Bb Web Community Manager

(Schoolwires)

CLARK HIGH SCHOOL PAINTS
MURALS WITH A MESSAGE

Students create positive-message murals
guided by visiting artist Alex Cook.

PISD Section Editor Training

Training Lab Instructions:

1. **Log in** to lab computer with your network credentials
2. **Log off** & **Log in again**
3. Open **Google Chrome**
4. Browse to the Plano ISD Site: **https://tx02215173.schoolwires.net**

Bb Web Community Manager (Schoolwires)

PISD Section Editor Training

The Blackboard Web Community Manager is a remotely-hosted content management system that allows all editing to be done online in your browser from any location, without the need for special software. If you have been assigned rights to edit a section of your campus or department website, you can access it from any computer with Internet access.

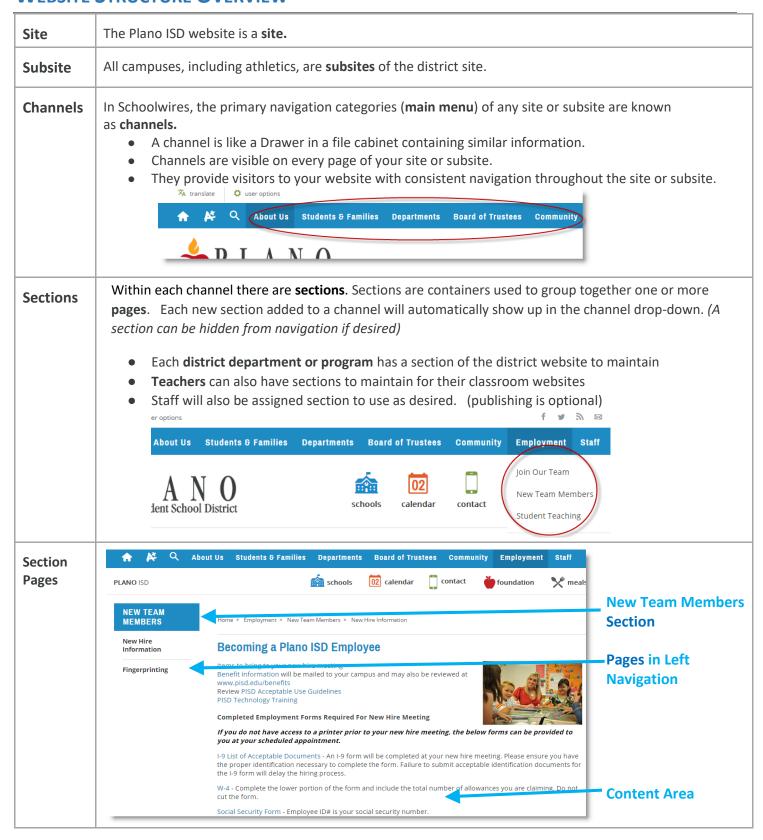**PISD Training Site** - https://tx02215173.schoolwires.net/sw

Blackboard Web Community Manager Help Center - http://cerc.blackboard.com/Domain/88
- App Depot
- Site & Section Management

TABLE OF CONTENTS

WEBSITE STRUCTURE OVERVIEW

Site	The Plano ISD website is a **site.**
Subsite	All campuses, including athletics, are **subsites** of the district site.
Channels	In Schoolwires, the primary navigation categories (**main menu**) of any site or subsite are known as **channels.** ● A channel is like a Drawer in a file cabinet containing similar information. ● Channels are visible on every page of your site or subsite. ● They provide visitors to your website with consistent navigation throughout the site or subsite.
Sections	Within each channel there are **sections**. Sections are containers used to group together one or more **pages**. Each new section added to a channel will automatically show up in the channel drop-down. *(A section can be hidden from navigation if desired)* ● Each **district department or program** has a section of the district website to maintain ● **Teachers** can also have sections to maintain for their classroom websites ● Staff will also be assigned section to use as desired. (publishing is optional)
Section Pages	**New Team Members Section** **Pages in Left Navigation** **Content Area**

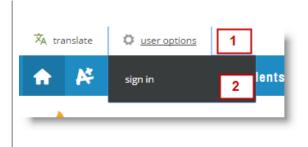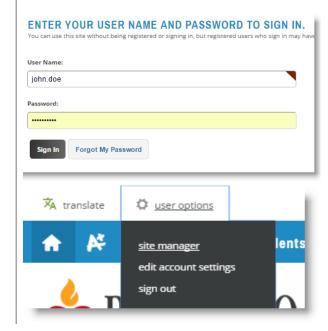| Pages consist of APPS	Apps are the content building blocks of pages. You can have one or more apps on a page. You can edit your apps as well as share them with other editors. Each app offers different functionality. Apps help you keep your pages interesting and organized.
	• Use a single app to display a single type of information such as a list of links (Link Library App), classroom handouts (File Library App) or a calendar (Calendar App) on a page.
	• Use multiple apps when you want to organize different types of information on a single page.
	• You can share apps with individual users or groups of users. They can add them to their pages, but they cannot edit or permanently delete them. Sharing apps is particularly helpful if you want the same information posted in multiple places on your website, but you only want to edit it once.

SIGNING IN TO WEB COMMUNITY MANAGER

From any page on the site:

1. Click the *user options* link on the top left of the page.

2. Click on *sign in*

3. Enter your network Credentials. Then click Sign In

You have now identified as a PISD staff member. Signing In may give you access to resources not available to the general public.

HANDS ON – MY WEBSITE TRAINING

1. From the **PISD Schoolwires Home Page**   : https://tx02215173.schoolwires.net
2. Click the **Departments & Services** on the Channel Bar
3. Select **Instructional Technology** on the Department Directory to be directed to the Instructional Tech subsite
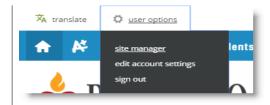4. Click **My Website Training**

SITE MANAGER

Site Manager is the tool used to manage content on the website.   Once authenticated, the user given editing privileges sees the Site Manager link in the User Options menu at the top of the page.
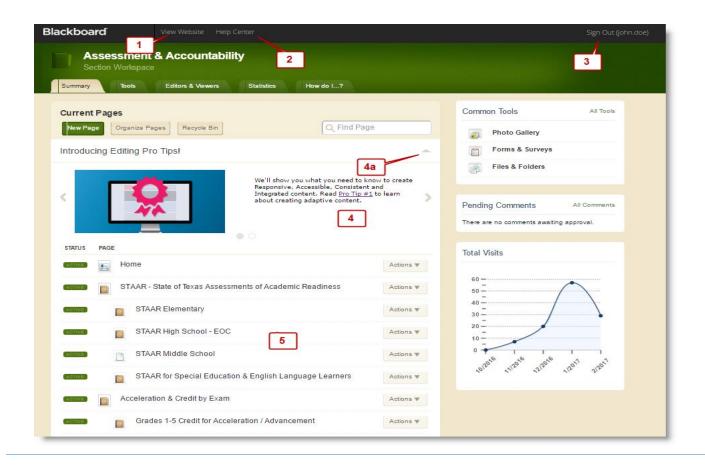
If you have been given <u>permissions to edit web content</u>, the Site Manager will display as an option in the user options menu.

1. Click *user options* link on the top left of the website
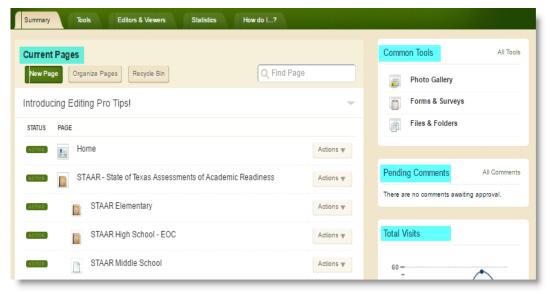2. Click *Site Manager*

SITE MANAGER OVERVIEW

1. **View Website** - Permits you to view the refreshed website after you have made changes.
2. **Help Center -** Links to the Web Community Manager Help Center site where you can access other resources.
3. **Sign Out -** Allows you to sign out of Site Manager.
4. **Hot Topics Billboard -** Offers you quick access to content designed to help you create engaging pages. The Hot Topics Billboard can be closed to give you more workspace
5. **Section Workspace**   - Your work canvas. Click a tab (Summary, Tools, Editors & Viewers, Statistics and How Do I…?) to see options for it. Note that you will find your pages on the Summary tab.
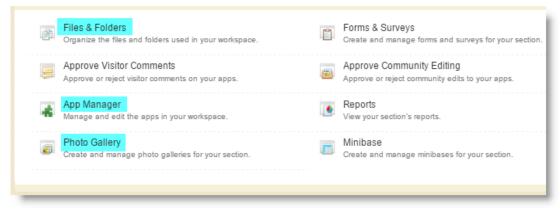
SECTION WORKSPACE OVERVIEW

Summary Tab

The Summary tab is where you will manage your current pages and create and design new pages. The Summary tab is made up of four different elements **Current Pages, Common Tools, Pending Comments and Total Visits`**

· [**Add a Page**](#)
· Edit a page
· [Delete a Page](#)
· [**Copy a Page**](#)
· [**Move a Page**](#)
· [**Make a Page Active**](#)
· [**Make a Page Inactive**](#)
· [**Change a Page Name**](#)
· [**Organize pages**](#)
· [**Set page options**](#)
· [Set page viewers](#)
· [**Get the page link**](#)
· Access page [Recycle Bin](#)
`

Tools Tab

The Tools tab is where you can manage your section tools and apps.

· [Files & Folders](#)
· Approve Visitor
· Comments
· [**App Manager**](#)
· [Photo Gallery](#)
· Reports
· [MiniBase](#)
· Approve Community
  Editing
· Forms & Surveys

Editors & Viewers Tab

The **Editors & Viewers** tab is where you can give others the right to [edit](#) and limit [viewing](#) rights to your section.

Statistics Tab

The **Statistics tab** is where you can view your section [statistics](#). Includes *Total Visits* & *Total Page Views*.

How do I Tab

The How do I tab is where you go for help and additional resources.   You will find guides, helpful links, Videos, and additional resources.

PAGES OVERVIEW

Section Editors can add pages to their section. A page holds the content for the section. The way a page appears can be changed by changing the Page Layout. You can change the layout of your pages and add other apps to your pages as required. There are also default page layouts available for you to use to create your pages.

Core Components of a Page

Any page you add to your section consists of three core components; a Page Layout, Columns and Apps. A page consists of apps within columns. You have a choice of different Page Layouts from which to select for your page. You add apps to your columns.
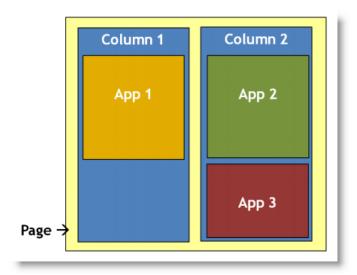
Page Layout

The way in which the columns are arranged on a page is called the Page Layout. You can have one, two or three column layouts as well as layouts with left or right side-bars and layouts with headers and footers.
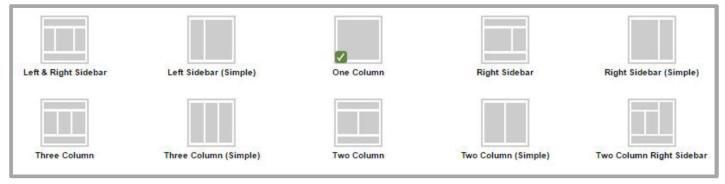
Columns

You place your apps into the columns of a Page Layout. You can place one or more apps in a column.

Apps are the content building blocks of a page. You can have one or more apps on a page. You can edit your apps as well as share them with other editors.

Page Layout Options below. Do not include the Left Nav if your page has a left navigation bar.

A Page Type consists of a page layout that includes at least one app. You have a set of default page types from which you may choose when creating a page. Once created, you can modify your page and add additional apps or change the layout of the page.

COMMON APPS - USED BY PISD

SCHOOLWIRES — APPS SHOWROOM

About Teacher App—A great welcome page. It helps students and parents get to know more about you. Use this app to display your photo, contact information, degrees and certificates.

Announcements App—Ideal for broadcasting brief, short-term messages. This is a go-to app on Site and Subsite homepages. They can also serve as a useful tool on a teacher's section landing page, an athletic section landing page, a club section landing page and a department section landing page.

Article Library App—Build collections of articles that generally have the same topic or theme. Use this app to showcase content.

Calendar App—An efficient organizational tool. There are calendars available at all levels of your site - Site Workspace, Subsite Workspace, Channel Workspace and Section Workspace. Site Directors can make an event on the Site Workspace Calendar mandatory and the event displays on all calendars.

Content App—The go-to app for adding text to your page. You can also add text, images and links to your page. It also pulls styles from your template and provides you with a simple and clean editing experience. This app is adaptive which means the content you enter looks great when viewed on any device.

Embed Code App—Used for embedding code on your page. The most popular use of this app is to insert third-party embed code and render it locally on your page.

File Library App—Organize collections of files that generally have the same topic or theme. There are many uses for this app. Here are some examples of how you might use this app to create, organize and showcase items.

Headlines & Features App—Showcase an article or other content on your page. The Headlines & Features App is generally used on a Site or Subsite homepage. This would also be great on a Teacher homepage.

Image App—Insert an image on your page. This app supports your efforts to design pages that look great on mobile devices. Use the Image App to add an image to a page and your device recognizes it as an image and displays it appropriately

Site Shortcuts App—Build quick links to other material on your site or other websites. Direct visitors to important content with one click. Site Shortcuts are generally used on a Site or Subsite home page. This would also be great on a Teacher home page.

Staff Directory App—Create a Staff Directory allowing you to add and maintain information about each of your staff members. You can include names, phone numbers, extensions, email addresses and room numbers.

Table App—Add a table to your page. When you add a Table App, you first specify the number of rows and columns it should contain. You then have the option to add a caption and a description for the table. You select a table style and indicate if the table should include row and column headers.

Upcoming Events App—Displays events from an associated calendar. Upcoming Events App is a great way to keep everyone apprised of what's coming up. Upcoming Events App is a customary app for Site and Subsite homepages. This app also works great on a Section landing page for Teachers, Clubs, Departments and other Sections.

FULL EDITOR OVERVIEW

The editor that you find in the Content App is known as the Full Editor. The Full Editor offers many options to add and edit content.

Insert Link Wizard

The Insert Link Wizard allows you to insert links within the Basic and Full Text Editors.

Insert File Link Wizard

The Insert File Link Wizard allows you to insert links to files within the Basic and Full Text Editors.

Insert Image Wizard

The Insert Image Wizard allows you to insert images within the Full Text Editor.

EXERCISES - WORKING WITH PAGES

Exercise 1—Add and Edit a Content Page

Directions: Add a new Content Page. Follow the steps below.
1. From the **Summary** Tab, click **New Page**.
2. Click on the Content Page Page Type from the list presented.
3. In Page Name field, assign a name for this page. Click **Save** to return to Page List.
4. Click on the name of the page in the Page List. The app opens.
5. Edit the app as you like.
6. By default, the status of the Content Page is active. The *Activate on my page* checkbox for the app is checked.
7. If this is acceptable, leave *Activate on my page* checked. The app will display on the page for viewers specified. (If you have not specified viewers, the app will display for all visitors to the end-user website.)
8. If you wish to hide the app while you edit it, uncheck the *Activate on my page* checkbox to deactivate it.

Exercise 2—Change the Page Layout and Add a Calendar App

Directions: Change the Page Layout and add a Calendar App. Follow the steps below.
1. Click **Actions** to the right of the page you created in Exercise 1.
2. Click Edit Page to access the Page Details window.
3. Click Manage Apps & Layout under Actions to the right of the Page Details window. The Page Details window will be placed into Design Mode.
4. Click **Change Layout**.
5. Choose the Two Column layout for your page.
6. Click **Apply**.
7. Click **Add App**.
8. Click on the Calendar App from list of Available Apps.
9. Type a name for the app. Use a meaningful name so that you can easily identify the app later.
10. Click **Save**.
11. Drag and drop the Calendar App to the second column.
12. Click **I'm Done** to return to the Edit View of the Page Details window.
13. Click the Home breadcrumb or **Summary** Tab to return to the Page List in Current Pages.
14. **Bad idea!** You should always use a One Column layout for the Calendar App. Change the Page Layout.

Exercise 3—Add a Calendar Event

Directions: Add an event to the calendar. Follow the steps below.
1. Click the **New Event** button.
2. When the Event window opens, enter the Start Date, End Date, and Event Name. All other fields are optional.
3. Click **Save**.
4. To edit an event, position the cursor on the event.
5. Click the **Edit** button that displays. Edit the event as desired.
6. Click **Save**.

Exercise 4—Upload Files to Files & Folders

Directions: Upload files to Files & Folders. Follow the steps below.
1. On the **Summary** tab, click Files & Folder in Common Tools.
2. Create folders for your images and documents. You do this by clicking on **Folder Actions** at the top of the page, then selecting New Subfolder from the drop-down list.
3. Type a Name for your folder then click **Save**.
4. You can continue adding folders and even create folders within folders if you like.
5. Using the Navigation Pane, select a destination folder to which you will upload files.
6. Click **Upload**. **Browse** to find the file or files you wish to upload.
    a. To select a range of contiguous files, hold down the <SHIFT> key and click on the file names.
    b. To select a range of noncontiguous files, hold down the <CTRL> key and click on the files names.
7. What does contiguous mean?
8. Click **Upload**. When complete, you are returned to Files & Folders.
9. If desired, move a file to another folder using the **Move** button.
10. Click the **More** button to display the **More** Drop-Down List and try the Rename, Get Link and Delete options. Note that if the file is an image, you see the Preview Image option on the **More** Drop-Down list.
11. Challenge: Save a file in Files & Folders to your local desktop.

Note: If you move a file to another folder, the web address for the file will change. Remember to update any links to that file with the new address.

EXERCISES - WORKING WITH APPS

Exercise 1—Work with Text in the Content App

Directions: Complete this exercise. Follow the steps below.

1. Add a Content App to your page.
2. Practice creating the text below

Subtitle
Normal text

Larger text

Exercise 2—Insert a Picture into an Image App

Directions: Complete this exercise. Follow the steps below.

1. Add an Image App to your page.
2. Choose a picture from your computer, your site/section, a shared library or the clip art library.
3. Browse for the picture you wish to insert.
4. Enter Alternative Text for your picture.
5. Adjust your picture's Alignment and Border size.
6. Resize your photo as desired.
7. Save your Image App.

Exercise 3—Create a Table in a Table App

Directions: Complete this exercise. Follow the steps below.

1. Add a Table App to your page.
2. Choose a table size.
3. Set your Table Caption and Table Summary as desired.
4. Choose a Table Style.
5. Enter some content into your table.
6. Save your table.