

Template Documentation

06.26.17

Collegian

MyWay Premium Template

Interactive Elements:

› 3 Photo Galleries

› Color Configurability

› Tabbed Apps

Blackboard[®]

Support

855.742.5952 M-F 8:30-5 EST / wcmssupport@blackboard.com

FEATURES

All MyWay Premium Templates:

- › Color configurability
- › Upload your logo
- › Show/hide district home link
- › Show/hide translator dropdown
- › Show/hide home channel
- › Show/hide calendar channel
- › Set the channel bar section max
- › Show/hide single section dropdown in channel bar
- › Turn on/off view full site button on devices
- › Editor style field
- › Disclaimer text field

Collegian:

› Responsive Design:

1024px X 768px desktop view

Smaller views include (template will adapt to every device):

768px X 1024px

640px X 768px

480px X 640px

320px X 480px

- › Supports a logo only approach
- › Supports logos on mobile views
- › Includes 0-5 global icons
- › Toggle to show/hide photo galleries
- › 3 photo galleries in one region
- › Tabbed apps in Region C
- › Show/hide paper textures and certain design elements
- › Available social media icons:
 - Facebook
 - YouTube
 - Pinterest
 - Flickr
 - Vimeo
 - Twitter
 - Instagram
 - LinkedIn
 - Google +

TEMPLATE CONFIGURATION

The Template Configuration Window is where you can preview the template and configure many of the settings and features.

How to Access the Template Configuration Window (TCW)

- › Click Configure › Sites › the site you want to edit › Advanced › Change › click on the template thumbnail in the upper left corner › choose the appropriate template

Using the TCW

- › Within the TCW, you will see multiple accordion bars in the left column
- › Within each bar are areas where you can make changes, insert URLs, apply logos, etc.
- › Enter the appropriate information and then click Save & Preview to view your changes.
- › To publish updates you have made, click Publish & Exit.
- › **If you are an existing client and are not yet ready to go public with your new template, do NOT click Publish & Exit, as that will apply the new template to your website. See the last page for more information on publishing your new template.**
- › If you want to make changes after the new template is live, you can still click Save & Preview to preview your changes, but then you can also click Publish & Exit to make your changes live.
- › For more information on how to access and use the Template Configuration Window: <http://cerc.blackboard.com/Page/722>

UNEXPECTED CHARACTER ERROR

- › Some characters are not accepted in the TCW. We suggest you add one URL at a time and click save and preview during setup to ensure URLs are accepted. If you receive an error message, use tinyurl.com and create a simplified url for your link destination.

SETTING COLORS

- › Each template comes with varying levels of configuration. As a rule of thumb, if a particular area has a color, then that color can be changed. There are some circumstances, however, where white or light gray areas are not configurable. This has been done intentionally as part of the overall design. We suggest that you preview the template before licensing to ensure it will be a perfect fit for your organization.

HOMEPAGE CONTENT / APPS

App placement based on region map

Region A › Photo Gallery App (only)

LARGE PHOTO DIMENSIONS: 675PX X 400PX

TOP RIGHT PHOTO DIMENSIONS: 245PX X 200PX

BOTTOM RIGHT PHOTO DIMENSIONS: 245PX X 200PX

- › Need assistance? The comprehensive guides found at this URL will walk you through the process of setting up your photo gallery app and uploading imagery:

› <http://cerc.blackboard.com/Page/313>

Region B › Any App

Region C › Any App

- › This is a tabbed app region

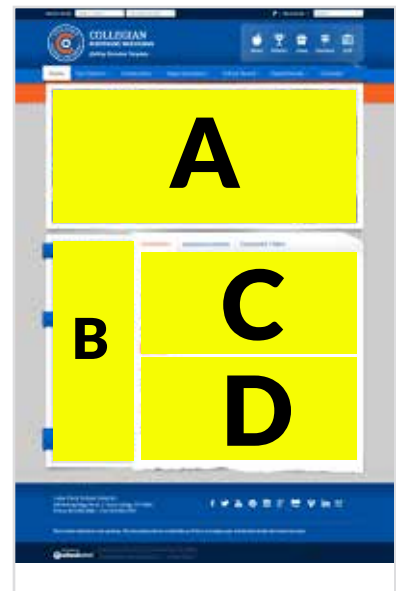
Region D › Any App

To turn on an app name:

- › Click on the app
- › Click the Options banner and check the box that says “Show the app name on my page”

To add/edit the address information in footer:

- › Click Configure › Sites › the site you want to edit › Contact
- › Add/edit the address, phone and fax and then hit Save



TEMPLATE RESOURCES / FILES & FOLDERS

Uploading imagery/graphics to a folder will make them available for application in the Template Configuration Window

Accessing Files & Folders

- › Click Configure › Templates › Files & Folders › Site Files
- › Here you will see the folders that pertain to your template assets
- › Find resources for custom icons, stock photography, photo editing and color schemes here: <http://cerc.blackboard.com/Page/196>

Uploading Custom Icons

ICON DIMENSIONS: 35PX X 35PX

- › Icons need to be PNG's with a transparent background, and sized to the correct dimensions prior to upload
- › The color of the icon should be the desired color you would like on the site since custom icons are not color changing
- › Upload your icons into the icons folder

Uploading Logos

LOGO ONLY: 580PX X 115PX

- › Logos need to be PNG's with a transparent background, and sized to the correct dimensions prior to upload
- › Upload your logos into the logos folder

PUBLISHING / GOING PUBLIC

New to Blackboard?

PUBLISHING YOUR NEW TEMPLATE TO YOUR INCUBATION SITE

- › To publish your new template on your incubation site, go into each site's Template Configuration Window and click the Publish and Exit button
- › When you are ready to go public with your new website, follow the instructions listed here: <http://creative.schoolwires.com/Page/2003>

Already Public with Blackboard?

PUBLISHING YOUR NEW TEMPLATE TO YOUR EXISTING SITE

- › To publish your new template on your live site, go into each site's Template Configuration Window and click the Publish and Exit button
- › Once your new template has been published, you may need to visit the content on each site's homepage to reorganize apps as necessary. You can accomplish this by clicking and dragging apps from one region to another.

BLACKBOARD SUPPORT

- › The normal operating hours for support are 8:30-5 p.m. EST Monday – Friday.
- › wcm-support@blackboard.com
- › 855.742.5952

HELP MATERIALS

The Community Engagement Resource Center (CERC) website contains a wealth of information and help materials. You can find resources for Web Community Manager here: <http://cerc.blackboard.com/domain/88>