Working with the About Teacher App

Schoolwires® Centricity2™
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Introduction

You use an About Teacher App to display information about a teacher.

You create an About Teacher App by creating a new page and selecting the About Teacher Page Type. This creates a page containing one About Teacher app in a one column page layout.

Alternatively, you can add an About Teacher App to a page that has already been created by clicking on Manage Apps & Layout, which takes you to Design mode.

Once your app is in place on a page you can edit the content within the app.
Editing an About Teacher App

Here’s how you edit an About Teacher App.

1. Access the Section Workspace.
2. Click on the Actions drop-down next to the page name containing the About Teacher App to which you want to edit and select Edit Page.
3. Then select the About Teacher app you wish to edit.
4. On the About Me tab, select a Prefix and enter the teacher’s Name and Biography.
5. To add a Photo, click Browse to select the image you wish to insert. You have the option to upload an image from your computer, select an existing image from your website, or select a shared image. Once you have selected the image you wish to insert, click Continue. You are then given the option to edit the image attributes, once finished click Insert Image.
6. On the Details tab, enter the teacher’s Email, Phone and Degrees and Certifications.

7. Click Save.

8. By default the Activate on my page checkbox is selected. We recommend that you uncheck Activate on my page while working on the app. Remember to activate it when you have completed work on your app.
Set About Teacher App Options

Centricity2 allows you to modify the default options set for an app that you create. Options for an About Teacher app are grouped into two categories: General and Sharing. To make app option modifications, edit the app and click Options. Be sure to click Save to retain your changes.

General Tab

Use the options on the General tab to change the name of your app as well as add or modify a description for your app. The App Name is required.

If you click the Show the app name on my page checkbox, the name of the app displays on the page on your website.
**Sharing Tab**

By default, only you have access to an app that you create. If you would like other editors to be able to place your app on their pages, you must share it with them.

On the Sharing tab, click the **Assign Group** or **Assign User** buttons to search for and select specific users and groups with whom you would like to share the app.
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Hello!

My name is Anne Smith. I have been teaching Mathematics at Happy Valley High School for 3 years.

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