# 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.

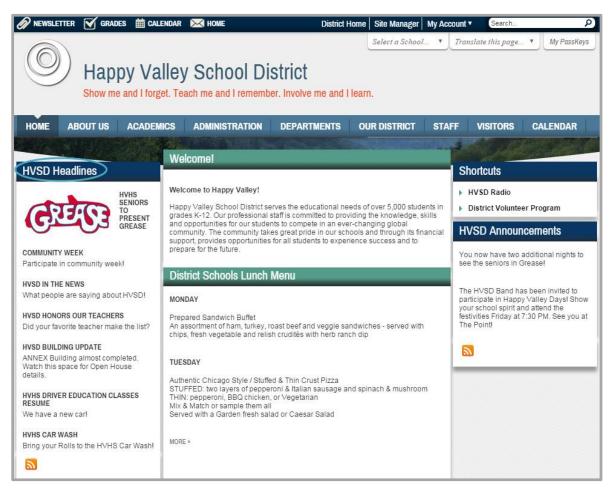
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## Introduction

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.

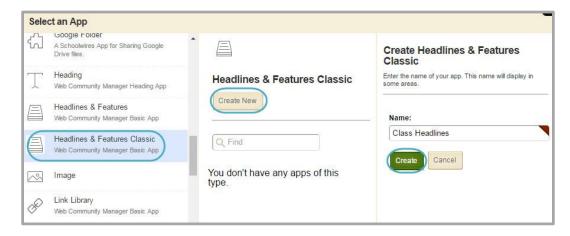
- 1. In *Site Manager*, access the **Summary** tab in the Site or Subsite workspace.
- 2. Click the Actions button to the right of the homepage and select Edit Page.



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

You are in design mode. Organize your apps by dragging and dropping. Double-click the App to change the name.	I'm Done
Add App	
A Rotating Images Dynamically Branded Photo Gallery App	۵
B District Events Uppoming Events App	8
	!

- 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.

You are in design mode. Organize your apps by dragging and dropping. Double-click the App to change the name.	I'm Done
Add App	

## 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.

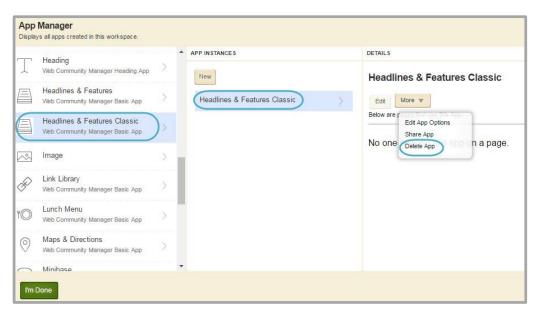


3. In the Actions pane, click *Manage Apps & Layout*. The page opens in Design mode.

You are in design mode. Organize your apps by dragging and dropping. Double-click the App to change the name.	I'm Done
Add App Change Layout	

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.

name.			
dd App Change Layout			
About Teacher App	8	Class Headlines	. 🛛
About Teacher App		Headlines & Featur	res Classic Ap
		1.1.	

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.

ACTIVE	About Ms. Wilson	Actions w
ACTIVE	Helpful Articles	Edit Page Page Options
	Fun Algebra Resources	Get Link Copy Page
	Classroom Calendar	Move Page Delete
ACTIVE	] Homework Assignments	Set Viewers

- 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.

Add App Change Layout			
About Teacher App		Class Headlines	
About Teacher App	E E	Headlines & Features Cla	assic Ap
	 a second dat		

- 5. Click the  $\otimes$  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.

8	Are you sure you want to remove this app from the page?
	Yes

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.

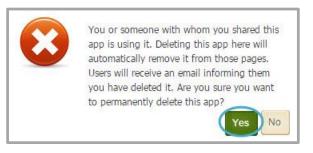
	Vilson, Rachel ection Workspace	Mandarakia	Statistics How do L.?
Tools	Summary Tools Editors & Viewers	Membership	Statistics How do I?
ß	Files & Folders Organize the files and folders used in your workspace.	1	Forms & Surveys Create and manage forms and surveys for your section.
	Approve Visitor Comments Approve or reject visitor comments on your apps.	<b>.</b>	Approve Community Editing Approve or reject community edits to your apps.
*	App Manager Manage and edit the apps in your workspace.		Reports View your section's reports.
	Photo Gallery Create and manage photo galleries for your section.		Minibase Create and manage minibases for your section.

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.

Heading App		APP INSTANCES	DETAILS
Schoolwires Heading App	>	New	Class Headlines
Headlines & Features App Schoolwires Basic App	>	Class Headlines On Page or SmartPhone: 'About Ms. Wilso	Edit More 🔻
Headlines & Features Classic		On Page or SmartPhone. About Ms. Wilso	Below are r Edit App Options
App Schoolwires Basic App			About Ms Share App Happy Val Delete App / Wilson, Rachel
Image App	>		Dese App
Link Library App Schoolwires Basic App	>		
Lunch Menu App			
Schoolwires Basic App	>		
Maps & Directions App Schoolwires Basic App	>		
		*	

- 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.

Class Headlines	es		🗘 Options
STATUS	HEADLINE	ACTIONS	
We noticed that you don't have a	any headlines. Click New Headline to get started.		

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

Headline	Headline Body	Author	Viewers	Tags	
Headline	Title:				
	ND-201				
Teaser Te	ext (optional):				
Accor	t Image (entio	nall			
Display	t Image (optio ed to the left of the	title.			
					Browse
Height:					
(					
Width:					
Alt Text	1:			_	
When	will this item b	e display	ed?		
Start D					
			•		v
End Da	te:				
6			•		•
	te on my page				

## **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.

New Hea	adline				
Headline	Headline Body	Author	Viewers	Tags	
Headline	Title:				
Teaser Te	ext (optional):				
Accen Display	t Image (optio ed to the left of the	nal) title.			
				E	Browse
Height:					
Width:					
Alt Tex	t:				
When	will this item t	e display	ed?		
Start D		e alspiay	eu.		
			•	v	2
End Da	te:		1		
			¥	Ŧ	1
Activa	te on my page				
Save	Cancel Crea	ate E-Alert			

#### 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.

Fall is Here!				
easer Text (optional):				
Accent Image (op Displayed to the left of	tional)			
Displayed to the left of	ule uue.			Press.
				Browse
Height:				
Width:				
Alt Text:				
AIL TEAL				
		-		
When will this iter	n be display	ed?		
When will this iter Start Date:	n be display	ed?	/	
/	n be display		:00	-
Start Date: 09/23/2015			.00	-
Start Date: 09/23/2015 End Date:	12 AM	*		-
Start Date: 09/23/2015		*	:00	•

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.

	Browse
Height:	
Width:	
Alt Text:	

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.

	e <b>rt Image</b> It an image location then choose your image. If you war	nt, you can change the image size.
	Upload Image Upload an image from your computer or network.	MapleLeaf.png
•	Existing Image Select an image that has already been uploaded.	
8819	Shared Image Select an image from the shared library.	
		Continue Cancel

- 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.

Insert Image Set your image attributes.		
Height (pixels): 30 Width (pixels): 28	*	
		[Insert Image] Cancel

- 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.

Headline	Headline Body	Author	Viewers	Tags	
lame:					
hone Nun	nber:				
mail Addr	ress:				
Email Addr	ess:				

## **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.

Headline	Headline Body	Author	Viewers	Tags
Viewers				
By default all	l website visitors can	view this he	adline. You c	can limit who is able to view it by adding specific users or groups.
Assign Gro	Assign User	$\supset$		
Currently	y all visitors ca	n view th	nis <mark>he</mark> adli	ine.

- 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.

teachers	Please choose a category	▼ Sei	arch	
• •		Select	SELECTED GROUPS	ROUPS THAT YOU'VE SELECTE
HVHS - MyV	/iew <mark>Teachers</mark>	Select	Math Teachers	Remov
HVHS Teac	hers	Select		
B HVMS- <mark>Teac</mark>	hers (MyView)	Select		
Social Studie	es Teachers	Select		

- 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.

Headline	Headline Body	Author	Viewers	Tags			
Enter a co	nma separated lis	st of tags fo	r this headli	ne.			
						?	
	vs you to categorize then check Display 1		ords. If you w	int to display these tags so t	hat visitors can filter your co	ntent too, click Save, then go into your Ap	op Options. Click the

## **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.

🗹 Activa	ate on my pa	age	
Save	Cancel	Create E-Alert	

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

Sender Name:		
Rachel Wilsom		-
Sender Email:		
rwilson@hvsd.org		
Subject:		
<sup>Subject:</sup> Wilson, Rachel website content	has been upd	2
Wilson, Rachel website content	has been upd	12
Wilson, Rachel website content		12
Wilson, Rachel website content	lated: Default.aspx?	

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 dropdown list. The page opens in Edit mode.

ACTIVE	٢	About Ms. Wilson	Actions w
ACTIVE		Helpful Articles	Edit Page Page Options
ACTIVE	1	Fun Algebra Resources	Get Link Copy Page
ACTIVE		Classroom Calendar	Move Page Delete
ACTIVE	冏	Homework Assignments	Set Viewers

- 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.

Class Headlines New Headline Sort Headlines	Coptions
STATUS HEADLINE	ACTIONS
Fall is Here!	Edit Delete

- 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 dropdown list. The page opens in Edit mode.

About Ms. Wilson	Actions w
Helpful Articles	Edit Page
	Page Options Get Link
Fun Algebra Resources	Copy Page
	Move Page
Classroom Calendar	Delete
Homework Assignments	Set Viewers

- 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.

Class Headlines           New Headline         Sort Headlines	C Options
STATUS HEADLINE	ACTIONS
Fall is Here!	Edit Delete

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 dropdown 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.

Class Headlines Options				
STATUS	HEADLINE	ACTIONS		
ACTIVE	Friday Assembly has been canceled this week.	Edit Delete		
ACTIVE	Halloween Party Planning Has Started!	Edit Delete		
ACTIVE	Fall is Here!	Edit Delete		

- 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.

Sort Headlines Sort your data by dragging and dropping the records.
Sort Alphabetically
Friday Assembly has been canceled this week.
Halloween Party Planning Has Started!
Fall is Here!
Cancel

## **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** 

Class Headlines New Headline Sort Headlines	Options
STATUS HEADLINE	ACTIONS
Friday Assembly has been canceled this week.	Edit Delete
Halloween Party Planning Has Started!	Edit Delete
Fall is Here!	Edit Delete

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.

General	Sharing	Social Settings	Sidebar	Tag Filtering
lf you wan	t, you can en	ter a description of yo	our app.	
Descript	ion:			
Show	v th <mark>e app na</mark>	ime on my page.		
Display 9	Settings:			
You can d	isplay every a	active record in this a	pp on your pa	ge, or a specific number of records at a time.
O Disp	lay all activ	e app records		
Disp	lay a specif	fic number of activ	e app recor	ds
Rec	ord Limit:			
15				

## **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 <u>Social Media elements</u> 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.

