



CESA 6  
**CMS4Schools™**

# Return to Learning 20-21



Tips & Tricks Webinar



**01**

WHY, WHAT  
& WHERE

**02**

CREATE

**03**

CUSTOMIZE

**04**

COMMUNICATE

**AGENDA**



01

## WHY, WHAT & WHERE

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## WHY SHOULD I BUILD THIS PAGE ON MY SITE?

Clear and **consistent** communication about plans, safety, and protocols is key to calming fears and creating engagement.

- Communicates from a place of authority
- Consistent look and feel (branding, structure)
- Consistent organization
- Tools exist to help you structure different types of content
- Accessibility



# WHAT SHOULD I CALL THIS PAGE?

Doesn't matter what term you use, just be consistent when you link to this page.



- Re-entry to School
- Re-entry Plan
- Reopening of School
- Reopening Plan
- Return to School
- Return to Learning

# WHAT CONTENT SHOULD I INCLUDE?



- Re-entry Plan / Planning Doc
  - Goals
  - Timeline and key dates
- Facility & Cleaning Guidelines
- How Families Can Help
- Expectations for Students & Staff
- Frequently Asked Questions
- Who to Contact
- Important Resources (right side)
  - COVID-19 Links
  - Survey Results

# WHERE SHOULD I ADD THIS PAGE?

Create [a support request](#) if you want a new category created

- As a **new** category
  - Reopening Plans / Return to Learning
- Within an **existing** category
  - COVID-19 Updates
  - District
- By **renaming** an existing category or page
  - "COVID-19 Updates" becomes "Reopening & COVID-19"



## 02 CREATE



# BUILDING THE PAGE

All CMS4Schools website customers have access to pre-made templates through the Content Template Library.



- [Video overview](#)
- Step by step directions:
  - Main body > **From Template**
  - Second drop-down menu > **CMS4Schools Pre-Made Templates** > Continue
  - **Return to Learning** > Continue
  - Select all, expand to view, or select individual tools > Copy
  - You may also choose to copy from the **Coronavirus (COVID-19) Updates** template
- [Example of demo page with all tools included](#)

# CUSTOMIZE 03



## PLACES TO EDIT/REVIEW THE TEMPLATE

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**HIGHLIGHTED  
CONTENT**

**LINKED CONTENT**

**SCHOOL-SPECIFIC  
CONTENT**



## WHAT IF I WANT TO ADD MORE TO THE PAGE?

Hide tools you may not yet be using, add tools as new information develops.

- Use an [Announcements Tool](#) in the right sidebar for latest announcements or changes
- If you have a point of contact, add a [Faculty List Tool](#) (individual setting)
- If you have an introduction video, add an [Embed Audio/Video Tool](#) to put the video on the page.
- Enter key dates in the [Calendar Admin](#) and add a right sidebar [Upcoming Events Tool](#) to display them



# 04 COMMUNICATE

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## PLACES TO COMMUNICATE

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### ON THE WEBSITE

Homepage & School Pages  
Slideshow  
Quick Link Button  
[Announcement](#)  
[Emergency Alert](#)

### EXTERNAL SOURCES

Mobile App  
Family Communication  
Social Media  
Newsletters



**THANK  
YOU!**  
**QUESTIONS?**

**CESA 6 COVID-19 Resources**

**COVID-19 Help Center Resources**

**Help Center**

**Upcoming Webinars**

