

# Secondary School Teachers: Add a Syllabus to Your Web Page

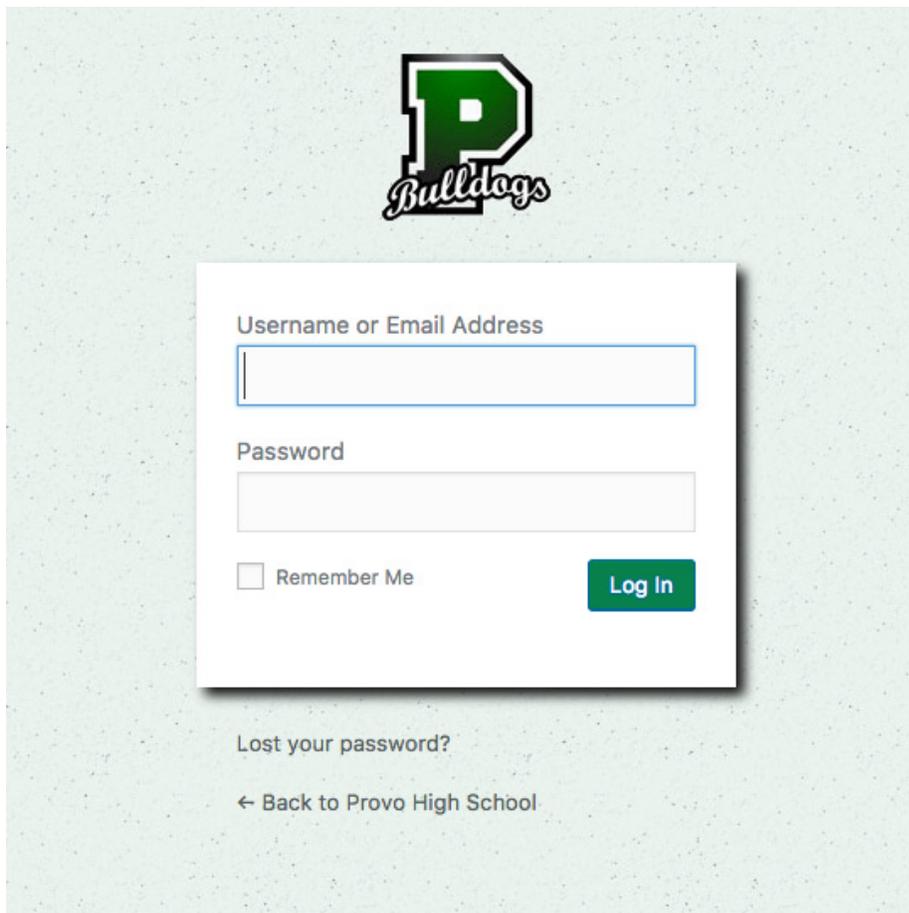
## Introduction

All secondary school teachers in Provo City School District have access to publish an official teacher web page.

To access your web page, open a web browser and enter your school's website address with “/login” at the end.

For example: <https://provohigh.provo.edu/login>

The login page for your school looks similar to this:



**P**  
Bulldogs

Username or Email Address

Password

Remember Me

Lost your password?

← Back to Provo High School

Your login name will be your district email address.

If you don't know your password, click on the ["Lost your Password?"](#) link and follow the instructions to reset it.

## Your Web Page

People outside the district access your web page by going to your school's website and selecting the "Teacher & Course" Directory. The directory will look very similar to this:

The screenshot shows the Provo High School website's Teacher & Course Directory page. The header features the school's logo and name, "PROVO HIGH SCHOOL", along with social media icons for Facebook and RSS. A navigation menu includes links for School Info, Policies & Forms, Faculty & Staff, Counseling/Scholarships, Academics & Clubs, and Athletics. The main content area displays a grid of teacher profiles, each with a photo, name, email address, and a link to their class website. Some profiles have placeholder images labeled "Image Unavailable". To the right, there are search boxes for Provo High School and Provo City School District, and a sidebar titled "The Essentials" with various links like Grades & Attendance, Calendar, and Registration. At the bottom right, there is an "Events and Activities Calendar" showing PHS Student Activities for Monday, July 17.

### Teacher & Course Directory

 America, Captain steveR@provo.edu <a href="#">My Class Website</a>	 Anderson, Susan susana@provo.edu <a href="#">My Class Website</a>	 Barrick, Jennifer jenniferba@provo.edu <a href="#">My Class Website</a>
 Barton, Steve steveb@provo.edu <a href="#">My Class Website</a>	 Bauer, Bob robertba@provo.edu <a href="#">My Class Website</a>	 Beyer, Don donb@provo.edu <a href="#">My Class Website</a>
 Bills, Wendy wendyb@provo.edu <a href="#">My Class Website</a>	 Bosen, Sarah sarahbo@provo.edu <a href="#">My Class Website</a>	 Bradley, Michael michaelb@provo.edu <a href="#">My Class Website</a>
 Brooks, Miles milesb@provo.edu	 Burnham, Kevin KevinBu@provo.edu	 Cardoso, Cesar cesarc@provo.edu

#### Search Provo High School

#### Search Provo City School District

#### The Essentials

- [Grades & Attendance \(PowerSchool\)](#)
- [Odd/Even Day Calendar](#)
- [Request Your Classes \(Class Choice\)](#)
- [New Student Registration](#)
- [Concurrent Enrollment/Distance Learning](#)
- [Advanced Placement \(AP\)](#)
- [Register for Driver's Ed](#)
- [Pay School Fees](#)
- [Pay for School Meals](#)
- [Apply for Free or Reduced Meals](#)
- [Bell Schedule](#)
- [Bus Routes](#)
- [PHS Student Guide](#)

#### Events and Activities Calendar

##### PHS Student Activities

Today: [Monday, July 17](#)

- Monday, July 17**  
Second Session of Summer School
- Tuesday, July 18**  
Second Session of Summer School
- Wednesday, July 19**  
Second Session of Summer School

There's a new teacher at Provo High School. His name is Captain America and he has already set up a webpage for himself because... he's Captain America.

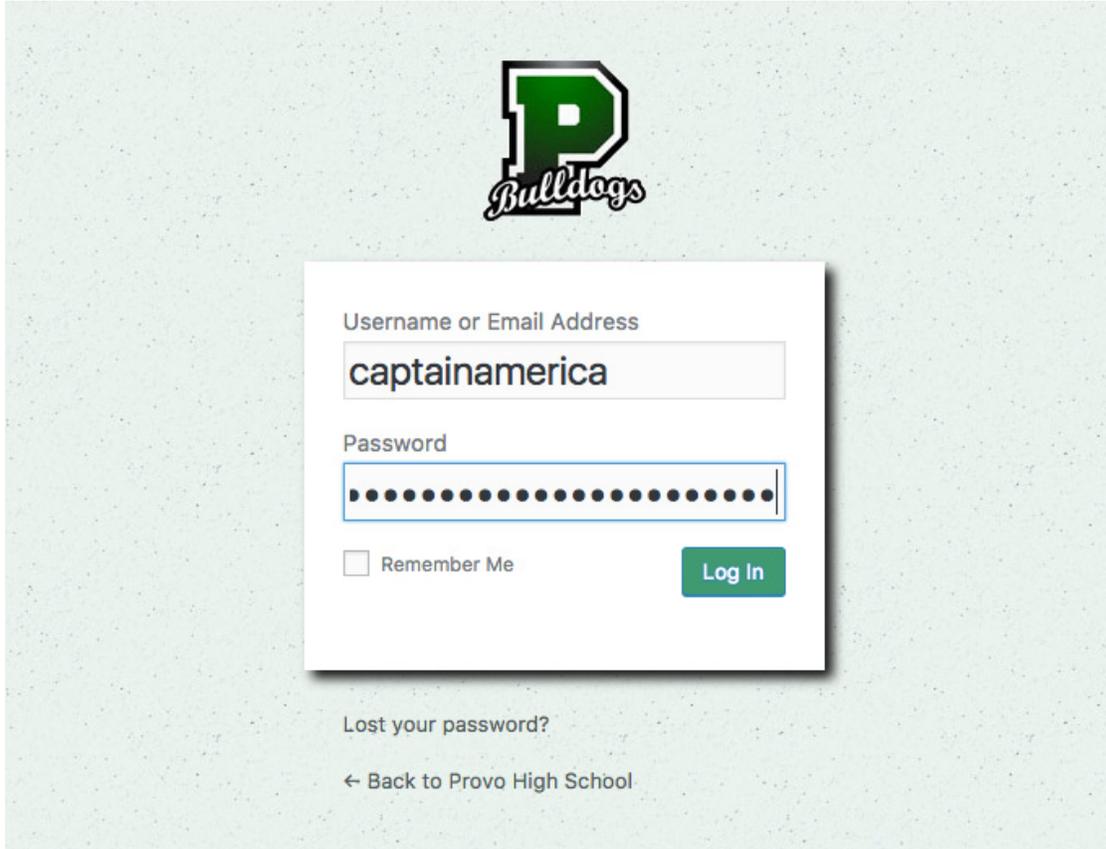
By clicking on "My Class Website" we can see his new web page. It contains useful information. He answers questions that students and parents might have about his teaching style and he offers valuable content they may need.

The screenshot shows the Provo High School website. At the top, there is a green header with the school's name and logo. Below the header is a navigation menu with options like 'School Info', 'Policies & Forms', 'Faculty & Staff', 'Counseling/Scholarships', 'Academics & Clubs', and 'Athletics'. The main content area features a breadcrumb trail: 'Faculty & Staff / Teacher & Course Directory / Captain America'. The page title is 'Captain America'. On the left, there is a small image of the character. To the right, there is a 'Syllabi' section with a bullet point for 'Fighting Crime', which is highlighted by a red arrow. Below the image and syllabus, there is a detailed paragraph about the character's history and his role in the Avengers. At the bottom of the page, there are four sections: 'Mission Statement', 'Belief Statements', 'Equal Opportunity Statement', and 'Teacher Access'.

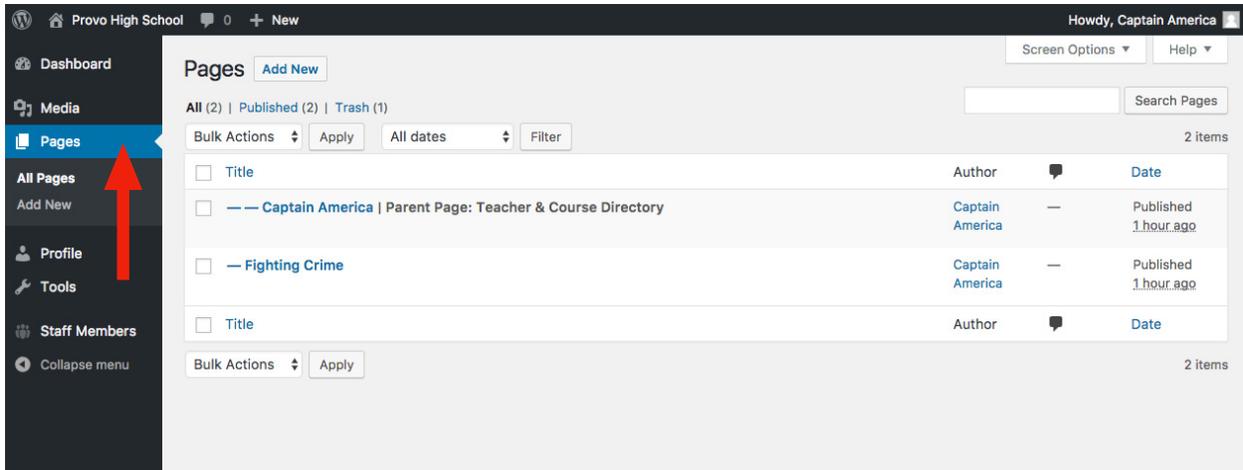
Syllabus information is located in the upper right hand corner of his web page. His class on fighting crime is quite popular among high school students. Let's walk through how he added his syllabus so quickly and easily.

# Adding a Syllabus

Step 1: Log into your school's website

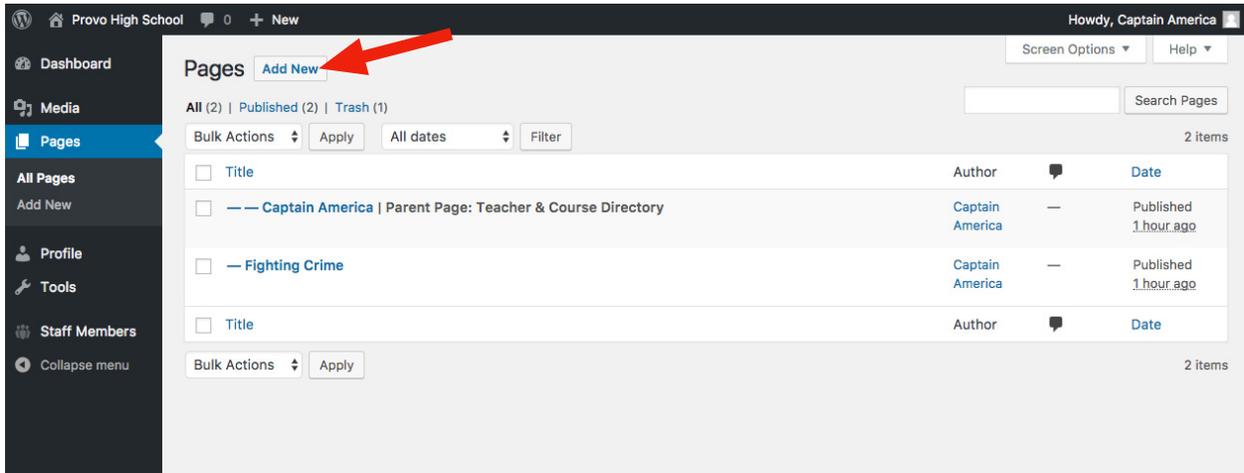


Step 2: When the dashboard appears, click on "Pages" in the left column.



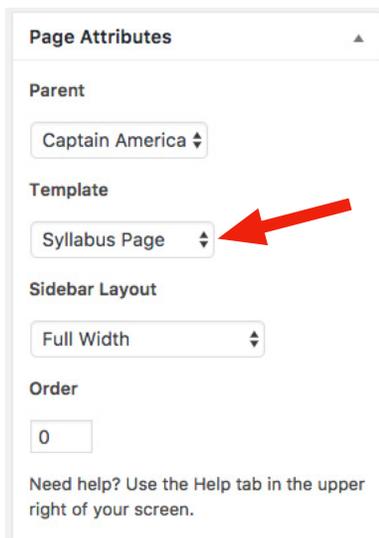
Here you will see a list of web pages that you have access to. At the top of the list is Captain America's main web page. Any other pages he creates are 'children' of that page. He's already added a syllabus for his Fighting Crime class.

Step 3: To add a new syllabus to your web page, simply click the "Add New" Button at the top of the page.



A new web page will appear.

Step 4: Look in the right column and find a box named "Page Attributes". Be sure to select "Syllabus Page" in the "Template" menu. This will automatically turn your page into a template so you can enter your new syllabus information.



Step 5: The title of your new syllabus is very important. The title you give your syllabus will also be the label of its link. A link to your syllabus will automatically be appear on your main web page, just like Captain America’s web page shown above. The title must make sense to your web page visitors (parents and students) and be a good descriptor of the course.

The screenshot shows the Moodle 'Edit Page' interface for a course page titled 'Fighting Crime'. The page is divided into three main sections: 'Course Description/Overview/Welcome Statement', 'Learning Expectations', and 'Assessment of Progress'. A red arrow points to the title 'Fighting Crime'. The right sidebar shows 'Page Attributes' with 'Syllabus Page' selected and 'Publish' options.

**Edit Page** [Add New](#)

Permalink: <http://provohigh.provo.edu/faculty-staff/teacher-course-directory/captain-american/fighting-crime/> [Edit](#)

**Course Description/Overview/Welcome Statement**  
Course Title Credit Type and amount Grade level General Description Course highlights

**Learning Expectations**  
Interim objectives/Learning targets Grading Rubric Performance expectations (criterion based grading) Differentiation (GT Plan, etc.)

**Assessment of Progress**  
Formative Assessments Summative Assessments Success Criteria Calendar and/schedule of all interim and summative assessments Student role in Assessment (if you involve your students)

**Page Attributes**  
Default Template  
Archives  
Custom Layout  
Post Grid  
Post List  
Redirect  
Sitemap  
✓ Syllabus Page  
Teacher Page  
Sidebar Layout

Full Width

Order  
0

Need help? Use the Help tab in the upper right of your screen.

**Publish**  
[Preview Changes](#)

Status: **Published** [Edit](#)

Visibility: **Public** [Edit](#)

Revisions: **2** [Browse](#)

Published on: Jul 17, 2017 @ 14:31 [Edit](#)

[Move to Trash](#) [Update](#)

Step 6: Each section of the page is labeled: Course Description, Learning Expectations, Assessment of Progress, etc. Go ahead and fill in each section with the required information.

Step 7: When you're finished entering all the information about your course, click the "Publish" button in the right column to make it live.

The screenshot shows a course management interface. On the left, there is a sidebar with text including "ing) Differentiation (GT Plan, etc.)" and "s id. Praesent ultrices consequat ex sed lacinia in elit tempor tempor. am a laoreet nibh, vitae que orci, efficitur a placerat". The main content area is divided into two sections. The top section is titled "Order" and contains a text input field with the number "0" and a help message: "Need help? Use the Help tab in the upper right of your screen." The bottom section is titled "Publish" and contains a "Preview Changes" button. Below this, there are four rows of information: "Status: Published Edit", "Visibility: Public Edit", "Revisions: 2 Browse", and "Published on: Jul 17, 2017 @ 14:31 Edit". At the bottom of the "Publish" section, there are two buttons: "Move to Trash" and "Publish". A red arrow points to the "Publish" button.

## Conclusion

You can add as many syllabi to your web page as you wish. You can also go back at any time and change or update your syllabi. Thanks for being a syllabus super hero. You are the captain of your web page. Feel free to make it amazing.