

About Teacher App User Guide

Use the About Teacher app to introduce yourself to your students and their parents and share your educational background, philosophies, and teaching style. Include your contact information, office hours or planning time, and any other information that helps your students and their parents get to know you!

Meet your teacher!

Phone: 512-555-6404
Email: ksmith@hvhs.edu
Degrees and Certifications:
BA French
MA Education - Curriculum, Technology and Educational Reform

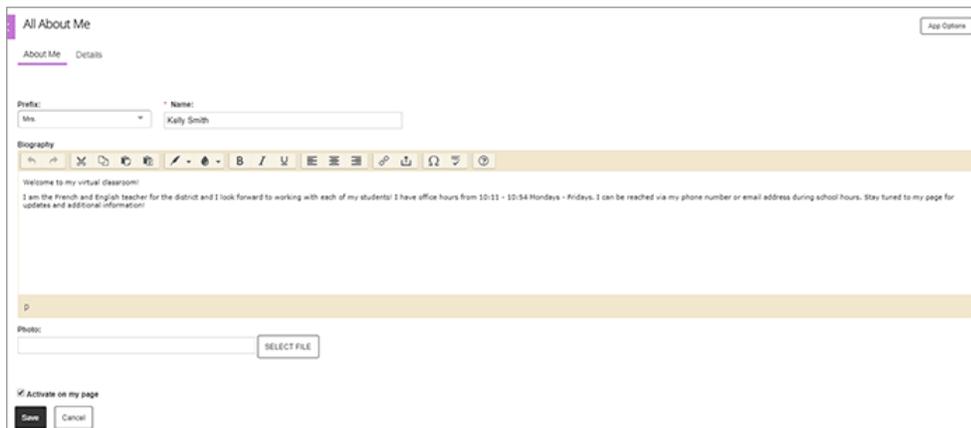
Mrs. Kelly Smith

Welcome to my virtual classroom!

I am the French and English teacher for the district and I look forward to working with each of my students! I have office hours from 10:11 - 10:54 Mondays - Fridays. I can be reached via my phone number or email address during school hours. Stay tuned to my page for updates and additional information!

Add the About Teacher app

Drag the Teacher app onto your page.



The screenshot shows the 'All About Me' interface. At the top, there are tabs for 'About Me' and 'Details'. Below the tabs, there are input fields for 'Prefix' (set to 'Mrs') and 'Name' (set to 'Kelly Smith'). A rich text editor for 'Biography' is visible, containing the same text as the example above. Below the biography is a 'Photo' field with a 'SELECT FILE' button. At the bottom, there is a checkbox for 'Activate on my page' which is checked, and 'Save' and 'Cancel' buttons.

1. Add your information in the *About Me* tab, including your *Name* and *Biography*.
2. Select *Browse* to search for and add your photo.
3. Select *Details* to provide your *Email*, *Phone* number, and any *Degrees* or *Certificates*.
4. Select *Activate on my page* to display the information on the page.
5. Select *Save*.

- a. Your email address is obfuscated to protect you from spam by email bots.

Upload a profile picture

Navigate to the app settings.

All About Me App Options

About Me Details

Prefix: * Name:

Biography

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Photo: SELECT FILE

Activate on my page
Save Cancel

1. Use *Select File* to choose your image.
2. Choose your image and select *Open*.
3. Select *Save*.

Set additional options

App Name:

General Sharing

If you want, you can enter a description of your app.

Description:

Show the app name on my page.

Display Settings:
You can display every active record in this app on your page, or a specific number of records at a time.

Display all active app records
 Display a specific number of active app records

Save Cancel

1. Select *Options*.
2. Enter the *App Name* to use as the title.
3. Enter the *Description*.
4. Select *Show the app name on my page*.
5. Choose the *Display Settings* for the number of posts to list. Select *Display all active app records* or *Display a specific number of active app records* and enter the *Record Limit*.