

Classic Article Library App Guide

Blackboard Web Community Manager

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

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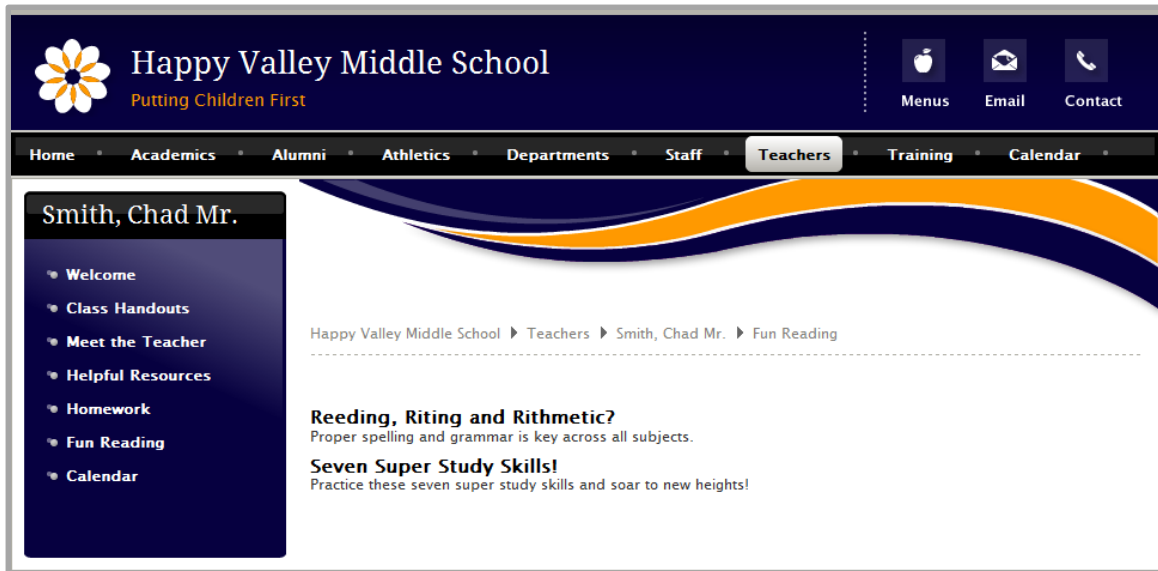
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Introduction

You use a Classic Article Library App to build collections of articles that generally have the same topic or theme. For example, you might use this app to create and organize items such as sports highlights, newsletters or meeting minutes and agendas.



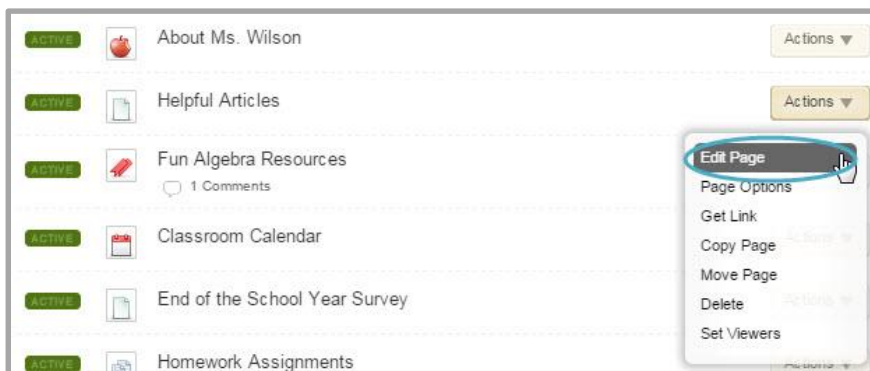
Work with the Classic Article Library App

When you are ready to create your Article Library, you can add a Classic Article Library App to your page. Once added, you can remove the app and permanently delete it.

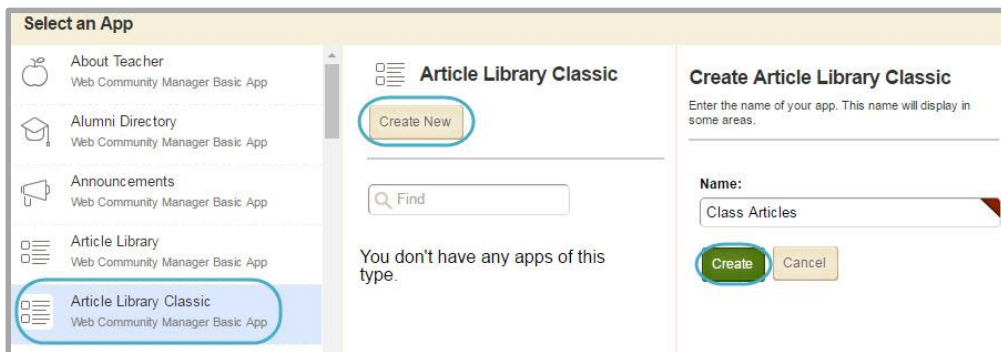
Add a Classic Article Library App to a Page

Here's how you add a Classic Article Library App to a page.

1. In *Site Manager*, navigate to the workspace containing the page to which you wish to add the app.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit mode.



3. In Actions, click *Manage Apps & Layout*. The page opens in Design mode.
4. Click **Add App**. The Available Apps dialog displays.
5. Click **Article Library Classic App**. Then click **Create New**.

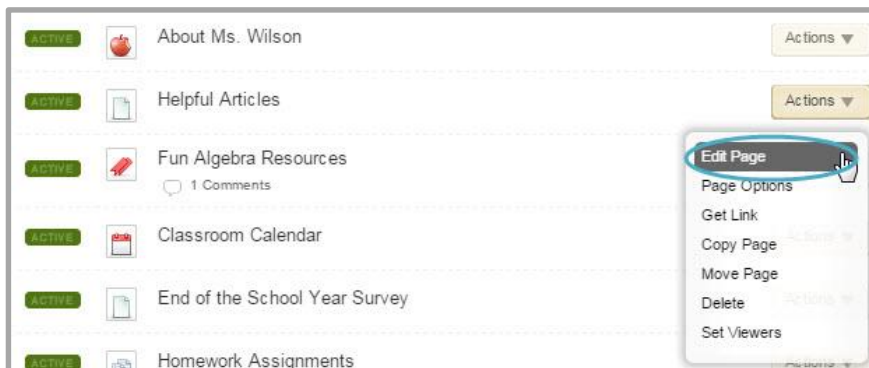


6. Enter a name for your app.
7. Click **Create**. You are returned to the page in Design mode.
8. Click **I'm Done**. You are returned to the page in Edit mode.

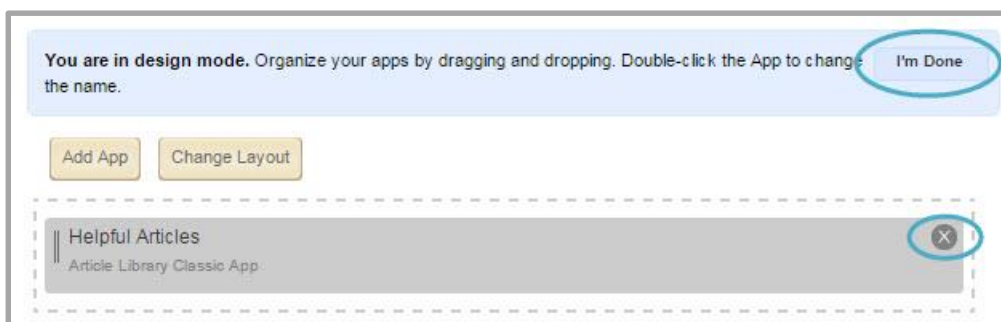
Remove a Classic Article Library App

Here's how you remove a Classic Article Library App from a page.

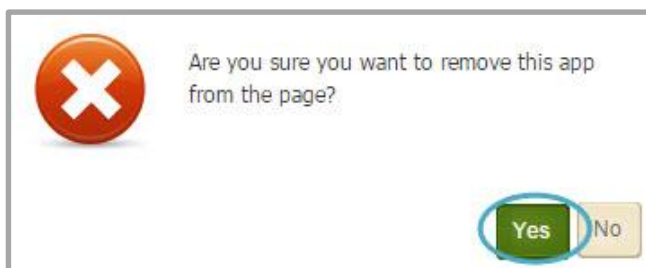
1. In *Site Manager*, navigate to the page containing the app you wish to remove.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit mode.



3. In *Actions*, click *Manage Apps & Layout*. The page opens in Design mode.
4. Position the cursor on the app you wish to remove. Note that the background color changes.



5. Click the ⊗ icon to remove the app from the page.
6. Click **Yes** on the Confirmation dialog. The app is removed from the page and you are returned to the page in Design mode.



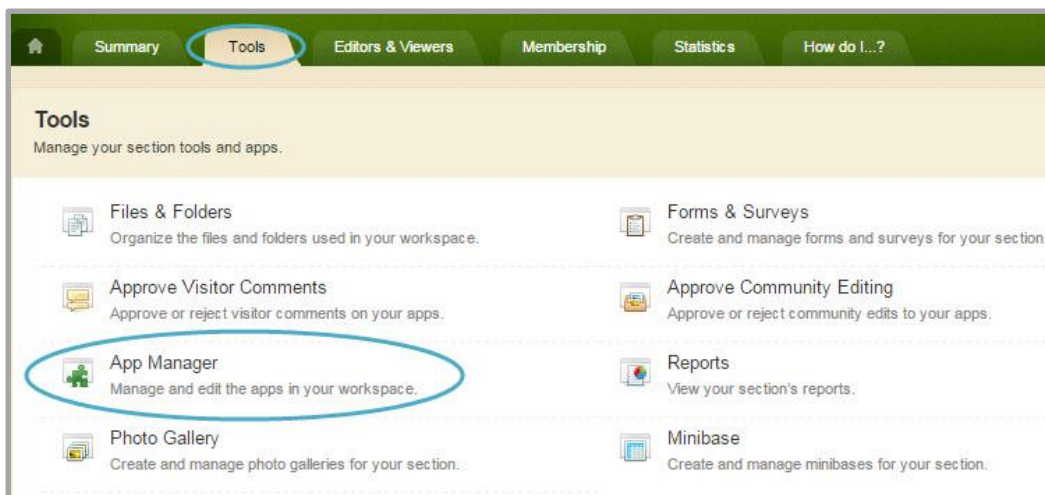
7. Click **I'm Done** to return to the page in Edit mode.

Note that the app is removed from the page but not permanently deleted. The app is available in the local *App Manager*. Click **Tools** in the current workspace and locate the app in *App Manager*.

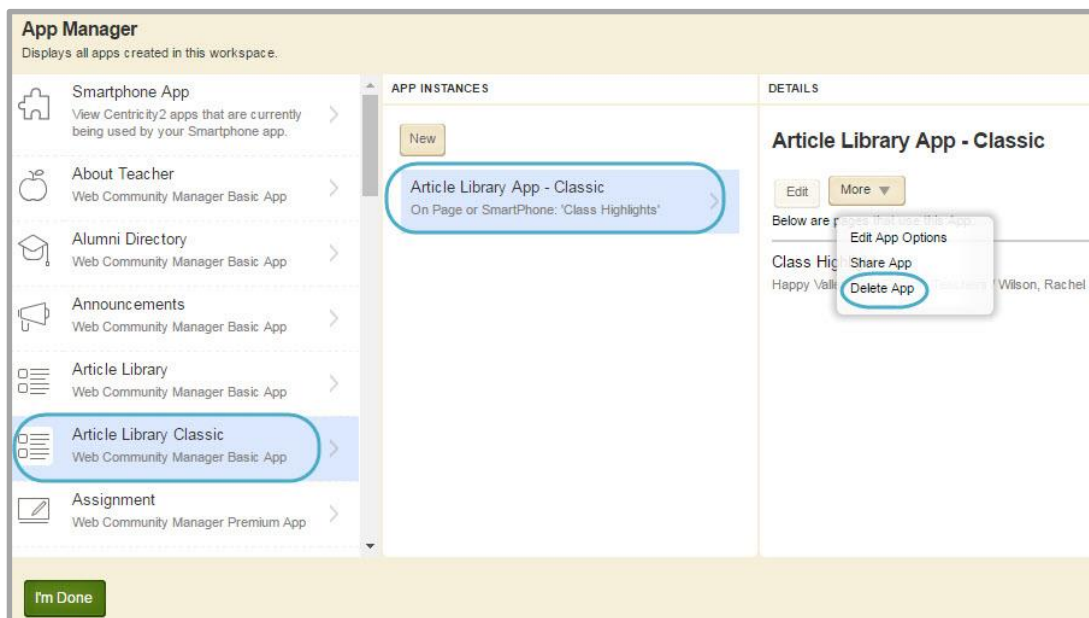
Permanently Delete a Classic Article Library App

Here's how you permanently delete a Classic Article Library App.

8. In *Site Manager*, navigate to the workspace containing the page with the app that you wish to permanently delete.
9. Click **Tools**. Workspace tools display.

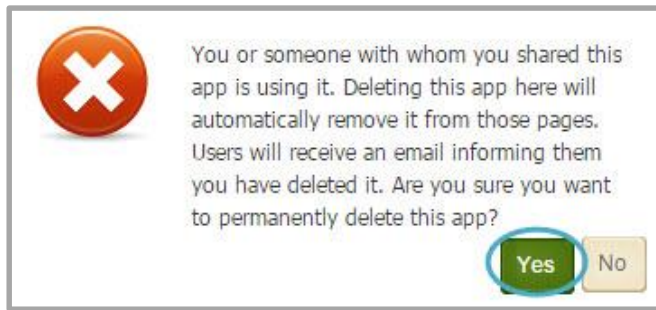


10. Click *App Manager*. App Manager displays.
11. In the first column, locate and click the type of the app that you wish to delete. In this instance, the Classic Article Library App. All apps of this type within the current workspace display in the second column.
12. Locate and click the name of the app you wish to delete. The app instance is highlighted.



13. In the third column, click **More** and select *Delete App* from the drop-down list. A confirmation dialog displays.

14. Click **Yes**. The app is permanently deleted from App Manager.



If you permanently delete a page in your Section Workspace Recycle Bin that contains the only instance of an app, that app is permanently deleted.

When you permanently delete an app, it is removed from your pages and the pages of any user with whom you shared the app. Shared users receive an email indicating that you have deleted the app.

Manage Articles in a Classic Article Library App

Once you have added a Classic Article Library App to a page you can add, edit and delete articles.

Add an Article

Here's how you add an article to a Classic Article Library App.

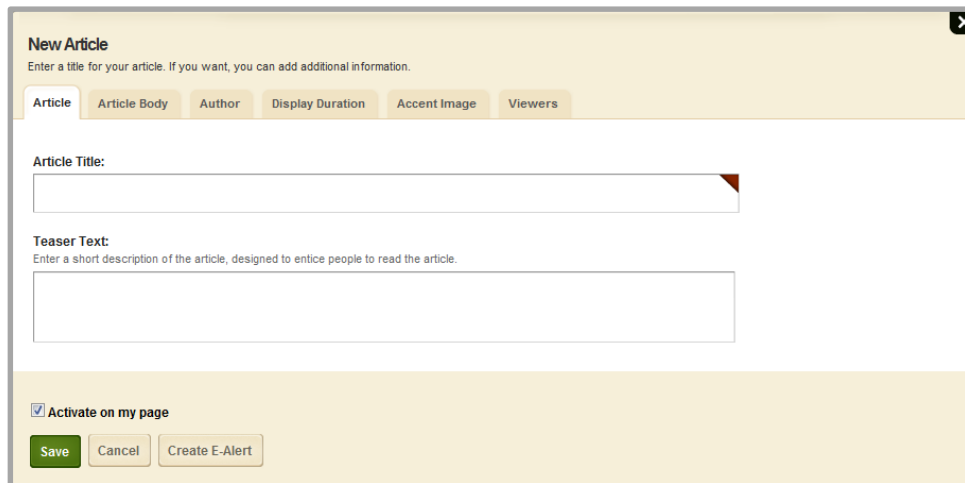
1. In *Site Manager*, navigate to the workspace containing the page you wish to edit.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit mode.



3. Click on the Classic Article Library App. The app opens.
4. Click **New Article**. A New Article window displays.



5. On the **Article** tab, enter a title for the article.



6. Enter teaser text that will appear below the title of the article (optional). You should enter a minimal amount of text in this field as its purpose is to entice website visitors to read your article. Keep it short and catchy!
7. By default the *Activate on my page* check box is selected, flagging your article for immediate display on your website once you save it. We recommend that you uncheck *Activate on my page* while working on the article. Remember to activate it when you have completed work on your article.
8. Navigate to the **Article Body** tab. Click in the Classic Apps Editor workspace and enter your article.

The screenshot shows the 'Edit Article' interface. At the top, there's a title 'Edit Article' and a subtitle 'Edit the title for your article or other information for your article.' Below this are several tabs: 'Article', 'Article Body' (which is selected), 'Author', 'Display Duration', 'Accent Image', and 'Viewers'. A rich text editor toolbar is visible, containing various icons for text formatting, alignment, and insertion. The main text area contains the text: 'The history of algebra began in ancient Egypt and Babylon.' At the bottom of the editor, there are options for 'Normal', 'HTML', and 'Preview'. A word and character count shows 'Words: 10 Characters: 59'. Below the editor, there is a checked checkbox labeled 'Activate on my page' and three buttons: 'Save', 'Cancel', and 'Create E-Alert'.

- Navigate to the **Author** tab (optional). Enter the author’s name, phone number and email address.

New Article
 Enter a title for your article. If you want, you can add additional information.

Article Article Body **Author** Display Duration Accent Image Viewers

Author Name: ?

Phone Number:

Email Address:

Activate on my page

Save Cancel Create E-Alert

- Navigate to the **Display Duration** tab (optional). Here you can specify start and end dates and times to control when your article displays on your website as long as the article and the page are both active. When you click in either the Start Date or the End Date field, a Calendar Date Picker displays. Use the Date Picker to select a date. You may also enter date values manually. To specify a value for the Start and End Date Time fields, click on the Hour and Minute drop-downs associated with each date field and select a time from the list. Hours are specified with AM and PM designations; Minute options begin at 00 and are incremented by units of five.

New Article
 Enter a title for your article. If you want, you can add additional information.

Article Article Body Author **Display Duration** Accent Image Viewers

Display Dates

Start Date:

End Date:

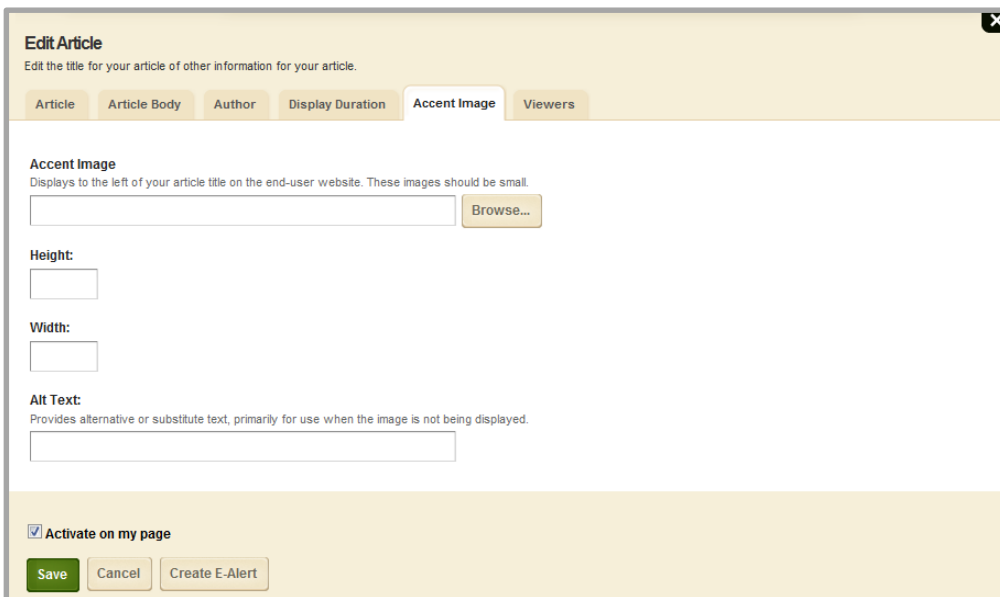
Activate on my page

Save Cancel Create E-Alert

If you specify only dates, the start time is set to 12:00 AM and the end time is set to 12:00 PM internally.

Here are some things to keep in mind when working with Display Duration.

- If you enter no dates and times, the article always displays.
 - If you enter both start and end dates and times, the article displays on your site within the specified date and time ranges.
 - If you enter only a start date and time, the article displays on your site from the date and time specified forward.
 - If you enter only an end date and time, the article displays on your site immediately until the specified end date and time.
11. Navigate to the **Accent Image** tab (optional). If you would like an image to display for the article, click the **Browse** button to launch the **Insert Image** wizard. Select one of the three Insert Image options: Upload Image (the default), Existing Image or Shared Image. Locate an image and then enter a height, width and alt text values if necessary.



Edit Article
Edit the title for your article or other information for your article.

Article Article Body Author Display Duration **Accent Image** Viewers

Accent Image
Displays to the left of your article title on the end-user website. These images should be small.

Height:

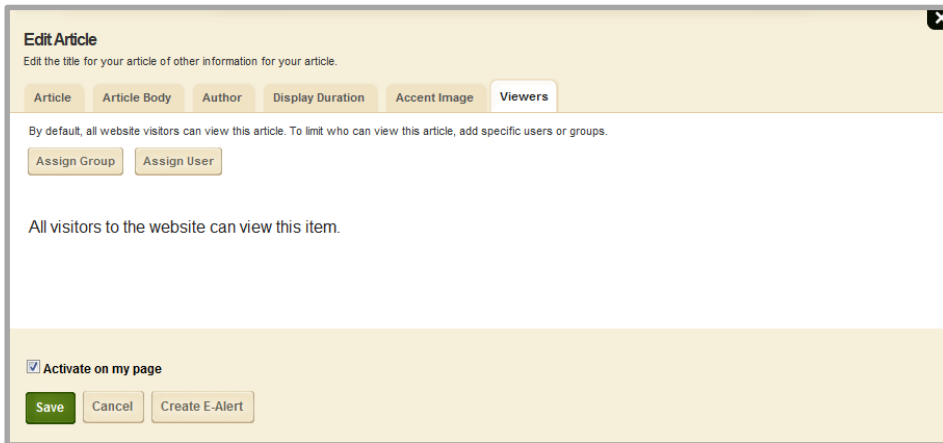
Width:

Alt Text:
Provides alternative or substitute text, primarily for use when the image is not being displayed.

Activate on my page

Remember to adjust image height and width values when you initially insert your accent image. Once inserted, if you modify either the height or width value, the aspect ratio of the image *is not* maintained. Optimize all images before you insert them. Use GIF files for images and artwork, and JPEG files for photos.

- Navigate to the **Viewers** tab (optional). By default, all of your website visitors will see the article. If you would like to limit who may view your article, use the **Assign Group** or **Assign User** buttons to search for and select specific users and groups.

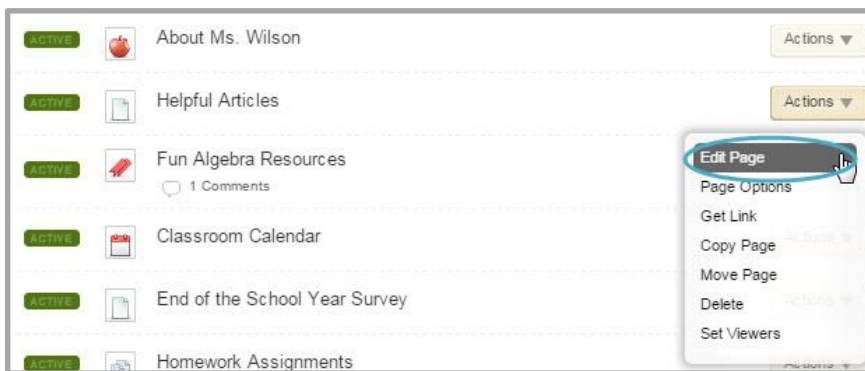


- Click **Save**. The article is added to the Classic Article Library App and you are returned to the workspace.

Edit an Article

Here’s how you edit a Classic Article Library App article.

- In *Site Manager*, navigate to the workspace containing the page you wish to edit.
- Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit mode.



- Click on the Classic Article Library App. The app opens.
- Click **Edit** to the right of the article.



5. Edit the article, making changes to the information on each of the tabs as necessary.

6. Click **Save**. The article is updated and you are returned to the workspace.

Delete an Accent Image

Here's how you delete an article accent image.

1. In *Site Manager*, navigate to the workspace containing the page you wish to edit.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit mode.



3. Click on the Classic Article Library App. The app opens.
4. Click **Edit** to the right of the article you want to modify.



5. Navigate to the **Accent Image** tab.

- Clear each field on this tab by highlighting the text and then pressing the <Delete> or <Backspace> key on your keyboard.

Edit Article
 Edit the title for your article or other information for your article.

Article Article Body Author Display Duration **Accent Image** Viewers

Accent Image
 Displays to the left of your article title on the end-user website. These images should be small.

Browse...

Height:

Width:

Alt Text:
 Provides alternative or substitute text, primarily for use when the image is not being displayed.

Activate on my page

Save Cancel Create E-Alert

- Click **Save**. The accent image is removed and you are returned to the workspace.

Edit Article
 Edit the title for your article or other information for your article.

Article Article Body Author Display Duration **Accent Image** Viewers

Article Title:
 Serves as the link to the body of your article on your website.

Teaser Text:
 Enter a short description of the article, designed to entice people to read the article.

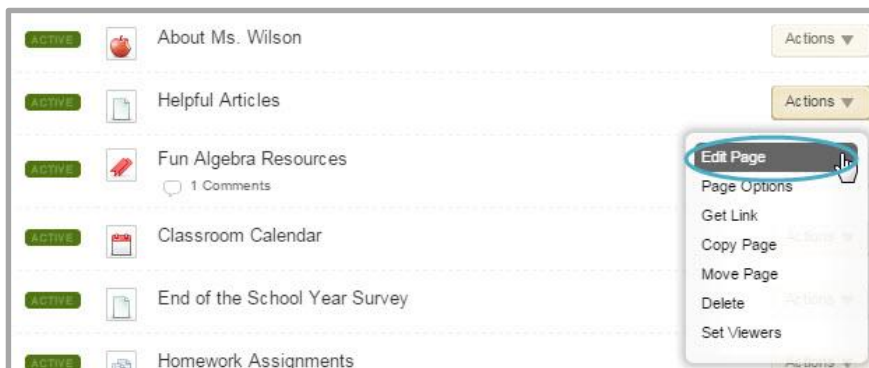
Activate on my page

Save Cancel Create E-Alert

Sort Articles

Here's how you sort articles within a Classic Article Library App.

1. In *Site Manager*, navigate to the workspace containing the page you wish to edit.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit mode.



3. Click on the Classic Article Library App. The app opens.
4. Click **Sort Articles**. The Sort Articles window displays.



5. To sort the articles in alphabetic order, click **Sort Alphabetically**.

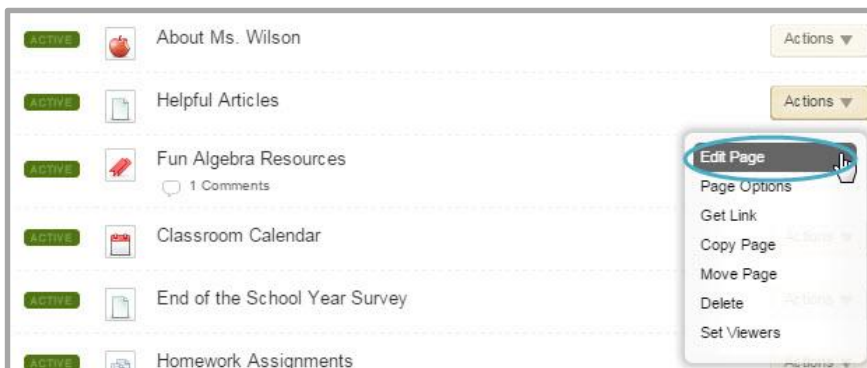


6. To sort the articles manually, you drag and drop them to a new location. Click and hold on the name of the article you wish to move. Drag the article to a new location within the list and drop it by releasing the mouse.
7. Click **Save**. The articles are saved in their new order and you are returned to the workspace.

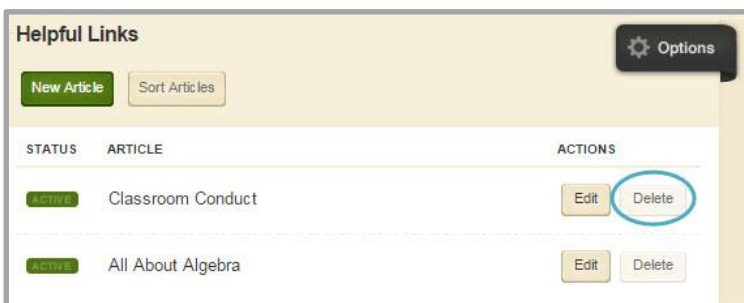
Delete an Article

Here’s how you delete an article within a Classic Article Library App.

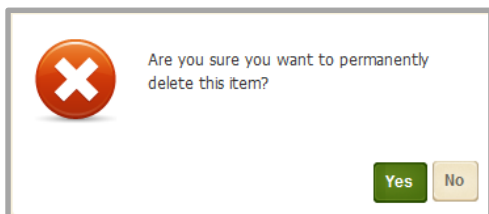
1. In *Site Manager*, navigate to the workspace containing the page you wish to edit.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit mode.



3. Click on the Classic Article Library App. The app opens.
4. Click **Delete** to the right of the article you wish to delete. A confirmation dialog box displays.



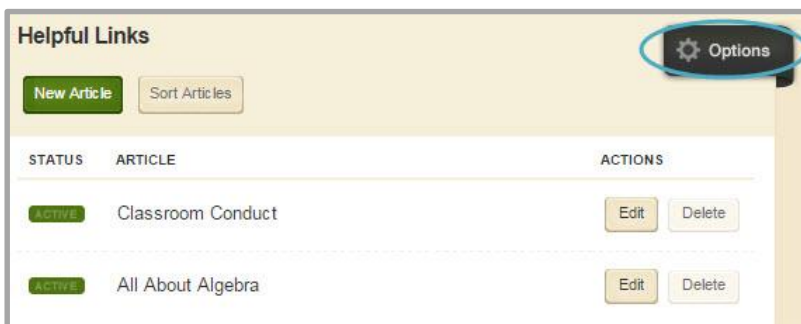
5. Click **Yes** to delete the article. The article is removed from your website and you are returned to the workspace.



When you click **Yes** the article is permanently deleted. It cannot be recovered. Be certain this is what you want to do before you click **Yes**.

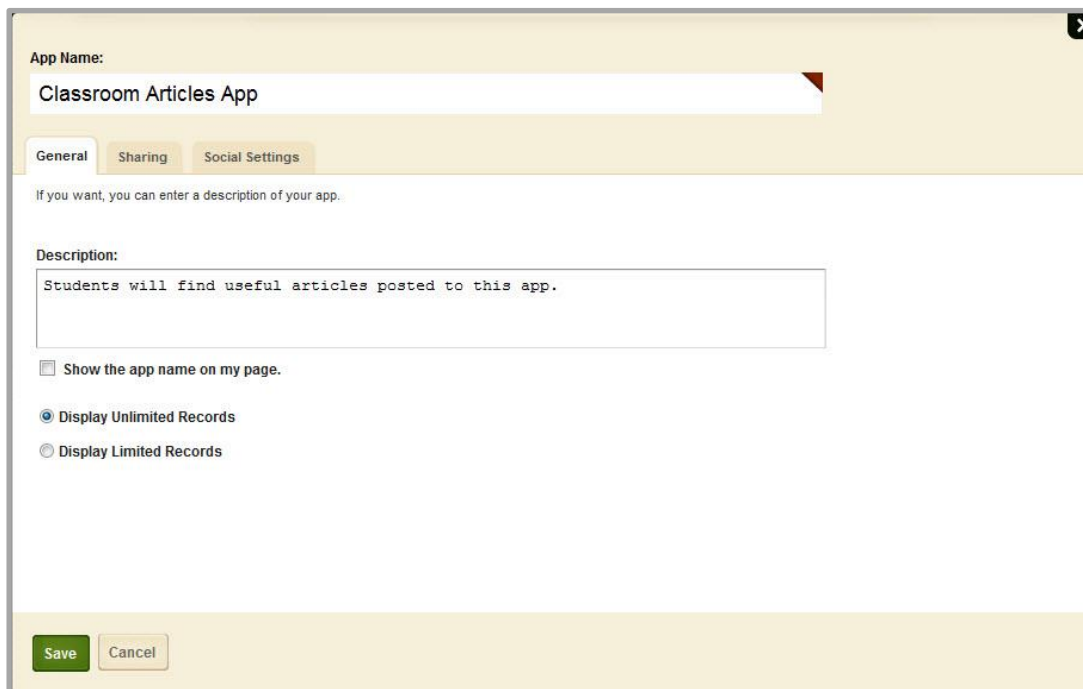
Set Classic Article Library App Options

Web Community Manager allows you to modify the default options set for an app that you create. Options for a Classic Article Library App are grouped into three tabs, **General**, **Sharing** and **Social Settings**. To make app option modifications, edit the app and click **Options**. Click **Save** to retain your changes.



General Tab

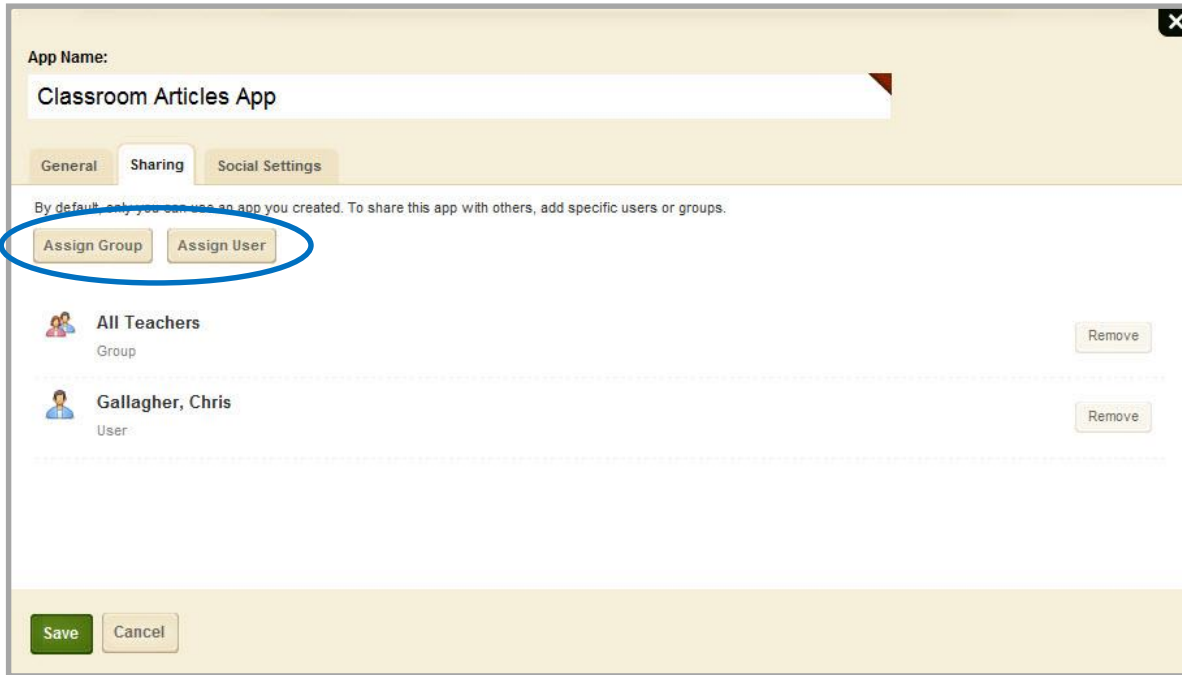
Within the **General** tab you can change the name of your app, show the app name on your page and add or modify a description for your app. The App Name is required. If you click the **Display Limited Record** radio button, a **Record Limit** field displays where you indicate the number of articles you want to display on the page before a **More** link appears.

A screenshot of the 'Options' dialog box for a Classic Article Library App, specifically the 'General' tab. The dialog has a light beige background and a close button (X) in the top right corner. At the top, there is a text input field for 'App Name' containing 'Classroom Articles App'. Below this are three tabs: 'General' (selected), 'Sharing', and 'Social Settings'. A note says 'If you want, you can enter a description of your app.' Below that is a 'Description:' label and a text area containing 'Students will find useful articles posted to this app.' There are three checkboxes: 'Show the app name on my page.' (unchecked), 'Display Unlimited Records' (checked), and 'Display Limited Records' (unchecked). At the bottom, there are 'Save' (green) and 'Cancel' (light grey) buttons.

Sharing Tab

By default, only you have access to an app that you create. If you would like other editors to be able to place your app on their pages, you must share it with them.

Within the Sharing tab, click the **Assign Group** or **Assign User** buttons to search for and select specific users and groups with whom you would like to share the app.



Social Settings Tab

If your district has Media Framework, you may be able to add one or all of these social media elements to your apps. Whether you can add a particular element depends on which settings and elements your Site Administrator has enabled. Site Administrators may enable RSS feeds regardless of whether your district has Social Media Framework.

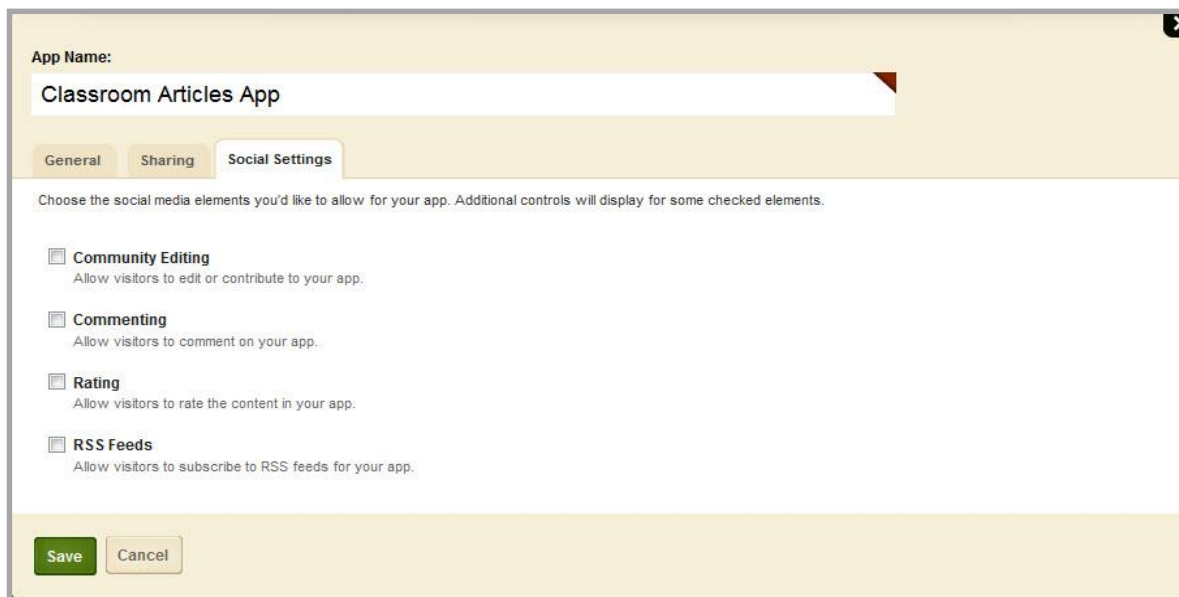
Here are the [Social Media elements](#) that may be available for your Classic Article Library Apps.

- Community Editing: Allows visitors to your website to contribute to your app.
- Visitor Commenting: Allows visitors to comment on your app.
- Visitor Rating: Allows visitors to rate your app.
- RSS Feeds: Allows visitors to subscribe to Really Simple Syndication (RSS) feeds for your app.

You enable social media elements on the **App Options** for each app. When enabled, Community Editing and RSS Feeds apply to the entire app and not to individual records within that app.

A Site Administrator must enable RSS Feeds for the entire website through a global setting in System Settings in order for you to enable it for your apps.

Use the options on the **Social Settings** tab to apply social media elements to your Classic Article Library App. Depending on the element you select, additional controls may display.



The screenshot shows the 'Social Settings' tab for an app named 'Classroom Articles App'. The app name is displayed in a text box at the top. Below the name are three tabs: 'General', 'Sharing', and 'Social Settings', with 'Social Settings' being the active tab. A message reads: 'Choose the social media elements you'd like to allow for your app. Additional controls will display for some checked elements.' There are four checkboxes, all of which are checked:

- Community Editing**
Allow visitors to edit or contribute to your app.
- Commenting**
Allow visitors to comment on your app.
- Rating**
Allow visitors to rate the content in your app.
- RSS Feeds**
Allow visitors to subscribe to RSS feeds for your app.

At the bottom of the form, there are two buttons: a green 'Save' button and a 'Cancel' button.