About Teacher App Guide

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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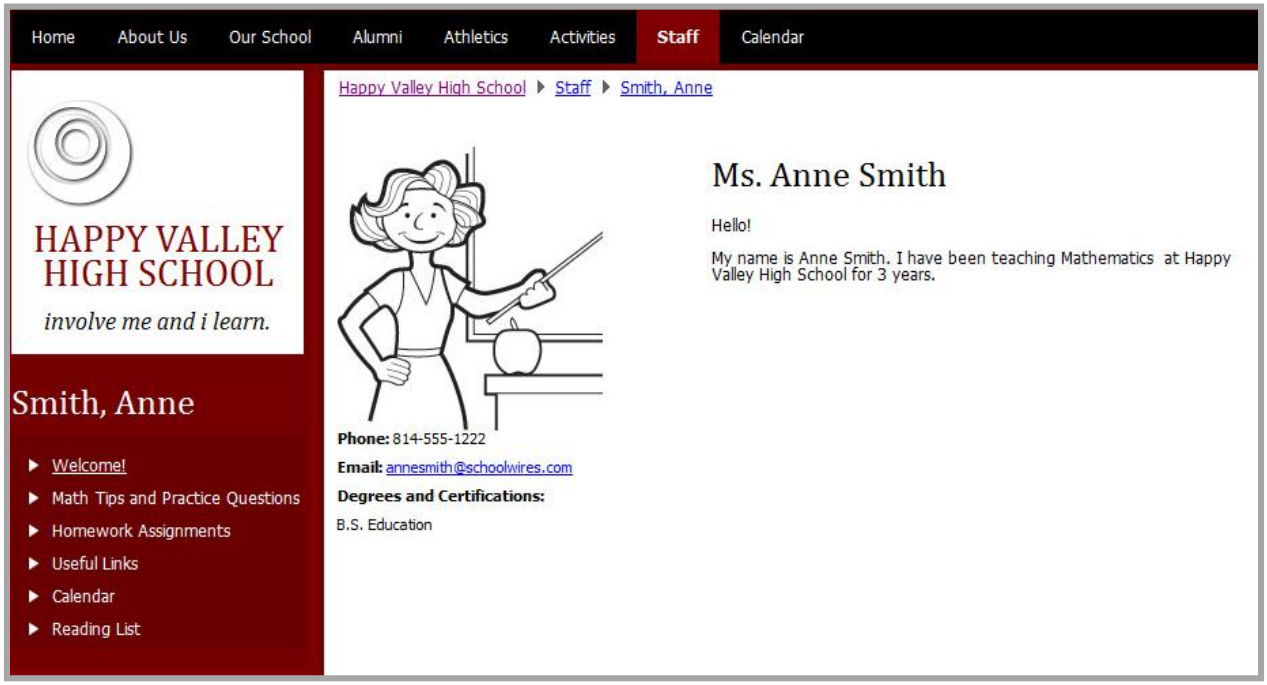
Introduction

The About Teacher App in Blackboard Web Community Manager is used to display your biography, a photo, contact information as well as your degrees and certificates.



You create an About Teacher App by creating a new page and selecting the About Teacher Page Type. This creates a page containing one About Teacher App in a one column page layout.

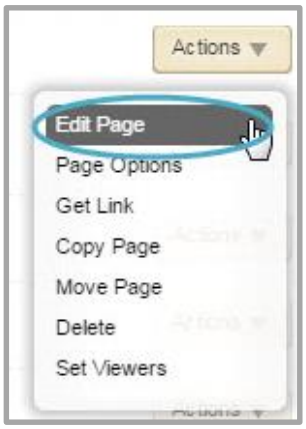
Alternatively, you can add an About Teacher App to a page in Design Mode.

Edit an About Teacher App

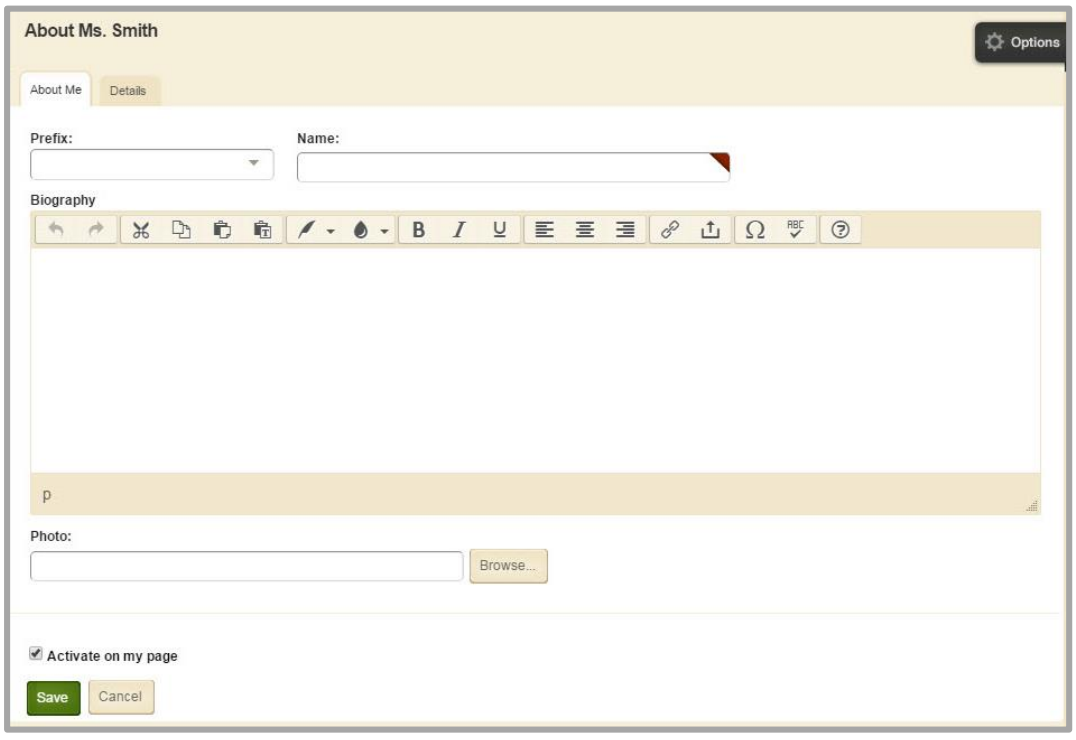
Once your app is in place on a page you can edit the content within the app.

Here's how you edit an About Teacher App.

1. In *Site Manager*, navigate to the workspace the that contains the About Teacher App you wish to edit.
2. Click on the **Actions** drop-down next to the page name containing the About Teacher App you wish to edit and select **Edit Page**. The page opens in Edit Mode.

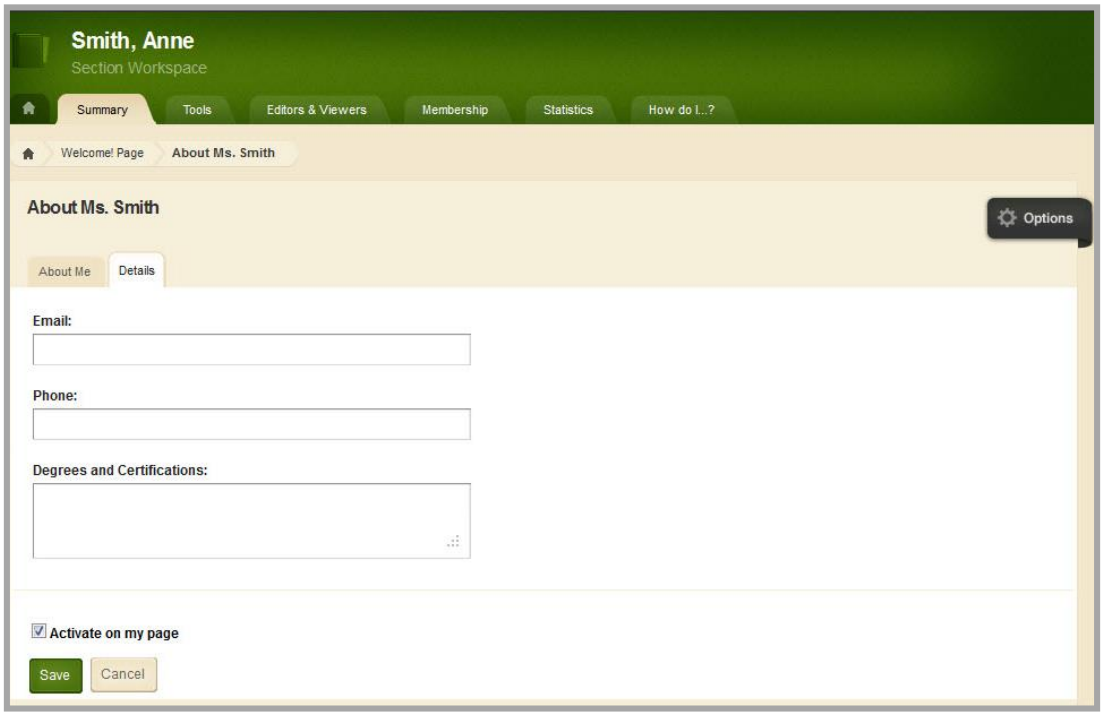


3. Click on the About Teacher App you wish to edit. The app opens.



4. On the **About Me** tab, select a Prefix and enter the teacher's Name and Biography.

5. To add a Photo, click **Browse** to select the image you wish to insert. You have the option to upload an image from your computer, select an existing image from your website, or select a shared image. Once you have selected the image you wish to insert, click **Continue**. You are then given the option to edit the image attributes, once finished click **Insert Image**.
6. On the **Details** tab, enter the teacher's Email, Phone and Degrees and Certifications.



7. Click **Save**. You are returned to your app in Edit Mode.

By default, the **Activate on my page** checkbox is selected. We recommend that you uncheck **Activate on my page** while working on the app. Remember to activate it when you have completed work on your app.

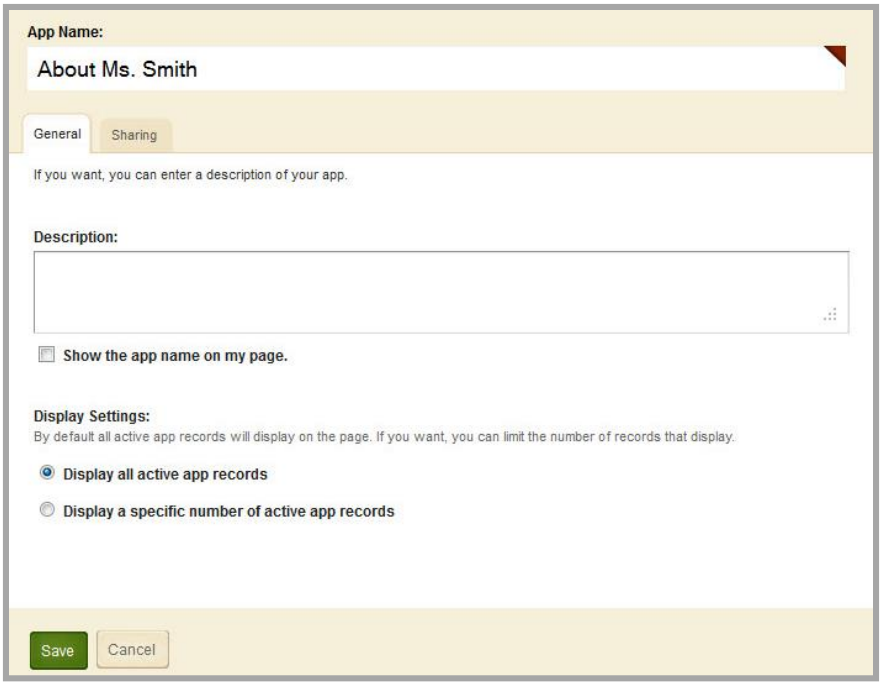
Set About Teacher App Options

Web Community Manager allows you to modify the default options set for an app that you create. Options for an About Teacher app are grouped into two categories, General and Sharing. To edit App Option, edit the app and click **Options**. Be sure to click **Save** to retain your changes.

General Tab

On the **General** tab you can change the name of your app and add or modify a description for your app. The App Name is required.

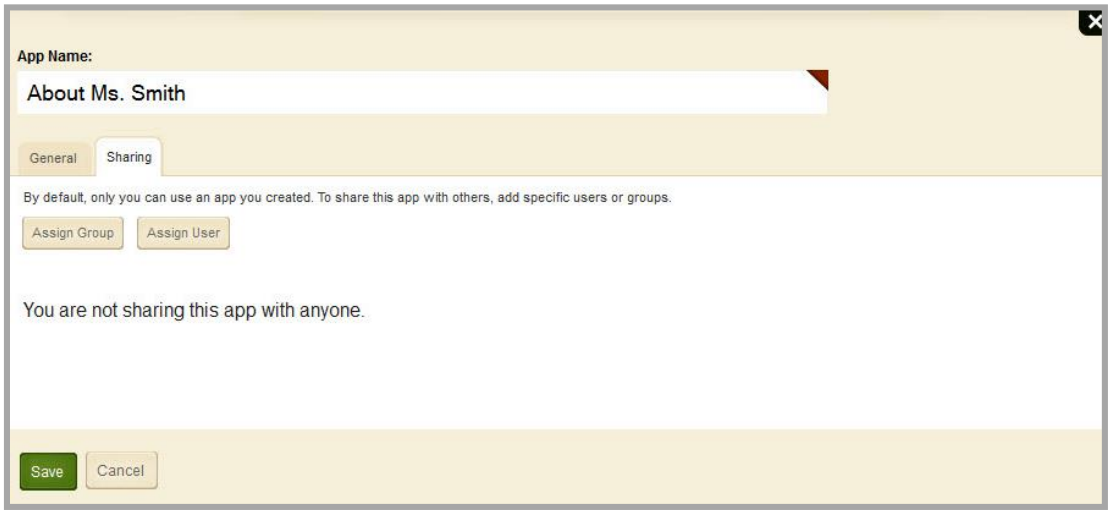
If you click the **Show the app name on my page** checkbox, the name of the app displays on the page on your website.



Sharing Tab

On 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.

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.



Additional Resources

Here are some additional resources you may find helpful.

- Add an About Teacher App to a Page
- Upload a Photo in the About Teacher App
- Edit a Photo in the About Teacher App
- Edit an About Teacher App
- Manage Apps & Layouts
- Manage Pages
- App Showroom
- Core Resources
- Hot Topics
- Workspaces in Site Manager