



23-24 Campus Web Editor End-of-School Checklist

To do in April

- Complete the online [End-of-Year Survey](#) so we know if you'll be returning next year.
- For high schools: Make sure all **Senior pages** are updated (Prom, Graduation, etc.)
- Make sure your Counselor's Corner page has contact information and details on 24-25 course selection, if applicable.
- Make sure your Admin Team page has current contact information. This page is under Our School / Faculty & Staff.
- Check that the info on your Who to Call page is accurate. This page is under Our School / Contact Us.
- Add the April and May events to the Calendar.
- Go through your **back-to-school pages** and remove any old information to avoid confusion. If details are not available yet, you may post "Details coming soon! For questions, contact us at _____."
- If you'll be retiring, resigning or transferring at the end of the school year, let us know. Talk to your admin about a replacement and send us their name.

To do in May

- Register for Training in [CFPGS](#).
- Update your back-to-school pages with
 - Events such as Meet the Teacher, Open House, Orientation
 - School supply lists and supply pack order information (if applicable)
 - Policies and information that will be new for next year
- Take down any old banners and announcements. It's okay to delete them!
- Update the calendar with your May-August events.
- Post or schedule all the banners and announcements that need to appear during May-August. Refer to the Web Team newsletters for the banners to post.

REMINDER: Plan ahead! You will have access to your campus website until May 6. If anything needs to be posted on your website after May 6, email it to websiteupdates@cfisd.net.

Before going off contract

- Look over all the pages of your campus website and email websiteupdates@cfisd.net if any changes are needed.
- Notify your admin team that during your time off, any website updates needed can be sent to websiteupdates@cfisd.net.
- Ensure you are registered for Refresher Trainings in CFPGS—save the dates on both your work and personal calendars.
- Make sure you have received the email to complete the 30-minute online training on Web Accessibility. Make plans to do the training before the in-person training in August.
- If you are not returning as a web editor, be sure to notify us and provide the name of your replacement.

What to expect in August 2024

- The August Web Team newsletter will be sent on August 1.
- To help you get started, we will send you a Back-to-School Checklist.
- If you haven't already, complete the 30-minute online Web Accessibility training and forward the completion email to websiteupdates@cfisd.net.
- Back-to-School Trainings is required for all web editors, both new and returning. Access to your website will be granted at the training.
- If your campus will have a new web editor, let us know right away. Share the training information with them so they can register.
- The [Web Help page](#) will be updated with new resources for campus web editors.

We'll be here all summer! Call or email us if you have any questions.

Websiteupdates@cfisd.net

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