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| Blackboard Web Community Manager |
| Site Admin Reference Guide |

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| Shape  Description automatically generated with medium confidenceDistrict Name:  Go Live Date:  Incubation URL:  |

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# Policies

## Users & Groups

**How are you adding/updating users accounts?**

**Who manages the user accounts?**

**What is the username format being used?**

**User Settings From Email Address:**

**What login method will be used? (Manually maintained, LDAP, or Google Sign On?)**

**If using LDAP, which group cross references will need to be set up?**

**Passports**: Who gets which one?

* + Site Administrator
	+ Registered User
	+ Add additional passports as necessary (if using LDAP or if needing to assign different permissions)

 *Recommended: Core district admins – Site Administrator / All other editors – Registered User*

**Which individuals will be editing website content?**

* Principals
* Administrative Assistants
* Tech Directors
* Library/Media Specialists
* Counselors
* Coaches
* Teachers
* Department Leads

**Will any part of the Website visible only with a login?**

**What, if any, Groups or Group Categories are needed?**

**Automatically Unlock User Accounts?**

## District Support

**District Web Manager:**

**How/Where do editors get assistance within the District?**

**If a non-editor requests items be posted to the website, how do they make that request? (Email, Form, etc.)?**

# Style GuideSite/Subsite Configure

| **Site Name** | **Menu Name** | **Friendly URL** |
| --- | --- | --- |
| *Nittanyville School District* | *Nittanyville SD* | *district* |
| *Lionette Elementary School* | *Lionette Elementary* | *les* |

**How are addresses written? (provide an example)**
Abbreviations, P.O Box, etc.

**How will phone and fax numbers be written? (provide an example)**
Parentheses, dashes, etc.

**What will be the Site contact name & email? (provide an example)**
Same for all sites, or different? Specific person or generic?

## Homepage Setup

**Name of Design Template applied to District:**

**Is the same Design Template applied to Schools (applied Globally)?**

**Design Template(s) demo URL(s):**

**Homepage Gallery image size**: ### width x ### height

 [Insert URL to resizing tool]

**Homepage Headlines accent image size**: ### width x ### height

[Insert URL to resizing tool]

**Background image size (If applicable):**

[Insert URL to resizing tool]

**What Homepage Apps will be used per Content Region?**

1.
2.
3.
4.
5.
6.
7.

## Template Setup

**Show Home in the Channel Bar?**

**Show Calendar in the Channel Bar?**

**How many global icons will be activated?**

**What will the global icons be named?**

1.
2.
3.
4.
5.
6.
7.
8.

**If applicable, what footer links will be utilized?** How many links, where do the links point to, will the links be the same at all sites or will they be site specific?

1.
2.
3.
4.

**What Social Icons will be utilized?**

1.
2.
3.
4.
5.

**If a school does not have their own social media link, will that icon be hidden, or will the district link be utilized?**

**Will you be adding a disclaimer to the footer of the website?**

**If utilizing a template that includes a Popular Links, I Want To, or any other area that provides additional links, what will those links be?**

1.
2.
3.
4.
5.

**If applicable, will school sites have their own logos and/or color schemes?**

**Hex Code for Primary Color:**

**Hex Code for Secondary Color:**

**What color should be used on subpages for Icons, Lightbox, Facts and Figures, or other apps that utilize an icon or color scheme?**

## Channel Navigation Setup

**Channel Structure for Site and School Sites (If Applicable)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **District** | *Our District* | *Departments* | *For Families* | *Community* | *Calendar* |
| **Elementary** | *Our School* |  |  |  |  |
| **Middle** | *Our School* |  |  |  |  |
| **High** | *Our School* | *Academics* | *For Families* |  | *Calendar* |

 **Will Channel Homepages be turned on, off or utilized on a case-by-case basis?**

**If Channel Homepages are turned on, will the left-hand navigation be turned on or off?**

## Section Navigation Setup

**Section Structure for Site and School Sites (If Applicable)**

### Required sections: District

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Home** | **Our District** | **Departments** | **For Families** | **Community** | **Calendar** |
| Mission/Vision | Food & Nutrition |  |  |
| History | Transportation |  |  |
| Leadership | Student Services |  |  |
| School Board |  |  |  |
| Staff Directory |  |  |  |
| Contact Us |  |  |  |

### Required sections: Subsites (Schools)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Home** | **Our School** | **Academics** | **For Families** |  | **Calendar** |
| About Us | Science | Enrollment |  |
| Our Principal | Fine Arts | Health and Safety |  |
| Staff Directory | English | Parent Resources |  |
| Bell Schedule |  | Student Resources |  |
|  |  |  |  |
|  |  |  |  |

 **If sections contain a single page, will the left hand navigation be turned off?**

**Will you be creating individual sections for teachers?**

## Calendars

**Which calendar set up will be used?**

* Blackboard WCM Calendar – Events are added manually.
* Blackboard WCM Calendar – Events uploaded via CSV import file.
* Blackboard WCM Calendar – 1 Way Sync w/ Google. Events are created in Google and display on the Google and Blackboard WCM calendar.
* Blackboard WCM – 2 Way Sync w/ Google. Events are created in Google or within WCM and display on both the Google and Blackboard WCM calendar.
* Advanced Google Calendar – A calendar that can display events originating from multiple Google calendars.
* Google Events – Displays in an “Upcoming Events” format. Pulls events from a Google Calendar.
* Embedded Calendar (using the Embed Code App)
* Other (include details)

**Who will be responsible for updating calendar events?**

**If applicable - Will subsite/schools be updating their own calendar events?**

**How does a non-editor request a calendar event be posted? (Email, Form, etc.)**

**Calendar notification email** (n/a if doing one-way Google sync) – specific person or evergreen?

|  |  |  |  |
| --- | --- | --- | --- |
|  | ***Homepage*** | ***Calendar*** | ***Modified by*** |
| **District** | *Upcoming Events App* | ***WCM – events added manually*** | ***Tracey Smith*** |
| **High School** | *Upcoming Events App* | ***Google 2-way Sync*** | ***Jeff Jones*** |
| **Middle School** | *Upcoming Events App* |  |  |
| **Elementary School** | *Google Events App* |  |  |

**Will events be pushed from the district down to other calendars throughout the site?**

**If schools are maintaining their own calendars, will they be pushing events to the district calendar?**

## Friendly Web Address Mappings

**What format will the site/subsites use for their Friendly Web Address Mapping?**

**Will friendly Web Address Mappings be created for other areas of your website?**

**What will the naming convention be? For example - lhs/yearbook, lhs-yearbook, or lhsyearbook?**

## Staff Directory

**Who maintains the district staff directory?**

**Will the staff directory contain photos?**

**If applicable, will school level staff be included in the district staff directory?**

* **If so, will a filtered view of the directory be shared to the school pages?**

## Text formatting

* **When can/should bold, italics, underlining be used?**
* **When can/should text size be changed?**
* **Will Template Editor Styles** **be utilized? If so, when?**
* **Phone numbers:**

(555) 555-1234 555-555-1234

* **Email addresses:**

Mary Smith Mary Smith
marysmith@fake.org

### How do links behave?

* **Link to a page within same site/subsite:** Opens in new or same window?
* **Link to a page from school to district:** Opens in new or same window?
* **Link to a page from district to school:** Opens in new or same window?
* **Link to an external site:** Opens in new or same window?
* **Link to a document:** Opens in new or same window?

### Documents and Images

**What naming convention should be used for file and image names?**

*Recommended: no spaces*

StudentHandbook.pdf Student\_Handbook.pdf Student-Handbook.pdf

MarySmith.jpg Smith\_Mary.jpg 2021OpenHouse.jpg

## Shared files

**What documents/images should be pulled from Shared Files instead of uploaded?**

## On-Screen Alerts

**What will On Screen Alerts be utilized for?**

**Will there be any limits on length, duration, or any other requirements?**

**If applicable, will subsites be allowed to create their own On Screen Alerts**?

## App Options

**Will “Show the App Name on my Page” be activated for all or some apps?**

**For apps that contain multiple records, will you display all or limit how many show at a time?**

 We r*ecommend setting consistent number for homepage apps*

## DNS Information

**Where is the DNS hosted at?**

**When DNS changes need made, who is in charge of making those changes?**

**Will subsites be using their own subdomains? Ex – lhs.wilsonsd.org**

## District App Recommendations

*Use this area to decide what apps are recommended to use in certain scenarios.*

**Information on Specific Individuals**

* **Profile** of an individual which includes a photo *and* biography: About Teacher
* **Short list of a group of people** with photos: Announcements, Lightbox, About Teacher
	+ **Is there specific dimensions recommended for uploaded photos?**
* **Longer list of people**: Content, Staff Directory, Minibase
	+ **At what point should the Staff Directory app search be hidden?** Under 5 records, 10 records, etc.
		- (A support request can be submitted to hide the search area of the Staff Directory App)
	+ Staff Directory App should not be put in a narrow column or sidebar.

**Links**: Content, Site Shortcuts, Icons

**Files**: File Library, Content, Document Viewer, Google Folder

*Recommend transferring most content directly into a text-based app for accessibility and mobile responsiveness*

**Brief reminders no longer than a few sentences**: Announcements, Important Announcement, Content

**Longer reminders or news**: Headlines, Content

**Mix of links and PDFs with Accent Images**: Headlines

**Mix of links and PDFs without Accent Images:** Content, Site Shortcuts

**1-2 paragraphs of text**: Content

**3+ paragraphs of text**: Content, Content Accordion, Lightbox, Tabbed Content, Tabbed Widget

**Images**:

* Text wrapping: Content
* Stand-alone: Figure
* Slide show: MMG