Work with the Integrated Dashboard

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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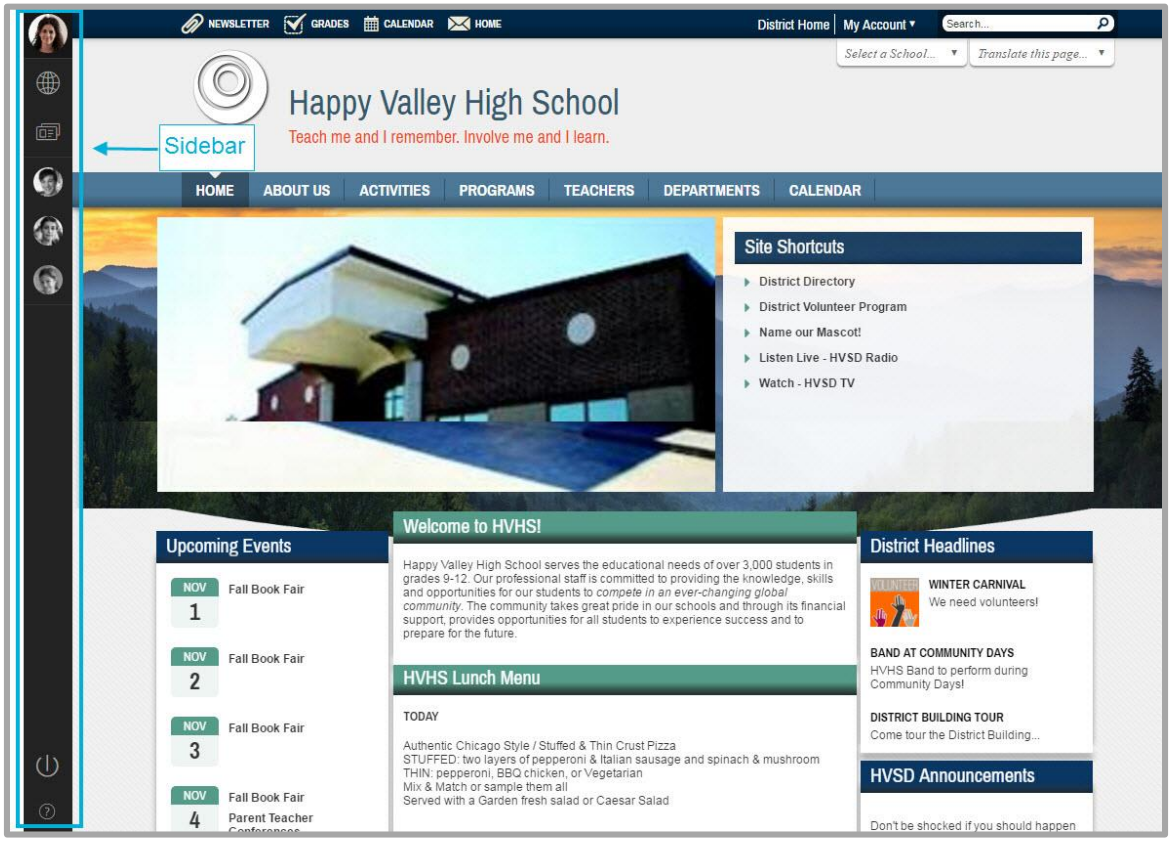
Introduction

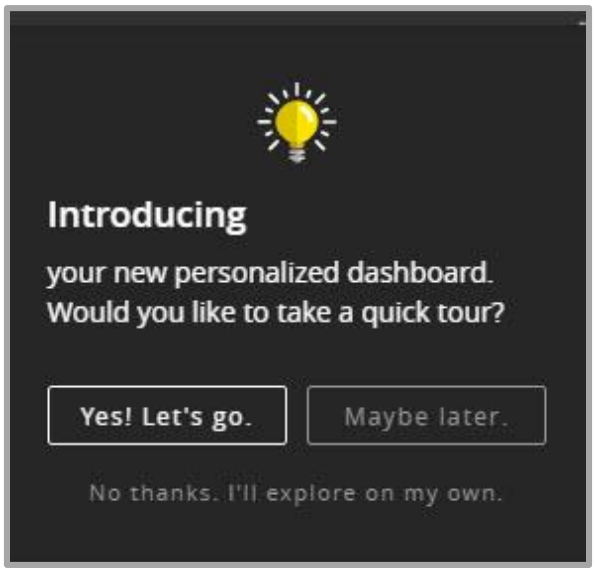
The Blackboard Web Community Manager *Dashboard* provides registered users who are signed in to the website the ability to view an *Activity Stream*. You'll see feeds from the Web Community Manager feed apps—Announcements, Blog, Calendar, Headlines & Features and Photo Gallery. Feeds from the Calendar 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.

If your district licenses Student Data integration, parents or guardians will also see their children's student profiles, which include assignments, attendance, grades and cafeteria balance information.

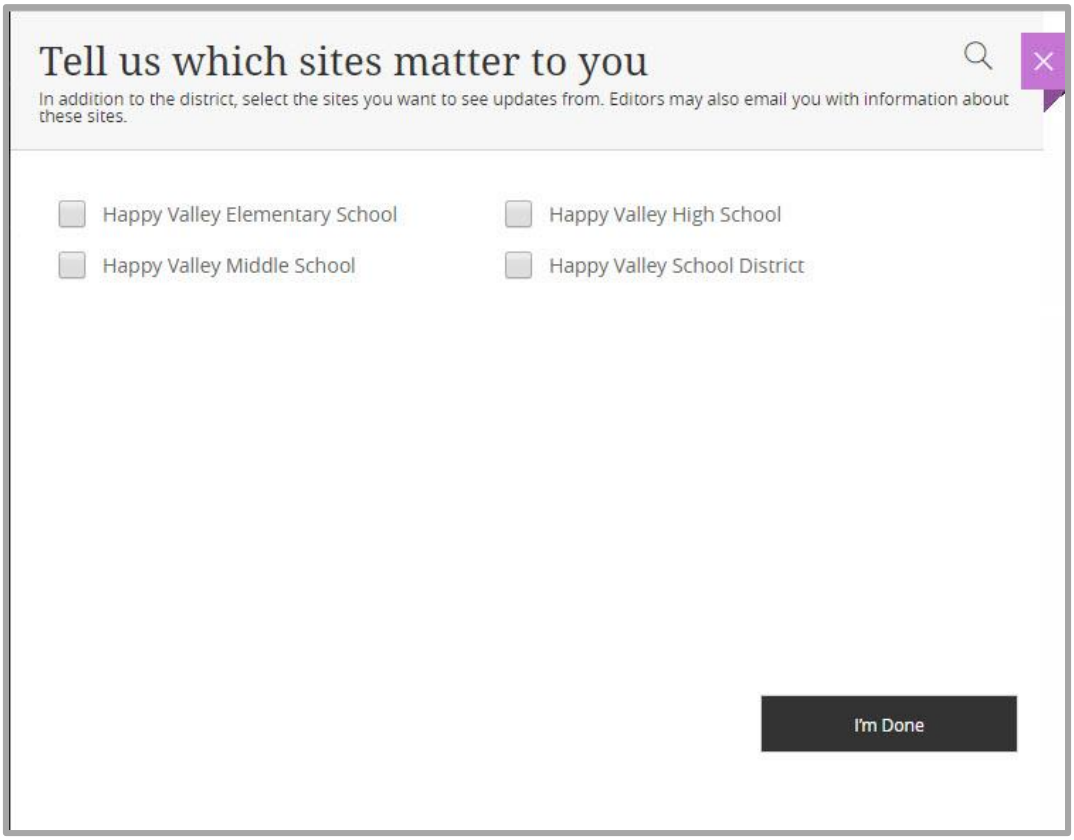
To access the Dashboard, parents and guardians sign in to Web Community Manager. How student data is integrated with the Dashboard determines what sign in credentials to use. If integration is in conjunction with Blackboard's Mobile Communications App, sign in with Mobile Communications App credentials. All others should sign in with Web Community Manager credentials.



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, Moments Detail, Student Profiles* and *Student Profile Pages.* It also includes icons to sign out of the website and access Help. If you have editing privileges, you'll can also access Site Manager.

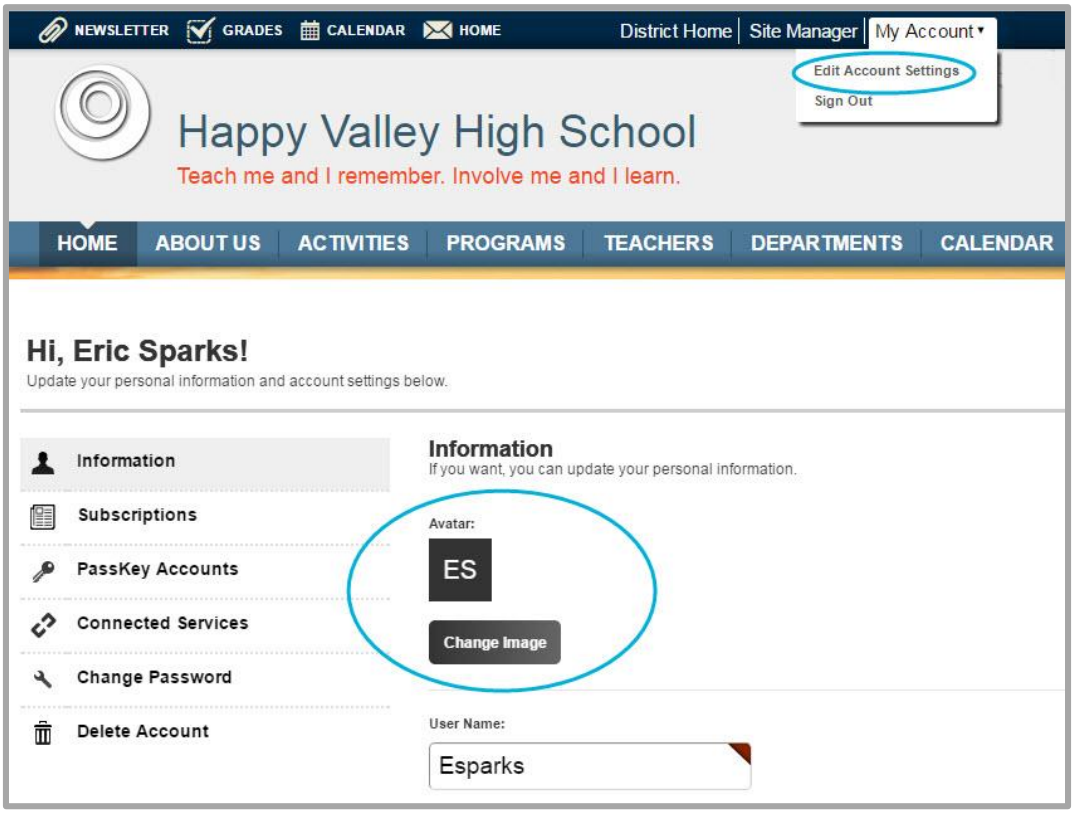
Sidebar

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

Avatar

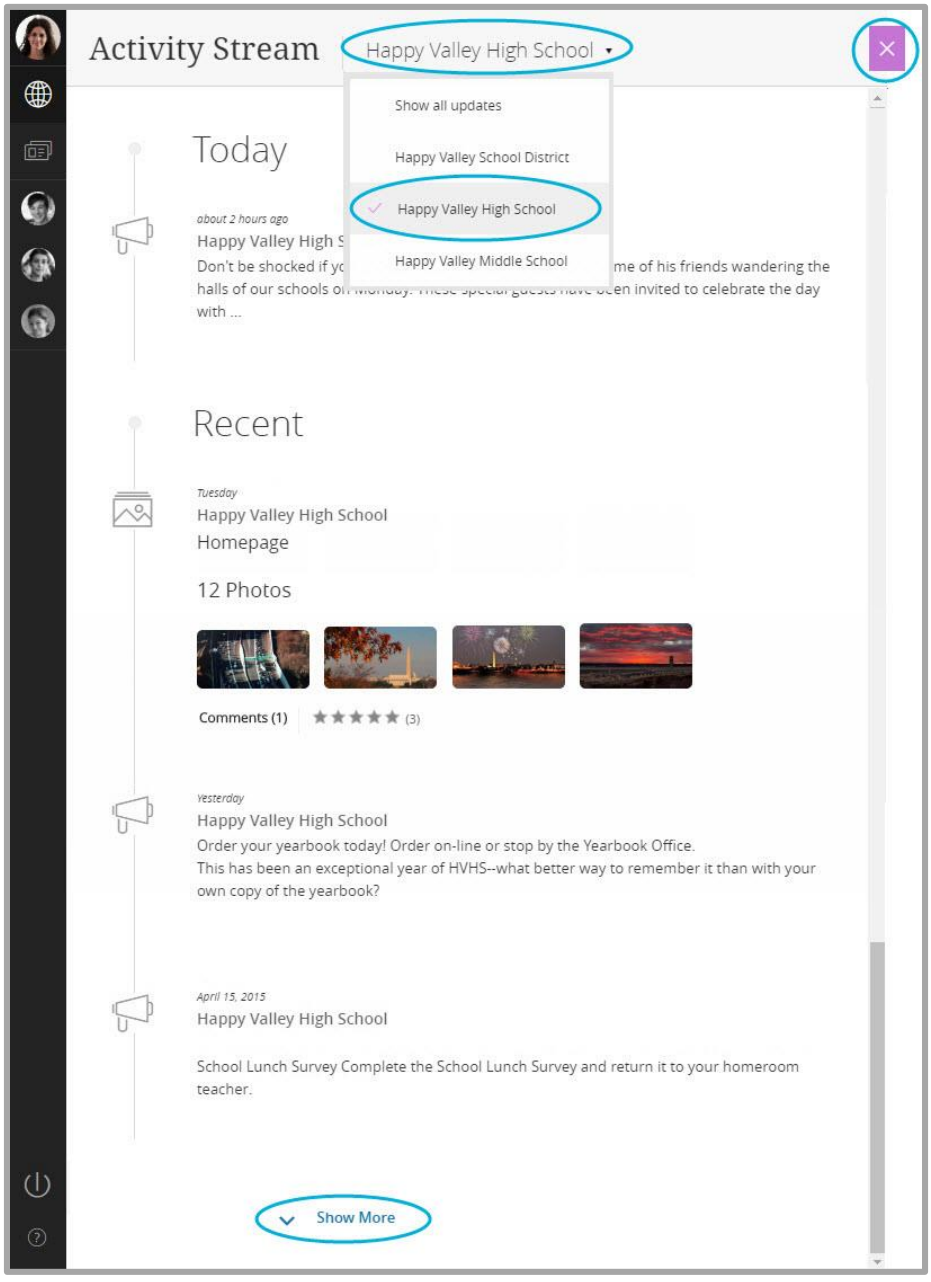
If the Dashboard is integrated with the Blackboard Mobile Communications App, you see the *avatar* you selected for your account within the Blackboard Mobile Communications App.

If the Dashboard is not integrated with the Blackboard Mobile Communications App, a default avatar displays. You can choose a different one by clicking on the avatar or using the *Edit Account Settings* option of *My Account* and clicking **Change 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.

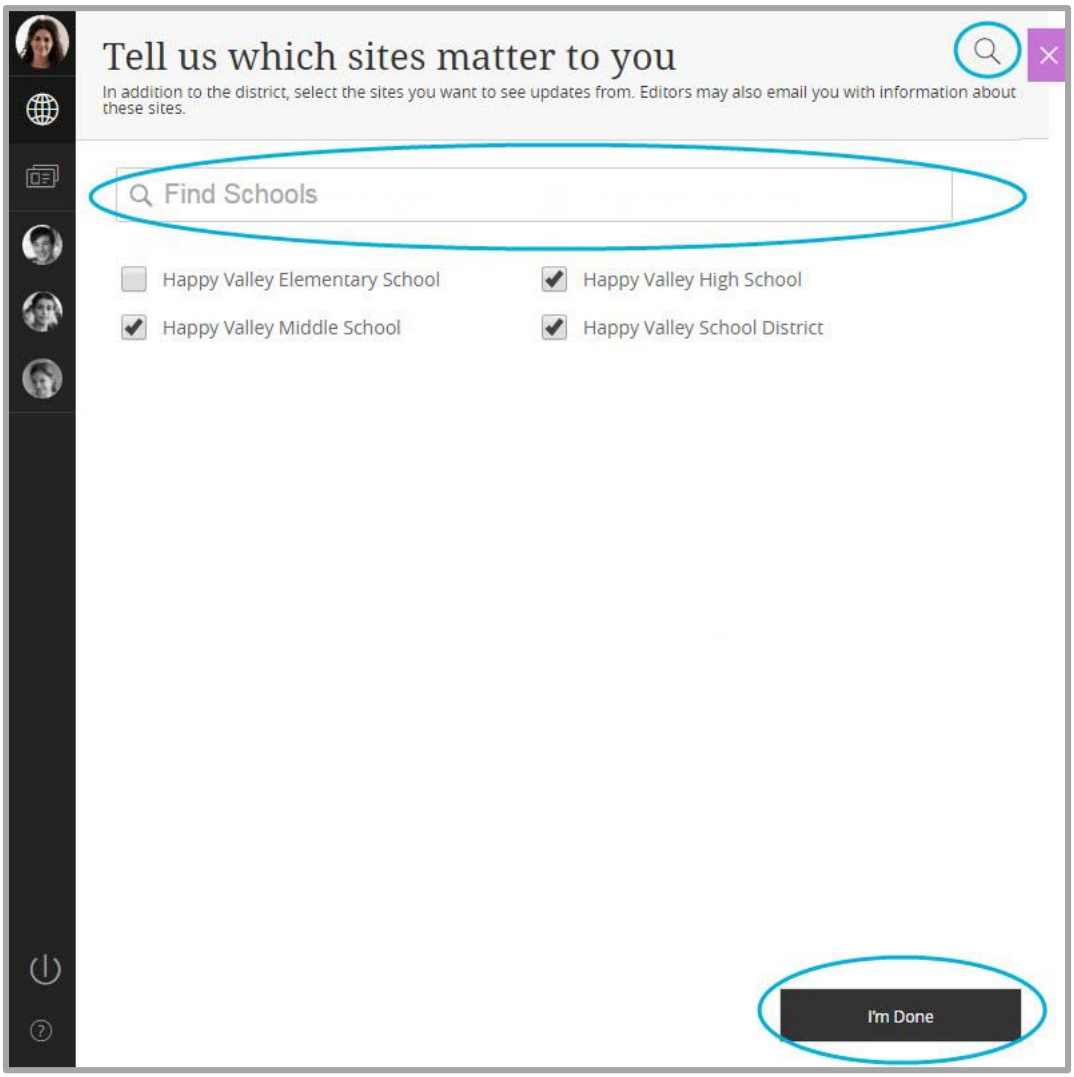


- You'll see moments posted under the headings *Today* and *Recent.*
- Use one of the *Show all updates* drop-down options to filter moments by a particular site.
- Click the *Show more* link to display the next 20 moments.
- Click a moment to display its details. Click the ***X*** to return to the Activity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

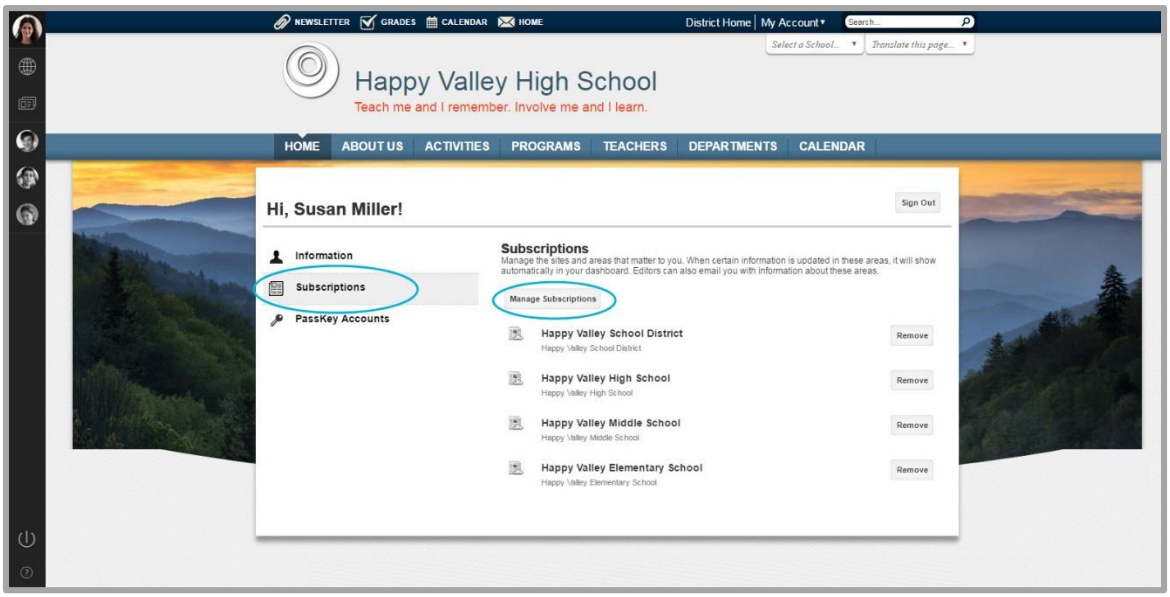
You'll see moments in the Activity Stream from any feed apps placed on the homepages of the sites that you indicated mattered to you.

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.

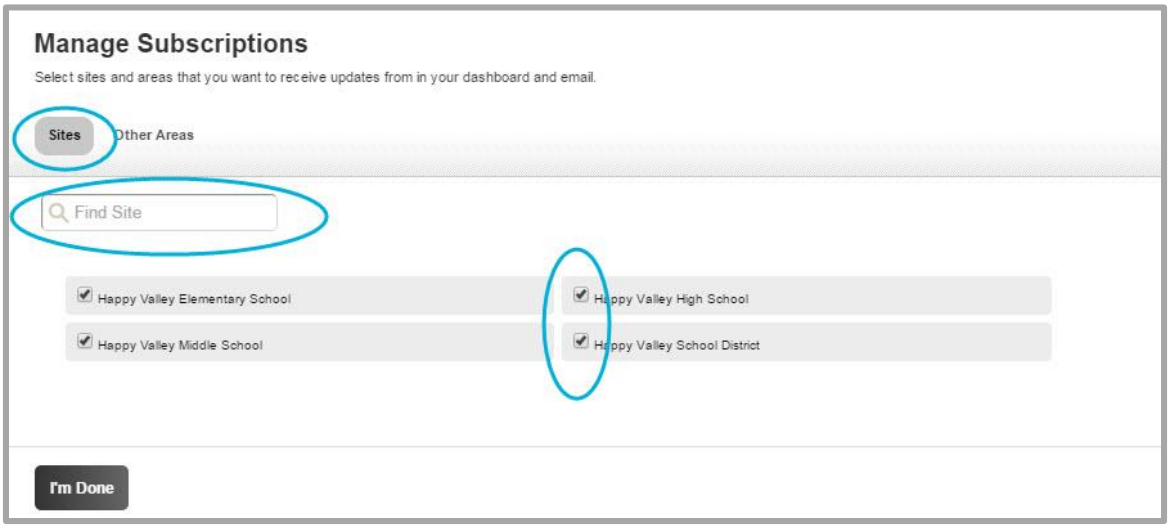
Manage Sites that Matter—Subscriptions

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

1. Sign in and 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.



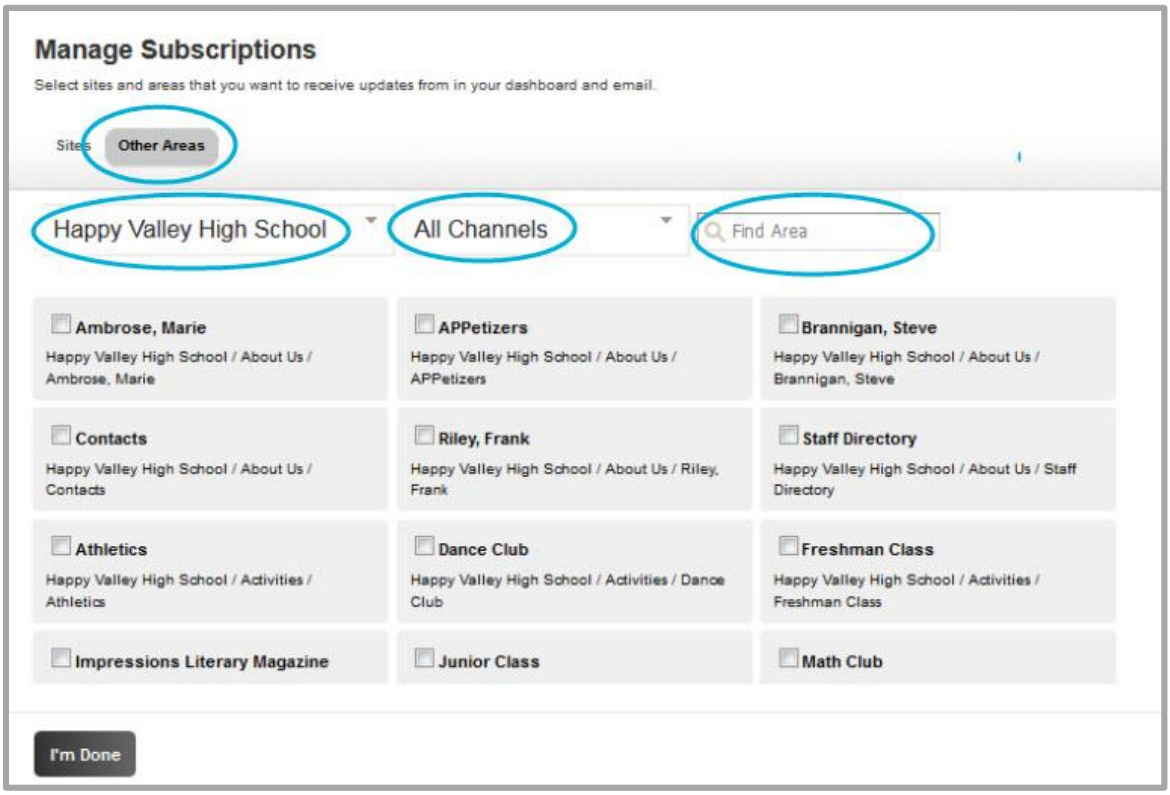
4. Click **Manage Subscriptions**. The Manage Subscriptions window opens on *Sites*.



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.

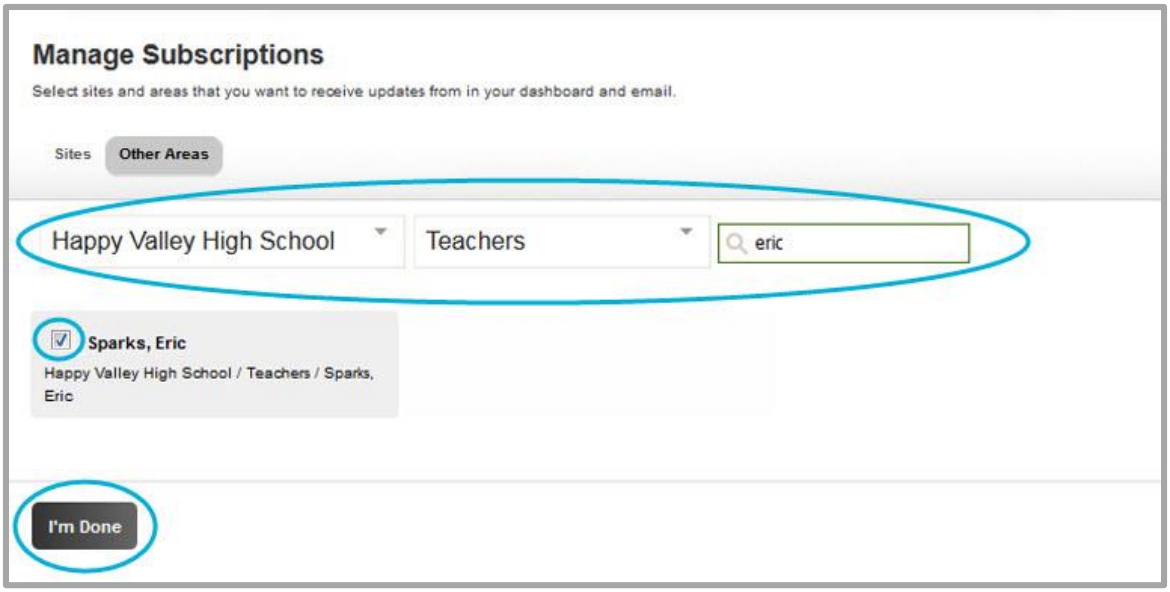
You can also subscribe to *Other Areas,* or *Sections*. Feed Apps within a subscribed section will feed moments to the Activity Stream. For example, you might wish to subscribe to your child's teacher's or coach's section.

6. Click **Other Areas**.



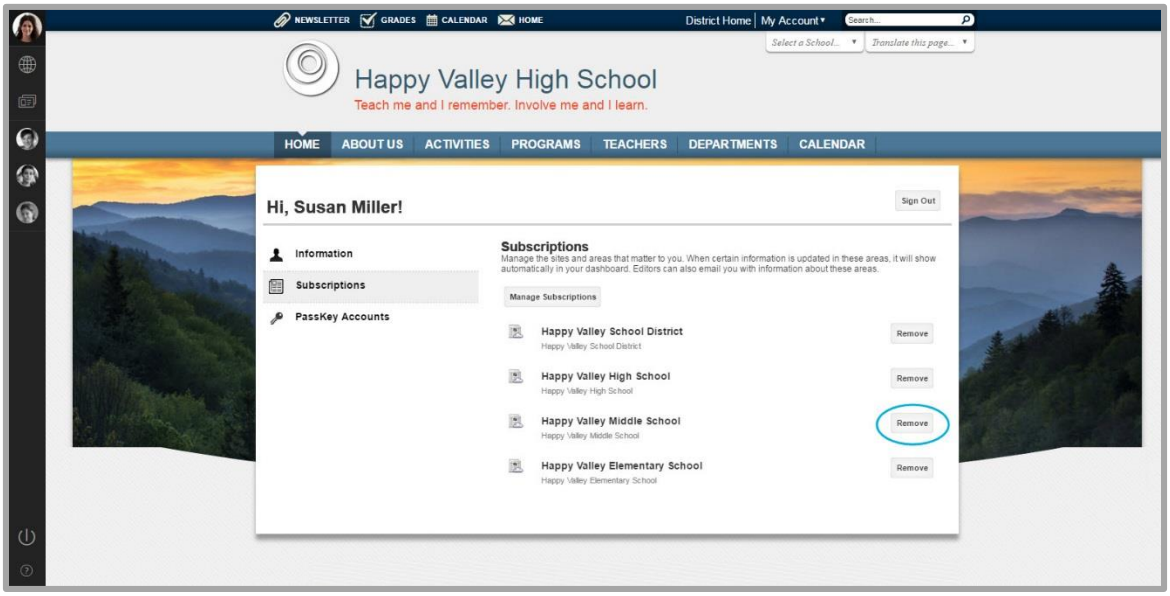
7. Use the *Site* and *Channel* drop-down lists to filter sections. Use *Find Area* to search for a text string.

   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.

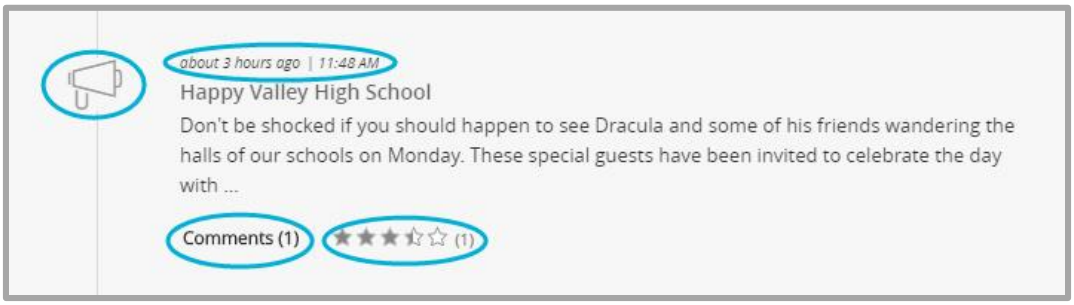


Moments

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

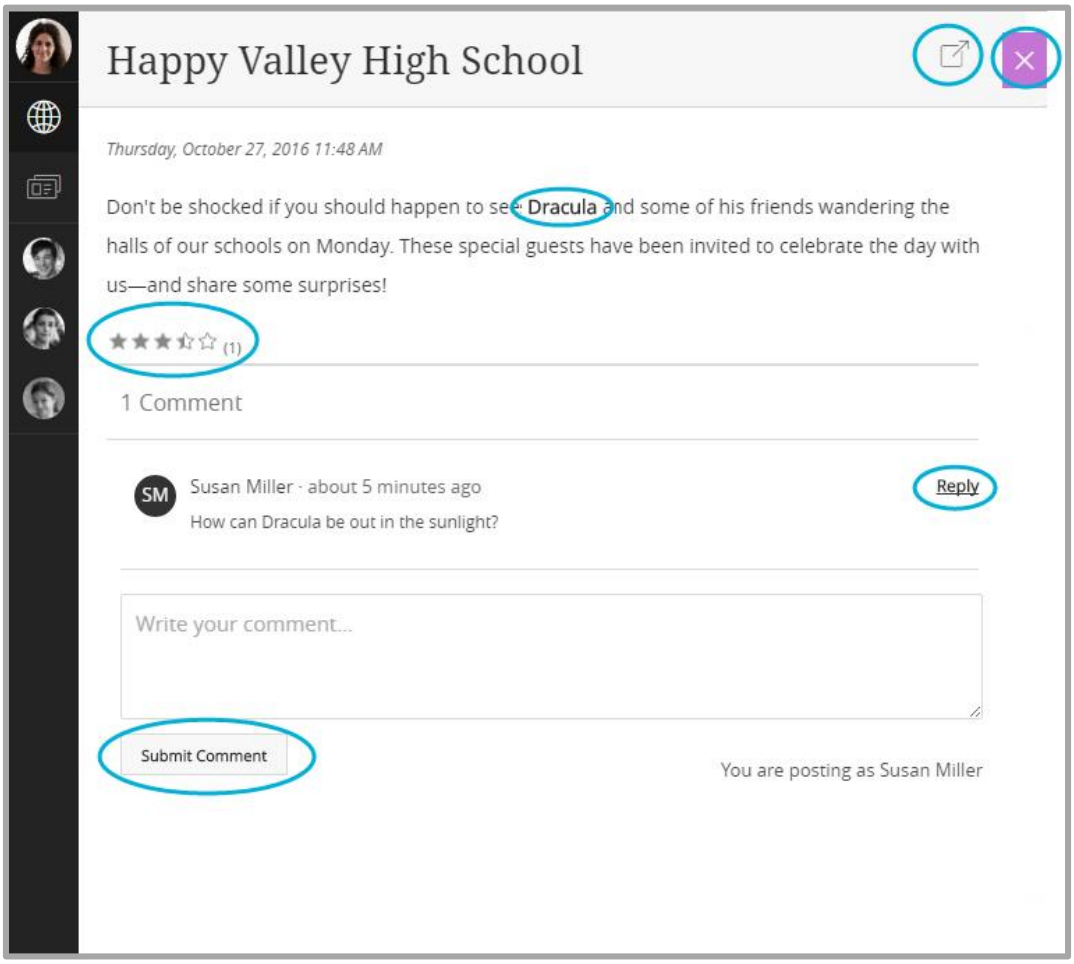
Announcement

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.



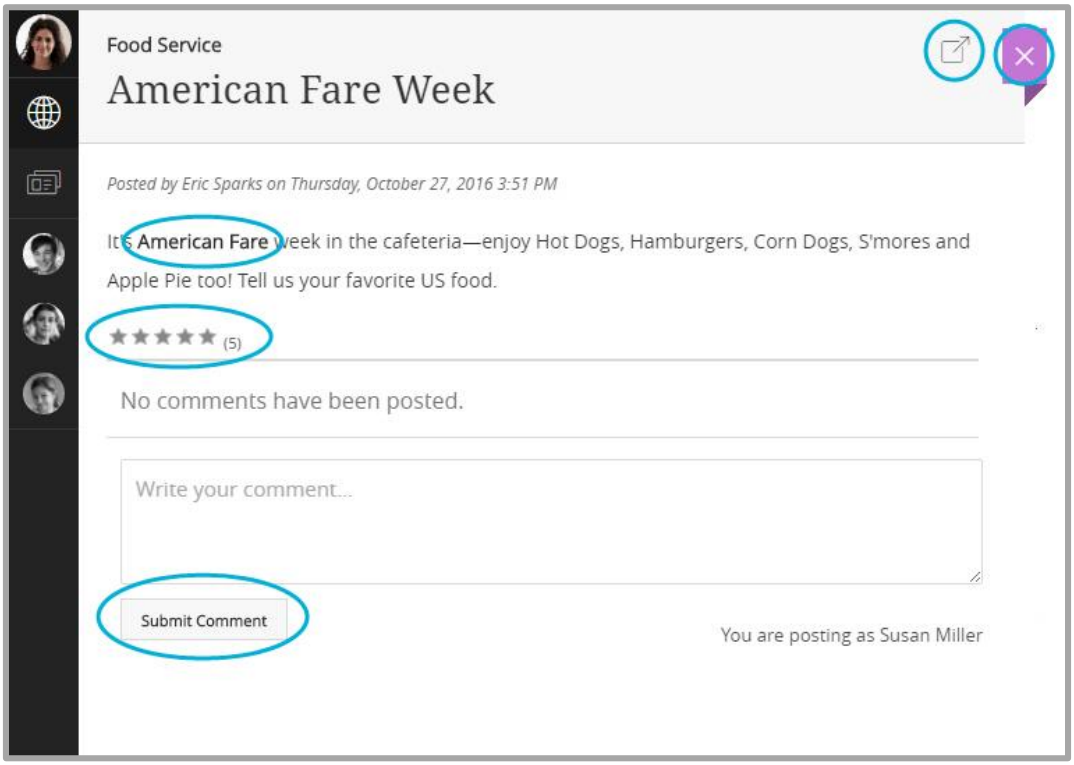
- Click the *Visit Page* icon to navigate to the page containing the originating app.
- Links within the body of the Announcement are active.
- You may see *Comments* and *Rating. Y*ou can post new or reply to comments. You can also rate the moment.
- Click the ***X*** to return to the Activity Stream.

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.



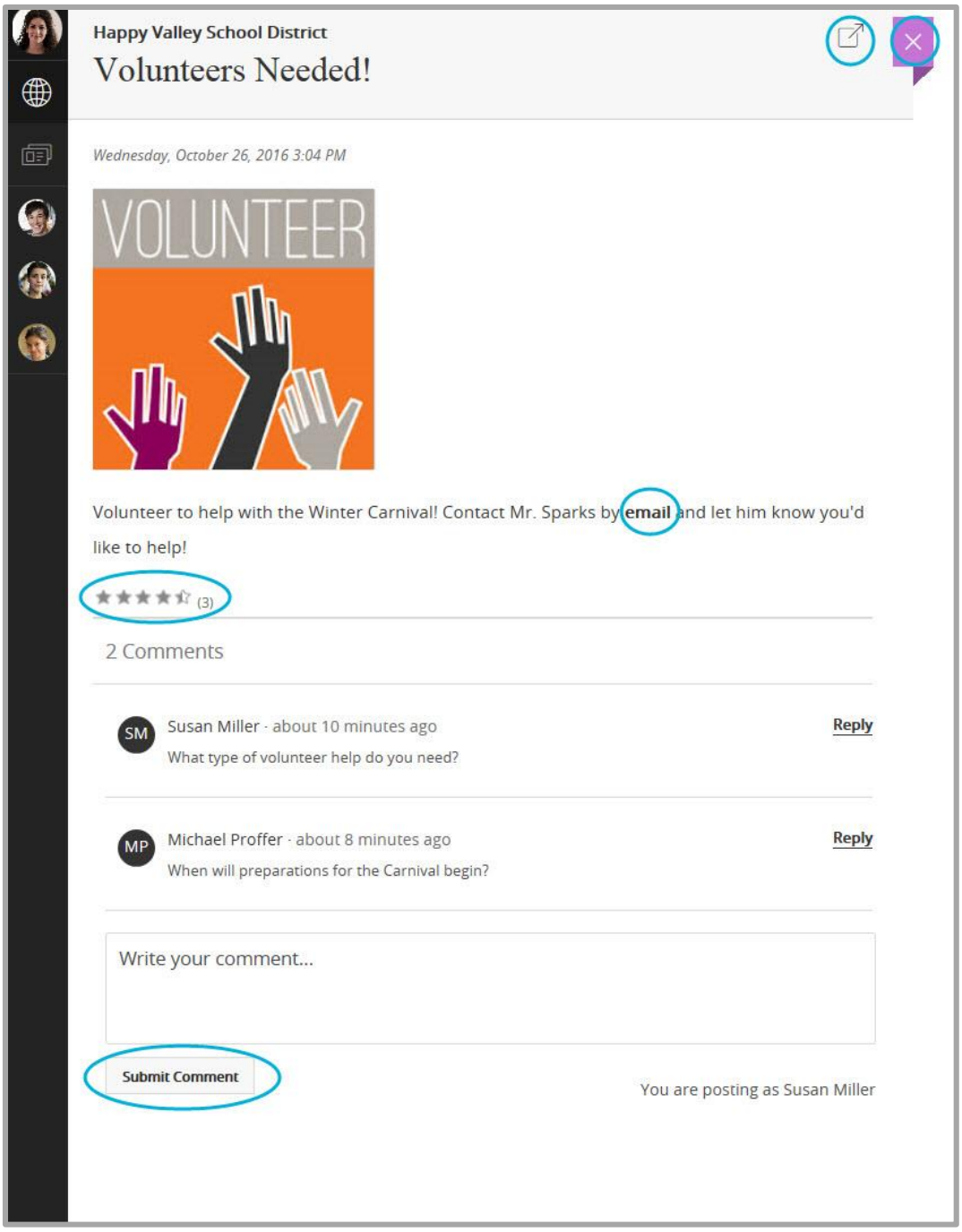
- Click the *Visit Page* icon to navigate to the page containing the originating app.
- Links within the body of the post are active.
- You may see *Comments* and *Rating. Y*ou can post new or reply to comments. You can also rate the moment.
- Click the ***X*** to return to the Activity Stream.

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.

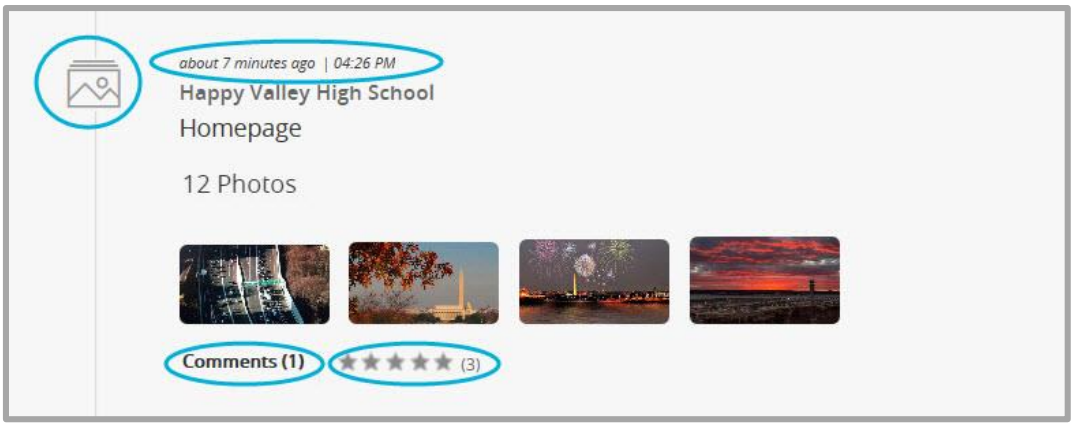
Click the moment to display details.



- 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. Y*ou can post new or reply to comments. You can also rate the moment.
- Click the ***X*** to return to the Activity Stream.

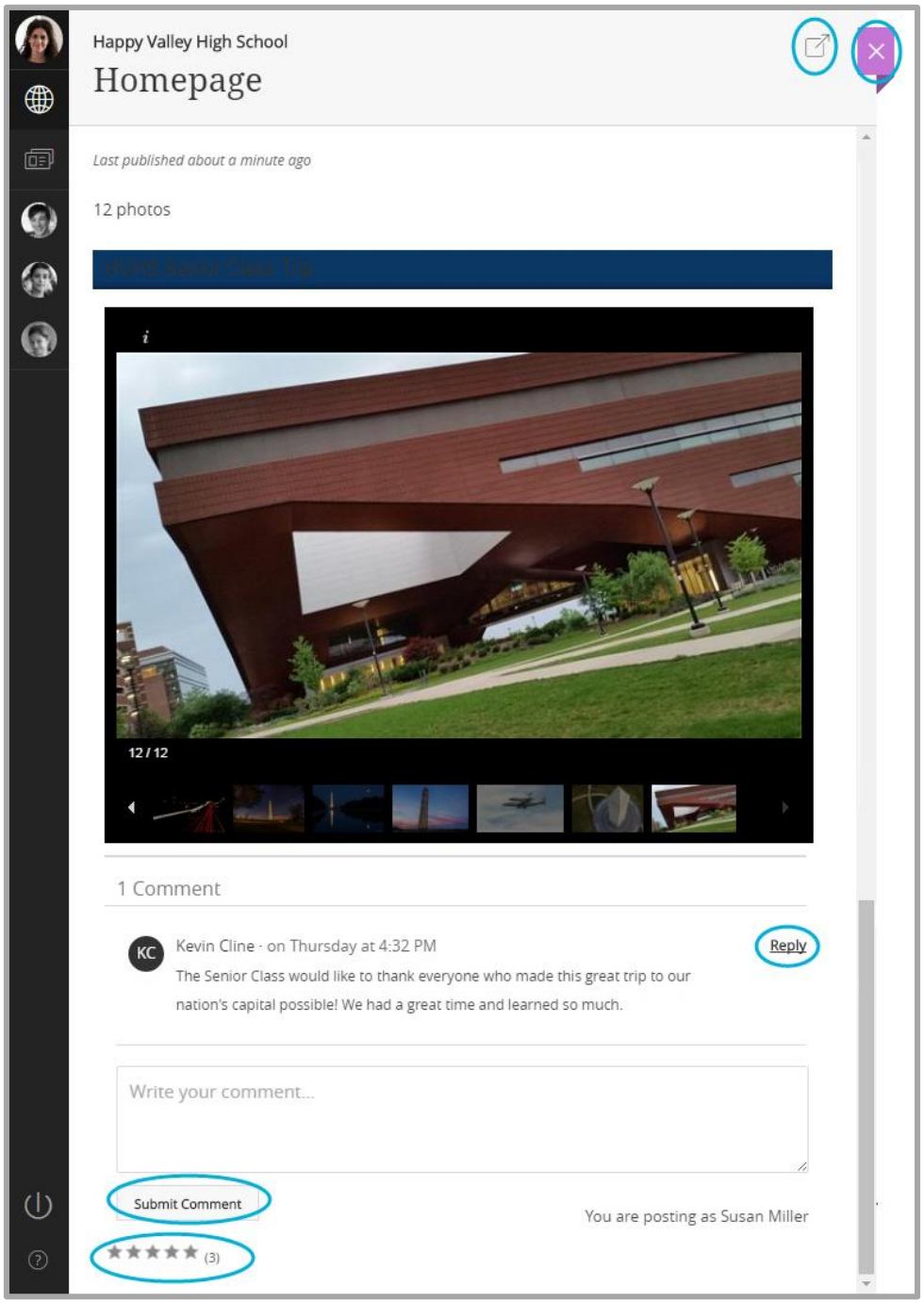
Photo Gallery

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. Y*ou can post new or reply to comments. You can also rate the moment.
- Click the ***X*** to return to the Activity Stream.

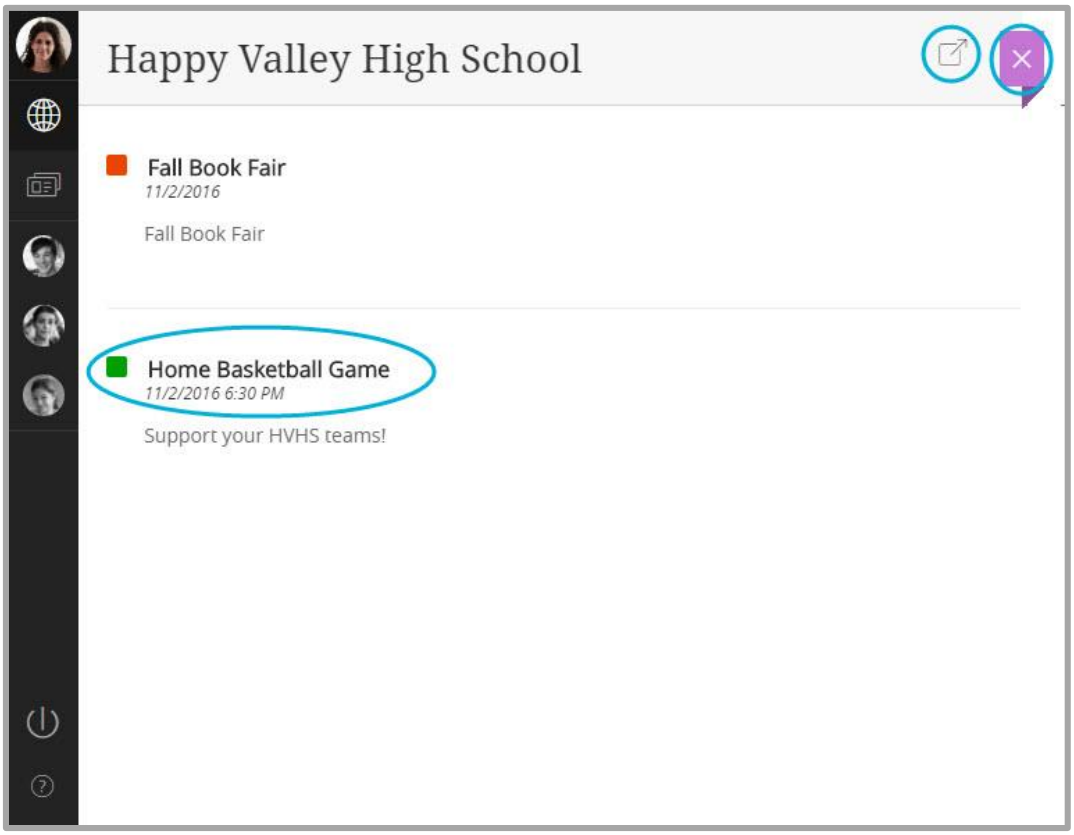
Upcoming Events

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.

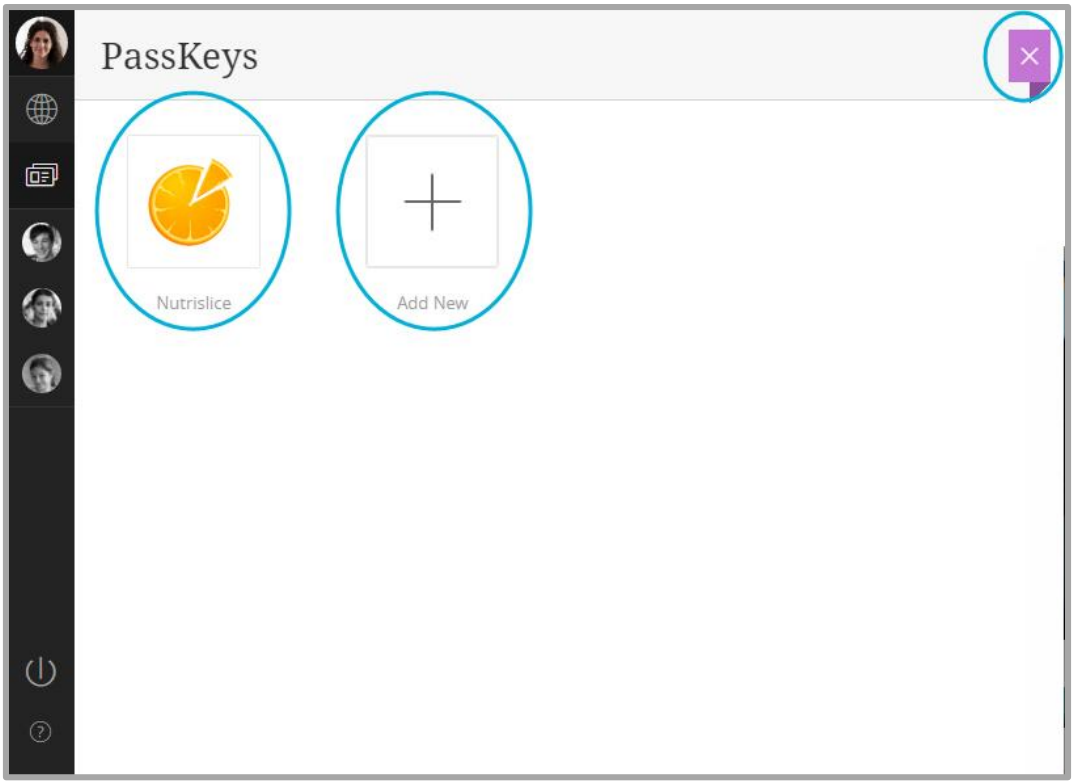
Click the moment to display all events and event details.



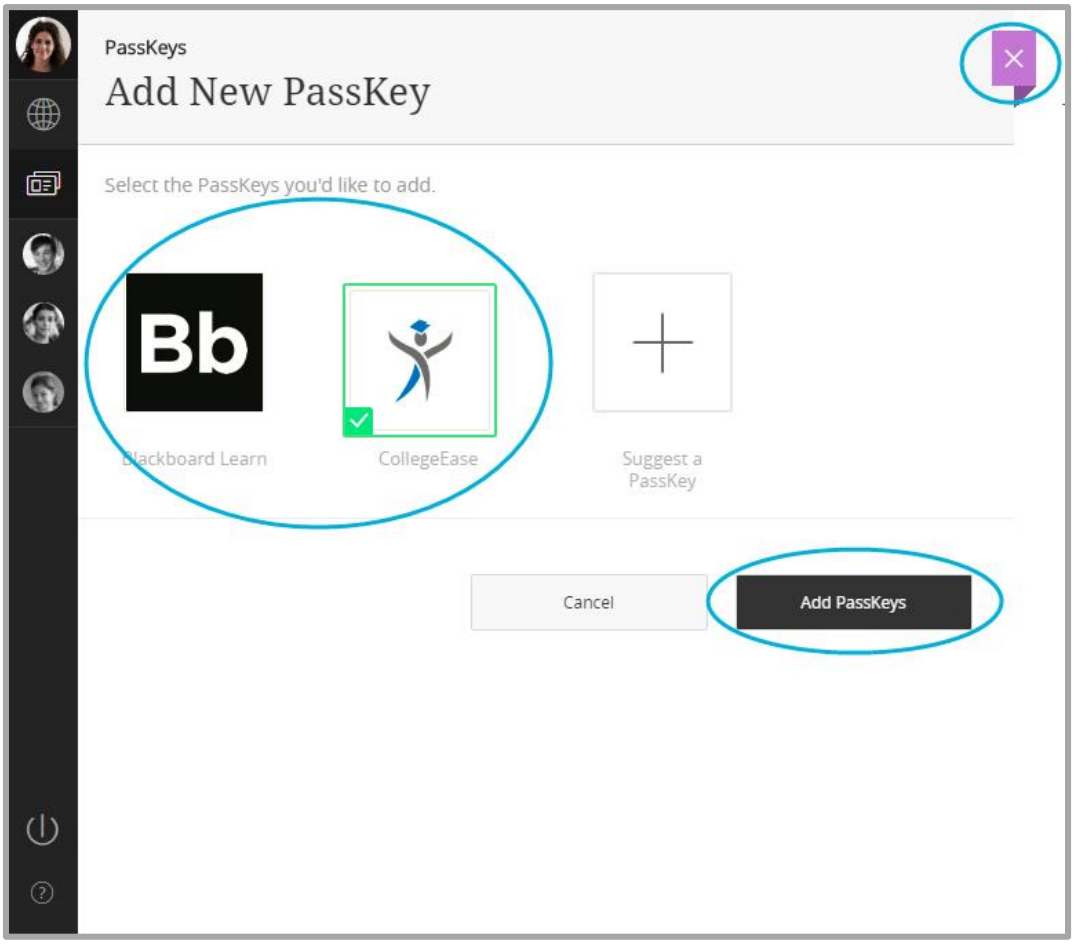
- Click the *Visit Page* icon to navigate to the page containing the originating app.
- Click the title of an event to display the event details.
- Click the ***X*** to return to the Activity Stream.

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**.

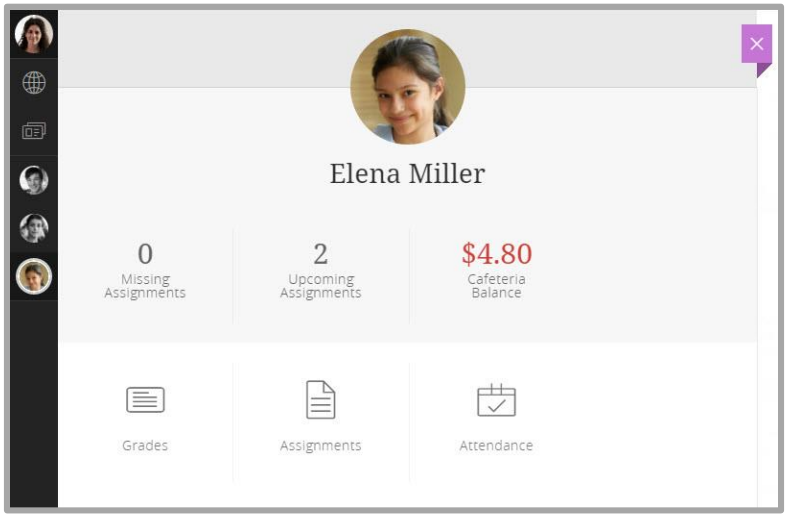
- Click the ***X*** to return to the Sidebar.

Site Manager

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

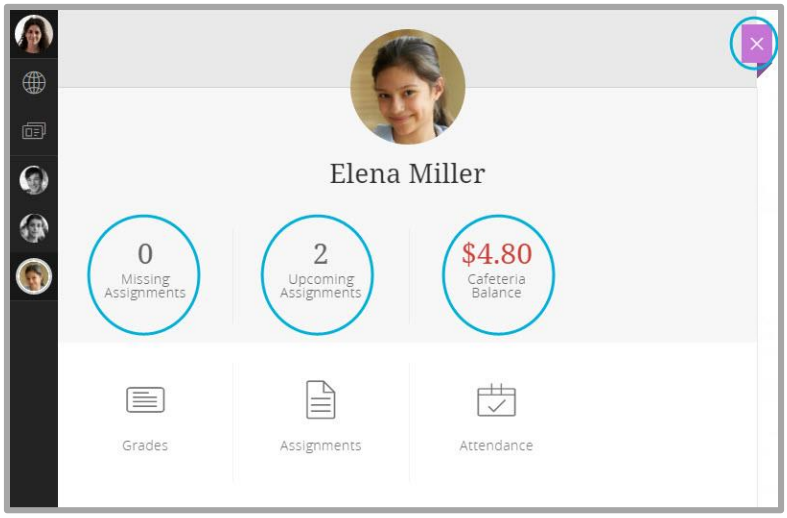
Student Profiles

Student Profiles can be viewed by parents and guardians in the Dashboard. Click a student avatar in the Sidebar to display the associated Student Profile page. On the Student Profile you'll see a count of the student's Missing Assignments, Upcoming Assignments and Cafeteria Balance. You also see icons you click to view the student's Grades, Attendance and Assignment details.



Missing, Upcoming Assignments and Cafeteria Balance

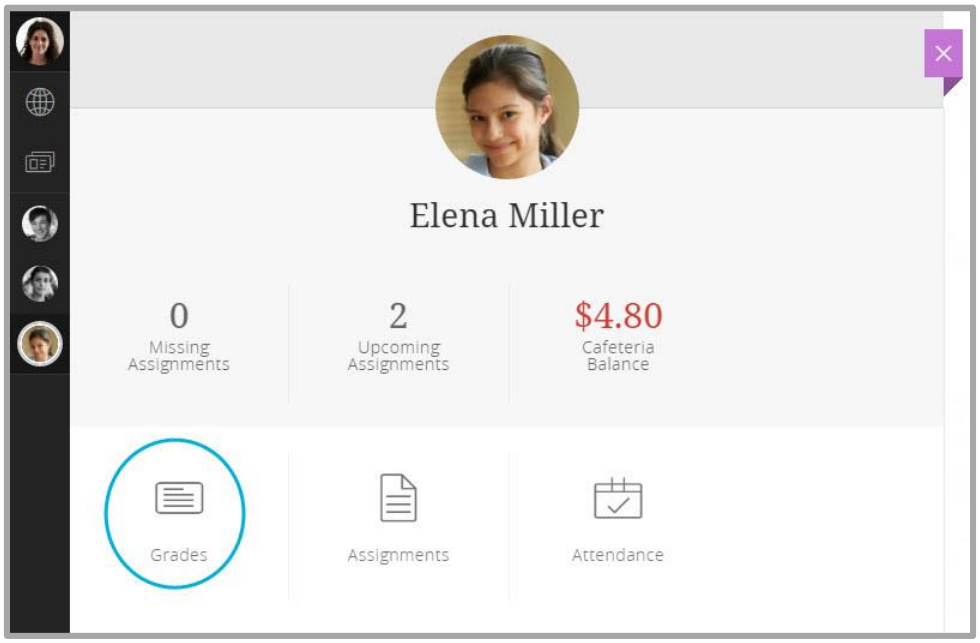
Click Missing Assignments, Upcoming Assignments or Cafeteria Balance to see details.



- Missing Assignments details display.
- Upcoming Assignments details display.
- Current Cafeteria Balance details display.
- Click the ***X*** to return to the Student Profile. Click the ***X*** again to return to the Sidebar.

Grades

Click Grades to display Grades details.

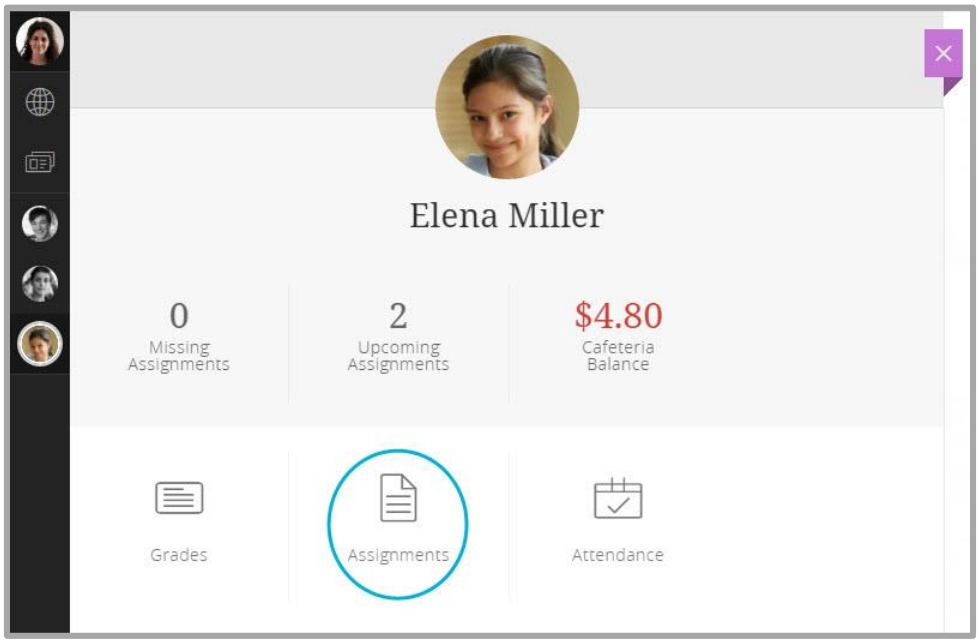


Grades details display.

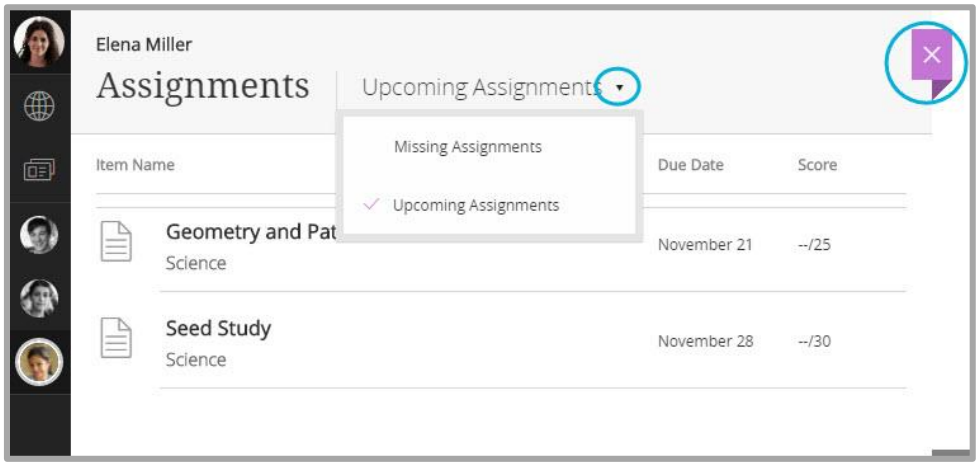
- Class Names are listed.
- Teacher Names are listed.
- Grades are listed.
- Click the ***X*** to return to the Student Profile Page. Click the ***X*** again to return to the Sidebar.

Assignments

Click Assignments to display Assignment details.



Assignment details display.

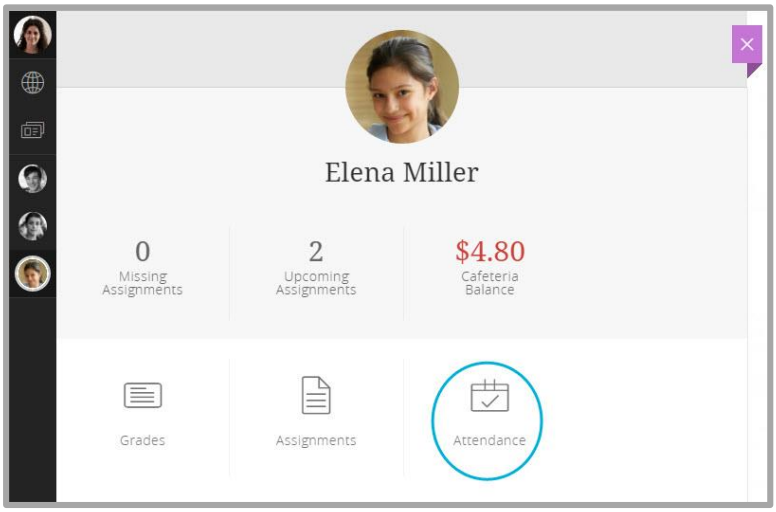


- Use the drop-down to switch between Missing Assignments and Upcoming Assignments.
- The Item Name, Due Date, Score and Course information display.
- Missing Assignment are flagged in red.

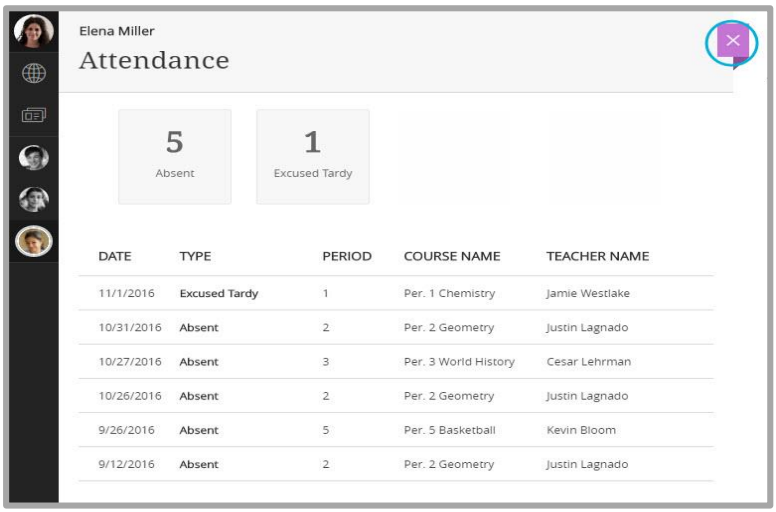
- Click the ***X*** to return to the Student Profile Page. Click the ***X*** again to return to the Sidebar.

Attendance

Click Attendance to display Attendance details.



Attendance details display.



- Counts of the first four common absence types display. If there are more than four types, the fourth count is labeled *Other* and the remaining types are included here—click on a count to filter the display details.

- Details include Date, Type, Period, Course Name and Teacher Name.
- Click the ***X*** to return to the Student Profile Page. Click the ***X*** again to display the Sidebar.