Parents/Guardians** (please do not change the name of this page)

Lead with some quick blurbs about your school. Examples: how families can get involved, the start and dismissal times, before or after-school care, parking tips, visitor information, security measures, map of the building, attendance and tardy policies, etc.

- Please include the essential information that your families and community members want or need to know – especially if it’s something unique to your school.

This is also where you can post important documents and links to other significant pages or resources. Feel free to ‘hide’ these apps if unused.

Example from our test site: <https://www.fcps.net/domain/85>

**Tip:** FCPS tries to use the word “families” instead of “parents” because it’s a broader definition. Where appropriate, you can also use the term “parents/guardians.”

**Content:**  
For Parents/Guardians

**File Library:**  
Highlights such as  
school documents

**Site Shortcuts:**  
Important links  
for your school

## Page 2 – School-Based Decision Making Council (state-required)

This main page should include an introductory paragraph from the school’s SBDM council that is customized for your school. If the group does not provide one, then you can use the following language:

School-Based Decision Making or SBDM councils promote shared leadership among those who are closest to the students: families, teachers, and administrators of the local schools. The school council must set school policy to provide an environment to enhance student achievement and help the school reach its accountability goals. To meet this responsibility, councils should:

- Collect, interpret, and analyze information;
- Set priorities, goals, and targets;
- Establish committees, review committee reports, and consider their recommendations;
- Evaluate achievement;
- Work as a team;
- Hold regularly scheduled meetings;
- Conduct meetings in a democratic manner;
- Get the required SBDM training;
- Make student-based decisions;
- Monitor policy and program implementation.

Afterward, you should post your school’s specifics under headers that read “Schedule” and “Location” along with the monthly Agendas and Minutes. Only the current school year’s information should be listed on this page. If necessary for clarity, use a school-year label. Example: 2018-19 Schedule.

**Tip:** Set yourself some calendar reminders to ask the SBDM secretary for the agendas and minutes.

Example on our training site, <https://www.fcps.net/Page/7089>

**Reminder:** In July/August, archive or hide the previous year’s files and post the new meeting dates.

<b>Content:</b> School-Based Decision Making Council		
<b>Content app:</b>  <b>Schedule</b> Aug. xx Sept. xx Oct. xx Etc.  <b>Location</b> Meeting time and room; include the phrase “unless otherwise noted.”	<b>File Library:</b> Agendas	<b>File Library:</b> Minutes


***The following required pages are nested under SBDM +***

**Sub-Page 1 – Council Members**

List all the council members along with their email addresses.  
If they are agreeable, include their phone numbers and headshots, too.

**Reminder:** Update these names every August, after elections, and otherwise as often as necessary.

**Staff Directory app:**  
SBDM Council Members

**Sub-Page 2 – SBDM Policies**

This is for linking to your school’s policy documents such as but not limited to things like:

- Wellness
- Technology
- Discipline
- Curriculum
- Budget

**File Library app:** SBDM Policies

**Sub-Page 3 – Archived Minutes (optional)**

We are not required to keep past years’ SBDM minutes posted on the school site, but councils must retain hard copies at the school indefinitely. If a school does decide to archive the minutes online, then here is an example of the page and format. Be sure to include the school year.

**File Library app:** 2017-18 Minutes

**Sub-Page 4 – SBDM District Page**

This is simply a redirect link that sends viewers straight to the district’s SBDM page, [fcps.net/sbdm](https://fcps.net/sbdm)

**Page 3 – Title I** (required for our [Title I schools](#))

This webpage must contain the four Title I documents listed below. You must post an English version and a Spanish version of each one.

- What is Title I?
- Letter of Full Opportunity
- Title I Compact
- Parent Involvement Policy

**Suggestion:** Use a File Library App for each set of four.

Example: <https://www.fcps.net/Page/5628>

Feel free to add more Title I pages as needed. For instance, some schools post their Title I newsletters.

*Section 2 – School Supply Lists (for elementary and middle)*

This is a one-page section. That webpage can look like the format below, or you can link to grade-level PDFs listing the supplies.

Example: <https://www.fcps.net/domain/6547>

**Reminder:** We cannot post scanned documents because they are not ADA-compliant.

**Note:** Supply lists for the upcoming school year must be posted before you leave for summer break.

Xxxxxxxx Elementary Supply Lists:

**Content:** Kindergarten  
**Content:** 1<sup>st</sup> Grade  
**Content:** 2<sup>nd</sup> Grade  
**Content:** 3<sup>rd</sup> Grade  
**Content:** 4<sup>th</sup> Grade  
**Content:** 5<sup>th</sup> Grade

Xxxxxxxx Middle School Supply Lists:

**Content:** 6<sup>th</sup> Grade  
**Content:** 7<sup>th</sup> Grade  
**Content:** 8<sup>th</sup> Grade

*Section 3 – Learning Guides (elementary only)*

This section simply redirects to this district page, [fcps.net/learningguides](https://www.fcps.net/learningguides)

*Section 4 – Family Resource Center (elementary) or Youth Services Center (middle and high)*

Add this section’s content and specifics for your school however you wish to format it.

Suggested look: <https://www.fcps.net/domain/5388> This text is for illustration only.

*Section 5 – PTA or PTSA*

The landing page can be formatted as shown below. The top block should include an introductory paragraph along with the current school year’s meeting dates, with time and location.

Under chapter contacts, list the officers and committee chairs with their email addresses. If they agree, also include their phone numbers and headshots. Then each month, post the minutes.

Example page: <https://www.fcps.net/domain/4103>

If your PTA or PTSA chapter wishes to add pages with more information, calendar/event dates, important documents etc., then you are free to do so.

**Reminder:** In August, delete or archive the previous year’s minutes and round up the new contact information.

**Tip:** Set yourself calendar reminders to ask the PTA secretary for the monthly minutes.

<b>Content:</b> <i>(School Name)</i> PTA/PTSA	
<b>File Library:</b> PTA Meeting Minutes (current school year only)	<b>Staff Directory:</b> PTA Officers and Committee Chairs
<i>Not used</i>	

\* If your school’s chapter becomes inactive, you should click “Hide section in channel navigation” (under ‘Options’ / Advanced tab) so that your families aren’t confused by the old information.

Note: If the PTA operates their own website, then you can link to it directly instead of maintaining a section in Blackboard. **Did you know?** PTA is not part of FCPS; it’s an outside entity.

# “Students” channel

## Section 1 - Media Center

### Page 1 – Library Information

This landing page needs a photo and intro customized for your school, the hours of operation, and contacts for the library staff. Some recommended resources are also listed here.

#### Quick Links

- KET Education
- TeachingBooks.net
- Lexington Public Library
- Battle of the Books  
(*elementary/middle*)

#### Databases

- Kid’s Infobits (*elementary*)
- Opposing Viewpoints in Context  
(*middle and high*)
- Kentucky Virtual Library

#### Main Page Layout

Page title: (School Name) Library <b>Content:</b> photo, intro paragraph, etc.	
<b>Site Shortcuts:</b> Quick Links	<b>Site Shortcuts:</b> Databases
<i>Not used</i>	

Example from test site: <https://www.fcps.net/domain/94> (Do not copy the hours etc. verbatim.)

### Page 2 – Kentucky Bluegrass Awards (optional)

This page may be added if your school participates in the Kentucky Bluegrass Awards program. The link is <http://www.kasl.us/kba-master-lists.html>.

*Section 2 – Guidance Office*

**Note:** This section goes under the Families channel on elementary sub-sites but under the Students channel for middle and high school sites.

**Page 1 – Guidance Office**

This page should include an intro and an overview of services provided by your child guidance specialist (elementary) or guidance counselors (middle and high). Please ask them for school-specific verbiage.

Example on test site: <https://www.fcps.net/domain/6543>

Note: This is only dummy type; please don't copy-and-paste the bulleted items under "What Does a Counselor Do" without consulting with your guidance colleagues. Use school-specific details instead.

Feel free to add more Guidance pages as needed, especially at the high school level.

<b>Content:</b> Guidance Office	
<b>Content:</b> What Does a Counselor Do?	<b>Staff Directory:</b> Guidance Staff

*Section 3 – Athletics (middle schools and high schools); it can also be a freestanding channel*

This section redirects to the Athletics channel. However, if your school uses an outside vendor, you may link to their site directly instead of using the suggested templates in Blackboard.

- Example from Henry Clay: <https://henryclayathletics.com/>

If you need assistance, please call the district webmaster: 381-4236.

\*\* See below for more details on Athletics.

## “Calendar” channel (optional)

This channel can link directly to your school’s full calendar. This is the same destination as the “View Calendar” link underneath the “Upcoming Events” app on the homepage. Some schools also use their wild-card spot in Popular Links for a calendar icon, but there’s no need to put it in both places.

## “Teachers” channel

Each section is a teacher’s name; please create them with the **Last name, First name** format and then “sort” the list alphabetically. The first page in each section uses the “About Teacher” app for their brief bio with headshot. Don’t forget the “Details” tab. Reminder: No courtesy titles unless requested.

- **Please delete** the extraneous horizontal image app at the top of the page; it was placed there by mistake when we originally built the school sub-sites. The “About Teacher” app is sufficient.

School webmasters can give each teacher editing access to their own section, which the teacher is encouraged to maintain. Some teachers add resources and links under their bio; they can also create more Blackboard pages as needed or link to external sites such as WordPress.

Example: <https://www.fcps.net/domain/115> Note some options in the left-hand navigation rail.

**Reminder:** School webmasters should periodically review their teachers’ pages to make sure they are current. Also, remember to delete teachers who retire or otherwise leave your school and to add new teachers under this channel as they are hired.

**Tip:** If you don’t want to collect bios or otherwise use the Teachers channel, an easy alternative is to link directly to a teacher’s website in their Staff Directory entry.

## “Staff” channel

This channel provides a space for principals to communicate internally with their staff and teachers. Under “Staff Connect,” you can post in-house documents, hold Q&A discussions, and the list goes on. There is no set format to any section or page under this channel. You can also add direct links to staff resources such as the Infinite Campus log-in.

Note: The Samuel Street test site offers examples and options: [www.fcps.net/ss](http://www.fcps.net/ss)

\* **FCPS recommends you restrict the viewers** on this channel to “All Staff” – meaning it’s visible and accessible only to employees who are logged in on the website. Some principals, however, prefer that their Staff channel remain open to the public. If so, just remember not to post sensitive material there.

**How to restrict it:** Click on “Staff” on the left under “Sites & Channels” so you’re in the channel workspace. Then click the “Directors & Viewers” tab, and then the “Viewers” tab. You hit “Assign Group” and pick “Show all groups” in the drop-down list to find “All Staff,” which you “Select” and “Add.”

**Tip:** If your Staff channel has been open and you suddenly decide to restrict it, you should email everyone in your school to alert colleagues that they now must sign in on the website to access it.

## “S.T.O.P. Tipline” channel

The superintendent asks that each school’s specific S.T.O.P. Tipline be linked through the [Kentucky Center for School Safety](#). This channel should be the last one to the far right in the top navigation bar. (The tipline is also required in the Popular Links.)

**\*\* “Athletics” section (built separately in Site Manager as if a channel)**

Note: These are Blackboard recommendations for middle schools and high schools. If you use an outside vendor, please disregard below.

The main page should include a school-customized intro at the top or alternately, this text:

Fayette County Public Schools is committed to student-athlete success and competitive excellence by creating an inclusive environment that develops and retains quality people, provides a great fan experience, inspires community engagement, and serves as a source of pride for Lexington. FCPS athletic directors shall implement all guidelines of the Fayette County Board of Education, SBDM Council, Kentucky High School Athletic Association (KHSAA), and federal laws to ensure fairness, safety, and equity for all students participating at any level of athletics in FCPS.

This page also can host important links and documents that pertain to your student-athletes.

Remember: If you don’t use an app, just ‘hide’ it from the page display.

On the right, you can list links to each sport’s own section. Please adjust these for your school.

<b>Content:</b> (School Name) Athletics		<b>Embed Code:</b> Select a Sport
<b>File Library:</b> Important Documents	<b>Site Shortcuts:</b> Quick Links	
<i>(not used)</i>		

*Sections (corresponding to each sport) Please edit the names and add or hide sections as needed.*

**Page 1 – Home**

This page can offer at-a-glance information such as a team picture, record, and game schedule.

<b>Image:</b> (School Name with Mascot Ex. Samuel Street Eagles		
	<b>Content:</b> Win/Lose	
<b>Table:</b> (Year) Schedule and Scores		

**Page 2 – Coaches and Team Roster** (edit this page header as needed)

This page can feature a short bio of the coach or coaches and a roster of team members.

<p><b>About the Teacher:</b> Head Coach</p> <p><b>Table:</b> Other Coaches and Staff (optional)</p> <p><b>Table:</b> Team Roster</p>
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**Page 3 – Announcements and Highlights** (edit this page header as needed)

This page can list important announcements for the team such as tryout dates and include highlights of the competition if the coaches choose to provide the details regularly. If not, just 'hide' Highlights.

<p><b>Announcements:</b> Announcements</p>	<p><b>Headlines and Features:</b> Highlights</p>
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**Page 4 – History** (optional)

This page offers highlights of notable past teams and coaches.

<p><b>Table:</b> Team History</p>
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**Note:** "Athletics" can fall under the Students channel and/or it can be a freestanding channel out front.

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