

Manage Pages

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

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.

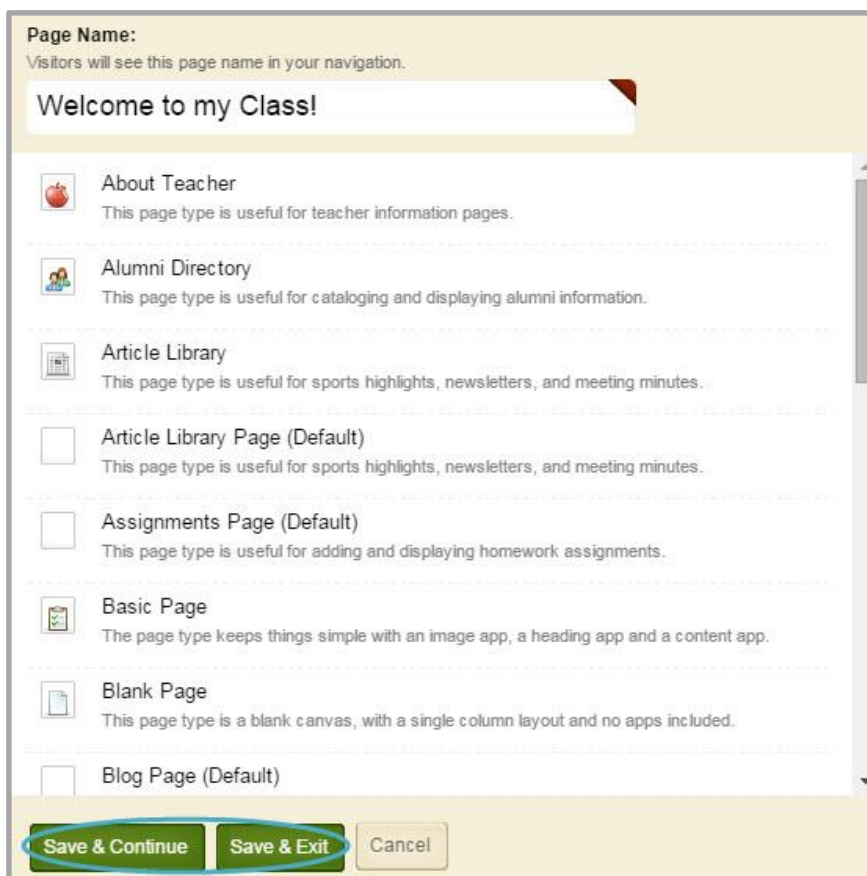
Add a New Page

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

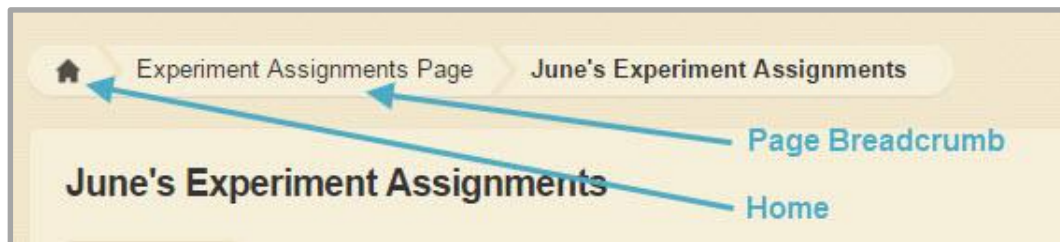
In Web Community Manager, you edit your apps and design your page in the same location within your workspace—the Page Details window. But if your page contains only a single app, you do not need to open that window.

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

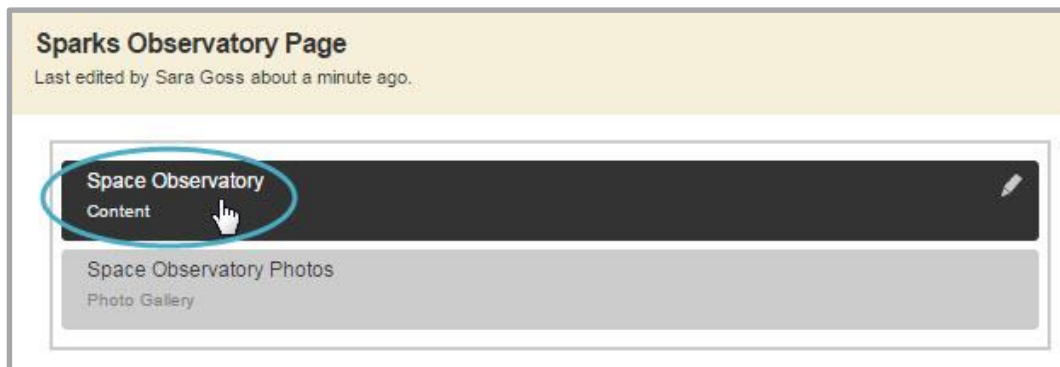
When your page contains more than one app, you edit the app in a slightly different way.

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.

The screenshot shows the 'Page Options' dialog box for the 'Welcome' page. The 'Page Name' field contains 'Welcome'. Below the name are four tabs: 'General', 'Display Duration', 'Background Image', and 'Advanced'. The 'General' tab is selected, showing three checkboxes: 'Hide this page from website navigation.' (unchecked), 'Always show pages nested under this page.' (unchecked), and 'Show a bullet image next to this page.' (checked). Below these is a section titled 'Map Page to Web Address:' with a text box for entering a full web address. At the bottom, there are 'Save' and 'Cancel' buttons. The 'Save' button is highlighted with a blue circle.

4. Click **Save**. You are returned to your workspace.

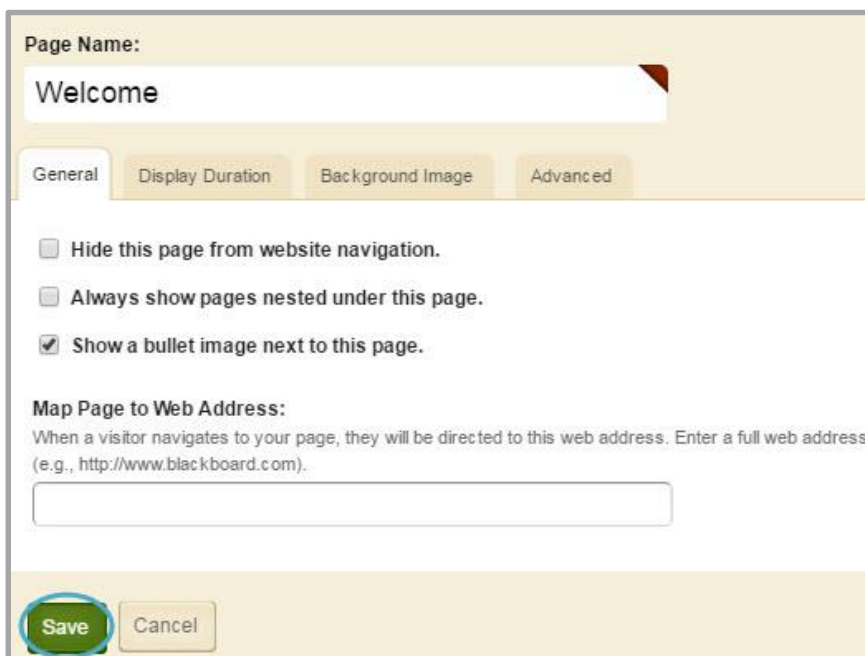
Change a Page Name

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*.



3. Select Page Options. The Page Options dialog displays.
4. Delete the page name at the top of the window.
5. Enter the new page name.

A screenshot of the 'Page Options' dialog box. At the top, it says 'Page Name:' followed by a text input field containing the word 'Welcome'. Below this are four tabs: 'General', 'Display Duration', 'Background Image', and 'Advanced'. Under the 'General' tab, there are three checkboxes: 'Hide this page from website navigation.' (unchecked), 'Always show pages nested under this page.' (unchecked), and 'Show a bullet image next to this page.' (checked). Below the checkboxes is a section titled 'Map Page to Web Address:' with a sub-instruction: 'When a visitor navigates to your page, they will be directed to this web address. Enter a full web address (e.g., http://www.blackboard.com).' and an empty text input field. At the bottom of the dialog, there are two buttons: 'Save' (highlighted with a blue circle) and 'Cancel'.

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

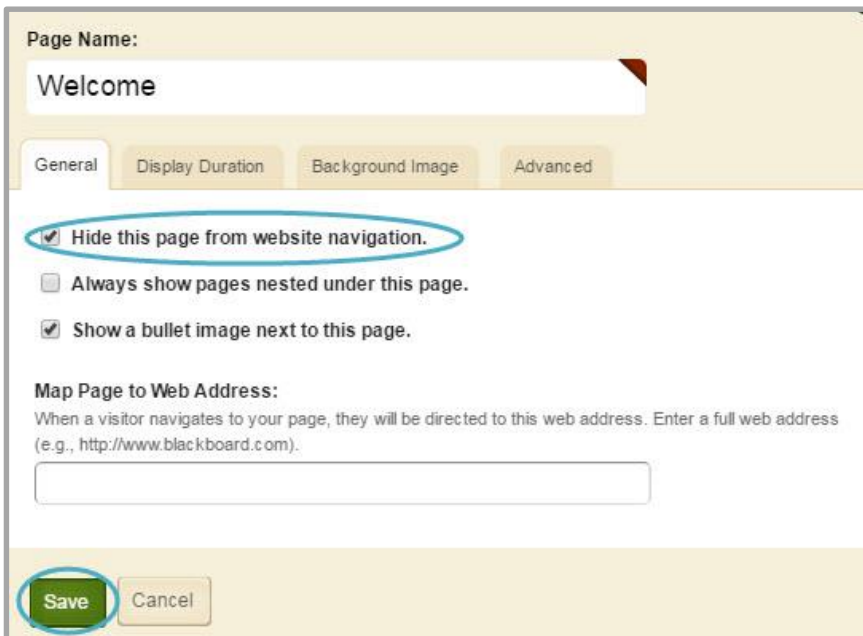
Hide a Page

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.



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



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.



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



Map a Page to a Web Address

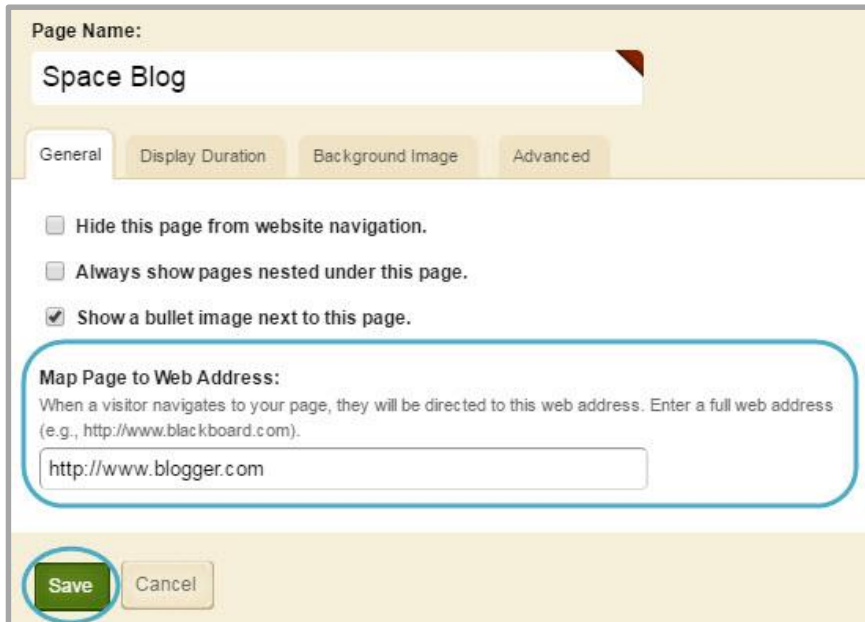
You can map the page to another web address and when visitors navigate to the page, they are redirected to the web address you entered into this field.

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**.



The screenshot shows the configuration form for the 'Space Blog' page. The 'Page Name' field contains 'Space Blog'. Below the name are tabs for 'General', 'Display Duration', 'Background Image', and 'Advanced'. Under the 'General' tab, there are three checkboxes: 'Hide this page from website navigation.' (unchecked), 'Always show pages nested under this page.' (unchecked), and 'Show a bullet image next to this page.' (checked). A section titled 'Map Page to Web Address:' contains a text box with the URL 'http://www.blogger.com'. At the bottom, there are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by a blue circle.

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*.



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.

The screenshot shows the configuration form for the 'Welcome' page. The 'Page Name' field contains 'Welcome'. Below the name are four tabs: 'General', 'Display Duration', 'Background Image', and 'Advanced'. The 'Display Duration' tab is selected. Under this tab, there is a heading 'Display Duration' with a help icon and a description: 'Display duration determine when your active page displays on the end-user website.' Below this are two date input fields: 'Start Date' with the value '06/13/2016' and 'End Date' with the value '06/30/2016'. At the bottom of the form, there are two buttons: 'Save' (highlighted with a blue circle) and 'Cancel'.

- 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.
5. Click **Save**.

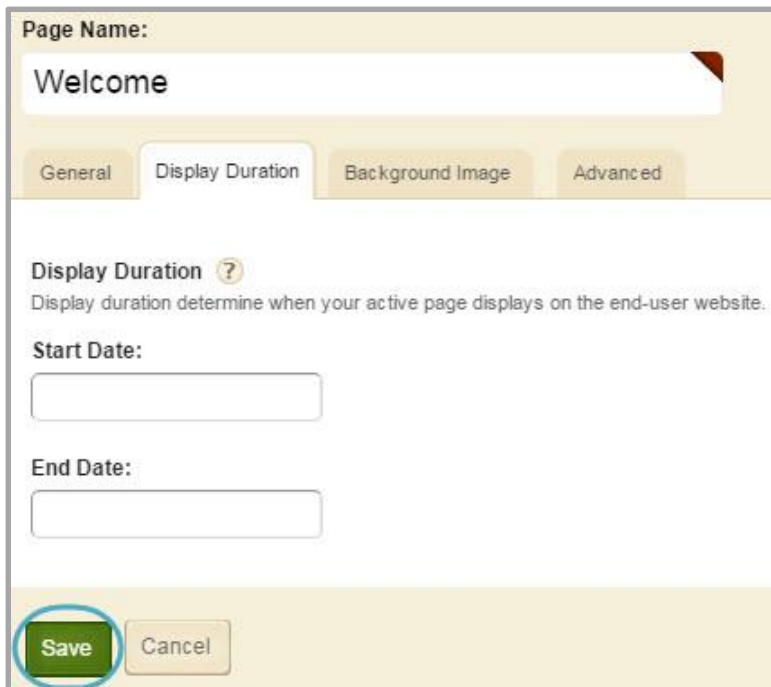
Remove Display Duration from a Page

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 displays.
2. Click *Page Options*.



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

A screenshot of the 'Display Duration' tab in the Blackboard Web Community Manager interface. The 'Page Name' field contains 'Welcome'. Below the page name, there are four tabs: 'General', 'Display Duration', 'Background Image', and 'Advanced'. The 'Display Duration' tab is active. Under the 'Display Duration' tab, there is a section titled 'Display Duration' with a help icon. Below this, there are two input fields: 'Start Date' and 'End Date'. At the bottom of the form, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a blue circle.

5. Click **Save**.

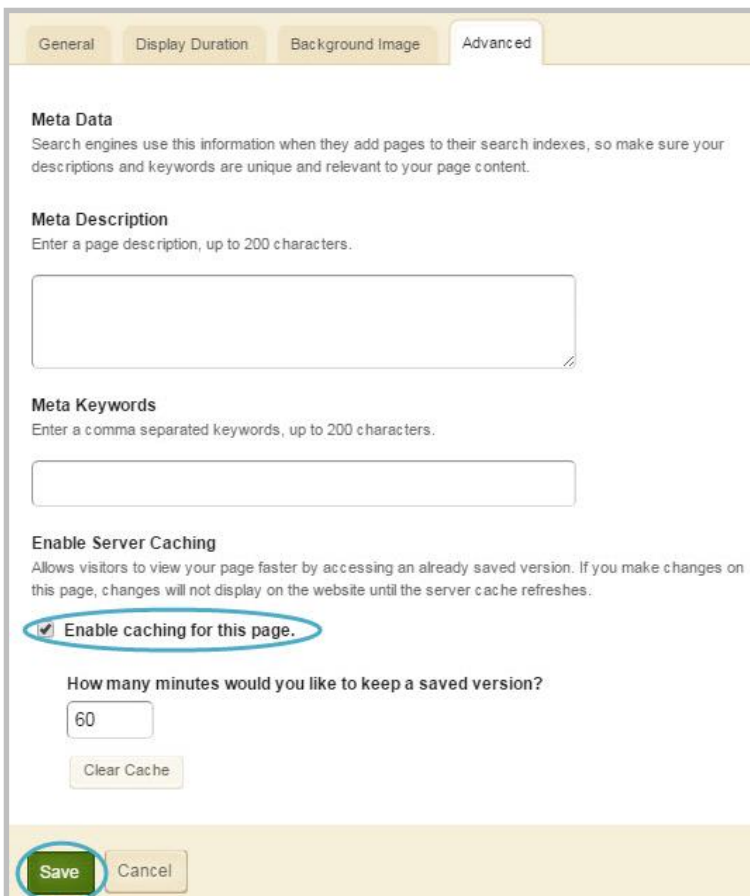
Enable Caching for a Page

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**.

A screenshot of the Blackboard Web Community Manager Pages configuration page, specifically the 'Advanced' tab. The page has four tabs: 'General', 'Display Duration', 'Background Image', and 'Advanced'. The 'Advanced' tab is selected. Under the 'Meta Data' section, there is a note: 'Search engines use this information when they add pages to their search indexes, so make sure your descriptions and keywords are unique and relevant to your page content.' Below this are sections for 'Meta Description' (with a text input field) and 'Meta Keywords' (with a text input field). The 'Enable Server Caching' section is highlighted with a blue circle. It contains the text: 'Allows visitors to view your page faster by accessing an already saved version. If you make changes on this page, changes will not display on the website until the server cache refreshes.' Below this text is a checkbox labeled 'Enable caching for this page.' which is checked. Underneath is a text input field for 'How many minutes would you like to keep a saved version?' with the value '60' entered. There is a 'Clear Cache' button below the input field. At the bottom of the page, there are 'Save' and 'Cancel' buttons. The 'Save' button is highlighted with a blue circle.

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.



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



4. Click **Close**.

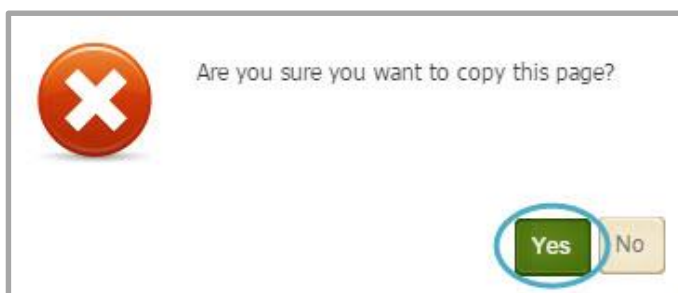
Copy a Page

Here's how you copy a page.

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



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



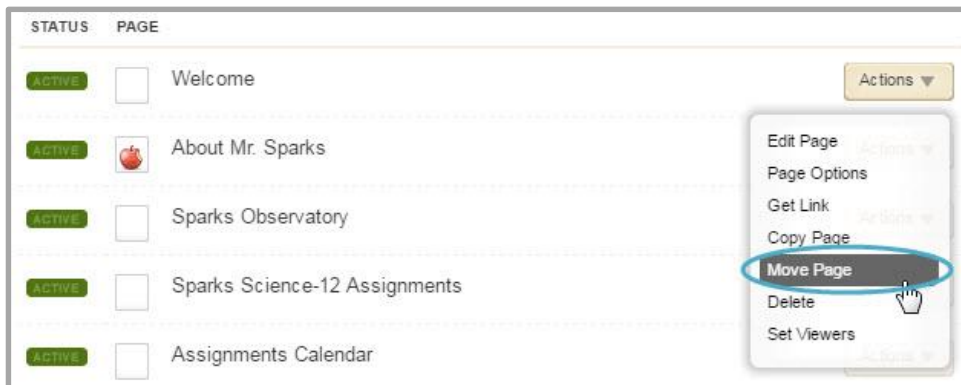
3. Click **Yes**. The copied page displays at the top of the list of current pages in your workspace.

Move a Page

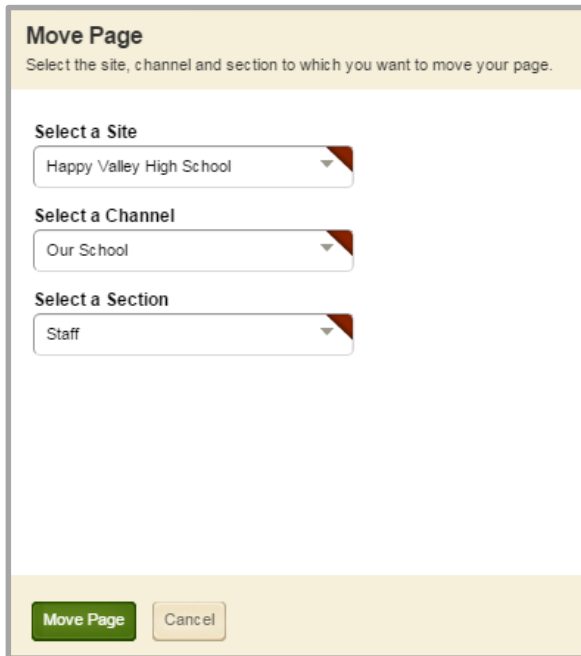
If you have editing privileges to multiple Section Workspaces, you can move pages between workspaces.

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.



2. Select *Move Page*. The Move Page dialog displays.



The screenshot shows a dialog box titled "Move Page" with a light yellow header. Below the title, there is a subtitle: "Select the site, channel and section to which you want to move your page." The dialog contains three dropdown menus, each with a red triangle on the right side. The first dropdown is labeled "Select a Site" and shows "Happy Valley High School". The second dropdown is labeled "Select a Channel" and shows "Our School". The third dropdown is labeled "Select a Section" and shows "Staff". At the bottom of the dialog, there are two buttons: a green "Move Page" button and a white "Cancel" button.

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.

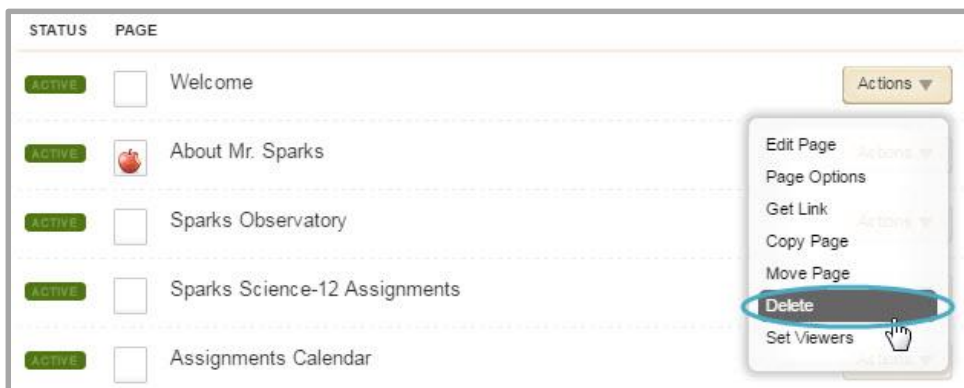
If you use Move Page within one section, the results are the same as Copy Page.

Delete a Page

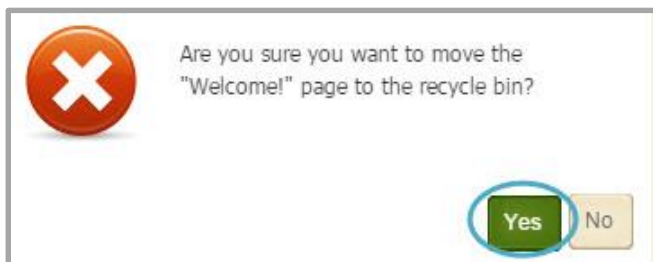
Deleting a page removes the page and places it in the Recycle Bin. Your page is not deleted but just moved into the Recycle Bin. From within the Recycle Bin, you may restore or permanently delete the page.

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

1. Click **Actions** the right of the page.



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



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.

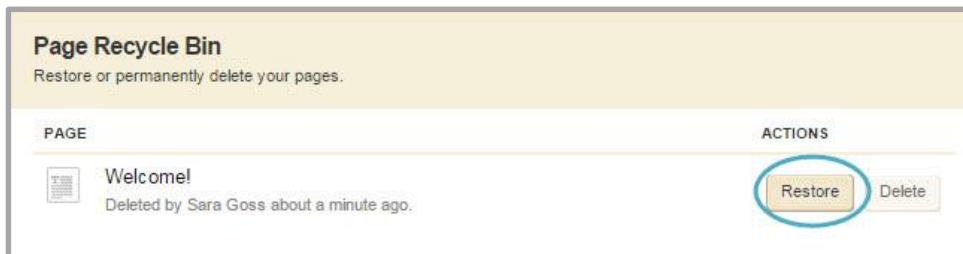
Restore a Page

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.



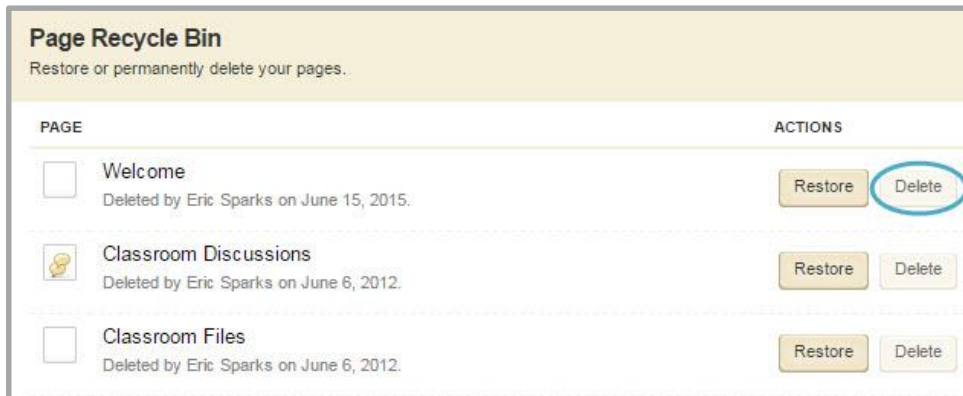
3. Click **Yes**. The page is restored to your website and flagged as inactive.

Permanently Delete a Page

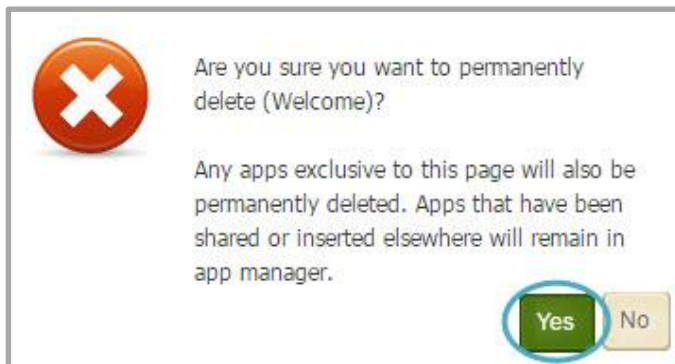
1. Click the **Recycle Bin** tab. The Recycle Bin opens.



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



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.

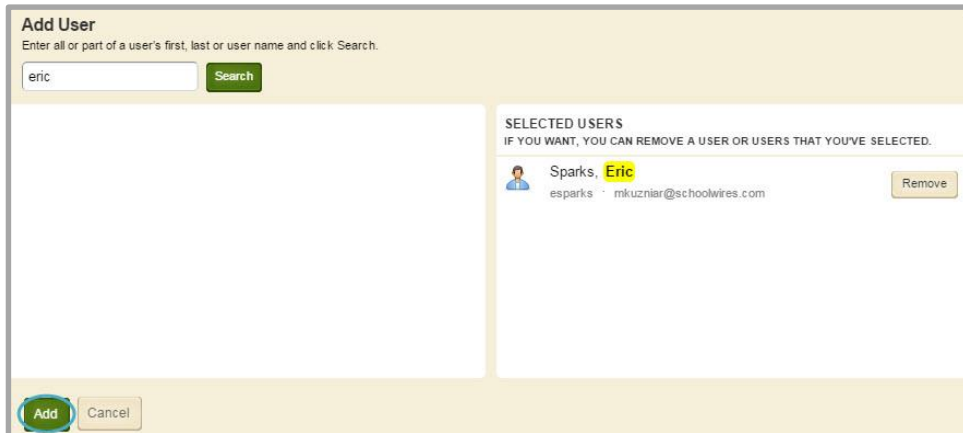


2. Click **Set Viewers**. The Viewers window displays.



3. Choose **Add Group** if you want  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.

- 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.



- Click **Add**. The Viewers window displays.
- After you have added your desired groups and users, close the Viewers window.

Organize Pages

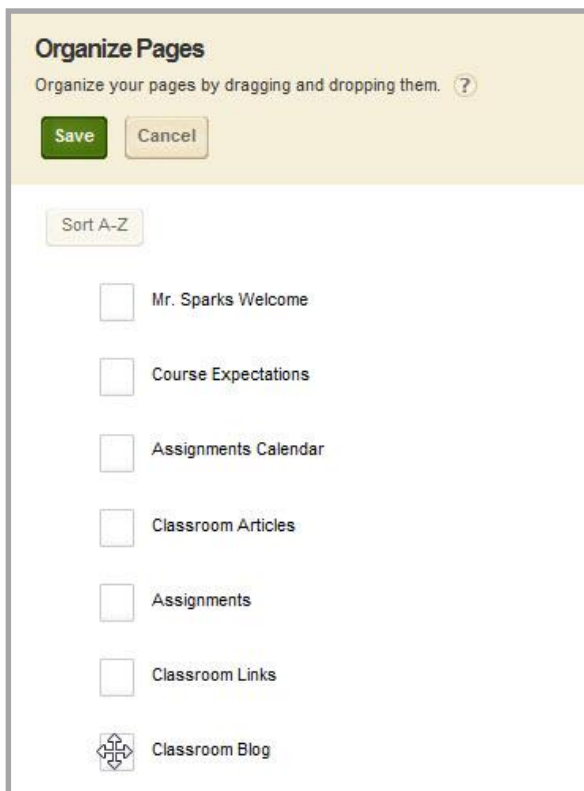
You can sort your pages alphabetically or choose to arrange them manually. You can also create a hierarchy by nesting pages.

Here's how you organize your pages.

- 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.



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.