FACULTY WEB PAGE CREATIONS

Faculty Web Page Creations Tips:

1. Use Google Chrome if possible; There are fewer compatibility issues
2. Keep it brief: Placing too much information tends to move the template off
3. Only Pictures (jpegs) can be inserted into Faculty web pages; thus you need to convert your PDF, Word or other documents to jpeg format
4. Detailed information can be presented in Links

Faculty Page Step-by-Step Instructions

1. Pioneer Web Page: http://www.sharylandisd.org/Domain/1343
2. Faculty tab takes you to the Faculty Directory
3. Select your name
4. Sign in (top right tab) with your email log-in credentials
5. Blue template with your name should appear
6. Select Site Manager tab (top)

About Teacher

1. Select **"About Teacher"** template (**check out Ms. Meza's Faculty page for guidance)**
2. Type in your name **over** TEACHER NAME, thus removing the prompt
3. Type in your teaching field/coaching titles over Title
   a. World History Teacher
   b. Wrestling Coach (or Instructor)
4. Type in (956) 271-1600 Ext. _____ **over** the prompt.
5. Enter all other information, keeping the prompt intact.
6. Write a brief Welcome message for your students
7. Save/View Website (top) to view how it is going to look
8. Google an image of your college/university logo and save it onto your desktop/file
9. Return to your Faculty web page

10. Highlight the top left message about your alma mater logo and remove it
11. Keep cursor in place
12. Select the "Insert image" icon (bottom row, 1st image)
13. Browse for your image on your desktop/file
14. Insert the logo and select "Thumbnail", press Continue
15. Alternative Text: Texas A&M; Insert image
16. Optional: A headshot of yourself (follow similar directions 10-15)
17. If you choose not to add a picture of yourself, please remove the OPTIONAL message
18. Save/View Website
19. Return to Your Faculty page home and select the next template

Schedule

1. Select "Schedule" template
2. Change the heading to reflect your name: Ex: Ms. Meza's Schedule
3. Type in your Schedule information, entering times after the Block/Period
4. 1st Block should read 8:00 – 9:30 (http://www.sharylandisd.org/domain/1368)
5. Adjust your Lunch time according to your schedule
6. Fall and Spring: Type your Class Titles to correspond with the Block/Period
7. The Fall and Spring information can be centered
8. Include any extra-curricular activity you sponsor (parents will appreciate this)
9. Save/View Website

Continue to the other Templates

Syllabus: Keep your syllabus simple; Use headings; Bullets with short phrases work well

If you prefer to add a link instead to the page, see instructions below.

Rules and Policies: Use this template to type in your own Rules and Policies. Keep them brief. Don't forget to remove the Note.

Other: Use this template to create other pages.