Work with the Divider App

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 the Divider App to separate content on your web pages. Place a Divider app between other apps on your page and specify a Divider Type—*blank space, line, dotted line* or *dashed line*. The Divider Type you select for the app displays when you view the page on the end-user website.

🕢 NEWSLETTER 📉 GRADES 🥅 C	ALENDAR 🔀 HOME	District Home Site Manager My Account 🔻 Search 👂
Happy V Show me and I fo	alley School Dist rget. Teach me and I remember.	Select a School Translate this page My PassKeys Involve me and I learn.
HOME ABOUT US ACADE	EMICS ADMINISTRATION	DEPARTMENTS OUR DISTRICT STAFF VISITORS CALENDAR
 Catetoria Velocame to Food Services Lunch this Week Chet Wilson's Cafeteria Corner Staff Volunteers 		This Week in the Cafeteria HONDAY, JANUARY 25 Beverage—Milk (Choice of White, Chocolate, Strawberry or Lactose-Free) Entree—Oven Roasted Chicken served with Broiled Potatoes Dessert—Chilled Peach Slices, Pineapple Chunks or Mandarin Oranges TUEDAY, JANUARY 27 Beverage—Milk (Choice of White, Chocolate, Strawberry or Lactose-Free) Entree—Seashelis and Meatbalis served with Green Beans Grain Biscuit Dessert—Chilled Peach Slices, Pineapple Chunks or Mandarin Oranges WDNESDAY, JANUARY 27 Beverage—Milk (Choice of White, Chocolate, Strawberry or Lactose-Free) Entree—Pulied Pork Sandwich on Whole Wheat Bun with Baked Beans Dessert—Chilled Peach Slices, Pineapple Chunks or Mandarin Oranges HURSDAY, JANUARY 28 Beverage—Milk (Choice of White, Chocolate, Strawberry or Lactose-Free) Entree—Chilled Peach Slices, Pineapple Chunks or Mandarin Oranges HURY, JANUARY 28 Beverage—Milk (Choice of White, Chocolate, Strawberry or Lactose-Free) Entree—Chilled Peach Slices, Pineapple Chunks or Mandarin Oranges HURY, JANUARY 28 Beverage—Milk (Choice of White, Chocolate, Strawberry or Lactose-Free) Entree—Chilled Peach Slices, Pineapple Chunks or Mandarin Oranges HURY, JANUARY 29 Beverage—Milk (Choice of White, Chocolate, Strawb
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Work with the Divider App

Once you add a Divider app to your page, you can edit or remove it from the page.

Add a Divider App to a Page

Here's how you add a Divider app to a page.

- 1. In *Site Manager*, navigate to the workspace containing the page to which you wish to add a Divider 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 Actions, click Manage Apps & Layout. The page opens in Design Mode.

Cafeteria Section Workspace	
Summary Tools Editors & Viewers Statistics How do I?	
A Lunch this Week Page	
Lunch this Week Page Last edited by Eric Sparks about a minute ago.	Actions Manage Apps & Layout
You are in design mode. Organize your apps by dragging and dropping. Double-click the App to I'm Done change the name.	Add apps of charge your leyout Page Options Set the options for your page. Set Viewers
Stay Healthy! S Lunch this Week S	Limit who can view this page. View Page See how your page looks.
School Nutrition	Pending Comments All Comments
Food Pyramid Content	There are no comments awaiting approval.
L	

4. Click Add App. The Select an App dialog displays.

0	Blog Web Community Manager Basic App		— Divider	Create Divider
E	Book List Web Community Manager Basic App		Create New	Enter the name of your app. This name will display in some areas.
	Calendar Web Community Manager Premium App		Q Find	Name: Divider Dashed Line
	Content		Line Happy Valley High School / Teachers / Sparks,	Create
2	Discussion Web Community Manager Basic App		Life / Space and Ginnate Vini	
	Divider Web Community Manager Divider App			
	Document Viewer Web Community Manager Basic App			
- 1	Embed Code	-		

- 5. Click **Divider**. Then click **Create New**.
- 6. Enter a name for your app.
- 7. Click **Create**. The app is added to the page and you are returned to the page in Design Mode.

Cafeteria Section Workspace	
Summary Tools Editors & Viewers Statistics How do I?	
Lunch this Week Page	
unch this Week Page	Actions
st edited by Enc Sparks about a minute ago.	Manage Apps & Layout Add apps or change your layout.
You are in design mode. Organize your apps by dragging and dropping. Double-click the App to change the name.	Page Options Set the options for your page.
Add App Change Layout	Set Viewers Limit who can view this page.
Stay Healthy! Say Healthy!	View Page See how your page looks.
School Nutrition	Pending Comments All Comments
Food Pyramid	There are no comments awaiting approval.
III Divider Dashed Line	
Divider	

8. Drag-and-Drop the app to position it on the page.



9. Click **I'm Done.** You are returned to the page in Edit Mode.

Summary Tools Editors & Viewers Statistics How do I?	
A Strand Arts March Read	
Lunch this week Page	
Lunch this Week Page Last edited by Enic Sparks about 5 minutes ago.	Actions
	Manage Apps & Layout Add apps or change your layout.
Stay Healthy! Lunch this Week Content Lunch Menu	Page Options Set the options for your page.
Divider Dashed Line	Set Viewers Limit who can view this page.
School Numuon Content	View Page See how your page looks.
Food Pyramid Content	Pending Comments All Comments
	There are no comments awaiting approval.

10. Click on the Divider App. The Edit dialog displays.

Note that when you position the cursor on the app, the background color changes and a pencil displays.

11. Using the Drop-Down List, select a divider type—*solid line, dashed line, dotted line* or *blank*.



12. Click **Options**. The Edit Options dialog displays. On the **General** tab, enter a description.

App Name:	<u>^</u>
Divider Dashed Line	
General Sharing	
If you want, you can enter a description of your app.	
Description:	
Dashed Line Divider App	
Show the app name on my page.	
Display Settings:	
You can display every active record in this app on your page, or a specific number of records at a time.	
Display all active app records	
○ Display a specific number of active app records	
Save Cancel	

13. Click the **Sharing** tab to share the app with editors by clicking **Assign Group** and **Assign User**.

App Name: Divider Dashed Line
Genera
By default, only you can use an app you created. To share this app with others, add specific users or groups. Assign Group Assign User
You are not sharing this app with anyone.
Save Cancel

- 14. Click **Save** to retain and exit the Edit Options Dialog.
- 15. Click Save.

Edit a Divider App

Here's how you edit a Divider app.

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

Summary Tools	Editors & Viewers Statistics How do I?	
Lunch this Week Page		
unch this Week Page	i minutes ann	Actions
		Manage Apps & Layout Add apps or change your layout.
Stay Healthy! Content	Lunch this Week Lunch Menu	Page Options Set the options for your page.
Divider Dashed Line Divider		Set Viewers Limit who can view this page.
School Nutrition Content		View Page See how your page looks.
Eood Pyramid		

4. Edit the Divider Type.



5. Click **Options**.

On the General tab you can change the App Name and change or add a description.

App Name:	×
Divider Dashed Line	
General Sharing	
If you want, you can enter a description of your app.	
Description:	
Dashed Line Divider App	
Show the app name on my page.	
Display Settings:	
You can display every active record in this app on your page, or a specific number of records at a time.	
Display all active app records	
\bigcirc Display a specific number of active app records	
Save Cancel	

On the **Sharing** tab, you can add or change sharing rights for the app.

App Name:	X
Divider Dashed Line	
Genera Sharing	
By default only you can use an app you created. To share this app with others, add specific users or gro	oups.
Assign Group Assign User	
You are not sharing this app with anyone.	
Save Cancel	

- 6. Click **Save** to exit **Options**.
- 7. Click Save.

Remove a Divider App from a Page

Here's how you remove a Divider 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 Actions, 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.

Summary Tools	Editors & Viewers Statistics	How do I?	
Lunch this Week Page			
unch this Week Page	inute ano		Actions
	mano ayo.		Add apps or change your layout.
You are in design mode. Organi change the name.	ize your apps by dragging and dropping. Double-click	the App to	Page Options Set the options for your page.
Add App Change Layout	1		Set Viewers Limit who can view this page.
Stay Healthy!	Lunch this Week	8	View Page See how your page looks.
Divider Dashed Line			Pending Comments All Comment
School Nutrition	2		There are no comments awaiting approval.
Food Pyramid			

- 5. Click the \otimes icon to remove the app from the page. 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.

	Editors & Viewers Statistics How do I?	
Lunch this Week Page		
nch this Week Page		Actions
edited by Eric Sparks about 5	i minutes ago.	Manage Apps & Layout Add apps or change your layout.
Stay Healthy! Content	Lunch this Week Lunch Menu	Page Options Set the options for your page.
School Nutrition		Set Viewers Limit who can view this page.
		View Page See how your page looks.
Food Pyramid Content		

Permanently Delete a Divider App

Here's how you permanently delete a Divider app.

- 1. In *Site Manager*, navigate to the page containing the app that you wish to permanently delete.
- 2. Click **Tools**. Available Tools for the workspace display.

T •	cafeteria			
S S	ection Workspace Summary Tools Editors & Viewers Statistics		How do L?	
Tools				
Manage	your section tools and apps.			
	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.	2	Approve Community Editing Approve or reject community edits to your apps.	
4	App Manager Menage and edit the apps in your workspace.		Reports View your section's reports.	
	Photo Gallery Create and manage photo galleries for your section.	6	Minibase Create and manage minibases for your section.	

- 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, Divider app. All apps of this type within the current workspace display in the second column.
- 5. In the second column, 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.
- 8. Click I'm Done. You are returned to the Tools tab.

When you permanently delete an app from App Manager, it is removed from your pages and those of users with whom you shared the app. They receive an email telling them that you deleted the app.