Manage Pages

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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Introduction

In Blackboard Web Community Manager, a page is where you add the content. You can change the layout of your pages and add other apps to your pages as required. There are also default page layouts available for you to use to create your pages.

Add a New Page

Here’s how you add a page.

1. On the Summary Tab, click New Page. The Page Name window displays.

2. In the Page Name field, enter a name for your page.
3. Select a Page Type from the list.

4. Click Save & Continue to edit the page or Save & Exit to return to your workspace.
Edit a Page with a Single App

In Web Community Manager, you edit your apps and design your page in the same location within your workspace—the Page Details window. But if your page contains only a single app, you do not need to open that window.

Here’s how you add or edit content on pages with a single app.

1. Click on the title of the page in the Page List. The app opens.

2. Add content to your app. How you do that will vary depending on the App type.

3. Click the Page breadcrumb to go to the Page Details window or click the Home Icon to return to the Page List.
Edit a Page with Multiple Apps

When your page contains more than one app, you edit the app in a slightly different way. Here’s how you add or edit content on pages with more than one app.

1. Click on the title of the page in the Page List. The Page Details window opens.

2. Click on the title of your app. Your app opens.

3. Edit your app as desired.

4. Close the app to return to the Page Details window.

5. Click the Home Icon to return to the Page List.
Edit Page Options
You can set or change options for any page in your workspace.

Here’s how you edit Page Options.

1. Click **Actions** to the right of the Page Name. The **Actions** Drop-Down List displays.
2. Click **Page Options**.
3. Make desired changes.
4. Click **Save**. You are returned to your workspace.
Change a Page Name

Here’s how you change a page name.

1. Click **Actions** to the right of the Page Name. The **Actions** Drop-Down List displays.
2. Click **Page Options**.

![Page Options dialog](image)

4. Delete the page name at the top of the window.
5. Enter the new page name.

![Page Name dialog](image)

6. Click **Save**. The Page Options dialog closes and your page is renamed.
Hide a Page

Here’s how you hide a page from website navigation.

1. Click Actions to the right of the Page Name. The Actions Drop-Down List displays.
2. Click Page Options.

3. Check Hide this page from website navigation.
4. Click Save.
Make a Page Inactive

Here's how you make a page inactive.

1. In Site Manager, navigate to the workspace containing the page you wish to make inactive.

   ![In Site Manager, navigate to the workspace containing the page you wish to make inactive.](image)

2. In the Status column, Click **ACTIVE** to the left of the page name. The page becomes **INACTIVE**.

   ![In the Status column, Click **ACTIVE** to the left of the page name. The page becomes **INACTIVE**.](image)

Make a Page Active

Here's how you make a page active.

1. In Site Manager, navigate to the Section Workspace containing the page you wish to make active.

   ![In Site Manager, navigate to the Section Workspace containing the page you wish to make active.](image)

2. In the Status column, click **INACTIVE**. The page becomes **ACTIVE**.

   ![In the Status column, click **INACTIVE**. The page becomes **ACTIVE**.](image)
Map a Page to a Web Address

You can map the page to another web address and when visitors navigate to the page, they are redirected to the web address you entered into this field.

Here’s how you map a page to a web address.

1. Click Actions to the right of the Page Name. The Actions Drop-Down List displays.
2. Click Page Options.
3. Enter a full web address (e.g., http://www.blackboard.com).
4. Click Save.
Add a Display Duration for a Page

Here’s how you add a display duration to a page.

1. Click Actions to the right of the Page Name. The Actions Drop-Down List displays.
2. Click Page Options.

   ![Actions Drop-Down List](image)

3. Navigate to the Display Duration tab.
4. Enter a start and end dates for when this page should display on the end-user website.

   ![Display Duration Tab](image)

5. Click Save.

   - No Dates ➔ The page displays immediately and displays indefinitely.
   - Both Dates ➔ The page displays within that date range.
   - Only Start Date ➔ The page displays indefinitely beginning on that date.
   - Only End Date ➔ The page displays immediately until that date.
Remove Display Duration from a Page

Here’s how you remove a display duration from a page.

1. Click Actions to the right of the Page Name. The Actions Drop-Down List display.
2. Click Page Options.

3. Navigate to the Display Duration tab.
4. Remove the start and end dates using Backspace on your keyboard.

5. Click Save.
Enable Caching for a Page

Enabling caching for a page speeds up page display at the end-user website. A snapshot of the page is cached and saved. When visitors navigate to the page, the cached version displays and saves the overhead of redrawing the page from scratch.

1. Click **Actions** to the right of the Page Name. The **Actions** Drop-Down List displays.
2. Click **Page Options**.
3. Click the **Advanced** Tab.
4. Set the cache interval.
5. Click **Save**.
Get the Link for a Page

Here's how you get the link to a page.

1. Click **Actions** to the right of the page. A drop down list displays.

   ![Actions dropdown list](image)

2. Select **Get Link**.
3. Copy the **Full Web Address** link for the page.

   ![Get Web Address](image)

4. Click **Close**.
Copy a Page

Here’s how you copy a page.

1. Click **Actions** to the right of the page. A drop down list displays.

![Image of Actions menu]

2. Select **Copy Page** from the drop-down list. A confirmation message displays.

![Image of confirmation message]

3. Click **Yes**. The copied page displays at the top of the list of current pages in your workspace.

Move a Page

If you have editing privileges to multiple Section Workspaces, you can move pages between workspaces. Here’s how you move a page.

1. Click **Actions** to the right of the page you wish to move. A drop-down list displays.

![Image of Actions menu]

![Move Page dialog](image)

3. From the *Select a Site* drop-down list, choose the **Site** to which you wish to move the page. The Select a Channel drop-down displays.
4. From the *Select a Channel* drop-down list, choose the **Channel** to which you wish to move the page. The Select a Section drop-down displays.
5. From the *Select a Section* drop-down list, choose the **Section** to which you wish to move the page.
6. Click **Move Page**. A confirmation message displays.
7. Click **Yes**. The **Summary** tab in the Section Workspace displays revealing the page no longer exists.
8. Navigate to the destination Section Workspace. The page displays at the bottom of the **Summary** tab.

If you use Move Page within one section, the results are the same as Copy Page.
Delete a Page
Deleting a page removes the page and places it in the Recycle Bin. Your page is not deleted but just moved into the Recycle Bin. From within the Recycle Bin, you may restore or permanently delete the page.

Here's how you delete a page and move it into the Recycle Bin.

1. Click Actions the right of the page.

![Actions dropdown menu]

2. Select Delete from the drop-down list. A confirmation dialog displays.

![Confirmation dialog]

3. Click Yes. The page has been moved from the list of Current Pages to the Recycle Bin and you are returned to your workspace.

Apps on a page you delete are also removed from the App Manager in the Tools tab.

If you delete a page that contains a Shared App, the app remains in the App Manager of the shared user, as well as deployed on the shared user's pages.
Restore a Page

Here’s how you restore a page from the Recycle Bin.

1. Click the Recycle Bin tab. The Recycle Bin opens.

2. Click Restore to the right of the page you wish to restore. A confirmation dialog displays.

3. Click Yes. The page is restored to your website and flagged as inactive.
Permanently Delete a Page

1. Click the Recycle Bin tab. The Recycle Bin opens.

![Current Pages](image)

2. Click Delete to the right of the page you wish to permanently delete. A confirmation dialog displays.

![Page Recycle Bin](image)

3. Click Yes. The page is permanently deleted.
Set Viewing Rights for a Page

By default, all visitors can view all the pages. You are able to limit who can view individual pages by granting Viewing Rights.

Here’s how you grant Viewing Rights for a page.

1. Click **Actions** to the right of the page name. The **Actions** Drop-Down list displays.

2. Click **Set Viewers**. The Viewers window displays.

3. Choose **Add Group** if you want to Groups of Users to view the page or choose **Add User** if you want certain individuals to view the page.

4. Type the name or part of a name of a user or group to whom you wish to give Viewing Rights. Click **Search**. For groups, you may refine your search further by choosing from the Category Drop-Down list.
5. Click the **Select** button to the right of the users or groups to whom you wish to give Viewing Rights. The selected users or groups will move to the Selected Users or Groups column at right. You may search for and select as many users or groups as you wish.

6. Click **Add**. The Viewers window displays.

7. After you have added your desired groups and users, close the Viewers window.

**Organize Pages**

You can sort your pages alphabetically or choose to arrange them manually. You can also create a hierarchy by nesting pages.

Here’s how you organize your pages.

1. Click **Organize Pages** at the top of Current Pages within your workspace. The Organize Pages window displays.
2. To sort pages alphabetically, click **Sort A-Z**. Your pages will be sorted in ascending order.

![Organize Pages](image)

3. To sort pages manually, click on a page and drag and drop it into a new position.
   a. To move a page, drag the page between two pages until a horizontal green bar displays. Release the mouse. The page will be in the new position.
   b. To nest a page, drag the page on top of the target page. A green + displays to the left of the target page. Release the mouse. A gray arrow displays to the left of the target page. Nested pages display below it.

4. Click **Save**. Pages show in their new order.

Keep the following in mind when you are organizing pages.

- You can have up to five levels of nested pages. However, keep the width of your template in mind. Too many levels may affect the look of your template on the end-user website.
- You cannot move pages below the bottom page. Move pages up until the desired page is in the bottom position.