

Blackboard CUSD Staff Training

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STEP BY STEP INSTRUCTIONS

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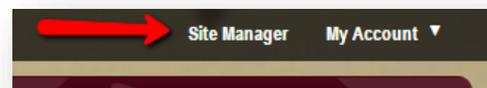
1. Log into Blackboard

- a) Browse to our official CUSD website address: <http://www.cusd80.com>
- b) Click on *Sign In* on top right. Your username and password match the username (lastname.firstname) and password that you use to log into your computer.
 - i. If you don't have a district Blackboard account for editing your website yet, simply **log into our website using your computer username and password**. Doing so will create an account that is automatically synchronized to your computer login AND has access to any staff only role-protected areas of the website.
 - ii. Every school has a **school webmaster**. He or she is your first point of contact for any website assistance. Once your Blackboard account exists, you'll need to let your school webmaster know so they can setup your section and give you rights to edit it. If you don't know who the webmaster is at your site, please inquire at your school office.

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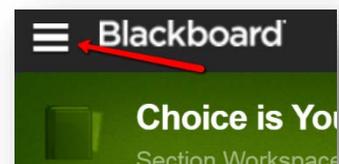
2. Open Site Manager

- a) Once your webmaster has setup your website section and given you rights to edit it, log into Blackboard. You will see *Site Manager* on the top right. Click on it.



Most often, teachers have only **one** section to edit: a “teacher section” for their courses or class. Coaches or club sponsors, for example, often also edit an additional section of the website corresponding to that activity. If you edit more than one section, you will see these listed in the column on the left. Just click on the name of the section that you need to edit.

NOTE: Depending on your monitor's size and resolution, it's possible that your list of sections is hidden to save screen space. If so, you can click the “three lines” icon on the top left to unhide your list of sections.



- b) If you do NOT see *Site Manager* on the top right, it means that your **school webmaster** has not yet created your section and/or added you as the **Section Editor**. Please contact your school webmaster for assistance.

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3. Navigate your Section Workspace

- a) Once you log into Blackboard, in the green area at the top, you will see the name of the section you are working on. FYI: If you have more than one section to edit and this is not the one you want, click on the correct section in your list on the left.



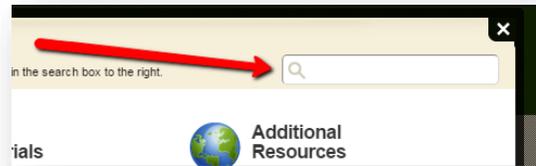
- b) Under the name of your *Section Workspace*, you will see a series of six tabs: a little **House** icon (for “home”), **Summary**, **Tools**, **Editors & Viewers**, **Statistics**, and **How do I...?**
- c) Under that, you’ll see a **billboard** that displays tips and information about Blackboard features, and then a **list of all the pages** that currently exist in your section.
- d) To most easily return to this list of pages in your section, click the **Summary** tab.

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4. Get help: How do I...?

- a) To access help in Blackboard, click the last tab at the top of your Section Workspace: **How do I...?** Help comes in several forms, convenient for meeting different preferred learning styles or needs. To get a feel for which might be most helpful for you, try checking out:
- i. Help Articles
 - ii. Interactive Video Tutorials, and
 - iii. Additional Resources

- b) You can search for specific help by clicking in the **Search** box on the top right and typing in what you're looking for. The results update *immediately* as you type. **PRACTICE:**



- i. Try typing "**Help Card**" in the search box. (Help Cards are simple, 1-2 page, illustrated, reference cards about common topics of Blackboard.) Click on any of the Help Card results to view them.
- ii. Clear the search box and type in "**best**". A few documents with best practices will appear. Click one of the results and review it.

- c) You can also clear out the **Search** box and simply browse through each type of help. **PRACTICE:**

- i. Browse down the list and find an Interactive Video Tutorial to try.
- ii. Browse down the list and find a Help Article to try.

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5. Structure of Blackboard

- a) It will help to give you a quick overview of the structure of Blackboard. Blackboard websites can be compared to containers within containers:
- i. **Section:** Your section acts like a container that holds all of your pages. You can have as many **pages** as you like within your section.
 - ii. **Pages:** The pages in your section act as containers that can hold one or many **apps** each. When you create new pages, they normally start out with one app already on them (and that may be enough)... but you can add as many **apps** to a page as you like.
 - iii. **Apps:** The app(s) that live on a page contain the actual **content** that appears to your visitors. Different kinds of apps are designed to make it easy for you to add different kinds of content. For instance, a **Flex** app is very flexible in that it can contain almost any kind of content. As you might guess, a **Link Library** app is specialized to make it easy for you to add a list of website *links* to your page, already formatted with a title and description.

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6. Check Bio Homepage

- a) Every teacher's section should have a standardized biographical homepage. This page is added to your section for you by your school webmaster, and displays the information that you have entered in an online data collection form.

The purpose and reasons for the standardized bio homepages are to:

- i. **Display standard information that parents want**, in a manner that they can consistently expect from any teacher's website at all of our schools, including:
 - a. the name, position, room, and contact phone number of the teacher
 - b. a working email link to the teacher
 - c. a link to the parent portal for Infinite Campus to see assignment information, attendance, and grades
 - d. a link to a page showing the school's social media and contact phones/emails
 - e. a brief professional background of the teacher
 - f. a brief educational philosophy of the teacher
 - g. a standard place for an optimally sized teacher bio photo to appear (optional)
- ii. **Fulfill all the basic requirements** for a teacher's section without requiring you to have any special website development skills.
- iii. Make the teacher's homepage **ADA-compliant** without requiring you to have any special website development skills.

IMPORTANT: The ADA (Americans with Disabilities Act) is a LAW that prohibits discrimination. It **requires** that the public information we post on our websites is done in a manner that allows accessibility by the blind, deaf, limited vision or other disabilities.

- iv. Make the page look **professional and beautifully formatted** without requiring any special website development skills. The page also uses "responsive design"... meaning that it automatically resizes and rearranges appropriately when viewing on a phone or other small screen device. (It doesn't inadvertently cut off information on the right side on a small screen, or make the text tiny and too small to read.)
- b) **Your first step is to check if your bio homepage exists.** It will be the first page ("About the Teacher") that appears when visiting your website. If the page

doesn't yet exist, ask your webmaster to send you a link to a form to complete.

HELPFUL HINT: You will have less to update each year if you state your biographical details in ways that *don't have to be updated...* for instance, saying "I started teaching in 2001" instead of "I started teaching 15 years ago."

- c) **Your second step is to check and confirm that the information on your bio homepage is correct.** Please email your school webmaster with any changes.

IMPORTANT: You'll see that the online form states that your responses are limited to 500 characters (including spaces). In order to fit in the database, it won't let you type more than 500 characters in a field. The *educational philosophy* and *professional background* questions both allow two-part answers for a total of 1,000 characters each.

If you ignore this requirement (or attempt to paste passages longer than 500 characters into a form field), you may notice that **the end of your paragraphs are cut off**. If that occurs, please revise your responses and send the shorter versions to your school webmaster.

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7. ADA (Americans with Disabilities Act) Compliance

- a) **Why is it important?**

As mentioned in #6 above, the ADA (Americans with Disabilities Act) is a LAW that prohibits discrimination. It requires that the public information we post on our websites is done in a manner that allows accessibility by the blind, deaf, limited vision or other disabilities.

Not only does federal law prohibit discrimination based on disability, CUSD Governing Board policy does also. Breaking board policy and not following the law can mean:

- i. possible disciplinary action
- ii. lawsuits or other legal action
- iii. possible loss of federal funds for the district

Following ADA is not only the *legal* thing to do, but also the *right* thing to do. Fortunately, it is not difficult... and there is help for you to *stay legal*.

- b) **How do I stay compliant? Where can I get help?**

- i. The district webmaster will take care of any ADA issues with your **teacher bio homepage**. (Yay! All you have to do is to fill out the form.)

- ii. For any **other pages** that you create, you'll want to pay attention to the *Your Website* tip sheets that are sent out by the district webmaster to all staff. These 1-page tip sheets each cover one aspect of ADA compliance, are easy to read, contain examples, tell why it matters, and have fully illustrated steps to follow.
- iii. To access the *Your Website* tip sheets at any time, go to either of these friendly addresses:
www.cusd80.com/yw or www.cusd80.com/yourwebsite
- d) Remember that your school webmaster is your first point of contact for website related problems. They also have access to the district webmaster as needed.

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8. Overview and purpose of commonly-used types of pages

To add a new page, on the Summary tab in your section, click the green **New Page** button. You will be presented with many choices for a page type to add, to meet many different needs. Below is a list of



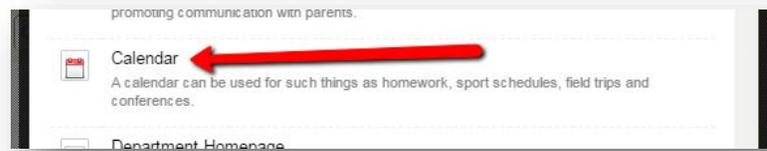
perhaps the most commonly-used page types, with a description of each. Pages normally contain a single app designed to make it easy for you to add a specific kind of content.

- a. **Content Page** (choose “Blank Content Editor Page” from the list)



Content Pages contain a Content Editor app. (If you used Flex Pages in the past, the Content Editor app is more basic, gives you fewer formatting options, and is designed to make it easier for you to stay compliant with ADA.)

b. Calendar



Calendar Pages contain a Calendar app. If you have added events to an Outlook or Google calendar, it works pretty much the same way. Nice features include the ability to include the **location** so it can embed a **map** to the event, include **contact** information (name, email, phone, web address) about the event, allow **registration** limited to the number of seats you specify, setup **recurrence** for repeating events, set the **viewers** of the event to only Staff if desired, and **sharing** an event so it can appear on the school or other teacher's calendars (if they accept the invitation) – which is useful if you have a grade level or multi-class field trip, for instance, and you only want to create the event *once*.

c. Assignments Page



Assignments Pages contain an Assignments app. Assignment information is arguably the **MOST IMPORTANT** thing you can add to a teacher website! (It is one of the MAIN reasons for schools and teachers to even *have* a website!) You do have a couple of options as to where to you post your assignment information, however. You can choose either a *Blackboard Assignments page* or the *Infinite Campus portal* for this purpose. There are advantages and disadvantages of each option, discussed below.

Why is an assignments page so important?

As a teacher, your goal is that students are *successful*. That means you need to provide students the assignment **instructions, due dates**, and any helpful **links, presentations or documents**, etc. **BEFORE** the assignment is due. If student success is your goal (*and it is!*), just supplying a grade *afterward* is *too late*. If the student didn't understand or couldn't find what they needed to know in order to complete the

assignment successfully, just knowing the failing grade afterward is of little help.

FORTUNATELY, though really important, it is not hard to share assignment information. If you *already* made a document with directions (in Word, for instance) to pass out *on paper* to students, you've already done the hard part! It is EASY to also upload this document online. Or maybe your students need even *less than that* – like a sentence that reminds them which problems to complete, which chapter to read, or which page has the questions they need to answer.

Not only does assignment information help *students* while they are in the process of trying to do the assignment, but it can win over *parents* and make *your own life* easier. Parents genuinely appreciate being able to consult a teacher's website for this kind of information 24/7 –especially late at night while attempting to help their child with homework, for instance, after you've gone home for the day and aren't available to contact. This can make the difference between gaining a valuable **ally** in that child's education or a disgruntled **foe** who fights you at every turn.

PROS AND CONS of entering assignment information in Infinite Campus

PROS:

1. You do have to enter assignments at some point into *Infinite Campus* anyway, because that's how grades and report cards are generated.
2. It gives students and parents another reason (and incentive) to log into Infinite Campus. They can check grades while there, too, and keep up on the student's progress.
3. You may prefer the Infinite Campus interface for adding instruction text, website links, and uploading documents.

CONS:

1. If you prefer using *Infinite Campus* as a gradebook only (in other words, only entering scores after the assignment is completed), then a Blackboard assignments page would be better to provide the functionality you need.
2. Infinite Campus requires a login to get the assignment information. Blackboard does not. Parents and students who have technical difficulties or have forgotten their portal login will not be able to access the assignment information in Infinite Campus.

Because school offices are closed at night, they can't call the school to get Infinite Campus login help until the next day. That can lead to last minute frustration if the assignment is due the next day.

3. You may find the Infinite Campus interface for adding instruction text, website links, and uploading documents difficult.

PROS AND CONS of entering assignment information in Blackboard

PROS:

1. Adding a new assignment in Blackboard is easy because it presents you with a wizard that asks you for the specific information that an assignment needs.
2. Clicking a checkbox allows re-posting the assignment to your website calendar as well. These upcoming events can also automatically show up in another app as a chronological list, if desired.
3. You can categorize assignments by subject, course or other so they show up automatically color-coded by category on your calendar.
4. You may prefer the Blackboard interface for adding instruction text, website links, and uploading documents.
5. Blackboard does not require a login for parents or students to access the assignment information, so it would always be accessible. Infinite Campus does require a parent or student login.

CONS:

1. If you prefer using *Infinite Campus* as a one-stop shop that includes not only the gradebook only but also the directions and any web links and documents, then Infinite Campus would be better to provide the functionality you need.
2. Though it uses a wizard, you may find the Blackboard interface for adding instruction text, website links, and uploading documents difficult.

A FINAL WORD about posting assignment information...

The educational success of our students is fundamentally the **sole** reason for our existence as a school district. It is the reason families choose Chandler Unified for their children, and the reason we attract businesses and highly-quality staff to CUSD. Ensuring the success for our students affects *everyone*: students, parents, families AND the general public. It furthers our own self-interest, too, due to the jobs, salaries, benefits, and programs that our district is able to offer. Educational success of our students yields a community that values education, higher home values, and better economic prospects for all. Providing information online that students and families need to be successful **really is key** to making our own futures bright.

d. **Link Library**



Link Library pages contain a Link Library app which makes it easy to add website links to a page. The app uses an easy-to-use wizard that asks simply for you to fill in the title, description and web address. You can also enter an optional start and end date that defines when you want the link to remain visible. Some teachers continuously collect useful websites, store the links in multiple Link Library pages related to specific concepts, activate these pages when needed, and turn them off until needed again the next school year.

e. **File Library**



File Library pages contain a File Library app which makes it easy to upload documents linked in a list on a page. The app uses an easy-to-use wizard that asks simply for you to fill in the title and description and upload the document. You can also optionally enter the author plus start and end dates that defines when you want the document link to remain visible. Some teachers continuously upload useful documents and PowerPoint presentations, store the links in multiple File Library pages related to specific concepts, activate these pages when needed, and turn them off until needed again the next school year.

f. **Blank Page (with the ability to add apps to it)**



Blank pages don't initially contain any apps at all. You can think of these pages as starting out as an empty box that you can add as many other varied apps to it as you like. Do you want a Link Library app and a File Library app on the same page? Want to use a Flex Editor app at the top

for an introduction or instructions for using the page? Want to embed the list of assignments for your class at the bottom? You can add any apps that make sense for your desired purpose.

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9. GENERAL WEBSITE NOTES:

Here are some general things to know before you begin adding or working on pages on your website:

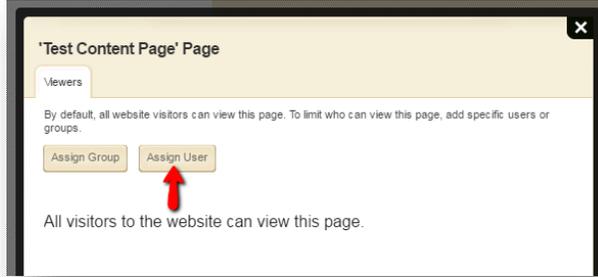
a. **Setting Yourself as the Only Viewer of a Page**

There is no substitute for just jumping in and attempting to create pages for your section... but what if you want to edit a page but you don't want anyone else to see it until it's done? In that case, you can set yourself (temporarily) as the **ONLY VIEWER** of the page! No one else will be able to see it except you. Here's how:

- I. Click the *Summary* tab to see the list of all of your pages.
- II. Create the new page (as described in the instructions that follow) or choose an existing page to edit.
- III. Click on the **Actions** button for the page you want to edit > Set Viewers.



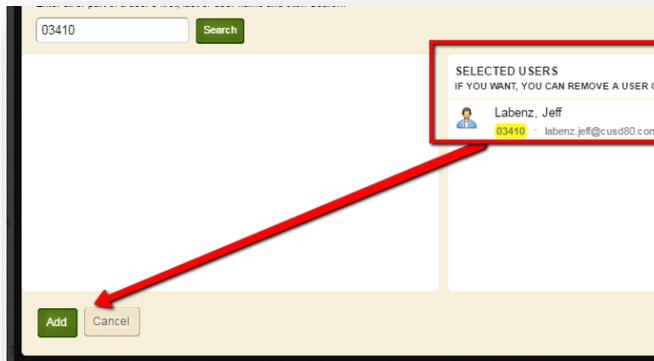
- IV. It reminds you that by default, all visitors can view the pages you create. Click the **Assign User** button to choose yourself as the only viewer instead.



- V. Type your username (lastname.firstname) in the search field and click the green **Search** button. When you find yourself, click the **Select** button.

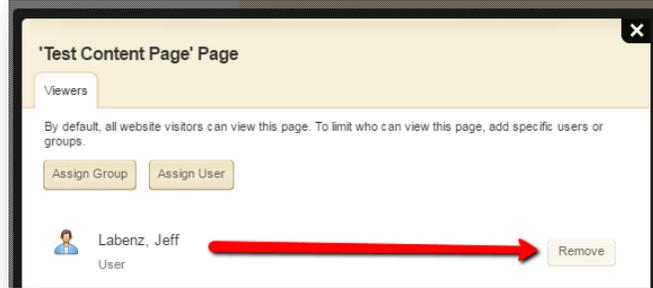


Once you show up on the **Selected Users** list, click the green **Add** button. Voila! You are the only viewer for this page. You have to be logged into the website to see it.



- VI. Once you are done building your page and are ready to unveil it to the world, click the **Actions** button again for this page > **Set Viewers** > and **Remove** (to remove yourself as the only viewer). Now everyone

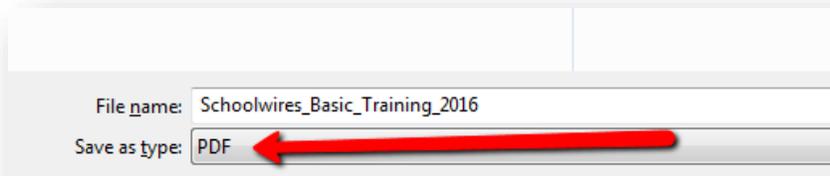
can see it!



b. **Posting Documents Online as PDFs**

IMPORTANT! Not all of your intended audience has purchased Microsoft Word or PowerPoint! That means, if you post a *Word* or *PowerPoint* document online, not everyone will be able to open it.

To ensure that *everyone* can open the documents that you post, first save your Word document or PowerPoint presentation as usual. Then save a **copy** as a **PDF** by clicking on **File > Save As... >** choose a saving location > change the **Save as Type** dropdown to **PDF > Save**. Upload the PDF to the web instead of the Microsoft Word or PowerPoint document.



c. **Naming Documents Correctly that you Post Online**

Sorry... but the Internet doesn't handle spaces in filenames well! Some browsers compensate for this, but others don't. Your visitors may experience **broken links** on your website unless you follow these suggestions when posting documents online:

- **Don't use spaces in the filename.** (Using an underscore instead is an acceptable alternative: "Class_News" instead of "Class News".)
- **Don't use any punctuation in the filename other than dashes and underlines.**

d. **Adding Links and Documents that are ADA-compliant**

Before you add any links or documents to your website, look over the *Your Website* tip sheets for **ADA compliance**. ***It is easier to do it right the first time than to come back again to fix problems later!*** Here are direct links to the tip sheets by topic, for your convenience:

- [All Your Website Tip Sheets](#) (for ADA compliance)
- [Your Website Tip Sheet 1.01 - Links](#)
- [Your Website Tip Sheet 1.02 - Pictures](#)
- [Your Website Tip Sheet 1.03 - PDF Documents](#)
- [Your Website Tip Sheet 2.01 - Pictures in Documents, PowerPoints](#)

e. **Copyright Law**

You MUST follow copyright law! The most common copyright infringement problems happen when teachers post *documents downloaded from Teachers Pay Teachers* or *pages copied from textbooks*. **THIS IS NOT OK.** We receive complaints from copyright holders most often when CUSD staff members take paid, copyrighted content that someone else created and post it to our public website for anyone to take for free. That is *copyright infringement* (which is against the law, and which you have agreed NOT to do by CUSD Governing Board Policy). Infringing on copyright can subject you to disciplinary action and make you liable for **significant financial damages** to the copyright holder. (A court will try to determine how much the owner lost in sales because *you* decided to give their work away to *the entire world for free*. YIKES!) Here are two common examples:

- **Teachers Pay Teachers**

Paying for a license to use someone else's materials on *Teachers Pay Teachers* does NOT mean that you own the work or the copyright (the *right to copy* it). You merely have a license to use someone else's creative work according to their specific terms.

READ and FOLLOW their **terms of use** which spell out exactly what you CAN and CAN'T do with their content. Usually, they state that you *can* make paper copies for use with in person your own class, but you *can't* post online anywhere for the public to grab for free. Sometimes they will state that you could post items to a closed, password protected system that only your students can access... like *Infinite Campus*. Follow their terms of use or contact them to get specific permission (and print/save a copy of that permission to protect yourself).

- **Textbooks**

Textbooks cost money. Textbook publishers survive by selling copies of their creative works – which remain their intellectual property... in other words, the textbooks they have published. If you give their intellectual property away online for free to anyone who searches for it, that is *copyright infringement*.

The copyright statement in the front of a textbook states what you can and can't do. Sometimes they will state that you could post pages to a closed, password protected system that only your students can access... like *Infinite Campus*. Otherwise, contact them to get specific permission (and print/save a copy of that permission to protect yourself).

- **Other Creative Works**

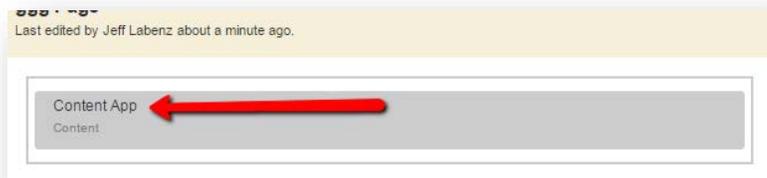
If it's a **creative** work (like a book, poem, story, photo, drawing, audio recording, video recording, etc.) and **someone else created it**, they own the right to copy it (the *copyright*) – and **you don't**. You DO have Fair Use rights as an educator to use copyrighted materials in certain ways in the course of your face to face instruction. You have fewer Fair Use rights when posting something online because the audience you reach is not just your students but potentially the entire world. More information about Fair Use and copyright is available online at this friendly address: www.cusd80.com/copyright

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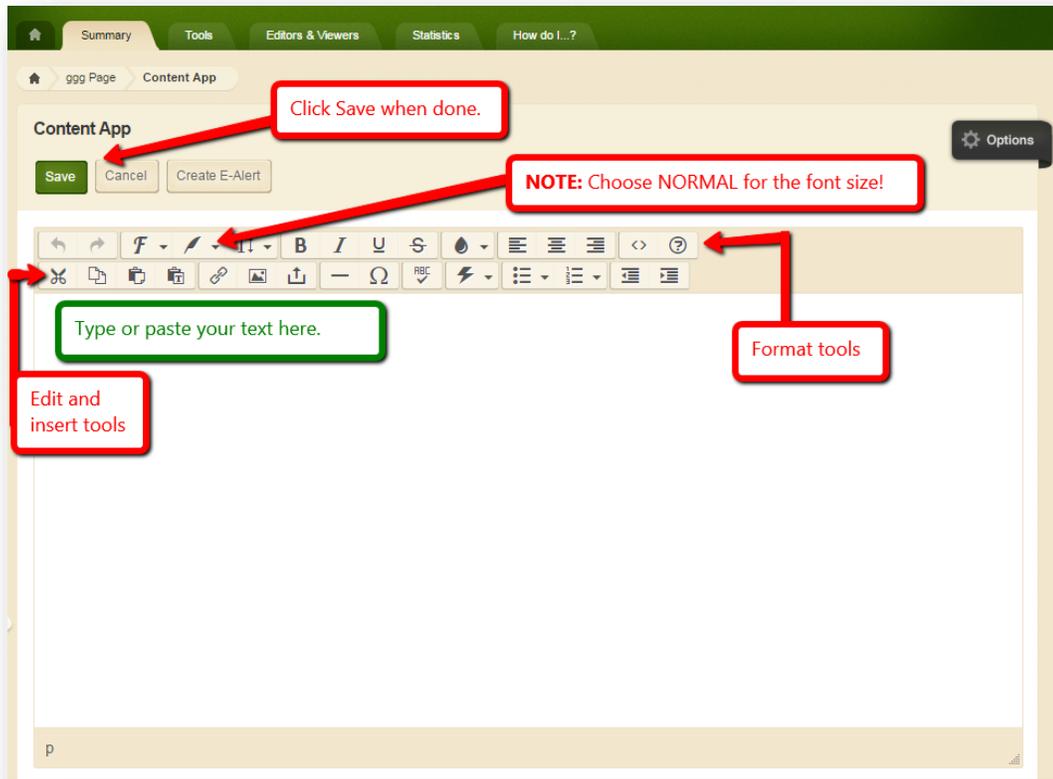
10. Adding Content Pages

To add a *Content Page*, click the *Summary* tab to return to your list of existing pages in your section. Click the green **New Page** button and choose “Blank Content Editor Page” from the list of page types. At the top, give your new page an appropriately descriptive name and then click the green **Save & Continue** button.

You'll see that the Content page contains one Content Editor App (the grey box). Click on the app to edit it.



Content pages are edited **much like a simplified Flex page or Word document**. Click on the *How do I...?* tab and search for “[Content App Help Card](#)” – a simple 2-page document that describes the functions of the commonly-used tools. Below is a general overview:



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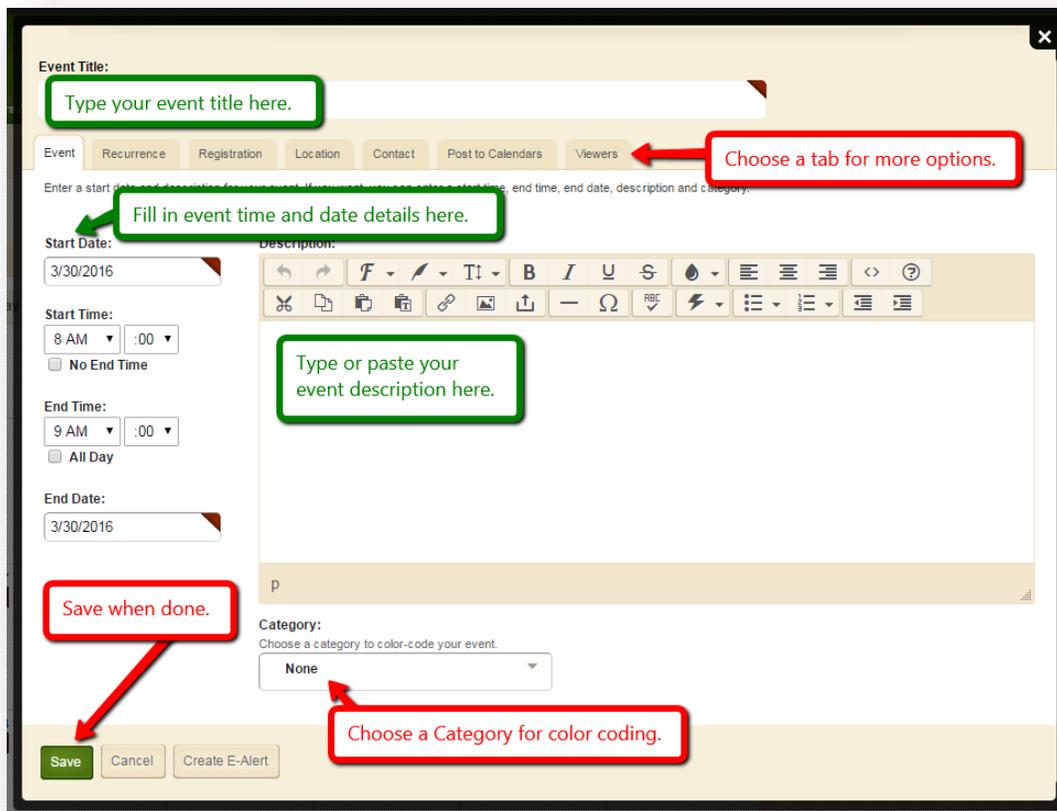
11. Adding Calendar Pages

To add a *Calendar Page*, click the *Summary* tab to return to your list of existing pages in your section. Click the green **New Page** button and choose “Calendar” from the list of page types. You can have multiple calendar pages, if desired. For instance, a high school teacher might want a separate calendar page for each period he or she teaches. At the top, give your new page an appropriately descriptive name and then click the green **Save & Continue** button.

You’ll see that the Calendar page contains one Calendar App (the grey box). Click on the app to edit it.



Calendar pages are edited **much like Outlook or Google calendars** – so they are pretty intuitive. For more in-depth information about calendar features, click on the *How do I...?* tab and search for “[Calendar App Help Card](#)” – a 2-page document that describes the functions of the commonly-used tools and some other features. Below is a general overview:



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12. Adding Assignment Pages

To add an *Assignment Page*, click the *Summary* tab to return to your list of existing pages in your section. Click the green **New Page** button and choose “Assignments” from the list of page types. If you teach multiple periods (like a high school teacher),

you could choose to create multiple Assignment pages – one for each period. At the top, give your new page an appropriately descriptive name and then click the green **Save & Continue** button.

You'll see that the Assignments page contains one Assignment App (the grey box). Click on the app to edit it.



Assignment pages are edited **much like the other collection pages (like Link Libraries, File Libraries, or Calendar pages)**. When you click the green button to add a new assignment, it asks you the specific information that it needs (like a wizard). Click on *How do I...?*, search for "[Assignment App Help Card](#)" – a simple 2-page document that describes the functions of the commonly-used tools. Below is a general overview:

A screenshot of the "New Assignment" form. The form has three tabs: "General", "Directions", and "Post To Calendar". The "General" tab is active. The form fields include: "Assignment Title:" (text input), "Assignment Category:" (dropdown menu with "Unassigned" selected), "Date Assigned:" (calendar picker with "03/30/2016" selected), and "Due Date:" (calendar picker with "03/30/2016" selected). At the bottom, there is a checkbox for "Active on my page" which is checked, and three buttons: "Save", "Cancel", and "Create E-Alert". Red arrows point from text boxes to various parts of the form: one points to the "Post To Calendar" tab, another to the "Assignment Title" field, a third to the "Directions" tab, and a fourth to the "Save" button. The text boxes contain the following instructions:

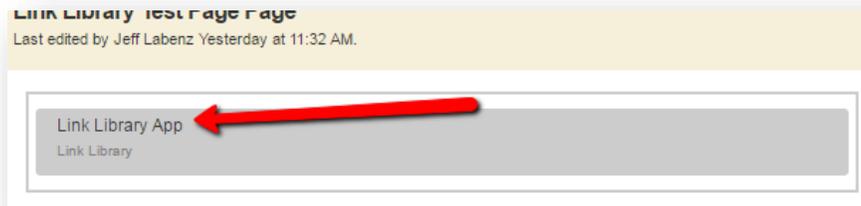
- "Tabs for other assignment details. If you want it to appear also on your calendar page, make sure you select the Post To Calendar tab."
- "A title for your assignment and the directions are required. You can add helpful links and attach documents in the directions, as desired."
- "Save when done."

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13. Adding Link Library Pages

To add a *Link Library Page*, click the *Summary* tab to return to your list of existing pages in your section. Click the green **New Page** button and choose “Link Library” from the list of page types. You could choose to create multiple Link Library pages – with lists of links grouped by the concepts that you teach, subjects, or periods. At the top, give your new page an appropriately descriptive name and then click the green **Save & Continue** button.

You’ll see that the Link Library page contains one Link Library App (the grey box). Click on the app to edit it.

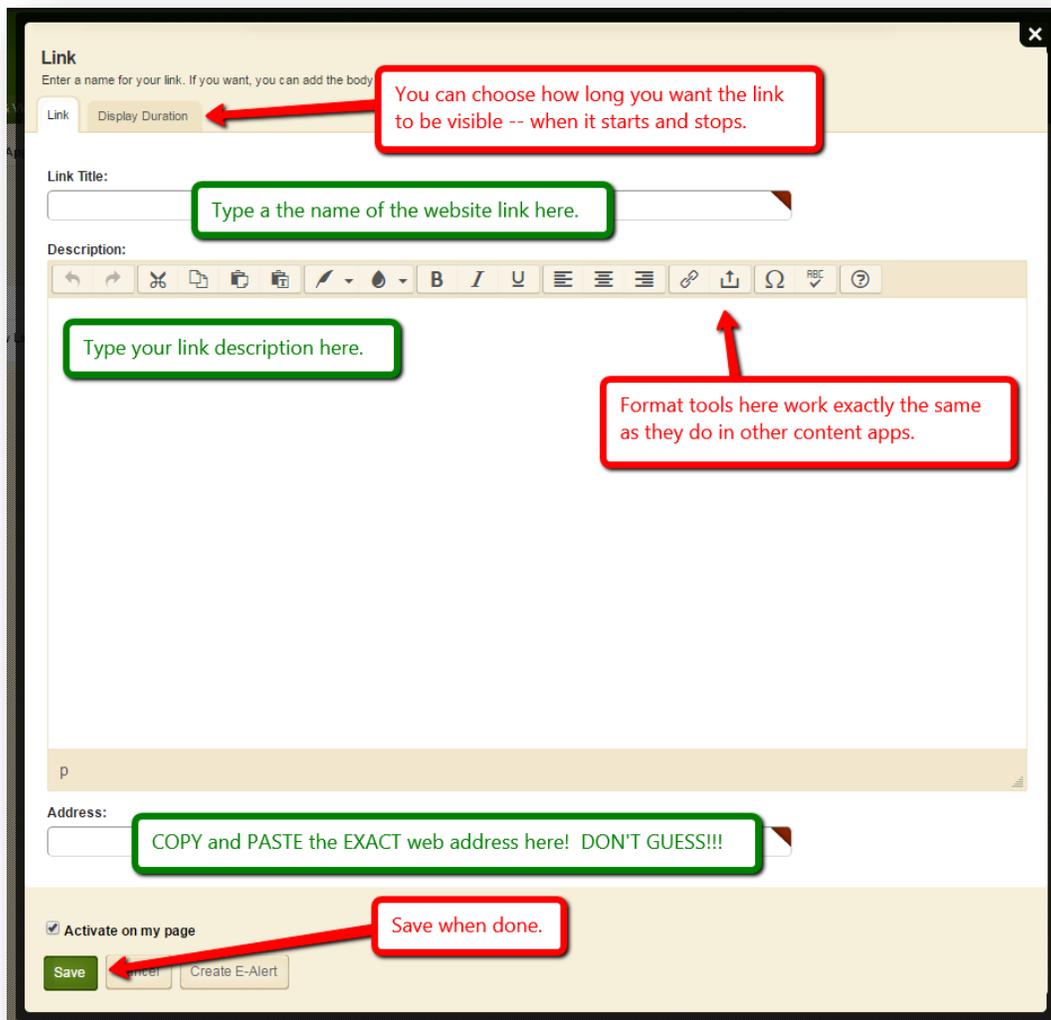


Link Library pages are edited **much like the other collection pages (like Assignments, File Libraries, or Calendar pages)**. When you click the green button to add a new link, it asks you the specific information that it needs (like a wizard).

IMPORTANT! Do *NOT* guess a web address or just type it in!!! Seriously. Actually **visit** the website you want to include, copy the **entire link**, and **paste** it into the *Address* field. When pasting, notice that links should include the “http://” in order for them to work correctly.

Why is this important? Well... there are many *malicious* or *pornographic* websites out there with web addresses that are similar to reputable sites. They do this on purpose in order to drive traffic to their sites. **DON'T BE FOOLED!** (AND... don't accidentally send your students there!)

Click on *How do I...?*, search for “[Link Library](#).” Note that though there isn't a 2-page Help Card about *Link Libraries*, there are short **Help Articles** and other longer resources that describes the functions of Link Libraries in depth. Below is a general overview:



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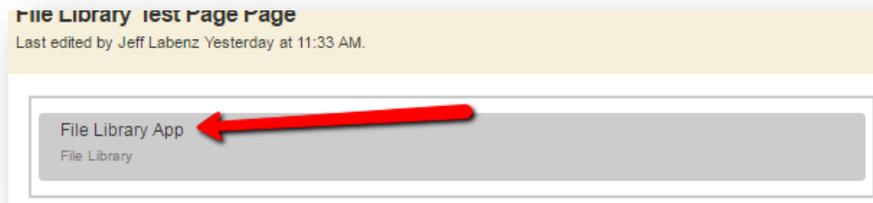
14. Adding File Library Pages

By the way of a quick definition... the word "File" basically refers to any document that a computer program can save. Examples include Word documents, PowerPoint presentations, Publisher documents, PDFs, and more. A File Library would be a collection of documents that you'd like to share with your website visitors.

To add a *File Library Page*, click the *Summary* tab to return to your list of existing pages in your section. Click the green **New Page** button and choose "File Library" from the list of page types. You could choose to create multiple File Library pages – with lists of documents grouped by the concepts that you teach, subjects, or

periods. At the top, give your new page an appropriately descriptive name and then click the green **Save & Continue** button.

You'll see that the File Library page contains one File Library App (the grey box). Click on the app to edit it.



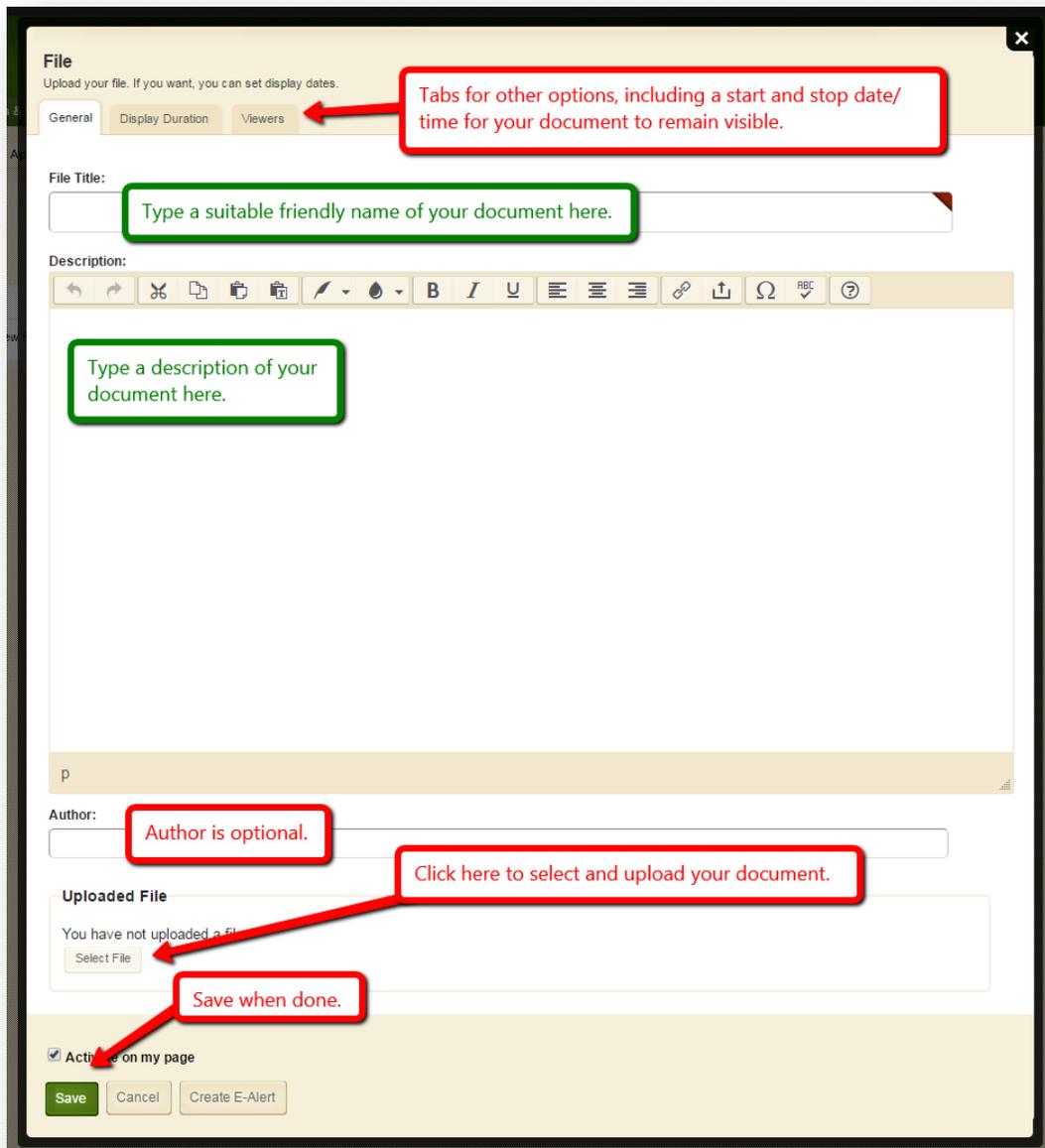
File Library pages are edited **much like the other collection pages (like Assignments, Link Libraries, or Calendar pages)**. When you click the green button to add a new document, it asks you the specific information that it needs (like a wizard).

IMPORTANT! Before you post documents online, note that you need to name your document correctly for the web. Your document MUST also be ADA-compliant. They really should be PDFs (not a Word or PowerPoint documents, etc.) if you want the general public to be able to open and view them. Lastly, you MUST not break copyright law by uploading documents that you didn't create and for which you don't have rights according to their terms of use or specific permission!

If you missed these parts of the training document, here are links to return to:

- [Posting Documents Online as PDFs](#)
- [Naming Documents Correctly that you Post Online](#)
- [Adding Links and Documents that are ADA-compliant](#)
- [Copyright Law](#)

Click on *How do I...?*, search for "[File Library](#)." Note that though there isn't a 2-page Help Card about *File Libraries*, there are short **Help Articles** and other longer resources that describes the functions of File Libraries in depth. Below is a general overview:



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15. Adding Blank Pages (AND Adding apps to ANY page)

FYI: You can add as many apps as you like to any existing page using these **same instructions...** so even if you think this section doesn't apply to you, it may. Read on!

A blank page is a page that doesn't start out with any apps on it. You may be asking, if all the content that is visible to your website visitors is contained inside of apps, why would you ever want to add a blank page that *doesn't have ANY apps* on it?

- One reason to do this is because there are (currently) 36 different kinds of *apps* but (currently) only 18 different *page types*. In other words, half of the apps Blackboard offers don't automatically have their own page type. If you want to add a Minibase app, for example, there is no Minibase page type to select. You'd have to add a blank page (or use another existing page) and add a Minibase app to it.
- Another reason to add a blank page is because you're undecided about which app(s) you're going to need on your page. Maybe you need a few different apps. Maybe you want to tinker with the columns and rows on your page (the page layout) first. In any event, sometimes you may find it easier to start out with a blank canvas.

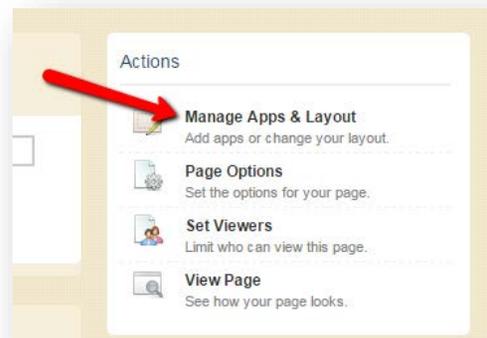
To add a *Blank Page*, click the *Summary* tab to return to your list of existing pages in your section. Click the green **New Page** button and choose "Blank Page" from the list of page types. At the top, give your new page an appropriately descriptive name and then click the green **Save & Continue** button.

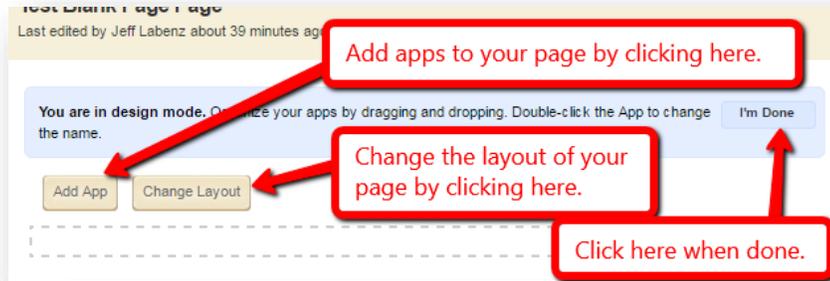
You'll see that the Blank page contains *no apps!* (There are no grey boxes yet!)



a) **Adding apps to a Blank Page**

To add an app (or change the layout) click on the **Manage Apps & Layout** link in the white *Actions* box on the right.





When you click **Add App**, a list of 36 different types of apps will appear. You have two choices with any of these app types:

1. Create a new app

You can create a new app of any type shown on the list by clicking on the name of the type of app to select it and then clicking the **Create New** button. It will prompt you for an **appropriate name** for your new app. Then click **Create**. In the example below, I made a new **Article Library** app and called it *Class News*.



2. Reuse an Existing App

You may be asking, “Why would I want to reuse an app that already appears on another page?” Well, one reason might be that you have created a nice

header or footer that you'd like to use on all your pages. Do you really want to recreate it every time you make a new page? Wouldn't it be easier to reuse an app that already exists? AND... if you need to make a change to this header or footer app in the future, wouldn't it be nice if you could change it on ONE page and it is changed automatically in ALL your pages? That's why reusing an existing app can save you a lot of work and make your site look professional.

The screenshot shows a website footer with a red callout box. The callout box contains the following text: "Here's an example of a **Flex Editor** app they created and called 'CEF Footer' to reuse on ALL the pages in the CEF website. Whenever they make a new page, they simply add the 'CEF Footer' app to the bottom as described in these instructions. When the app needs to be changed (like they did recently to add the security logo at the bottom), updating the app on ONE page updates it in ALL the pages where it appears, **automatically!** WOW!". Below the callout box, the footer content is visible, including links for "Report a Problem", "Email CEF", "DONATE NOW", a Facebook icon with "Like us on Facebook!", and a "CompliAssure Secured" logo with "powered by Aperia Solutions".

To reuse an existing app on another page:

- In the left column, first click on the type of app it is (like "Flex Editor").
- Then, in the search field, type the name of the existing app (or a portion of it) to search for it.
- In the results, it will show you where the app is already being used so you can verify the app is the one you intend to reuse. Click on the name of the app that you want to reuse.

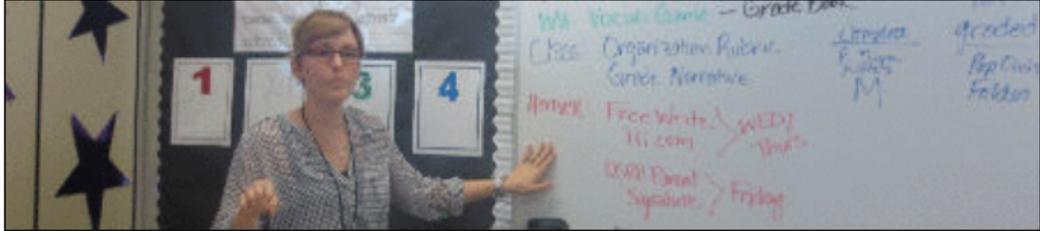
NOTE: If you didn't give the app an appropriate name previously, by default it will be named something generic (like "Flex Editor App") and may be hard to find. **Instructions for changing the name of an existing app** are found below in the section about Layout.

b) Changing the Page Layout

Why would anyone want to change the **layout** of a webpage? (And what does that even *mean*?) Well, by default, each page that you create shows everything in **one column**... but sometimes it is useful to display content in *more than one* column or row.

Below is a visual example of a different page layout that you could choose to use. A row is across the top of the page (with a **Flex Editor** app that acts as a heading), and there are two columns underneath the top row (the left column with a **Flex Editor** app for a menu or other content, and the right column with an **Upcoming Events** app to show events that display from a calendar). It's a good use of space since this layout allows you to keep the content that you most want visitors to see toward the **top** of the page, instead of making them **scroll down** a long page with a single column.

Human Resources, Benefits and Payroll



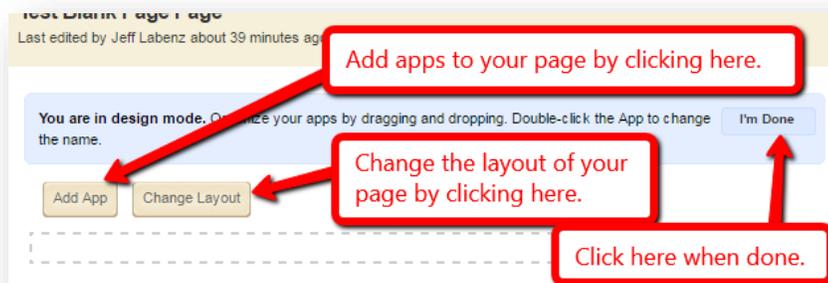
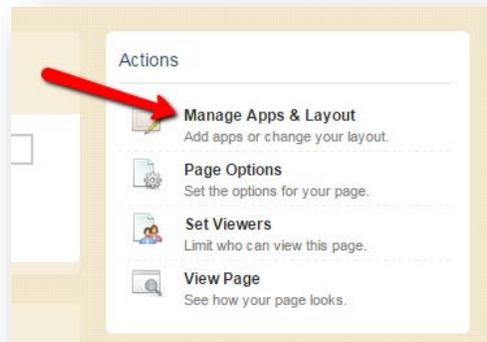
Certified and Administrative Staff	Substitute Teachers
Support Staff	Coaches
Volunteers	Newsletter

UPCOMING EVENTS

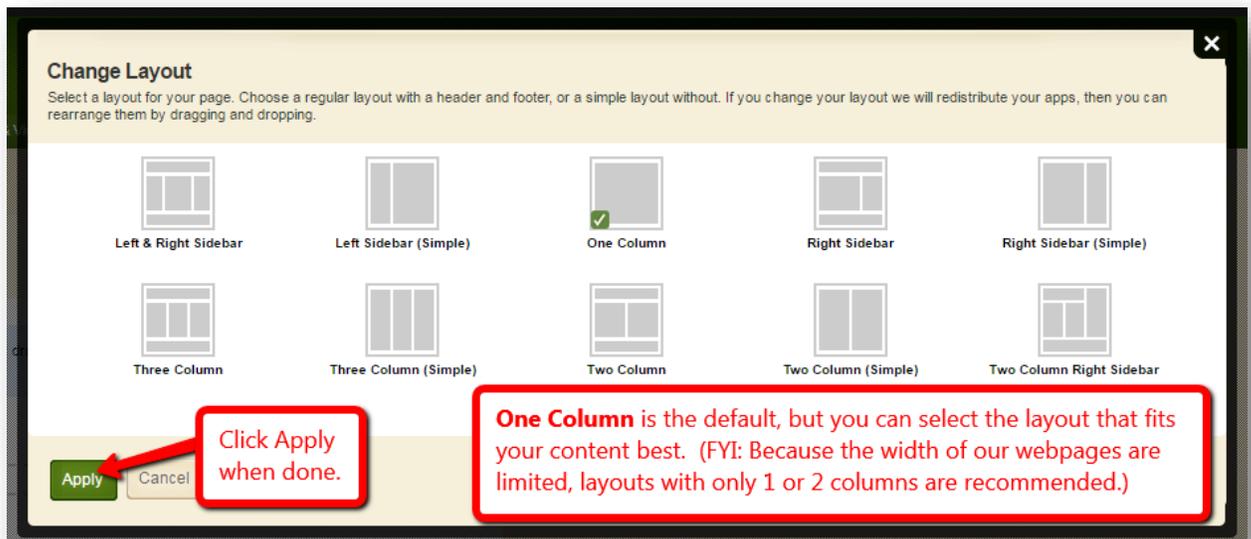
There are no upcoming events to display.

[View Calendar](#)

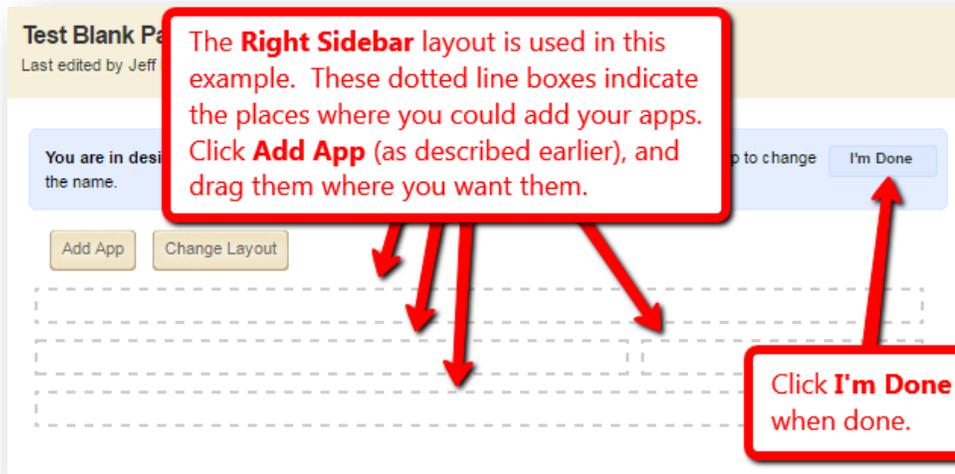
To change the layout of a page, click on the **Manage Apps & Layout** link in the white *Actions* box on the right. Click the **Change Layout** button.



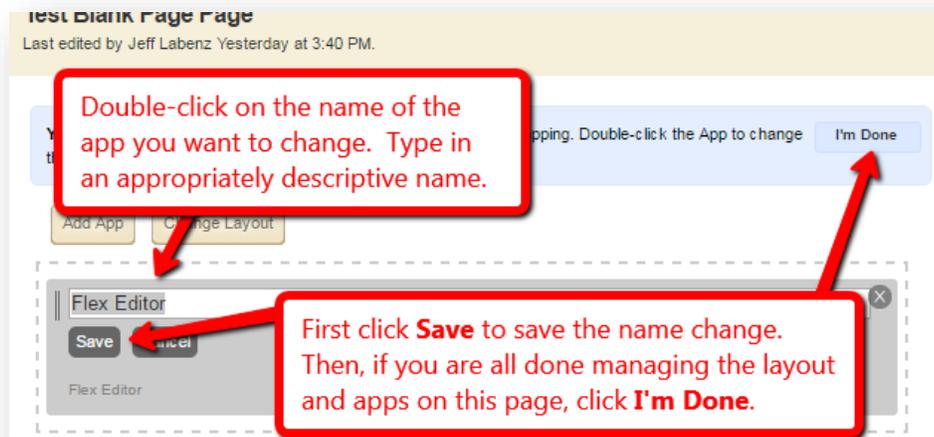
When you click **Change Layout**, 10 different types of layouts will appear for your selection. Choose one and click **Apply**:



The layout you chose will appear with dotted line boxes outlining where you could add apps to the page, as shown below. Click **I'm Done** when done adding apps.



Lastly, if you need to rename an app on the page (which is helpful if you plan to *reuse* this app on other pages and need to be able to FIND it later!), here's how. If you're not already on the *Manage Apps & Layout* view, click **Manage Apps & Layout**. When you see the apps on the page, double-click the name of the app you want to change. Type a **new appropriately descriptive name**, click **Save** and **I'm Done**.



For more information and help on page layouts and adding apps, click on *How do I...?*, search for "Page Layout." Note that though there isn't a 2-page Help Card about *Page Layouts*, there are short **Help Articles** and this [Best Practices for Apps on a Page](#) document.

16. Create, edit and send E-Alerts

The importance of effective communications is demonstrated by its inclusion as a pathway to a **Culture of Success**, one of the four pillars of [Journey 2025](#) – the district’s 10-year plan to become the premier school district in the country.

Effective communication with our students, parents, families and communities is key to spreading the message about all the good we do and encouraging families to choose Chandler. Because businesses want to relocate and expand in areas that have a good school system and are family-friendly, effective communication by all of us in CUSD also affects the economic outlook of our communities: our tax base, jobs and career opportunities, the value that people recognize in a well-educated workforce, and general support of education. You have the ability to make a difference toward that goal.

We realize that Blackboard is only one of many methods you can use to communicate with your constituencies. Other options that teachers and administrators use to communicate include Infinite Campus, Facebook, Remind, Twitter, Instagram, Outlook email and others. Each of these has pros and cons, but consider:

- if you are *already* doing the work of posting important content to your website
- if you’d like to *get more people to check out* the important content you post to your website
- if you want an *easy way to push your website content* to an audience that has already indicated that they ARE interested in receiving it, and
- If you want to *minimize the number of people who are upset* that they didn’t know something they needed to know (and it was right there already on your website!)

...then Blackboard E-Alerts could be the answer for you!

About E-Alerts

- a) All teacher homepages already have a link on their bio homepage to encourage parents to [register to receive E-Alerts](#) for areas of the website that interest them. (You DON’T even have to add this link yourself! It’s already there!) If you decide to use E-Alerts, we recommend that you promote this friendly link to your parents – www.cusd80.com/register – and encourage them to subscribe to your section.
- b) If you encourage your parents and students to register in Blackboard and subscribe to your website, they will receive only E-Alerts that you decide to send. (You decide what is “E-Alert Worthy.” It isn’t like *Facebook* where someone

might get a notice of every single post you make... you create E-Alerts only for website updates that you think are important enough to send out to your subscribers.)

- c) E-Alerts take the form of an email to the subscriber's inbox. YOU don't have to manage, collect and update their email addresses... users manage their own accounts.
- d) It's impossible with Blackboard E-Alerts to accidentally send an email message that shows everyone's email addresses to all recipients by mistake. (This can happen with Outlook email groups unless you are always careful.)

How and Why to send an E-Alert

- a) To send out an E-Alert for ANY page you're editing, first click the *Create E-Alert* button.



- b) **IMPORTANT!**

Personalize the subject line of the message before you send it. The subject line doesn't have to be long, but you don't want your subscribers to think that your message is spam or unimportant and just delete it. (Example: The default "Mr. Smith website content has been updated." is not as helpful to those receiving the message as "Class Play tomorrow night.")

A screenshot of the 'Send a Content E-Alert' dialog box. The dialog has a title bar with a close button (X). Below the title, it says 'Edit your E-Alert. It will be emailed to users who have subscribed to this area.' The form contains fields for 'Sender Name' (Jeff Labenz), 'Sender Email' (labenz.jeff@cusd80.com), 'Subject' (Jeff La Benz website content has been updatec), and 'Body' (The following site was rec... http://www.cusd80.com/site/ PageType=3&DomainID=166&Pag...). At the bottom, there are 'Send' and 'Cancel' buttons. Three annotations are present: a red box around the 'Subject' field with the text 'IMPORTANT! Personalize the Subject line.' and a red arrow pointing to the subject text; a green box around the 'Body' field with the text 'The Body doesn't need to be edited, though you could ADD information if you like.' and a green arrow pointing to the body text; and a red box around the 'Send' button with the text 'Click Send when ready to send.' and a red arrow pointing to the button.

- c) Don't change or delete the BODY of the message. (The body automatically includes a link back to your updated webpage!) If you want to, you could add information in the body, but that's not required.
- d) Click **Send**. Voila! All of your subscribers will get an E-Alert email.
- e) If someone didn't get your E-Alert but wants to, please encourage them to register in Blackboard and subscribe to your section as described at this friendly address: www.cusd80.com/register

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17. Organizing Pages

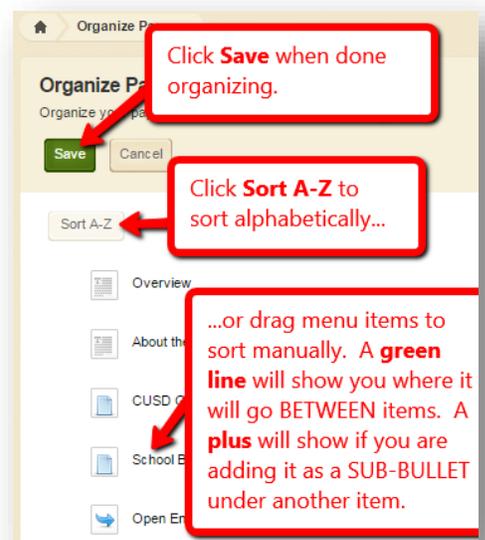
You can sort the pages so they appear in a different order on your menu. Here's how:

- a) Return to your *Section Workspace* by clicking on the **Summary** tab. Click the **Organize Pages** button.



- b) To Organize Pages in **alphabetical order**:
 - a. Click **Sort A-Z**. The pages display in alphabetical order of page name.
 - b. Click **Save**. The Summary tab in the Section Workspace displays revealing the alphabetical ordering of the pages.

- c) To **manually** Organize Pages (other than in alphabetical order):
 - a. **Click and drag** the page items to reorder them in the list.
 - b. Release the mouse button when the **Green Line** appears to position the page in that location.
 - c. Release the mouse button when a **Green Circle with a plus sign** appears to 'nest' the



- page under that page. (It becomes a “sub-bullet” in your menu.
- d. Click **Save**. The **Summary** tab in the Section Workspace now displays the pages in their revised order.

Tip: To organize a page to the **bottom** of the list, first position it immediately above the existing last page. Then, move the existing last page above this page.

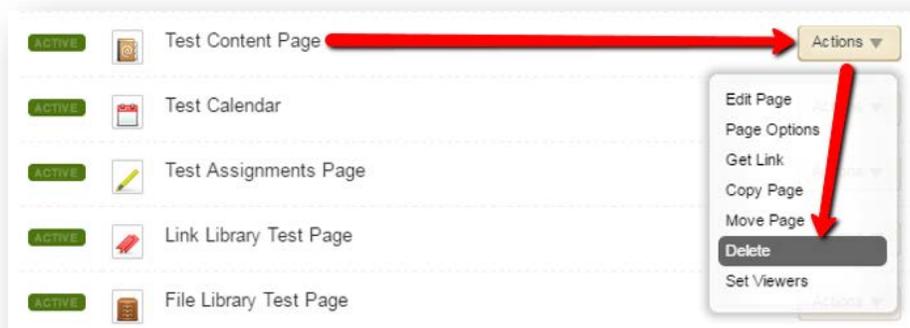
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18. Delete or deactivate a page, using recycle bin

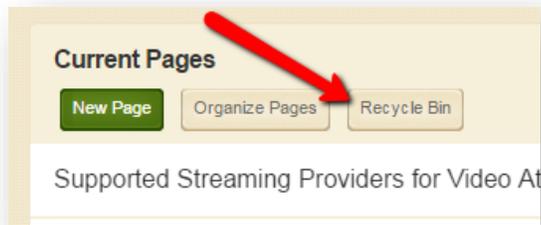
- a) To deactivate or delete a page, click the *Summary* tab to return to the list of your pages, if you’re not there already.
- b) If you’re working on a page but it isn’t complete yet, you may want to **deactivate** it (so it won’t show up on your menu until you’re done working on it). Simply click the green *ACTIVE* button to toggle it on or off.



- c) If you want to **delete** a page you don’t need anymore, click the *Actions* button to the right of the page, and select *Delete* from the drop-down menu. FYI: It will warn you first if that’s really what you want to do.

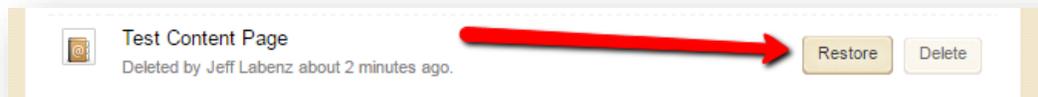


- d) When you delete a page, it goes the *Recycle Bin*. You can click the *Recycle Bin* button to look inside. Simply click the *Restore* button to get the page back, if needed.



In your **Recycle Bin**, you can choose to:

- **Do nothing.** (Maybe you'll need the page later?)
- Click the button to **Restore** the page, or
- Click the **Delete** button to delete the page permanently.



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Need More Help?

There are more features in Blackboard, but these are the basics that you'll probably need. If you need to do something else but can't find what you need in the *How do I...?* tab, your school webmaster is your **first point of contact** for additional help regarding Blackboard. If he or she is unable to help you, you can email webmaster@cusd80.com. For web-related emergencies (!) or urgent school-wide website problems, please call Jeff La Benz in Community Relations at 812-7109.