

eChalk Site Planning

DESIGN

1

- I would like **images** to be the central component of the site, with text secondary and most text on sub pages.

OR

- I would like **informational text** to be the central component of the site, with imagery secondary.

ORGANIZATION

2

What type of Navigation strategy will my site use?

- By user type (e.g. Parents, Students, Staff, etc.)
- By school/district function (e.g. About Us, Board of Ed, Teaching and Learning, etc.)
- Other: _____

*Site visitors will rely on your Navigation to find information. Make sure your approach is simple and clear - your users will thank you!

3

What content should be posted under each Navigation folder?

Use the chart below to get started.

- Enter the Navigation links/folders that will display on your homepage in the first row.
- Enter the content that will be available within that menu below. You can add sub-folders to your Navigation menu as well- see the partial example below.

Parents		Students		Staff		Quick Links	
Family Access		Student Access		Staff Access		Enrollment	
Enrollment		Report Bullying		HR Forms		Bell Schedules	
	Registration Form	Testing Resources		Testing Procedures		Common Core	
	Health Form		Grades 3-5		Grades 3-5	Budget	

Diagram annotations:

- A box labeled "Sub-folder" points to the "Registration Form" cell.
- A box labeled "Links w/in Sub-folder" points to the "Health Form" cell.
- A box labeled "Sub-folder" points to the "Testing Resources" cell.

CONTENT

4 What Pages (besides the Homepage) does my site need?

Review the content list you just made for your Navigation menus. Note the type of content for each item from the following list:

- **File** I need to upload
- **Link** to another site
- **Page** of information I need to create

5 What Groups do I need to create for my site?

Review the list of Pages you identified above. Should any of these Pages be an eChalk Group Page? You may want a page to be created as a Group if:

- Another school/district member will eventually take over management of the page *and* they will not have overall Site Administrator responsibilities.
- The page will use its own Calendar and/or Feed.
- The page will have information available to members only.

6 What information should display directly on the Homepage (in addition to my Navigation)?

Information – (e.g. Calendar, Community Notices, Principal/Superintendent Welcome, Quick Links)	Always	Sometimes	Occasionally

Congratulations! You’ve just completed your site plan. Now log in to eChalk to configure your site and begin creating the content you’ve outlined here. Use our **Quick Start for Site Administrators Guide** to get started.