

Iowa Hall of Pride Display – 3 Stages for Developing School Content

I. School Stage or the “Working Level”

At this beginning level, the following types of information are put together, developed, and written for the school display. **All work is done at the school level.**

1. *General Set-up*
2. *School map, school song, trivia questions*
3. *Create basic topics for the main categories*
4. *Add articles under each topics*
5. *Choose layouts and write articles (Each article is considered a **Work In Progress.**)*
6. **1st Submit** – *Edited articles are **Submitted for Review** (to the school facilitator).*

II. Facilitator Review Stage or “Editing/Reviewing and Submitting Information”

The **school facilitator**, working with the **Content Management** section of the www.iowaschooldisplays.org site **reviews all content** for each category and **submits all content** to the Hall of Pride reviewing level.

1. *Content waiting to be looked at can be found under the **Facilitator Review** section.*
2. *This section has **red** lettering. That is the visual signal to the facilitator to open this section.*
3. *The facilitator opens, reviews and previews each article.*
4. *If an article meets all requirements, **scroll to the bottom of the screen and click Submit** (content moves on).*
5. *Content will then be sent to the Hall of Pride for final review.*
6. *Return later to check for needed **Hall of Pride Revisions** or **Hall of Pride Approved Content**.*
7. *The **Content Overview** section provides a color-coded way of assessing at what stage all school content is at.*
8. *All **green** highlighted text has been approved for Hall of Pride display.*

III. Hall of Pride Review Stage or “Review, Revise and Approval”

The Hall of Pride editor finds submitted articles from a school. Each article is reviewed, previewed, and either approved for Hall of Pride display or returned for revision. An explanation of what needs to be changed so the article can be approved is provided with a returned article.

1. *A listing of **Approved Content** for a school can be found under the **Content Management** section of the school displays site.*
2. *Approved articles can always be edited, revised and resubmitted.*