

**Updated:** 17 December 2014

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## **A. Planning For Your New Web Site**

The following steps are recommended but not necessary in creating your mamboSchools enabled web site.

### **1. Goal Setting and Communication**

- Establish overall site goals and communicate those goals to your administrative leadership.
- Your district's leadership team should be encouraged to communicate the new site to their staff.
- Assist each building web manager/administrator to form a school web team.
- Establish individual objectives for each building web site.

### **2. Begin early review of existing (legacy) sites**

- Determine information to be transferred to the new site(s). What information is outdated? What needs discarded?
- *Outdated and discard information should be passed along to the mamboSchools team before or during the legacy site transfer phase. (See Section D below)*
- mamboSchools will host

### **3. Determine Template Methodology**

- One template for all sites. This creates consistency across the district sites, but may not allow for individuality
- One template style for district, one for the secondary schools and one template style for each elementary. Since differences do exist between these school groupings certain templates lend themselves to a more news-oriented approach, common in secondary schools, and a more "image driven" site, common in elementary schools.
- Every school selects a different template based on individual school goals

### **4. Determine Color Scheme(s)**

- Most schools choose to use their schools colors.
- For those with no real color scheme, pleasing medium tones are best. Although bright colors are fun, they many times draw attention away from the primary message on a page.

### **5. Determine main header (top area) design.**

A header is usually made up of the school name, address (maybe phone number), and a slogan or motto. Many times a logo or mascot is used within the header. A photo can also be added to the header area.

- Prepare the text you want on header
- Request any particular font for the lettering
- Prepare graphic images or photos

#### *Recommended Web Links Used for Images/Fonts*

1. Quality Photos/Illustrations: <http://www.istockphoto.com>  
Type in keywords within search area (i.e. Tiger Mascot). You can filter images for Illustrations only, etc. Also, we recommend you sort by most downloaded or popular. This gives you an idea of the images others like best.
2. Clip Art: <http://www.clipart.com>  
Type in keywords within search area.
3. Fonts (lettering style): <http://www.myfonts.com>  
Select the "Find Fonts" menu > Categories. Choose an appropriate category to view. You can type your school name into the "Sample Text" area.

## **B. The Planning Meeting**

- Welcome/Introduction
- Develop Project Timeline
- Overview of Typical School Web Site - View demo site and live school sites.
- Discussion of Site Decisions - (See Section C below)
- Verify current site information and demographics (colors, mascot/logo, contact, slogan, etc.) - Base information will already be available from your existing (legacy) site.
- Review template designs

## **C. Make Site Decisions**

For each web site determine and/or verify:

- All sites in one (umbrella) or separate sites for each school?
- Main Color/Secondary Color(s)
- Domain Name
  1. New domain like: [www.westdalemiddleschool.org](http://www.westdalemiddleschool.org)
  2. Use of a subdomain like: westdale.avalon.k12.in.us OR ms.avalon.k12.in.us
- Tentative Site Navigation
- Main Demographic Information
  1. School/District Name
  2. School Address
  3. Phone Number
  4. Fax Number (Optional)
  5. Main Site Contact NOTE: This could be the Principal, Administrator, Headmaster, or Web Manager/Master
  6. Main Site eMail Address NOTE: This could be the Contact address or your Web Site "Catch-All" address (commonly named info@school\_name)
- Logo/Mascot
- Slogan

- Header Design
- Transfer Information
- Contacts - Admin Office, Certified, and Non-Certified Groups for the site are handled.
- Template. [See template choices.](#)
- Timeline

#### D. Shipping Key Information

Our team typically spends 4-8 hours preparing each site. We offer you the ability to ship as much key information as you wish. Our team will do our best to include all information. The table below lists common information sent for the most popular components in our service. Please ship text items in a common word processing or PDF format.

NOTE: If transferring text data, images from a legacy site, please send only the required items.

#### User Accounts

Web Managers and Teacher Users	Full Name Username eMail Address Password	* Required for access. Password can be generic for all but recommend users be given access to front end account information.  Please ship in CSV format.
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#### Front Page

Item	Description or Notes	Required (*)
School Name	Show abbreviation(s). You may suggest a font.	*
School Address/Contact Information	Provide address, phone number(s), fax number, main contact name, main contact eMail. Send all information you desire.	*
Header Images/Graphics (Logo)	Logos should be in .eps format. The team will resize and crop photo. The header area is usually thin. Select a photo that has action in 1/3 or 1/4 of whole.	
Main Menu Navigation Titles	Our team will set standard links for each secondary, elementary, and district site.	
Home Page Slideshow	Submit all opening images. Our team will resize and crop as necessary.	

Home Page News Area	Submit news items for the front page. Typically, a message from principal and other timely articles. If more than one item is sent, they will be displayed in a blog or tab styled format.	
Announcements/Billboard Items	These are short news items.	

### Document Library Component

Documents (typically PDF)	Submit all documents. Our team will categorize/organize documents. Final decisions on the organization of area can be made during/after training.	
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### Events Calendar Component

Events List	Submit a list of events with date and other pertinent information.	If you are using Google Calendar and already have calendars established our integration tech will be contacting you to assist in Google Calendar setup.
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### Contact Component

Administrative Office, Non-Certified, Teachers and Staff not having a web page presence.	<p>Contacts have only eMail form and do not require site account:</p> <p>Full Name *</p> <p>Position *</p> <p>School Address (if different from actual school address)</p> <p>eMail Address * (if form is desired)</p> <p>School Phone/Ext.</p> <p>School Fax</p> <p>School Cell</p> <p>External Web Site (i.e. a link to a Weebly site)</p> <p>Misc. Information/Bio Photo</p>	<p>* Only main contact information required. Please send information in CSV format if possible.</p> <p>If sending photos, please include the user's last name inside the name of the file. (i.e. brechbiel_d.jpg). <i>As long as the name exists we can match the photo to the contact page when it is created.</i></p>
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**teacherPlace Component (Teacher Web Page/Blog Builder)**

Teacher Listing	<p>At minimum, we require the teacher's full name, a username, a password, and eMail (See User Account above). You may also send:</p> <p>Title (Mr., Mrs., etc)          First Name          Last Name          Display Name (Mr. Cooper, etc)          Room Number          Phone Number or Extension          External Website (like a Moodle site)          Twitter ID          Twitter Password          Short URL          (http://mamboschools.com/o netech, etc)</p> <p>We could also use the following, but only if we get another list for the positions (and schools if multiple schools are on one site):</p> <p>Position 1 (See below)          Position 2 (See below)          School</p>	<p>Please send information in CSV format if possible.</p> <p>Twitter username and password are required if you want the mamboSchools staff to set up teacherPlace twitter area. We will need to access the 'Twitter Timeline' area of their account to gain access to the code.</p>
Position List	A list of positions within each school ( <i>i.e.</i> First Grade Teacher, English Teacher, Math Department)	

**Other Web Pages/News Items**

We will accept other internal web page text and transfer the text into pages and tie each to the main menu.

**E. The Build Site: Training and Support Information**

Web site will be turned over to district web team usually one-two weeks prior to training. Site should be reviewed by district web team to begin a punch-list detailing major/minor changes to the site. mamboSchools will adjust major items before training.

The training day is seven hours with an hour for lunch. 85% of the day is spent with hands-on learning. Access to desktops/laptops and internet is required. Training Summary:

- Editing and Creating a New Web Page
- Creating a Navigation (Menu Link)
- Media Integration
- The Document Library
- The Events Calendar
- teacherPlace (Teacher Web Page Builder) Demonstration

## **F. Site Activation**

- With assistance from mamboSchools, site trainees will make minor adjustments to site in preparation for activation.
- The mamboSchools team will conduct final browser and site tests. Google Analytics (optional) is activated and site eMail account tested.
- In accordance with the timeline and post-build site discussion, site(s) will be activated on an agreed date.

If you have questions, concerns, or wish to schedule an early conference call or webinar, please use the following contact information.

Toll Free Voice: 800-998-3070 (10AM-8PM M-F)

Cell Phone: 765-414-1309 (Call anytime)

eMail: [info@mamboschools.com](mailto:info@mamboschools.com)

AIM Chat Client: mamboschools (Username)

Yahoo Chat Client: onetechn (Username)

gMail Chat Client: Available by request

Facebook Chat: Available by request