

Working with the About Teacher App

Schoolwires® Centricity2™



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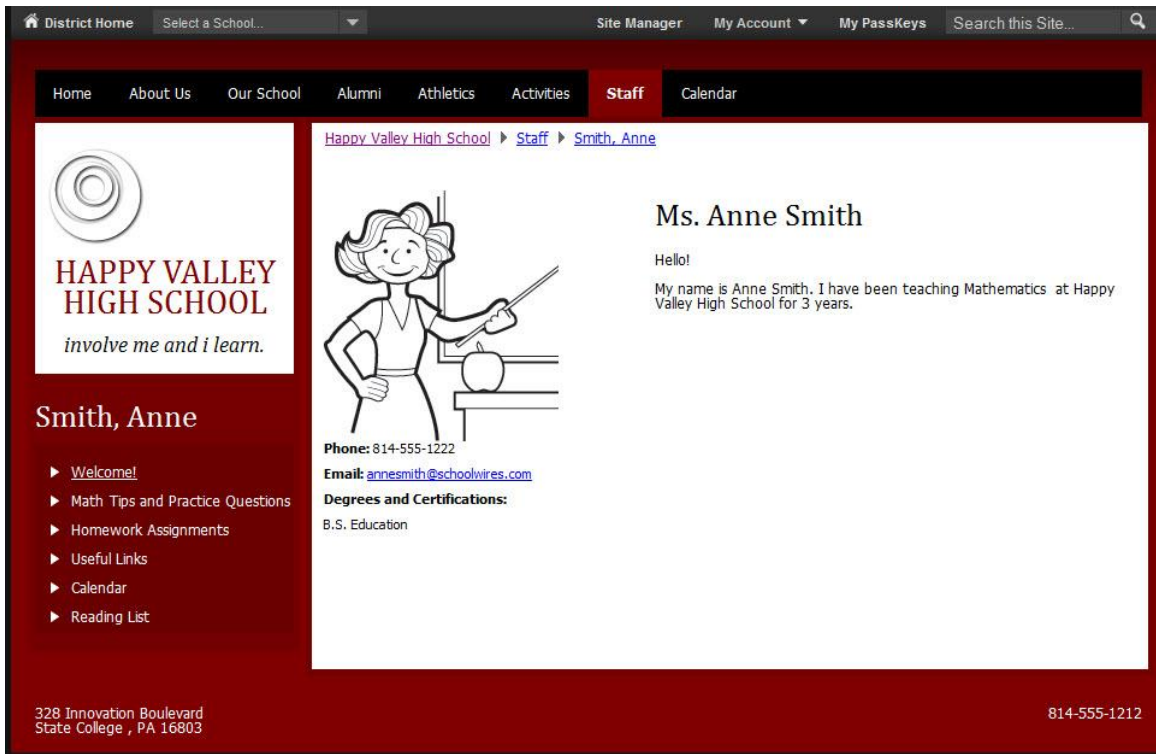
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Introduction

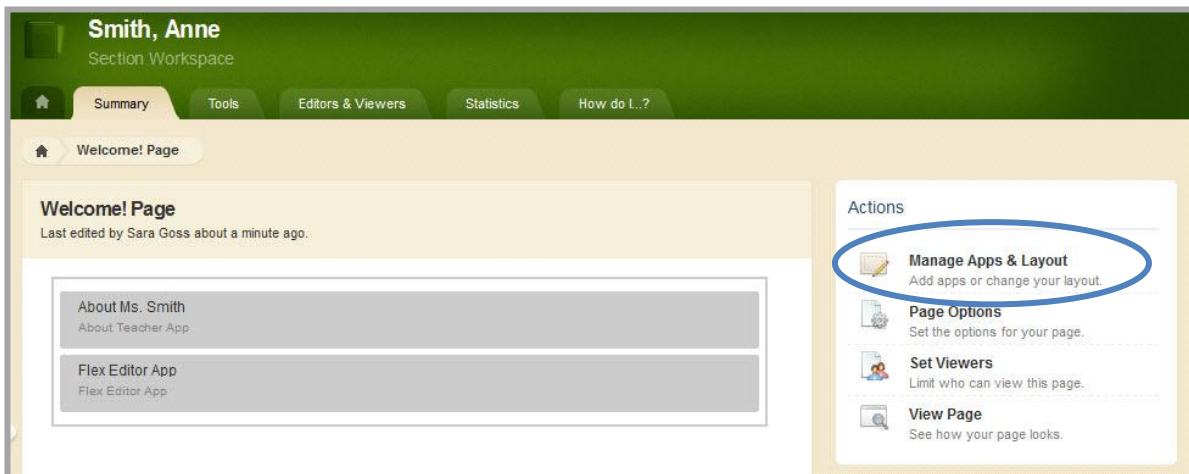
You use an About Teacher App to display information about a teacher.

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.



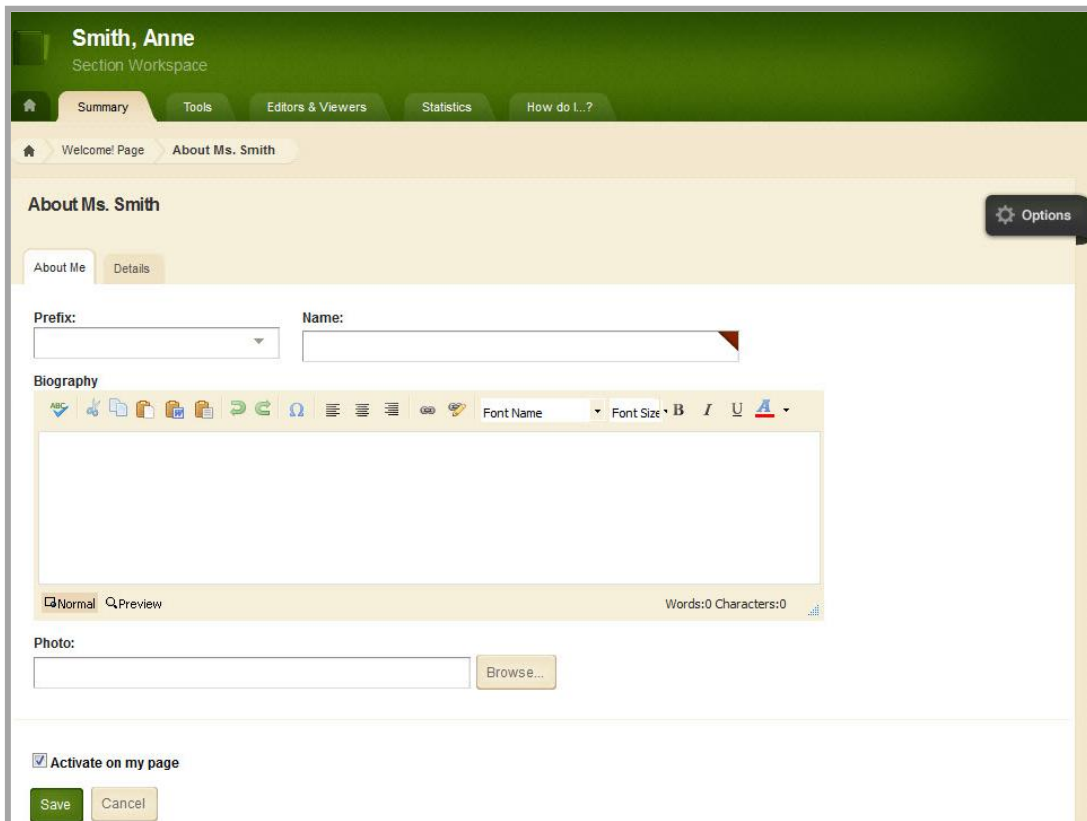
Once your app is in place on a page you can edit the content within the app.



Editing an About Teacher App

Here's how you edit an About Teacher App.

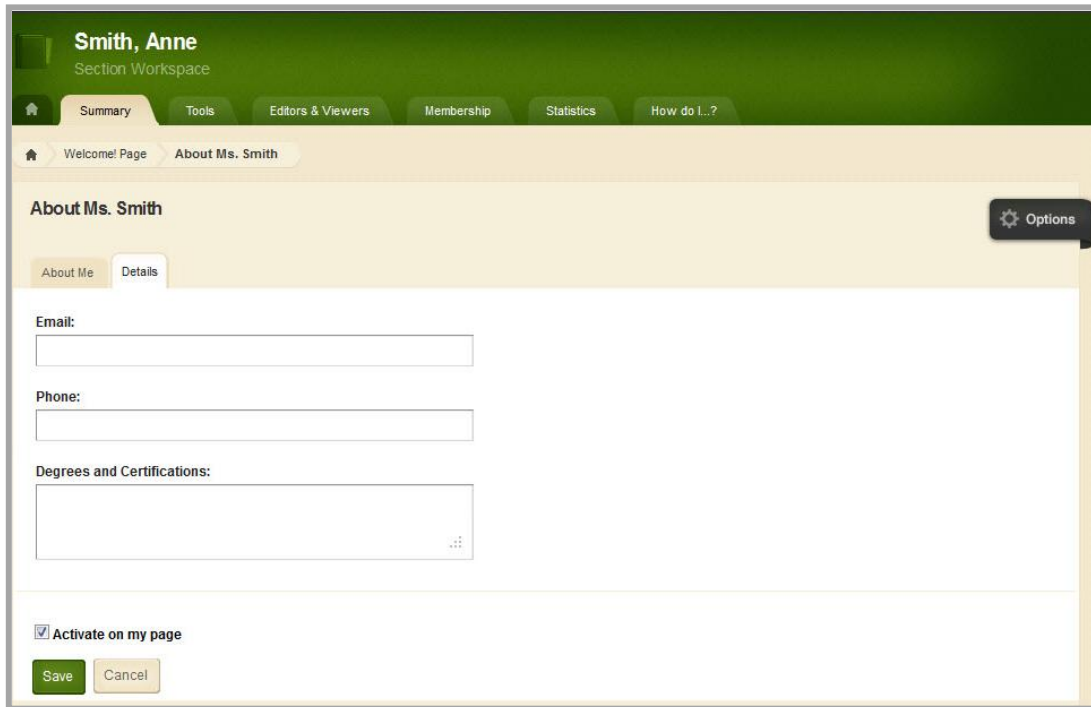
1. Access the Section Workspace.
2. Click on the **Actions** drop-down next to the page name containing the About Teacher App to which you want to edit and select **Edit Page**.
3. Then select the About Teacher app you wish to edit.



The screenshot shows the 'About Ms. Smith' editing interface. At the top, the user's name 'Smith, Anne' and 'Section Workspace' are displayed. Below this is a navigation bar with tabs for 'Summary', 'Tools', 'Editors & Viewers', 'Statistics', and 'How do I...?'. The main content area is titled 'About Ms. Smith' and includes an 'Options' gear icon. There are two tabs: 'About Me' (selected) and 'Details'. The 'About Me' tab contains a 'Prefix' dropdown menu, a 'Name' text input field, and a 'Biography' text area with a rich text editor toolbar. The toolbar includes icons for undo, redo, bold, italic, underline, link, unlink, font name, font size, and text color. Below the biography area is a 'Photo' section with a text input field and a 'Browse...' button. At the bottom, there is a checkbox for 'Activate on my page' and 'Save' and 'Cancel' buttons.

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.



The screenshot shows the 'About Ms. Smith' form in the About Teacher App. The form is titled 'About Ms. Smith' and has two tabs: 'About Me' and 'Details'. The 'Details' tab is selected. The form contains three input fields: 'Email:', 'Phone:', and 'Degrees and Certifications:'. Below the input fields, there is a checkbox labeled 'Activate on my page' which is checked. At the bottom of the form, there are two buttons: 'Save' and 'Cancel'.

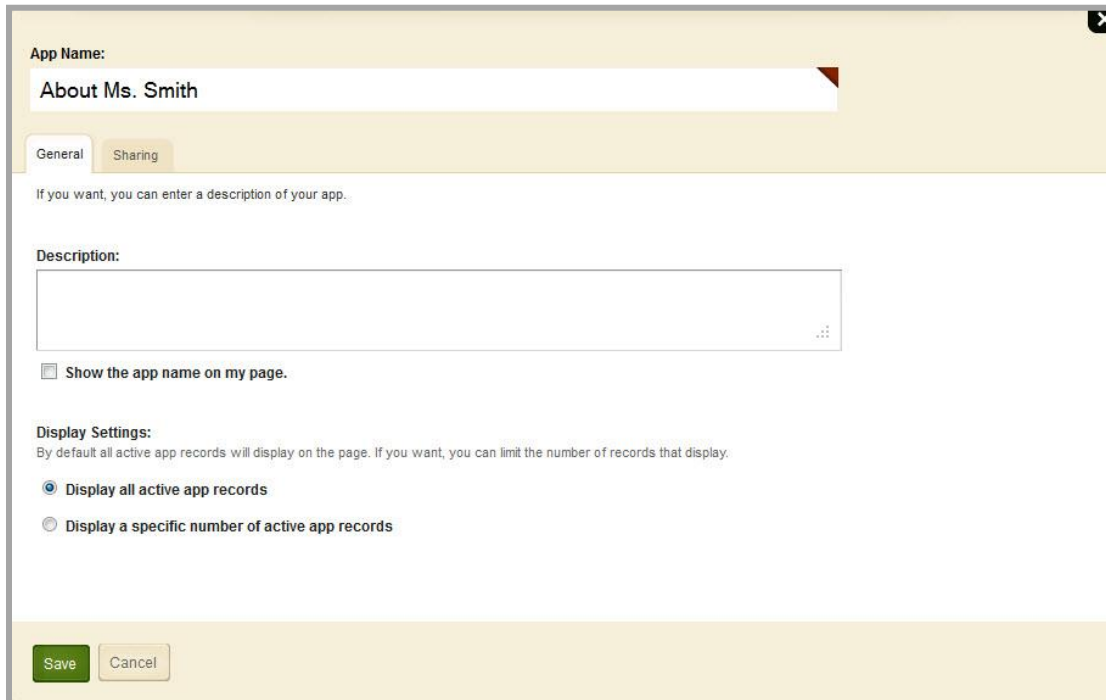
7. Click **Save**.
8. By default the **Activate on my page** checkbox is selected. We recommend that you uncheck **Activate on my page** while working on the app. Remember to activate it when you have completed work on your app.

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.

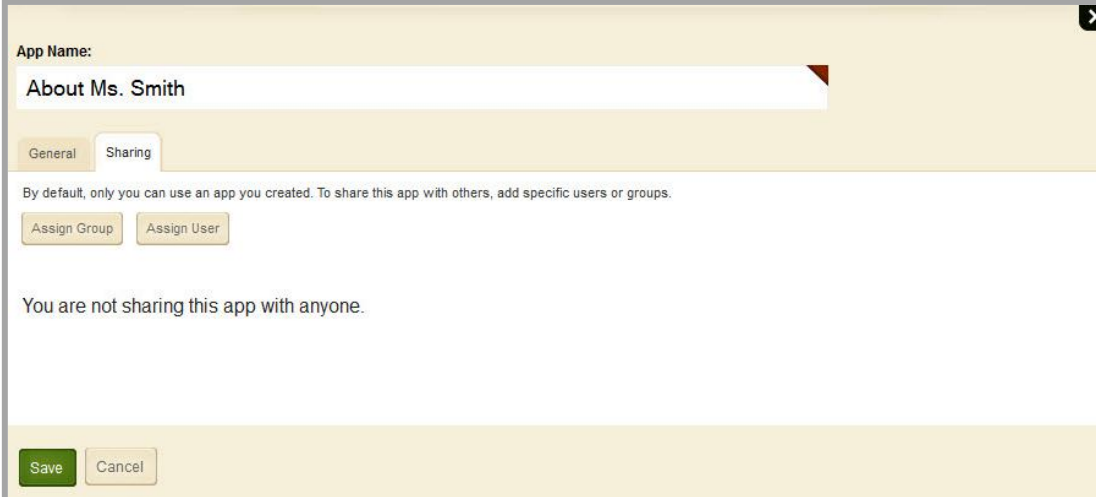


The screenshot shows a configuration window for an app named "About Ms. Smith". At the top, there is a text input field for "App Name" containing "About Ms. Smith". Below this are two tabs: "General" (selected) and "Sharing". A note states, "If you want, you can enter a description of your app." Underneath is a "Description:" label followed by a large text area. A checkbox labeled "Show the app name on my page." is checked. The "Display Settings:" section includes a note: "By default all active app records will display on the page. If you want, you can limit the number of records that display." There are two radio button options: "Display all active app records" (selected) and "Display a specific number of active app records". At the bottom left, there are "Save" and "Cancel" buttons.

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.




The screenshot shows a configuration window for an app named "About Ms. Smith". The window has a title bar with a close button (X) in the top right corner. Below the title bar, there is a text input field containing "About Ms. Smith". Underneath the input field, there are two tabs: "General" and "Sharing", with "Sharing" being the active tab. Below the tabs, there is a paragraph of text: "By default, only you can use an app you created. To share this app with others, add specific users or groups." Below this text are two buttons: "Assign Group" and "Assign User". Below the buttons, there is a message: "You are not sharing this app with anyone." At the bottom of the window, there are two buttons: "Save" (highlighted in green) and "Cancel".

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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Smith, Anne

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Hello!

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