




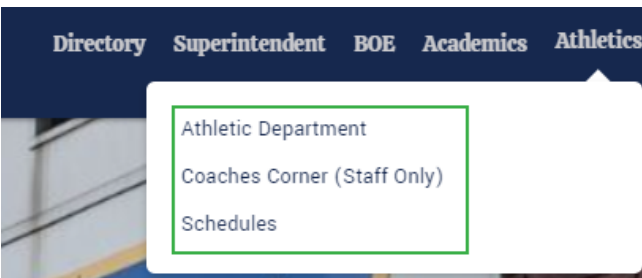
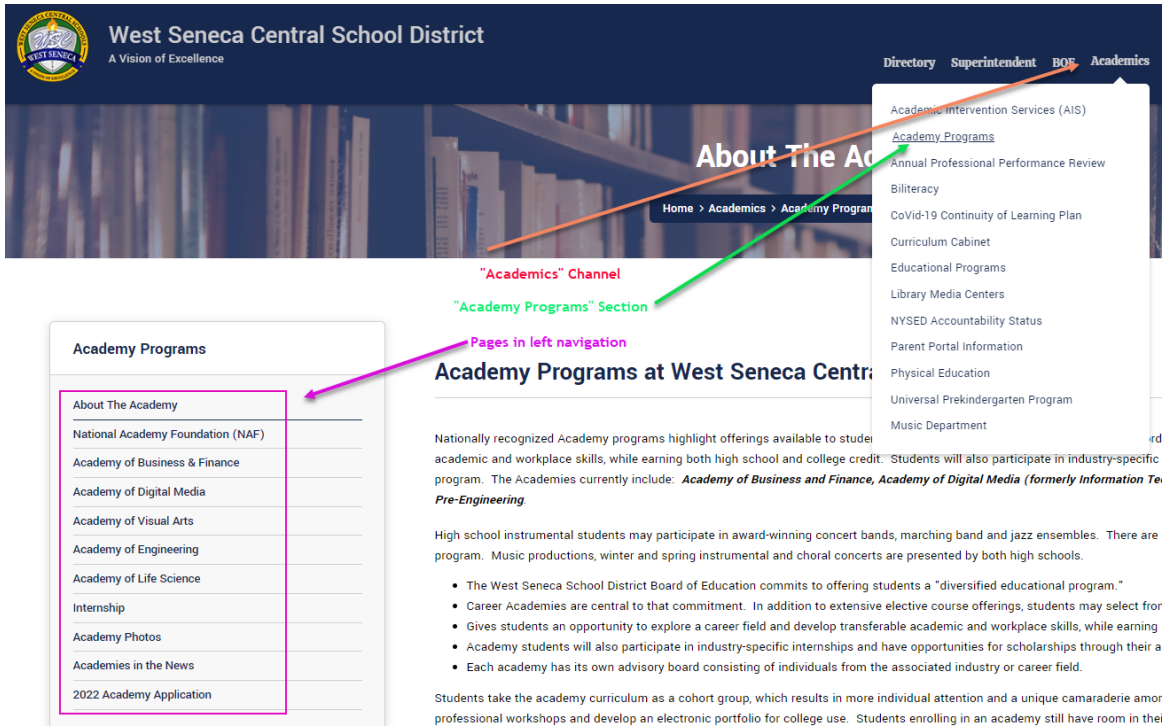
Blackboard Web Community Manager West Seneca CSD

The Blackboard Web Community Manager is a content management system that allows online editing from any location with access to internet. You can login and edit any section or pages you have been given access to.



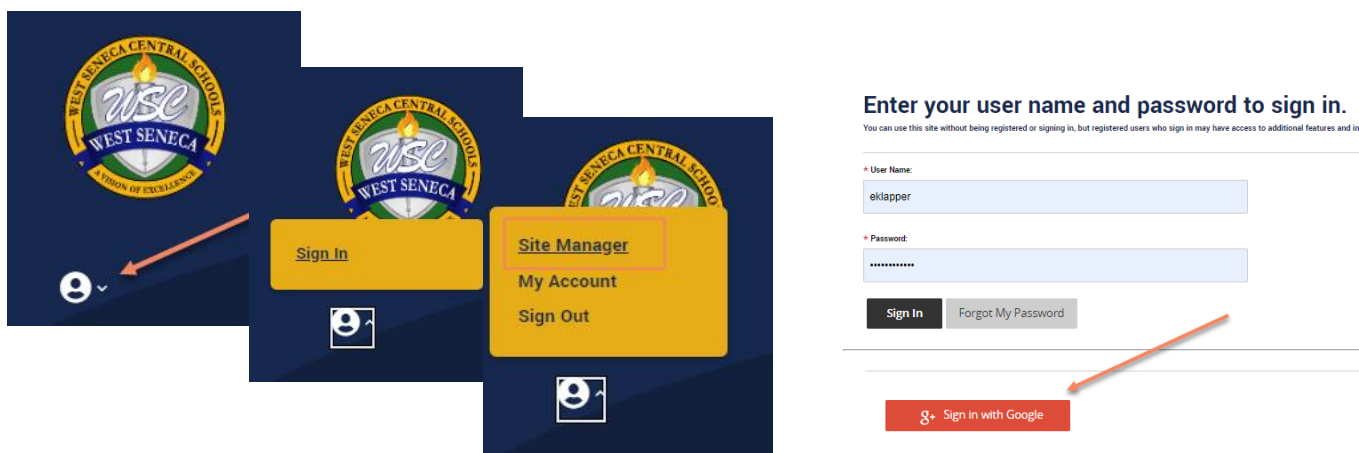
Terminology and Website Structure

| | |
|----------|---|
| Site | The West Seneca CSD website is the site |
| Subsite | All school buildings are subsites of the district site |
| Channels | <p>The main navigation categories (main menu) on any site/subsite are known as CHANNELS.</p> <ul style="list-style-type: none"> • A channel is like a drawer in a file cabinet containing similar information • Channels are visible on every page of your site • Channels provide visitors with consistent navigation throughout the site • Channels can be different on each site/subsite  |

| | | |
|------------------------------|--|--|
| <p>Sections</p> | <p>Within each channel there can be sections. Sections are containers used to group together one or more pages. Sections can be added under any channel. Sections will automatically show up in the channel drop-down.</p> |  |
| <p>Section Editor</p> | <p>A section editor has editing privileges for a section, which includes the ability to add, edit, and delete pages in the respective section.</p> | |
| <p>Pages</p> | <p>A section is made up of one or more pages.</p>  <p>The screenshot shows the 'Academics' channel on the West Seneca Central School District website. A dropdown menu is open for 'Academics', listing various programs. A section titled 'Academy Programs' is highlighted, and a list of pages is shown in the left navigation pane. The pages listed include: About The Academy, National Academy Foundation (NAF), Academy of Business & Finance, Academy of Digital Media, Academy of Visual Arts, Academy of Engineering, Academy of Life Science, Internship, Academy Photos, Academies in the News, and 2022 Academy Application.</p> | |
| <p>Apps</p> | <p>Apps are the content building blocks of pages. To put any content on a page, it must be put into an app first, then onto the page. You can have one or more apps on a page at once. Each app offers different functionality. Apps keep your pages organized and interesting.</p> <ul style="list-style-type: none"> • Use a single app to display a single type of information such as a list of links (Link 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. See what each app does in the App Showroom. • 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. | |
| <p>Workspace</p> | <p>Workspace is the area in Site Manager where you complete your editing tasks.</p> | |

Signing In

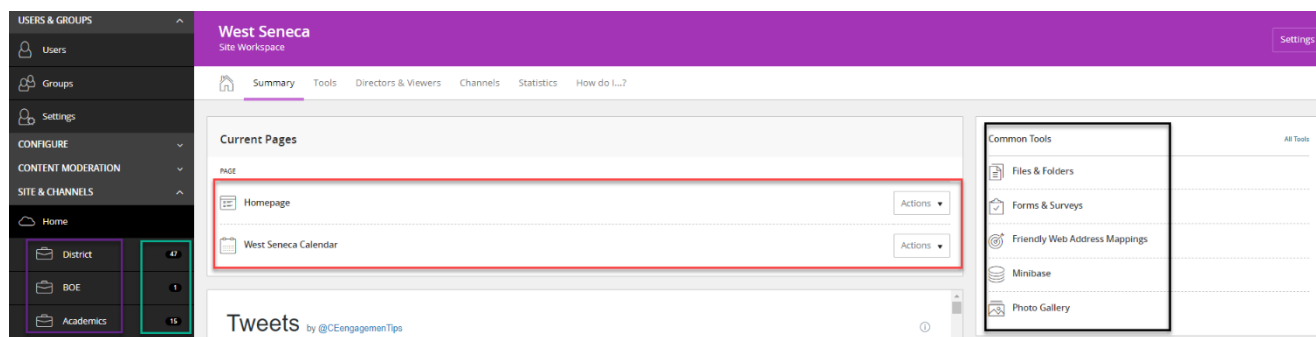
To sign into the website, go to the West Seneca CSD site or any sub-site. In the footer of the website you will see a person icon. This is where you can find the **Sign-In** button. Login using Firstname.Lastname or click the red button and login with Google using your West Seneca Active Directory credentials. Once logged in, click the button again and click into **Site Manager**. Site Manager is the tool used to manage all content on the website.



Site Workspace Overview

The Site Workspace is the area where you edit your site's **Homepage and Calendar** for the website. Here you see a list of the **sub-site's Channels** and the **number of sections within that Channel**. You can click on the section bubble to navigate to that section.

Common Tools can be found at the Workspace and includes Files & Folders, Forms and Surveys, and Friendly Web Address Mappings.



Section Workspace Overview

Section Workspace is the area where you create, organize and edit pages. Once logged into the website you can access this Workspace by going to Site Manager under User Options. You will only see the section workspace you have access to.

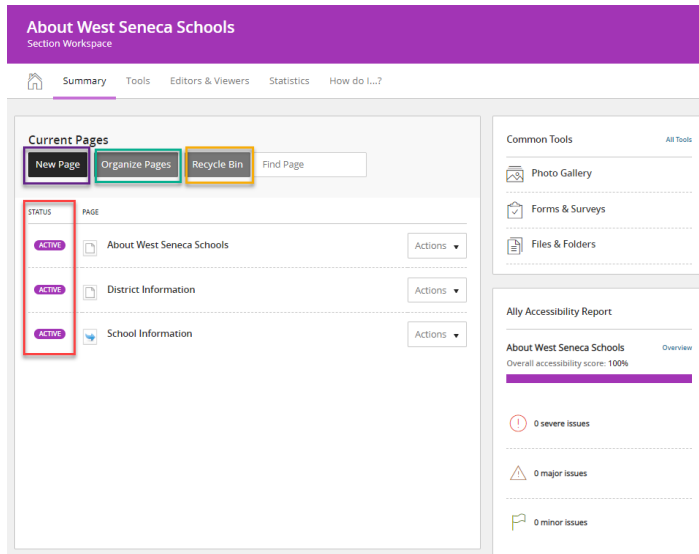
Summary Tab - where you will manage your current pages and create new pages. The Summary tab is made up of four different elements Current Pages, Common Tools, Pending Comments and Total Visits.

New Page – takes you through creating a new page.

Organize Page – allows you to organize pages manually or alphabetical order.

Recycle bin – stores deleted pages until you permanently delete them, allowing you to restore them.

Status button – set the page as active or inactive.

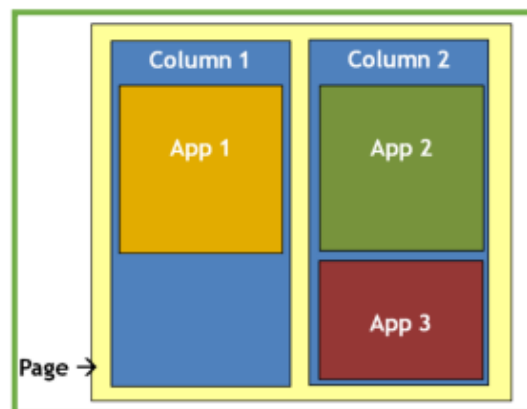
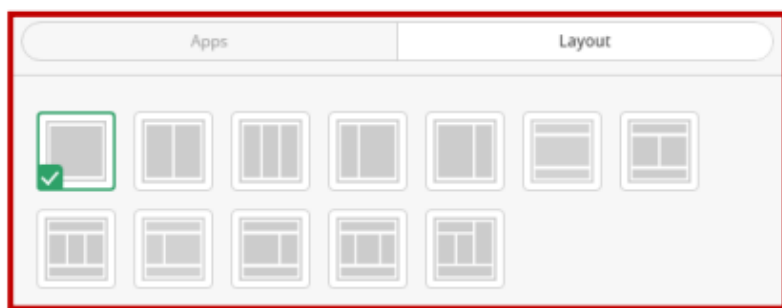


Page Overview

Homepage Editors can add pages to sections. A page is the way information is displayed to the end user. The way the page is arranged can be changed with a Page Layout. There are multiple page layouts available for you to use.

Core Component of a Page

1. **Page Layout**- The way in which columns are arranged on a page.
2. **Columns**- Snap your apps into the columns of a Page Layout. You can place as many apps as you need inside the columns.
3. **Apps**- These are the content building blocks of your page. Add as many apps per page or column as you need. Take a look at the [Blackboard App Showroom](#) to explore the different types of apps.



Website Accessibility

Website Accessibility is the word used to describe whether a website can be used by people of all abilities and disabilities. When sites are correctly designed, developed and edited, all users have equal access to information and functionality. Learn these tips to create accessible content on your website.

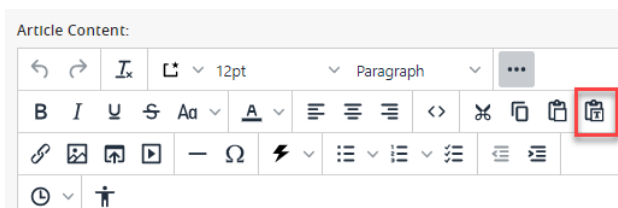
- Include alt-text to each uploaded image and enable closed captions in YouTube videos.

- Don't post images with a lot of text inside them (infographics).
- Use Headings.
- Try not to underline text. Screen readers think this is a link.
- Give your links unique and descriptive names.
- Try to avoid adding PDF's, Widgets, 3rd Party Tools. Instead, copy and paste the text.
- Avoid bright colors and patterns.
- Don't overcomplicate the text. Use plain language.
- Use tables for tabular data, not for layout.
- Page Titles matter.

Best Practices

Fonts

- It is best to use the default font so the size and appearance is consistent. To ensure you are using the default font, use the Paste as Text button before pasting in any text you have copied from elsewhere (especially Word).

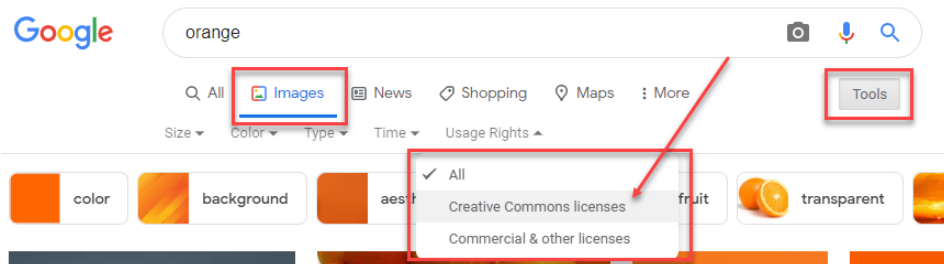


Links

- Verify that the links on your page are functioning correctly
- Hyperlink the descriptive part of the text, don't use "click here"

Images

- Abide Copyright laws
- Resize photos prior to uploading them whenever possible
- [Use the Blackboard Image Sizing Tool](#)
- Do not paste in any images – this bypasses alt-text which we do not want
- Do not use images with text inside them
- Size: Photo Gallery 1500 x 915px | News Accent Images 250 x 175px
- Do not post moving .gif images
- Check PowerSchool for student photo opt-outs (**Select student > Custom Screens > Additional Student Info > Make sure Video-Photo permission withdrawn is NOT checked**)

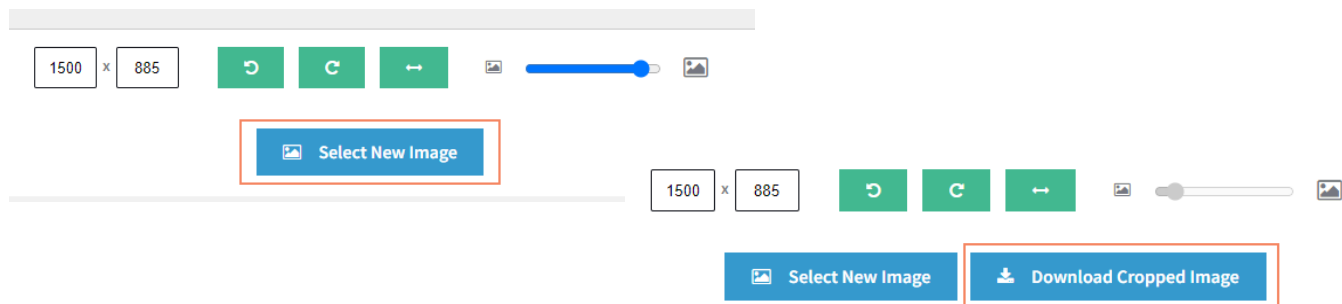


Homepage Apps

Size the photo for the Gallery – 1500 x 885 px

Go to the URL below. Click Select New Image and browse for the picture. Wait for a moment and the image will populate inside the blank canvas. Click download Cropped Photo and retitle the image without the dash. It is pre-sized now. The download cropped image button will not appear until an image is loaded.

<https://templatelibrary.schoolwires.net/imageeditor?w=1500&h=885>



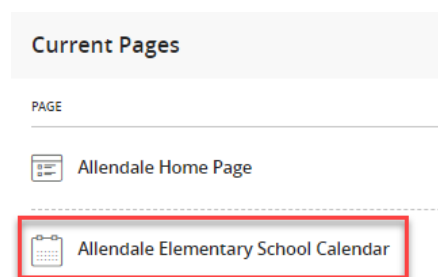
Edit the Photo Gallery (Multimedia App) – Must be Pre-Sized

*Be mindful of images quality. Avoid low resolution, distorted photos.

1. Log into **Site Manager** and click **Home Page**.
2. The homepage will slide out and you will see apps in regions on the Homepage. The app in *Region B* is the **Photo Gallery**.
3. When you hover over the app tile in region B, click the **Pencil** to begin editing the gallery.
4. Here you will have the option to add **New Records**, **Sort Records**, **edit existing records** or **Delete a record**.
5. When creating a new record, you need to fill out the **Title** and **Alternative Text** fields. The title can be hidden by checking the “Hide” checkbox above the field. Select the Image by clicking “Select File” and browsing to the file location and always provide an image alt text (brief image description).
6. Make sure the **Activate on my page** box is checked.
7. To show the image live on the website, click the **Publish** button.

Calendar App

The sub-site’s calendar controls the Upcoming Events on the homepage and shows a set amount of upcoming Events. The calendar app and the Upcoming Events app are different.

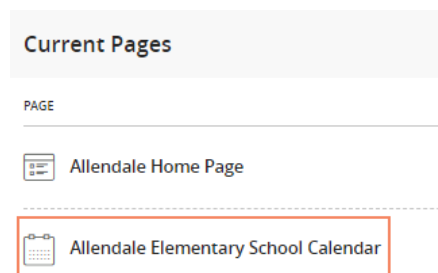


| Allendale Upcoming Events | |
|---|--------|
| Allendale 1/2 day Dismissal 11:45am (Parent Pick-Up 11:40am) Wednesday, 11:45 AM | Oct 5 |
| Faculty Mtg -Pillar 1 Thursday, 4:00 PM | Oct 6 |
| Allendale PTL Mtg. (Google Meet) Thursday, 6:00 PM - 7:00 PM | |
| Allendale - 15 min. early dismissal (Parent Pick-Up 2:40pm) Friday, 2:40 PM | Oct 7 |
| Indigenous People's Day - NO SCHOOL Monday, All Day | Oct 10 |
| Grade Level Mtg.'s. Data Follow Up Tuesday, All Day | Oct 18 |
| Memorial Day - NO SCHOOL Monday, All Day | May 29 |

[View Calendar](#)

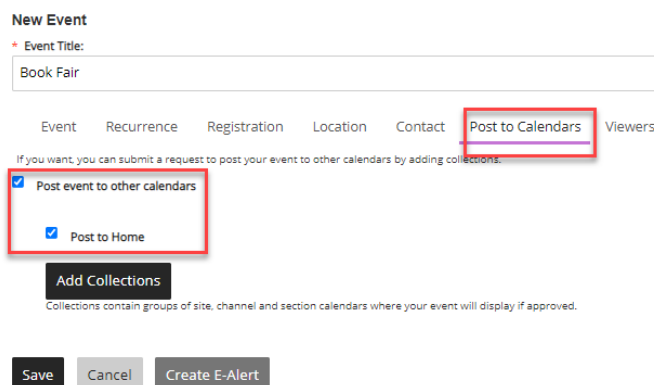
New Calendar Entry

1. In the workspace, find and click on the **School Calendar**. Hover over the app and click the edit (pencil) button.
2. Double click into the date the event will be held.
3. Enter the **Event Title** and any other information you need to add. **Categorize** the event if you wish.
4. If you need the event to “stick” in the Upcoming Events, check the **Force this event to display** box.



Push Event to District Calendar (calendar collection)

1. If you want the event to also be posted to the District Calendar you can use a *Calendar Collection*. Complete steps 1-4 above.
2. Click the **Post to Calendars** Tab.
3. Check the **Post event to other calendars** box.
4. Check the **Post to Home** box.
5. **Save**.
6. The event will be pushed to the approval queue where I can approve it.



Announcements

1. Click into the **Homepage**. Locate the **Announcements**.
2. Click the **pencil** to edit the app.
3. Click **New** to add an announcement.
4. Enter an **Announcement title** – this will show on the live website.
5. Skip the accent image fields.
6. Notice the Current Content Type, click the Dropdown and decide which kind of announcement you want to display.
7. Choose Article and type your announcement in the Article Content box. Or
8. Choose File and upload a file. When someone clicks on the Announcement title, it will open the document. Or
9. Choose Link and enter the link URL. When someone clicks the Announcement title, they will be taken to the URL provided.
10. **Save**.
11. Click the Sort button to rearrange the announcement order.
12. Click **I’m Done**.
13. Delete as many expired announcements as you are able to avoid clutter.

Headlines & Features (news)

1. Click into the **Homepage**. Locate **News** in the appropriate region.
2. Click the **pencil** to edit the app.
3. Click **New** to add a news item.
4. Enter an **Announcement title** – this will NOT show on the live side

5. Add the announcement in the empty body. Click the **three dots** for additional options.
6. Click **Save**.
7. Click the **Sort** button to rearrange the announcement order.
8. Click **I'm Done**.
9. Delete as many expired announcements as you are able to avoid clutter.

Quick Links

1. Click into the **Homepage**. Locate the **Quick Links** app.
2. Hover over the app and click the edit (pencil) button.
3. Click **New Link** to add a quick link.
4. Enter **Link text** (title of the link)
5. Paste the URL in Web Address.
6. Skip the rest of the fields and click **Save**.
7. Click **I'm Done**.