

Getting Started Guide for Site Administrators & Site Directors

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

Congratulations on being appointed as the Site Administrator or Site Director of your new Blackboard Web Community Manager website! This guide is designed to help you complete the initial setup of your site. It includes references to the [Site Administrator Guide](#) and other user resources where you find step-by-step instructions. These are all available on the **How Do I...?** tab in *Site Manager* and on the [Web Community Manager Help Center](#).

Though you may decide to undertake these steps in a different order, the order suggested here is generally the most effective.

Step 1. Create Group Categories

The first thing to consider is how you want to organize your users. *Group Categories* are a simple and effective way to organize groups of users. They are the highest level of organization for your users.

Your categories could be the names of your individual schools within your district. Note that each group-category combination must be unique.

You complete this task within the Groups Workspace.

- [Create a Group Category](#)
- [Site Administrator Guide](#)
- [Groups Workspace](#)

Step 2. Create Groups

Groups are a way to organize individual users. You can use groups to assign editing privileges, to share apps, to set viewing rights and to send Broadcast E-Alerts. You might add groups such as *Teachers*, *Math Teachers* or *English Teachers*.

Though you are not required to assign a group to a category, we recommend that you do because the unique combination that is created when a group is assigned to a category will be extremely useful.

You complete this task in the Groups Workspace.

- [Create a Group](#)
- [Site Administrator Guide](#)
- [Groups Workspace](#)

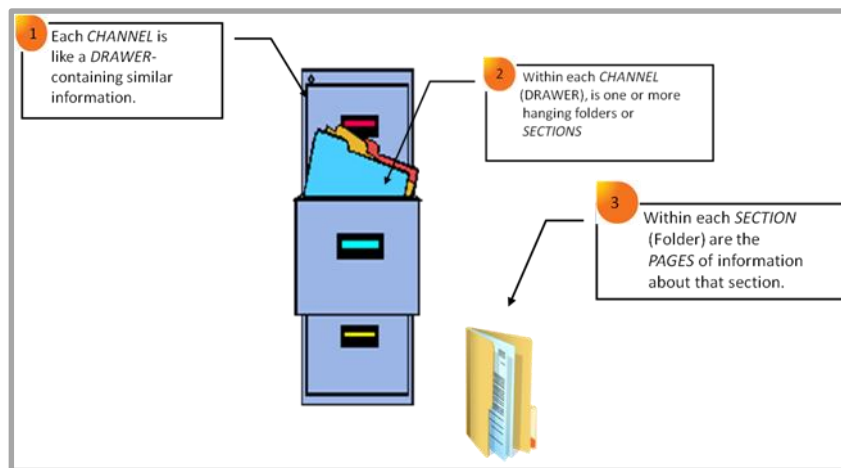
Step 3. Configure Sites

Since your sites were already configured by Blackboard as your district specified, you probably have no immediate need to access the Configure Workspaces in the Content Browser at this point. In fact, other than reorganizing sites, Site Directors typically have access to all workspaces under Configure.

- [Configure Workspaces](#)
- [Site Administrator Guide](#)

Step 4. Configure the Channel Library

Think of your website as a filing cabinet of information.



Channels contain sections and within each of these sections are the pages of information about that particular section.

Within the [Channel Library Workspace](#), you create and maintain a library of channels from which Site and Subsite Directors choose when adding channels. It is important that you plan the channels you wish to make available carefully to suit the needs of the site and subsite and still maintain consistency.

- [Add a New Channel to the Channel Library](#)
- [Site Administrator Guide](#)
- [Channel Library Workspace](#)

Step 5. Assign Channels to Your Site and Subsites

At this point you are ready to start building out your site. The first step here is to assign channels to your site and subsites. You do this on the **Channels** tab in the specific Site or Subsite Workspace.

- [Add Channels to a Channel Bar](#)
- [Site and Subsite Workspaces](#)
- [Site Administrator Guide](#)

Step 6. Configure Section Assets

Section Assets include Page Types, Editor Layouts and Section Configurations. You configure these in the [Section Assets Workspace](#).

Page Types are pages that already contain one or more apps, are a starting point for you as you create your pages. Your website comes with default page types. If you know you want to offer your Section Editors custom page types, we recommend you create these during your initial setup.

Editor Layouts allow you to provide your editors with pre-designed layouts that they can apply within an app that contains the Classic Apps Editor.

Section Configurations allow you to establish a specific type and number of pages to assign to sections when you create them, either one at a time or by importing them with Section Robot.

- [Create a Page Type](#)
- [Create an Editor Layout](#)
- [Create a Section Configuration](#)
- [Section Assets Workspace](#)
- [Site Administrator Guide](#)

Step 7. Add Users, Assign Editing Privileges, Create Sections

Add users, assign editing privileges and create sections.

Add the Initial Users

You can add your initial users one at a time or import them using a CSV file. Either way, the only required fields are first name, last name and user name. If you import the initial users, you can assign passports and assign them to groups during the import. If you don't assign passports to your users initially, you can do that later using Update Users in Users & Groups. You can assign users to groups later using Mass Assign Users in Users & Groups.

See the *Site Director Guide* for information on adding and importing users.

Assign Editing Privileges

[Editing Privileges](#) are in addition to any extended privileges that users have based on their [passports](#). There are five levels of editing privileges.

- Site Directors are individuals who have the highest level of editing privileges on your site.
- Subsite Directors are individuals who are assigned editing privileges for a subsite.
- Homepage Editors are individuals who are assigned editing privilege for just the homepage and calendar of a site or subsite.
- Channel Directors are individuals who are assigned editing privileges for a channel, which allows them to manage that channel and all of the sections within it.
- Section Editors are individuals who are assigned editing privileges for a section, which allows them to manage that section and all of the pages within it.

You assign editing privileges on the **Directors & Viewers** tab in the Site, Subsite and Channel Workspaces and on the **Editors & Viewers** tab in the Section Workspace.

- [Editing Privileges](#)
- [Site and Subsite Director](#)
- [Homepage Editor](#)
- [Channel Director](#)
- [Section Editor](#)
- [Site Administrator Guide](#)

Create Sections

You can create sections one at a time within the appropriate [Channel Workspace](#) or you can use the [Section Robot](#) to import multiple sections. There are benefits to importing sections.

- It is a fast and efficient way to create many sections for different channels regardless of the site or subsite.
- It permits you to assign a section configuration to multiple sections during the import.

Most likely your teachers will create much content for your website. You can give all the teachers their own sections.

With [User Import](#), you can add users, create teacher sections using the teacher's names and assign each teacher as a Section Editor all at once. You can wait to send your teachers sign-in names and passwords until you are ready to train them and have them begin entering content.

- [Create a Section](#)
- [Section Robot](#)
- [Site Administrator Guide](#)

Step 8. Configure Calendar Assets

Calendar Assets include Event Categories and Collections. You configure these in the [Calendar Assets Workspace](#).

Event Categories are used to color code calendar events. Your end-users can filter events by these categories. You can create as many calendar categories as you wish. This master list of calendar categories controls the category choices for editors on the entire site.

Collections list calendars of specific sites, subsites, channels and sections. Editors use a collection to post events to the specified calendars. You add collections to your event to post it to those to other calendars. See Post Events to Other Calendars for more information.

- [Add an Event Category to the Master List](#)
- [Introduction to Calendar Collections](#)
- [Create a Calendar Collection](#)
- [Calendar Assets Workspace](#)

Step 9. Configure System Settings

If desired, you can change the System Settings within the [System Settings Workspace](#).

- [Email Address Fields and Email Message Guide](#)
- [Automatic Session Timeout for Users](#)
- [Activate Self Registration](#)
- [Deactivate Self Registration](#)
- [Add a Favicon](#)
- [Apply the District Template Globally](#)
- [Allow Different Templates at Different Sites](#)
- [Activate Schedule Star Integration for Your Website](#)

Step 10. Create Passports

[Passports](#) are sets of extended privileges within the [Administrative Workspaces](#) in *Site Manager*. They are not determined by or related to Editing Privileges. Since your initial users will be helping you set up your site, you will want to assign them a passport that will give them the extended privileges in Configure and Users & Groups for those tasks.

In the Content Browser, whether you see any or all of the Administrative Workspaces depends on the passport assigned. *A Site Administrator assigned a passport with all extended privileges will have access to all areas of the Content Browser.*

If you assigned users a passport that includes only the extended privilege for Templates, those users will only see the Templates Workspace in the Content Browser. Moderated Groups is another area that is controlled by the passport. However, users will only see the Approval Queue option if they have been assigned as moderators of moderated groups.

You may wish to create a passport for most users that only includes the extended privilege of modifying their accounts.

- [Passports Help Card](#)
- [Create a Passport](#)
- [Assign a Passport to a User](#)
- [Administrative Workspaces](#)

Step 11. Train Your Users and Start Adding Content

Now that you've set up your site and any resources (e.g., Page Types, Editor Layouts) your editors will use, you are ready to train you editors and have them start adding content.

See the [Site Administrator Guide](#), the [Section Editor Workbook](#), [Core Resources](#) and the [App Showroom](#) for information on adding content.