

# LIVINGSTONE RANGE SCHOOL DIVISION

# Mid-Year Website Checklist



## Menu

Review top-level menu items and rearrange sub-pages as needed. Try to avoid more than 3 layers of navigation.



## Quick Links

Check that Quick Links are still relevant and that links work. Consider creating categories to make it easier for website visitors to find what they're looking for.



## Banner Image

Default banner image is your school building, but you may want to change it to showcase students and programming.



## Enticers

Found under "Snippets", check the bold buttons or blocks to make sure they are appropriate and the links work. Consider updating by season or for important information.



## News

Posting regular news blogs keeps your website fresh. This is a great place to post pieces from your school newsletter. Remember to use an image with every post.



## Calendar & Upcoming Events

Ensure your school events Google calendar is connected to your website. Look at how the website pulls events from your calendar and consider adjusting titles.



## Something Else

What's something that has been bugging you about your school website? Write down the first thing that comes to mind: \_\_\_\_\_

## My website maintenance or improvement goal:

I will work on \_\_\_\_\_ (project/task) and report my progress  
to \_\_\_\_\_ (person) by \_\_\_\_\_ (date).