

# DEPARTMENT WEBMASTER

## ✓ CHECKLIST

### CHECK DAILY:

- ✓ Ensure all contact information is correct and up to date.
- ✓ Ensure all links are current and unbroken. There should be no links to outdated content.
- ✓ Check spelling, punctuation, and grammar of all content.
- ✓ When inserting links, be sure those pages open in new windows.
- ✓ Ensure accent images are the same size.

### CHECK WEEKLY:

- ✓ Update staff directory.
- ✓ Update parent resource links.
- ✓ Add important event dates/update calendar.
- ✓ Include updated links to academic and enrichment activities.
- ✓ Check TASBO and TASB legal resource websites for updated information regarding state law website posting requirements.
- ✓ Update main image or rotating carousel of images.
- ✓ Make sure news items are current and updated.

### CHECK MONTHLY:

- ✓ Ensure that comprehensive department information is up to date.
- ✓ Do a visual check of your website to ensure the layout remains consistent with the provided template in the Department Webmaster Guidelines.



For questions or troubleshooting tips, email [web@HoustonISD.org](mailto:web@HoustonISD.org).