Content Creation Tips

Browser

Google Chrome is the recommended browser for submitting content to the Locker. Other browsers will work but may have some issues when using.

Featured Image

The Featured Image will appear with the title and summary of the content. It also appears at the top of the individual content page. You can find free stock photos to search through at https://unsplash.com/.

Examples of Featured Images as it appears on category list page and on the individual content page.

Organization Logo

Use the Choose File button to add your organizations logo. It will appear with the author information at the bottom of the page.

Example of author information and organization logo as it appears at the bottom of the page.
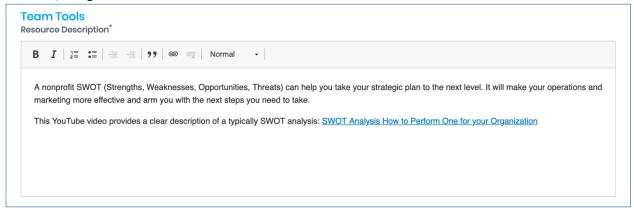
Search Tags

Search tags enable users to easily search for related files. Search tags are typically one or two words. For example a lesson for cooking might include tags such as: health, cooking, math, nutrition, healthy habits, measurement.

Text Font and Size

If you want to copy and paste existing text into the template, make sure the font is Calibri and the size is 11 point. In the current template version, the font or size cannot be changed after it is in a text box.
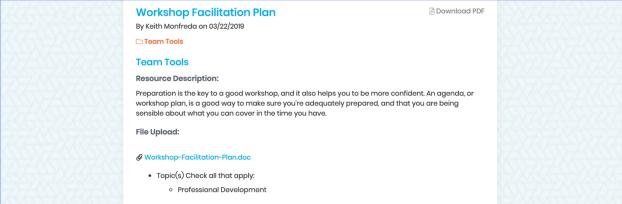
Hyperlinks

Links to webpages and videos can be added to the text box and are a good way to direct viewers to supporting materials, background information or instructional videos.

Example of text box having a description with a hyperlink. The button to create a hyperlink looks like two linked circles: ⊖⊜

File Upload

Supporting documents can be added for Lesson Plans and Team Tools. Click on the Choose File button to select and upload from you computer.

Example of file that has been added and can be downloaded by users.

Illustrations

If you want to include pictures or illustrations for a lesson plan you can insert them into a Microsoft Word document and save as a PDF. Then click on the File Upload button to add it to the lesson.

Technical Support

If you have any questions or technical difficulties, please contact:
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