

SCHOOL WEBMASTER

✓ CHECKLIST

CHECK DAILY:

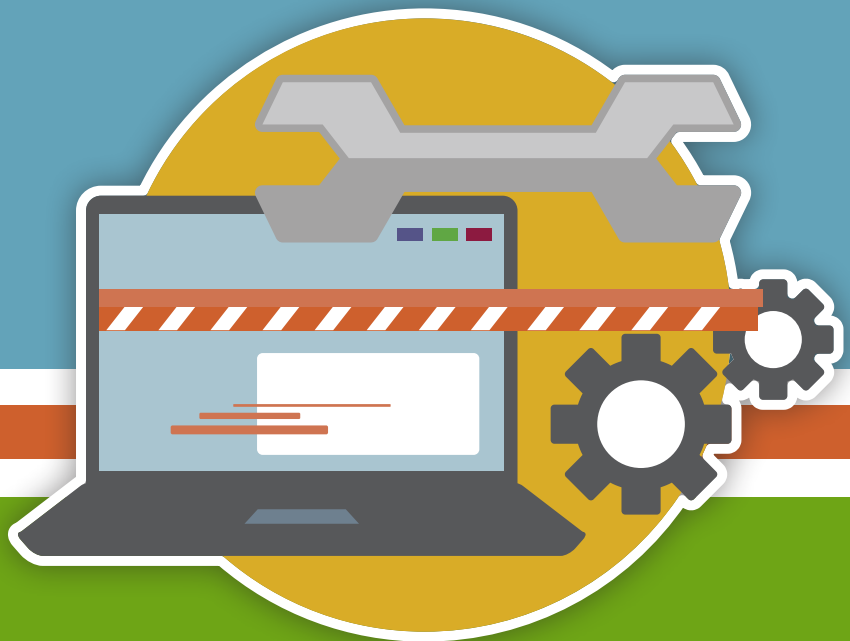
- ✓ Ensure all contact information is correct and up to date.
- ✓ Keep your site clutter-free and easy to navigate.
- ✓ Ensure all links are current and unbroken. There should be no links to outdated content.
- ✓ Check spelling, punctuation, and grammar of all content.
- ✓ When inserting links, be sure those pages open in new windows.
- ✓ Share your school's successes and special moments under School News. For School News links, ensure accent images are the same size.

CHECK WEEKLY:

- ✓ Update main image or rotating carousel of images.
- ✓ Make sure news items are current and updated.
- ✓ Make sure school calendar is up to date.

CHECK MONTHLY:

- ✓ Ensure that programmatic offerings at your campus are clearly outlined in the Academics section.
- ✓ Keep after-school activities and extracurricular offerings clearly outlined in the Activities section.



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