




Web Community Manager Site Admin Workshop – Part I

Today's Trainer: Tamatha Leuschen
Sr. Training Specialist


At the end of today's session you will:

- Identify the structure of the Web Community Manager.
- Begin completing the **Administrative** tasks that need to be undertaken in setting up your website.
- Understand how to establish and manage **Users & Groups**.
- Configure your global assets via the **Configuration Menus**.


This File Cabinet Represents your site/sub-site.



Each **CHANNEL** is like a **DRAWER**-containing similar information.

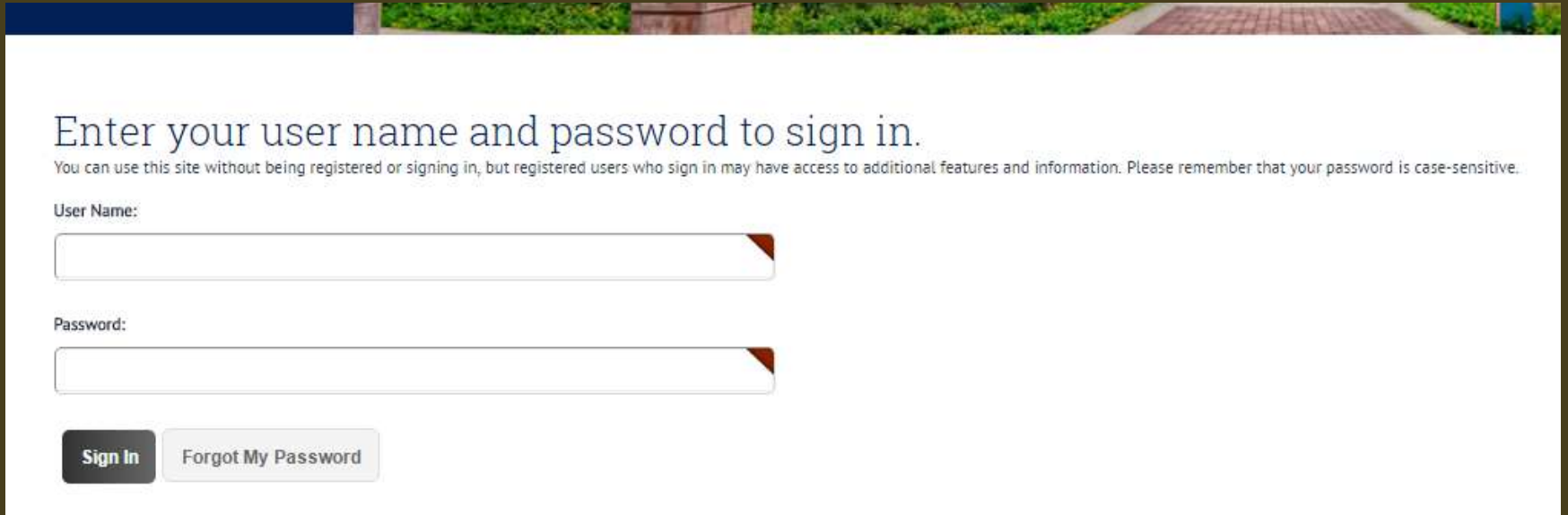


Within each Channel (**DRAWER**) is one or more folders or **SECTIONS**.



Within each Section (folder) are the **PAGES** of information about that section.

Activity : Establish A User Account

A screenshot of a user login form. At the top, there is a blue header bar. Below it is a banner image showing a brick path leading through greenery. The main content area is white and contains the following elements: a heading "Enter your user name and password to sign in.", a sub-heading "You can use this site without being registered or signing in, but registered users who sign in may have access to additional features and information. Please remember that your password is case-sensitive.", a label "User Name:" followed by a text input field, a label "Password:" followed by a text input field, and two buttons: "Sign In" (dark grey) and "Forgot My Password" (light grey).

Enter your user name and password to sign in.

You can use this site without being registered or signing in, but registered users who sign in may have access to additional features and information. Please remember that your password is case-sensitive.

User Name:

Password:

[Sign In](#) [Forgot My Password](#)

Now It's Your Turn.

Activity : Edit Your Training Account



Update your personal information and account settings below. [Sign Out](#)

- Information
- Subscriptions
- Change Password
- Delete Account

Information

If you want, you can update your personal information.

User Name:

Email Address:

First Name:

Last Name:

Title:

Phone Number:

Notes:

City, State & Zip:

[Save Changes](#)

Now It's Your Turn.

User Organization: Group Categories & User Groups

GROUP CATEGORY:
Joseph Vincent High School



GROUP A:
High School
Students



Users

GROUP B:
All High School
Teachers



Users

GROUP C:
Math Teachers



Users

Activity: Create A Group Category

Categories
Categories allow you to organize your groups. Add new categories and work with your current categories here.

[New Category](#)

CATEGORY	CATEGORY ID	ACTIONS
District 0 Group(s)	68	Delete
Elementary School 0 Group(s)	67	Delete
High School 1 Group(s)	66	Delete
Middle School 0 Group(s)	65	Delete

Sample Categories

- Elementary School
- Middle School
- High School
- Early Childhood

Now It's Your Turn.

Activity: Create A User Group

STATUS	GROUP NAME	GROUP ID	CATEGORY	GROUP CODE	ACTIONS
ACTIVE	All Administrators 0 User(s)	180	High School		Delete
ACTIVE	All Parents 0 User(s)	179	High School		Delete
ACTIVE	All Staff 0 User(s)	182	High School		Delete
ACTIVE	All Students 0 User(s)	178	High School		Delete

Sample Groups

- 3rd Grade Teachers at the “Elementary School”
- English Teachers at the “Middle School”
- Counselors at the “High School”
- Extended Care Staff at the “Early Childhood”

Now It's Your Turn.

User Organization: Assign User(s) to Group

Groups
Groups allow you to classify your users for later use. Add new groups and work with your current.

New Group Nittanyville School District

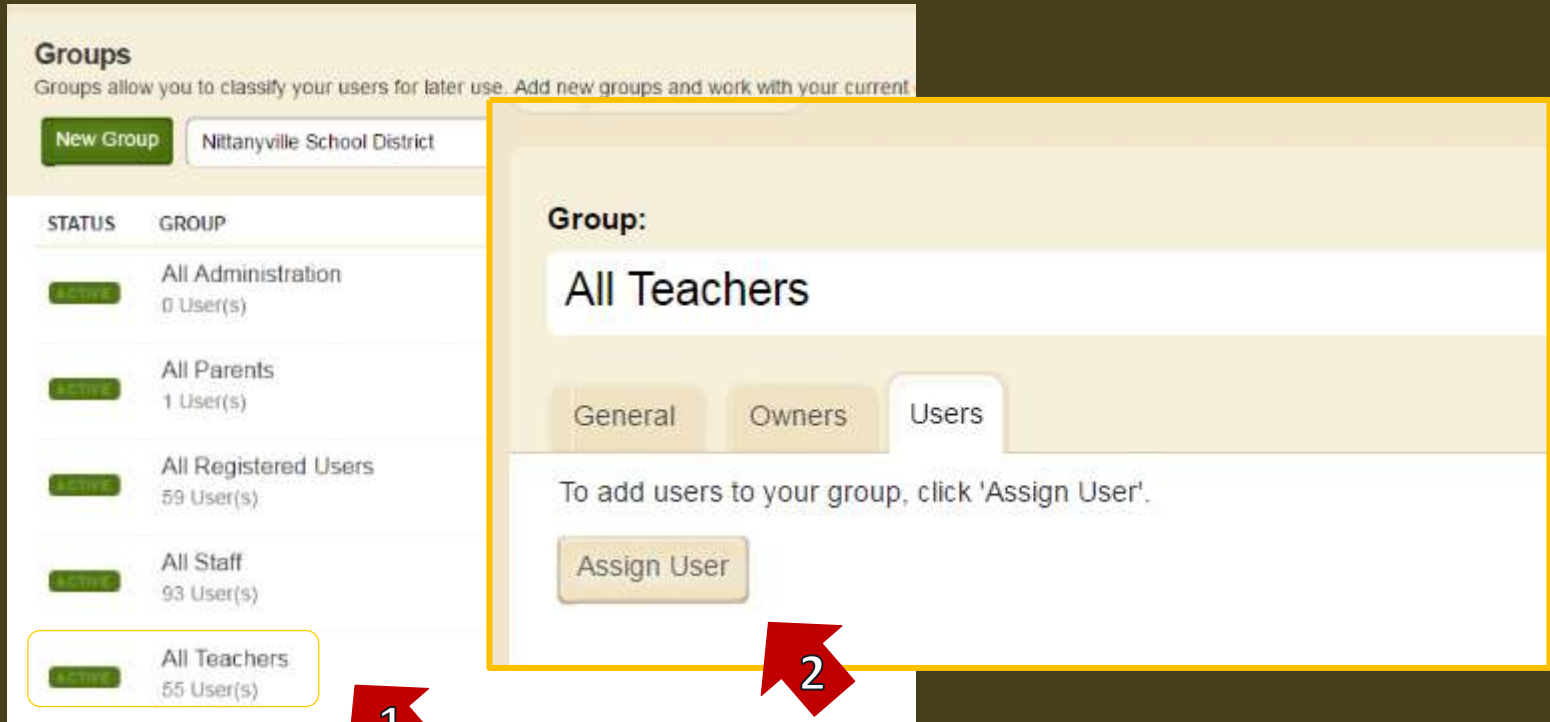
STATUS	GROUP
ACTIVE	All Administration 0 User(s)
ACTIVE	All Parents 1 User(s)
ACTIVE	All Registered Users 59 User(s)
ACTIVE	All Staff 93 User(s)
ACTIVE	All Teachers 55 User(s)

Group: All Teachers

General Owners **Users**

To add users to your group, click 'Assign User'.

Assign User



Add User
Enter all or part of a user's first, last or user name and click Search.

Search



Now It's Your Turn.

Activity : Create An Account



New User

First Name:

Last Name:

Passport:
Controls the user's extended privileges on your site.

Unassigned

Email Address:

User Name:

Send Email to User
Sends an email to the user telling them that an account has been created on your site.

Save Cancel

Now It's Your Turn.

Passport

A set of extended ***Administrative*** privileges that can be assigned to users with or without Editing Privileges.

EXAMPLE PASSPORT TYPES

User Management Passport:

Includes the extended privileges of managing all Users & Groups functionality.

Section Assets Passport:

Includes the extended privileges of creating and maintaining Editor Layouts and Section Configurations.

Calendar Assets Passport:

Includes the extended privilege of creating the calendar categories and collections.

Passports may also include an extended privilege to allow users to sign in using LDAP.

Passport ONLY Privileges

Who might have these passport types?

Site Administrator Passport

District Website Administrator(s),
Communications Director,
Technology Coordinator

User Management Passport

School Website Administrator(s)
Principal or Assistant Principal

Section Assets Passport

Dean, Activities Director,
Athletic Director, or
Assistant Principal

Calendar Assets Passport

Department Chair,
Program Coordinator, or
Club or Activity Advisor

Passport with Editing Privileges

What Editing Privileges might accompany these passports?

Site Administrator Passport

District Website Administrator(s), Communications Director, Technology Coordinator

🔑 Site Director

User Management Passport

School Website Administrator(s), Principal or Assistant Principal

🔑 Subsite Director

Section Assets Passport

Dean, Activities Director, Athletic Director, or Assistant Principal

🔑 Channel Director

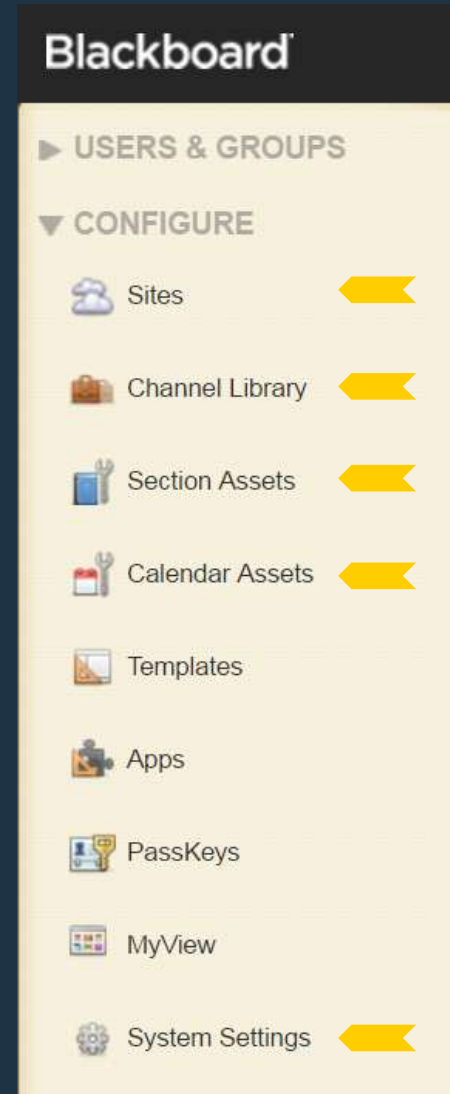
Calendar Assets Passport

Department Chair, Program Coordinator, or Club or Activity Advisor

🔑 Section Editor

Site Configuration:

- Sites
- Channel Library
- Section Assets
- Calendar Assets
- System Settings



Sites

Blackboard View Website Community & Support

Sites
Workspace

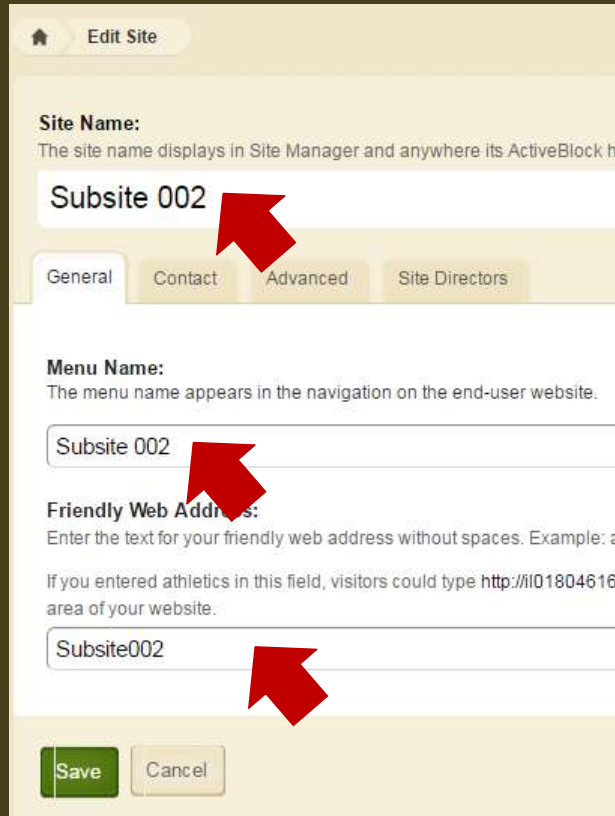
How do I...?

Sites
Create, edit and organize your sites. You may have up to three levels of s

[Organize Sites](#)

STATUS	SITE
ACTIVE	A School District
ACTIVE	Subsite 001 Parent Site: A School District
ACTIVE	Subsite 002 Parent Site: A School District
ACTIVE	Subsite 003 Parent Site: A School District

Activity : Work with a Subsite - General Tab



Edit Site

Site Name:
The site name displays in Site Manager and anywhere its ActiveBlock has

Subsite 002

General | Contact | Advanced | Site Directors

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

Subsite 002

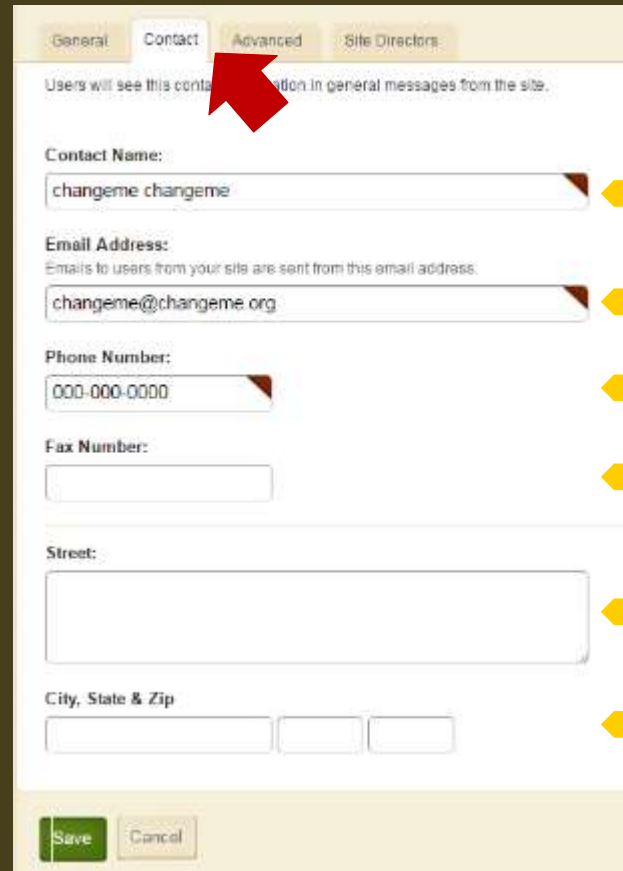
Friendly Web Address:
Enter the text for your friendly web address without spaces. Example: athletics
If you entered athletics in this field, visitors could type <http://101804616.s> area of your website.

Subsite002

Save Cancel

Now It's Your Turn.

Activity : Work with a Subsite – Contact Tab



The image shows a screenshot of a contact form interface. At the top, there are four tabs: "General", "Contact", "Advanced", and "Site Directors". A red arrow points to the "Contact" tab. Below the tabs, there is a text field for "Contact Name" containing "changeme changeme". Below that is an "Email Address" field containing "changeme@changeme.org". There are also fields for "Phone Number" (containing "000-000-0000") and "Fax Number" (empty). Below these are fields for "Street" (empty) and "City, State & Zip" (three empty boxes). At the bottom left, there are "Save" and "Cancel" buttons. Yellow arrows point to the right of each of the input fields: Contact Name, Email Address, Phone Number, Fax Number, Street, and City, State & Zip.

Now It's Your Turn.

Activity : Create A New Channel Name

Blackboard

View Website Community & Support

USERS & GROUPS

CONFIGURE

Sites

Channel Library

Section Assets

Calendar Assets

Templates

Apps

PassKeys

MyView

System Settings

Channel Library Workspace

Channel Library How do I...?

Channel Library

Create and edit channel names.

New Channel Name Sort

CHANNEL NAME

About Us
IN USE

Academics

Academies

Activities

New Channel Name

Enter a unique channel name

Name:

Save Cancel

Now It's Your Turn.

Page Structure

Page Layout

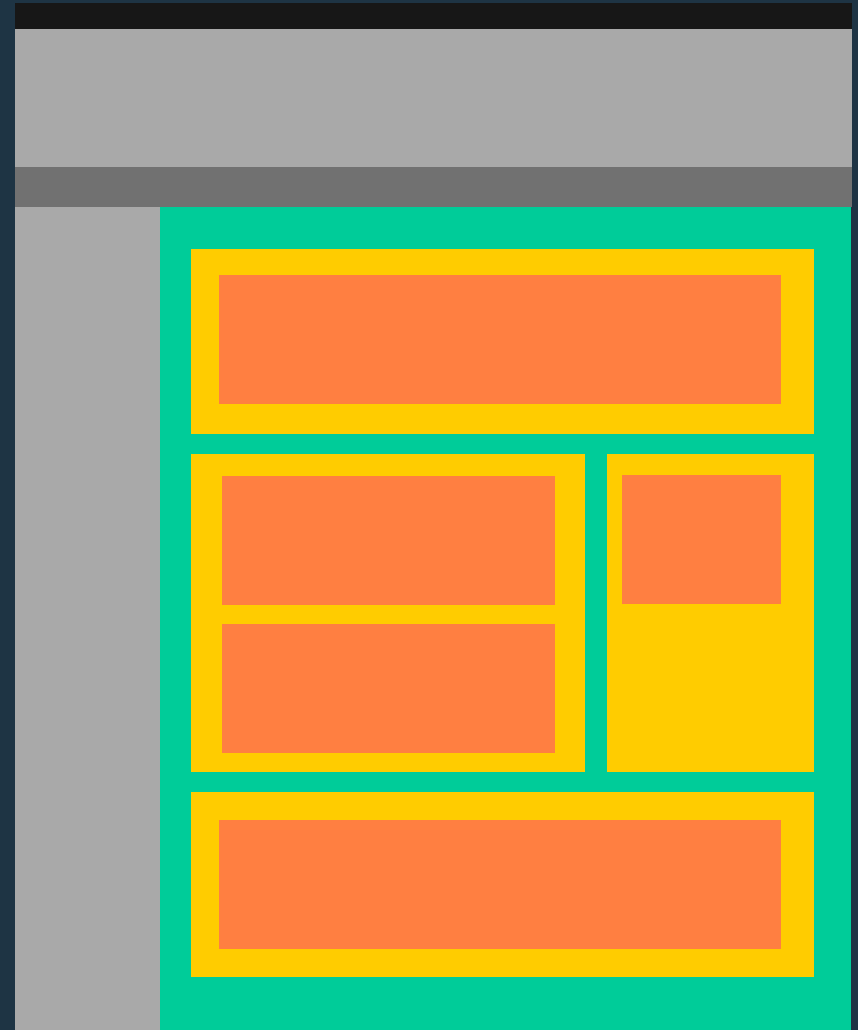
- There are 10 Page layouts available.
- You can have one, two or three column layouts as well as layouts with a left or right side-bar.

Columns

- You place your apps into the columns of a page layout.
- You can place one or more apps in a column.
- Many of our default pages are configured to be one column.

Apps

- Content building blocks of any page.
- You can have one or more apps on a page.
- You can edit your apps as well as share them with other editors.



Activity : Design A Page Type

The screenshot shows the Blackboard interface. On the left is a navigation menu with 'Section Assets' highlighted by a red arrow. The main area shows the 'Section Assets' workspace with a 'Page Types' tab selected. A red arrow points to the 'New Page Type' button. Below this is a table of existing page types.

STATUS	PAGE TYPE
ACTIVE	About Teacher This page type is Edited by School
ACTIVE	Alumni Directo This page type is Edited by on Apr
	Article Library This page type is

The 'New Page Type' form is shown with the following fields and options:

- Name:** A text input field with a yellow arrow pointing to it.
- Icon:** A dropdown menu with a yellow arrow pointing to it.
- Description:** A text input field.
- Content Layout:** A grid of layout options. The 'One Column' option is highlighted with a yellow arrow.

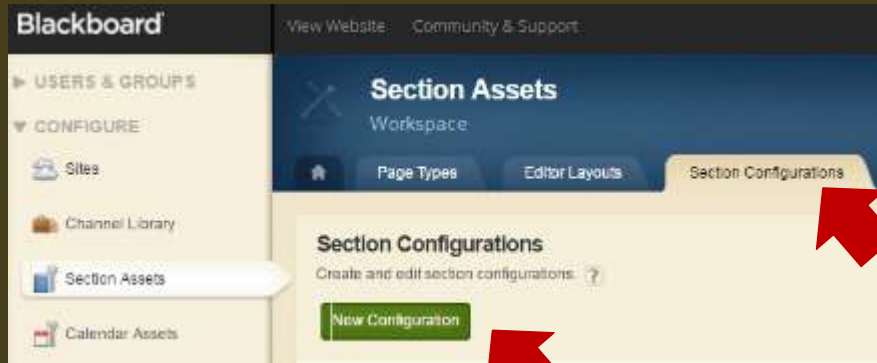
At the bottom of the form are 'Save' and 'Cancel' buttons.

A list entry for a page type is shown:

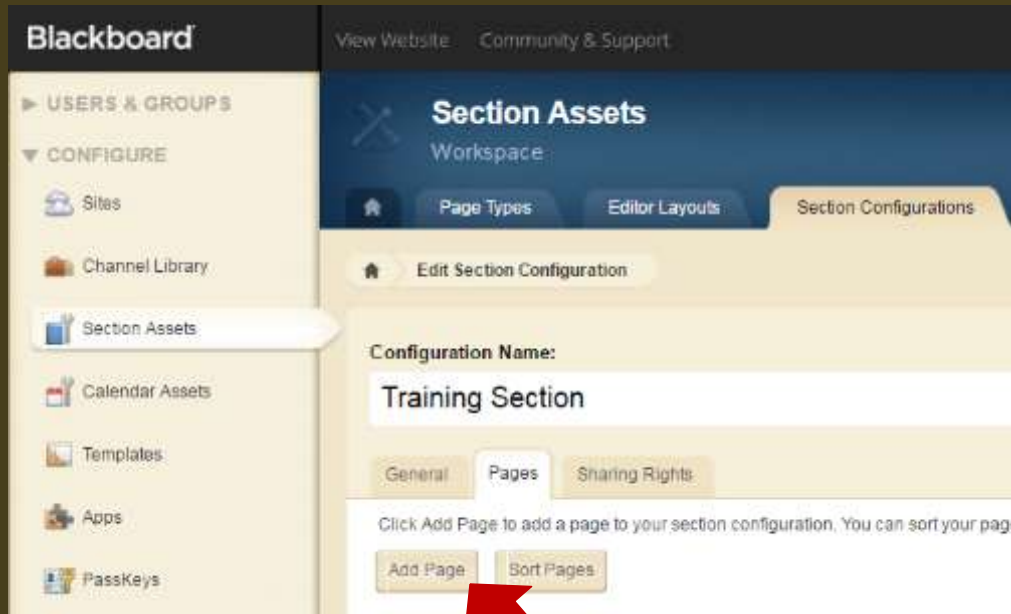
- Video Page**
- Edited by Schoolwires Trainer about a minute ago.
- A 'Design' button is located to the right of the entry, with a red arrow pointing to it.

Now It's Your Turn.

Activity : Create a Section Configuration



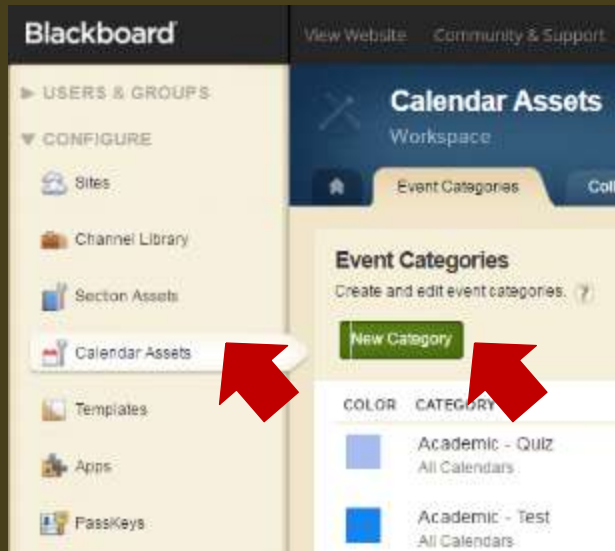
This is a dialog box titled 'New Section Configuration'. It contains a prompt: 'Enter a unique name for your section configuration. If you want, you can enter a description'. There are two input fields: 'Name:' and 'Description:'. A yellow arrow points to the 'Name' input field. At the bottom of the dialog, there are 'Save' and 'Cancel' buttons.





- Add Page Type of your choice.
- Add Page Type Calendar

Now It's Your Turn.

Activity : Create a Calendar Event Category



The screenshot shows the Blackboard interface. On the left is a navigation menu with sections: 'USERS & GROUPS', 'CONFIGURE', and 'Calendar Assets'. The 'Calendar Assets' item is highlighted with a red arrow. The main workspace is titled 'Calendar Assets' and 'Workspace'. Below this, there's a 'Event Categories' section with a 'New Category' button highlighted by a red arrow. A table below the button shows existing categories:

COLOR	CATEGORY
	Academic - Quiz All Calendars
	Academic - Test All Calendars



The 'New Category' form is shown. It includes a title 'New Category' and a subtitle 'Enter a unique name and choose a color for your category.' The form contains the following fields and options:

- Category Name:** A text input field with a yellow arrow pointing to it.
- Color:** A color selection area with a small square and a text input field, with a yellow arrow pointing to it.
- Display on all calendars.** A checkbox with a yellow arrow pointing to it.
- Save** and **Cancel** buttons at the bottom.

Now It's Your Turn.

Calendar Collections

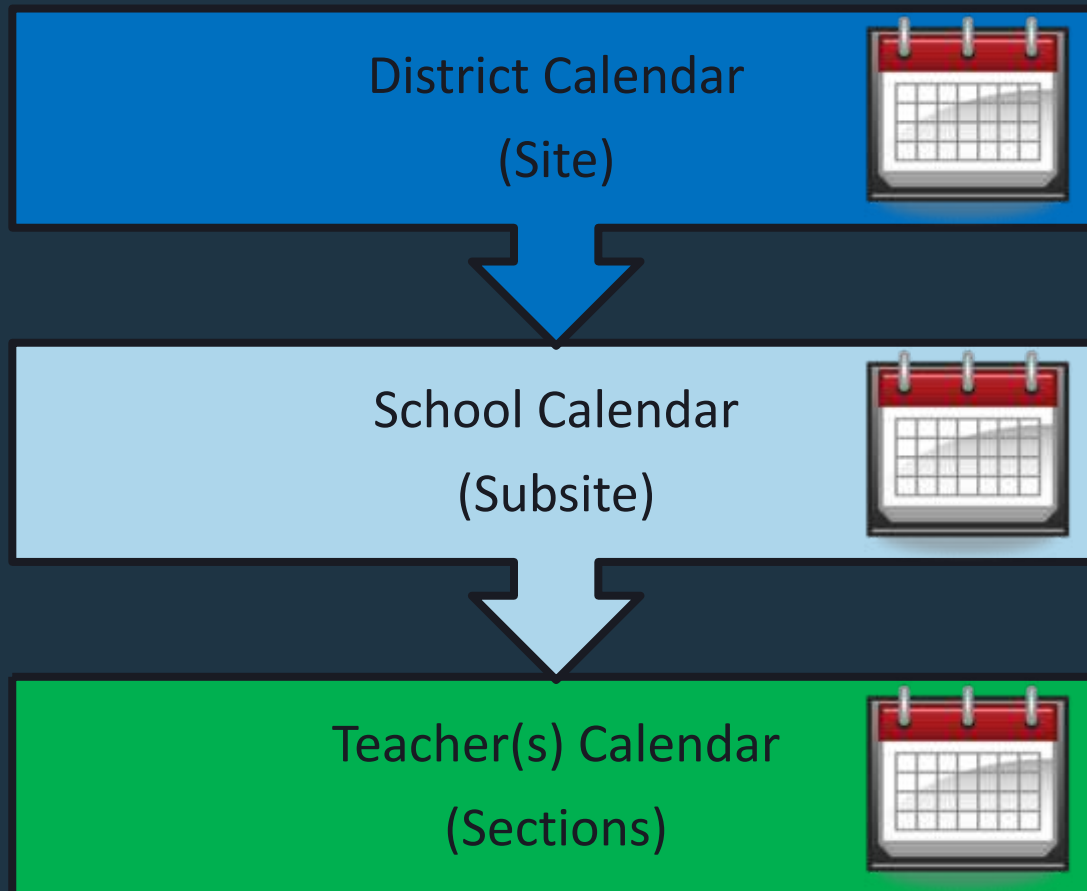
Group calendars from sites, channels, and sections can be placed into **Collections**.

Collections allow all calendar events from one calendar to be *shared* to other calendars.

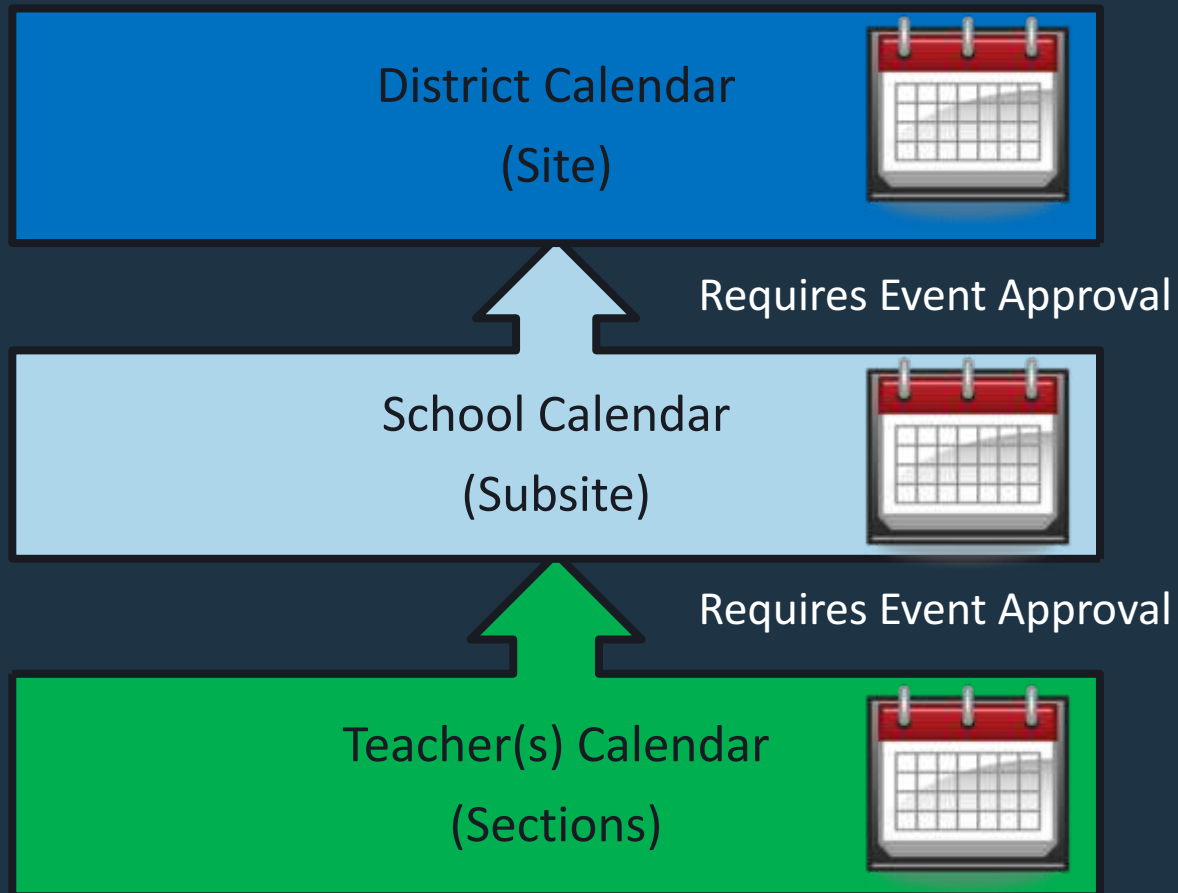
Collection Examples:

- All School Calendars
- Elementary School Calendars
- Athletic Team Calendars
- 12th Grade Teacher Calendars

Calendar Collections: Top-Down



Calendar Collections: Bottom-Up





In today's workshop our focus was on:

- Identifying the structure of the Web Community Manager.
- Beginning to completing the **Administrative** tasks that need to be undertaken in setting up your website.
- Understanding how to establish and manage **Users & Groups**.
- Configuring your global assets via the **Configuration Menus**.

We hope you've enjoyed today's Workshop.

Blackboard[®]

Let us know how we're doing - <http://tinyurl.com/BbCETraining>