

Work with the Basic Dashboard

Blackboard Web Community Manager

Blackboard®

Trademark Notice

Blackboard, the Blackboard logos, and the unique trade dress of Blackboard are the trademarks, service marks, trade dress and logos of Blackboard, Inc. All other trademarks, service marks, trade dress and logos used in Blackboard and the Website are the trademarks, service marks, trade dress and logos of their respective owners.

Copyright Notice

© 2016 Blackboard Inc. All rights reserved.

This guide covers all available features and functionality. Features included in your contract may vary.

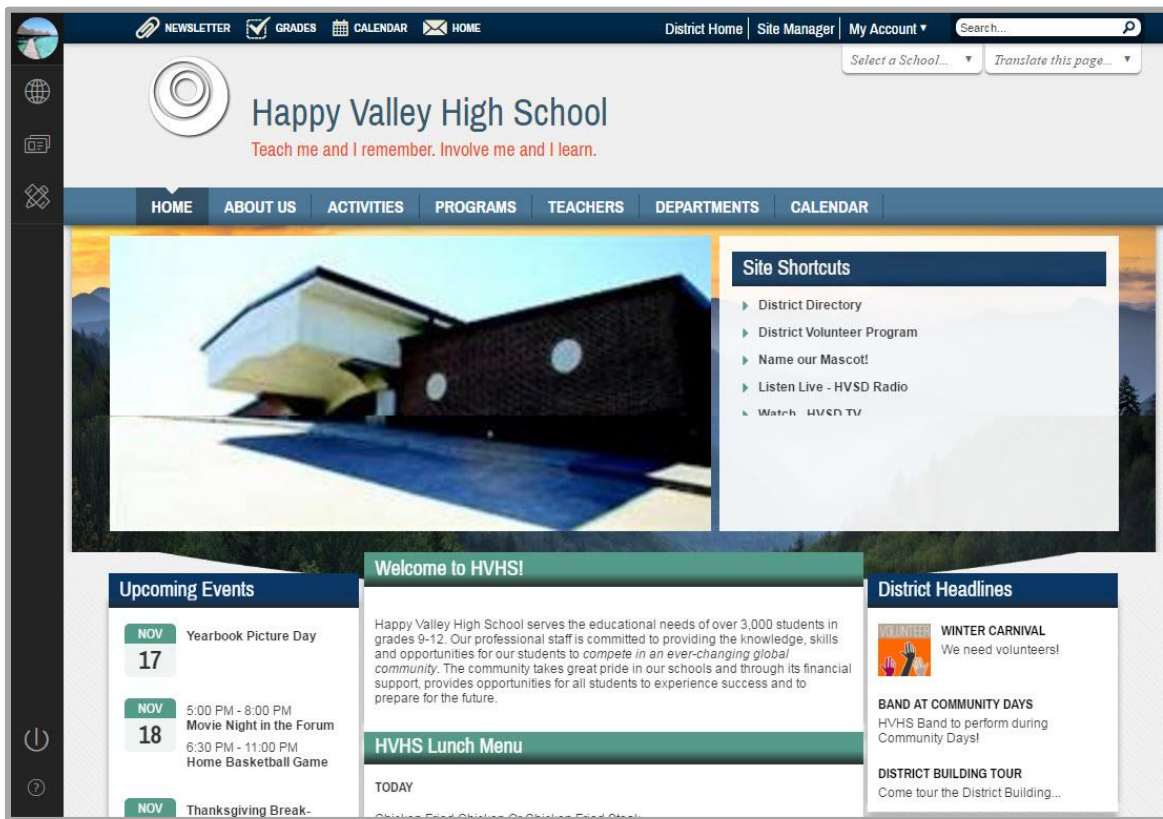
Table of Contents

Introduction	1
Dashboard Elements.....	3
Sidebar	3
Avatar.....	4
Activity Stream.....	6
Initial Activity Stream Access—Sites that Matter	7
Manage Sites that Matter—Subscriptions.....	8
Moments.....	10
Announcement	10
Blog	12
Headlines & Features	14
Photo Gallery	16
Upcoming Events	18
PassKeys.....	20
Site Manager.....	22

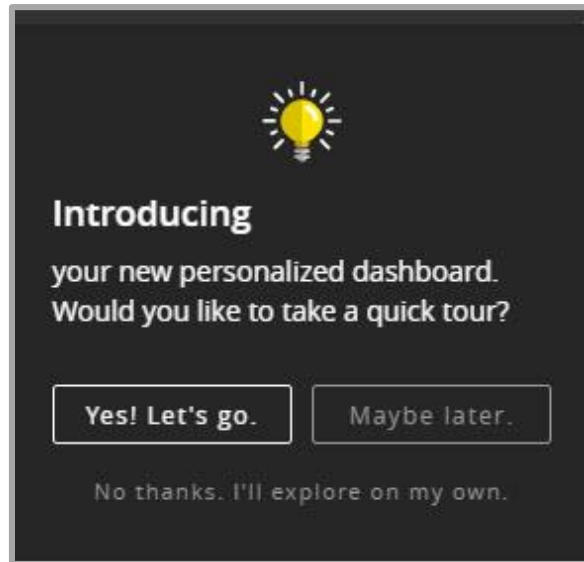
Introduction

The Blackboard Web Community Manager *Basic Dashboard* provides registered users who are signed in to the website the ability to view an *Activity Stream*. You'll see feeds from the Web Community Manager feed apps—Announcements, Blog, Calendar, Headlines & Features and Photo Gallery. Feeds from the Calendar App are called Upcoming Events. You can also access PassKeys, Sidebar Help and sign out of the website from the Dashboard. If you have editing privileges, you can access Site Manager from the Sidebar as well.

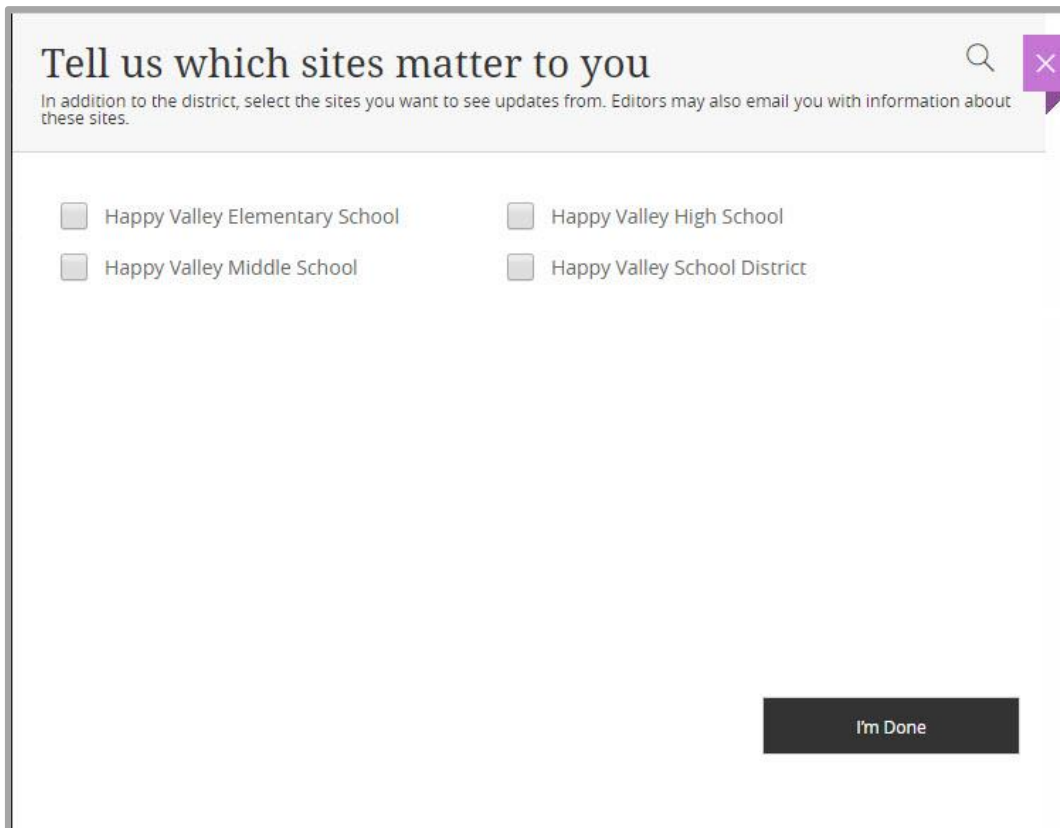
To access the Dashboard, sign in to Web Community Manager. You'll see the Dashboard *Sidebar*.



The first time you sign in you are prompted to take a quick tour of the Dashboard. Select *Yes! Let's go*, *Maybe Later* or *No thanks. I'll explore on my own*. You can opt to take the tour again by clicking the Help icon within the Sidebar.



The very first time you access the Activity Stream, you are asked to select which sites matter to you. The choices you make determine the sources of the feeds, or *moments* that show in the Activity Stream. You can modify these initial selections by changing your *My Account Subscriptions*.

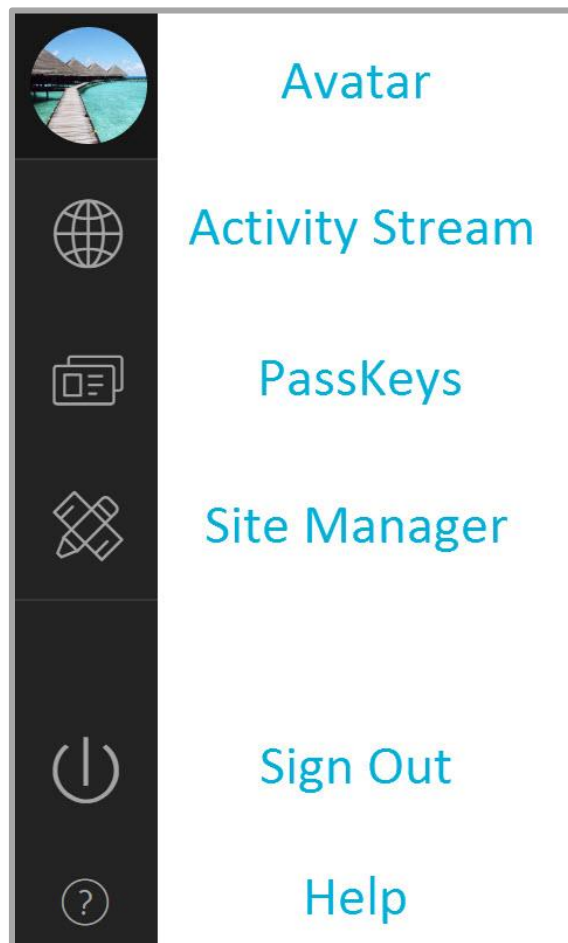


Dashboard Elements

The Dashboard consists of the *Sidebar*, *Activity Stream*, *Moments* and *Moments Detail*. It also includes icons to sign out of the website and access Help. If you have editing privileges, you can also access Site Manager.

Sidebar

The *Sidebar* is the collapsed state of the Dashboard. It contains navigation elements.

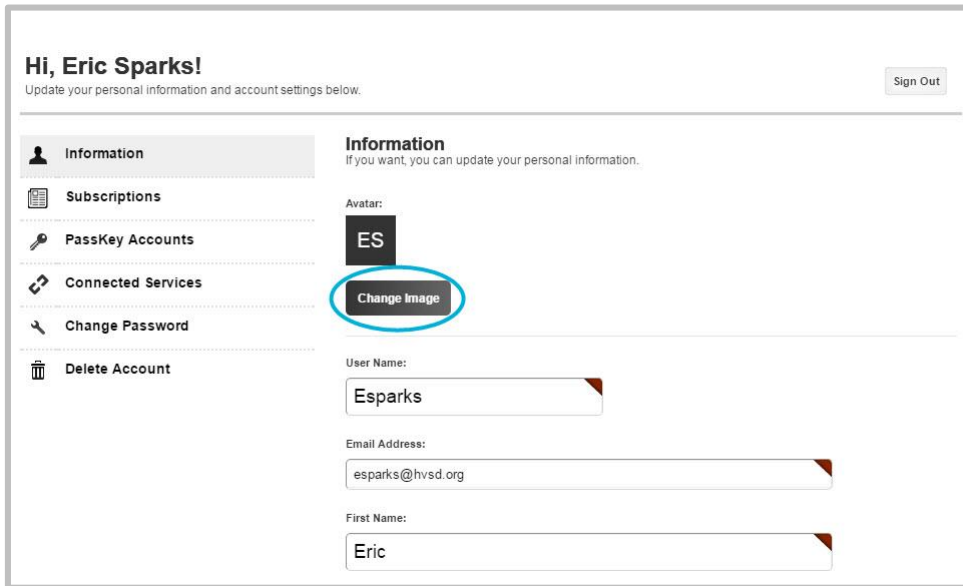


Avatar

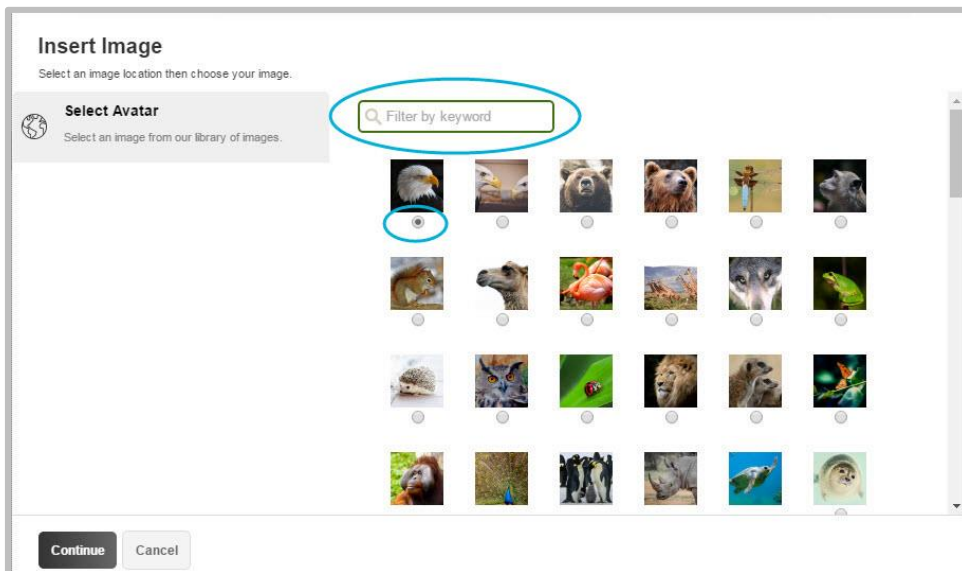
The *avatar*, or image that you chose in *My Account Settings* displays on the Dashboard. If you have not selected an avatar you see a default image—your initials.

Here's how you select or change your avatar.

1. Click your avatar in the Sidebar. My Account Settings opens on the **Information** tab.
2. Click **Change Image**. The Insert Image window displays.



3. Click a radio button to select an avatar. Use *Filter by keyword* to narrow your avatar options.




- Click **Continue**. You are returned to Account Settings.

Hi, Eric Sparks!

Update your personal information and account settings below. [Sign Out](#)

Information
If you want, you can update your personal information.

Avatar:

[Change Image](#) [Remove Image](#)

User Name:

Email Address:

First Name:

Last Name:

Title:

Phone Number:

Street:

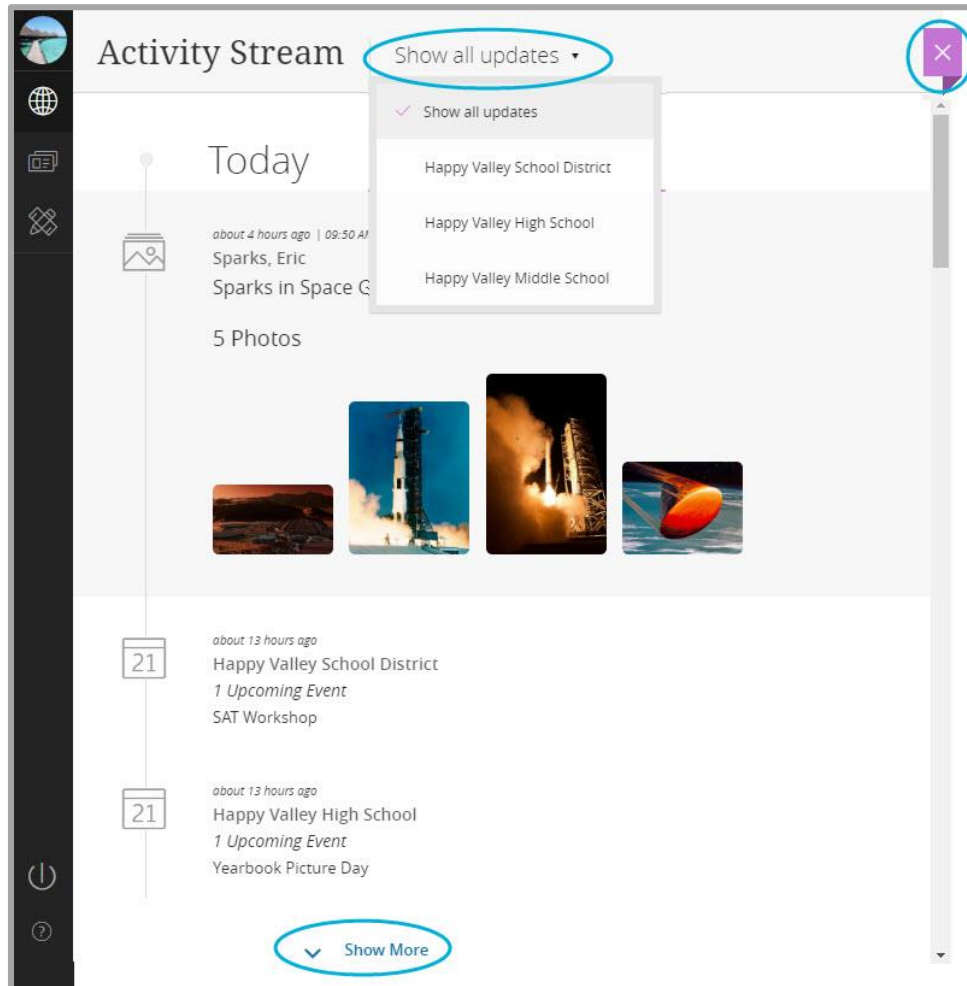
City, State & Zip:

[Save Changes](#)

- Click **Save Changes**.
To reset the avatar back to your initials, click **Remove Image**.

Activity Stream

The *Activity Stream* is a personalized, time-ordered list of *moments*. Moments originate from the feed apps (Announcements, Blog, Calendar (Upcoming Events), Headlines & Features and Photo Gallery) that have been placed on the homepages of the sites as well as other areas to which you have subscribed.

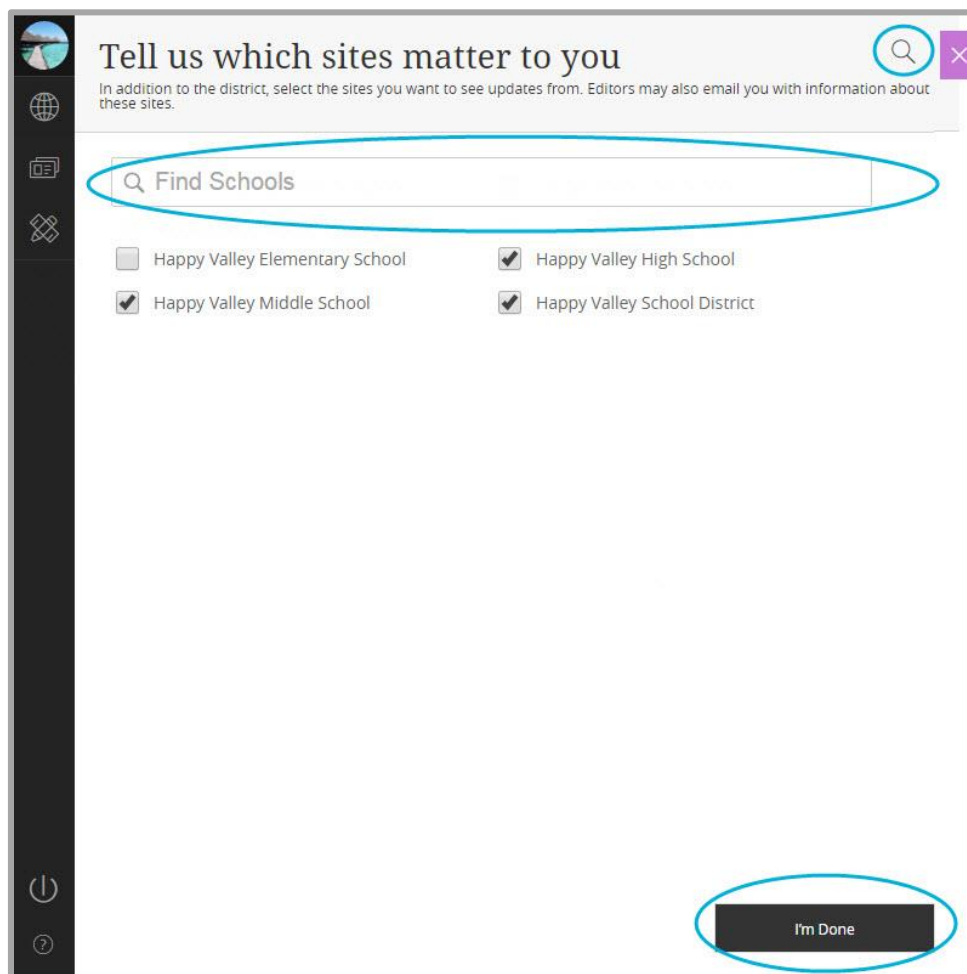


- You'll see moments posted under the headings *Today* and *Recent*.
- Use one of the *Show all updates* drop-down options to filter moments by a particular site.
- Click the *Show more* link to display the next 20 moments.
- Click a moment to display its details. Click the **X** to return to the Activity Stream.
- Click the **X** to collapse the Activity Stream and display only the Sidebar.

Initial Activity Stream Access—Sites that Matter

The moments that display within the Activity Stream are dependent upon the sites that you indicate matter to you—your *Subscriptions*.

When you display the Activity Stream for the very first time, you are asked to *Tell us which sites matter to you*. Click the check boxes for each site of interest—these will be your feed sites.



If your district has a large number of sites, click the Magnifying Glass icon and use *Find Schools* to search for specific sites. When finished making site selections, click **I'm Done**.

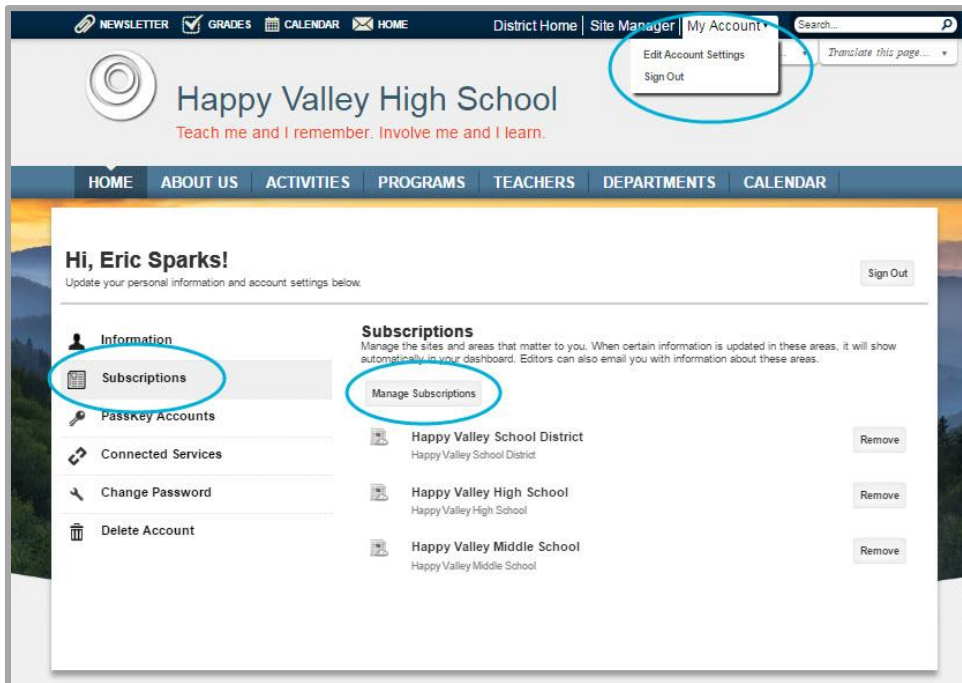
You'll see moments in the Activity Stream from any feed apps placed on the homepages of the sites that you indicated mattered to you.

You can update your Subscriptions using *My Account* settings. You can add and delete sites of interest as well as select and deselect other moment originating locations such as a teacher's or a coach's website section.

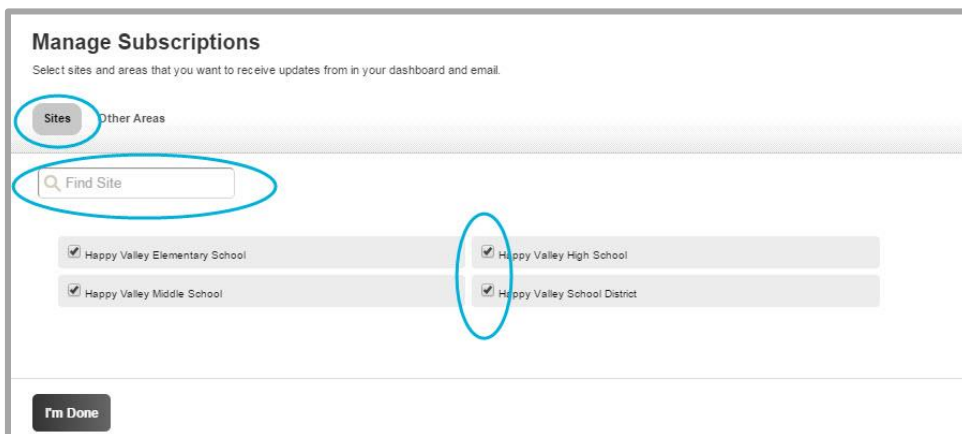
Manage Sites that Matter—Subscriptions

You can add and delete sites as well as choose other moment originating locations. Here's how you update your Subscriptions.

1. Click *My Account*.
2. Select *Edit Account Settings* from the drop-down list. The account Settings window displays.
3. Click *Subscriptions*. The Subscriptions window displays.



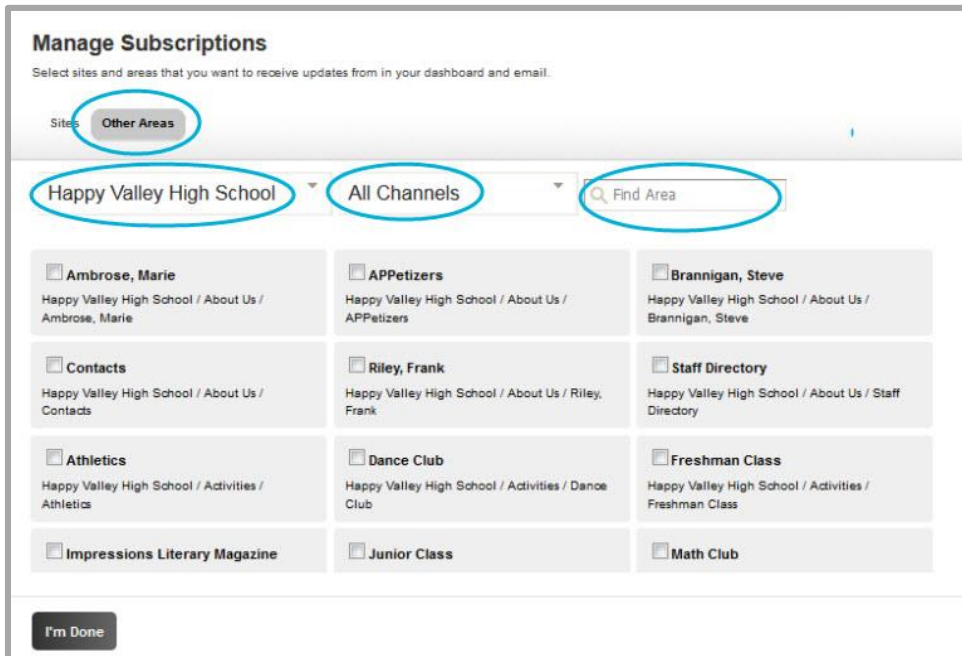
4. Click **Manage Subscriptions**. The Manage Subscriptions window opens on *Sites*.



5. Use the check boxes to select or deselect sites. If your district has a large number of sites, use *Find Site* to search for specific sites.

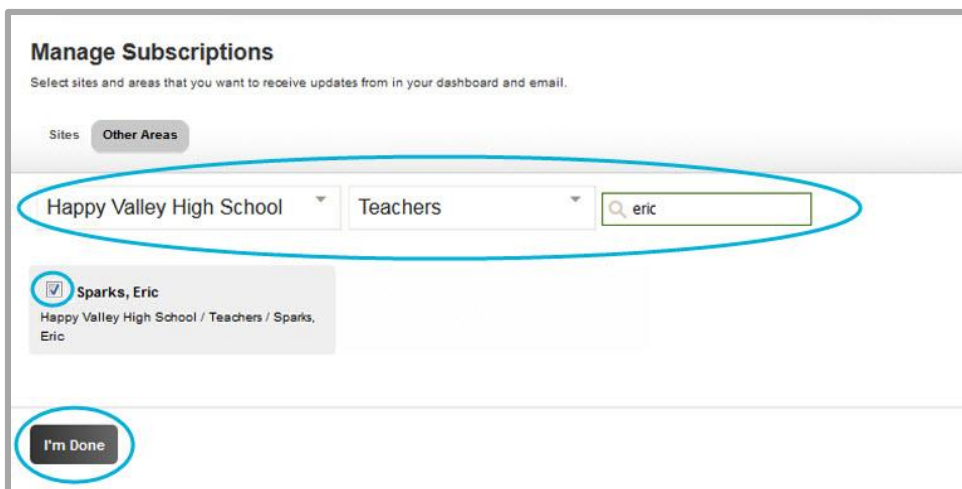
You can also subscribe to *Other Areas*, or *Sections*. Feed Apps within a subscribed section will feed moments to the Activity Stream. For example, you might wish to subscribe to your child's teacher's or coach's section.

6. Click **Other Areas**.



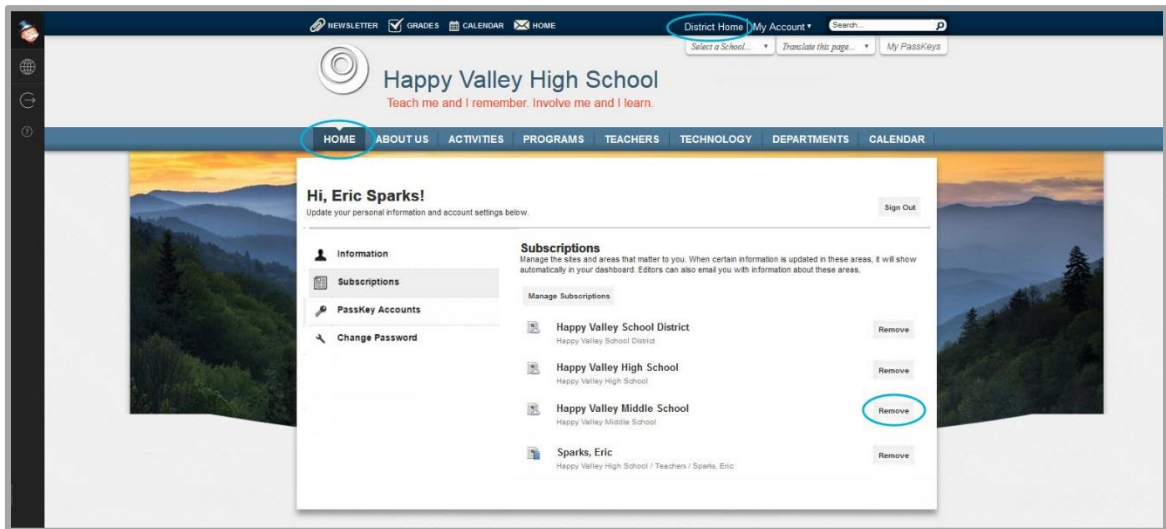
7. Use the *Site* and *Channel* drop-down lists to filter sections. Use *Find Area* to search for a text string.

Here, Mr. Sparks' section was located by filtering on the *high school*, the *Teachers channel* and Mr. Spark's first name. Activate the check box preceding a section to select it.



8. Click **I'm Done** when finished. You are returned to Account Settings.

9. Click **Remove** to delete a subscription to a site or other area.

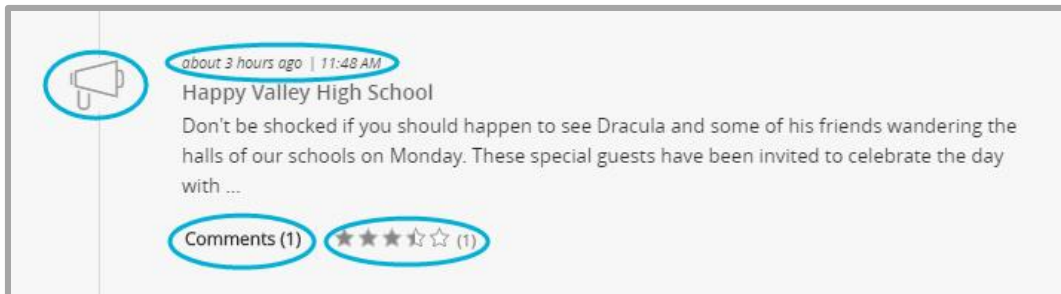


Moments

A *Moment* is a post within the Activity Stream. Moments display in order by date and time with the most recent displaying first.

Announcement

The Activity Stream includes Announcement moments.



- You see an icon indicating that this moment is an Announcement.
- A date stamp displays—when you hover on the moment the post time displays.
- The name of the site or section from which the moment originates displays.
- The first 200 characters of the moment display in the Activity Stream. An ellipsis (...) indicates additional text.
- You may see *Comments* and *Rating*. Click the *Comments* link to view the comments. Click a star to rate the announcement—from one-half to five stars.

Click the moment to display details.

The screenshot shows a Blackboard Web Community Manager interface. At the top, the page title is "Happy Valley High School". Below the title, the date and time are "Thursday, October 27, 2016 3:06 PM". The main text of the announcement reads: "Don't be shocked if you should happen to see [Dracula](#) and some of his friends wandering the halls of our schools on Monday. These special guests have been invited to celebrate the day with us—and share some surprises!". Below the text, there is a rating section with five stars and a "(1)" next to it. Underneath the rating, it says "1 Comment". A comment by "Susan Miller" is shown, dated "on October 27, 2016", with the text "How can Dracula be out in the sunlight?". Below the comment, there is a text input field labeled "Write your comment..." and a "Submit Comment" button. At the bottom right of the comment section, it says "You are posting as Eric Sparks (esparks@hvsd.org)". In the top right corner of the announcement, there are two icons: a square with a plus sign and a purple square with a white 'X'.

- Click the *Visit Page* icon to navigate to the page containing the originating app.
- Links within the body of the Announcement are active.
- You may see *Comments* and *Rating*. You can post new or reply to comments. You can also rate the moment.
- Click the **X** to return to the Activity Stream.

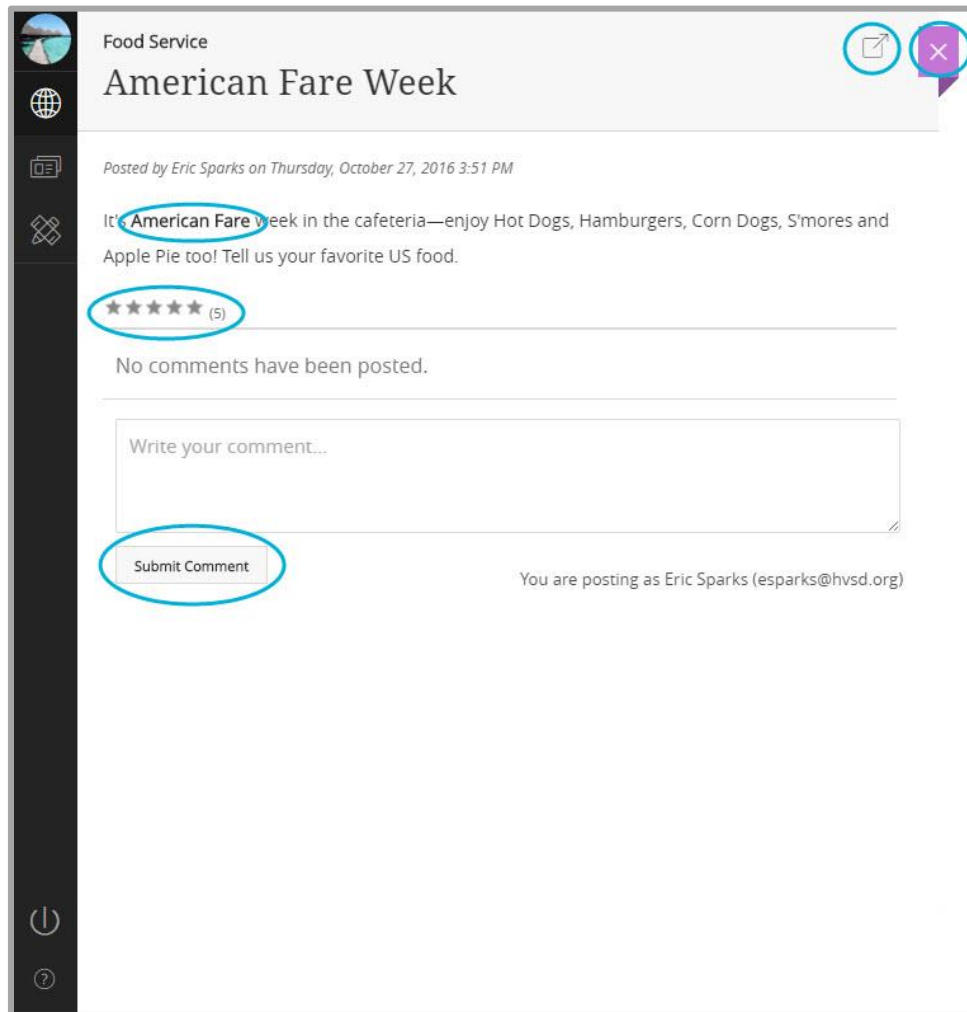
Blog

The Activity Stream includes Blog moments.



- You see an icon indicating that this moment is a Blog post.
- A date stamp displays—when you hover on the moment the post time displays.
- The name of the site or section from which the moment originates displays.
- The blog post title and author's name display.
- The first 200 characters of the moment displays in the Activity Stream. An ellipsis (...) indicates additional text.
- You may see *Comments* and *Rating*. Click the *Comments* link to view the comments. Click a star to rate the blog post—from one-half to five stars.

Click the moment to display details.



The screenshot shows a post in the Blackboard Web Community Manager interface. The post is titled "American Fare Week" and is part of a "Food Service" category. It was posted by Eric Sparks on Thursday, October 27, 2016, at 3:51 PM. The text of the post reads: "It's **American Fare** week in the cafeteria—enjoy Hot Dogs, Hamburgers, Corn Dogs, S'mores and Apple Pie too! Tell us your favorite US food." Below the text is a rating section showing five stars and the number "(5)". There are no comments posted. A text input field for writing a comment is visible, with a "Submit Comment" button below it. The user is identified as Eric Sparks (esparks@hvdsd.org). The interface includes a left sidebar with navigation icons and a top right corner with a close button (X) and a share icon.

- Click the *Visit Page* icon to navigate to the page containing the originating app.
- Links within the body of the post are active.
- You may see *Comments* and *Rating*. You can post new or reply to comments. You can also rate the moment.
- Click the **X** to return to the Activity Stream.

Headlines & Features

The Activity Stream includes Headlines & Features moments.



- You see an icon indicating that this moment is a Headline & Feature.
- A date stamp displays—when you hover on the moment the post time displays.
- The name of the site or section from which the moment originates displays.
- Teaser text and the accent image associated with the Headline & Feature moment display.
- You may see *Comments* and *Rating*. Click the *Comments* link to view the comments. Click a star to rate the Headlines & Features post—from one-half to five stars.

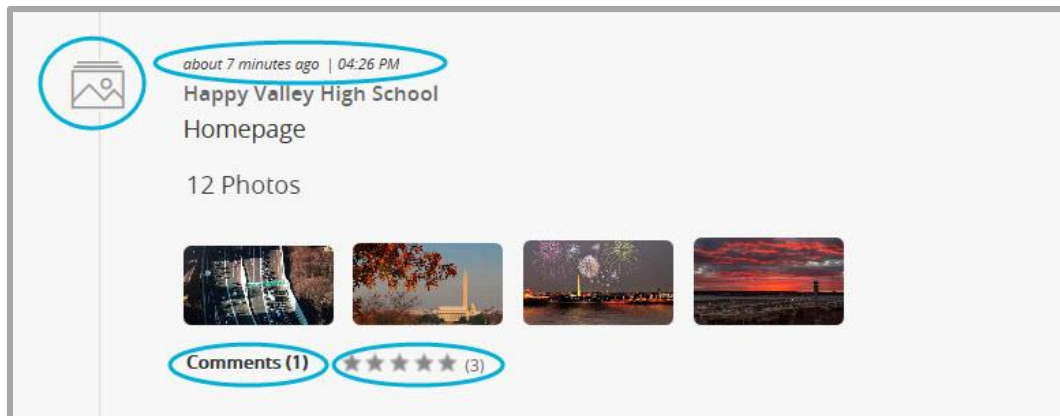
Click the moment to display details.

The screenshot shows a Blackboard Web Community Manager interface. At the top, the header reads "Happy Valley School District" and "Volunteers Needed!". Below the header, the date and time are "Wednesday, October 26, 2016 3:04 PM". The main content area features a graphic with the word "VOLUNTEER" and three hands (purple, black, and grey) raised against an orange background. Below the graphic, the text says "Volunteer to help with the Winter Carnival! Contact Mr. Sparks by [email](#) and let him know you'd like to help!". Underneath the text is a rating of five stars, with three stars filled and the number "(3)" next to it. Below the rating, it says "2 Comments". There are two comments listed: one from Susan Miller (SM) on October 27, 2016, asking "What type of volunteer help do you need?", and one from Michael Proffer (MP) on October 27, 2016, asking "When will preparations for the Carnival begin?". Each comment has a "Reply" button. At the bottom, there is a text input field labeled "Write your comment..." and a "Submit Comment" button. The user is identified as "You are posting as Eric Sparks (esparks@hvdsd.org)".

- Click the *Visit Page* icon to navigate to the page containing the originating app.
- Links within the body of the Headline & Feature are active.
- You may see *Comments* and *Rating*. You can post new or reply to comments. You can also rate the moment.
- Click the **X** to return to the Activity Stream.

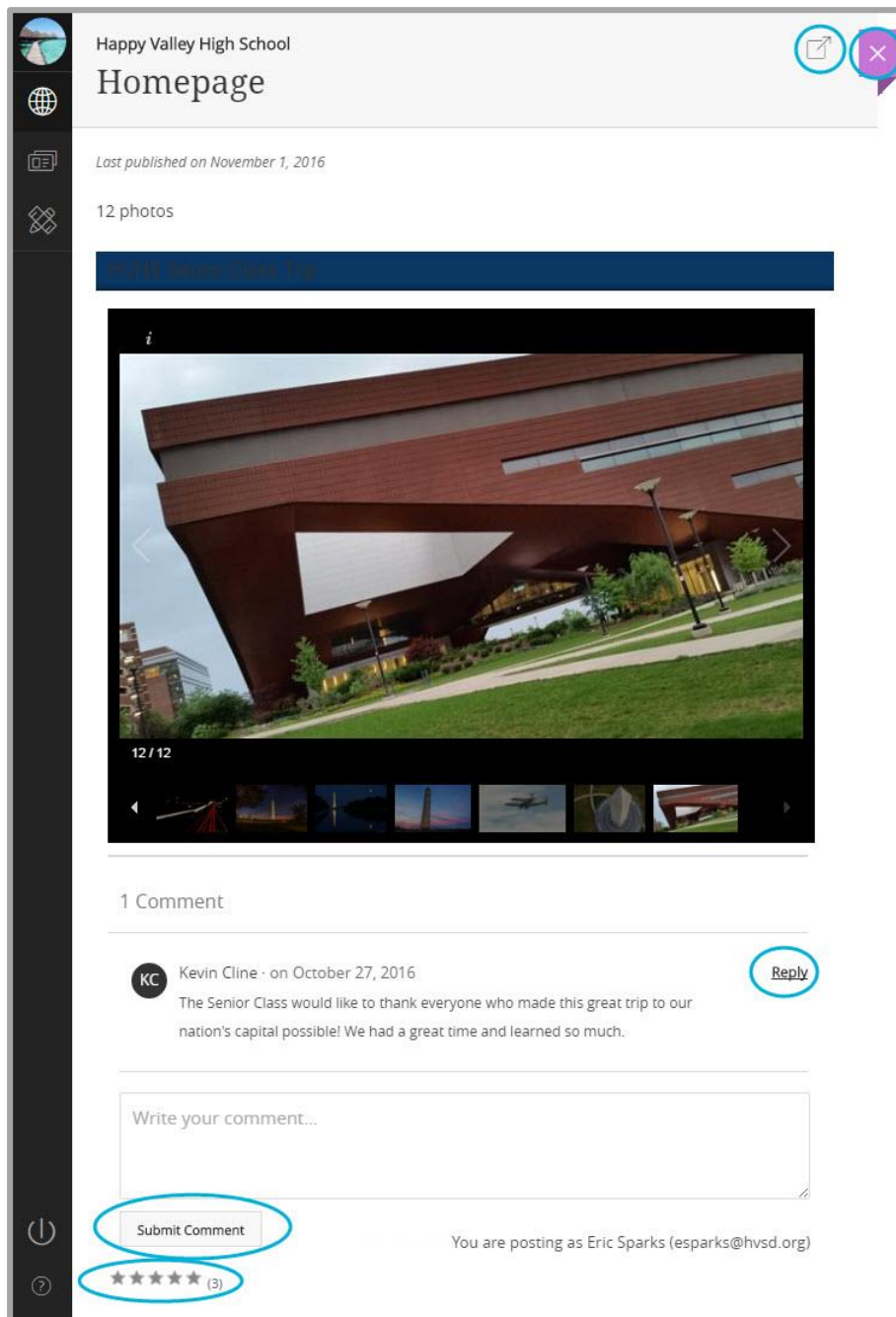
Photo Gallery

The Activity Stream includes Photo Gallery moments.



- You see an icon indicating that this moment is a Photo Gallery.
- A date stamp displays—when you hover on the moment the post time displays.
- The name of the site or section from which the moment originates displays.
- The name of the page hosting the Photo Gallery App displays.
- The total number of pictures within the gallery displays.
- The first four pictures in the gallery display.
- You may see *Comments* and *Rating*. Click the *Comments* link to view the comments. Click a star to rate the Photo Gallery—from one-half to five stars.

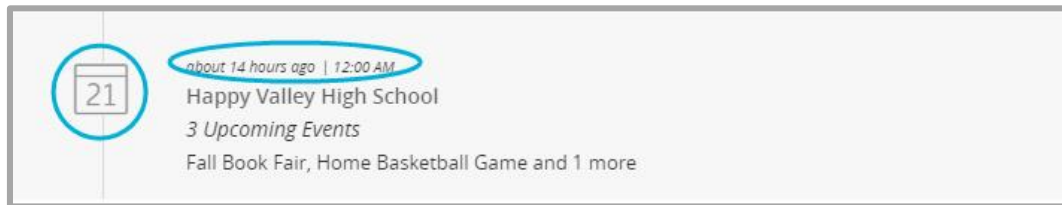
Click the moment to display details.



- Click the *Visit Page* icon to navigate to the page containing the originating app.
- The Photo Gallery displays and functions as it does when viewed on the website.
- You may see *Comments* and *Rating*. You can post new or reply to comments. You can also rate the moment.
- Click the **X** to return to the Activity Stream.

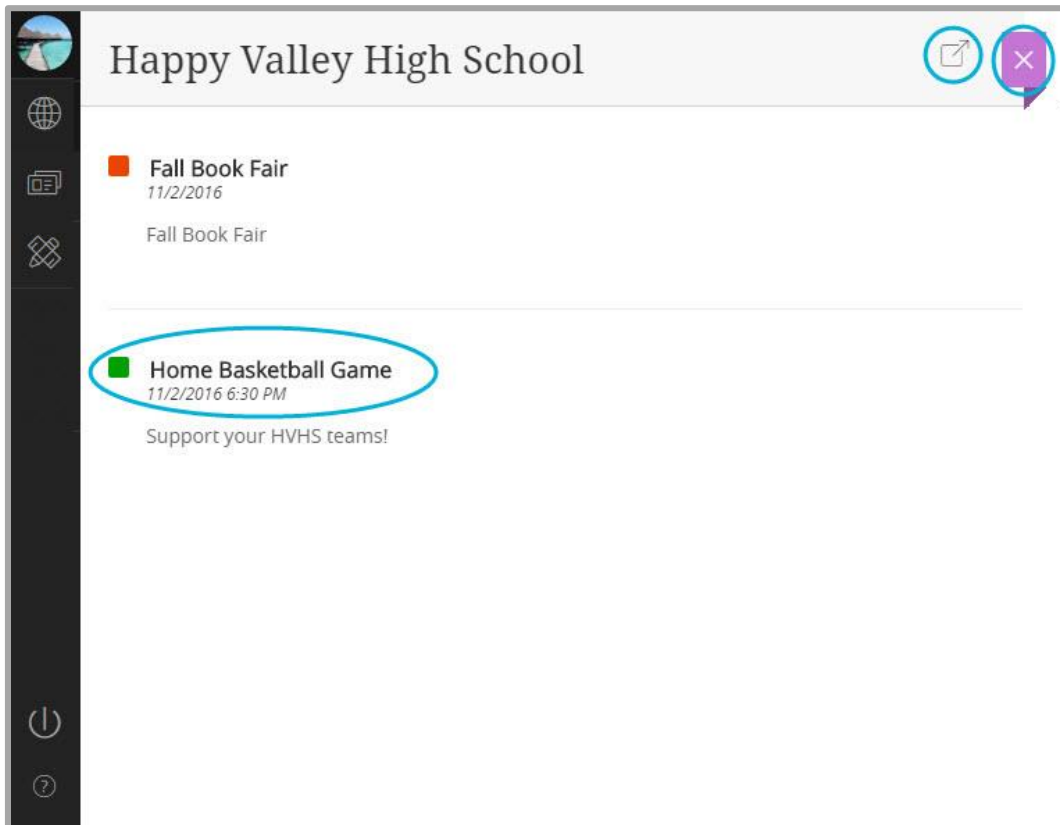
Upcoming Events

The Activity Stream includes Upcoming Events moments.



- A date stamp displays—when you hover on the moment the post time displays.
- You see an icon indicating that this is an Upcoming Events moment.
- The name of the site from which the moment originates displays. Upcoming Events originate from a Calendar App.
- The number of upcoming events occurring within a 48-hour period display.
At midnight, the number of upcoming events for the next 48-hour period displays.
- Event titles display as well as a count of additional events.

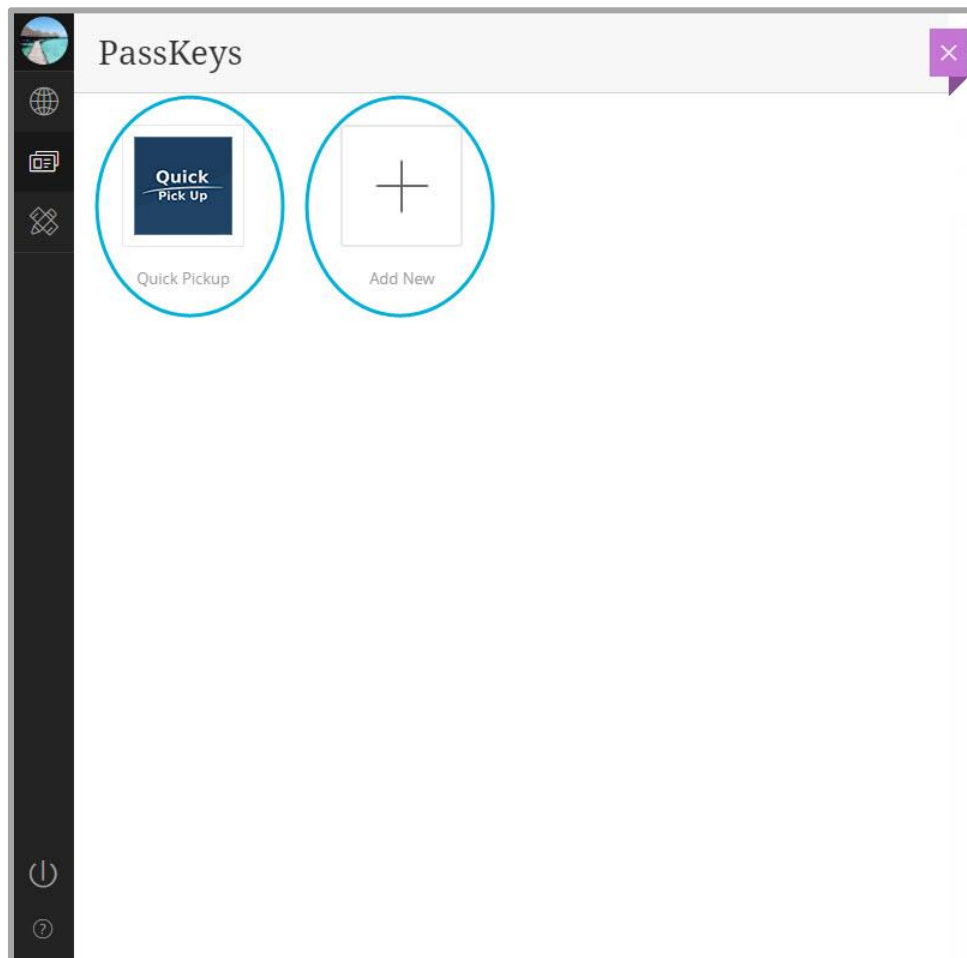
Click the moment to display all events and event details.



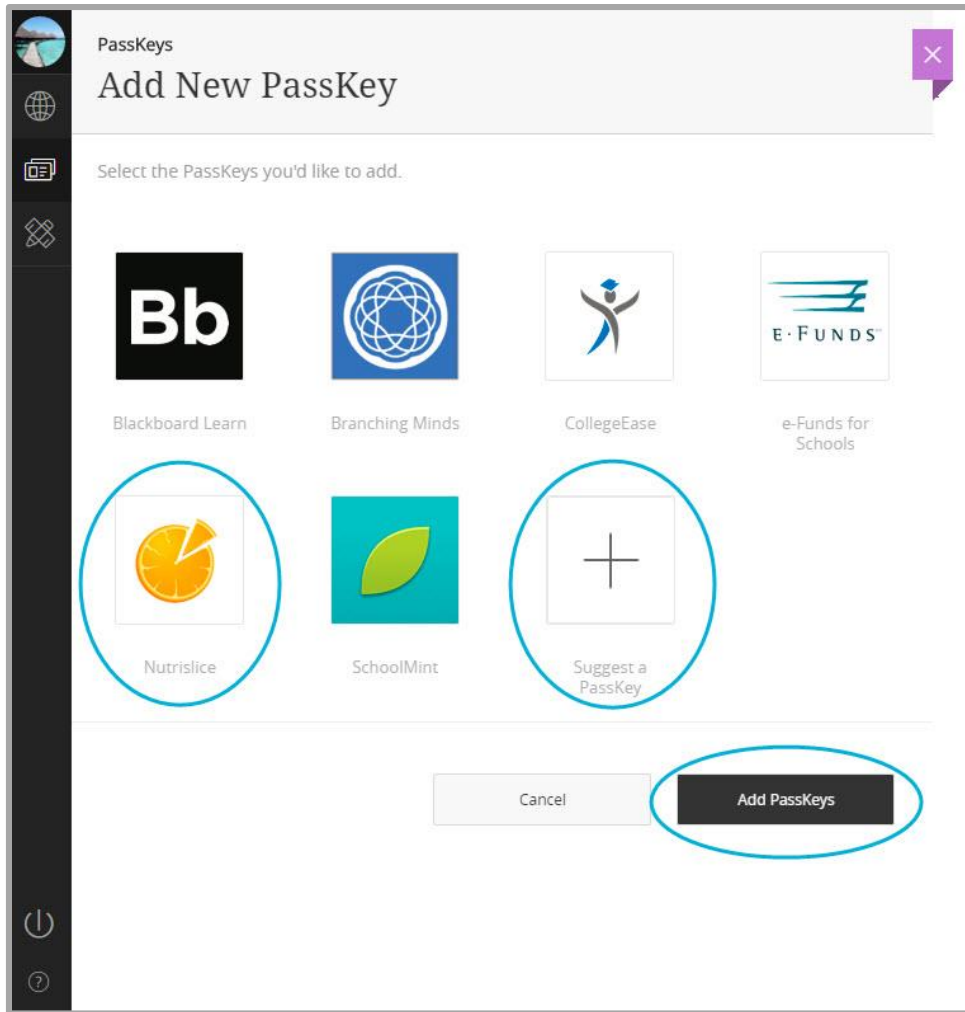
- Click the *Visit Page* icon to navigate to the page containing the originating app.
- Click the title of an event to display the event details.
- Click the **X** to return to the Activity Stream.

PassKeys

PassKeys provide secure single sign-on access to web applications from within Web Community Manager. It can also provide access to web applications that do not require a sign-on.



- Click a PassKey to launch it.
- Click the **X** to return to the Sidebar.
- Click **Add New** to select a PassKey from the PassKey Library.



- Select the PassKeys you wish to add to your PassKey Library. A check mark displays for each PassKey selected.
- Click **Add PassKeys**.
- Click **Suggest a PassKey** to send a PassKey request for consideration. Enter your suggestion and click **Submit**.

PassKey Name:

Web Address:

- Click the **X** to return to the Sidebar.

Site Manager

If you have Blackboard Web Community Manager editing privileges, click the Site Manager icon in the Sidebar to launch *Site Manager*.

