

INTRODUCTION TO TEACHER SITES

BLACKBOARD STRUCTURE

SITE

Your School Site



CHANNELS

Teacher Sites



SECTIONS

Your Site



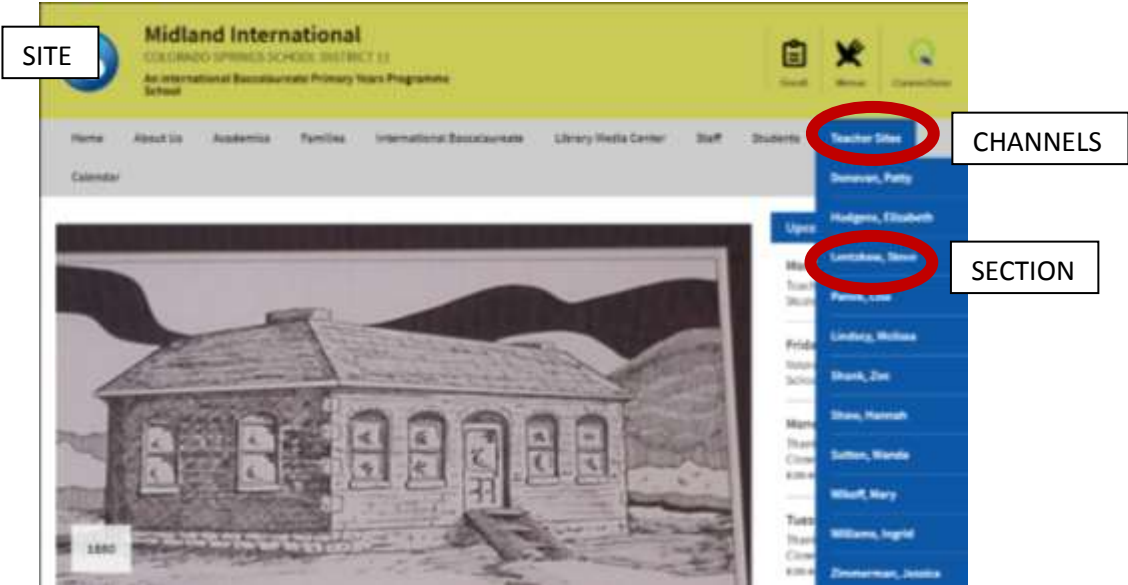
PAGES

You can add as many as you like

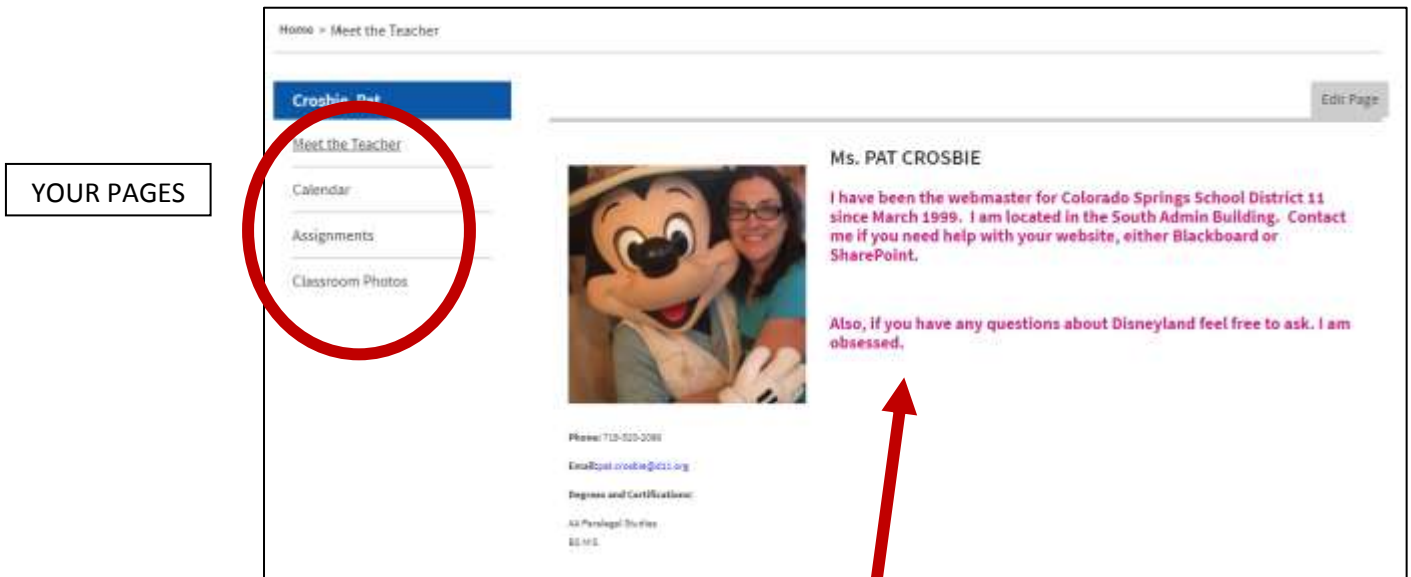
APPS



Pages are made up of apps placed on pages in a layout of your choosing.



YOUR SECTION



This is an "About the Teacher" App

You can edit your pages by clicking “Edit Page” on the top right side of any of your pages (you must be logged in).

Your Section comes with 4 pages.

1. Your homepage is called “Meet the Teacher”. It has one About the Teacher App on it.
2. Calendar – a page with one Calendar App on it.
3. Assignments – a page with one Assignments App on it.
4. Classroom Photos – a page with one Photo Gallery App on it.

Current Pages

New Page Organize Pages Recycle Bin Find Page

Introducing Editing Pro Tips

We'll show you what you need to know to create Adaptive, Accessible, Consistent and Integrated content.

Read [Pro Tip #1](#) to learn about creating adaptive content. Read [Pro Tip #2](#) to learn about creating accessible content.

STATUS	PAGE	
ACTIVE	Meet the Teacher	Actions ▼
ACTIVE	Calendar	Actions ▼
ACTIVE	Assignments	Actions ▼
ACTIVE	Classroom Photos	Actions ▼

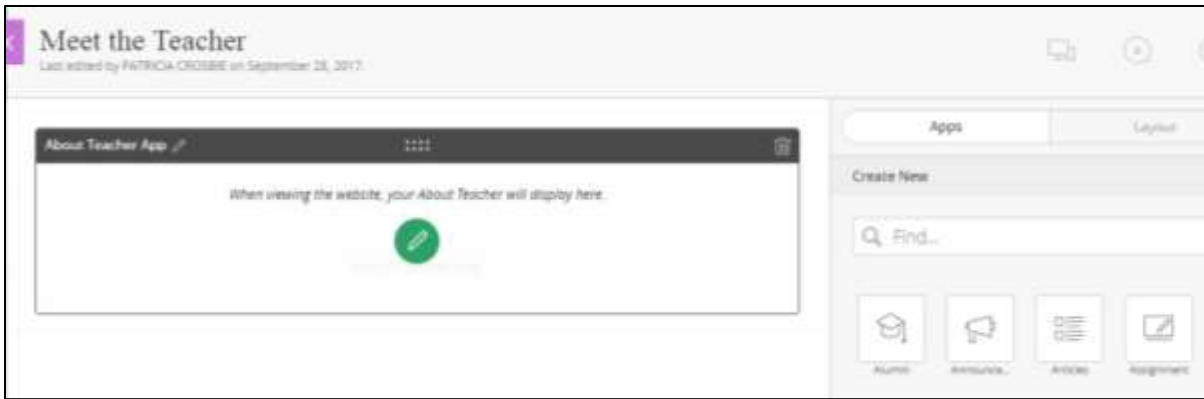
Current Pages

New Page Organize Pages Recycle Bin

You can add new pages and change the order which your pages show up on the left side navigation with these buttons.

This is also where you access your recycle bin. Everything you delete will stay here forever – until you go in and delete them from the Recycle Bin.

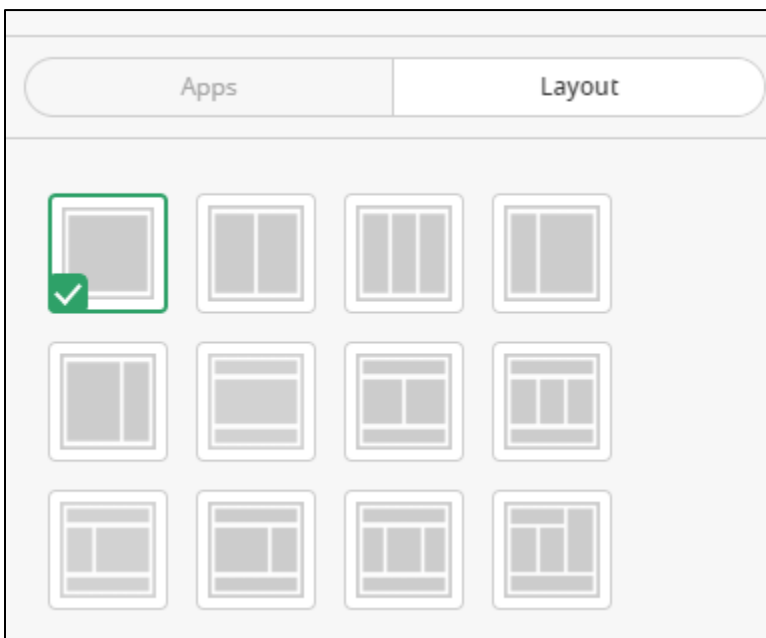
To **edit a page** click the page name. It will open in edit mode.



To **edit the apps** on the page click the green circle with a pencil.

You can add more apps by dragging them from the right to the left.

You can change the layout by clicking the layout tab and choose a new layout.



ABOUT THE TEACHER APP

Open the Page

Click the green circle to edit the App

Enter your name and biography information.

About Teacher App

App Options

About Me Details

Prefix: Ms. Name: PAT CROSSIE

Biography

I have been the webmaster for Colorado Springs School District 11 since March 1999. I am located in the South Admin Building. Contact me if you need help with your website, either Blackboard or SharePoint.

Also, if you have any questions about Disneyland feel free to ask. I am obsessed.

Photo: /cms/lfb/0002201641/Centricity/Domain/3614/Me and Mickey.jp SELECT FILE

Activate on my page

Save Cancel

Click Select File and upload a picture of yourself.

On the Details tab, enter your email, phone, and Degree Certifications (optional).

About Teacher App

About Me Details

Email: pat.crosbie@d11.org

Phone: 719-520-2086

Degrees and Certifications: AA Paralegal Studies
BS MIS

Activate on my page

Save Cancel

CALENDAR APP

Open the Page

Click the green circle to edit the App

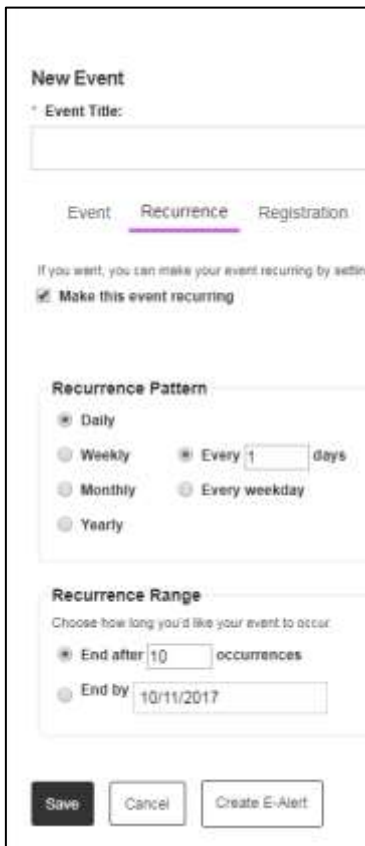
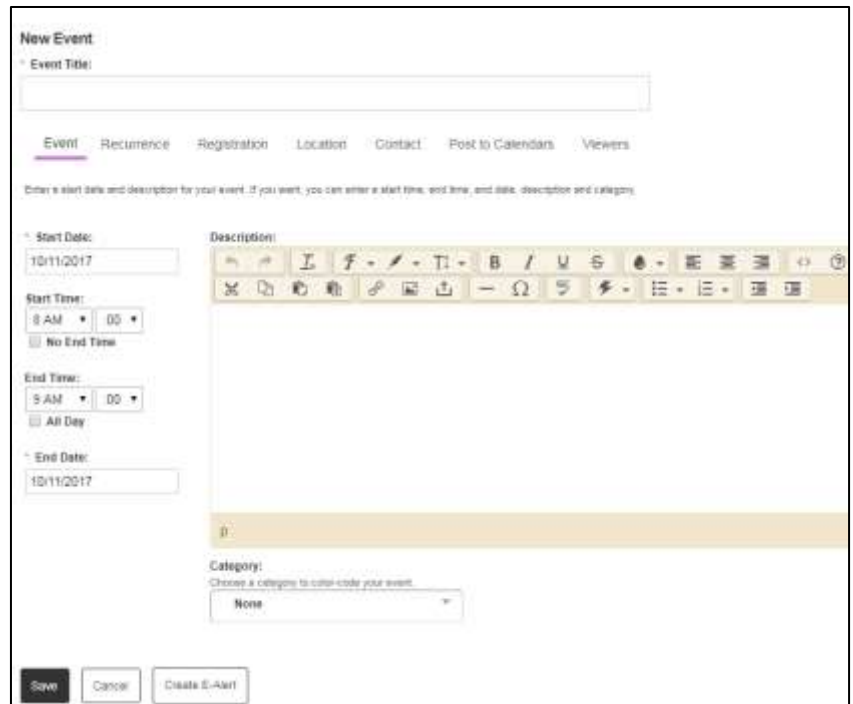
To add an event, click double click a date or click the NEW EVENT button

Give the event a name

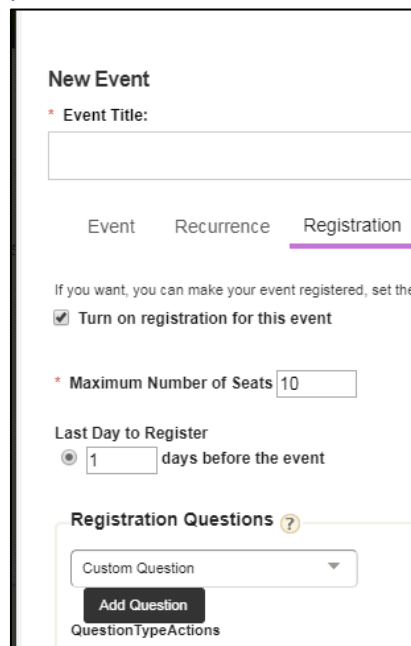
Start and End Date and Times

Type a description and give assign it a category

RECURRANCE TAB: you can make it a recurring event.



REGISTRATION TAB: You can set up registration for events. Set how many people are allowed to register. Set the last day to register. You can also ask questions if you'd like.



WHEN THE MAX NUMBER OF REGISTRANTS IS MET, SUBSEQUENT REGISTRANTS WILL BE AUTOMATICALLY BE PLACED ON A WAITING LIST. IF SOMEONE CANCELS THEY WILL GET AN EMAIL NOTIFYING THEM THAT THEY HAVE BEEN MOVED OFF THE WAITING LIST.

LOCATION TAB – Enter an address and a map will automatically be inserted.

CONTACT TAB – Enter a name and email and phone number for POC. If there is a website add that as well.

POST TO CALENDARS TAB – You can add your event to the School calendar. School webmaster will get an email to approve the posting.

VIEWERS TAB– You can create an event that only specific users can see.

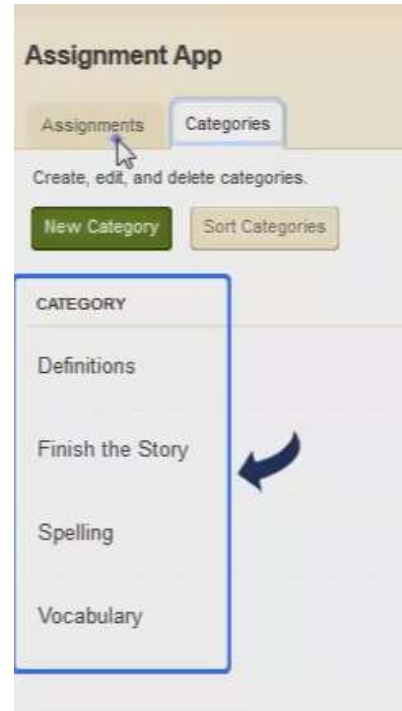
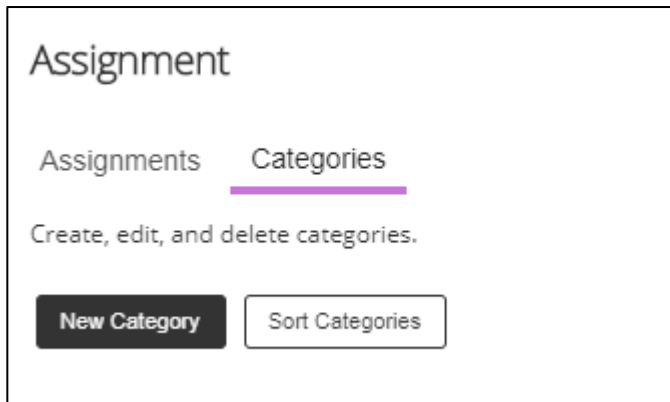
ASSIGNMENT APP

[For a video on how to use the assignment app click here.](#)

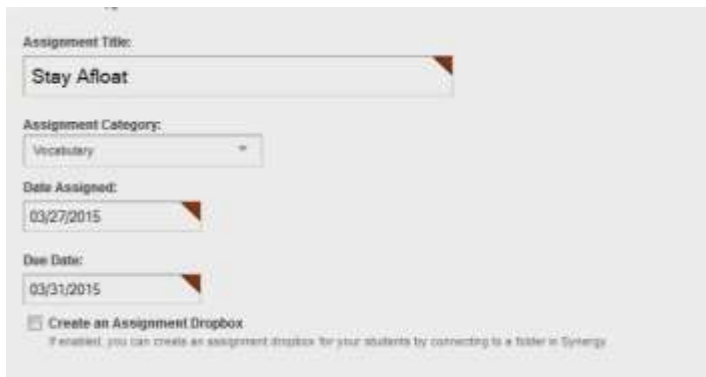
Open the Page

Click the green circle to edit the App

1. Click the Categories tab first and add categories. Categories are specific to each Assignment App. They allow users to filter the assignments.



2. On the Assignments tab, create your assignments.

A screenshot of the 'Assignment' creation form. It includes fields for 'Assignment Title' (with the text 'Stay Afloat'), 'Assignment Category' (with a dropdown menu showing 'Vocabulary'), 'Date Assigned' (with a date picker showing '03/27/2015'), and 'Due Date' (with a date picker showing '03/31/2015'). There is a checkbox labeled 'Create an Assignment Dropbox' with a note: 'If enabled, you can create an assignment dropbox for your students by connecting to a folder in Synology.'

3. On the Directions tab you can type some details about your assignment if you want.
4. On the Calendar tab you can add this assignment to your calendar.
5. On the Attachment tab and attach a video to your assignment as well

A screenshot of the 'Edit Assignment' form. It has tabs for 'General', 'Directions', 'Attachments', and 'Post To Calendar'. The 'Attachments' tab is selected. Below the tabs, there is a section for 'Attach videos by uploading or linking to external sources.' with an 'Add Video' button. A message says: 'We noticed that you don't have any attachments. Click Add Attachment to get started.' At the bottom, there is a checkbox for 'Activate on my page' and three buttons: 'Save', 'Cancel', and 'Create E-Mail'.

PHOTO GALLERY APP

[For a video on how to use the Photo Gallery App click here.](#)

Open the page

Click the green circle to edit the app.

1. Set the width of the gallery. Rule of thumb – 100 pixels is approx. 1 inch. So a 300 pixel photos is approximately 3” wide. You can go in and change the width of your slideshow by clicking the App Options button inside the App editing window. **NOTE:** you cannot change the width after you add pictures. You will have to remove pictures first.



2. Click Upload Photos
3. Select files or drag and drop pictures onto the page. Make sure there are no special characters in your file names. Spaces and underscores are OK.
4. When you are done uploading pictures click the **PUBLISH** button. Your changes will not appear on your page until they are published.
5. You can reorder your photos by clicking the Sort Photos button.
6. Your slideshow will look different than the one on the school and district homepage.

