

**FOR ALL JPS TEACHERS**



MANAGING  
TEACHER'S WEB  
SECTION

By Femi Oloko

# Teacher's/Program Menu



MEET THE TEACHER



SYLLABUS/CURRICULUM



CALENDAR



LEARNING LINKS



STUDENT OF THE MONTH/  
GALLERY



CONTACT  
TEACHER

# Sample (Live): Teacher's Web Section

## Mrs. Carleigh Dunbar

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## Mrs. Carleigh Dunbar

Carleigh Chitwood grew up in Murfreesboro, TN with a diverse training background in dance and musical theatre and received her BFA in Dance from Belhaven University. She performed with multiple ensembles at Belhaven, as well as performed and presented choreography at the American College Dance Festival Southern Regional Conference. In 2014, she toured South Korea with Bal Malhada Dance Ensemble, performing and teaching in an array of venues, including the Busan International Dance Festival, and is a current member of the Jackson-based company, Front Porch Dance.

Dunbar has taught and choreographed a variety of dance styles in public and private school settings in the Jackson area including Casey Elementary, Mississippi Metropolitan Dance Academy, New Stage Theatre, and is currently an Adjunct Professor of Dance at Belhaven University. She is passionate about arts in public education and always looking to inspire, energize, and educate through the power of movement.

### Degrees and Certifications:

BFA in Dance from Belhaven University

# Sample (Edit Section): Teacher's Web Section

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# Meet the Teacher

- Post the Teacher's prefix, name, biography, and photo

The screenshot shows a web form titled 'About Teacher' with a close button (X) and an 'App Options' button. It has two tabs: 'About Me' (selected) and 'Details'. The form includes fields for 'Prefix' (a dropdown menu with 'Mrs.' selected) and 'Name' (a text box containing 'Carleigh Dunbar'). Below these is a 'Biography' section with a rich text editor toolbar and two paragraphs of text. The first paragraph describes Carleigh Chitwood's background in dance and musical theatre. The second paragraph describes Carleigh Dunbar's teaching experience. Below the biography is a 'Photo' section with a text box containing a URL and a 'SELECT FILE' button. An arrow points from a text box to the 'SELECT FILE' button. At the bottom left, there is a checkbox labeled 'Activate on my page' which is checked, and 'Save' and 'Cancel' buttons.

**About Teacher** App Options

About Me Details

Prefix: Mrs. Name: Carleigh Dunbar

**Biography**

Carleigh Chitwood grew up in Murfreesboro, TN with a diverse training background in dance and musical theatre and received her BFA in Dance from Belhaven University. She performed with multiple ensembles at Belhaven, as well as performed and presented choreography at the American College Dance Festival Southern Regional Conference. In 2014, she toured South Korea with Dal Malhada Dance Ensemble, performing and teaching in an array of venues, including the Busan International Dance Festival, and is a current member of the Jackson-based company, Front Porch Dance.

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p

Photo: <https://www.jackson.k12.ms.us/cms/lib/MS01910533/Centricity/1> SELECT FILE

☒ Activate on my page

Save Cancel

Average photo size – 250px X 350px



# Meet the Teacher

- Post teacher's school phone number, degrees, and certifications.
- NB: JPS Policy does not allow posting of staff email on the website. Please do not post your email here, you should rather use a contact form as a point of contact.

The screenshot shows a web form titled "About Teacher" with a close button (X) in the top left corner. Below the title are two tabs: "About Me" and "Details". A hand-drawn black arrow points to the "Details" tab, which is currently selected and underlined. The form contains three input fields: "Email:" (empty), "Phone:" (empty), and "Degrees and Certifications:" (containing the text "BFA in Dance from Belhaven University"). At the bottom left, there is a checkbox labeled "Activate on my page" which is checked, and two buttons labeled "Save" and "Cancel".



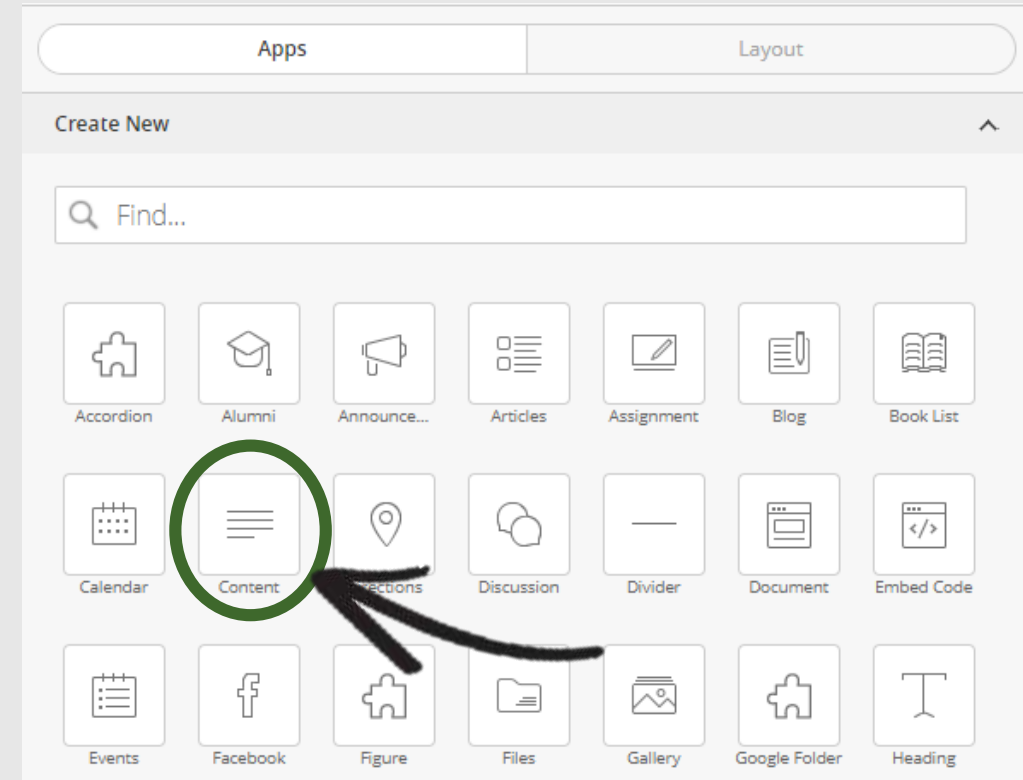
# Syllabus/Curriculum

Your program/subject curriculum is an important information that parents look out for when they visit your site. You can post your syllabus/curriculum using two methods:

## 1. Using the content app:

- Use the Content app for adding text to your page. You can also add images and links to your page. This app is adaptive which means the content you create looks great when viewed on any device. Adding your content within the content app makes moving and arranging content easier.
- Drag the *Content* app onto your page if you do not already have one.
- Type or copy and paste your syllabus information in content app

[Learn more](#)



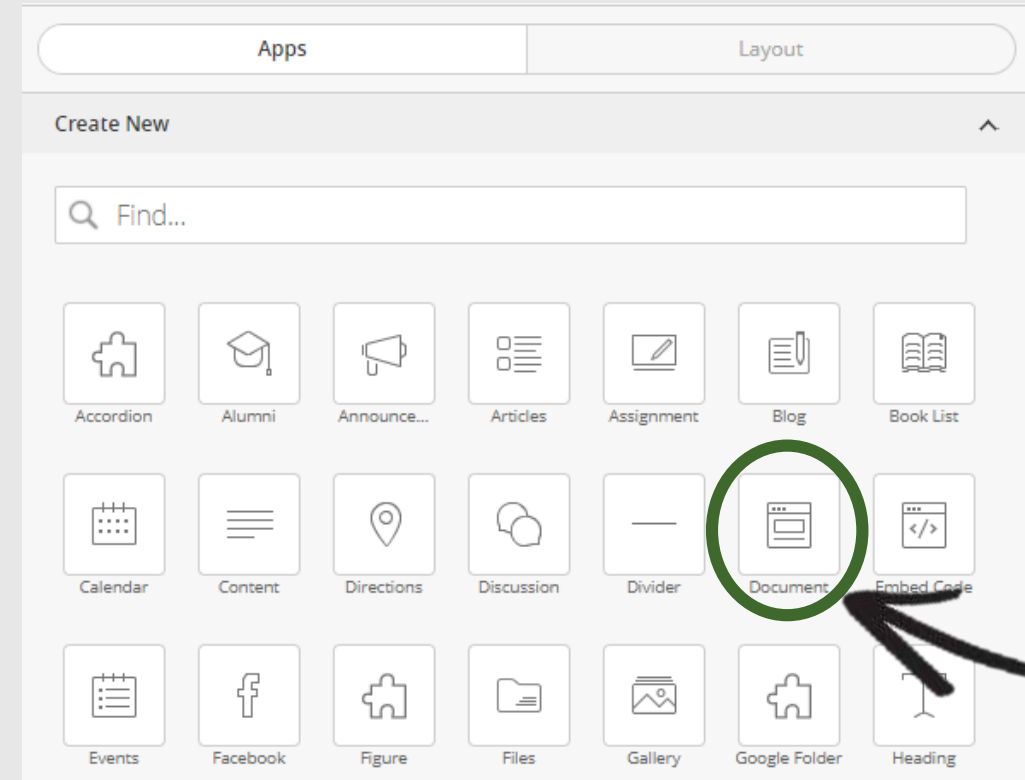


# Syllabus/Curriculum

## 2. Using the Document viewer app:

The Document Viewer app, powered by Google Docs™ Viewer, allows you to display a document on a page on your end-user website. Use the app to provide documents that you want your users to have access to at any time while providing them the option to download and print it. Class schedules, course syllabi, or terms and conditions documents can be easily displayed using this app. Visitors can move through the pages, zoom in and out, open the document in a new window, and download the file.

[Learn more](#)







# Calendar

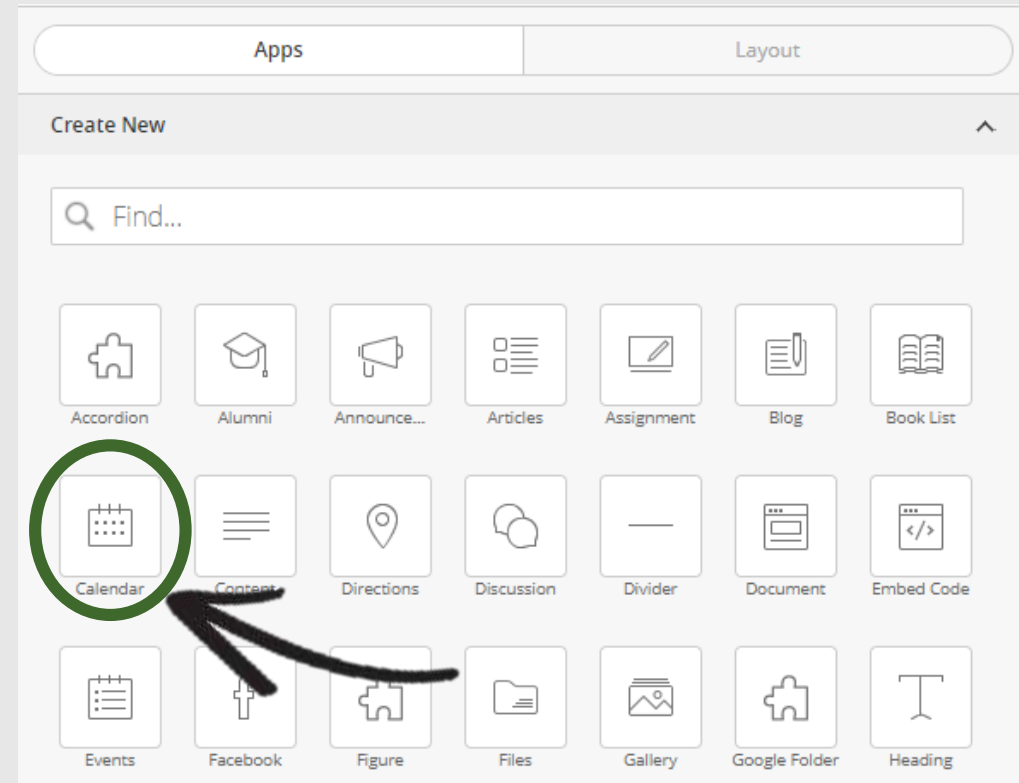
You can add a calendar to your section workspace. You can add events directly to the calendar, import events from an existing calendar, and sync with your Google calendar. You can customize your calendar views so you only see calendar information that is relevant to you!

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[Learn More](#)

## Hint:

You can use Upcoming Events dpp on your landing page only if you have an active and up-to-date calendar. [Sample](#)

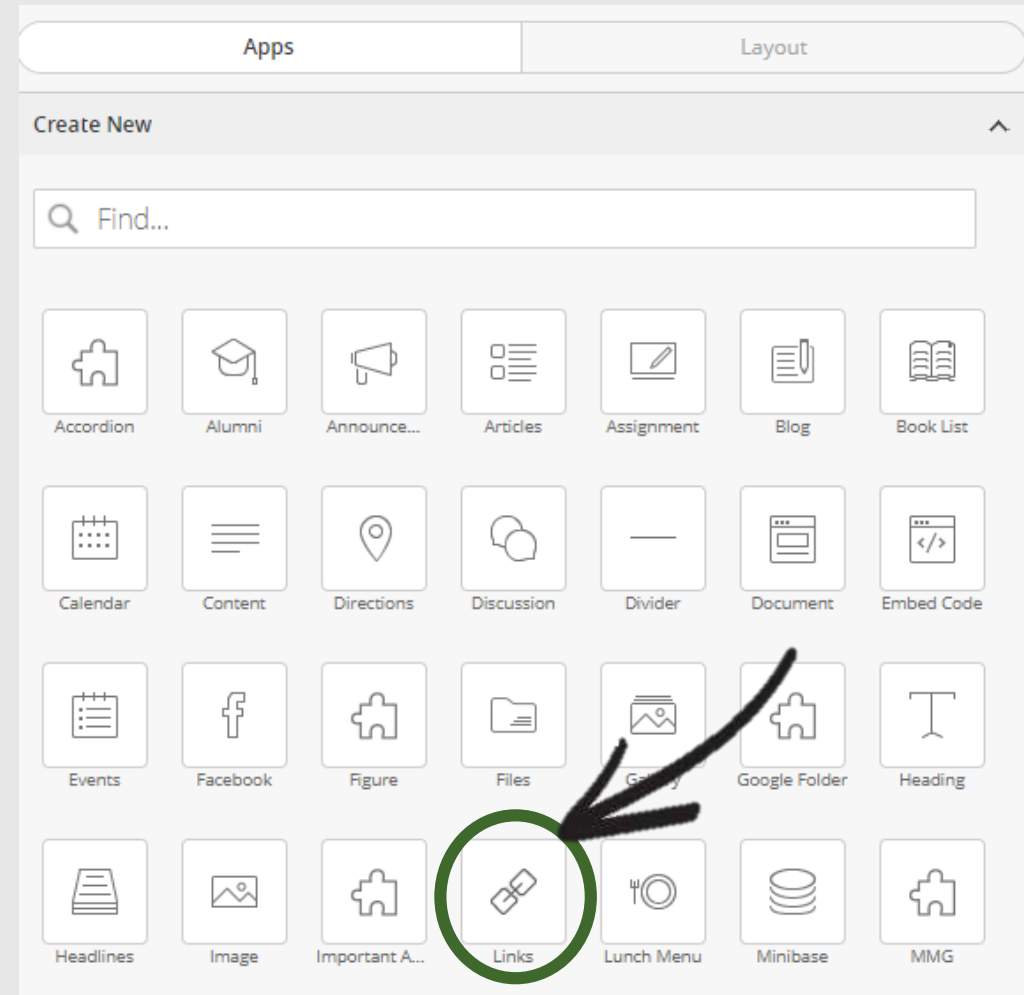




# Learning Links

The Link Library app provides a list of links and their descriptions. Think of this app like a one-stop landing page for learning links used in your site. Use the app to list all learning links for your program/subject area. You can use it to link to other locations in your site or external sites for additional information and learning opportunities.

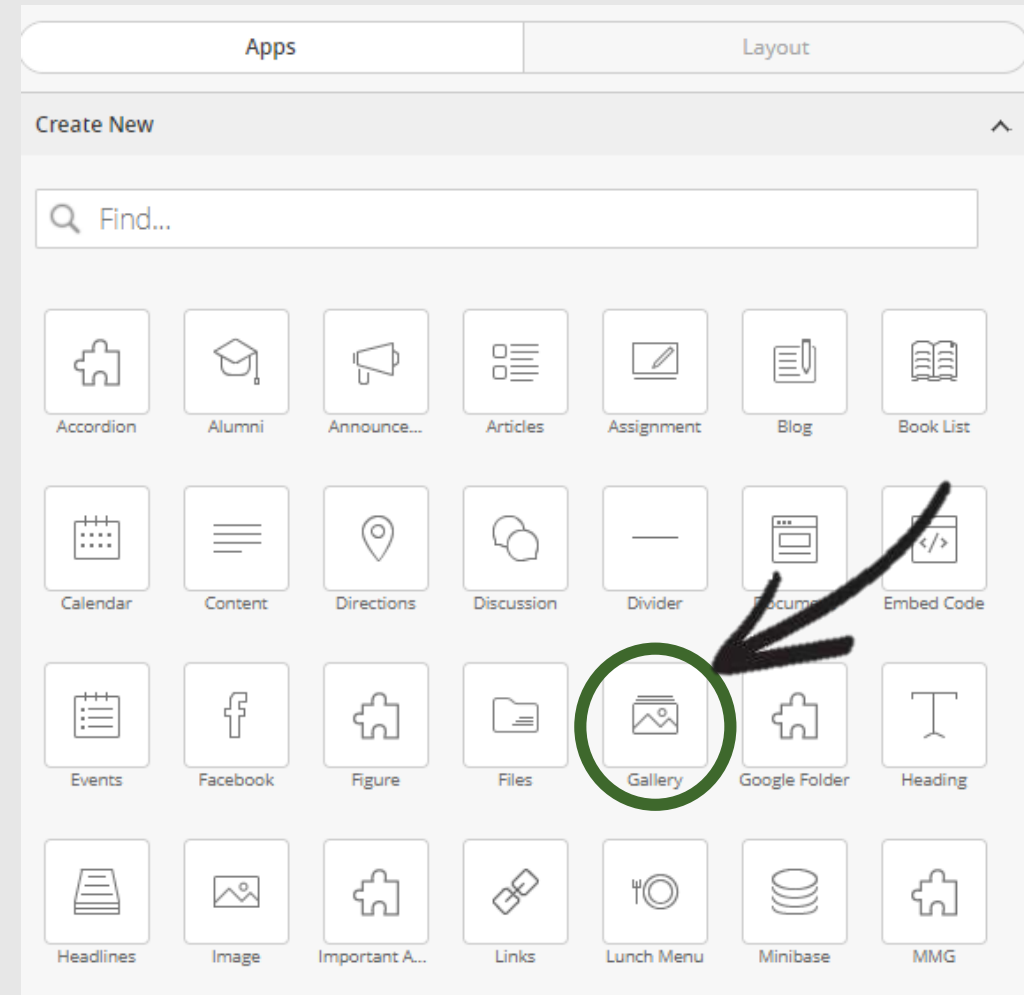
[Learn More](#)





# Gallery

Showcase your pictures with the Photo Gallery app. Use the gallery app for your Student of the month, classroom projects, field trips, band performances—whatever the event – you can showcase it with the app! Set transition delay, fade style, add captions or add music to make the experience even more exciting. [Learn More](#)





# Contact Teacher

You can create a contact form using Microsoft Forms or Google Forms. There are two methods to insert your form in to the Contact Teacher page. [Learn More](#)

## 1. Using the Embed Code App:

Many third party services such as Google forms and Microsoft forms provide embed code for forms that are posted on their sites. Below is an example of an Embed HTML window of a Google form.

Send form

☐ Collect emails

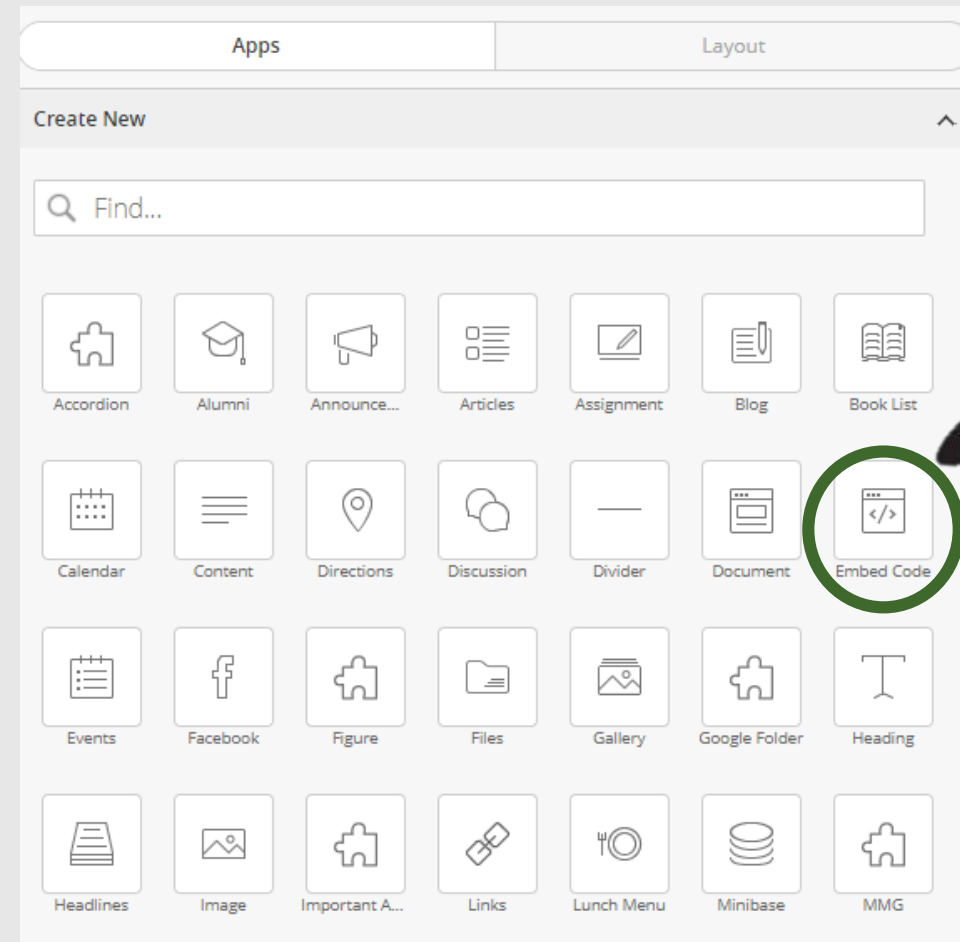
Send via

Embed HTML

`<iframe src="https://docs.google.com/forms/d/e/1FAIpQLSd0SU1YDmc8_-JUBCVgX`

Width 640 px Height 1322 px

Cancel Copy





# Contact Teacher

## 2. Using the “Map Page to Web Address”

This feature is accessible via **Page Options** for each page. Click on the “**Actions button**” of a page and a drop-down list will appear. Click on “**Page Options**” and the Page Options Window will appear. See the screenshot below.

Current Pages

New Page Organize Pages Recycle Bin Find Page

STATUS	PAGE	ACTIONS
ACTIVE	Meet the Teacher	Actions
ACTIVE	Calendar	Actions
ACTIVE	Assignments	Actions
ACTIVE	Syllabus	Actions
ACTIVE	Learning Links	Actions
ACTIVE	Contact Teacher	Actions

- Edit Page
- Page Options
- Get Link
- Move Page
- Delete
- Set Viewers

### Page Options Window

\* Page Name: Contact Teacher

General Display Duration Background Image Advanced

☐ Hide this page from website navigation.

☐ Always show pages nested under this page.

☒ Show a bullet image next to this page.

**Map Page to Web Address:**  
When a visitor navigates to your page, they will be directed to this web address. Enter a full web address (e.g., <http://www.blackboard.com>).

<https://docs.google.com/forms/d/1X2Kyneo4XKVa-IGnKvS>

Web Address Target: ?  
Open in New Window

Save Cancel