

Document Viewer 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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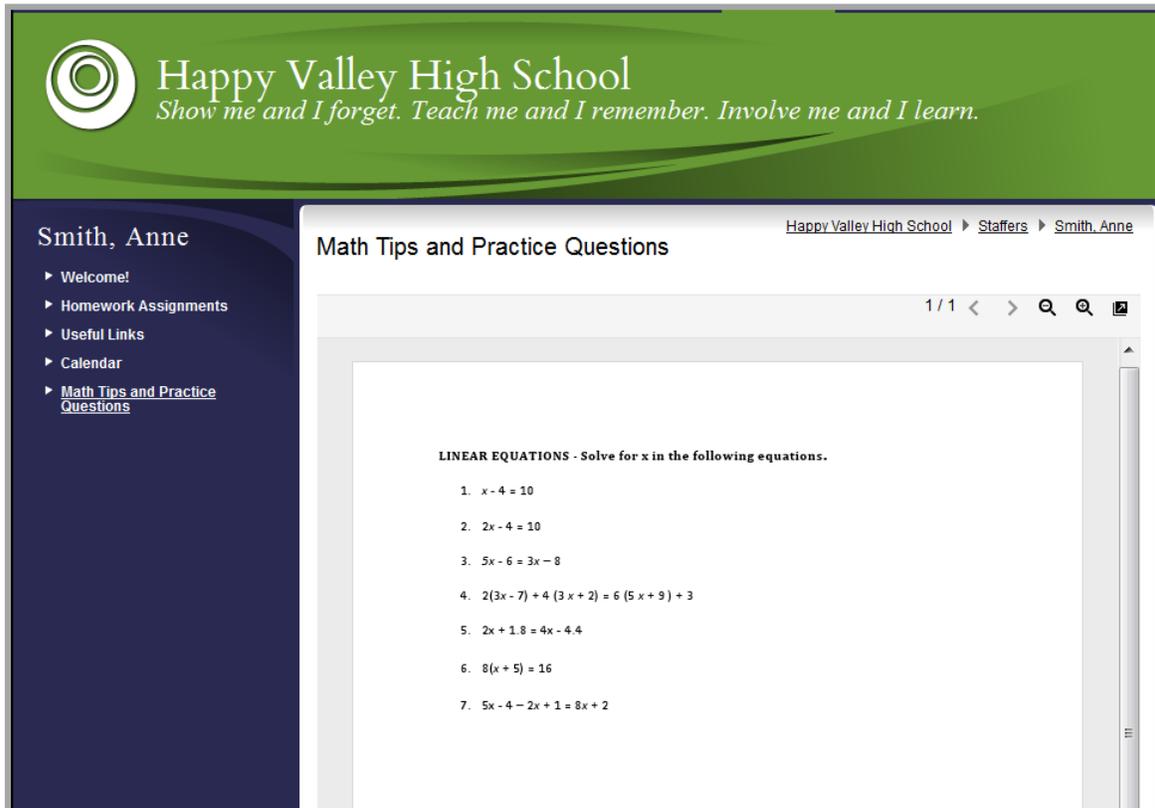
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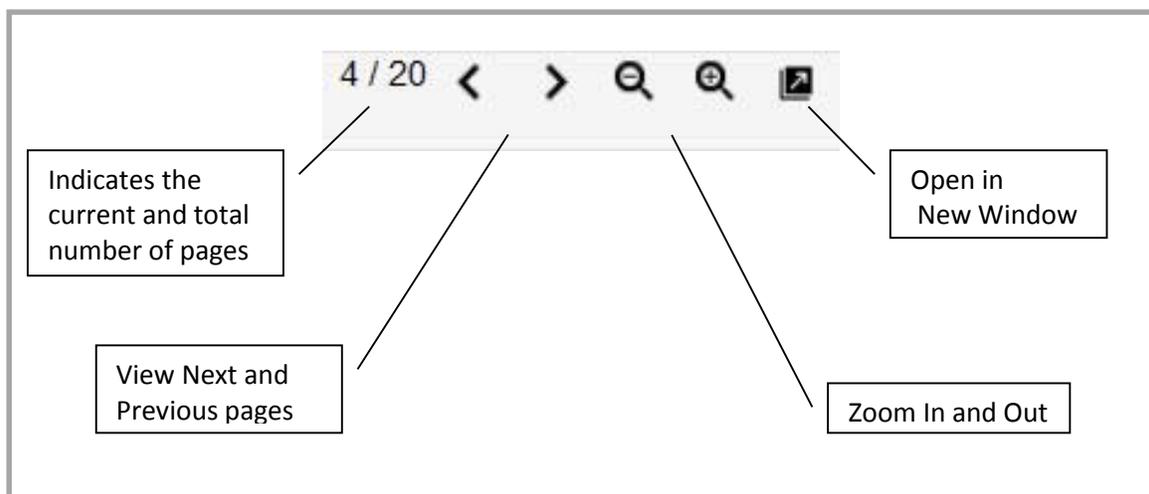
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Introduction

The Document Viewer App, powered by Google Docs™ Viewer, allows you to display a document on a page on your end-user website. You add a Document Viewer App to your page, edit the app and **Browse** to locate the document that you wish to display. We recommend that you add a separate Document Viewer App for *each* document or object you wish to display.



Visitors to the end-user website use controls to manipulate how the document displays.



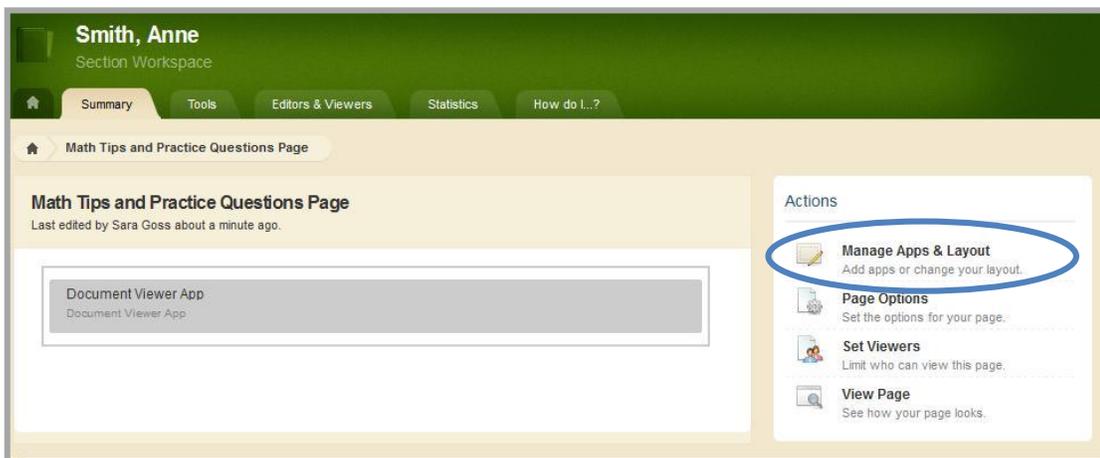
Create a Document Viewer App

Here's how you add a Document Viewer app to a page.

1. In *Site Manager*, navigate to the workspace containing the page to which you wish to add a Document Viewer 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.

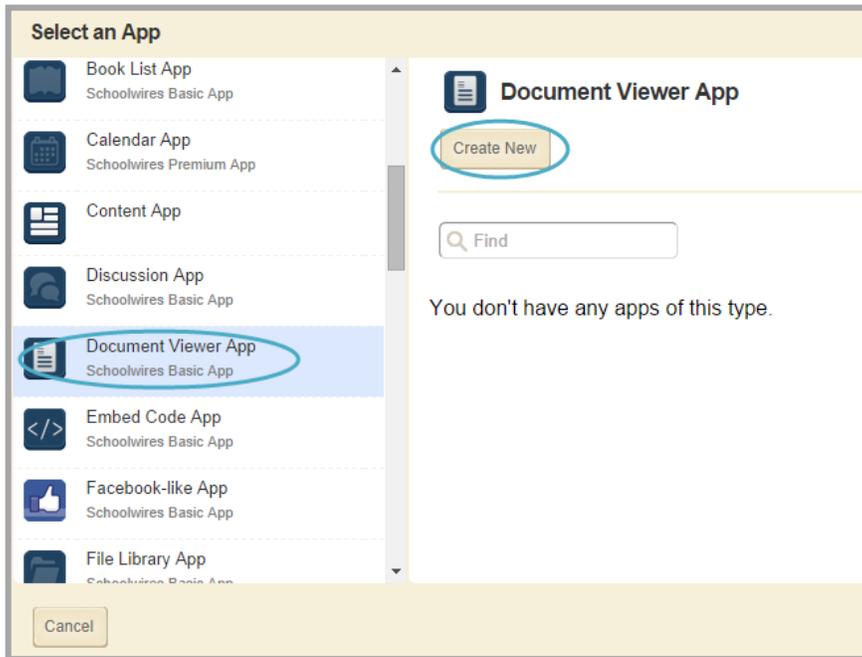


3. In the Actions pane, click *Manage Apps & Layout*. The page opens in Design mode.

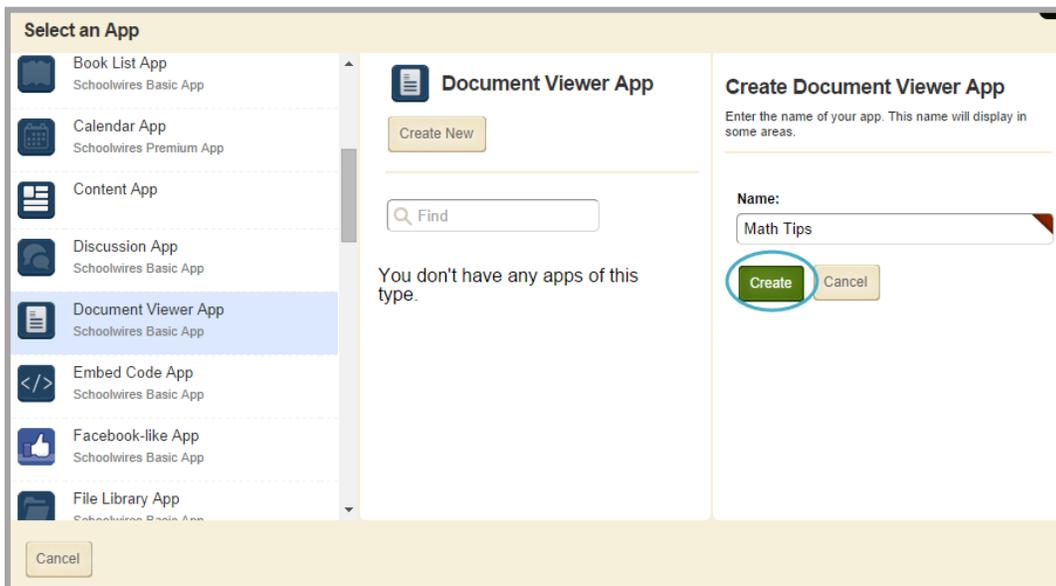


4. Click **Add App**. The Available Apps dialog displays.

5. Click **Document Viewer App**. Then click **Create New**.



6. Enter a name for your app.



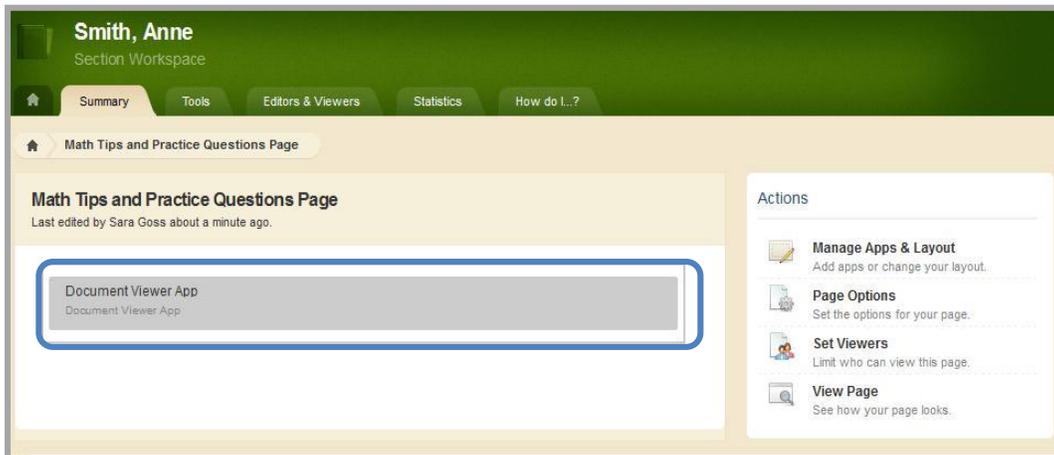
7. Click **Create**. You are returned to the page in Design mode.
8. Click **I'm Done** to return to the page in Edit Mode.

You are now ready to edit the app and insert a document.

Edit a Document Viewer App

Here's how you edit and insert a document into a Document Viewer app.

1. In *Site Manager*, navigate to the page containing the app 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 app that you wish to edit. The edit dialog displays. Note that when you position the cursor on the app, the background color changes and a pencil displays.



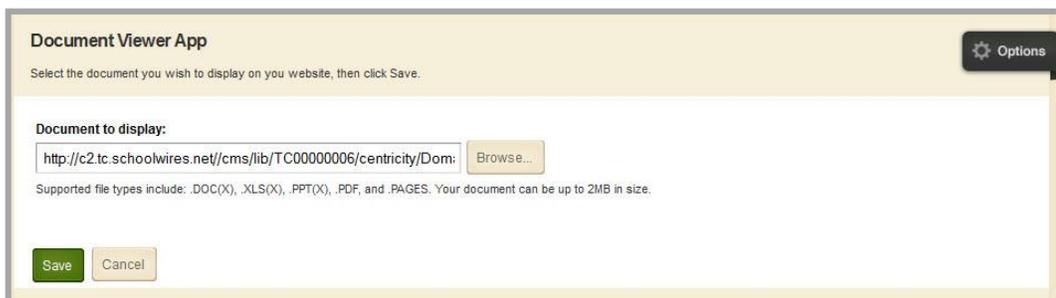
4. Click **Browse** to select the document you wish to insert. You have the option to upload a file from your computer, select an existing file from your website, or select a shared file.



Note that if you use the *Upload File* option, a copy of the file is placed into the local Files & Folders. The local Files & Folder URL for the file is inserted into the *Document to display* field.



5. Once you have selected the document you wish to insert, click **Insert File**.

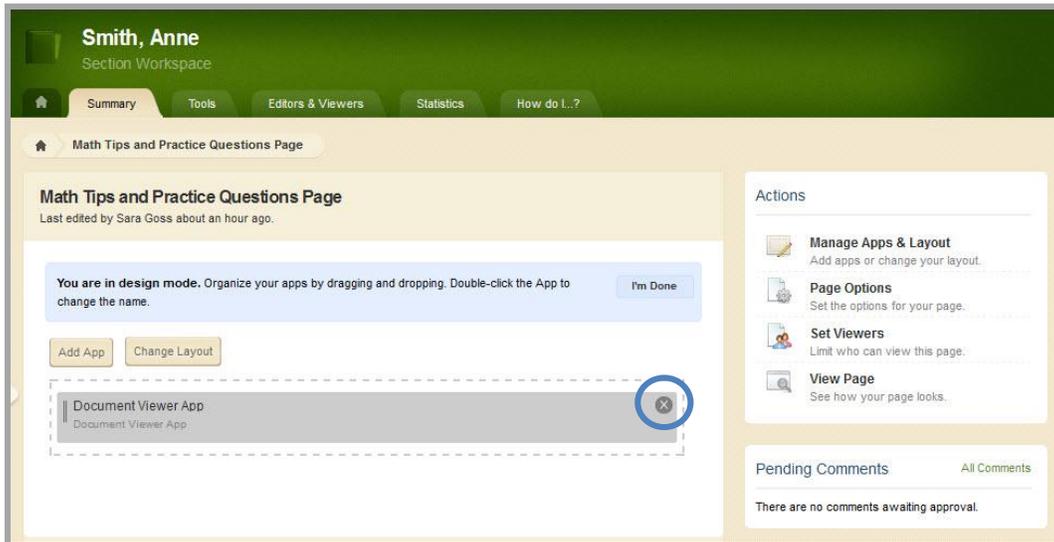


6. Click **Save**.

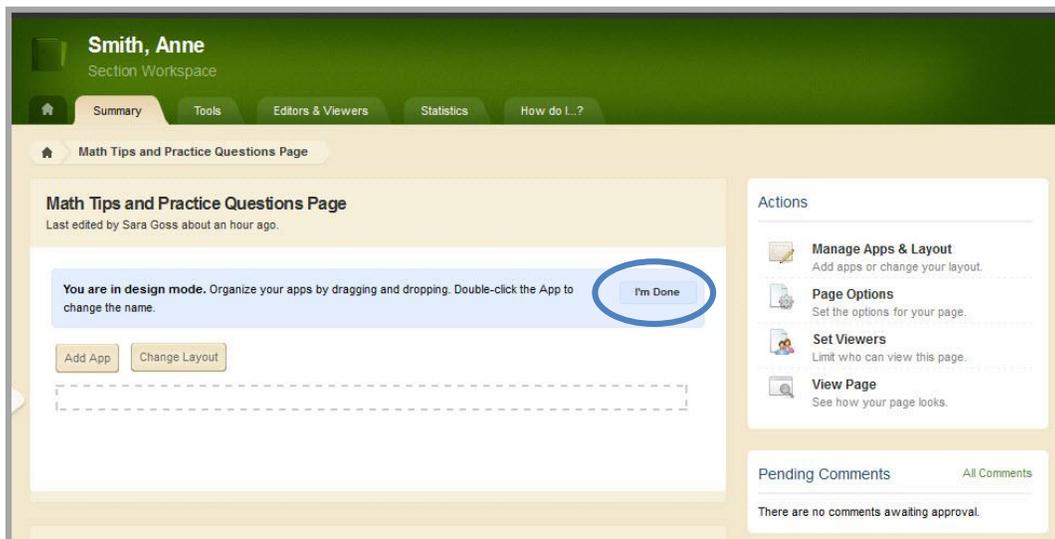
Remove a Document Viewer App from a Page

Here's how you remove a Document Viewer app from a page.

1. In *Site Manager*, navigate to the page containing the app 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.



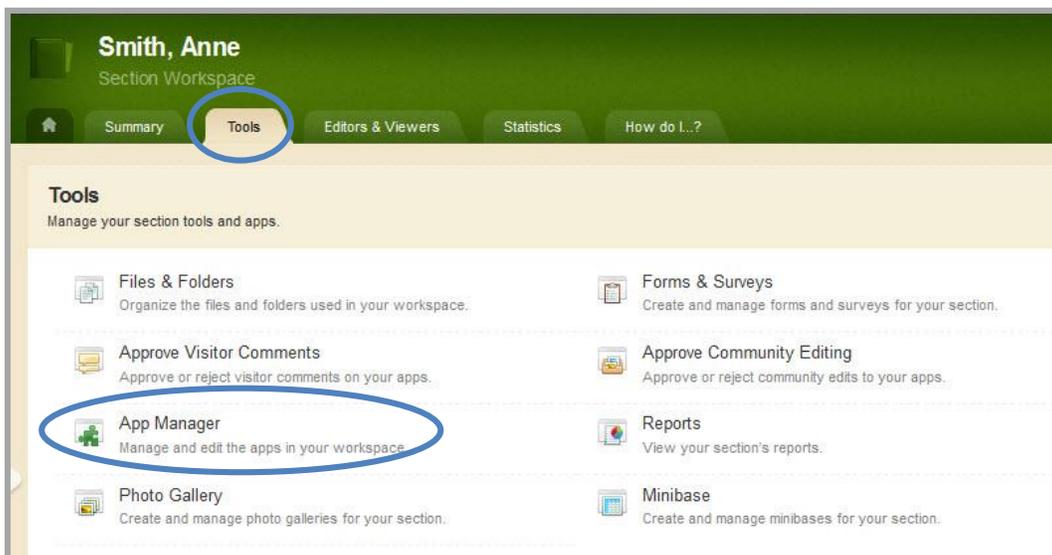
3. In the Actions pane, click *Manage Apps & Layout*. The page opens in Design mode.
4. Position the cursor on the app you wish to remove. Note that the background color changes.
5. Click the ⊗ icon to remove the app from the page. Note that the background color of the icon changes. A confirmation dialog displays.
6. Click **Yes**. You are returned to the page in Design mode.
7. Click **I'm Done** to return to the page in Edit Mode.



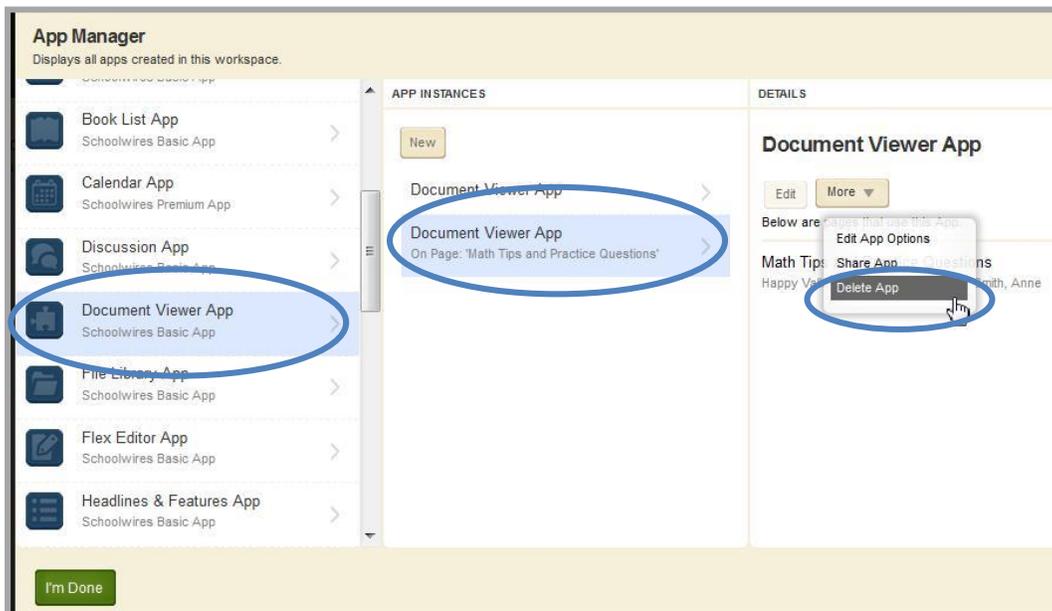
Permanently Delete a Document Viewer App

Here's how you permanently delete a Document Viewer app.

1. In *Site Manager*, navigate to the workspace containing the page with the Document Viewer app that you wish to permanently delete.

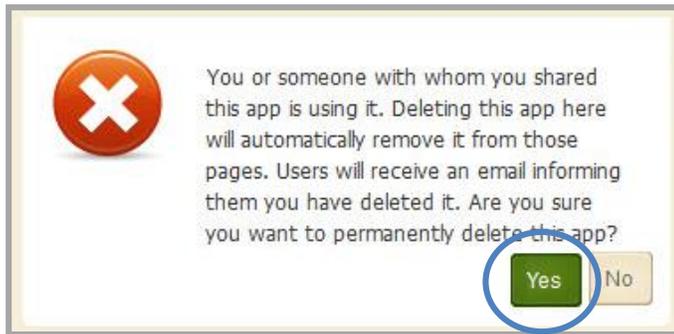


2. Click **Tools**. Available Tools for the workspace display.
3. Click *App Manager*. The App Manager displays.
4. In the first column, select the type of the app that you wish to delete. In this instance, Document Viewer app. All apps of this type within the current workspace display in the second column.



5. Locate and click the name of the app you wish to delete. The app instance is highlighted.

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



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

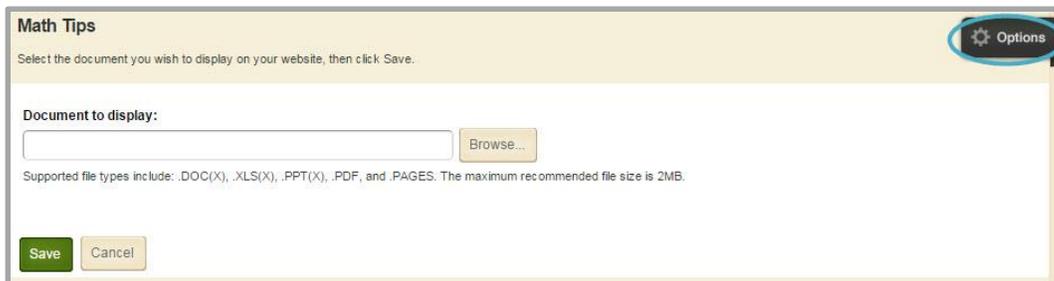
Note that when you permanently delete an app from App Manager, it is removed from your pages and the pages of any user with whom you shared the app. Shared users receive an email indicating that you have deleted the app.

Set Document Viewer App Options

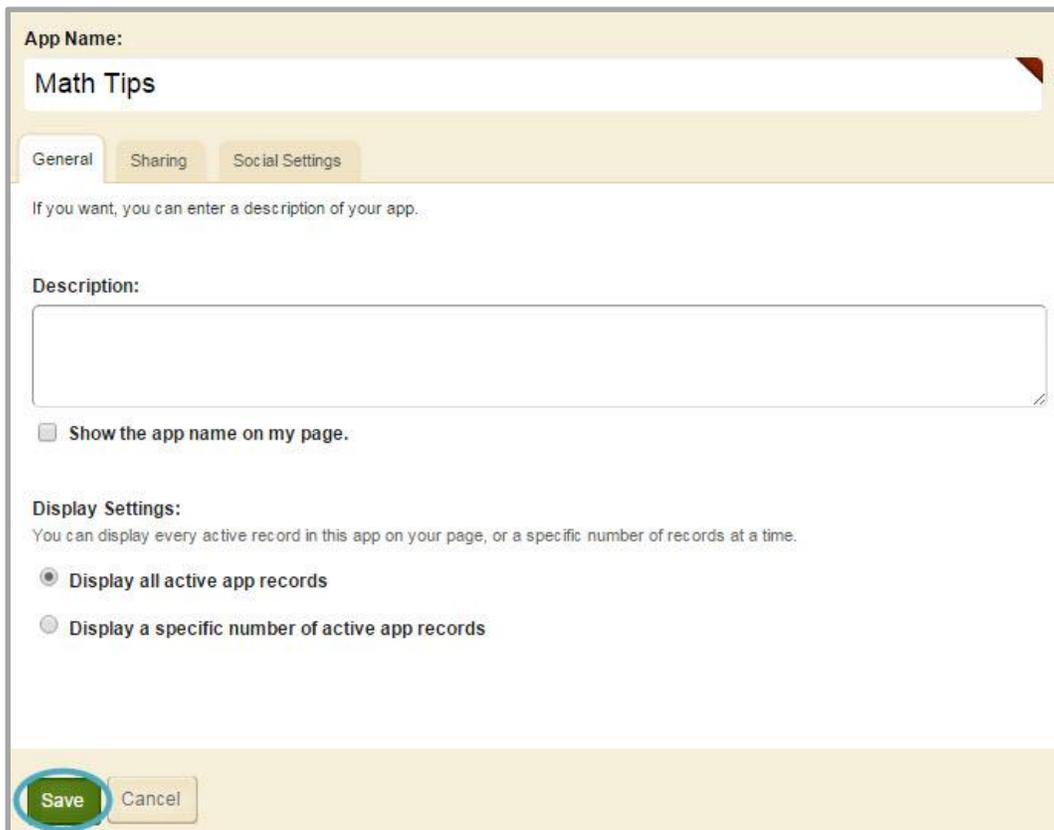
Web Community Manager allows you to modify the default options set for an app that you create. Options for a Document Viewer App are grouped into two categories, General and Sharing. If you have *Social Media Framework* you see a third category, Social Settings.

Here's how you set options for a Document Viewer App.

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



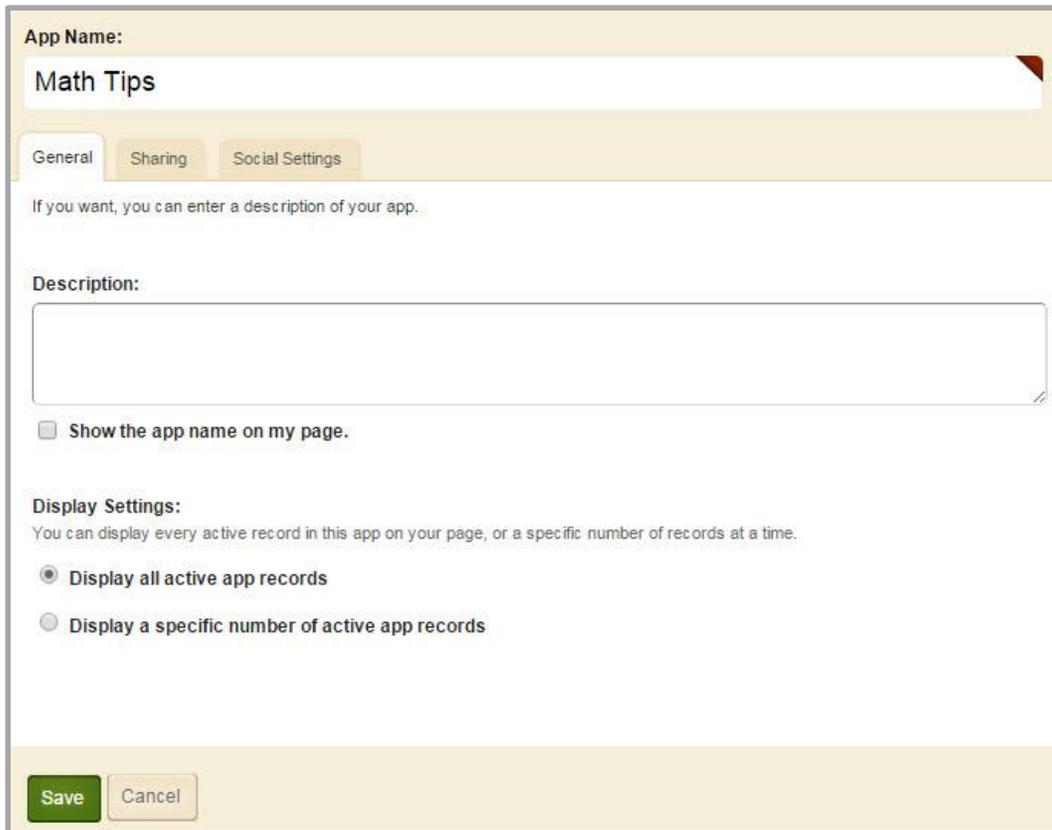
3. Click **Options**. The App Options dialog displays.
4. Make changes on each of the tabs as necessary.



5. When finished, click **Save**.

General tab

Use the **General** tab to change the name of your app as well as add or modify a description for your app. If you add multiple Document Viewer Apps on the same page, it might be a good idea to activate the *Show the app name on my page* check box for each of the apps. The App Name then appears as a title and separator for each app on the end-user website.

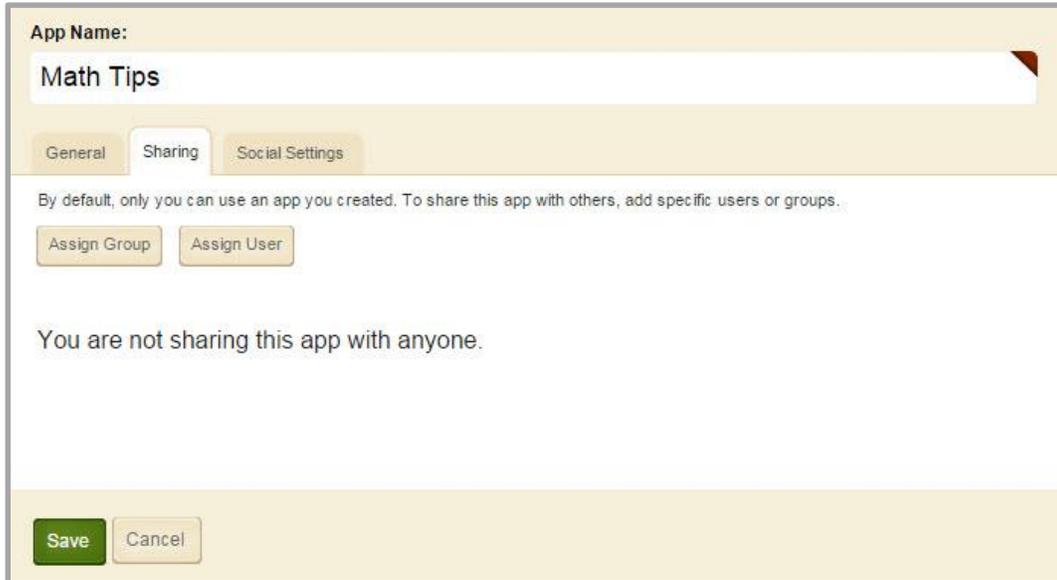


The screenshot shows the configuration interface for a Document Viewer App. At the top, the 'App Name' is set to 'Math Tips'. Below this, there are three tabs: 'General' (selected), 'Sharing', and 'Social Settings'. A text area for the app description is present, with the placeholder text 'If you want, you can enter a description of your app.' Below the description field is a checkbox labeled 'Show the app name on my page.' Underneath, the 'Display Settings' section includes the instruction 'You can display every active record in this app on your page, or a specific number of records at a time.' Two radio buttons are provided: 'Display all active app records' (which is selected) and 'Display a specific number of active app records'. At the bottom of the form are 'Save' and 'Cancel' buttons.

Use only the default Display Setting of *Display all active app records* for the app. Each Document Viewer App will contain only one record.

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.



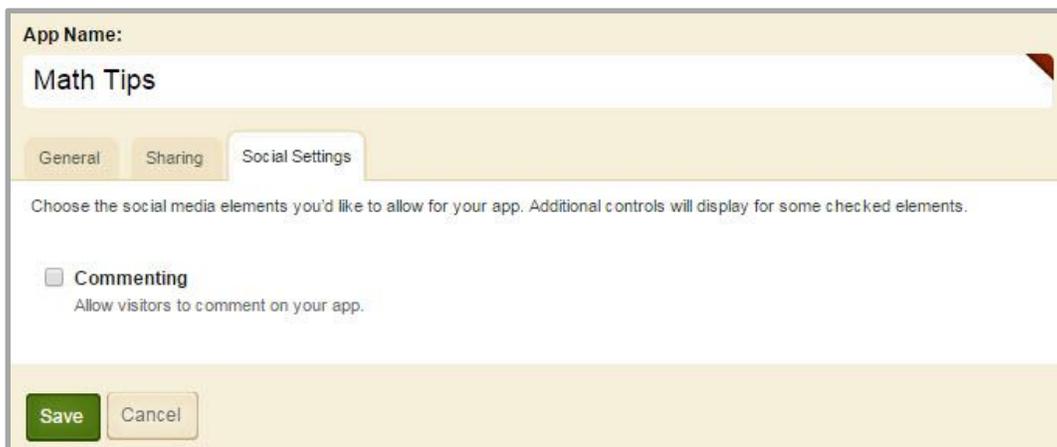
The screenshot shows the 'Sharing' tab of the 'Math Tips' app configuration. At the top, the 'App Name' is 'Math Tips'. Below the name are three tabs: 'General', 'Sharing' (which is selected), and 'Social Settings'. A message states: 'By default, only you can use an app you created. To share this app 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 of the form are 'Save' and 'Cancel' buttons.

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

Social Settings tab

If you have *Social Media Framework*, you may be able to add social media elements to your app. Whether you can add a particular element depends on which settings and elements your Site Administrator has enabled.

If you have *Social Media Framework*, you can activate *Visitor Commenting* for the app. This allows visitors to comment on your app.



The screenshot shows the 'Social Settings' tab of the 'Math Tips' app configuration. At the top, the 'App Name' is 'Math Tips'. Below the name are three tabs: 'General', 'Sharing', and 'Social Settings' (which is selected). A message states: 'Choose the social media elements you'd like to allow for your app. Additional controls will display for some checked elements.' Below this message is a checkbox labeled 'Commenting' with the description 'Allow visitors to comment on your app.' At the bottom of the form are 'Save' and 'Cancel' buttons.

Use the settings on the **Social Settings** tab to apply this social media element to your app. Additional controls may display.

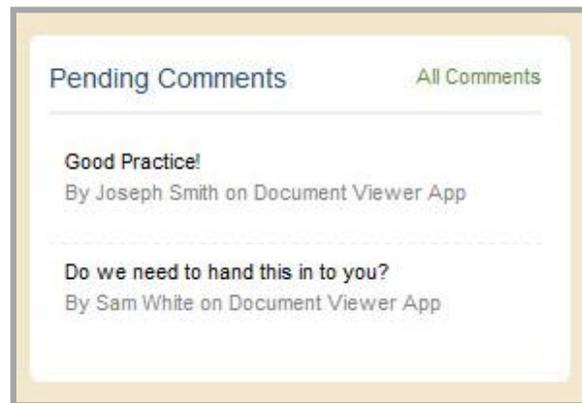
Commenting

Commenting allows visitors to add their comments about your app. Visitors can also reply to comments left by other visitors and reply to comments posted by Community Editors.



Post a Comment
Name: Joseph Smith
Email: jsmith@hvsd.org
Comment:
Good Practice!
Submit Comment

When you activate the **Commenting** check box, two additional check boxes, two radio buttons and the **Commenting Rights** tab display.



Pending Comments All Comments
Good Practice!
By Joseph Smith on Document Viewer App
Do we need to hand this in to you?
By Sam White on Document Viewer App

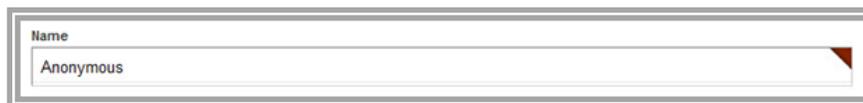
We recommend that you select the **Require Approval** check box. With this activated, you must approve all visitor comments before they display on your website.

If a visitor posts a comment and is not signed in, the name associated with the post is *Anonymous*.



Post a Comment
Name: Anne Smith
Email: annesmith@schoolwires.com

If a visitor posts a comment and is signed into your website, the name and email address of the visitor is pulled from the visitor's user account.



Name
Anonymous

However, if you select the **Allow visitors to change names and email addresses** check box, visitors who are signed in to your website may modify their posting name and email address.



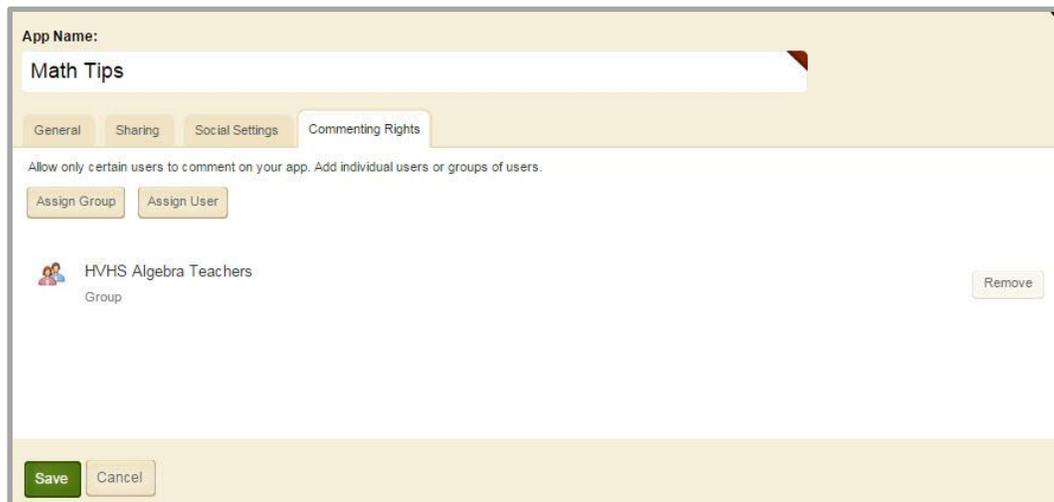
The screenshot shows a 'Post a Comment' form with two input fields. The 'Name' field contains 'Anne Smith' and the 'Email' field contains 'annesmith@schoolwires.com'. Both fields are circled in blue. The email field has a small note below it that says '(will not be published)'.

Note that the email address associated with a post never displays on the end-user website.

You may also choose to have newest comments post at the top of the list within your app by selecting the **Show newest comments at the top** radio button. By default the **Show newest comments at the bottom** radio button is selected.

Commenting Rights tab

When you have enabled **Commenting** for your app, the **Commenting Rights** tab displays. By default, all visitors to your website may comment on your app. If you would like to limit who may comment, click **Assign Group** or **Assign User** and select specific users and groups.



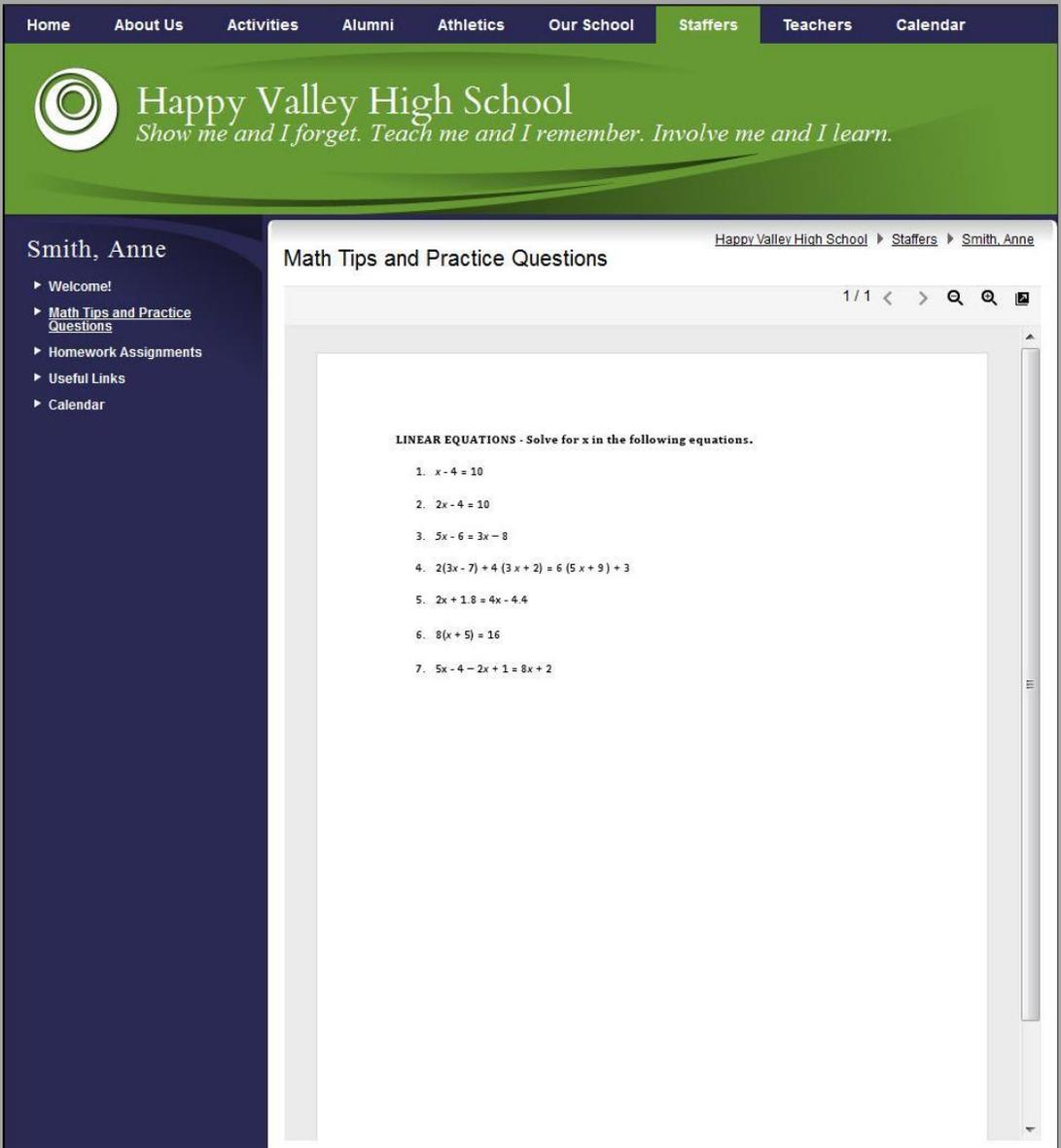
The screenshot shows the 'Commenting Rights' tab for an app named 'Math Tips'. The app name is displayed in a text box at the top. Below the name are four tabs: 'General', 'Sharing', 'Social Settings', and 'Commenting Rights'. The 'Commenting Rights' tab is active. Below the tabs, there is a message: 'Allow only certain users to comment on your app. Add individual users or groups of users.' Below this message are two buttons: 'Assign Group' and 'Assign User'. Below these buttons, there is a list of groups. The first group is 'HVHS Algebra Teachers' with a 'Remove' button next to it. At the bottom of the form are 'Save' and 'Cancel' buttons.

Document Viewer App Recommended Practices

Here are some practices to consider when working with a Document Viewer App.

- Do not insert files whose title's contain spaces.
- Insert a document that is a supported file type. The supported file types are DOC(X), XLS(X), PPT(X), PDF and PAGES. The document can be up to 2 MB in size.
- Place one Document Viewer App on a page.
- Insert the Document Viewer App on a page with a one column layout.

Activate the *Show the app name on my page* check box for the Document Viewer App you place on the page. The App Name then serves as a header for the document.



The screenshot displays a Blackboard Web Community Manager interface. At the top, a navigation menu includes links for Home, About Us, Activities, Alumni, Athletics, Our School, Staffers, Teachers, and Calendar. Below the menu is a green banner for Happy Valley High School with the motto: "Show me and I forget. Teach me and I remember. Involve me and I learn." The main content area is titled "Math Tips and Practice Questions" and is displayed within a Document Viewer App. The app's interface includes a breadcrumb trail: "Happy Valley High School > Staffers > Smith, Anne". The document content is titled "LINEAR EQUATIONS - Solve for x in the following equations." and lists seven equations:

1. $x - 4 = 10$
2. $2x - 4 = 10$
3. $5x - 6 = 3x - 8$
4. $2(3x - 7) + 4(3x + 2) = 6(5x + 9) + 3$
5. $2x + 1.8 = 4x - 4.4$
6. $8(x + 5) = 16$
7. $5x - 4 - 2x + 1 = 8x + 2$

The left sidebar shows the user profile for "Smith, Anne" with a list of navigation links: Welcome!, Math Tips and Practice Questions, Homework Assignments, Useful Links, and Calendar.