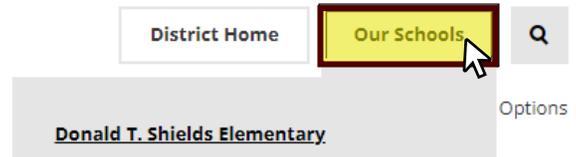




How To Update Your Teacher Webpage/Bio Page

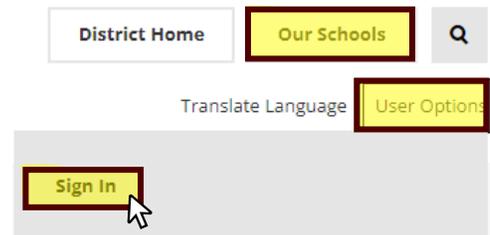
STEP 1: Find your school page

- To access your bio, go to the Red Oak ISD website: www.redoakisd.org
- Select **Our Schools** and click on your campus to open the campus website.



STEP 2: Log into campus website

- To edit your page, you will need to log into the campus website.
 - Select **User Options** and click **Sign In**. (Use your network username and password to sign in.)



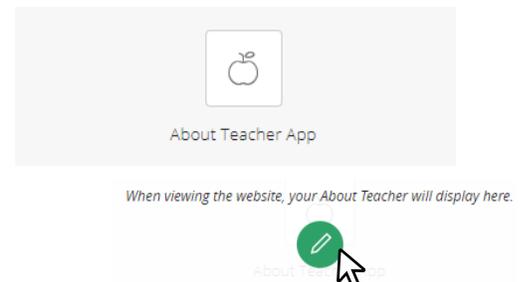
STEP 3: Access your campus staff list

- Access your campus staff list (icon under the slide show). Find your name and click on the link under the column **Webpage/Bio** next to your name.



STEP 4: Edit your teacher/bio page

- On your teacher/bio page, click the '**Edit Page**' button in the upper right corner. The program should automatically open your page using the **About Teacher App**.
- Hover your mouse over the app until you see the green pencil icon. Click the icon to edit your page.



STEP 5: Introduce Yourself

For Teachers: Use the **About Teacher app** to introduce yourself to your students and their parents. Share your educational background, philosophies, and teaching style. Teachers must have (5) five things: A photo, contact information (email/phone), schedule/conference time, degrees and a bio.

For Other Staff (Bio only): Use the **About Teacher app** to introduce yourself to staff, parents and community members. You can share your job title and/or responsibilities, your educational background, work history, and philosophies.

Navigating the About Teacher App

Adding Bio Information

Select the **About Me** tab to add your bio information.

- Suggestions for Bio info—avoid specifying a certain number of years, such as “I have taught in ROISD for 5 years” or “This is my 6th year teaching in ROISD.” This requires updating every year. Better example: “I have taught in ROISD since 20XX.”
- Suggestion: Personal information about yourself or family is optional. Again, avoid specifying a certain number of years such as “I have been married for 15 years.” Use “I have been married since 2003.” It is okay to list the names of your children, but you might want to avoid listing their ages since that would require updating each year, also.
- **Please Note:** By Federal law, websites must be ADA compliant. Below are some common issues to be aware of:
 - Do not copy/paste any graphics in the bio section. This app does not allow you to properly insert a graphic and enter an alternative text for the graphic. For ADA compliance, all graphics posted on a website must include alternative text describing that graphic for screen readers.
 - Use descriptive text for your hyperlinks-- avoid using generic phrases such as “click here” or “more info” or “learn more.” Also, do not use the actual URL address as the hyperlink.
 - Ensure your fonts provide a high contrast from the background color (dark color on white background). Avoid bright red, yellow, gold, orange or bright green fonts.

Upload your Portrait

Click the **Select File** button under the bio text editor box to upload your picture.

- Portrait pictures should be a single shot of just you, have a vertical (portrait) orientation, be from the shoulder up, in front of a plain background, and resized to be only 150 pixels wide.
- Resize your photo to be 150 pixels wide and save it to your computer. Click the SELECT FILE button below the bio page to upload the graphic file. Click the BROWSE button and locate your portrait file. After uploading, click CONTINUE and then INSERT FILE.

Provide contact information

- Select the **Details tab** to provide your email, phone number for your campus (**do not enter your personal number**), degrees or certifications you have earned, and the college/university.
- Select **Save**, close the page and sign out.

Before saving and closing the app, please do a spell check. Click the ABC button

Example of Bio:



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!