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.
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.

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.

Click Select File and upload a picture of yourself.

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

**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.

*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.*
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.

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.
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.