

Headlines & Features 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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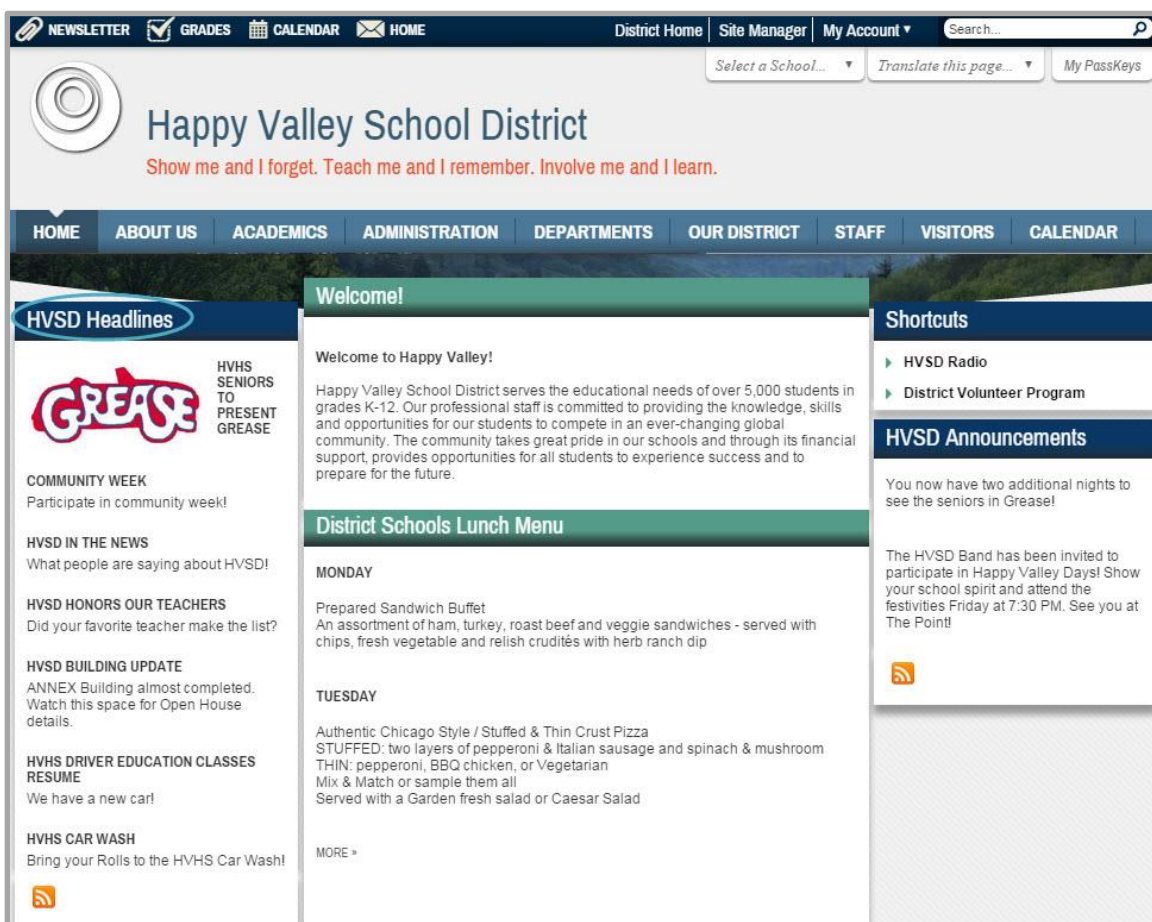
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Introduction

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



You can [add a Headlines & Features App to a page](#) in Design Mode.

Manage Headlines & Features Records

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

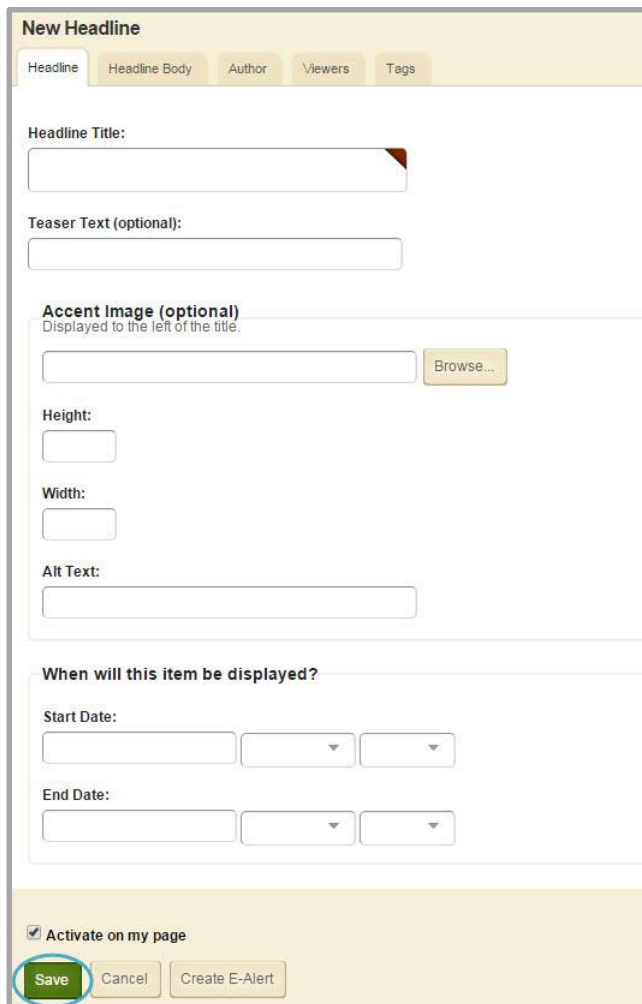
Add a New Headlines & Features Record

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.

A screenshot of the 'New Headline' dialog form. The form has several tabs: 'Headline', 'Headline Body', 'Author', 'Viewers', and 'Tags'. The 'Headline' tab is selected. The form contains the following fields:

- 'Headline Title:' with a text input field.
- 'Teaser Text (optional):' with a text input field.
- 'Accent Image (optional)' section with a note 'Displayed to the left of the title.', a text input field, and a 'Browse...' button.
- 'Height:' with a text input field.
- 'Width:' with a text input field.
- 'Alt Text:' with a text input field.
- 'When will this item be displayed?' section with 'Start Date:' and 'End Date:' labels, each followed by a date input field and two dropdown menus.
- A checkbox labeled 'Activate on my page' which is checked.
- At the bottom, there are three buttons: 'Save' (circled in green), 'Cancel', and 'Create E-Alert'.

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 page. We recommend that this be a short, catchy description of the headline designed to pique interest.

New Headline

Headline | Headline Body | Author | Viewers | Tags

Headline Title:

Teaser Text (optional):

Accent Image (optional)
Displayed to the left of the title.

Height:

Width:

Alt Text:

When will this item be displayed?

Start Date:

End Date:

Activate on my page

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.



When will this item be displayed

Start Date:

End Date:

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.

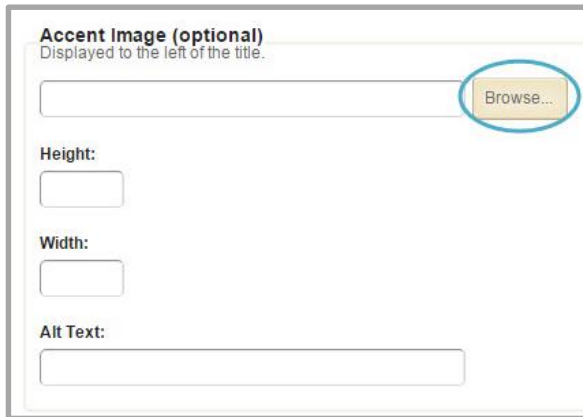
If an end date is entered and you specify the time 12:00 AM, you will see the end time saved as 12:05 AM. This means in essence that the app record will no longer display at the beginning of the day on the end date specified.

Add an Accent Image for your Headlines & Features

You may choose to add an optional accent image to your headline or feature. Be aware that the region your 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.

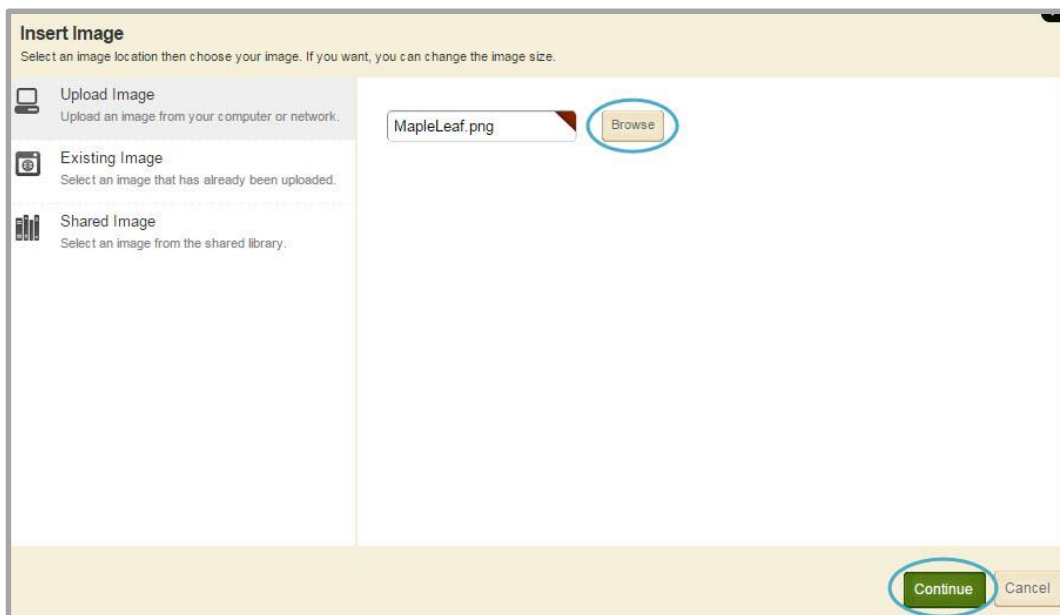
Here's how you add an accent image to a Headlines & Features record.

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.



The screenshot shows a dialog box titled "Accent Image (optional)" with the subtitle "Displayed to the left of the title." It contains a text input field with a "Browse..." button to its right. Below this are three more input fields: "Height:", "Width:", and "Alt Text:", each with a corresponding text input field.

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



The screenshot shows the "Insert Image" dialog box. It has a title bar and a subtitle: "Select an image location then choose your image. If you want, you can change the image size." On the left, there are three sections: "Upload Image" (with a computer icon), "Existing Image" (with a folder icon), and "Shared Image" (with a list icon). In the "Upload Image" section, there is a text input field containing "MapleLeaf.png" and a "Browse" button to its right. At the bottom right of the dialog, there are two buttons: "Continue" and "Cancel".

4. Click **Continue**.

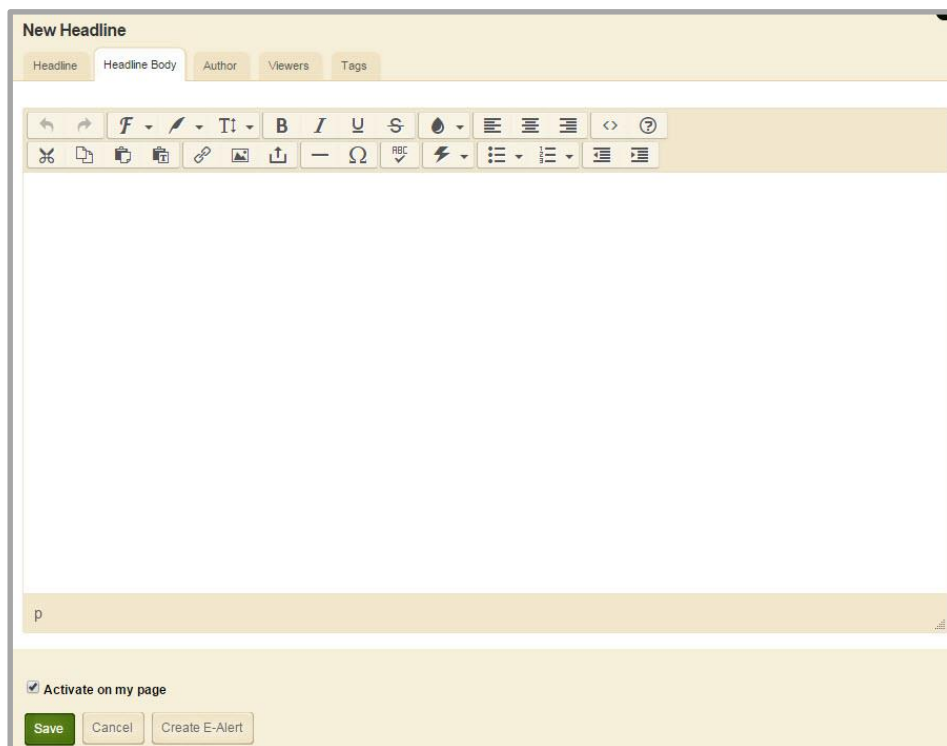
- You can adjust the height and width of the image as necessary. If the width of image selected is larger than 150 pixels, the image is resized to a height of 150 and the width to a value that maintains the aspect ratio of the original image.



- Click **Insert Image**. You are returned to the Headlines tab.
- Click **Save**. You are returned to your 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.

The screenshot shows the 'New Headline' form with the 'Author' tab selected. The form includes three input fields: 'Name:', 'Phone Number:', and 'Email Address:'. Below these fields is a checkbox labeled 'Activate on my page' which is checked. At the bottom of the form are three buttons: 'Save' (highlighted in green), 'Cancel', and 'Create E-Alert'.

Viewers Tab

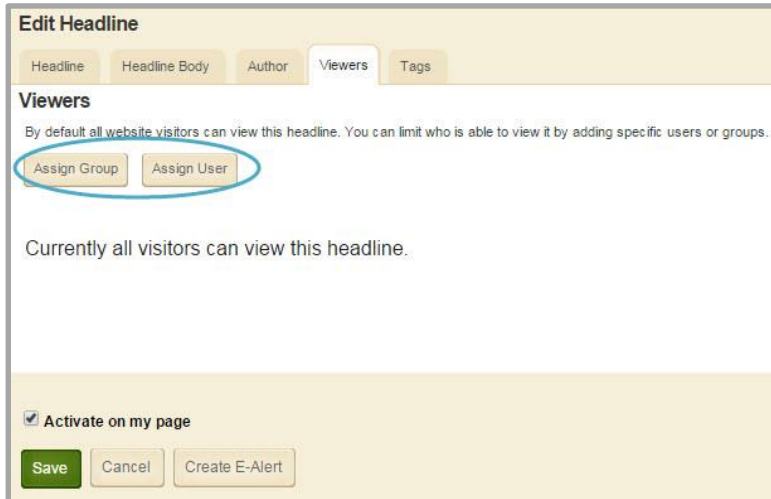
Within the **Viewers** tab you can limit who can view a Headlines & Features record. By default all visitors can view a Headlines & Features record.

The screenshot shows the 'New Headline' form with the 'Viewers' tab selected. The 'Viewers' section contains the text: 'By default all website visitors can view this headline. You can limit who is able to view it by adding specific users or groups.' Below this text are two buttons: 'Assign Group' and 'Assign User'. A message below the buttons states: 'Currently all visitors can view this headline.' At the bottom of the form is a checked checkbox labeled 'Activate on my page' and three buttons: 'Save' (highlighted in green), 'Cancel', and 'Create E-Alert'.

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.



Edit Headline

Headline | **Headline Body** | Author | **Viewers** | Tags

Viewers

By default all website visitors can view this headline. You can limit who is able to view it by adding specific users or groups.

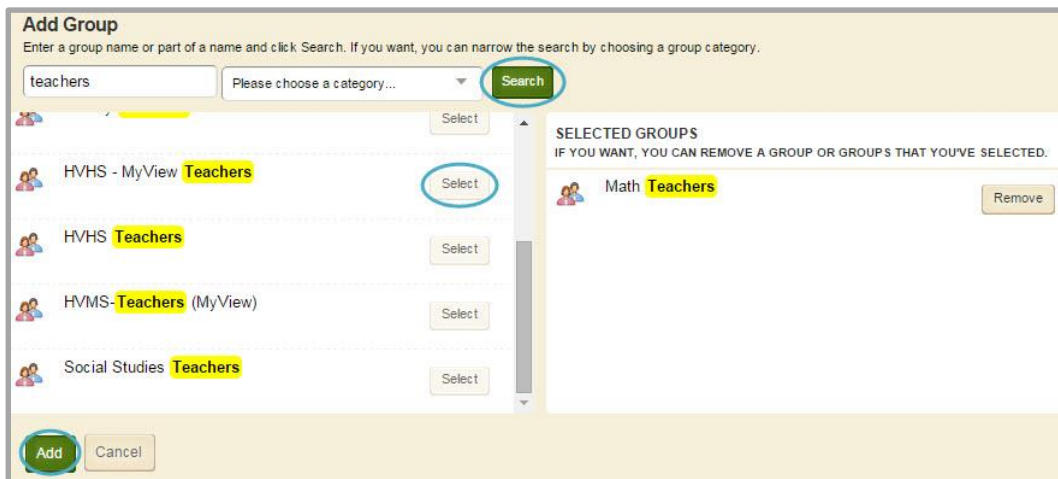
Assign Group **Assign User**

Currently all visitors can view this headline.

Activate on my page

Save **Cancel** **Create E-Alert**

2. Search for the group or users you wish to add.



Add Group

Enter a group name or part of a name and click Search. If you want, you can narrow the search by choosing a group category.

teachers | Please choose a category... | **Search**

		Select
	HVHS - MyView Teachers	Select
	HVHS Teachers	Select
	HVMS- Teachers (MyView)	Select
	Social Studies Teachers	Select

SELECTED GROUPS
IF YOU WANT, YOU CAN REMOVE A GROUP OR GROUPS THAT YOU'VE SELECTED.

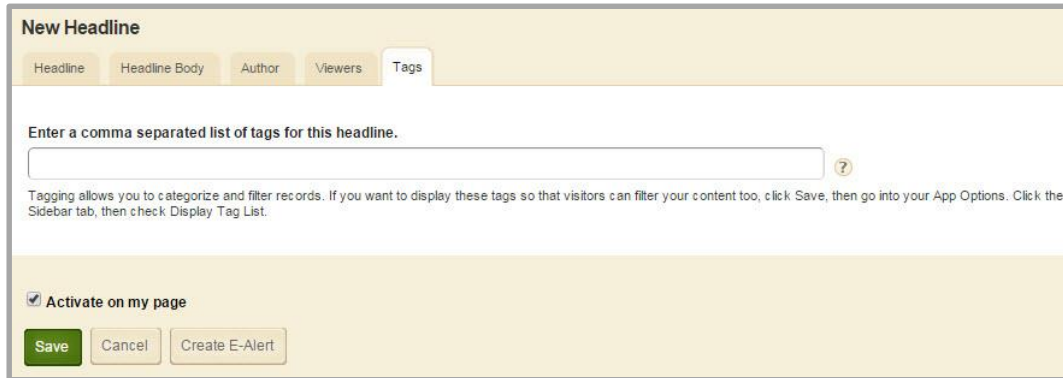
Math Teachers **Remove**

Add **Cancel**

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 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.

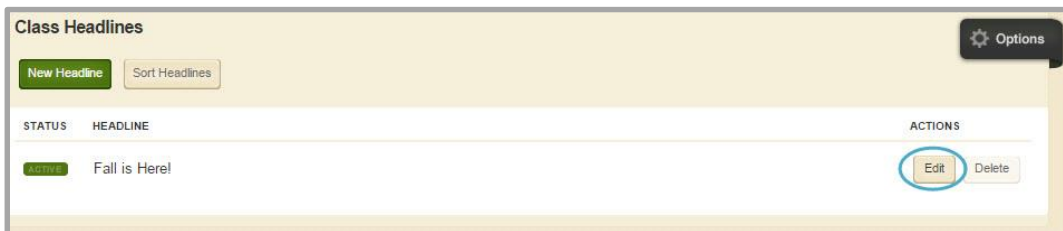


The screenshot shows the 'New Headline' dialog box with the 'Tags' tab selected. The dialog has tabs for 'Headline', 'Headline Body', 'Author', 'Viewers', and 'Tags'. Below the tabs, there is a text input field with the placeholder text 'Enter a comma separated list of tags for this headline.' and a help icon. Below the input field, there is a small text block: '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 your App Options. Click the Sidebar tab, then check Display Tag List.' At the bottom, there is a checked checkbox labeled 'Activate on my page' and three buttons: 'Save', 'Cancel', and 'Create E-Alert'.

Edit a Headlines & Features Record

Here's how you edit 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 **Edit** to the right of the Headlines & Features record you wish to edit. The Edit Headline dialog displays.



The screenshot shows the 'Class Headlines' interface. At the top left, there are buttons for 'New Headline' and 'Sort Headlines'. At the top right, there is an 'Options' button with a gear icon. Below these is a table with columns for 'STATUS', 'HEADLINE', and 'ACTIONS'. The table contains one row with the status 'Active' and the headline 'Fall is Here!'. In the 'ACTIONS' column, there are 'Edit' and 'Delete' buttons. The 'Edit' button is circled in blue.

- 5. Edit the Headlines & Features record as desired.

Edit Headline

Headline | Headline Body | Attachments | Author | Viewers | Tags

Headline Title:

Teaser Text (optional):

Accent Image (optional)
Displayed to the left of the title.

Height:

Width:

Alt Text:

When will this item be displayed

Start Date:

End Date:

Activate on my page

- 6. Click **Save**. You are returned to your Headlines & Features App in Edit Mode.

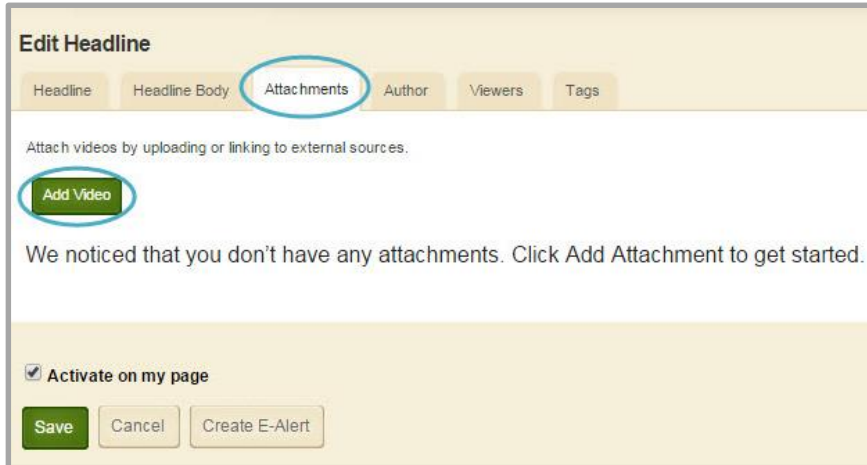
Attachments Tab

In the Headlines & Features App you can add a video attachment to a record. You can attach video from YouTube, Vimeo and any other video provider that supports [oEmbed](#). A full list of supported providers is available [here](#).

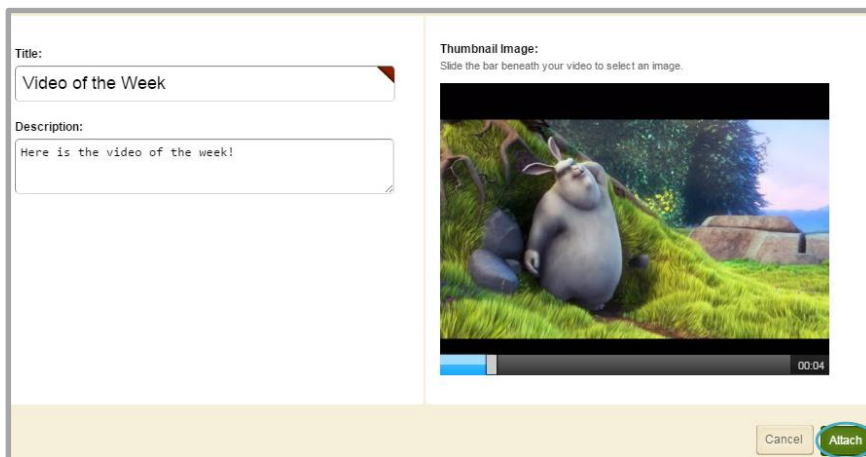
Add a Video Attachment

Here's how you add a video attachment.

1. In *Site Manager*, navigate to the app you wish to edit.
2. Create and save your record if necessary.



3. Edit the record and navigate to the **Attachments** tab.
4. Click **Add Video**. The Attach Video window displays.
5. Choose to link to a video from the web or upload a MP4 video from your computer.
 - a. To attach a video From the Web, paste the link to the video into the Web Address field.
 - b. To upload a MP4 video from your computer, select On my Computer, click **Browse** and select the file you wish to upload.
6. Click **Continue**.
7. Edit the video Title and Description if desired. If you uploaded a video from your computer, use the seek bar to select the thumbnail for your video.
8. Click **Attach**. You are returned to the **Attachments** tab.



9. Click **Save**.

Remove a Video Attachment

Here's how you delete a video attachment.

1. In *Site Manager*, navigate to the app you wish to edit.
2. Create and save your record if necessary.
3. Edit the record and navigate to the **Attachments** tab.



4. Click **Remove** to the right of the video you wish to remove. A confirmation dialog box displays.
5. Click **Yes**. The video is removed and you are returned to the **Attachments** tab.
6. Click **Save**.

Sort Headlines & Features Records

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

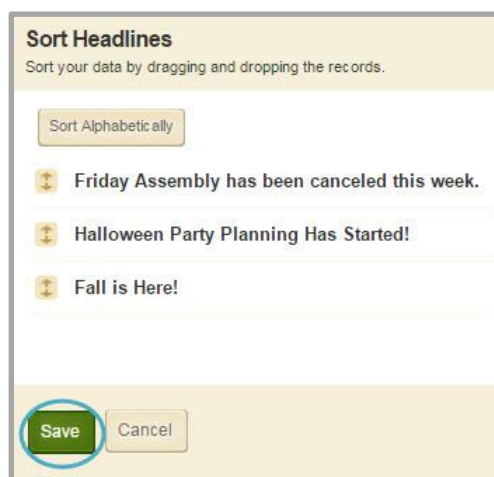
1. In *Site Manager*, navigate to the workspace containing the page with the app you wish to edit.
2. Click **Actions** to the right of the page containing the app and select **Edit Page** from the drop-down list. The page opens in Edit Mode.



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 Headlines & Features App in Edit Mode.



Delete a Headlines & Features Record

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

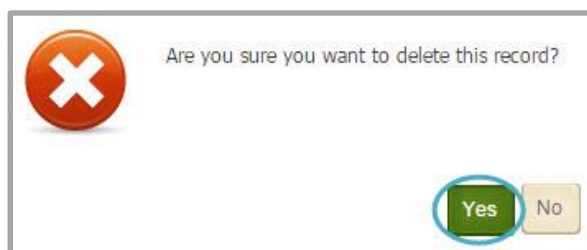
1. In *Site Manager*, navigate to the workspace containing the page with the app you wish to edit.
2. Click **Actions** to the right of the page containing the app and select *Edit Page* from the drop-down list. The page opens in Edit Mode.



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 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.

Set Headlines & Features App Options

Web Community Manager allows you to modify the default options set for an app that you create. Options for a 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

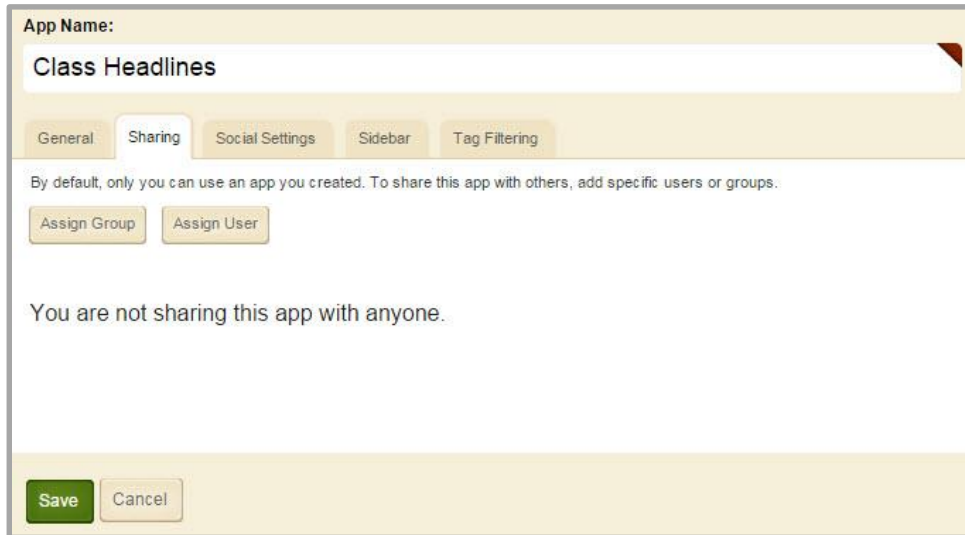
Within the **General** tab you can change the name of your app, show the app name on your page and add or modify a description for your app. The App Name is required. If you click the **Display Limited Record** radio button, a **Record Limit** field displays where you indicate the number of articles you want to display on the page before a **More** link appears.

The screenshot shows the 'General' tab settings for the 'Class Headlines' app. The 'App Name' field is filled with 'Class Headlines'. Below it are tabs for 'General', 'Sharing', 'Social Settings', 'Sidebar', and 'Tag Filtering'. A note says 'If you want, you can enter a description of your app.' Below that is a 'Description:' label and a text area. There is a checkbox for 'Show the app name on my page.' Under 'Display Settings:', there are two radio buttons: 'Display all active app records' and 'Display a specific number of active app records'. The second radio button is selected. Below it is a 'Record Limit:' label and a text input field containing '15'. At the bottom are 'Save' and 'Cancel' buttons.

Sharing Tab

On 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.

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.



Social Settings Tab

On the **Social Settings** tab, you can apply social media elements to your Headlines & Features App.

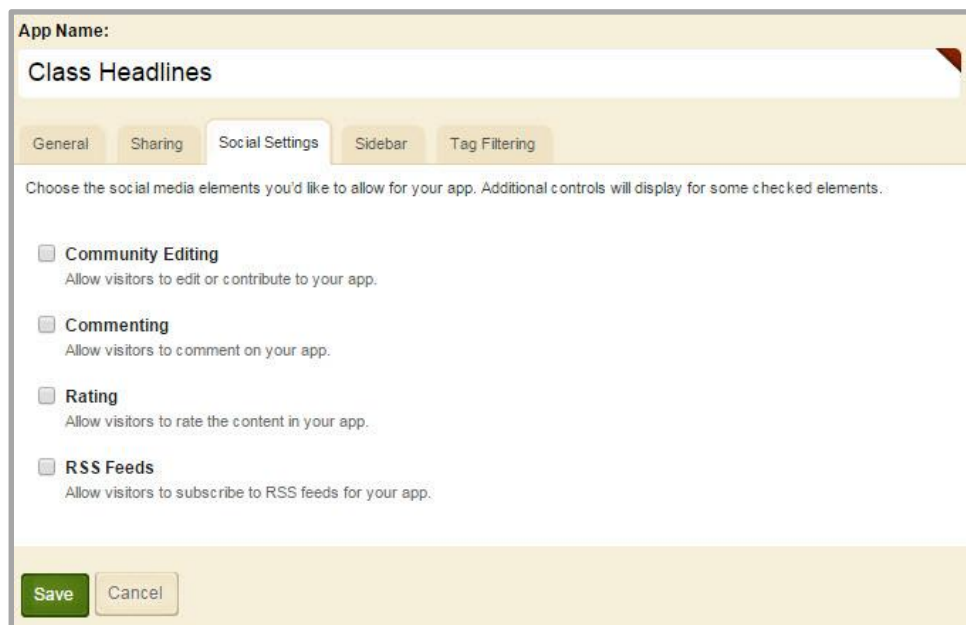
If your district uses Social Media Framework, you may be able to add one or all of these social media elements to your apps. Whether you can add a particular element depends on which settings and elements your Site Administrator has enabled. Site Administrators may enable RSS feeds regardless of whether your district has Social Media Framework.

Here are the [Social Media elements](#) that may be available for your File Library Apps.

- **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. For example, Community Editing and RSS Feeds apply to the entire File Library rather than to each file within that File Library. So once enabled for that File Library app, visitors can add files to the File Library and if they use the RSS Feed, they will see the entire File Library on their home pages.

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.



The screenshot shows the 'Social Settings' tab for an app named 'Class Headlines'. The interface includes a title bar with the app name, a navigation bar with tabs for 'General', 'Sharing', 'Social Settings', 'Sidebar', and 'Tag Filtering', and a main content area with a list of social media elements to be configured. Each element has a checkbox and a brief description. At the bottom, there are 'Save' and 'Cancel' buttons.

Element	Description
<input type="checkbox"/> Community Editing	Allow visitors to edit or contribute to your app.
<input type="checkbox"/> Commenting	Allow visitors to comment on your app.
<input type="checkbox"/> Rating	Allow visitors to rate the content in your app.
<input type="checkbox"/> RSS Feeds	Allow visitors to subscribe to RSS feeds for your app.