Classic Headlines & Featured 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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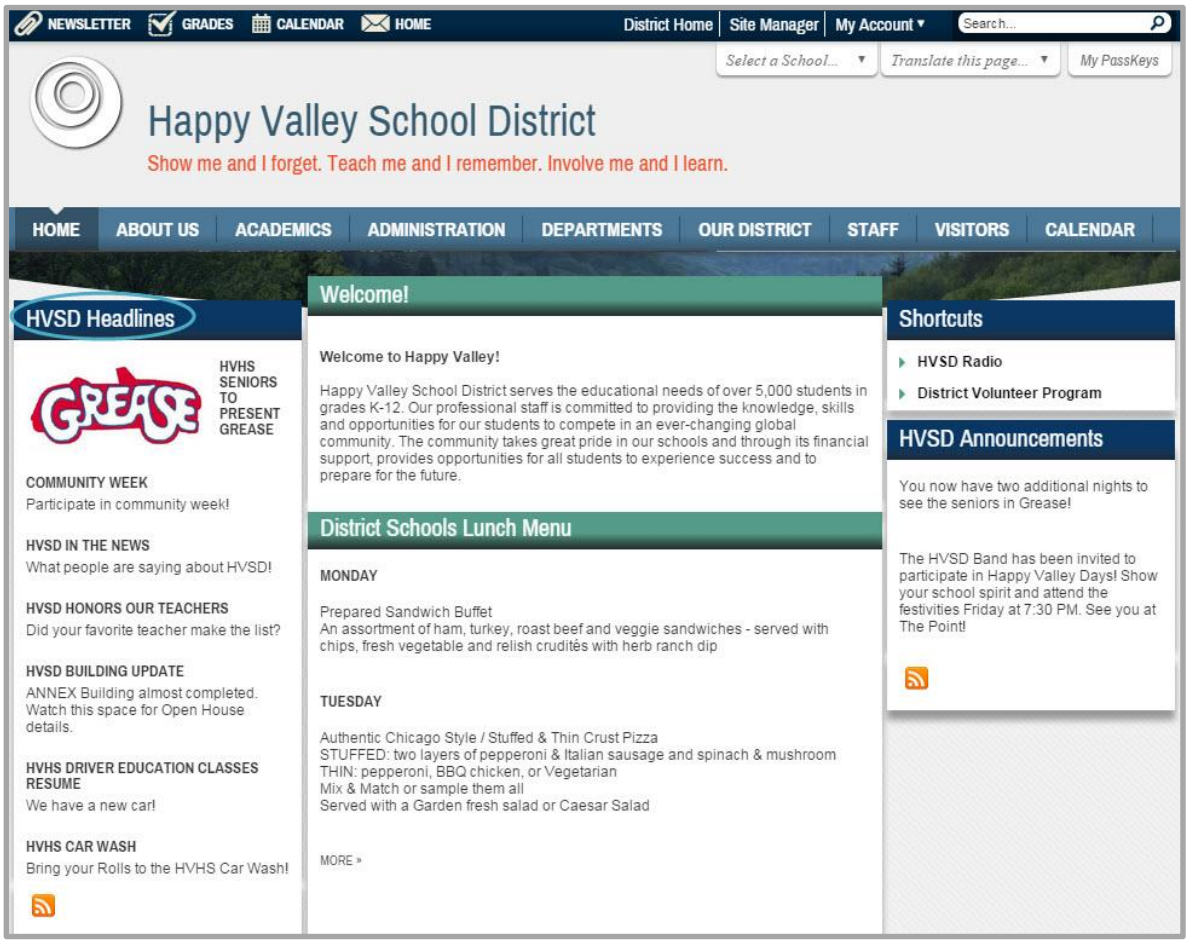
Introduction

You use a Classic Headlines & Features App on a Homepage within a Site or Subsite workspace. You might also include a Classic Headlines & Features App on a Teacher home page.

Visitors to your website see a home page. A home page usually includes such apps as *Announcements, Headlines & Features, Site Shortcuts, Upcoming Events* and a *Calendar.* Site Directors, Subsite Directors and Homepage Editors may edit these apps on their respective sites.



Use a Classic Headlines & Features App to provide information to your visitors. Headlines & Features could include such topics as news about activities, fundraisers and events. These tend to be larger than announcements and usually remain on your website for a longer period of time. You might use a headline to share the results of a Science Fair or other school functions or describe the need for substitute teachers.

Work with the Classic Headlines & Features App

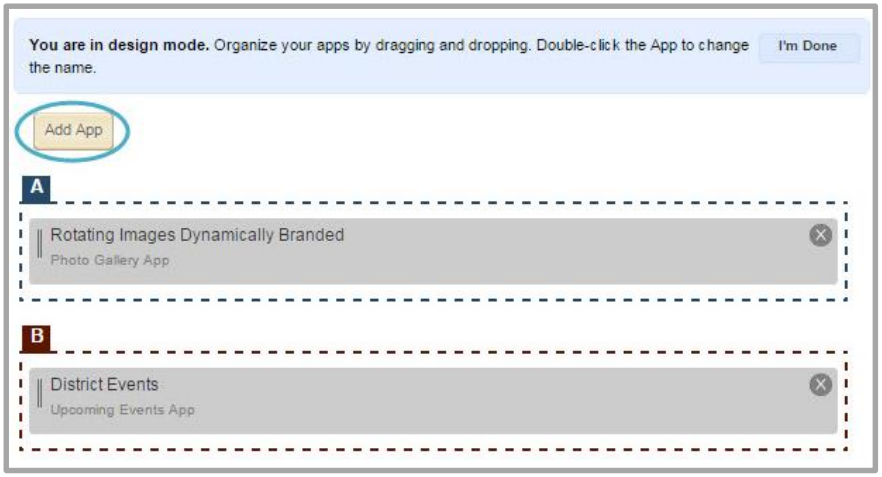
When you are ready to create your Classic Headlines & Features App you will need to add a Classic Headlines & Features App to your page. Once added, you can remove the App and permanently delete the App.

Add a Classic Headlines & Features App to a Homepage

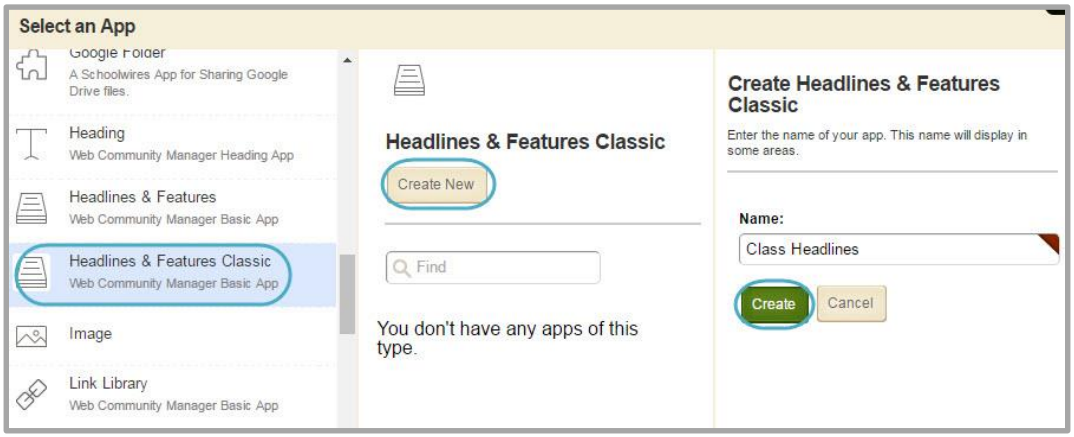
Here's how you add a Classic Headlines & Features App to a homepage.

1. In *Site Manager*, access the **Summary** tab in the Site or Subsite workspace.
2. Click the **Actions** button to the right of the homepage and select *Edit Page.*

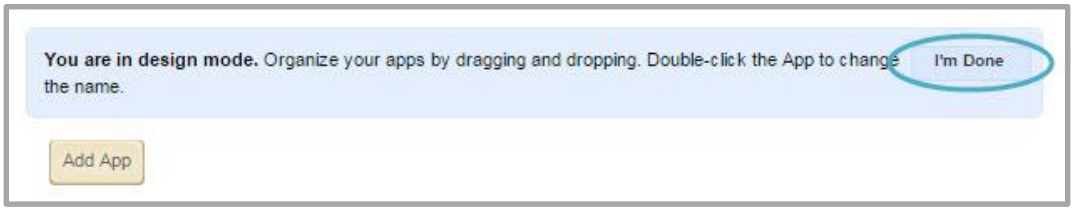
3. Under Actions, click *Manage Apps & Layout*.
4. Click **Add App**. The Available Apps dialog displays.



5. Click the Classic Headlines & Features App in the list and enter a name or use the default name for the app.
6. Click **Create**. The app is placed on your home page in the top region (Region A).



7. Click on the app, hold and drag it to a different home page region if necessary.
8. Click **I'm Done**. You are returned to the homepage in Edit mode.



Add a Classic Headlines & Features App to a Page

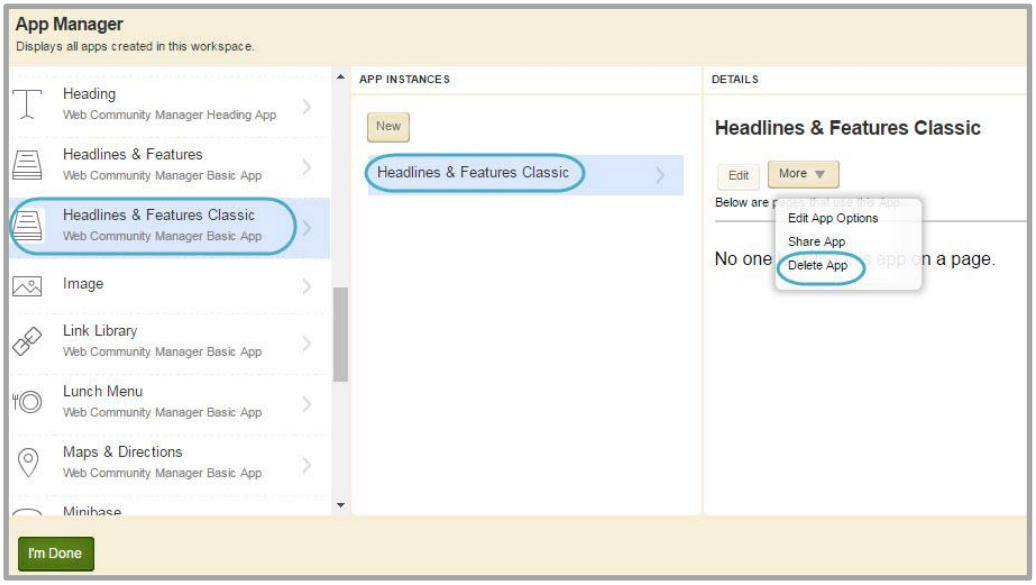
Here's how you add a Classic Headlines & Features App to a page.

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

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

5. Click **Headlines & Features 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.

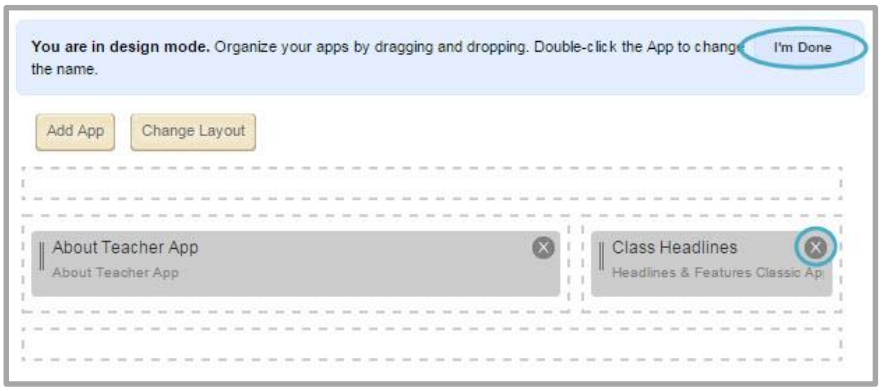
8. Click **I'm Done.** You are returned to the page in Edit mode.

Remove a Classic Headlines & Features App from a Page

Here's how you remove a Classic Headlines & Features 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 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.
6. Click **Yes** on the Confirmation dialog. The app is removed from the page and you are returned to the page in Design mode.

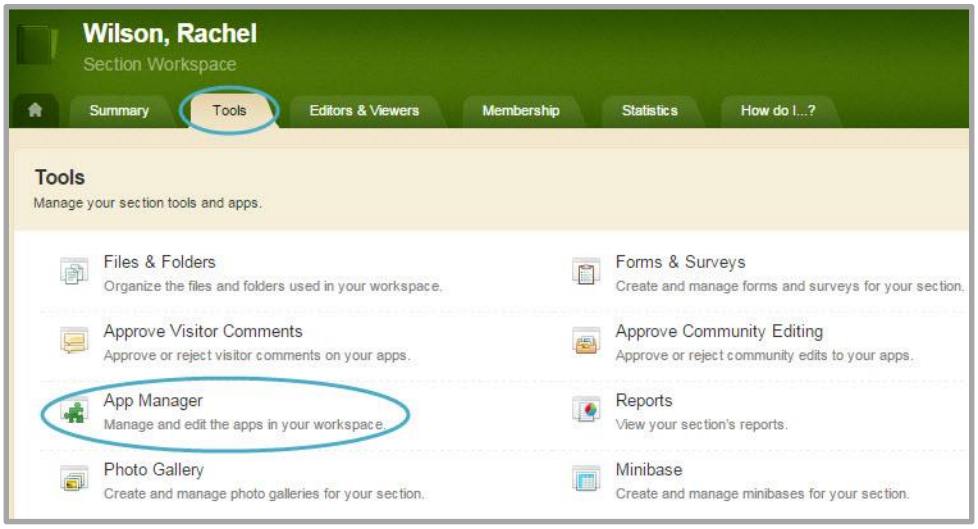
7. Click **I'm Done** to return to the page in Edit mode.

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.

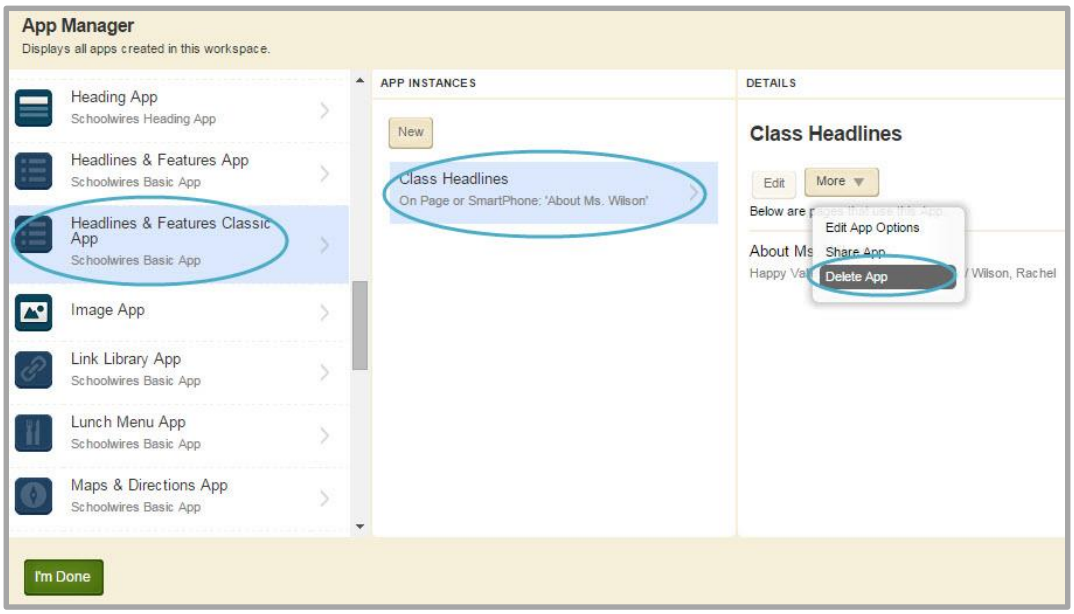
Permanently Delete a Classic Headlines & Features App

Here's how you permanently delete a Classic Headlines & Features App.

1. In *Site Manager*, navigate to the workspace containing the page with the app that you wish to permanently delete.
2. Click **Tools.** Workspace tools display.
3. Click *App Manager*. App Manager displays.

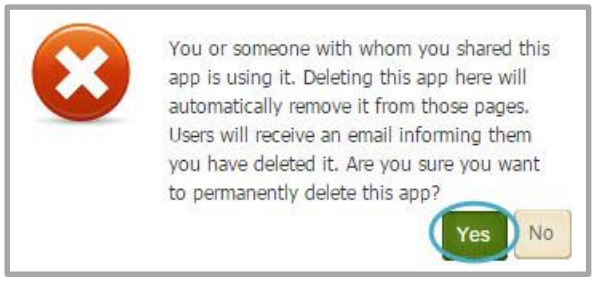


4. In the first column, locate and click the type of the app that you wish to delete. In this instance, the Headlines & Features Classic App. All apps of this type within the current workspace display in the second column.



5. Locate and click the name of the app you wish to delete. The app instance is highlighted.
6. In the third column, click **More** and select *Delete App* from the drop-down list. A confirmation dialog displays.

7. 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 Headlines & Features Records

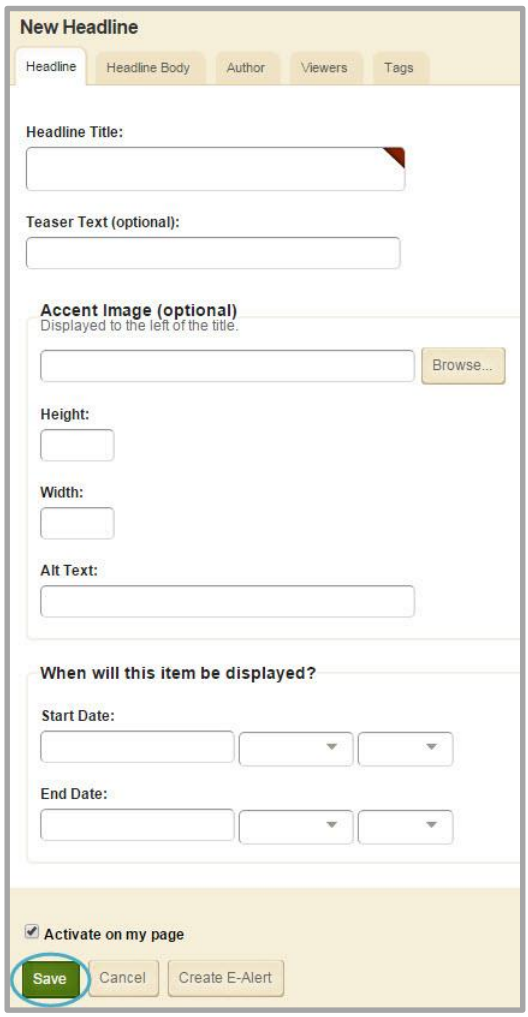
Once you have added your Classic Headlines & Features App to a page, you can add, edit and delete records. You can also send out Content E-Alerts to

Add a New Headlines & Features Record

Here's how you add a new headline & feature.

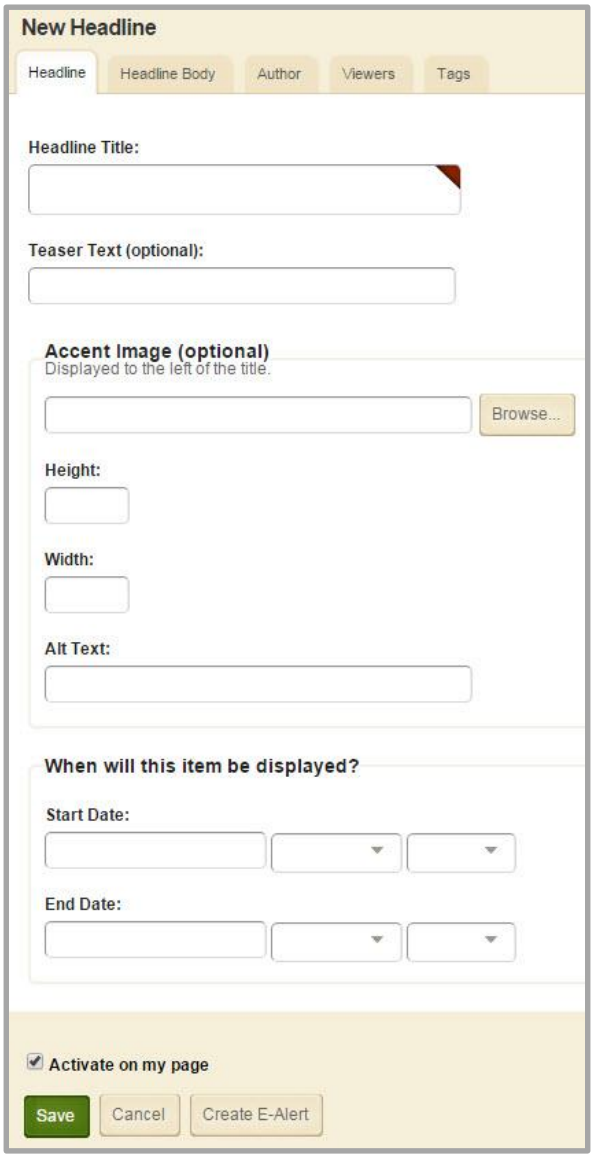
1. In *Site Manager*, click the Headlines & Features App.
2. Click the **New Headline**. The New Heading dialog displays on the **Headline** tab.

3. Enter your desired Headlines & Features information.
4. Click **Save**. You are returned your App in Edit mode.



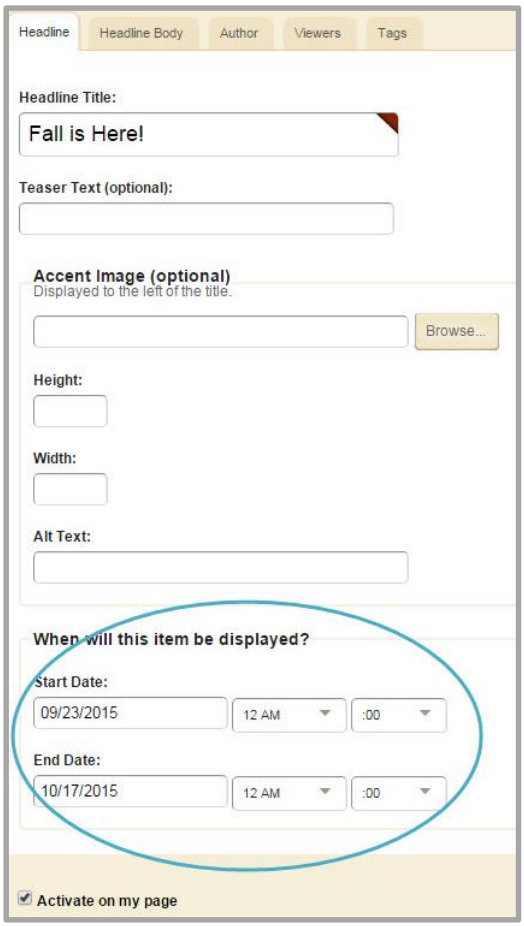
Headline Tab

Within the **Headline** tab, enter a title for the headline. The title is a required field as indicated by the red triangle in the upper right corner. Enter teaser text if you like. This displays with the title of your headline on your home page. We recommend that this be a short, catchy description of the headline designed to pique interest.



Set Display Duration for a Headlines & Features Record

With most apps, you can set start and end dates and times for app records. For example, you can specify start and end dates and times for each article contained within a Headlines & Features App.



Here is how display dates and times act for app records.

- If no start and end dates and times are specified, once the app record is saved it displays on the website immediately and never expires.
- If you enter start and end dates and times, the app record displays on your site within the specified date and time ranges.
- If you enter only a start date and time, the app record displays on your site from the date and time specified forward.
- If you enter only an end date and time, the app record displays on your site immediately until the specified end date and time.

Remove Display Duration for a Headlines & Features Record

To remove the Display Duration for an app, remove the start date and end date.

If a start date is entered without specifying a start time, the time defaults to 12:00 AM. This means that the app record will display at the very beginning of the day on the start date specified.

If an end date is entered without specifying a time, the time defaults to 11:59 PM. This means that the app record will no longer display at the end of the day on the end date specified.

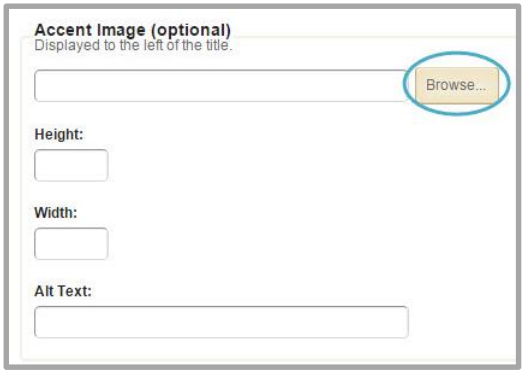
If an end date is entered and you specify the time 12:00 AM, you will see the end time saved as 12:05 AM. This means in essence that the app record will no longer display at the beginning of the day on the end date specified.

Add an Accent Image for a Headlines & Features

You may choose to add an optional accent image to your headline or feature. Be aware that the region your Classic Headlines & Features App occupies within your home page layout has limited space. Sizing your image correctly is critical for proper display with text on your website.

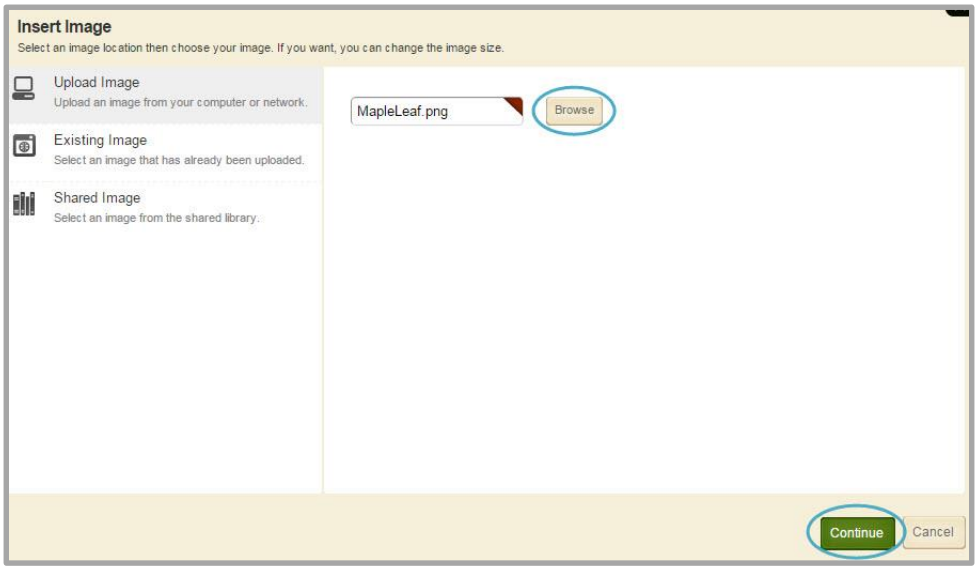
Here's how you add an accent image to a Headlines & Features record.

1. On the **Headline** tab, click **Browse**. The Insert Image window displays.



2. Using the Insert Image Wizard, select the location of the image. You can upload an image from your computer or network; insert an image you have already uploaded to your Files & Folders; or insert an image that is uploaded to the Shared Library.

3. If uploading an image from your computer or network, browse and select the image you would like to insert.

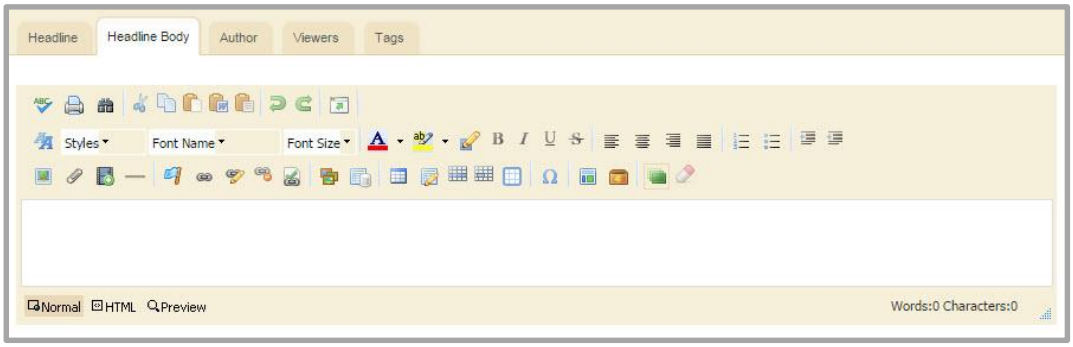


4. Click **Continue**.
5. You can adjust the height and width of the image as necessary. If the width of image selected is larger than 150 pixels, the image is resized to a height of 150 and the width to a value that maintains the aspect ratio of the original image.

6. Click **Insert Image.** You are returned to the Headlines tab.
7. Click **Save**. You are returned to your Classic Headlines & Features App in Edit mode.

Headline Body Tab

Within the **Headline Body** tab enter the content for your headline. When visitors to the end-user website click on the Title of a Headline & Feature record, headline body displays.



Author Tab

Within the **Author** tab enter the name, phone number and email address of the author or contact person. You can enter the name with no other contact information if you desire.

Viewers Tab

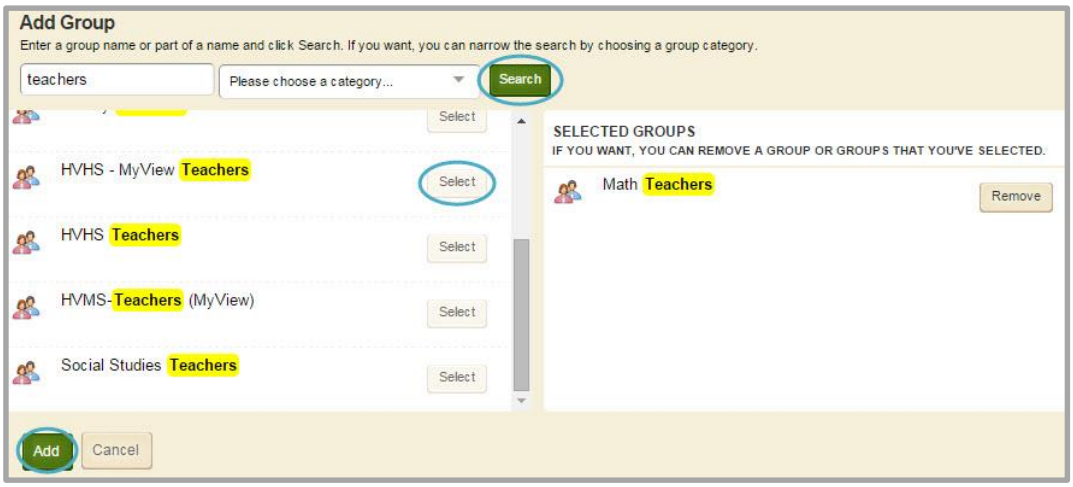
Within the **Viewers** tab you can limit who can view a Headlines & Features record. By default, all visitors can view a Headlines & Features record.

Add Viewers to a Headlines & Features Record

Here's how you add viewers to a Headlines & Features Record.

1. On the **Viewers** tab, click **Assign Group** to assign a group of users, or click **Assign User** to assign single users.

2. Search for the group or users you wish to add.
3. Click Select to the right of the group or user you wish to add.



4. Once finished, click **Add**.
5. Click Save. You are returned to your Classic Headlines & Features App in Edit mode.

Tags Tab

Within the **Tags** tab you can enter a comma separated list of tags for this headline. Tagging allows you to categorize and filter records. If you want to display these tags so that visitors can filter your content too, click **Save**, then go into App Options. Click the **Sidebar** tab and then check the *Display Tag List* check box.

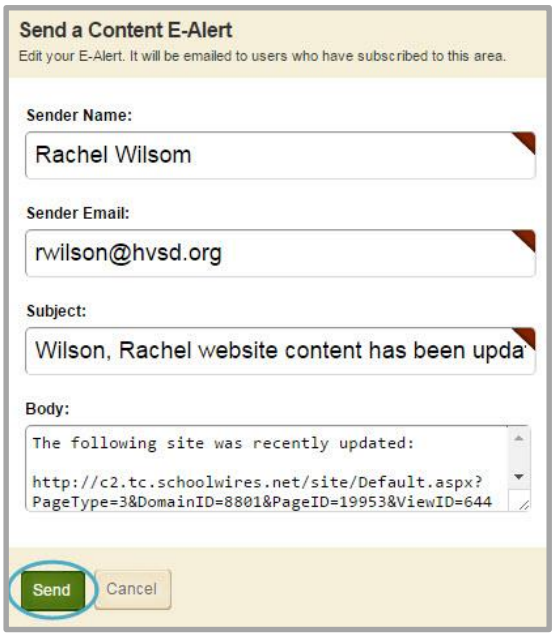
Create a Content E-Alert for a Headlines & Features Record

You can use Content E-Alerts to inform subscribers of new or modified Headlines & Features

Here's how you create an E-Alert.

1. Click **Create E-Alert**. The Send a Content E-Alert window displays.

2. Edit the Content E-Alert as desired.
3. Click **Send**.



4. Click **Save**. You are returned to your Classic Headlines & Features App in Edit mode.

Edit a Headline & Feature Record

Here's how you edit a Classic Headlines & Features record.

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

3. Click on the Headlines & Features Classic App. The app opens.
4. Click **Edit** to the right of the Headlines & Features Record you wish to edit. The Edit Headline dialog displays.

5. Edit the Headlines & Features record as desired.
6. Click **Save**. You are returned to your Classic Headlines & Features App in Edit mode.

Delete a Headlines & Features Record

Here's how you delete a Headlines & Features record.

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

3. Click on the Headlines & Features App. The app opens.
4. Click **Delete** to the right of the Headlines & Features Record you wish to delete. A confirmation dialog displays.

5. Click **Yes**. The headline is deleted and cannot be recovered. You returned to your Classic Headlines & Features App in Edit mode.

Alternatively, you can click on the green **Active** toggle button to the left of your headline title. The headline becomes **Inactive** and does not appear on your website, but it remains available for future use.

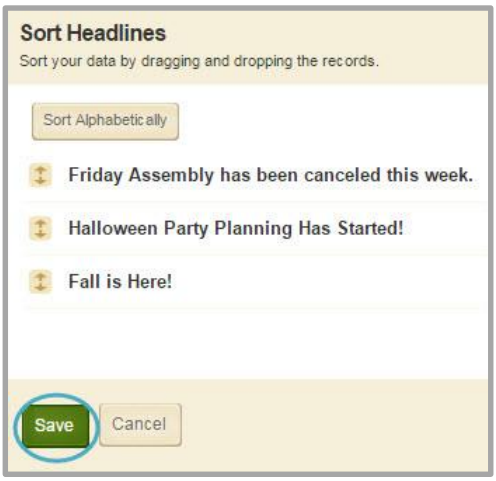
Sort Headlines & Features Records

Here's how you sort records in a Classic Headlines & Features App.

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

3. Click on the Headlines & Features App. The app opens.
4. Click **Sort Headlines**. The Sort Headlines window displays.

5. There are two methods to sort headlines.
   a. Click **Sort Alphabetically** to auto-sort your headlines in alphabetical order.
   b. Drag-and-drop headlines to manually sort into the order you desire.
6. Click **Save**. You returned to your Classic Headlines & Features App in Edit mode.



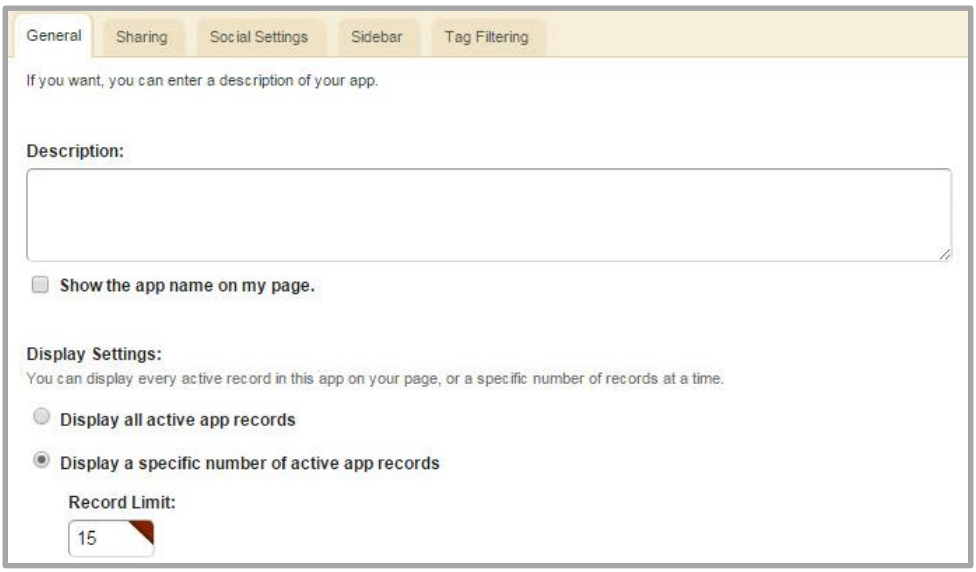
Set Classic Headlines & Features App Options

Web Community Manager allows you to modify the default options set for an app that you create. Options for a Classic Headlines & Features App are grouped into five tabs, **General**, **Sharing**, **Social Settings**, **Sidebar** and **Tag Filtering**. To edit your App Options, edit the app and click **Options**. Click **Save**

to retain your changes.

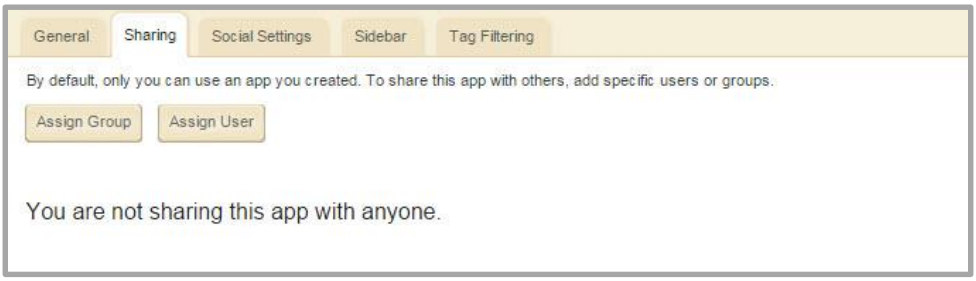
General Tab

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.



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.

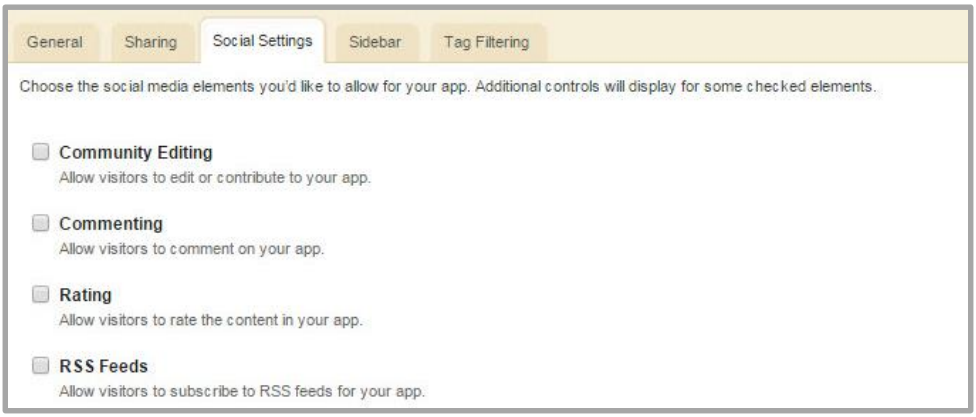
Social Settings Tab

If your district has Social 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 a Classic Headlines & Features App s.

- 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 a Classic Headlines & Features App. Depending on the element you select, additional controls may display.