





## 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?

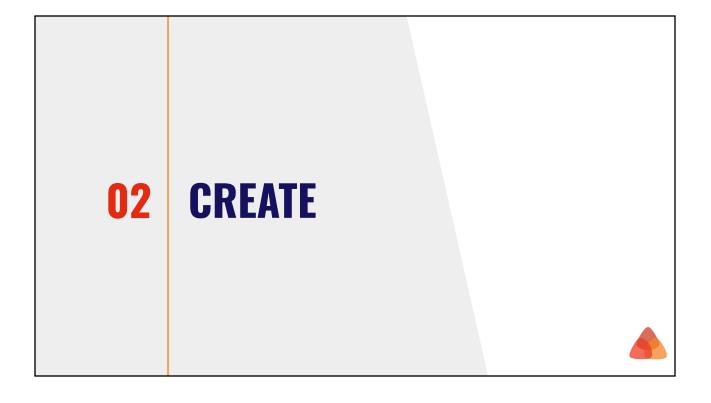
Create <u>a support request</u> if you want a new category created

- As a **new** category

   Reopening Plans / Return to
  - Learning
- Within an **existing** category

   COVID-19 Updates
   District
  - District
- By **renaming** an existing category or page
  - "COVID-19 Updates" becomes "Reopening & COVID-19"

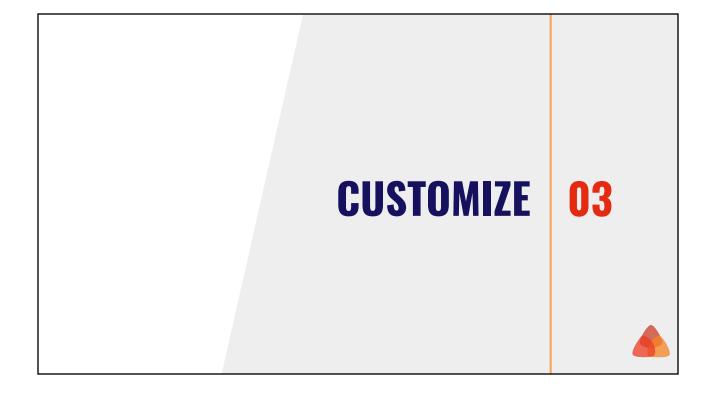


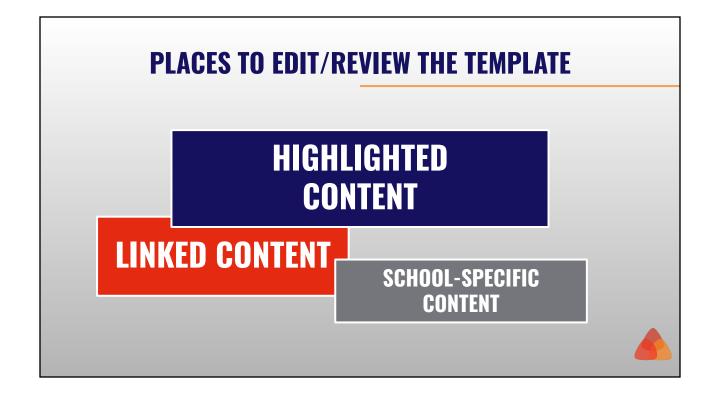


# **BUILDING THE PAGE**

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

- <u>Video overview</u>
- 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
- <u>Example of demo page with all tools</u> included





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





