Building your Website

# Stage 1 – Getting Started

Contact Gateway who will register a domain for your site and produce a blank template for you to start building your website.

We will then send you login details for our content management system (CMS) system – Createit. Once you have logged in you should familiarise yourself with the range of support materials that are available. It would be useful for you to read over some of these documents prior to starting work on your website.

* Recommended minimum content
* Standards for website development
* Role of a website administrator

We will also give you the contact name and number for a member of our Createit team who will support you throughout the process.

You will then be ready to start building your website.

# Stage 2 – Planning

Next you need to think about what you want your website to include and the overall look. Before you start working with Createit you should have an idea of what you would want on your website and you can use the planning checklist to help with this (**Appendix 1**).

Our suggestion is that you research other nurseries/schools that already have a website. Here are some examples.

**Nurseries**

* [www.linnpre-school.glasgow.sch.uk/](http://www.linnpre-school.glasgow.sch.uk/)
* [www.rosshall-nursery.glasgow.sch.uk/](http://www.rosshall-nursery.glasgow.sch.uk/)
* [www.govan-nursery.glasgow.sch.uk/](http://www.govan-nursery.glasgow.sch.uk/)

**Primary and Secondary Schools**

* [www.riverbank-pri.glasgow.sch.uk/](http://www.riverbank-pri.glasgow.sch.uk/)
* [www.castlemilkhigh.glasgow.sch.uk/](http://www.castlemilkhigh.glasgow.sch.uk/)
* [www.johnpaulacademy.glasgow.sch.uk/](http://www.johnpaulacademy.glasgow.sch.uk/)

# Stage 3 – Gathering Materials

Next you should gather all the files and content that you want on your website and know where to find it all on your system.

* Documents you want on your website, for example your handbook.
* Your logo (if you have one).
* Images - any photographs you want to use.
* Video – please note that the file limit is 30Mb (if your file is larger please contact Gateway for support).
* Staff list – decide if you’ll have just names or the photos as well. If you choose photos you should organise them in the table (see **User notes Page 8**).
* Twitter – make sure the profile is public or your feed will not be visible on the website.
* Project/Achievements – think about anything that you would want to highlight on your front page – anything that makes you unique or something that you are proud of and want people to know about.
* Links to other websites that you want on your site, for example, GfIS, Education Scotland.

You can of course add any of this content at a later stage.

# Stage 4 – Building Your Website

At this point you are ready to start actually building your website. Currently your website is blank and before you start designing how it should look, you need to work through Createit and decide on the fields you want to include and upload/link all of the content you want on your site.

* Login to Createit using the login details provided – change the password to something you will remember.
* Using the [**User Notes**](file:///C%3A%5CUsers%5Cmhester%5CDownloads%5CCreateit%20Documents%5CCreateit%20User%20Notes%20Sept%2019.docx), follow the step by step instructions to build your website.

# Stage 5 – Your Homepage

You are now ready to design your homepage. When designing the homepage you should consider:

* **Header** – decide the style you intend to use for your website, you have 3 options. This can be either:

|  |  |
| --- | --- |
| * a colour block header, for example
 |  |
| * an image chosen by you, such as your school or play room
* a stock image supplied by Gateway, for example
 |  |

* **Logo** – this is included in the header of the website (if you are using the template Responsive 2019) and when you upload your logo through Createit, it will overwrite the default logo with your own. If you do not have a logo you need to contact the Createit team and they will remove the default logo from your website.
* **Menus** – decide what you would like your top menu headings to be, and in what order you would like them displayed. If you find that you need to change the order of your menus at a later stage contact your Createit team member.
* **Main Body Section:**
	+ - This makes up the majority of your actual website front page and you need be careful when considering the content of this area.
		- You should think about how this will look and not put too much/too little text or images on this page. This could mean that the page looks cluttered/empty.
		- We would advise a welcome message and some images/ news areas. It is important that this area is kept up to date and you should think about the maintenance of this when deciding on your content.
* **Side Sections** – this is a really useful area to highlight content that you want people to see at a glance.

	+ **Twitter feeds** – if you want to fill the side section then you should use Twitter Widget Full Width. You will only see you feed if you have made it public.
	+ **News Sections** – this is for the purpose of keeping people informed about events and activities and should be kept up to date and current – you should consider highlighting by adding an image or a gif to make it stand out on your webpage for example.
	+ **Handbook** – you could provide a link to your current handbook.
	+ **Links to other sites** – use images in the side section, such as
	+ **Calendars or School Holidays** – quick access to useful dates is helpful for parents/staff rather than having to search through the menus.
* **Footer -** This is preset but you can change the colour and font (see **User notes Page 12**) also in this area is the Google Translate icon. (You might need to add this if using an older template).

NB: Google translate gives you added functionality to your website and means that you can immediately change any content on your website into another language. A small number of centres have indicated that there is a problem using this function internally on our network. If you experience difficulties please open your website in Chrome and it will work.

# Stage 6 – Design of Your Homepage

Now you have the homepage and all menus/content added you should now consider how the page looks. You have the option to change the fonts and colours of the homepage.

* Go to Createit User notes – section 4, page12
* Check the readability of your text – the colours should complement each other.
* The colour changes when you hover over an item - check that this can be easily read.
* You can use Gifs and images to link to content elsewhere in the website or to other sites. These should be used only where appropriate or your website performance may slow down and the site may look cluttered.
* Check all images are the right size when displayed on the homepage (for example, you have not cut anyone’s head off when making the image smaller).

# Stage 7 – Final Step

# You should now have completed all tasks in the Planning Checklist (see Appendix 1) and you should now carry out final quality check (see Appendix 2).

Once you are confident all of the content has been uploaded and you are satisfied with the look of the website, contact Gateway to make the site live.

Please note: You can access your webpage as you design it by adding **?bypass=true** to the end of your website URL.

Example, **http://www.mywebsite.glasgow.sch.uk/?bypass=true**

# Well done, you now have a Website!

**Appendix 1**

# Planning Checklist

This checklist will support as you work through the creation of you website and ensure that you work systematically. You do not need to tick every section as this just covers all the options that you may want on your website but you don’t need to use them all.

|  |
| --- |
|  **Stage 1- Getting Started** |
| **Description** | **Tick Here** |
| Have you received login details for Createit? |  |
| Have you looked at the **User notes**? |  |
| Have you read the **Recommended minimum content** and looked at the **Standards for website development**? |  |
| Do you have the contact details for the Createit Team? |  |
|  |
| **Stage 2 - Planning** |
| Do you have an administrator appointed? |  |
| Have you decided what content will be included in the website? |  |
| Do you have an idea for the design of the website? |  |
| Did you look at the examples supplied? |  |
|  |
| **Stage 3 - Gathering Materials** |
| Have you gathered all the documents you would like to upload? |  |
| Do you have your electronic logo or contacted Gateway to remove the slot? |  |
| Do you have any video’s you will use on the website or contacted Gateway if the file is larger than 30Mb? |  |
| Have you decided the layout of the staff list you’d prefer? |  |
| Are you going to include Twitter on your page ? – (in order to show the feed you need to make your Twitter account public) |  |
| Have you collected information on Projects or Achievements you would like to include. |  |
| Have you collected any links you may want to use on the website? |  |
|  |
| **Stage 4 – Building your Website**  |
| Have you worked through the Createit **User notes** up to the end of Section 2?  |  |
| Have you uploaded all your content onto the Createit site? |  |
| Have you ensured you have covered the minimum content required? |  |
|  |
| **Stage 5 –Your Front Page** |
| Have you worked through the Createit **User notes – Section 3**? |  |
| Have you created your subsections and added relevant content? |  |
| Have you added Twitter Feed or decided on a News section? |  |
| Have you created a slideshow or added images where you want them? |  |
| Have you added your Newsletter – consider this as a link to the doument ? |  |
| Have you created links to other websites – do they work? |  |
| Have you used any Gifs – do they work? |  |
| Have you enabled Google Translate? |  |
| Have you checked your website homepage by following the development URL – (see **page 4**) |  |
|  |
| **Stage 6 – Design of Your Homepage ( Look and Feel)** |
| Have you worked through the Createit **User notes – Section 4**? |  |
| Have you changed the Header ? Either the colour or added an image? |  |
| Have you changed all the sections to your preferred colour scheme (see **User notes – Appendix 1**)? |  |
| Have you changed your fonts (see **User notes – Appendix 2**)? |  |
| Have you changed the hover options? |  |
| Have you checked your website front page design following the development URL (see **page 4**)? |  |
|  |
| **Stage 7 – Final Step**  |
| You should now complete the final quality Checklist |  |

 **Appendix 2**

|  |
| --- |
| **Quality Checklist** |
| **Description** | **Tick Here** |
| Has your website met the recommended minimum content requirements? |  |
| Have you adopted a consistent house style for fonts, colours and line spacing? |  |
| Have you checked all the information on the site is factually correct and up to date? |  |
| Do you have consent for any images displayed on your website? |  |
| Have you ensured that you have not broken any copyright laws? |  |
| Is the language plain and simple, and have you avoided using jargons and acronyms? |  |
| Are your fonts and background easy to read? |  |
| Do all you pages have a title and you have no duplications? |  |
| Does the homepage look over cluttered or have a lot of blank space? |  |
| Does your Header/Banner look OK? |  |
| Do you have any duplication on your Menus or subsections? |  |
| Do all you links go somewhere or are they broken? |  |
| Are all your images displaying correctly? |  |
| If you have used a video does it play properly? |  |
| If you have added your Twitter feed does that look OK? |  |
| If you have used a slideshow is it displaying properly? |  |

**You should now contact Gateway and we will make you site live!**