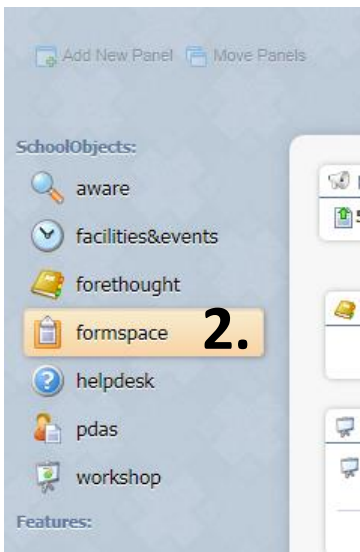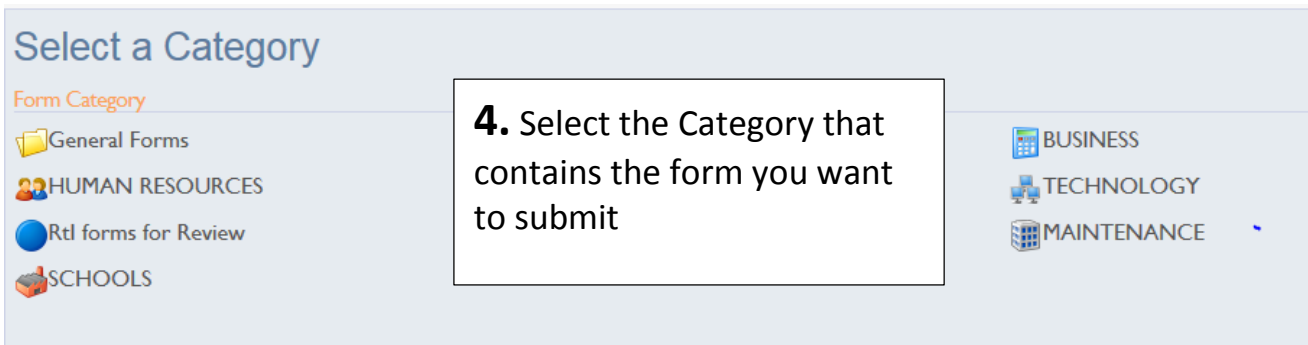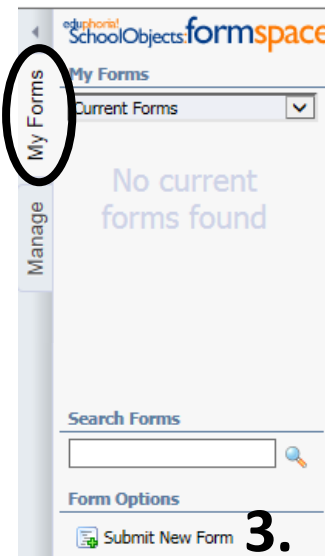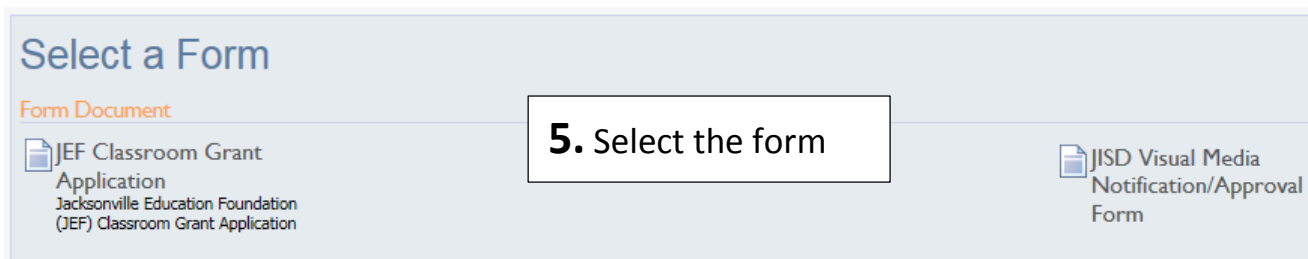# Formspace
Submitting a Form

1. Log in to Eduphoria

2. Select **formspace** from your eduphoria dashboard

3. On your **My Forms** tab, select **Submit New Form**

Select a Category

Form Category

General Forms

HUMAN RESOURCES

RtI forms for Review

SCHOOLS

BUSINESS

TECHNOLOGY

MAINTENANCE

4. Select the Category that contains the form you want to submit

Select a Form

Form Document

JEF Classroom Grant Application
Jacksonville Education Foundation (JEF) Classroom Grant Application

JISD Visual Media Notification/Approval Form

5. Select the form

JISD Visual Media Notification/Approval Form

Procedures:

Complete and submit a Visual Media Notification/Approval Form to the Principal or designee and receive approval before showing the visual media (No pre-approval for Discovery Education is required)

Relate all visual media used in instruction directly to the curriculum and document in lesson plans

Use visual media for educational purposes only

Elementary Level (Grades PK-6): G rating only

Teacher Name(s): *
Enter the name(s) of all teachers requesting approval.
Lynne Bullock

Room(s): *
Enter the room number(s) of all classrooms requesting approval of visual media.
101

Title of Visual Media: *
Solving Quadratic Equations

Length of Entire Piece (min): *
5

Content Area: *
Check content area(s) addressed by the visual media.
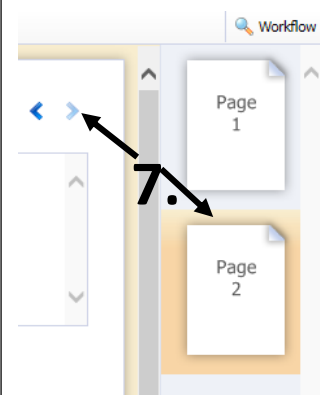☐ English Language Arts and Reading ☑ Mathematics ☐ Science ☐ Social Studies ☐ Fine Arts ☐ Physical Education/Athletics ☐ Career and Technical Education ☐ Other:

Rating: *

6. Use the scroll bar to view all questions on a page.

7. For multiple page forms, use the page arrows to switch pages or click a specific page in the page list

Workflow

Page 1

Page 2

○ G ○ PG ○ PG-13 ● Not Rated

I plan on showing: *
(20 minutes max daily)
○ entire piece ○ half ● best clips ○ Other: [_____]

Media Acquired from: *
○ JISD library or media center ○ personal copy ○ rented ○ grade/department collection ○ re

Grade Level to watch film: *
☐ PK ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☑ 9 ☐ 10 ☑ 11

Date(s) of viewing: *
Start Date: [3/30/2015]   End Date: [Not Set]

I plan to show this media to illustrate visually the following TEKS: *
A.1A

Acknowledgement of Media Preview *
● I have previewed this visual media, and my use of it in the classroom will not infringe upon copyright law.

Additional Information regarding the Request
(optional)

[Submit Form]

When you have completed all required questions on a form, select **Submit Form** from the options list at the top or the **Submit Form** button at the bottom of the last page of the form.

❗ Media Acquired from: *
○ JISD library or media center ○

Grade Level to watch film: *
☐ PK ☐ K ☐ 1 ☐ 2 ☐

❗ **Date(s) of viewing:** *

After submitting a form, you will be prompted if there are any unanswered questions which require a response. These questions will be flagged with "❗"

My Forms
[Current Forms ▼]

JISD Visual Media Notification/Approval Form

🖶 🔒 Recall Form 📧 E-mail

JISD Visual I

Forms you are currently working on or have been submitted and are waiting for approval will be listed on your **My Forms** tab.

Forms which have been submitted can be printed, emailed, or recalled.

After a form has been submitted, you will receive "Form Update Notification" email(s) during the review/approval process

eduphoria <eduphoria@jacksonvilleisd.org>
Form Update Notification - JISD Visual Media Notification/Approval Form