

Summary: A list of suggested “housecleaning” tasks that can be done in order to prepare your school’s eSV website for the new school year

Areas that may need attention

- Review the District homepage. Add CURRENT news items and header photos. Have calendar items for new school year been added?
- Review the information on District’s main pages - BOE, Departments, Parents/Staff pages
- School homepages should publish new Administrative staff, new welcome messages and add new images
- Review and correct contact information for district offices and schools
- Staffing changes should be made in the Directory
- Lunch Menus
- Publish lists of School Supplies or Fees* (see TeacherLists link below)
- Be sure new content is [ADA compliant](#)

Prerequisites

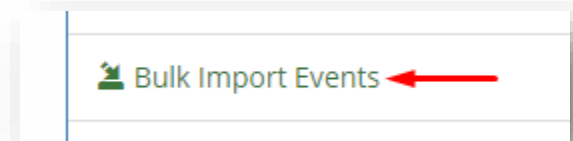
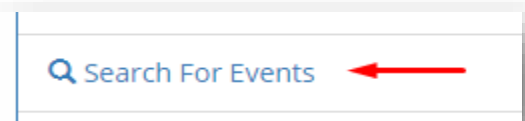
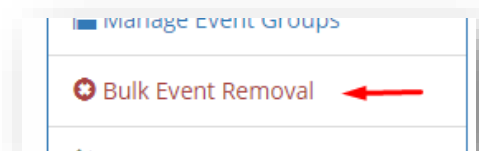
Site Masters

How to

How to address common areas that may need attention at your district:

Master Calendar:

- There is an option to **Bulk Remove Events**. You can do this by category or by date. There will be a warning after you hit submit to confirm the removal
- To see how many Events you have, and how far they go back, just do a search. Leave all the categories as checked as Show ALL
- Instead of adding new school year events one at a time, you can **Bulk Import Events**. Download the template (best in IE or Edge) and save as excel file. Follow instructions. Once complete, if you need assistance with the Import, let us know



Master Staff

- Retired staff or those who have left should be deleted (so they don't show up on your Staff Directory). Search for them by name, or leave all fields blank and hit Search for a complete list. Delete those who are gone

A green rectangular button with a white magnifying glass icon and the text "Search" in white.

- NEW** staff can also be bulk added using a Bulk Import. This applies **ONLY** to **NEW** staff. If you need assistance adding new staff, contact us at mis@btbooces.org. They can always be added one at a time if you only have a few new staff.




A white rectangular button with a green icon of a person and a red arrow pointing right, followed by the text "Bulk Import Staff" in green.

Communications:

- Old Closings/Delays/Alerts/Notification can be deleted. Delete all or one at a time.

Manage Existing Text & Email Communications

Show Mine Only Delete All

Title	Type	Date Sent			
Alert Message In Effect For 11/14/2016 03:25 PM	Email	11/14/2016 at 3:34 PM	 Copy	 Edit	 Delete

Tips

Create a "Back to School" page on your website with useful information and links all found on one page.

*There is a tool school's can use for Back to School Supply Lists called [TeacherLists](#). You can upload a list here, then grab the link to the list. It can be pasted on your schools website or added to the Custom Mobile site. Parents can order from the list online or carry it with them on their mobile device while shopping! Parents can also search this site for list

Troubleshooting

If you need help with anything at all, visit our [Support Page](#) or contact us at: mis@btbooces.org or 607-766-3724