

Blackboard

Web Community Manager Subsite Director Training

Today's Trainer: Ron Quinones



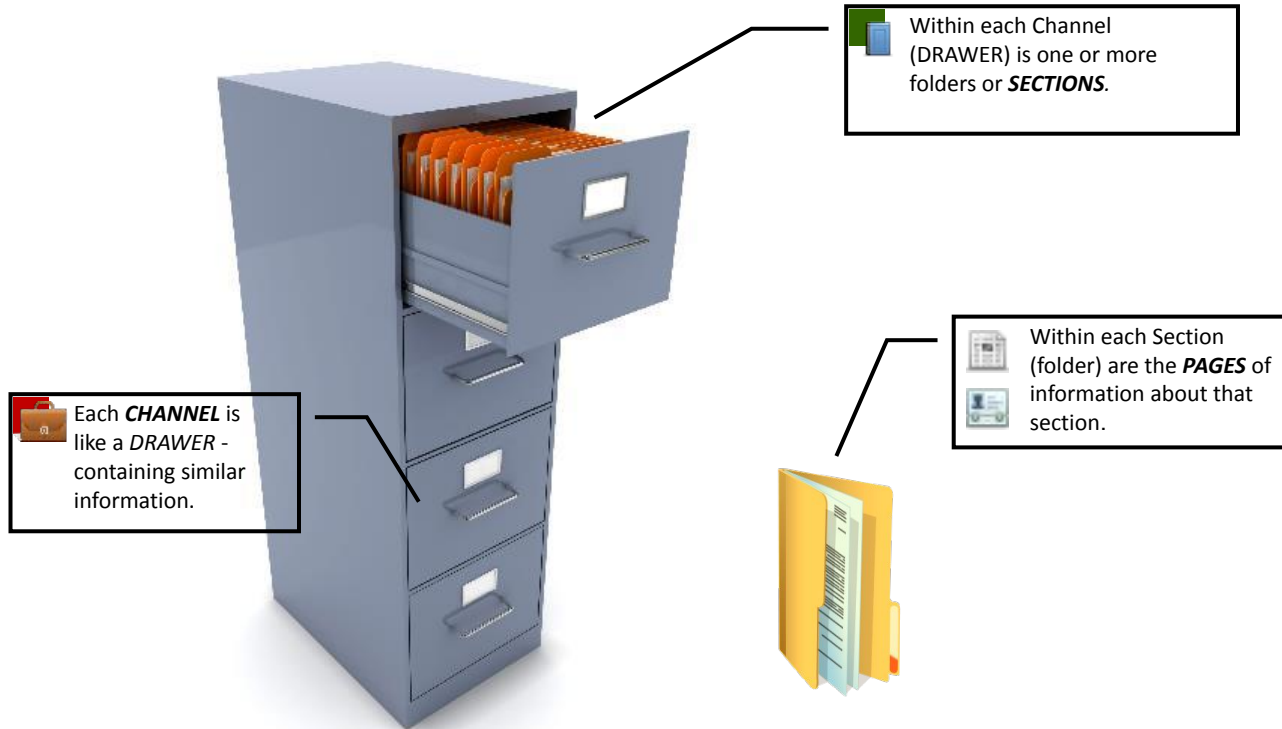
At the end of today's hands-on workshop you will be able to:

- **Managing a Homepage** using typical homepage apps.
- Creating Calendar Events
- Utilize the various **tools**.
- Maintaining **Channels, Sections, and Pages**.
- Creating and working with pages.
- General **editing best practices**.
- Formatting accessible content.

Your URL

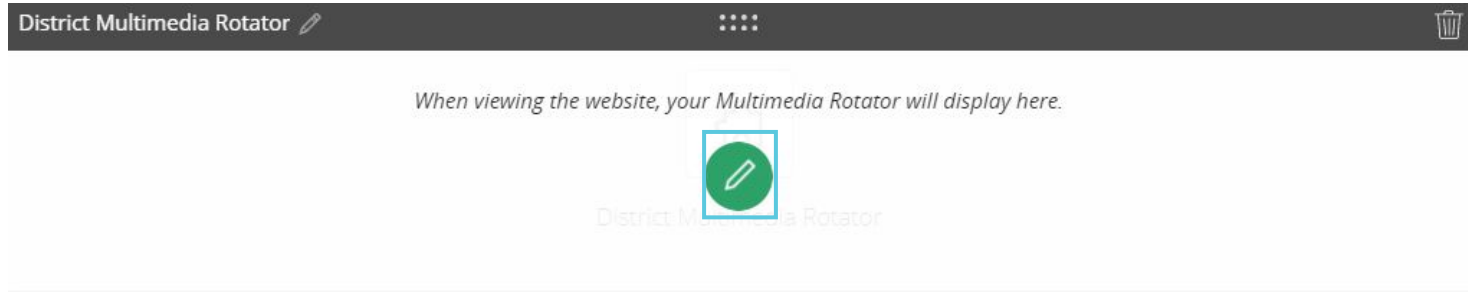
<https://www.episd.org>

This file cabinet represents your site/sub-site.



Activity: Open the Multimedia Rotator app


- Click the pencil to edit the Multimedia Rotator app.



- Open the App Options button in the upper right corner and change app name to include required dimensions 1500w x 915h

* App Name:

District Multimedia Rotator 1500w x 915h

A red arrow pointing to the left, positioned to the right of the text input field.

Activity: Add a Photo to the MMR

- Click the “New Record” button and fill in the appropriate fields.
- Show/hide Title or Caption
- Optionally include linked text
- Optionally include a popup video

Record

Enter your record information.

Record Display Duration Viewers

Title: ☐ Hide

Caption: ☐ Hide

Uploaded File

Website LEARNBack.jpg

Upload Image

☒ Link Image Web Address:

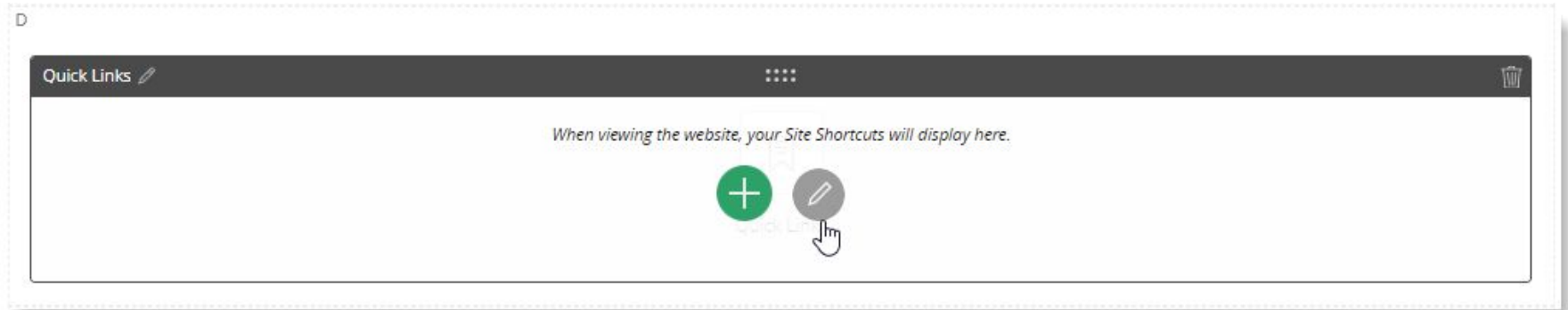
☒ Embed a Video Video Channel: YouTube Video YouTube Video ID:

☐ Activate on my page

Save Cancel

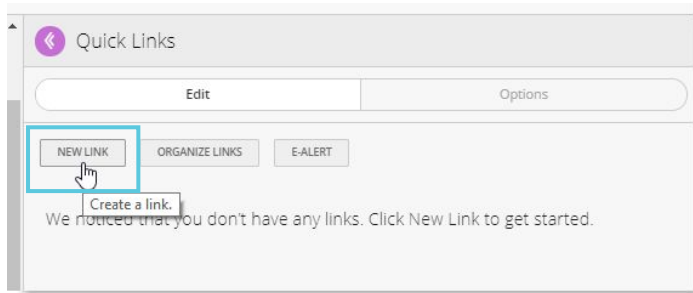
Activity: Edit Site Shortcuts App

- Click pencil to open app or click plus sign to add a single link.



Activity: Add a link to the Site Shortcuts App

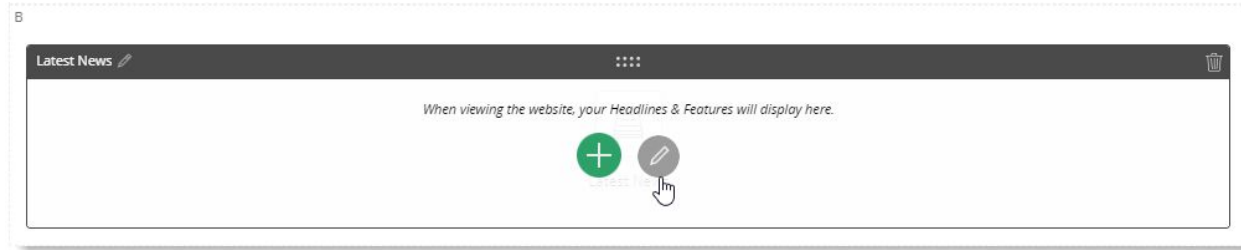
- Click the New Link button.
- Icon dimension should be 80 x 72



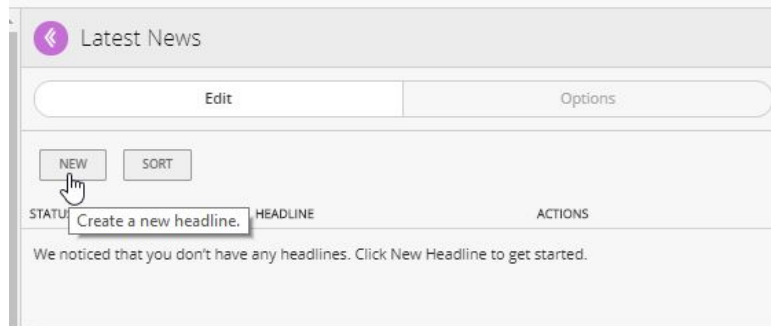
A screenshot of the 'New Link' form. The form has a title bar with a purple icon and the text 'New Link'. It contains several fields and buttons. The 'Link Text' field is highlighted with a blue rectangle and contains the text 'Community Engagement Resource Center'. The 'Web Address' field is highlighted with a blue rectangle and contains the text 'http://cerc.blackboard.com'. Below these fields is a 'BROWSE...' button. The 'Target' dropdown menu is set to 'Open in new window'. The 'Tooltip' field contains the text 'Additional help for working in the Web Community Manager'. The 'Parent Link' dropdown menu is set to 'None'. There is an 'Auto Expand' checkbox. The 'Link Image' field is highlighted with a blue rectangle and contains the text 'Optionally replace your link text with an image.' Below this field is a 'BROWSE...' button. The 'Height' and 'Width' fields are empty. The 'Rollover Image' field is empty. At the bottom of the form, there is a 'Save' button highlighted with a blue rectangle and a 'Cancel' button.

Activity: Add a Headline

- Click the pencil to edit the Headlines & Features app.

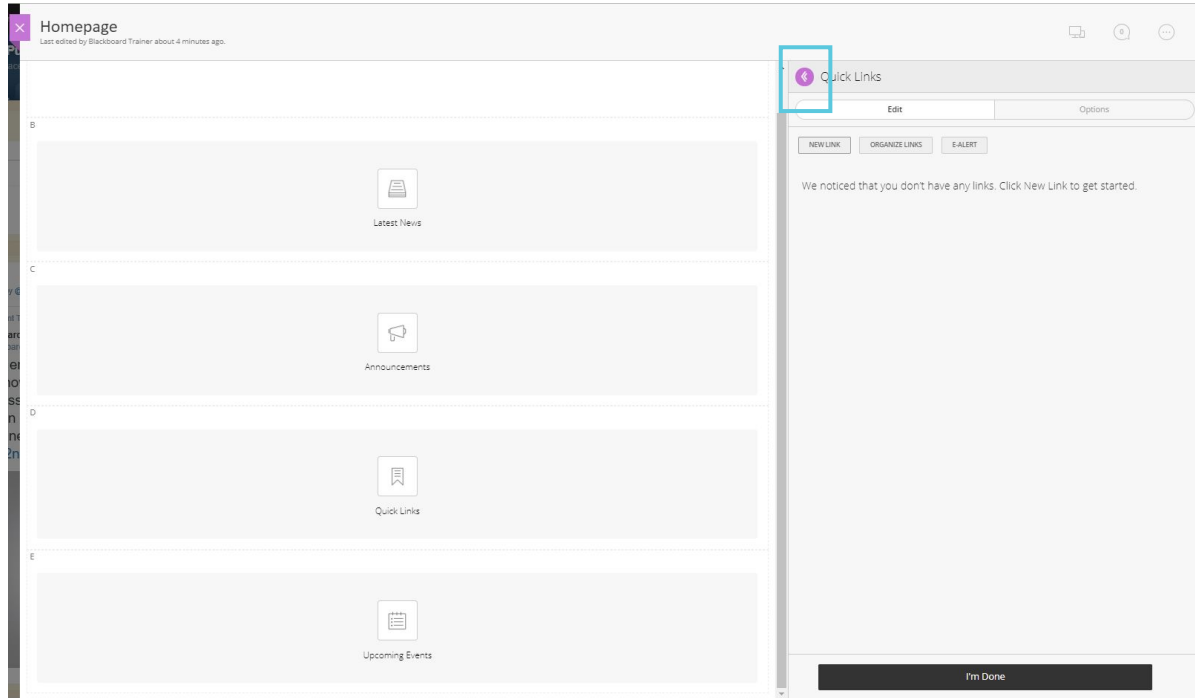


- Click the New button to add a headline.



Sidebar Apps

- Some apps open in the sidebar; click the purple arrow to expand the sidebar if you need more room to edit.



Adding a Headline

- Enter Headline title.
- Add Accent Image if desired (be sure to include alt text).
- Accent image dimension – 396w x 217h
- Select Content Type: Article, File, Link
 - **Article:** Enter content and teaser text
 - **File:** Upload PDF and enter description
 - **Link:** Enter URL and description

The screenshot shows a 'New Headline' form with the following fields and options:

- Headline Title:** A text input field containing 'District Wins Award'.
- Accent Image:** A section with a text input field containing '/cms/lib/M150000451/Centricity/Domain/4/redribbon.png' and a 'SELECT FILE' button.
- Height:** A text input field containing '177'.
- Width:** A text input field containing '150'.
- Image Alt Text:** A text input field containing 'red ribbon'.
- Display Duration:** A section with 'Start Date' and 'End Date' fields, each consisting of a date input and a time dropdown.
- Current Content Type:** A dropdown menu with 'Article' selected.
- Article Content:** A rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, strikethrough, link, unlink, list, and other formatting options. The text area contains a paragraph about the District's award for Excellence in Education.
- Buttons:** 'Save', 'Cancel', and 'E-Alert' buttons at the bottom.

App Options

- Click on the Options tab to show the app name and access display settings.

Announcements

Edit Options

General

* App Name:

Announcements

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

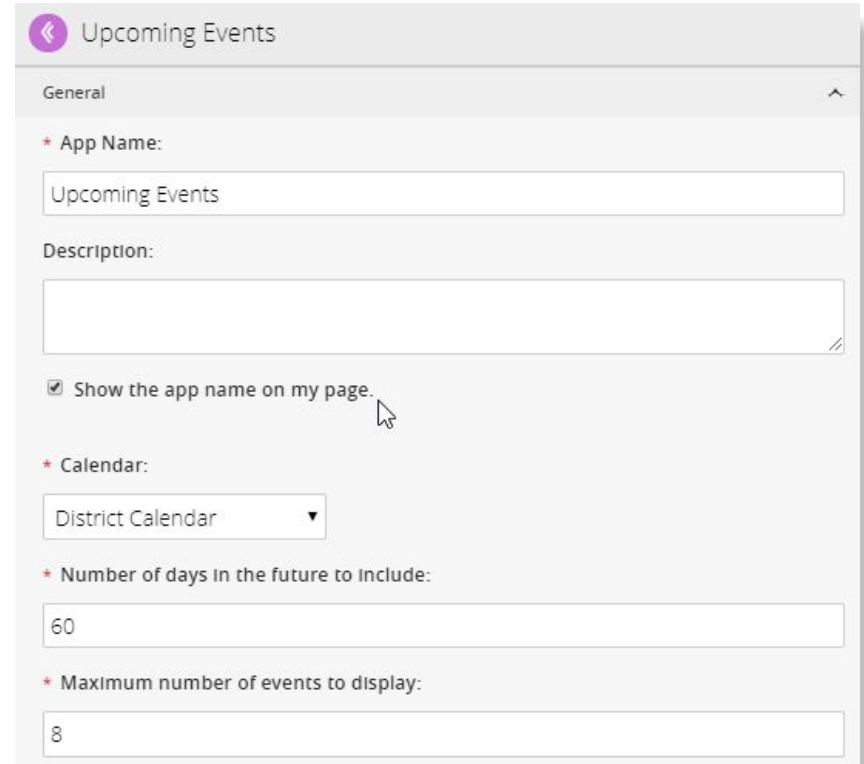
☒ Display a specific number of active app records

* Record Limit:

10

Activity: Edit Upcoming Events App Options

- Check box to show the app name on the page.
- Select the available calendar in the drop-down.
- Set “number of days in the future to include” to 180.
- Set “maximum number of events to display” to 6-8.



The screenshot shows the 'Upcoming Events' app settings interface. It has a title bar with a purple icon and the text 'Upcoming Events'. Below the title bar is a 'General' tab. The settings are as follows:

- * App Name:** A text input field containing 'Upcoming Events'.
- Description:** A large text area for a description, currently empty.
- ☒ **Show the app name on my page.** A checkbox that is checked, with a mouse cursor hovering over it.
- * Calendar:** A dropdown menu showing 'District Calendar'.
- * Number of days in the future to include:** A text input field containing '60'.
- * Maximum number of events to display:** A text input field containing '8'.

Activity: Add an Event to the Calendar

- Double-click the date or click the New Event button.
- Enter Event title.
- Select start/end dates, start/end times, or select “No End Time” or “All Day.”
- Enter event Description (optional).
- Select event Category (optional).
- Mandatory Event box available on main district calendar only; pushes event to every calendar.

The screenshot shows a 'New Event' dialog box with a close button (X) in the top right corner. The form contains the following fields and options:

- Event Title:** A text input field containing 'Web Community Manager Training'.
- Tabs:** A row of tabs labeled 'Event', 'Recurrence', 'Registration', 'Location', 'Contact', 'Post to Calendars', and 'Viewers'. The 'Event' tab is currently selected.
- Instructions:** A line of text stating: 'Enter a start date and description for your event. If you want, you can enter a start time, end time, end date, description and category.'
- Start Date:** A date picker showing '11/12/2020'.
- Start Time:** A time picker showing '9 AM' and ':00', with a 'No End Time' checkbox below it.
- End Time:** A time picker showing '11 AM' and ':00', with an 'All Day' checkbox below it.
- End Date:** A date picker showing '11/12/2020'.
- Description:** A rich text editor area with a toolbar containing icons for undo, redo, bold, italic, underline, link, unlink, list, and other formatting options. The text area contains the placeholder text 'Learn about creating webpages.'
- Category:** A dropdown menu with the text 'Choose a category to color-code your event.' and a selected option 'Staff Meeting'.
- Mandatory Event:** A checkbox labeled 'Mandatory Event' with a question mark icon.
- Force Display:** A checkbox labeled 'Force this event to display in Upcoming Events from today until the event occurs.' with a note below it: 'Note: It will replace an event happening in the near future.'
- Buttons:** At the bottom, there are three buttons: 'Save', 'Cancel', and 'Create E-Alert'.

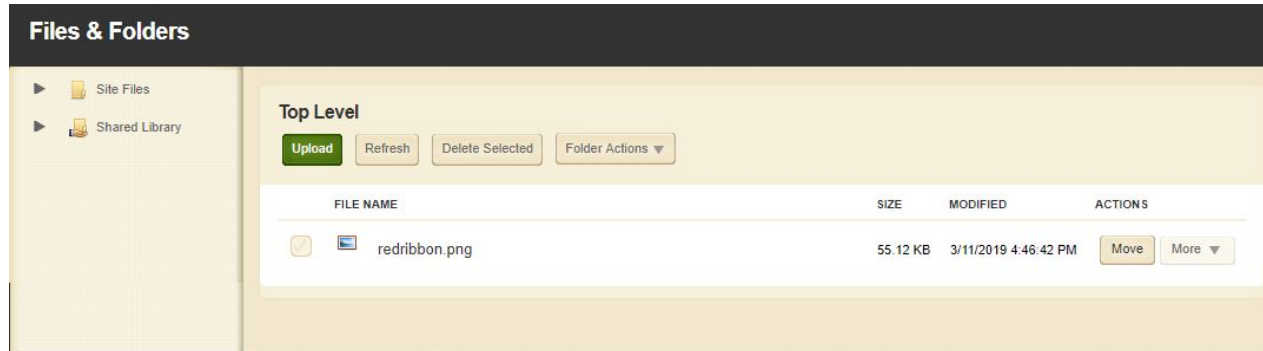
Tools Tab

The screenshot shows a web application interface with a dark blue header bar containing navigation tabs: Home, Summary, Tools (selected), Directors & Viewers, Channels, Statistics, and How do I...?. Below the header, the 'Tools' section is highlighted in a light yellow background. It features the title 'Tools' and the subtitle 'Manage your site tools and apps.' Below this, there is a grid of 13 tool cards, each with an icon, a title, and a brief description.

Tool	Description
Files & Folders	Organize the files and folders used in your workspace.
Friendly Web Address Mappings	Create and edit Friendly Web Address Mappings for your site.
Forms & Surveys	Create and manage forms and surveys for your site.
Approve Visitor Comments	Approve or reject visitor comments on your apps.
App Manager	Manage and edit the apps in your workspace.
Photo Gallery	Create and manage photo galleries for your site.
Recycle Bin	Manage your deleted sections.
On-Screen Alerts	Add or edit On-Screen Alerts for your site.
Broadcast E-Alerts	Add or Edit Broadcast E-Alerts for your site.
Section Robot	Import sections with pre-defined section configurations.
Approve Community Editing	Approve or reject community edits to your apps.
Reports	View your site's reports.
Minibase	Create and manage minibases for your site.

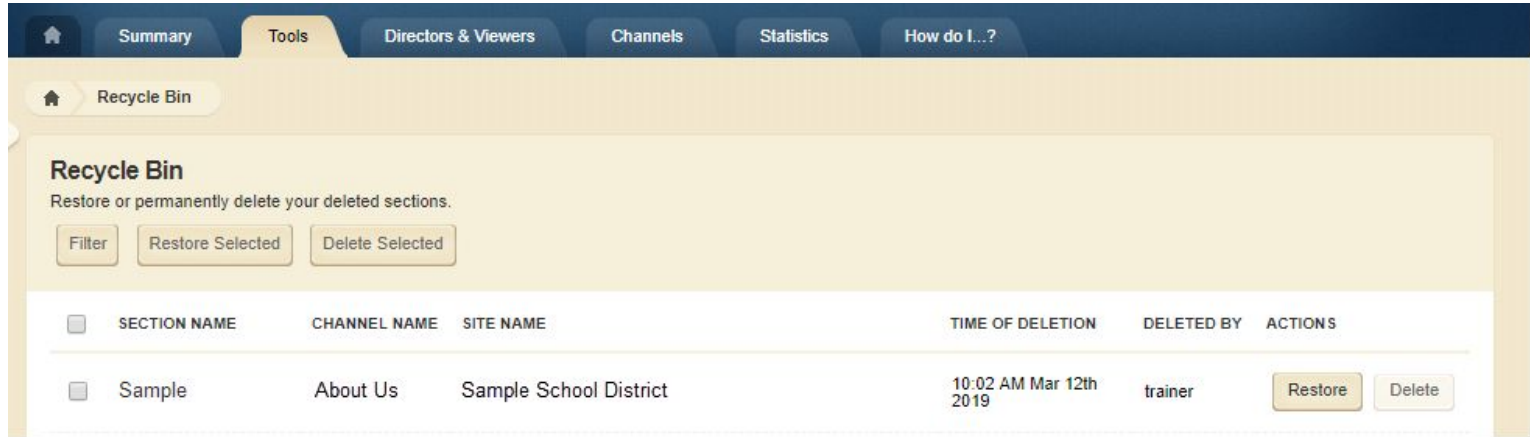
Files & Folders

- Each workspace has its own set of Files & Folders.
- Storage location for documents and images used in that workspace.
- From district level, you can add items to the Shared Library that will be available to all editors in all workspaces.



Section Recycle Bin

- Each site and subsite has a recycle bin for deleted sections. You can restore or fully delete sections from the recycle bin.

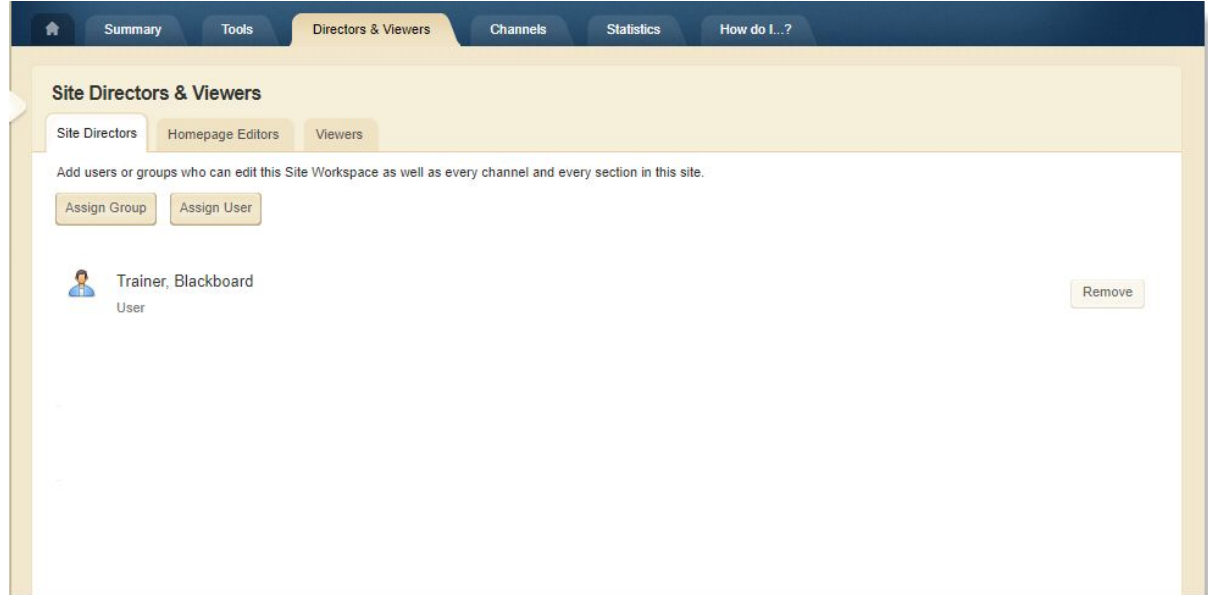


The screenshot shows a web application interface with a dark blue header containing navigation tabs: Summary, Tools (active), Directors & Viewers, Channels, Statistics, and How do I...?. Below the header is a light yellow section titled 'Recycle Bin' with a sub-header 'Recycle Bin' and the instruction 'Restore or permanently delete your deleted sections.' Below this are three buttons: Filter, Restore Selected, and Delete Selected. A table below lists deleted sections with columns: SECTION NAME, CHANNEL NAME, SITE NAME, TIME OF DELETION, DELETED BY, and ACTIONS. One entry is shown: 'Sample' section, 'About Us' channel, 'Sample School District' site, deleted on '10:02 AM Mar 12th 2019' by 'trainer'. The ACTIONS column for this entry contains 'Restore' and 'Delete' buttons.

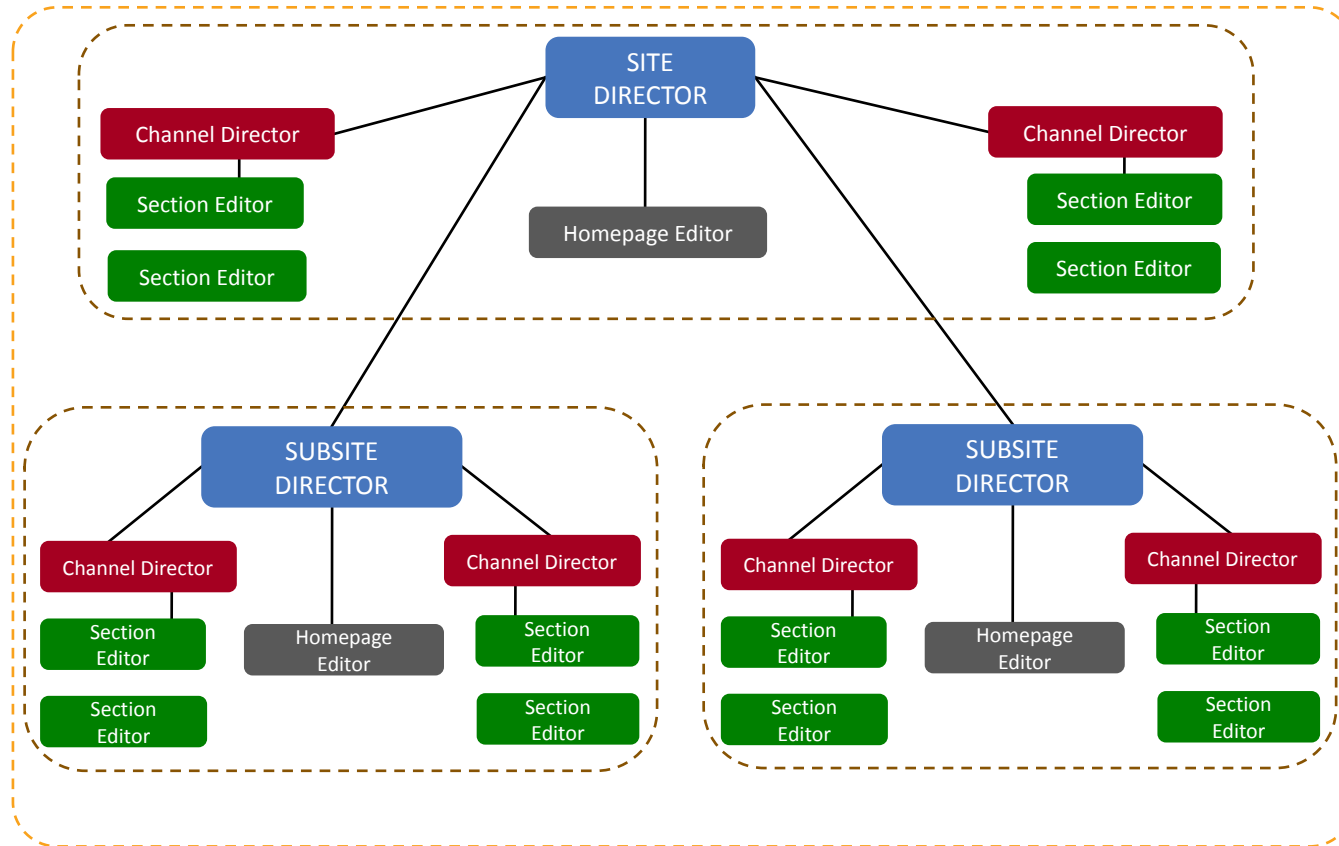
<input type="checkbox"/>	SECTION NAME	CHANNEL NAME	SITE NAME	TIME OF DELETION	DELETED BY	ACTIONS
<input type="checkbox"/>	Sample	About Us	Sample School District	10:02 AM Mar 12th 2019	trainer	<button>Restore</button> <button>Delete</button>

Directors & Viewers

- Assign site/subsite director privileges (full editing rights)
- Assign Homepage/Calendar editing rights
- Restrict viewers for the site/subsite



Editorial Privileges



Activity: Create a Section

- You can create a blank section (for redirects) or select a Section Configuration from the drop-down
 - Creates section with a package of starter pages
 - Promotes consistency

New Section
Complete the general and advanced options for your new section.

General Advanced

* **Section Name:**
The section name appears in Site Manager and anywhere the section name ActiveBlock is used on the site.
Sample

* **Menu Name:**
The menu name appears in the navigation on the end-user website.
Sample

Section Configuration:
Select a section configuration or choose Blank Section to create your own.

Please Select a Section Configuration

Please Select a Section Configuration

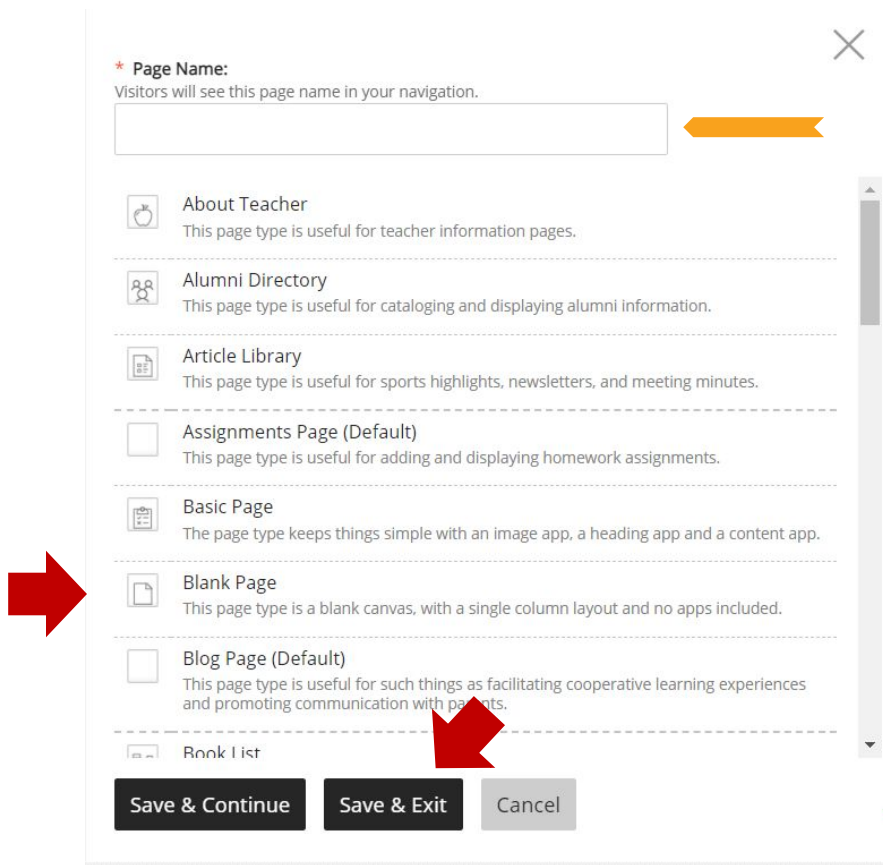
Athletic Section Configuration
This is a Basic Section Configuration for Athletic Teams.

Default Section Configuration
This is the basic configuration used when creating

Calendar Notification Email:


Save Cancel


Activity: Add a New Page










The screenshot shows a 'Add a New Page' dialog box. At the top, there is a close button (X) in the upper right corner. Below it, the section is titled '* Page Name:' with a subtext 'Visitors will see this page name in your navigation.' and an empty text input field. An orange arrow points to this input field. Below the input field is a list of page templates, each with an icon, a title, and a description. A large red arrow points to the list area. The templates are: 'About Teacher' (apple icon), 'Alumni Directory' (group of people icon), 'Article Library' (document icon), 'Assignments Page (Default)' (checkbox icon), 'Basic Page' (notepad icon), 'Blank Page' (document icon), 'Blog Page (Default)' (checkbox icon), and 'Book List' (book icon). At the bottom of the dialog are three buttons: 'Save & Continue', 'Save & Exit', and 'Cancel'. A red arrow points to the 'Save & Exit' button.

* Page Name:
Visitors will see this page name in your navigation.





-  **About Teacher**
This page type is useful for teacher information pages.
-  **Alumni Directory**
This page type is useful for cataloging and displaying alumni information.
-  **Article Library**
This page type is useful for sports highlights, newsletters, and meeting minutes.
- ☐ **Assignments Page (Default)**
This page type is useful for adding and displaying homework assignments.
-  **Basic Page**
The page type keeps things simple with an image app, a heading app and a content app.
-  **Blank Page**
This page type is a blank canvas, with a single column layout and no apps included.
- ☐ **Blog Page (Default)**
This page type is useful for such things as facilitating cooperative learning experiences and promoting communication with parents.
-  **Book List**



Save & Continue **Save & Exit** Cancel

Activity: Organizing Pages

Current Pages

New Page

Organize Pages

Recycle Bin



Organize Pages

Organize your pages by dragging and dropping them. ?

Save

Cancel

Sort A-Z

Overview

3rd page

2nd page

3rd page



Activity: Delete and Restore Page

1

Current Pages

New Page Organize Pages Recycle Bin Find Page

STATUS	PAGE	
ACTIVE	Page 1	
ACTIVE	Page 2	
ACTIVE	Page 3	

Actions

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

Are you sure you want to move the "Page 3" page to the recycle bin?

Yes No

2

Current Pages

New Page Organize Pages Recycle Bin

Page Recycle Bin

Restore or permanently delete your pages.

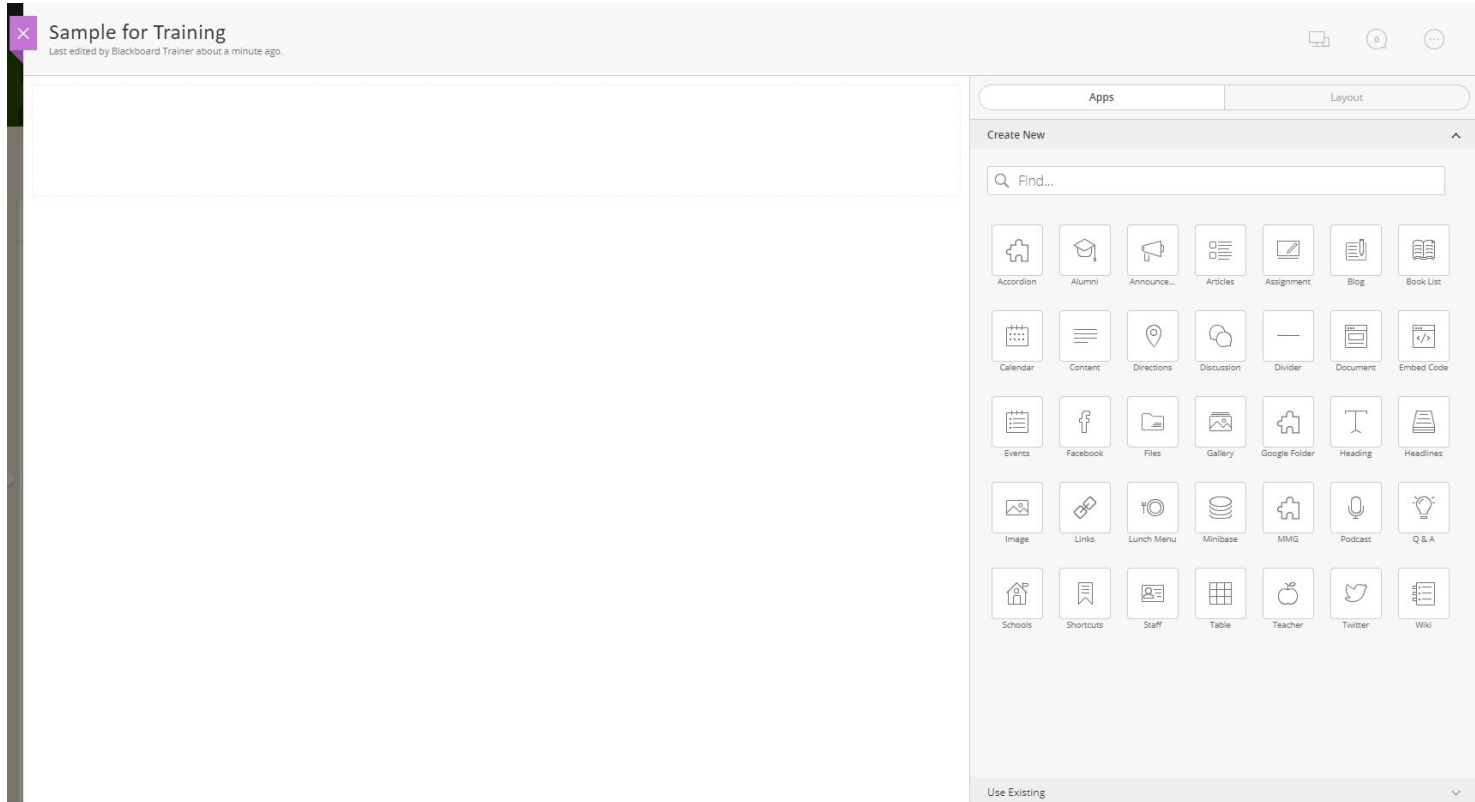
PAGE	ACTIONS
 Page 3 Deleted by Blackboard Trainer about a minute ago.	Restore Delete

Activity: Page Options



A screenshot of the 'Page Options' configuration dialog. The dialog has a close button (X) in the top right corner. The first section is labeled '* Page Name:' and contains a text input field with the value 'Sample for Training' and an orange arrow icon to its right. Below this is a tabbed interface with four tabs: 'General' (selected), 'Display Duration', 'Background Image', and 'Advanced'. Under the 'General' tab, there are three checkboxes: 'Hide this page from website navigation.' (unchecked), 'Always show pages nested under this page.' (unchecked), and 'Show a bullet image next to this page.' (checked). The next section is 'Map Page to Web Address:', which includes a descriptive sentence: '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).' Below this is an empty text input field with an orange arrow icon to its right. The 'Web Address Target:' section features a dropdown menu with a question mark icon, currently set to 'Open in Same Window'. At the bottom of the dialog are two buttons: 'Save' and 'Cancel'.

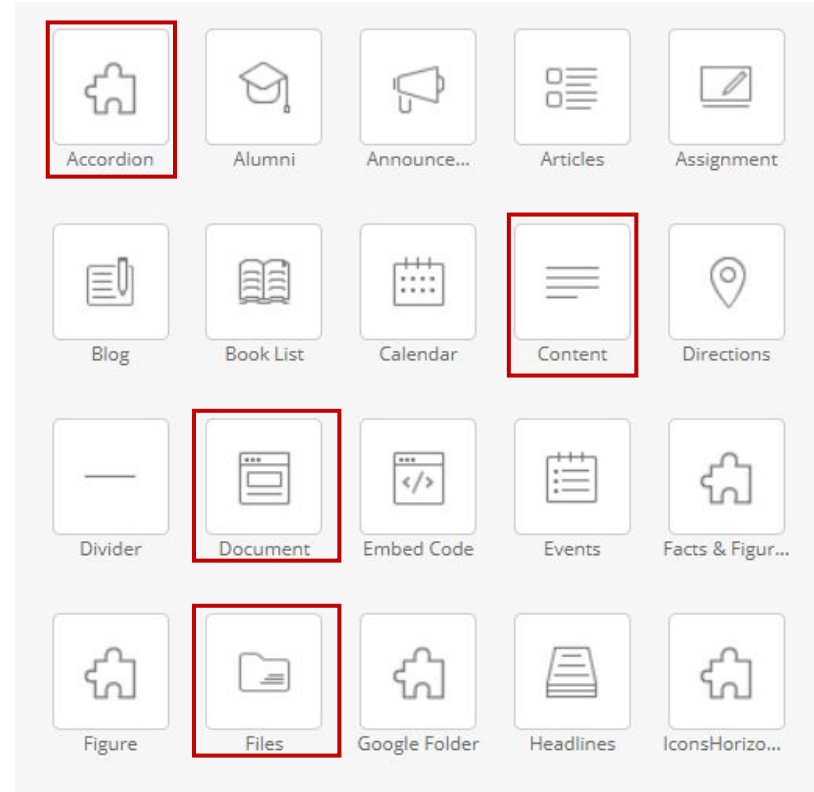
Page: Canvas and Apps



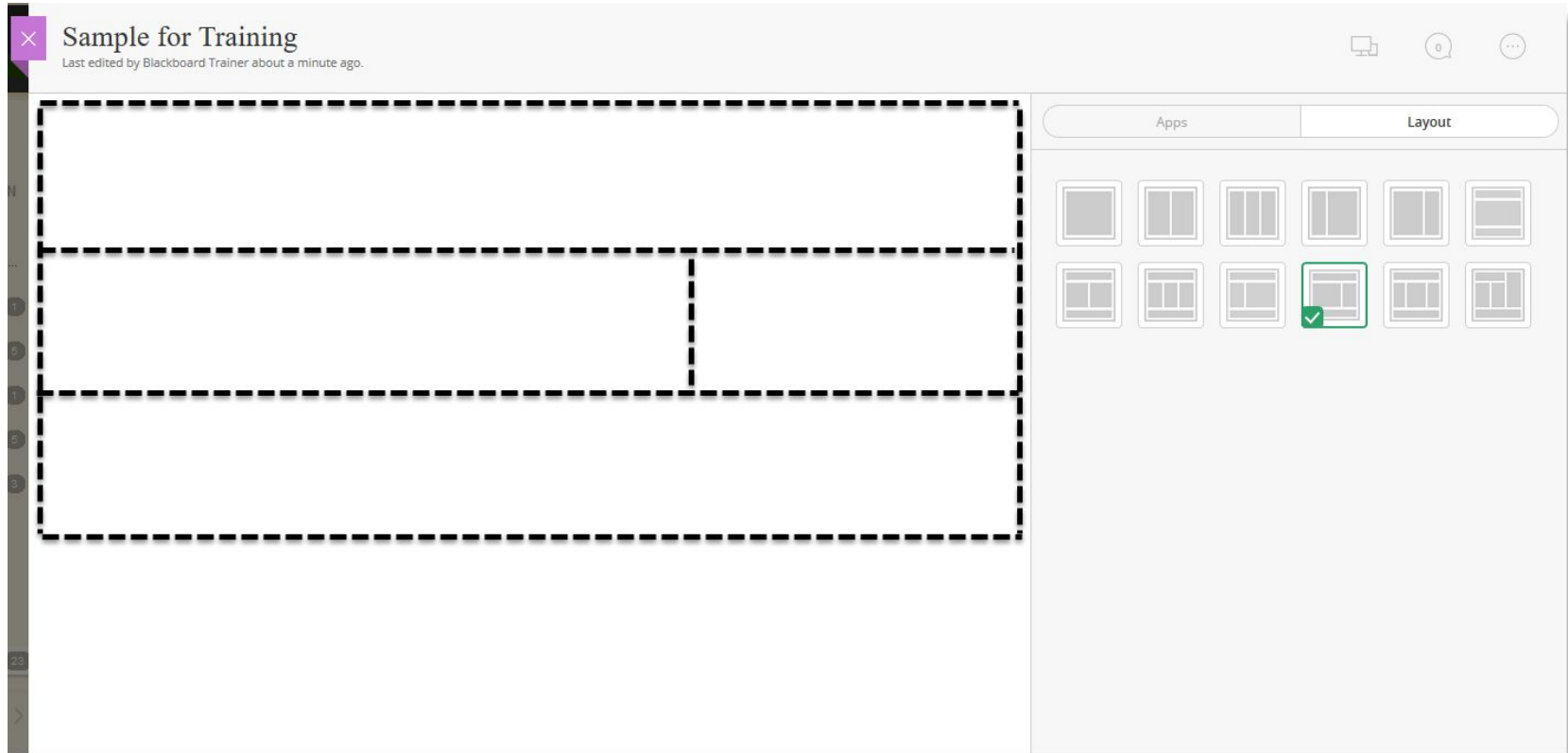
Activity: Add Apps to a Page

Add Apps to Page

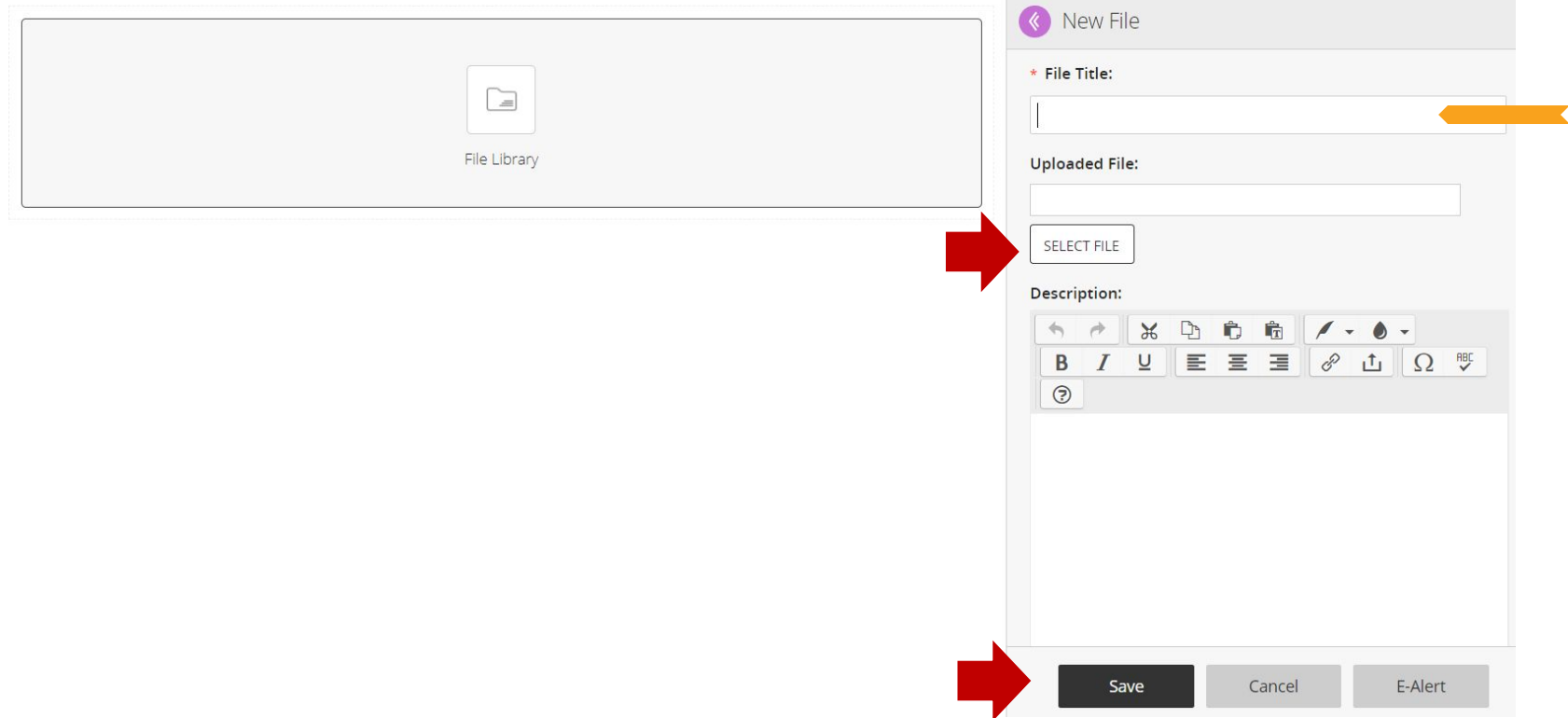
- A. Content Accordion App
- B. Content App
- C. Document Viewer App
- D. File Library App



Page: Canvas and Layout



Activity: Add a File



The image shows a 'New File' dialog box with several fields and a rich text editor. A red arrow points from the 'File Library' icon to the 'SELECT FILE' button. Another red arrow points from the 'SELECT FILE' button to the 'Save' button at the bottom. An orange arrow points to the 'File Title' input field.

New File

* **File Title:**

Uploaded File:

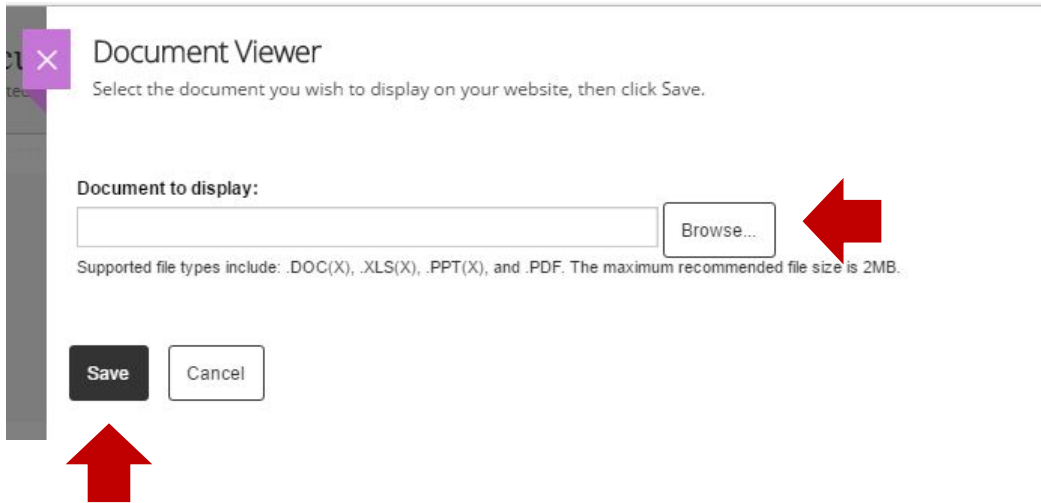
SELECT FILE

Description:

Rich text editor toolbar: Undo, Redo, Cut, Copy, Paste, Bold, Italic, Underline, Bulleted List, Numbered List, Decrease Indent, Increase Indent, Link, Unlink, Insert Image, Insert Video, Help.

Save **Cancel** **E-Alert**

Activity: Add a Document to Display



Document Viewer
Select the document you wish to display on your website, then click Save.

Document to display:

Supported file types include: .DOC(X), .XLS(X), .PPT(X), and .PDF. The maximum recommended file size is 2MB.

The screenshot shows a 'Document Viewer' dialog box. A red arrow points to the 'Browse...' button next to the 'Document to display:' text field. Another red arrow points to the 'Save' button at the bottom left of the dialog.

Screen Reader Activity Part 1: Content Created without Accessibility in Mind

Blackboard

Creating Accessible Content

Checklist for Blackboard WCM Content Editors

While creating website content it is crucial to consider accessibility. There are a few basic steps that should be followed in order to assure your content is accessible:

- Add built-in Headings to document and do not skip numbers (e.g. jumping from Heading 1 to Heading 3)
- Use built-in List options (e.g. bullets or numbers)
- Add Alt Text for all links
- Add Alt Text for all images
- Defined Table Headers and simplified Tables as much as possible

Helpful Information



Links

- <https://cerc.blackboard.com/domain/102>
- <https://sw00000004.schoolwires.net/domain/1164>

Files

- Blackboard Accessibility PowerPoint Handout
- [Click Here](#) for Resources Word Document

Common Accessibility Errors

Type of Error	Number of Errors on Page	Number of Errors in Section
Headings	5	12
Images without alternative text	1	3
Empty links	2	23
Inaccessible documents	1	4

Screen Reader Activity Part 2: Content Created with Accessibility in Mind

Blackboard

Creating Accessible Content

Checklist for Blackboard WCM Content Editors

While creating website content it is crucial to consider accessibility. There are a few basic steps that should be followed ~~in order to~~ assure your content is accessible:

1. Add built-in Headings to document and do not skip numbers (e.g. jumping from Heading 1 to Heading 3)
2. Use built-in List options (e.g. bullets or numbers)
3. Add Alt Text for all links
4. Add Alt Text for all images
5. Defined Table Headers and simplified Tables as much as possible

Helpful Information



Links

- [Blackboard Accessibility Help Site](#)
- [Blackboard Training Site](#)

Files

- [Blackboard Accessibility PowerPoint Handout](#)
- [Word Document of Accessibility Resources and Links](#)

Common Accessibility Errors

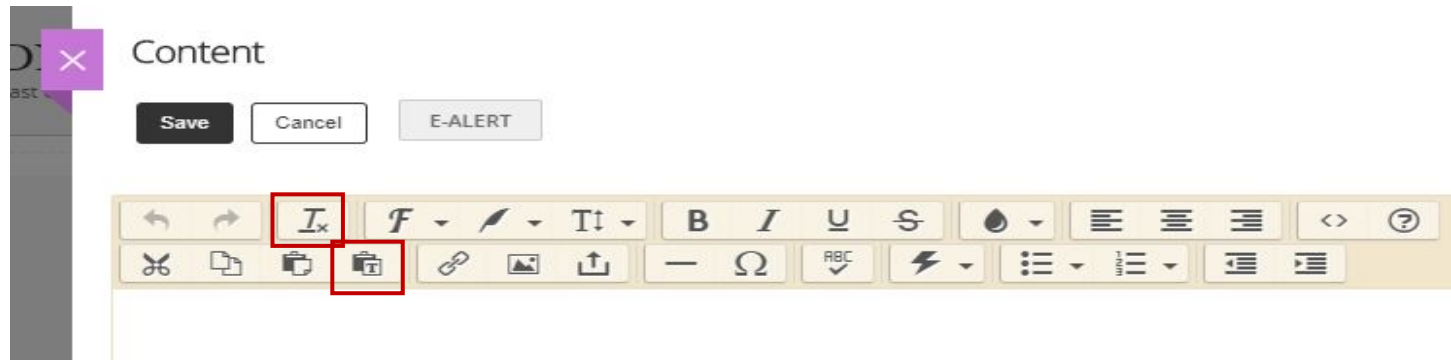
Type of Error	Number of Errors on Page	Number of Errors in Section
Headings	5	12
Images without alternative text	1	3
Empty links	2	23
Inaccessible documents	1	4

Common Accessibility Issues:

- Improper use of headers.
- Incorrectly built lists.
- Empty links or links without descriptive text.
- Missing alternative text tags in images.
- Using tables incorrectly.
- Documents that are not built accessibly.
- Color contrast issues.
- Readability level of content.

Activity: Remove Formatting

- Copy text from training website on [Sample Text for Accessibility Training Page](#).
- Paste into content app using paste as plain text tool and keyboard shortcuts.
- Use the **paste as plain text button** (clipboard with T) to remove ALL text formatting. (no lists, hyperlinks, images, or headings – ONLY plain text)
- Use the **remove formatting button** (Tx) to remove formatting from text while retaining lists, links, images, and headings.

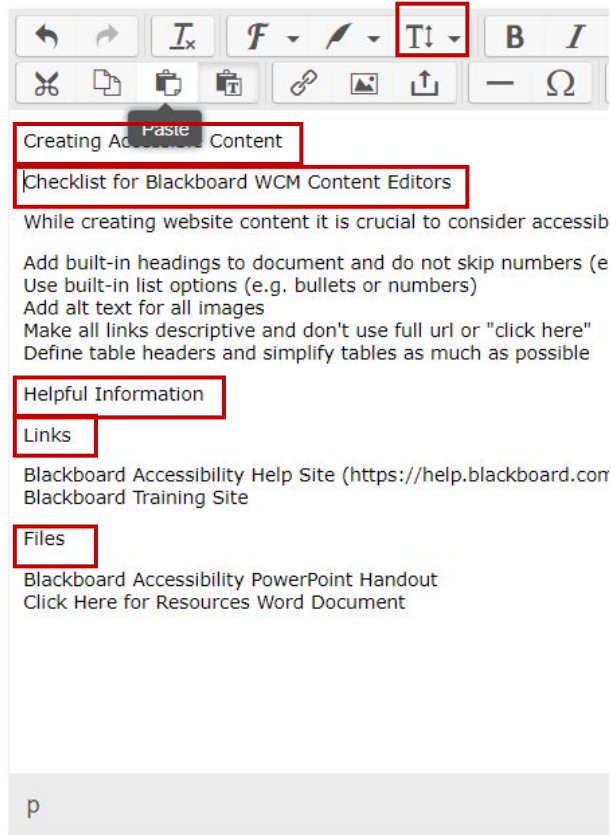


Headings and Emphasis

- Break up content in longer documents, making content easier to digest
- Allows screen reader to navigate quickly from heading to heading.
- Use ONLY for logical structure and NOT for sizing. Only titles and subtitles should be marked as headings, NOT body text.
- Do not rely on color, bold, italics, underline and strikethrough for emphasis. Screen readers do not read this differently; this is only a visual cue. Use varied punctuation or ALL CAPS for emphasis.

Activity: Headings

- Correct spacing between lines of text (line space vs. paragraph space).
- Use the dropdown to choose from H1, H2, H3, or H4.
- Turning on “app names” in App Options will comply as a Heading Level 1 (title).



The screenshot displays the Blackboard WCM Content Editor interface. At the top, a toolbar contains various formatting icons. A red box highlights the heading dropdown menu, which is currently set to 'H1'. Below the toolbar, the editor content area shows a heading titled 'Checklist for Blackboard WCM Content Editors' (also highlighted with a red box). The heading text is: 'While creating website content it is crucial to consider accessibility. Add built-in headings to document and do not skip numbers (e.g. H1, H2, H3, or H4). Use built-in list options (e.g. bullets or numbers). Add alt text for all images. Make all links descriptive and don't use full url or "click here". Define table headers and simplify tables as much as possible.' Below the heading, there are sections for 'Helpful Information' and 'Links'. The 'Links' section contains two links: 'Blackboard Accessibility Help Site (https://help.blackboard.com)' and 'Blackboard Training Site'. The 'Files' section contains two links: 'Blackboard Accessibility PowerPoint Handout' and 'Click Here for Resources Word Document'. A red box highlights the 'Files' section header.

Creating Accessibility Content

Checklist for Blackboard WCM Content Editors

While creating website content it is crucial to consider accessibility. Add built-in headings to document and do not skip numbers (e.g. H1, H2, H3, or H4). Use built-in list options (e.g. bullets or numbers). Add alt text for all images. Make all links descriptive and don't use full url or "click here". Define table headers and simplify tables as much as possible.

Helpful Information

Links

Blackboard Accessibility Help Site (<https://help.blackboard.com>)
Blackboard Training Site

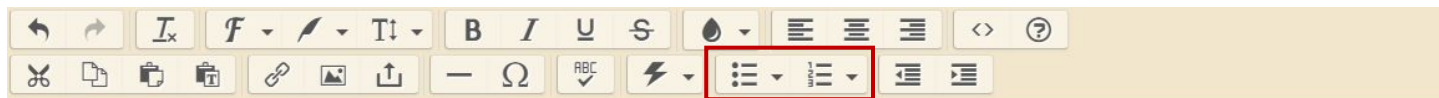
Files

Blackboard Accessibility PowerPoint Handout
[Click Here for Resources Word Document](#)

p

Activity: Creating Lists

Use the numbered and bulleted list tools to format the text.



Creating Accessible Content

Checklist for Blackboard WCM Content Editors

While creating website content it is crucial to consider accessibility. There are a few basic steps that should be followed in order to assure your content is accessible:

Add built-in Headings to document and do not skip numbers (e.g. jumping from Heading 1 to Heading 3)

Use built-in List options (e.g. bullets or numbers)

Add Alt Text for all links

Add Alt Text for all images Defined Table Headers and simplified Tables as much as possible

Helpful Information

Links

[Blackboard Accessibility Help Site](#)

[Blackboard Training Sites](#)

Files

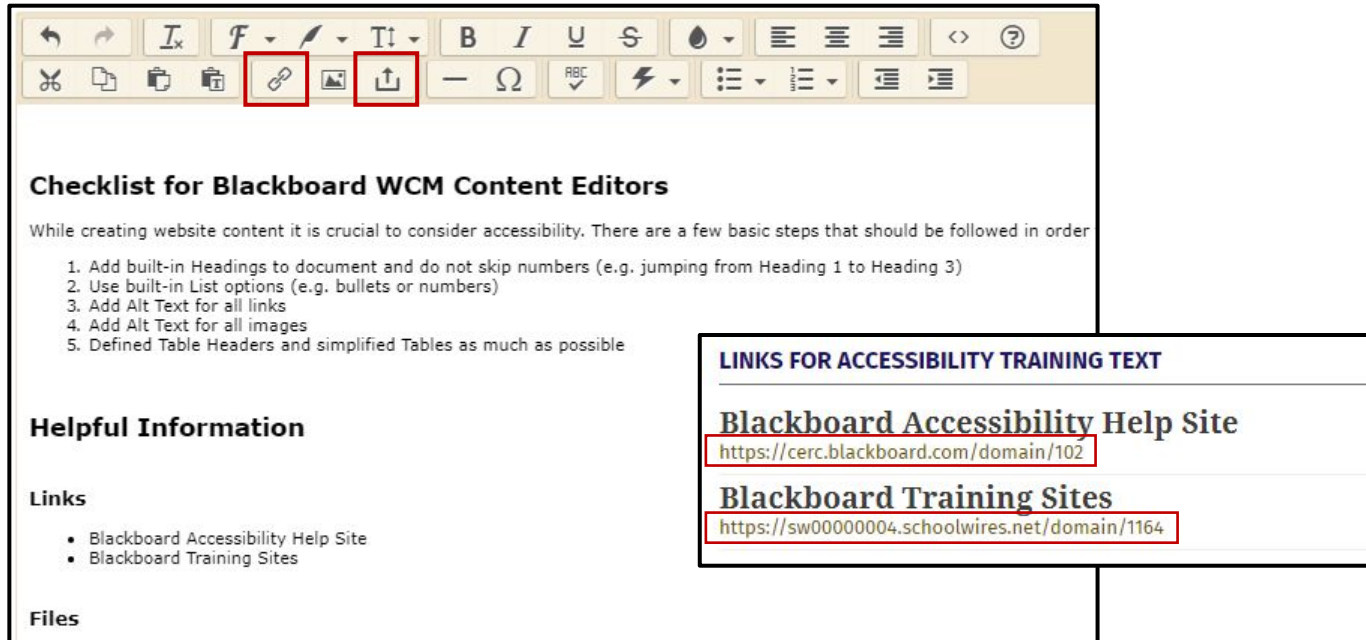
[Blackboard Accessibility PowerPoint Handout](#)

Links (Websites and Files)

- Links should be in the form of clickable descriptive text.
 - Do not list a URL as the link.
 - Links should not simply say “click here”.
- Making the clickable text on links longer makes them easier to access by people who may have mobility issues (elderly, MS)
- If linked text is not descriptive enough then they should have alt text that describes context about the link (Do not repeat linked text).
- Only upload files that have been built accessibly.

Activity: Creating Links

- Add links using insert link and upload file button.
- To get link URLs use link library list on the bottom of the sample text page.



The screenshot displays the Blackboard WCM Content Editor interface. At the top is a toolbar with various icons for text formatting and insertion. Two icons are highlighted with red boxes: the 'Insert Link' icon (a chain link) and the 'Upload File' icon (an upward arrow). Below the toolbar, the main content area contains a checklist titled 'Checklist for Blackboard WCM Content Editors'. The checklist includes five items: adding built-in headings, using built-in list options, adding alt text for all links, adding alt text for all images, and defining table headers and simplified tables. Below the checklist is a section titled 'Helpful Information' which includes a 'Links' subsection with two bullet points: 'Blackboard Accessibility Help Site' and 'Blackboard Training Sites'. To the right of the main content area, there is a separate box titled 'LINKS FOR ACCESSIBILITY TRAINING TEXT'. This box contains two links, each with its URL highlighted by a red box: 'Blackboard Accessibility Help Site' with the URL <https://cerc.blackboard.com/domain/102>, and 'Blackboard Training Sites' with the URL <https://sw000000004.schoolwires.net/domain/1164>.

Checklist for Blackboard WCM Content Editors

While creating website content it is crucial to consider accessibility. There are a few basic steps that should be followed in order

1. Add built-in Headings to document and do not skip numbers (e.g. jumping from Heading 1 to Heading 3)
2. Use built-in List options (e.g. bullets or numbers)
3. Add Alt Text for all links
4. Add Alt Text for all images
5. Defined Table Headers and simplified Tables as much as possible

Helpful Information

Links

- Blackboard Accessibility Help Site
- Blackboard Training Sites

Files

LINKS FOR ACCESSIBILITY TRAINING TEXT

Blackboard Accessibility Help Site
<https://cerc.blackboard.com/domain/102>

Blackboard Training Sites
<https://sw000000004.schoolwires.net/domain/1164>

Alternative Text with Images

- Allows screen readers to convert the image into words.
- Indexes images for searching.
- Guidelines for Alternative Text:
 - ✓ Text should be clear, concise, and descriptive.
 - ✓ Do not use the same text for every image.
 - ✓ No unrelated or decorative images.
 - ✓ Don't include "image of..." or "picture of..." as part of alt text
 - ✓ If the image is an infographic you should
 - Write a narrative telling the same story users get from the visual.
 - Provide a link to view the text alternative.

—
We hope you've
enjoyed today's
Workshop.

Let us know how we're doing!

<https://cerc.blackboard.com/trainingfeedback>

Blackboard[®]