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Blackboard Teacher Website Guide

Because of federal law, all websites associated with public entities must be accessible to all stakeholders. Therefore, we are encouraging teachers to learn how to use Blackboard, our website platform, for their classroom websites. *Beginning July 1, 2020*, all websites that are associated with District 87, including classroom, activity, school, and district websites must be accessible. This means that teacher websites on Weebly, Wordpress or other sites must be transferred to Blackboard.

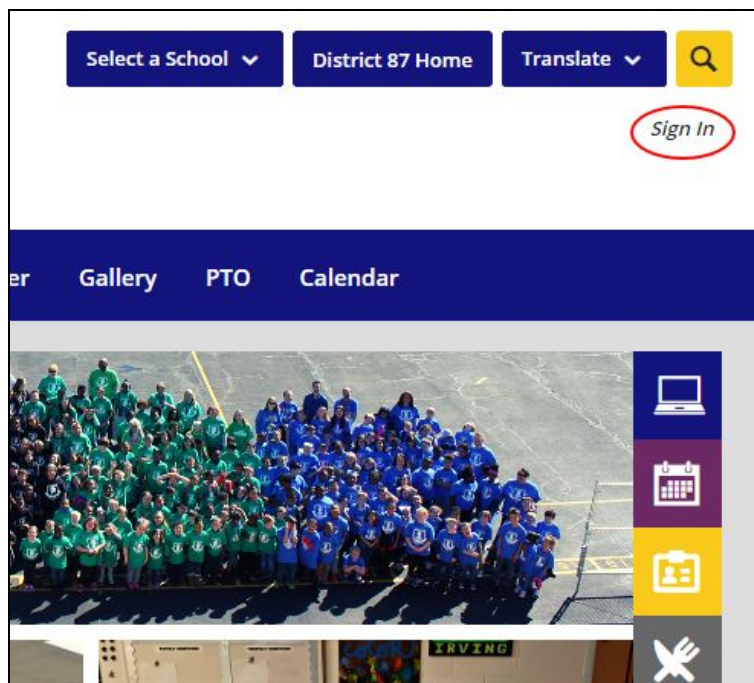
The following guide will walk you through the process of creating a functional and polished D87 teacher page through Blackboard.

[Please contact Julia Perez](#), D87 Community Relations Coordinator, with any questions about editing a teacher website.

What are examples of content that could be on a teacher website?	What shouldn't be included on a teacher website?
<ul style="list-style-type: none"> ● Contact information (required) ● Teacher photo/biography ● Photo gallery ● Expectations ● Schedule ● Assignments/Planner ● Student resources ● Parent resources ● Useful links ● Upcoming deadlines, important dates, or link to school calendar ● Accessible content ● eLearning Content 	<ul style="list-style-type: none"> ● Personal student information ● Photos of students without parent permission ● Copyrighted content ● Inappropriate content ● Unacceptable content listed in the D87 Acceptable Use Policy ● Photos/illustrations without Alternative Text ● Scanned PDFs vs Native PDFs ● Passwords or security information

Logging in

Through District87.org, visit your current “teacher page” even if it’s blank. Once on your page, in the upper right corner, click “sign in.” Enter the same info you use to log in to your D87 computer — or click “Sign in with Google.” If it says “User Options” instead of “Sign In,” you are already logged in.



SiteManager work space

After logging in, click the small gray box that says “edit page.” This should take you to Blackboard’s SiteManager, or the workspace for your page. If you accidentally close the workspace (pink X), just click your name under “Current Pages.”

Note: Blackboard recently updated the page editing format. For training purposes, all of today’s attendees were switched to this new editing format. It will change for everyone in July. Blackboard is also updating the color/style of Site Manager this summer. More info to come.

The left side of your workspace is a map of how your page will look. **Apps** can be dragged and dropped into this space, Tetris-style. To add any content to your page, you must use an app. There are dozens of apps to choose from to fill this space.

These app options are listed on the right side of the page. App examples are Content, Accordion, and Headlines. See the next section for instructions on using and editing apps.

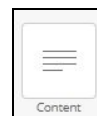
Next to the Apps section is a tab called **Layout**. Under this tab you will see 12 different layout options for your page. This is the frame for your page. Apps will automatically shrink and move to fit in a new layout, but will likely require some rearranging.

Experiment with these layouts until you find one that best fits your page's content. Some favorites are Left/Right Sidebar and Two Column.

Preview how your work will appear on the page at any time by clicking the computer icon in the upper right corner. These changes automatically appear on the site.

Choosing and Editing Apps

Despite their defining names, apps are versatile and can be used for multiple purposes. Some useful apps for teacher pages include Content, Headlines & Features, About Teacher, and Multimedia Gallery.



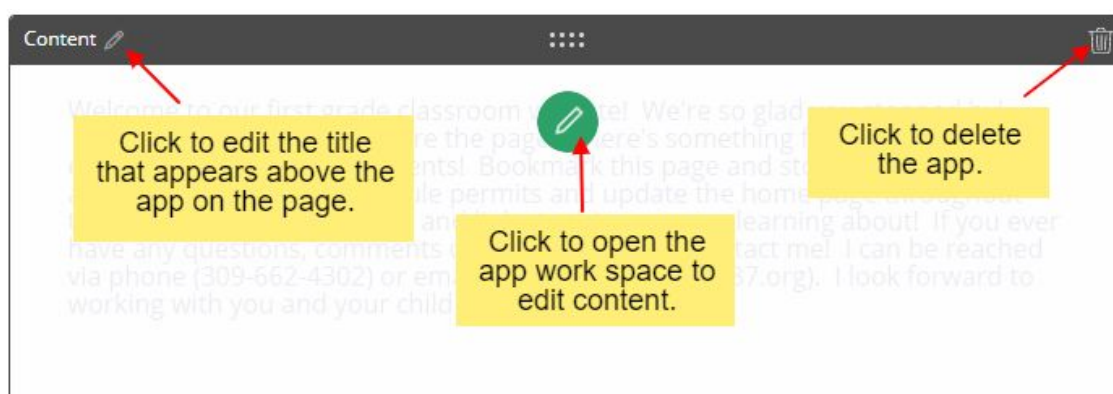
For the first example, we'll explore the Content App.

This is the most versatile app in the library and can be used for bodies of text, images, links, files, embedded content, etc.

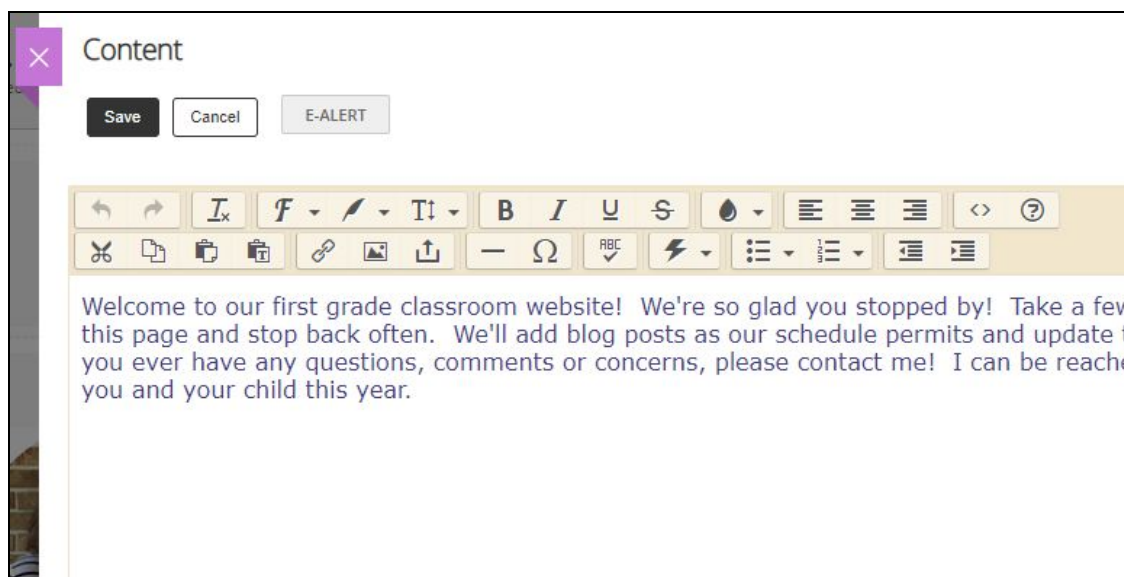
After choosing an app, drag and drop it into your workspace.

Style note: Some apps look nicer in different spots depending on the page layout.

To see editing options, hover over the newly placed app.

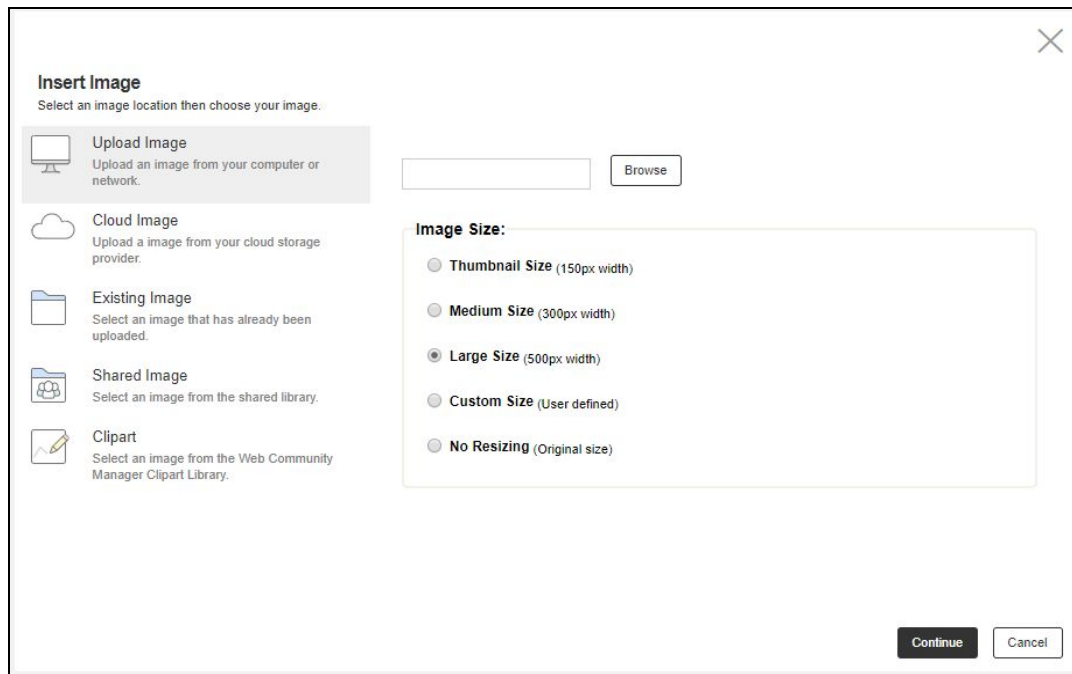


After clicking the green edit icon, a new app work space will open. Each work space will appear slightly different, depending on the app. For the **Content App**, material can be added in the form of text, images, links, and documents. Hover over the icons in the toolbar to read their purpose. *Accessibility note: While text color can be changed, do not use light or neon colors.*

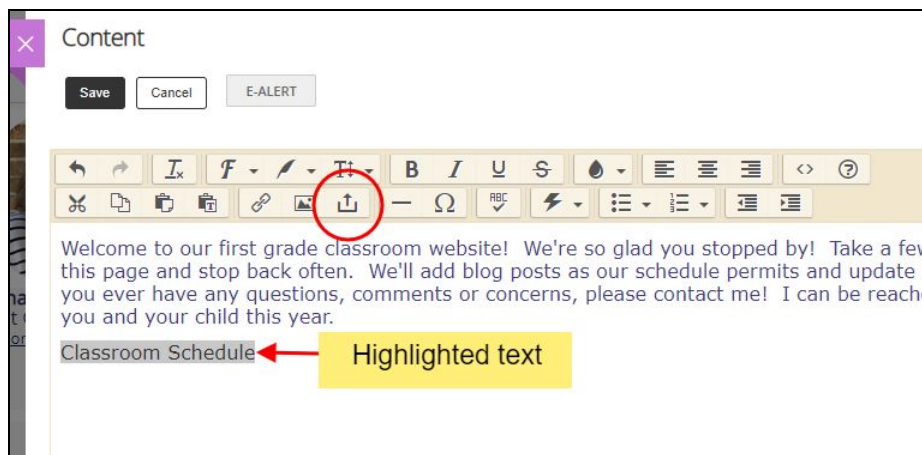


To add a photo to the Content app, click the “insert image” icon on the toolbar. Click browse to upload an image from your computer. Only jpg, png, jpeg, gif and svg files can be uploaded through this method. *Note: File names with special characters cannot be uploaded. Rename the file before uploading if you are facing this issue.*

Select the sizing you’d like for the image. To keep the image its original size, select “no resizing.” Click continue. The next screen will show the image with a variety of fields. Enter a brief description of the image in the “Alternative Text” box. [Alternative Text is required on all photos for accessibility compliance.](#) Click Insert Image.



To add a document to the Content app, highlight the text where you’d like to insert the file. Then click the “Insert File” icon on the toolbar. Select browse on the popup screen and select a file from your computer. Word Documents, PDFs, PowerPoints and more can be uploaded through this method. After selecting a file, click “Continue” and click “Insert File” on the next page.





To add a link to your Content app, highlight the text where you'd like to insert the link.
Tip: You can also add a link to a photo in the Content App - which is useful for young students to use instead of searching for text to click.


Click the “Insert Link” chain icon on the toolbar. Select “Web Address” from the side bar if you are linking to an external site. Paste the site in the web address field and click “Insert Link.” If you would like to insert an email address, select that option from the side bar and complete the same way.


Insert Link


To map to a site, choose the site. To map to a channel or section, choose the site then the channel or section.

 **Your Site**
Link to an area of your site.

 **Email Address**
Link to an email address.

 **Web Address**
Link to a web address.

 **Bookmark**
Link to a bookmark on this page.

 **Form or Survey**
Link to a form or survey.

*** Web Address:**

Text to Display:

Target: ?

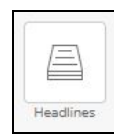
To name an app/add a title above the app content on your page, click “App Options” in the upper right corner of an open app. Add the title in the “App Name” field, then check the box to “Show the app name on my page.” This box is automatically unchecked for every app. Click Save to complete.

App Name:

Description:

Show the app name on my page.

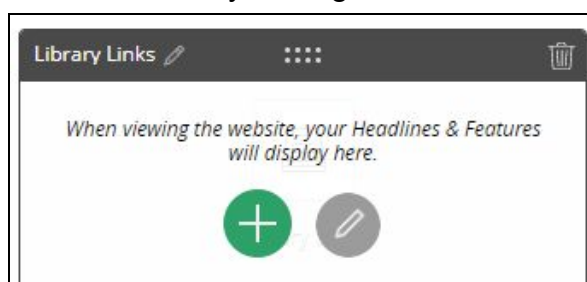
Display Settings:
You can display every active record in this app on your page, or a specific number of records at a time.



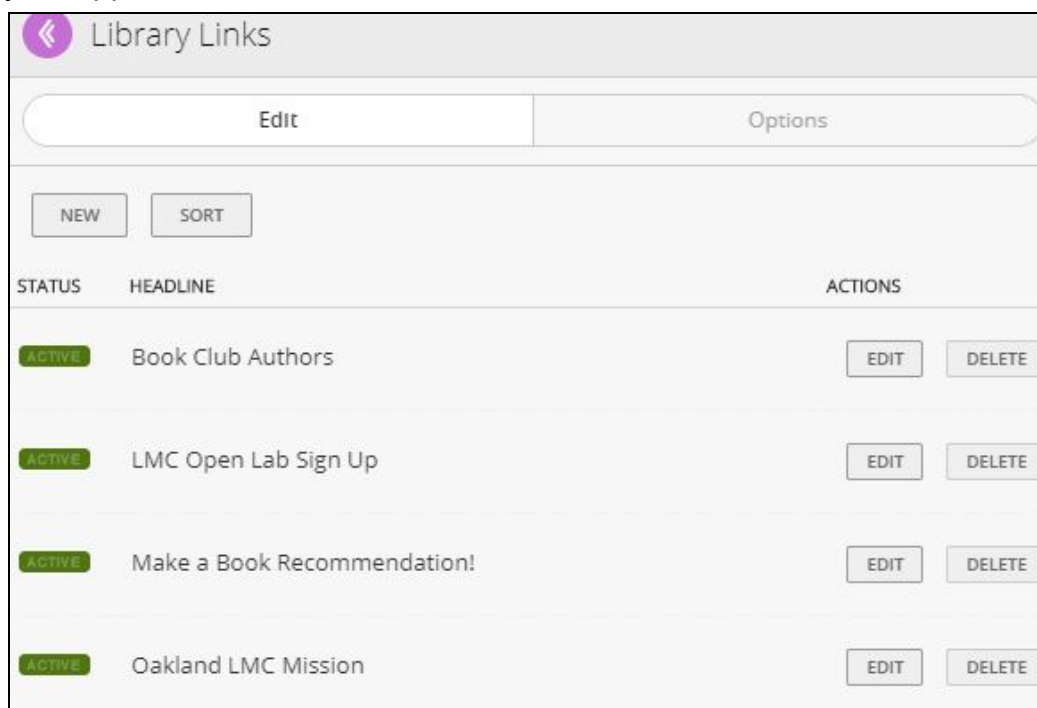
Another popular app is Headlines & Features.

This app can be used to organize content. For example, one Headline App could be “For Students” with links to useful websites or assignment documents. Another Headline App could include information for parents, like helpful websites, supply lists, classroom schedules, and expectations. Some teachers use this app like a classroom blog. There are endless possibilities and it also is a great way to organize material on the page if the Content App is a little too cluttered for you. Apps that work similarly to the Headlines & Features App (just with a different look) are **Links, File Library, Announcements, and Site Shortcuts**.

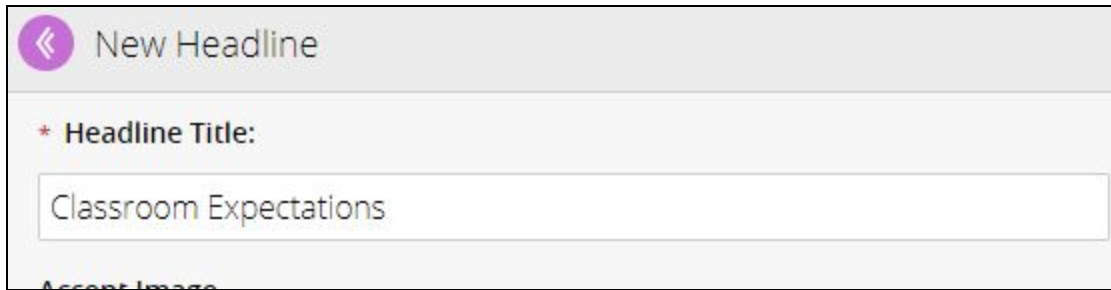
Drag and drop the **Headlines & Features App** into your workspace. Hover over the newly placed app. Select the gray pen icon to edit the app. The green plus icon also works for directly adding content, but the pen process gives a broader view of the app.



After clicking the gray pen icon, you will see a workspace with “Edit” and “Options” tabs at the top, with “New” and “Sort” buttons underneath. Click “New” to add a new item to your app.



Add a Headline Title to your content. This is what visitors will click to access content.



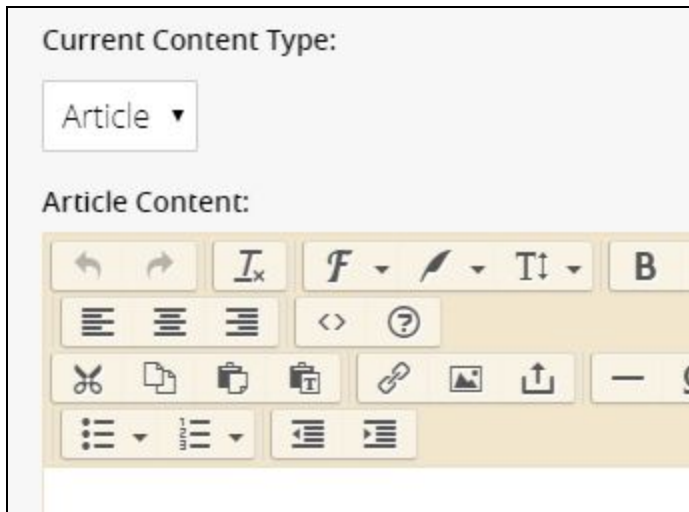
New Headline

* **Headline Title:**

Classroom Expectations

Accent Image

Scroll down to find “Current Content Type.” In this drop down menu, you can select Article (which just means text), File, or Link.



Current Content Type:

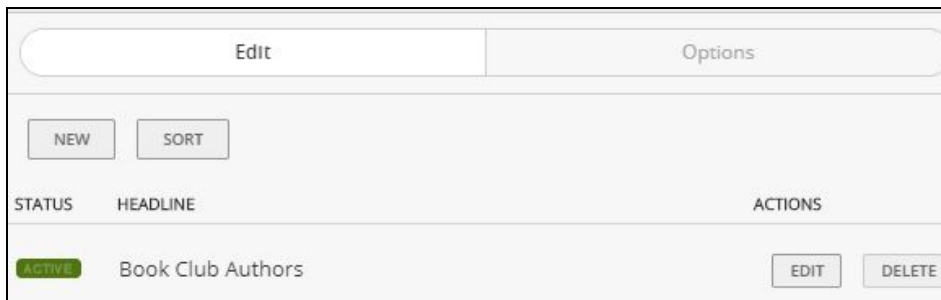
Article ▼

Article Content:

Rich text editor toolbar with icons for undo, redo, italic, font color, background color, text color, bold, bulleted list, numbered list, link, unlink, image, insert link, and other editing tools.

After selecting the type, add information as you would for the Content App. Click Save when you are done. There is no need to fill out other fields, but you may add an accent image if desired. (See the field under Headline Title)

After Saving a headline, you'll return to this screen.



Edit Options

NEW SORT

STATUS	HEADLINE	ACTIONS
ACTIVE	Book Club Authors	EDIT DELETE

Select “Sort” to organize your headlines. Select “Edit” under Actions to make changes to a headline. Select “Options” in the upper right corner to add a Title to your entire Headline App. To finalize, click “I’m Done.” *Remember: You can always preview the look of your site with the Preview button in the upper right of the home workspace.*

The About Teacher app is a useful way to share information about yourself with students and families.



Drag and drop this app onto your page and then press the green edit button. Under the About Me section, add your name and an introductory biography. Upload a photo. Toggle to the Details tab to add your email, phone, and certifications. Press save to activate on the page. To add a title, like “Meet Mr. Smith,” click “App options” in the upper right corner, add a name, and check the box for “show the app name.”

×
About Teacher

About Me
Details

Prefix:

* Name:

Biography

↶ ↷
✂ 📄 📋 📁
🖋 🎨
B *I* U
☰ ☰ ☰

p

Photo: SELECT FILE

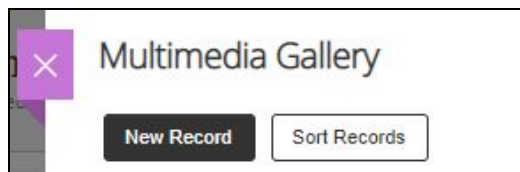
Activate on my page

Save
Cancel

The Multimedia Gallery App (MMG) is a great way to show off what's happening in your classroom.



Drag and drop the MMG App to a wide space on the page. It will not work well in a narrow spot in the layout. Select “New Record” to upload a photo.



Under the Add Record window, there are several fields to fill out.

Add Record

Enter your record information.

Record Tags Display Duration Viewers

* Title: Hide

Caption: Hide

* Image:

* Image Alt Text:

Link Record
 Embed a Video

Activate on my page

Click “select file” to choose which photo to upload from your computer. You may adjust the image height/width but the gallery will likely adjust to fit your photo. You may add a caption to the “title” space, and leave the caption blank. In the “Image Alt Text” bar, include a short sentence describing the photo as if you were describing it to someone on the phone. Click save. Back on the App page, click Sort Records to organize your photos. Press the pink X to close the gallery and then Click the preview button to check it on the page.

Additional information and tips

While there are multiple other apps to use on a teacher page, those listed above are the most useful. Experimenting with apps is the best way to determine which ones are the best fit for your classroom site.

If you are unsatisfied with the look of your website after adding several apps, try the following:

- Change the Layout
- Drag apps into different areas of the page
- Use the Divider app to separate apps
- Consolidate information
- Add an “App Name”
- Change text sizes in the Content App by selecting the quill “Styles” icon in the toolbar
- Center photos and text in a Content App by using the Align icons in the toolbar
- Resize and reupload photos

Other tips:

- If you utilize Google Classroom to teach your students, you may link to those pages on your Blackboard website. Note - Google Classroom is only accessible by students with a D87 email. If you would like to share content with parents, post it directly to the Blackboard website.
- [Pixabay.com](https://pixabay.com) is a great resource for royalty free images and illustrations to use on your page. [Unsplash.com](https://unsplash.com) is another good option.
- [Canva.com](https://canva.com) is awesome for creating personalized graphics.

This guidebook will be regularly updated with additional resources and information.

Contact Julia Perez with additional questions or for a personal website consultation.

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