Blend Training: [https://aisdblend.instructure.com/enroll/GPK3GT](https://aisdblend.instructure.com/enroll/GPK3GT)

Editing the Website

- Editing Home Page Slideshow Banners
- Editing the middle section on the Home Page
- Accessing subpages
- Editing Photos with Canva
- Campus site image upload points
- Training Exercises

Simple Do’s and Don’ts for Web Authors

Don’t for Web Authors

- Do not embed documents on the page – link them is best practice
- Do not use images with text – ([image use explained](https://www.austinisd.org/content/))
- Do not copy and paste text from a document without cleaning it because it breaks styles that are already set forth in the system and causes irregularity for legibility.

Do’s for Web Authors

- Always use existing styles in the web editor – a simple page is more accessible for people with cognitive disabilities
- Set links of documents to open in a new blank window
- Add captions, alternative text with descriptions or ( ” ” ) for screen readers to ignore when placing an image

7 Cores Skills for Accessibility

**Summary**
Considering the role you play within Austin ISD, you can cultivate a more inclusive, accessible, and equitable community for everyone. We encourage you to gradually learn each of the 7 core skills. Having an accessible website and content on the website is a legal requirement. Learn more at: [Accessibility, Acceptable Use Policy](https://www.austinisd.org/content/) (en Español)

**Learn at Your Own Pace, Start Now**
Accessibility is a shift in perception, not a check mark in a list. If you’re leaving accessibility until the last step, you’re making it much harder on yourself and the flexibility of your content. As you explore this site and learn more about digital accessibility, you may wonder what action you can take to create a more accessible environment for our Austin ISD communities. We recommend starting small by focusing on one core skill each week to integrate into your workflow. If you improve one skill every few weeks, your work is going to be much more accessible by the end of the year.

These core skills are not only a great place to start, but they will help cultivate a more inclusive, accessible, equitable world for members of the Austin ISD communities and beyond.

**The seven core skills are:**

Campus Website Support: [lori.baugh@austinisd.org](mailto:lori.baugh@austinisd.org) and [joan.williams@austinisd.org](mailto:joan.williams@austinisd.org)
1. **Alternative text**
2. **Contrast**
3. **Headings**
4. **Links**
5. **Lists**
6. **Tables**
7. **Video and audio**

If any of this information is completely new to you, that’s okay! You’re in the right place. You don’t need to learn everything right away. The point of these skills is to give you somewhere to start. Whatever your role, start small, but start now!

**Design Resources**

- [Color Picker](#) (use background colors in tables)
- Canva for editing images is on the AISD Portal
http://(campusdomain)/user
Website management
### New Content

**Show Only Items Where**
- Status: any
- Type: any

**Update Options**
- Publish selected content
- Update

<table>
<thead>
<tr>
<th>Title</th>
<th>Type</th>
<th>Author</th>
<th>Status</th>
<th>Updated</th>
<th>Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Back to School</td>
<td>Event</td>
<td>administrator</td>
<td>published</td>
<td>08/26/2015 - 9:03am</td>
<td>edit, delete</td>
</tr>
<tr>
<td>New Test</td>
<td>Event</td>
<td>administrator</td>
<td>published</td>
<td>07/30/2018 - 2:29pm</td>
<td>edit, delete</td>
</tr>
<tr>
<td>Test</td>
<td>Event</td>
<td>administrator</td>
<td>published</td>
<td>07/30/2015 - 2:20pm</td>
<td>edit, delete</td>
</tr>
<tr>
<td>Our School</td>
<td>Basic page</td>
<td>administrator</td>
<td>published</td>
<td>07/28/2015 - 4:26pm</td>
<td>edit, delete</td>
</tr>
<tr>
<td>Newsletter</td>
<td>Basic page</td>
<td>administrator</td>
<td>published</td>
<td>06/16/2015 - 9:28am</td>
<td>edit, delete</td>
</tr>
<tr>
<td>Photo Gallery</td>
<td>Basic page</td>
<td>administrator</td>
<td>published</td>
<td>06/16/2015 - 9:01am</td>
<td>edit, delete</td>
</tr>
<tr>
<td>Bell Schedule</td>
<td>Basic page</td>
<td>administrator</td>
<td>published</td>
<td>06/16/2015 - 8:24pm</td>
<td>edit, delete</td>
</tr>
<tr>
<td>New Parent Info</td>
<td>Basic page</td>
<td>administrator</td>
<td>published</td>
<td>06/16/2015 - 8:51am</td>
<td>edit, delete</td>
</tr>
<tr>
<td>Social Studies</td>
<td>Basic page</td>
<td>administrator</td>
<td>published</td>
<td>06/16/2015 - 7:53am</td>
<td>edit, delete</td>
</tr>
<tr>
<td>Science</td>
<td>Basic page</td>
<td>administrator</td>
<td>published</td>
<td>06/16/2015 - 7:50pm</td>
<td>edit, delete</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Basic page</td>
<td>administrator</td>
<td>published</td>
<td>06/16/2015 - 7:50pm</td>
<td>edit, delete</td>
</tr>
<tr>
<td>Content Type</td>
<td>Description</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------</td>
<td>-----------------------------------------------------------------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Announcements</td>
<td>Banners for the front page</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Banners</td>
<td>List event from calendar</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Webform</td>
<td>Create a new form or questionnaire accessible to users. Submission results and statistics are recorded and accessible to privileged users.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Website Maintenance

1. Weekly - Announcements
2. Monthly - Events
3. Semester - Section updates (Principal message, parents, students)
4. Yearly - Teams major updates (Principal message, Grade Levels, parents, students)