CHECK DAILY:
✓ Ensure all contact information is correct and up to date.
✓ Ensure all links are current and unbroken. There should be no links to outdated content.
✓ Check spelling, punctuation, and grammar of all content.
✓ When inserting links, be sure those pages open in new windows.
✓ Ensure accent images are the same size.

CHECK WEEKLY:
✓ Update staff directory.
✓ Update parent resource links.
✓ Add important event dates/update calendar.
✓ Include updated links to academic and enrichment activities.
✓ Check TASBO and TASB legal resource websites for updated information regarding state law website posting requirements.
✓ Update main image or rotating carousel of images.
✓ Make sure news items are current and updated.

CHECK MONTHLY:
✓ Ensure that comprehensive department information is up to date.
✓ Do a visual check of your website to ensure the layout remains consistent with the provided template in the Department Webmaster Guidelines.

For questions or troubleshooting tips, email web@HoustonISD.org.