

Work with the Integrated Dashboard

Blackboard Web Community Manager

Blackboard®

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This guide covers all available features and functionality. Features included in your contract may vary.

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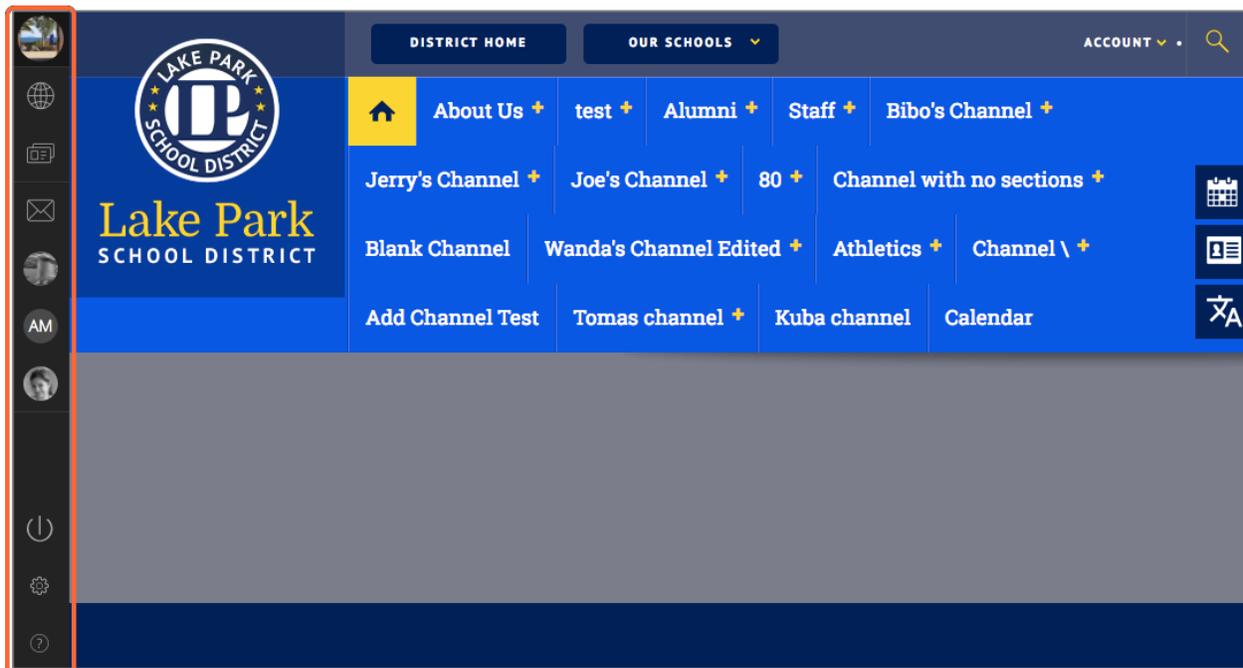
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Introduction

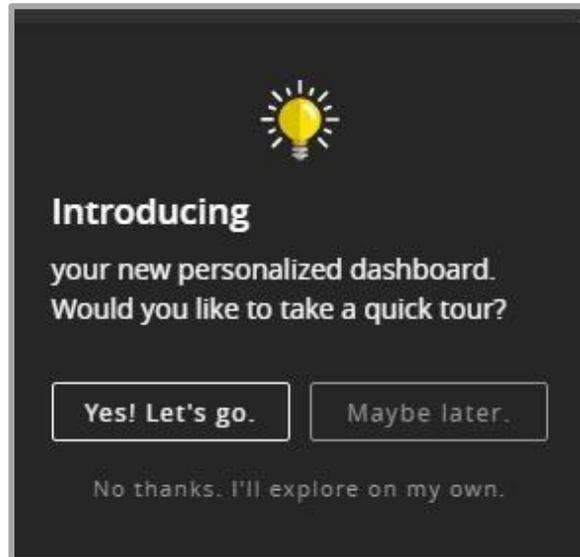
The Blackboard Web Community Manager *Dashboard* provides registered users who are signed in to the website the ability to view an *Activity Stream*. You'll see feeds from the Web Community Manager feed apps—Announcements, Blog, Calendar, Headlines & Features and Photo Gallery. Feeds from the Calendar App are called Upcoming Events. You can also access PassKeys, Sidebar Help and sign out of the website from the Dashboard. If you have editing privileges, you can access Site Manager from the Sidebar as well.

If your district licenses Student Data integration, parents or guardians will also see their children's student profiles, which include assignments, attendance, grades and cafeteria balance information.

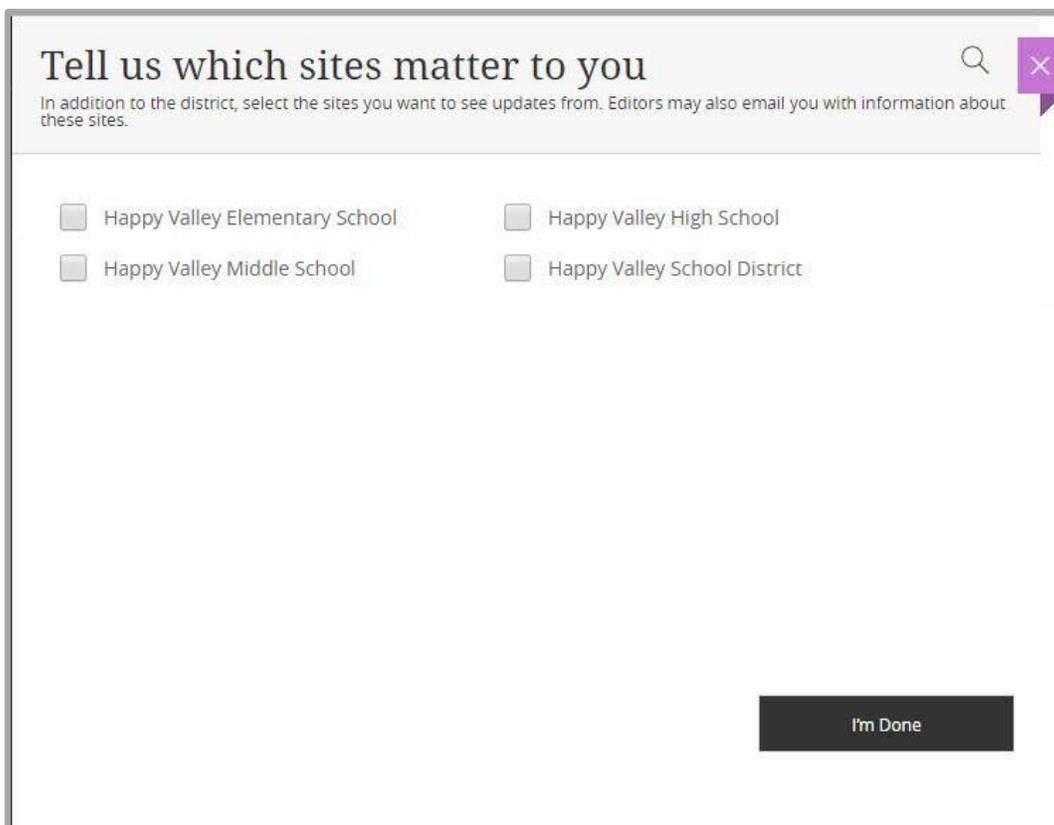
To access the Dashboard, parents and guardians sign in to Web Community Manager. How student data is integrated with the Dashboard determines what sign in credentials to use. If integration is in conjunction with Blackboard's Mobile Communications App, sign in with Mobile Communications App credentials. All others should sign in with Web Community Manager credentials.



The first time you sign in you are prompted to take a quick tour of the Dashboard. Select *Yes! Let's go*, *Maybe Later* or *No thanks. I'll explore on my own*. You can opt to take the tour again by clicking the Help icon within the Sidebar.



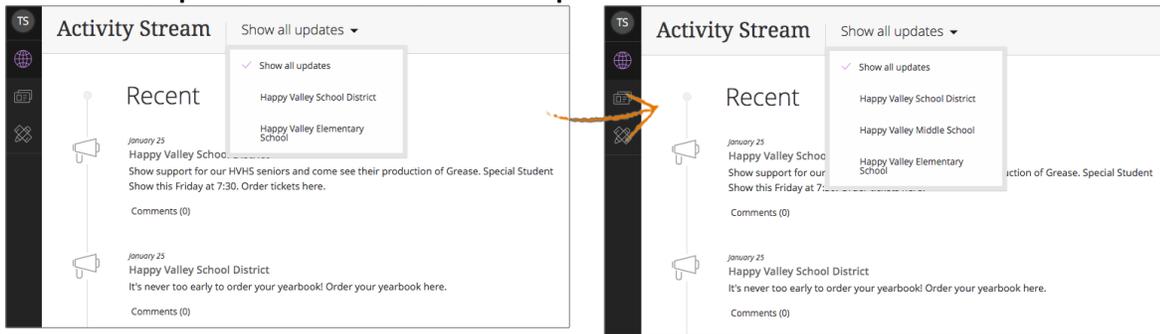
The very first time you access the Activity Stream, you are asked to select which sites matter to you. The choices you make determine the sources of the feeds, or *moments* that show in the Activity Stream. You can modify these initial selections by changing your *My Account Subscriptions*.



Students and their parents move schools during their school career. For example, from elementary to high school. Now when an administrator in the school system adds the student to a new school, the information is passed to the WCM and their activity stream is updated to reflect that.

The next time you log in, you see the new school information in your activity stream and see a message telling them of the change.

You can also update their own stream subscription



All you need to do is change their subscriptions in your user profile.



Dashboard Elements

The Dashboard consists of the *Sidebar*, *Activity Stream*, *Moments*, *Moments Detail*, *Student Profiles* and *Student Profile Pages*. It also includes icons to sign out of the website and access Help. If you have editing privileges, you'll can also access Site Manager.

Sidebar



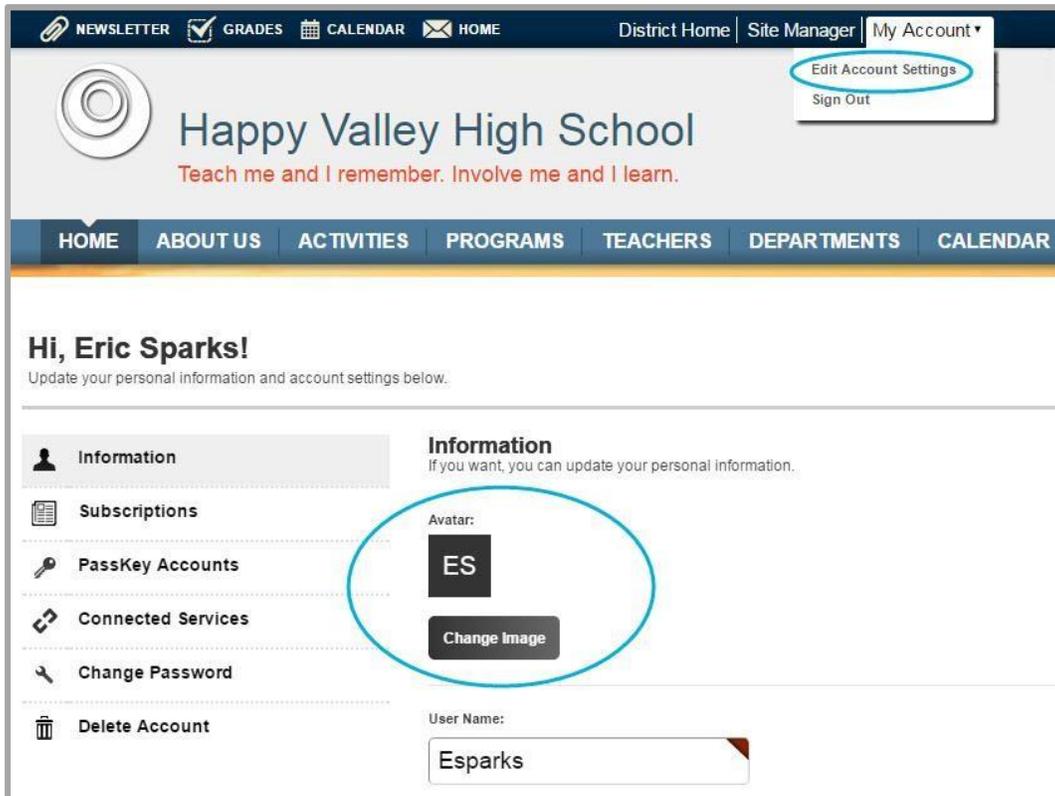
The *Sidebar* is the collapsed state of the Dashboard. It contains navigation elements and your avatar.

- Avatar and manage account
- Activity stream
- PassKeys
- Notifications
- Student profile
- Student profile
- Student profile
- Site manager, if you have editing or administrative privileges
- Signout
- Settings
- Help

Avatar

If the Dashboard is integrated with the Blackboard Mobile Communications App, you see the *avatar* you selected for your account within the Blackboard Mobile Communications App.

If the Dashboard is not integrated with the Blackboard Mobile Communications App, a default avatar displays. You can choose a different one by clicking on the avatar or using the *Edit Account Settings* option of *My Account* and clicking **Change Image**.



Activity Stream

The *Activity Stream* is a personalized, time-ordered list of *moments*. Moments originate from the feed apps (Announcements, Blog, Calendar (Upcoming Events), Headlines & Features and Photo Gallery) that have been placed on the homepages of the sites as well as other areas to which you have subscribed.

- You'll see moments posted under the headings *Today* and *Recent*.
- Use one of the *Show all updates* drop-down options to filter moments by a particular site.
- Click the *Show more* link to display the next 20 moments.
- Click a moment to display its details. Click the **X** to return to the Activity Stream.
- Click the **X** to collapse the Activity Stream and display only the Sidebar.

Initial Activity Stream Access—Sites that Matter

The moments that display within the Activity Stream are dependent upon the sites that you indicate matter to you—your *Subscriptions*.

When you display the Activity Stream for the very first time, you are asked to *Tell us which sites matter to you*. Click the check boxes for each site of interest—these will be your feed sites.

Tell us which sites matter to you

In addition to the district, select the sites you want to see updates from. Editors may also email you with information about these sites.

Find Schools

<input type="checkbox"/>	Happy Valley Elementary School	<input checked="" type="checkbox"/>	Happy Valley High School
<input checked="" type="checkbox"/>	Happy Valley Middle School	<input checked="" type="checkbox"/>	Happy Valley School District

I'm Done

If your district has a large number of sites, click the Magnifying Glass icon and use *Find Schools* to search for specific sites. When finished making site selections, click **I'm Done**.

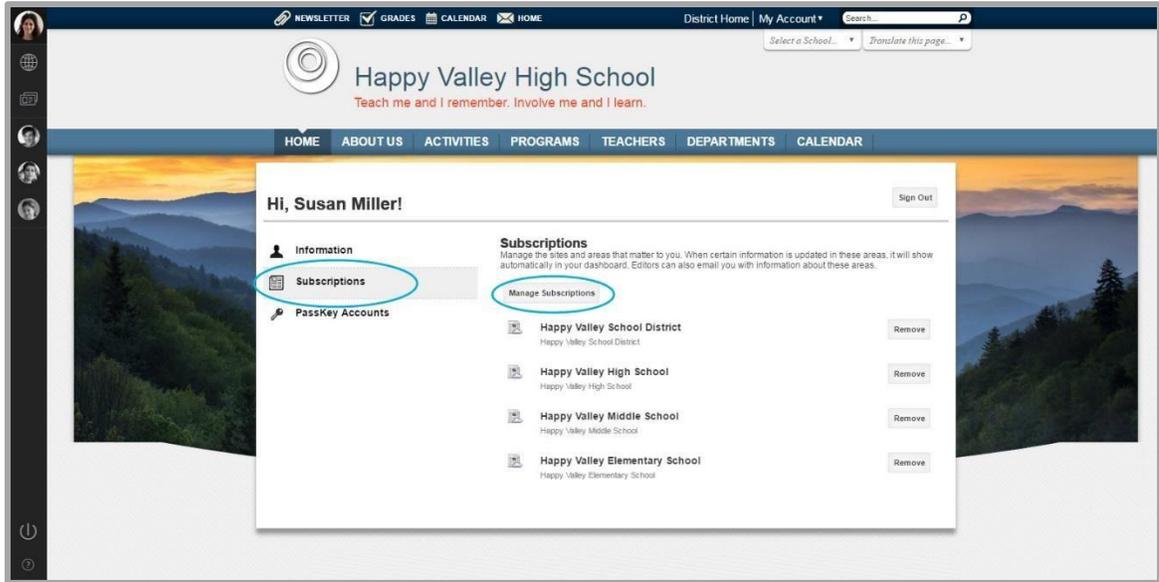
You'll see moments in the Activity Stream from any feed apps placed on the homepages of the sites that you indicated mattered to you.

You can update your Subscriptions using *My Account* settings. You can add and delete sites of interest as well as select and deselect other moment originating locations such as a teacher's or a coach's website section.

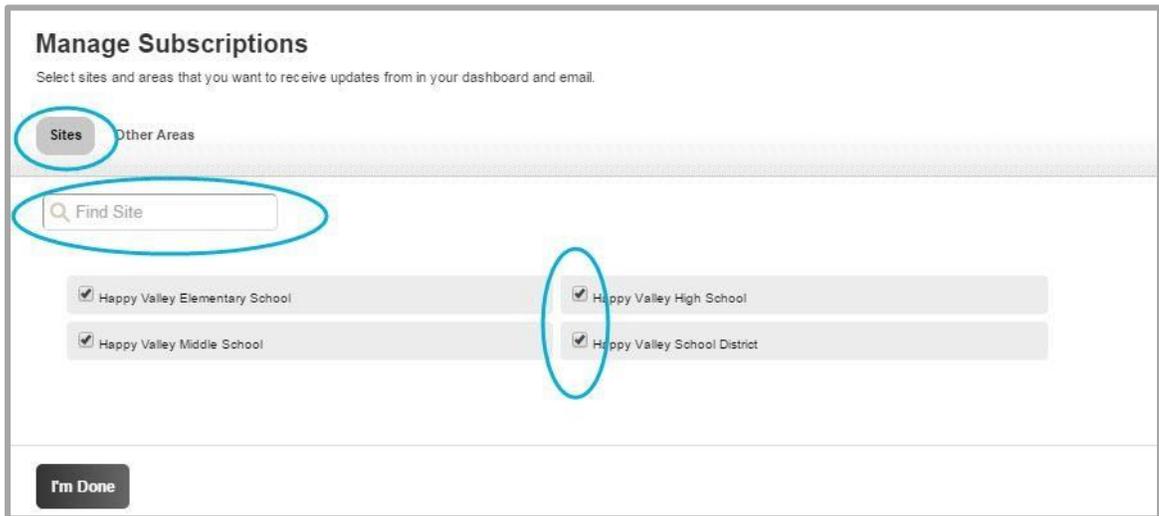
Manage Sites that Matter—Subscriptions

You can add and delete sites as well as choose other moment originating locations. Here’s how you update your Subscriptions.

1. Sign in and click *My Account*.
2. Select *Edit Account Settings* from the drop-down list. The account Settings window displays.
3. Click *Subscriptions*. The Subscriptions window displays.



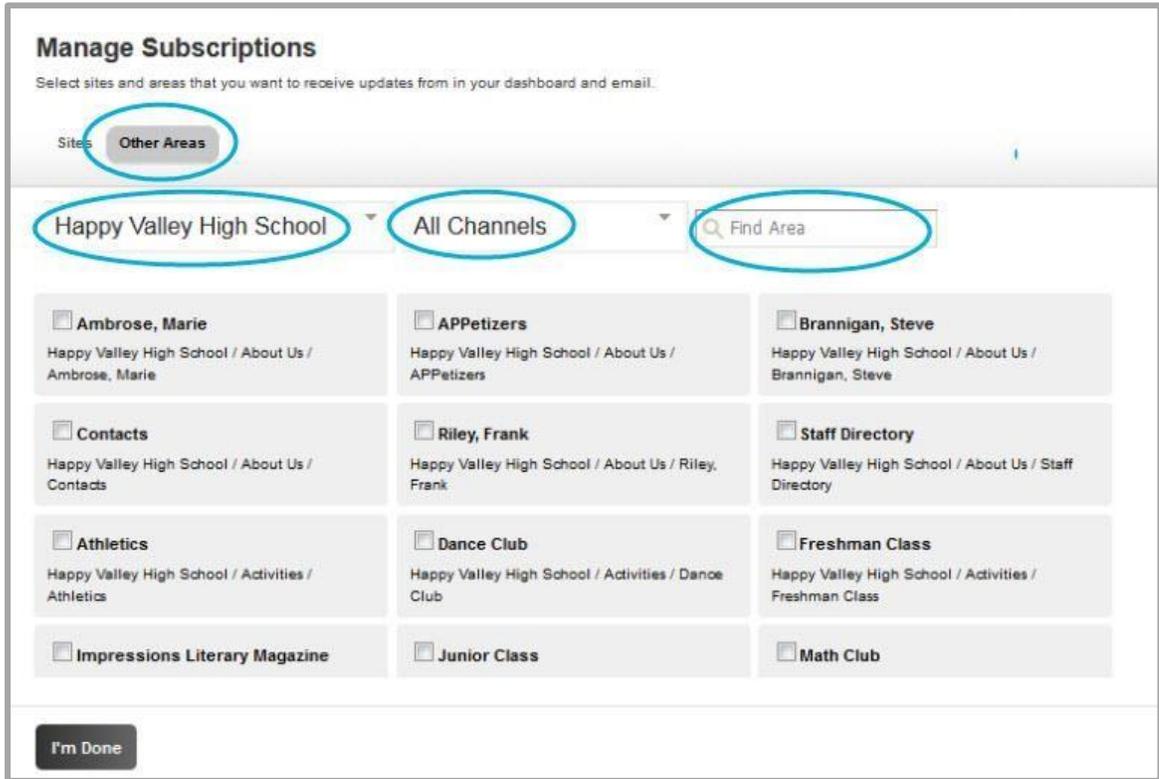
4. Click **Manage Subscriptions**. The Manage Subscriptions window opens on *Sites*.



5. Use the check boxes to select or deselect sites. If your district has a large number of sites, use *Find Site* to search for specific sites.

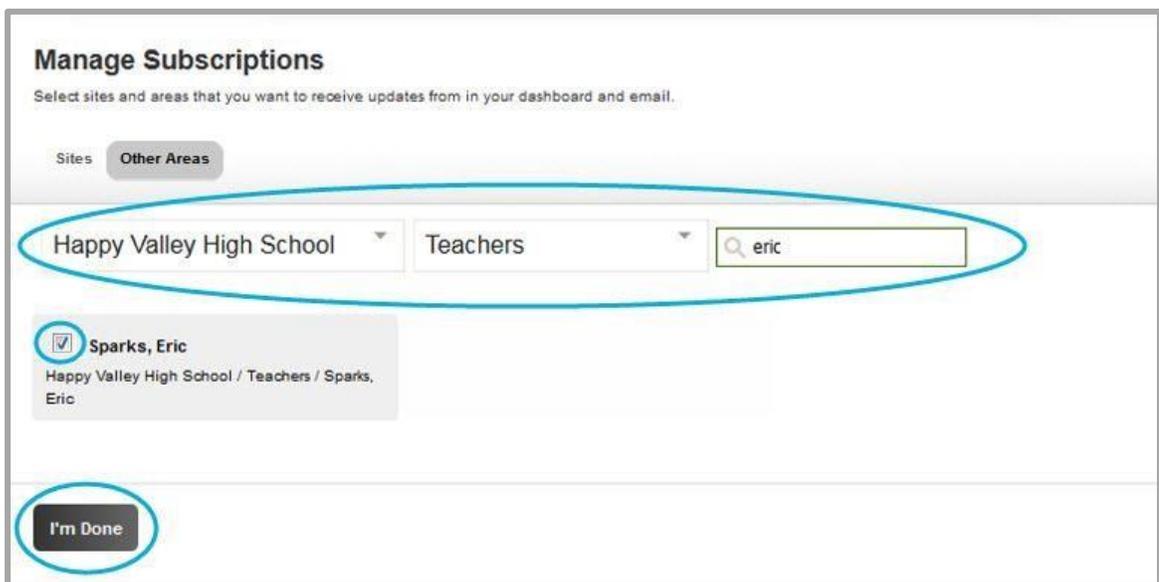
You can also subscribe to *Other Areas*, or *Sections*. Feed Apps within a subscribed section will feed moments to the Activity Stream. For example, you might wish to subscribe to your child’s teacher’s or coach’s section.

- Click **Other Areas**.



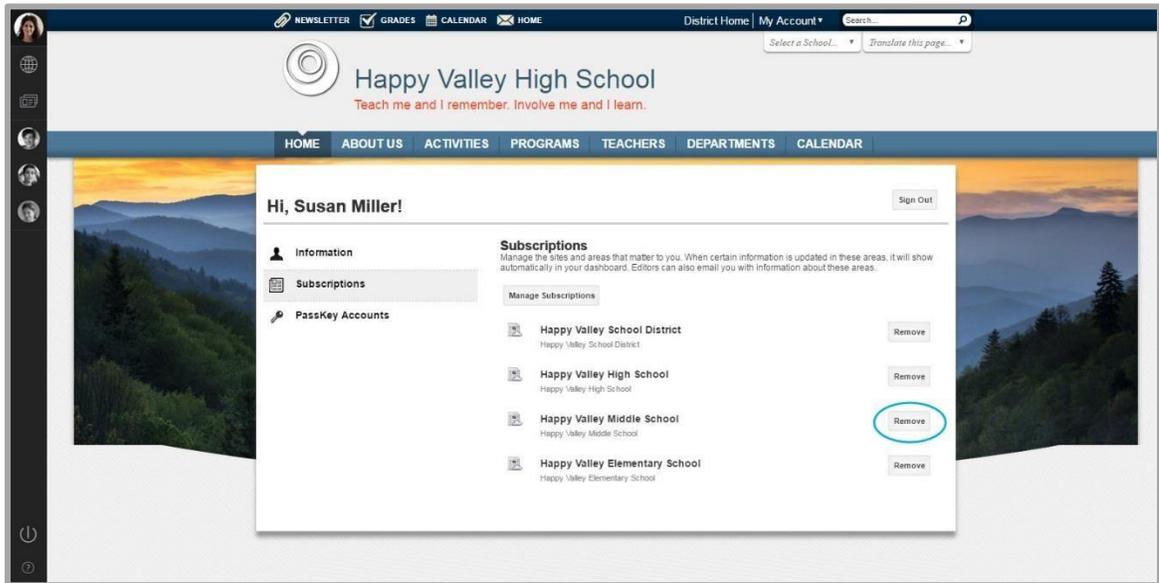
- Use the *Site* and *Channel* drop-down lists to filter sections. Use *Find Area* to search for a text string.

Here, Mr. Sparks' section was located by filtering on the *high school*, the *Teachers* channel and Mr. Spark's first name. Activate the check box preceding a section to select it.



- Click **I'm Done** when finished. You are returned to Account Settings.

- Click **Remove** to delete a subscription to a site or other area.

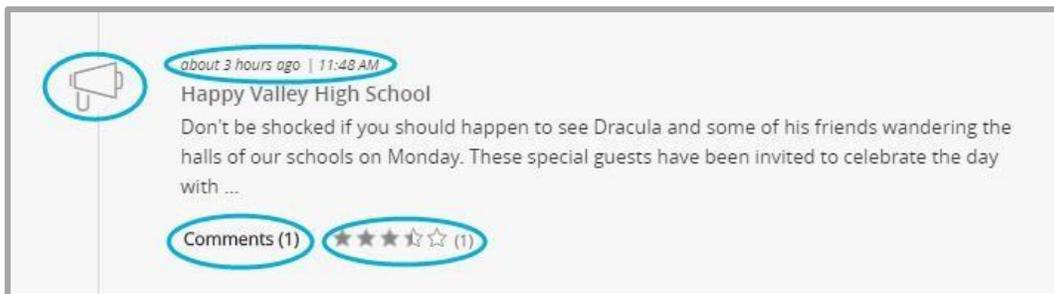


Moments

A *Moment* is a post within the Activity Stream. Moments display in order by date and time with the most recent displaying first.

Announcement

The Activity Stream includes Announcement moments.



- You see an icon indicating that this moment is an Announcement.
- A date stamp displays—when you hover on the moment the post time displays.
- The name of the site or section from which the moment originates displays.
- The first 200 characters of the moment display in the Activity Stream. An ellipsis (...) indicates additional text.
- You may see *Comments* and *Rating*. Click the *Comments* link to view the comments. Click a star to rate the announcement—from one-half to five stars.

Click the moment to display details.

The screenshot shows a moment titled "Happy Valley High School" posted on Thursday, October 27, 2016 at 11:48 AM. The text of the moment reads: "Don't be shocked if you should happen to see [Dracula](#) and some of his friends wandering the halls of our schools on Monday. These special guests have been invited to celebrate the day with us—and share some surprises!". Below the text is a rating system with five stars, the first of which is filled, and a "(1)" next to it. Underneath the rating, it says "1 Comment". A comment from Susan Miller (SM) is visible, posted "about 5 minutes ago" with the text "How can Dracula be out in the sunlight?". Below the comment is a text input field with the placeholder "Write your comment..." and a "Submit Comment" button. A "Reply" button is also present next to the comment. In the top right corner, there are two icons: a square with an arrow pointing out (Visit Page) and a purple circle with an 'X' (Close). The bottom right corner of the moment area says "You are posting as Susan Miller".

- Click the *Visit Page* icon to navigate to the page containing the originating app.
- Links within the body of the Announcement are active.
- You may see *Comments* and *Rating*. You can post new or reply to comments. You can also rate the moment.
- Click the **X** to return to the Activity Stream.

Blog

The Activity Stream includes Blog moments.



- You see an icon indicating that this moment is a Blog post.
- A date stamp displays—when you hover on the moment the post time displays.
- The name of the site or section from which the moment originates displays.
- The blog post title and author's name display.
- The first 200 characters of the moment displays in the Activity Stream. An ellipsis (...) indicates additional text.
- You may see *Comments* and *Rating*. Click the *Comments* link to view the comments. Click a star to rate the blog post—from one-half to five stars.

Click the moment to display details.

The screenshot shows a user interface for a moment titled "American Fare Week" under the "Food Service" category. The moment was posted by Eric Sparks on Thursday, October 27, 2016, at 3:51 PM. The text of the moment reads: "It's American Fare week in the cafeteria—enjoy Hot Dogs, Hamburgers, Corn Dogs, S'mores and Apple Pie too! Tell us your favorite US food." Below the text is a rating section with five stars and a count of (5). A comment section below the rating shows "No comments have been posted." and a text input field with the placeholder "Write your comment...". A "Submit Comment" button is located below the input field. In the bottom right corner, it says "You are posting as Susan Miller". The interface includes a vertical sidebar on the left with icons for a profile, a globe, a calendar, and other users. In the top right corner, there are icons for a page (Visit Page) and a close button (X).

- Click the *Visit Page* icon to navigate to the page containing the originating app.
- Links within the body of the post are active.
- You may see *Comments* and *Rating*. You can post new or reply to comments. You can also rate the moment.
- Click the **X** to return to the Activity Stream.

Headlines & Features

The Activity Stream includes Headlines & Features moments.



- You see an icon indicating that this moment is a Headline & Feature.
- A date stamp displays—when you hover on the moment the post time displays.
- The name of the site or section from which the moment originates displays.
- Teaser text and the accent image associated with the Headline & Feature moment display.
- You may see *Comments* and *Rating*. Click the *Comments* link to view the comments. Click a star to rate the Headlines & Features post—from one-half to five stars.

Click the moment to display details.

Happy Valley School District

Volunteers Needed!

Wednesday, October 26, 2016 3:04 PM

VOLUNTEER

Volunteer to help with the Winter Carnival! Contact Mr. Sparks by [email](#) and let him know you'd like to help!

★★★★☆ (3)

2 Comments

SM Susan Miller · about 10 minutes ago [Reply](#)
What type of volunteer help do you need?

MP Michael Proffer · about 8 minutes ago [Reply](#)
When will preparations for the Carnival begin?

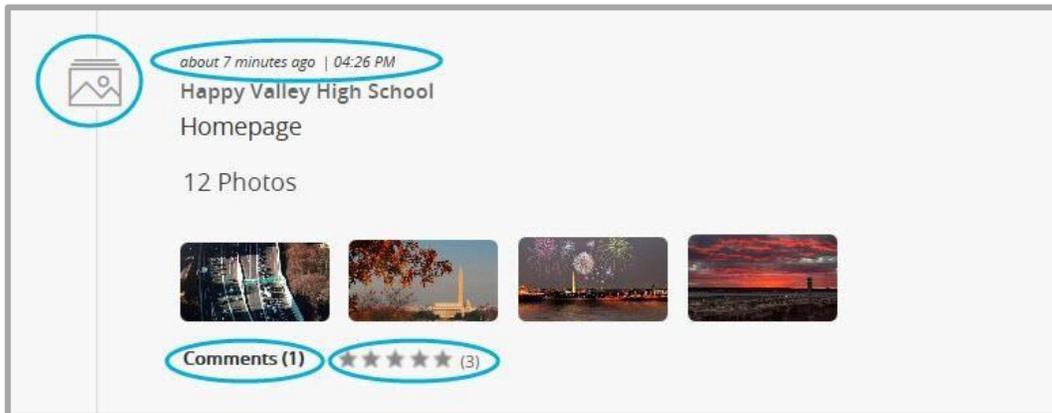
Write your comment...

[Submit Comment](#) You are posting as Susan Miller

- Click the *Visit Page* icon to navigate to the page containing the originating app.
- Links within the body of the Headline & Feature are active.
- You may see *Comments* and *Rating*. You can post new or reply to comments. You can also rate the moment.
- Click the **X** to return to the Activity Stream.

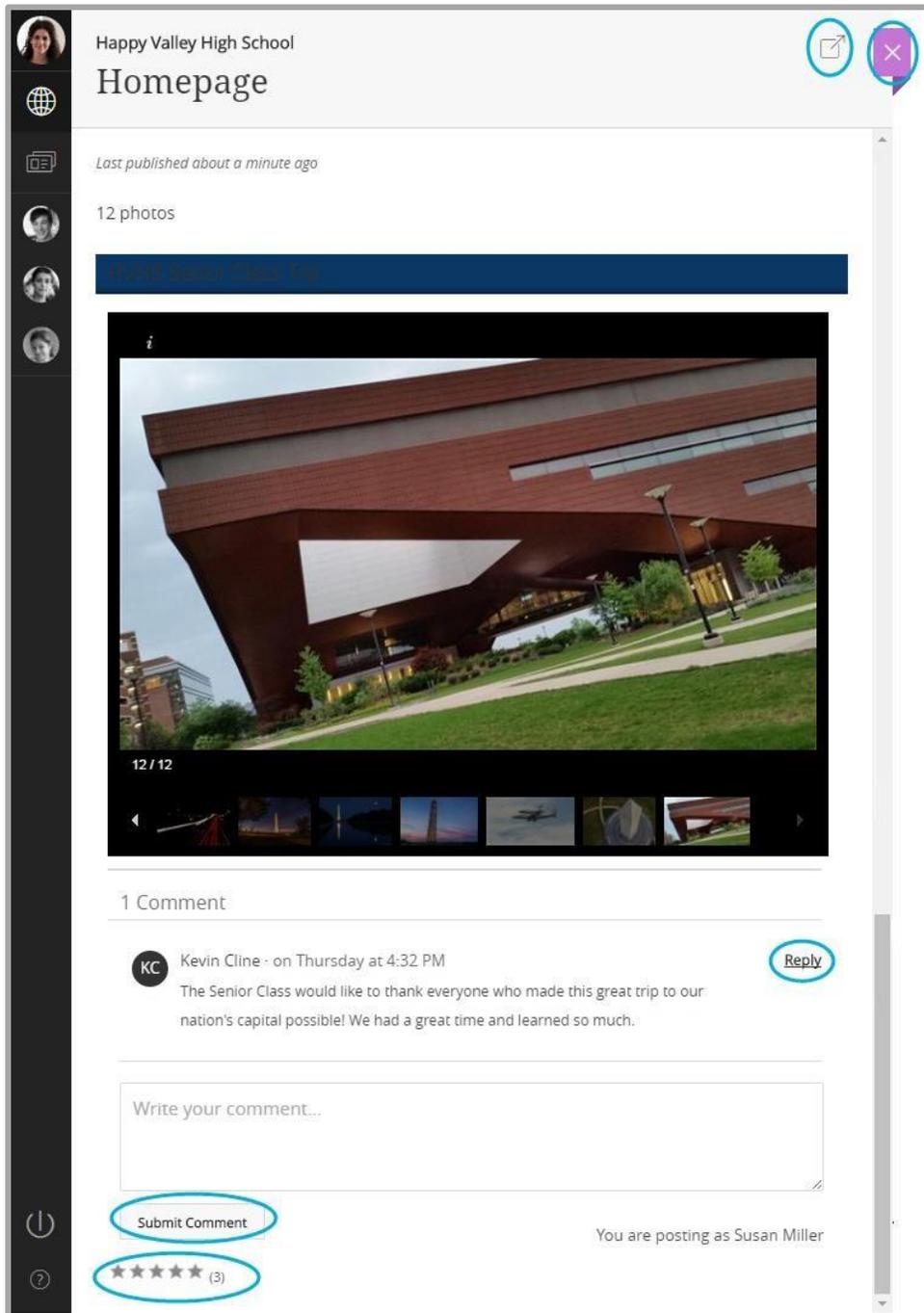
Photo Gallery

The Activity Stream includes Photo Gallery moments.



- You see an icon indicating that this moment is a Photo Gallery.
- A date stamp displays—when you hover on the moment the post time displays.
- The name of the site or section from which the moment originates displays.
- The name of the page hosting the Photo Gallery App displays.
- The total number of pictures within the gallery displays.
- The first four pictures in the gallery display.
- You may see *Comments* and *Rating*. Click the *Comments* link to view the comments. Click a star to rate the photo gallery—from one-half to five stars.

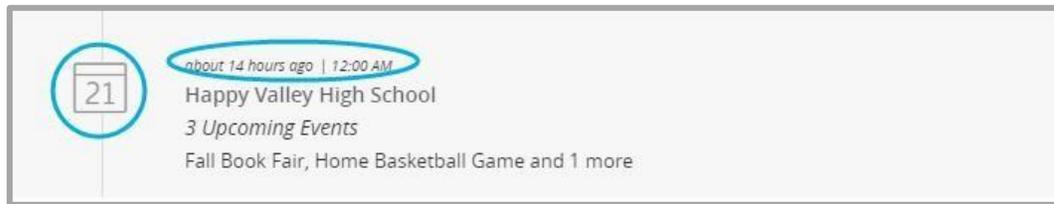
Click the moment to display details.



- Click the *Visit Page* icon to navigate to the page containing the originating app.
- The Photo Gallery displays and functions as it does when viewed on the website.
- You may see *Comments* and *Rating*. You can post new or reply to comments. You can also rate the moment.
- Click the **X** to return to the Activity Stream.

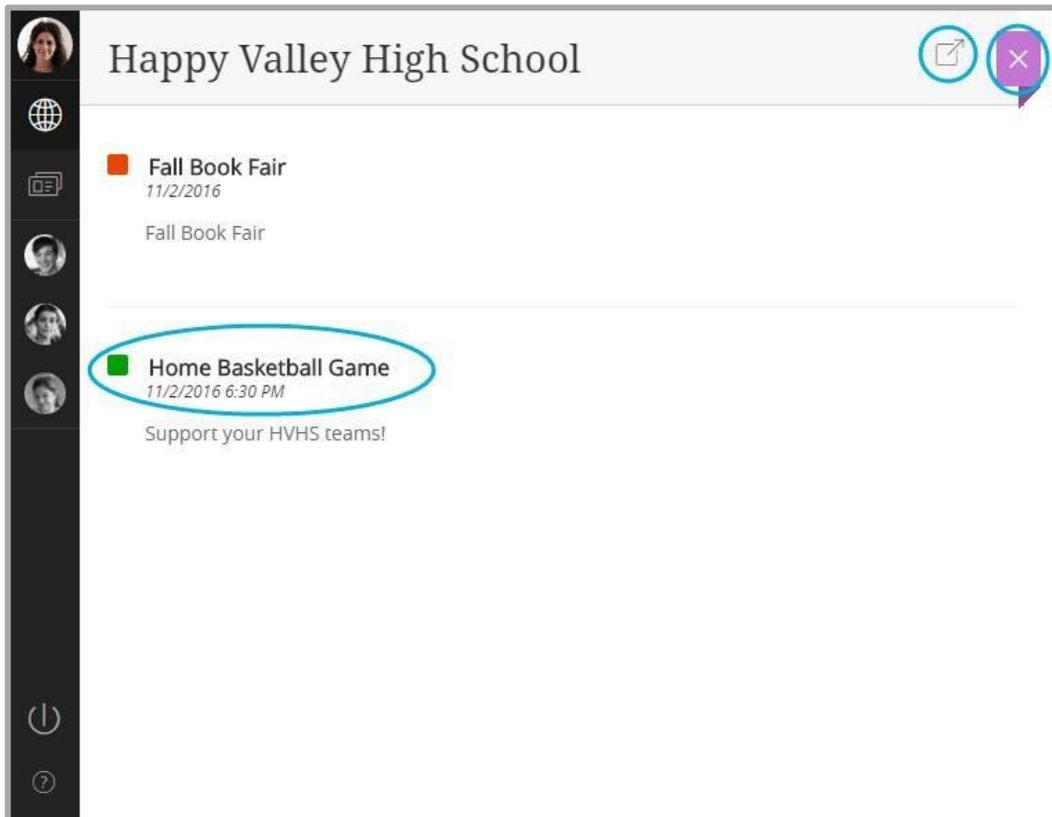
Upcoming Events

The Activity Stream includes Upcoming Events moments.



- A date stamp displays—when you hover on the moment the post time displays.
- You see an icon indicating that this is an Upcoming Events moment.
- The name of the site from which the moment originates displays. Upcoming Events originate from a Calendar App.
- The number of upcoming events occurring within a 48-hour period display.
At midnight, the number of upcoming events for the next 48-hour period displays.
- Event titles display as well as a count of additional events.

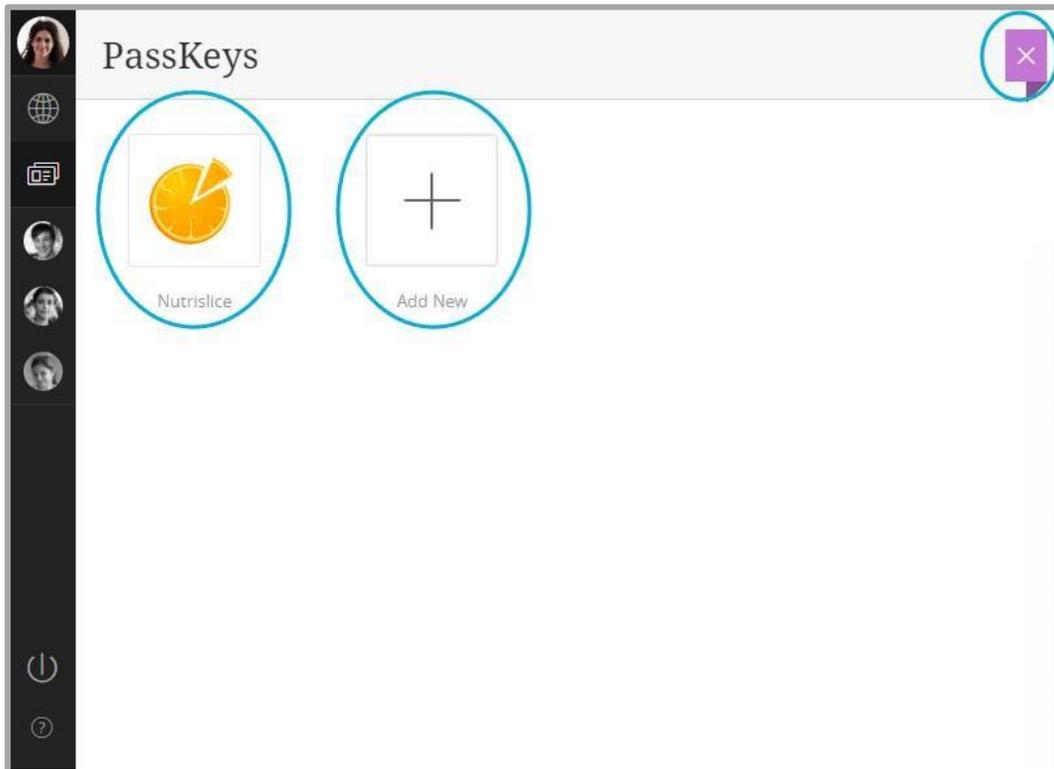
Click the moment to display all events and event details.



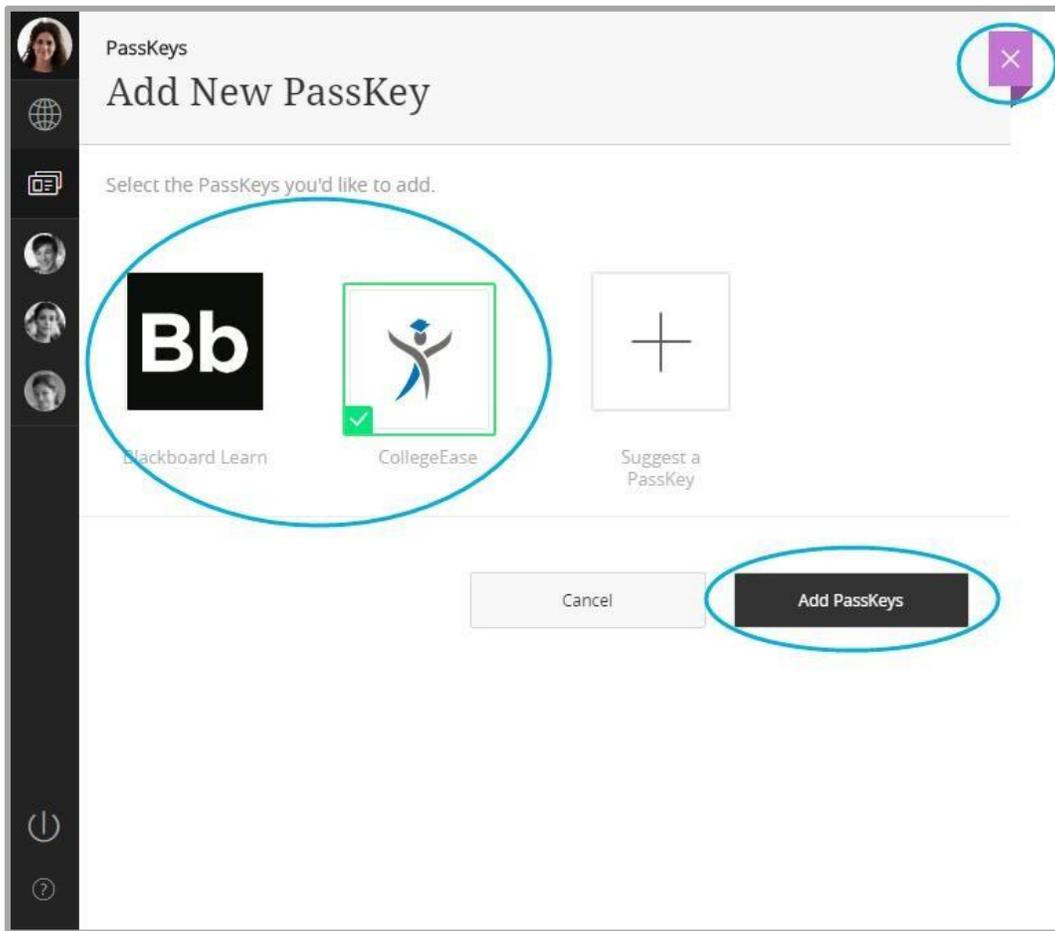
- Click the *Visit Page* icon to navigate to the page containing the originating app.
- Click the title of an event to display the event details.
- Click the **X** to return to the Activity Stream.

PassKeys

PassKeys provide secure single sign-on access to web applications from within Web Community Manager. It can also provide access to web applications that do not require a sign-on.



- Click a PassKey to launch it.
- Click the **X** to return to the Sidebar.
- Click **Add New** to select a PassKey from the PassKey Library.



- Select the PassKeys you wish to add to your PassKey Library. A check mark displays for each PassKey selected.
- Click **Add PassKeys**.
- Click **Suggest a PassKey** to send a PassKey request for consideration. Enter your suggestion and click **Submit**.

PassKey Name:

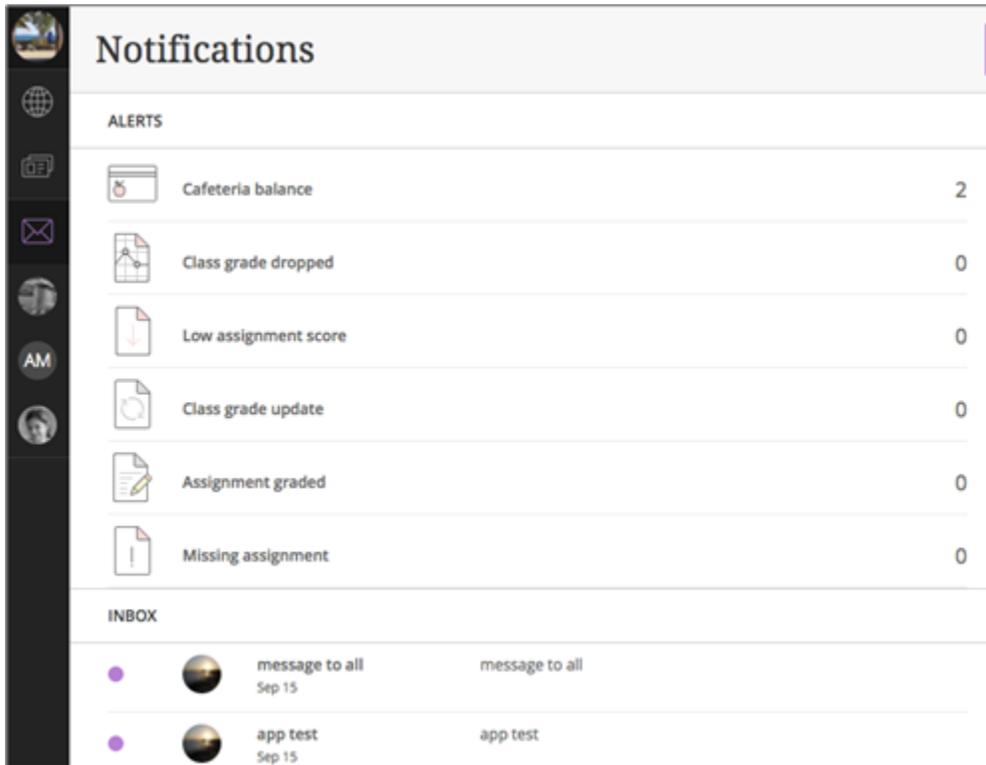
Web Address:

- Click the **X** to return to the Sidebar.

Notifications

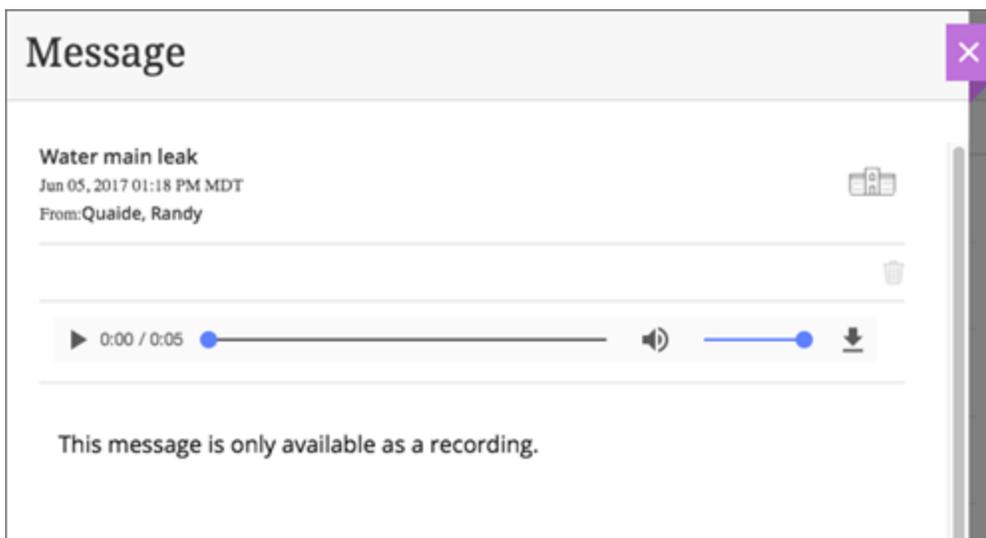
Hey parents and students! Forgot the details of the notification you listened to or read the other day? You can check out your past notifications while using your school’s website!

When you select the **Notification** icon from your dashboard, the list of messages – emails, text messages, phone messages, and app messages – appear. You also see alerts for the things important to you.



Messages

All the messages from your school will be available. To access a message, select it from the list.



You can replay messages and delete messages.

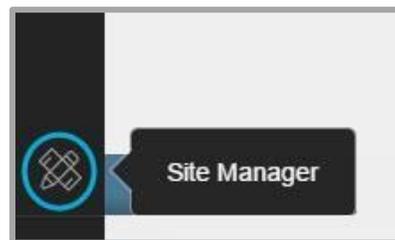
Alerts

If you are on sites that are integrated with the Mobile Communications App or Mass Notifications, or both, can see their alerts in Notifications in the site Dashboard.

The different alert types include: Low Assignment Score, Cafeteria Balance, Class Grade Update, Assignment Graded, and Missing Assignment. Users can select each alert for more information regarding it. For example, if they select the Cafeteria Balance they see the balance for each student they are related to.

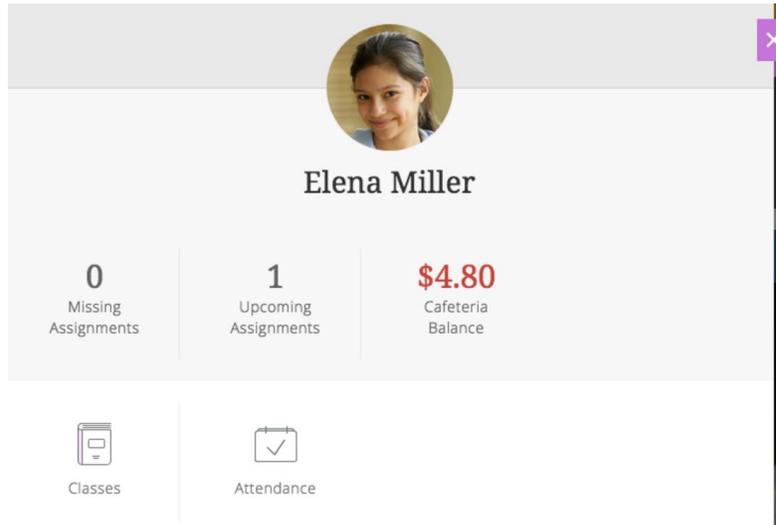
Site Manager

If you have Blackboard Web Community Manager editing privileges, click the Site Manager icon in the Sidebar to launch *Site Manager*.



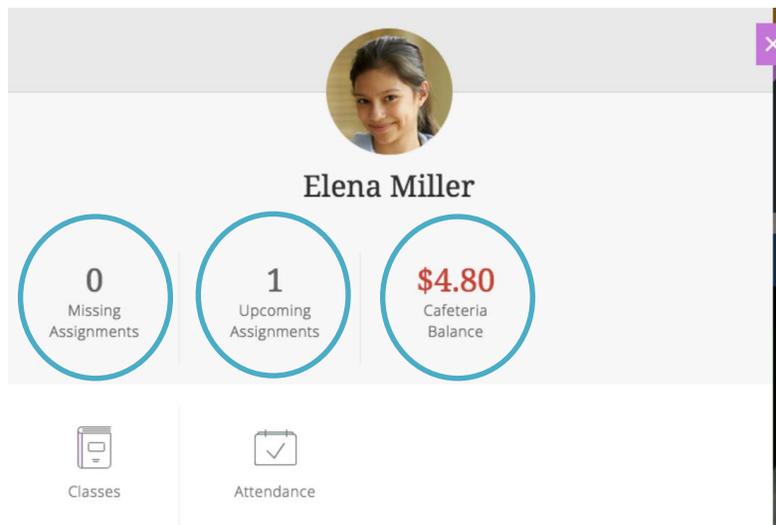
Student Profiles

Student Profiles can be viewed by parents and guardians in the Dashboard. Click a student avatar in the Sidebar to display the associated Student Profile page. On the Student Profile you'll see a count of the student's Missing Assignments, Upcoming Assignments and Cafeteria Balance. You also see icons you click to view the student's Grades, Attendance and Assignment details.



Missing, Upcoming Assignments and Cafeteria Balance

Click Missing Assignments, Upcoming Assignments or Cafeteria Balance to see details.



- Missing Assignments details display.
- Upcoming Assignments details display.
- Current Cafeteria Balance details display.
- Click the **X** to return to the Student Profile. Click the **X** again to return to the Sidebar.

Grades

Click Classes to display Grades details.

The student profile card for Elena Miller displays the following information:

- 0** Missing Assignments
- 1** Upcoming Assignments
- \$4.80** Cafeteria Balance
- Classes** (highlighted with a blue circle)
- Attendance**

Grades details display.

The Grades details display for Elena Miller shows the following data:

Class Name	Teacher Name	Teacher Email	Grade
Art Location: 302	Joseph Oraegbu	joraegbu@email.org	A
Language Arts Location: 312	Chase Heslop	cheslop@email.org	A
Math Location: 120	Allison Jenson	ajenson@email.org	B+
Science Location: 215	Rachel Nelson	rnelson@email.org	A-

- Class Names are listed.
- Room Numbers are listed.
- Teacher Names and Email Addresses are listed.
- Grades are listed.
- Click the **X** to return to the Student Profile Page. Click the **X** again to return to the Sidebar.

Assignments

Click Assignments to display Assignment details. Assignment details display.

The screenshot shows the 'Assignments' page for user Elena Miller. The page title is 'Assignments' and the current view is 'Upcoming Assignments'. A dropdown menu is open, showing 'Missing Assignments' and 'Upcoming Assignments' (selected). The table below shows the following assignments:

Item Name	Due Date	Score
Geometry and Pat Science	November 21	--/25
Seed Study Science	November 28	--/30

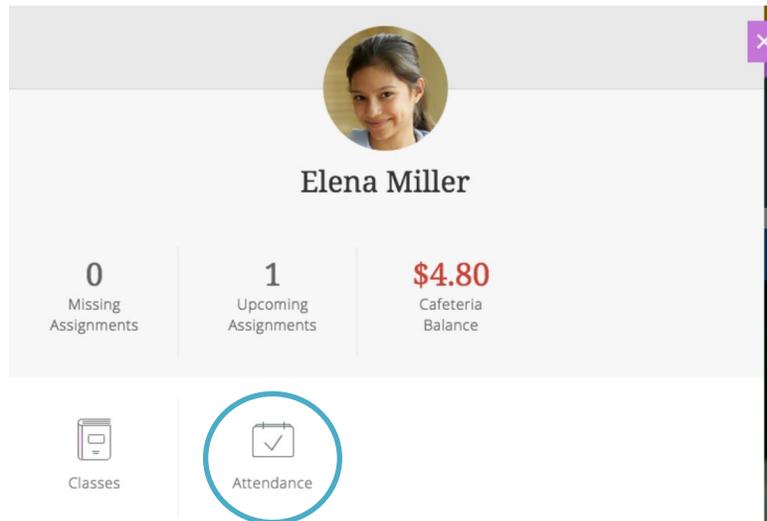
- Use the drop-down to switch between Missing Assignments and Upcoming Assignments.
- The Item Name, Due Date, Score and Course information display.
- Missing Assignment are flagged in red.

The screenshot shows a single assignment entry for 'The Crusades' in the course 'Per. 3 World History'. The due date is 'October 21' and the score is '--/25'. The due date is highlighted in red, indicating it is a missing assignment.

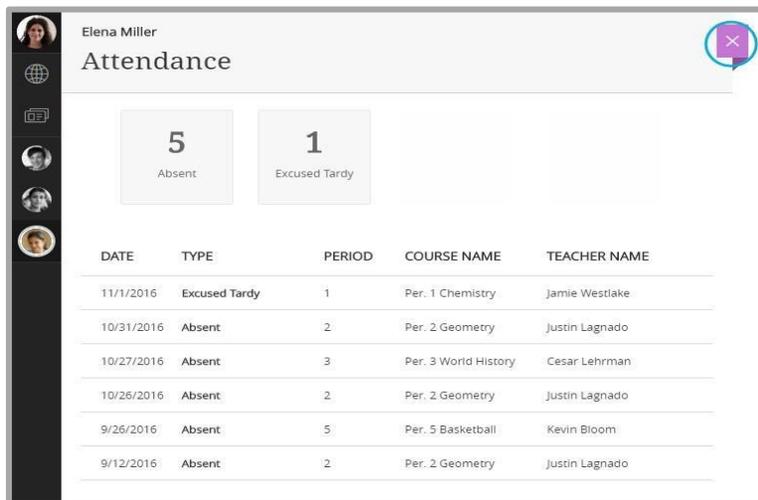
- Click the **X** to return to the Student Profile Page. Click the **X** again to return to the Sidebar.

Attendance

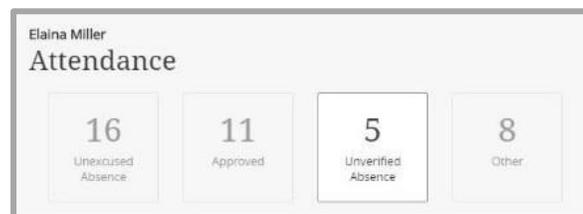
Click Attendance to display Attendance details.



Attendance details display.



- Counts of the first four common absence types display. If there are more than four types, the fourth count is labeled *Other* and the remaining types are included here—click on a count to filter the display details.



- Details include Date, Type, Period, Course Name and Teacher Name.
- Click the **X** to return to the Student Profile Page. Click the **X** again to display the Sidebar.