

About Teacher 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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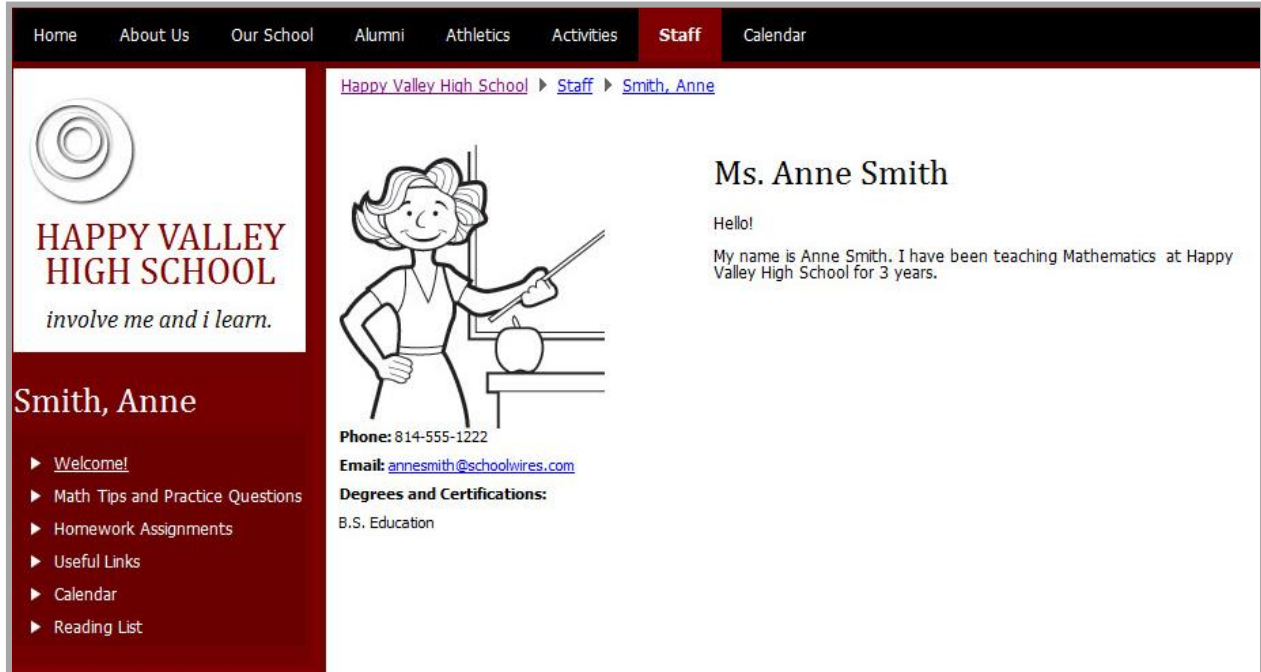
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Introduction

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.



The screenshot displays the Blackboard Web Community Manager interface. At the top, a navigation bar includes links for Home, About Us, Our School, Alumni, Athletics, Activities, Staff (highlighted), and Calendar. Below the navigation bar, the page is divided into two main sections. On the left, there is a sidebar for Ms. Anne Smith, featuring the Happy Valley High School logo and the tagline "involve me and i learn." Below the logo, the name "Smith, Anne" is displayed, followed by a list of links: Welcome!, Math Tips and Practice Questions, Homework Assignments, Useful Links, Calendar, and Reading List. The main content area on the right shows the breadcrumb trail "Happy Valley High School > Staff > Smith, Anne". Below this, there is a cartoon illustration of a female teacher standing at a desk with an apple. To the right of the illustration, the name "Ms. Anne Smith" is displayed in a large font. Below the name, there is a "Hello!" greeting and a short biography: "My name is Anne Smith. I have been teaching Mathematics at Happy Valley High School for 3 years." Below the biography, contact information is provided: "Phone: 814-555-1222" and "Email: annesmith@schoolwires.com". Finally, the "Degrees and Certifications:" section lists "B.S. Education".

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.

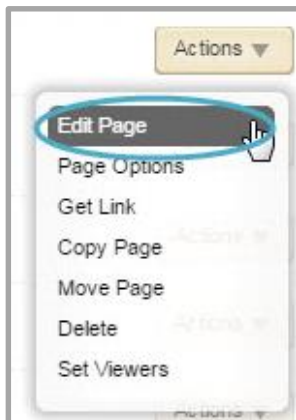
Alternatively, you can [add an About Teacher App to a page](#) in Design Mode.

Edit an About Teacher App

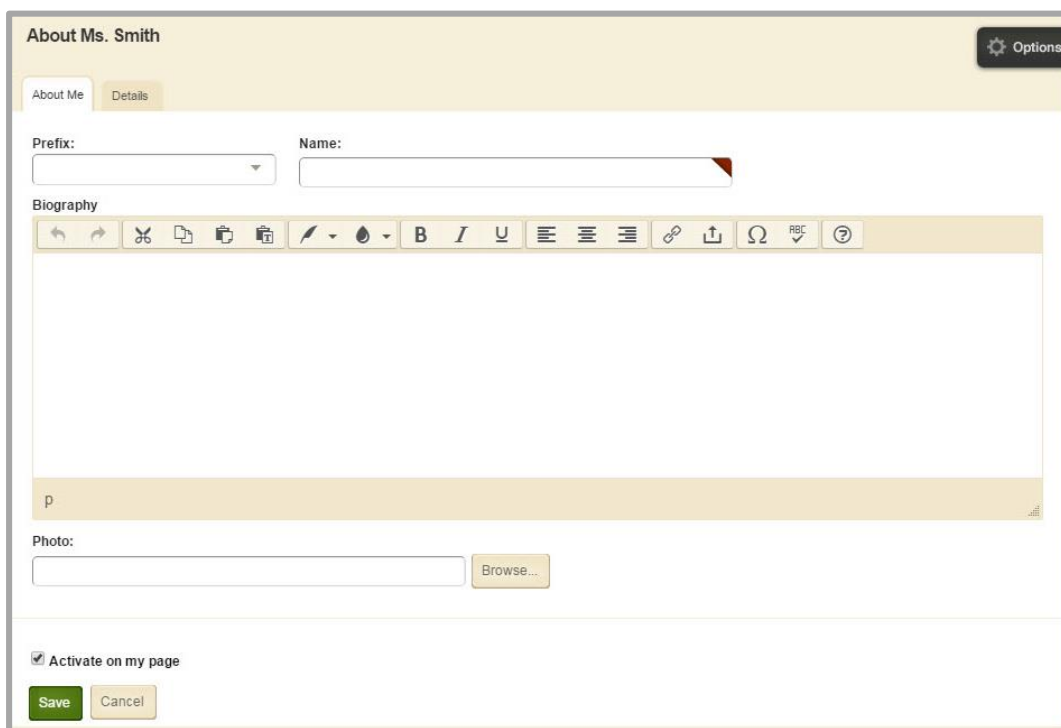
Once your app is in place on a page you can edit the content within the app.

Here's how you edit an About Teacher App.

1. In *Site Manager*, navigate to the workspace 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.

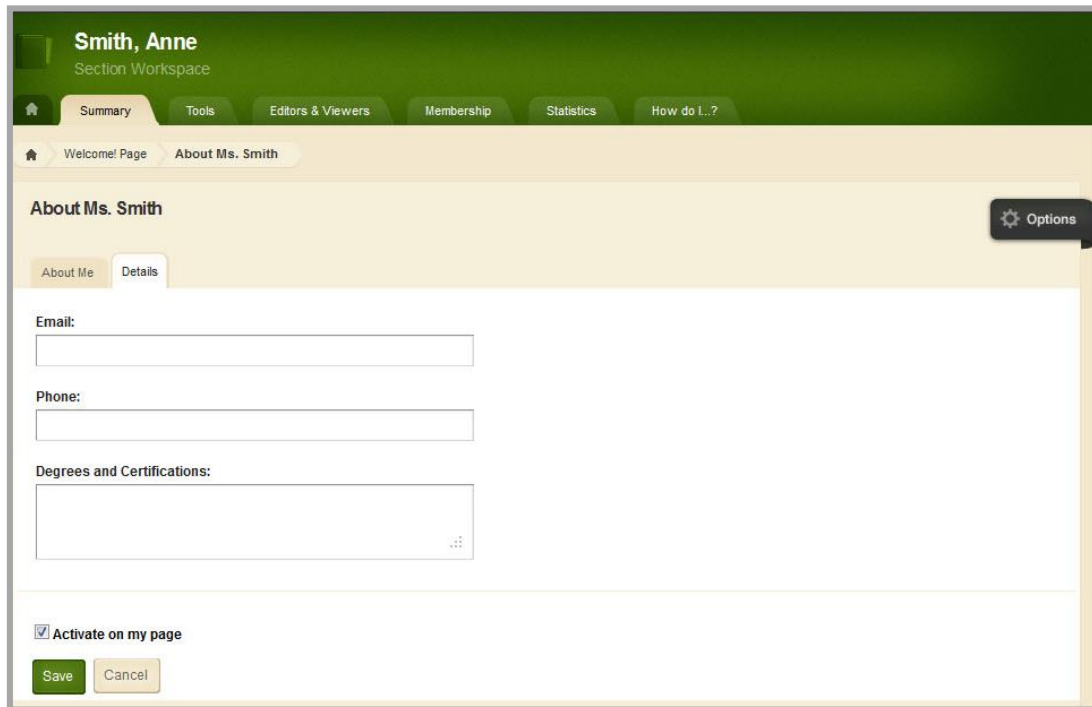


3. Click on the About Teacher App you wish to edit. The app opens.

A screenshot of the 'About Ms. Smith' app in Edit Mode. The app has a title bar 'About Ms. Smith' and an 'Options' button. Below the title bar are two tabs: 'About Me' (selected) and 'Details'. The 'About Me' tab contains several form fields: 'Prefix:' with a dropdown menu, 'Name:' with a text input field, 'Biography' with a rich text editor toolbar and a large text area, and 'Photo:' with a text input field and a 'Browse...' button. At the bottom, there is a checkbox labeled 'Activate on my page' which is checked, and two buttons: 'Save' and 'Cancel'.

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

- 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**.
- On the **Details** tab, enter the teacher's Email, Phone and Degrees and Certifications.



The screenshot displays the Blackboard Web Community Manager interface for editing the 'About Ms. Smith' page. The page title is 'Smith, Anne' and it is located within a 'Section Workspace'. The navigation bar includes tabs for 'Summary', 'Tools', 'Editors & Viewers', 'Membership', 'Statistics', and 'How do I...?'. Below the navigation bar, there are links for 'Welcome! Page' and 'About Ms. Smith'. The main content area is titled 'About Ms. Smith' and has two tabs: 'About Me' and 'Details'. The 'Details' tab is active, showing three input fields: 'Email:', 'Phone:', and 'Degrees and Certifications:'. At the bottom of the form, there is a checkbox labeled 'Activate on my page' which is checked, and two buttons: 'Save' and 'Cancel'.

- 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.

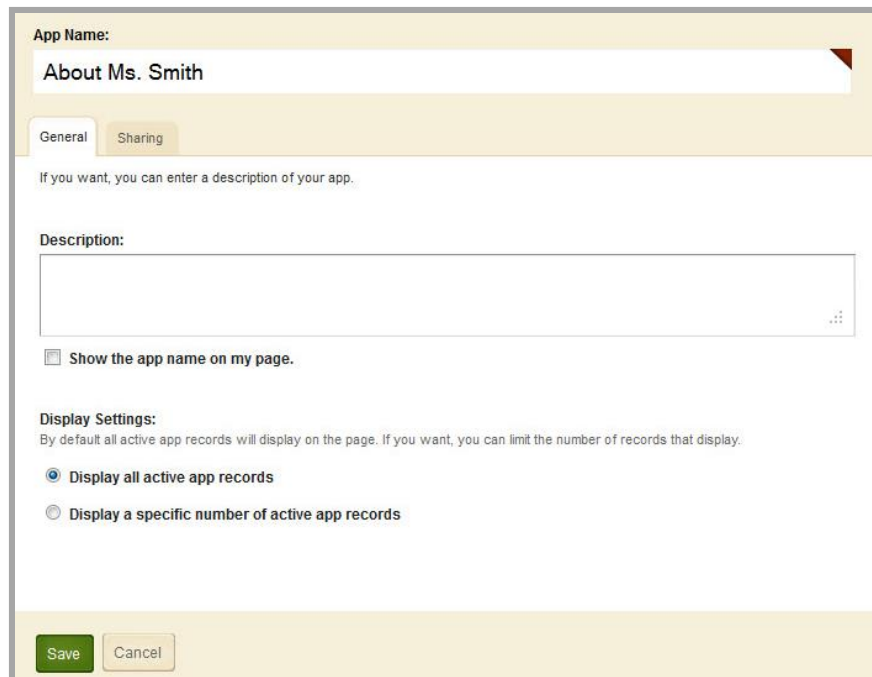
Set About Teacher App Options

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.

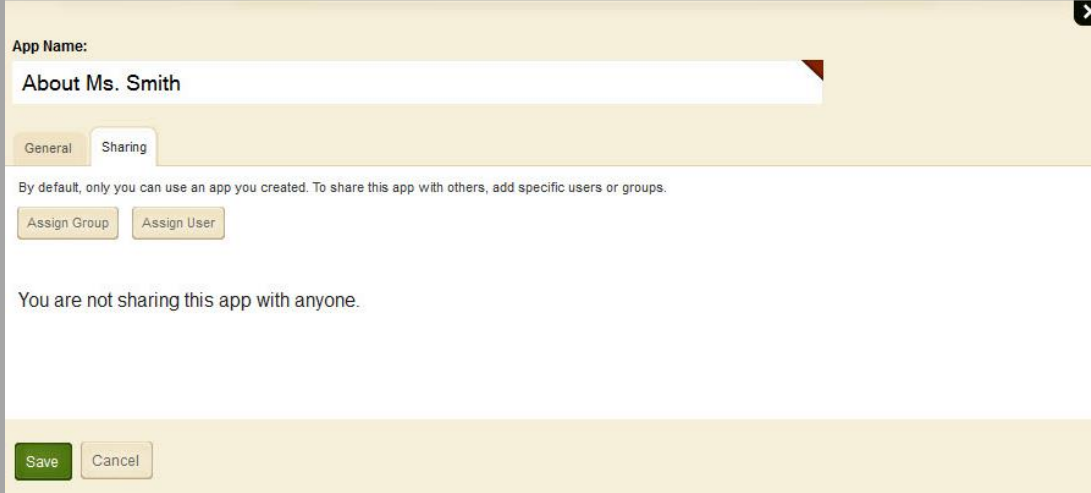


The screenshot shows the 'About Teacher App Options' form, specifically the 'General' tab. The form has a light yellow background and a white content area. At the top, there is a label 'App Name:' followed by a text input field containing 'About Ms. Smith'. Below this, there are two tabs: 'General' (selected) and 'Sharing'. A small instruction reads 'If you want, you can enter a description of your app.' followed by a 'Description:' label and a large text area. Below the description area is a checkbox labeled 'Show the app name on my page.' which is currently unchecked. Underneath is the 'Display Settings:' section with the instruction 'By default all active app records will display on the page. If you want, you can limit the number of records that display.' There are two radio button options: 'Display all active app records' (which is selected) and 'Display a specific number of active app records'. At the bottom of the form, there are two buttons: a green 'Save' button and a white 'Cancel' button.

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.



The screenshot shows a dialog box for sharing an app. At the top, the 'App Name' is 'About Ms. Smith'. Below the name are two tabs: 'General' and 'Sharing', with 'Sharing' selected. A message states: 'By default, only you can use an app you created. To share this app with others, add specific users or groups.' Below this message are two buttons: 'Assign Group' and 'Assign User'. A status message reads: 'You are not sharing this app with anyone.' At the bottom are 'Save' and 'Cancel' buttons.

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](#)