



## Prolearning Website Style Guide

Canyons School District  
Education Technology Department  
9361 S. 300 E.  
Sandy, UT 84070  
Help Desk: 801-826-5544

In order to maintain a consistent theme throughout the site, please keep the following in mind as you create content:

### **Page Creation:**

- Title each page
- Thumbnail image on each page (not clip art)
- Font color standard
- Font size standard
- Choose the template page you wish to use and click “Copy Page”
- Rename your page according to its content
- Fill your name in the “Last Edited By” section at the bottom of the page
- Choose “Keep Page Hidden from Navigation” on each page you create
- Add your page to the “Newly Created Pages” section on the list of pages. Notify a member of the Prolearning team your page is complete and they will add it to the site index and place your page in the proper location
- To link to a page on the website, click the link icon, then “Page on your Website”
- When adding a link, always set it to open in a new window
- Choose “Publish” upon completion of the page
- Any documentation on your page, must be uploaded to Google Docs

### **What We’re Learning/Technology Showcase:**

- Center any media that appears in your post
- Identify who authored the post

### **Prolearning Team:**

- All pages will be added to the Google Doc Site Map
- Site Map is viewable by the Ed Tech team, but only editable by the Prolearning team



# Professional Learning

Improving Education Through the Skillfull Use of Technology



CANYONS  
School District

Teacher Resources

Technology PD

Improve Instruction

Assessment

Standards

Parent Connections

Contact Us

## Title



Click here to enter a short description of the tool.

**Write a brief description of the topic here. If you need to add more detailed information, please do so in the second paragraph section.**

**No buttons in this section, links only.**

### Uses:

- 1.
- 2.
- 3.

### Limitations:

- 1.
- 2.
- 3.

### Documentation:

Upload PDF documents here.

PDF resources, hand-outs and how-tos

### Links:

Examples, other sources, blogs/stories, etc.

Add outside website links.

Click here to add more information about the tool (ex. ways to use in the classroom).



**Remember to add your name!** Last edited by: