



schoolwires[®]

Professional Development

Library Media Specialists

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March 9, 2017

Basic Steps:

1. Sign in
2. Add a new page
3. Add your app(s)
4. Add content to your app(s)
5. Set viewing rights (optional)
6. Organize your pages

STEP 1

Sign in

The screenshot shows the website www.yonkerspublicschools.org/lincoln. The page features a navigation menu with links for 'Students', 'Families', 'Staff', and 'Community'. A 'SIGN IN' button is located in the top right corner. The main content area displays a banner for 'Black History Month at Lincoln' with the text 'SPOKEN WORD HOUR OF POWER' and a photo of a group of students. Three red boxes with white text provide instructions:

1. Go to your school homepage.
2. Sign in using the same username and password used for your school computer.
3. After signing in, select "Site Manager" from the "User Options" menu.

Section Workspace

The screenshot shows the Blackboard Section Workspace interface. Red boxes and arrows highlight key features: 'View Website' (allows refreshing the site), 'SITE & CHANNELS' (selects the site/channel), 'Change Site' (toggles between school webpages), 'New Page' (creates a new page), and the 'INACTIVE' status in the page list (allows making pages inactive).

Annotations:

- View Website:** Allows you to view refreshed website after you make changes.
- SITE & CHANNELS:** Select the site and channel where your library page lives.
- Change Site:** Allows you to toggle back and forth between school webpages.
- New Page:** To create a new page, click on the New Page button and follow the prompts.
- INACTIVE:** To edit a page, simply click on the name of the page. You can also make your pages "inactive" until you are ready to make them public.

Page List:

STATUS	PAGE	Actions
INACTIVE	Test...Elementary Resources	Actions
ACTIVE	About the Library Media Center	Actions
ACTIVE	Ask Mrs. Loia	Actions
ACTIVE	Our Calendar	Actions
ACTIVE	Destiny eCatalog and Digital Resources	Actions
INACTIVE	How to Borrow a Book	Actions
ACTIVE	Login Directions	Actions

Common Tools: All Tools

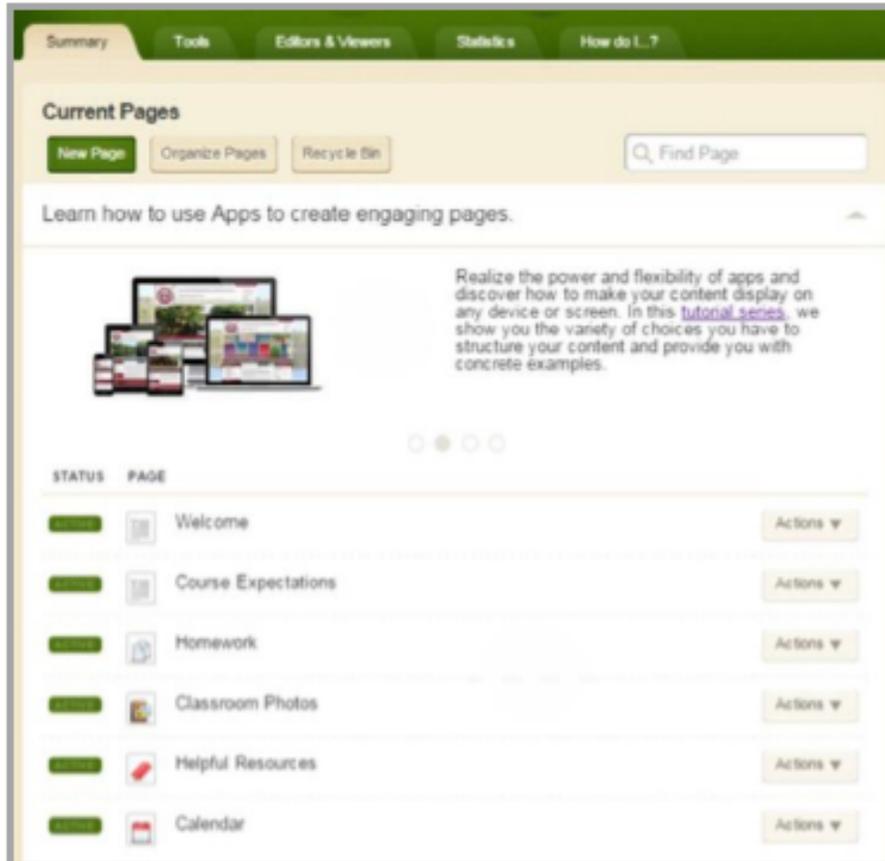
Line Graph:

Date	Value
10/20/16	0
11/20/16	15
12/20/16	10
1/20/17	50
2/20/17	100

Summary Tab

Summary tab

The Summary tab is where you will manage your current pages and create and design new pages. The Summary tab is made up of four different elements Current Pages, Common Tools, Pending Comments and Total Visits.



Here are some of the tasks you can perform on the Summary tab.

- Add, edit and remove pages
- Copy or move a page
- Change the status of a page
- Rename and organize pages
- Design a page
- Set page options
- Set viewers for a page
- Get the link for a page
- Work with the Recycle Bin

STEP 2

Add a New Page

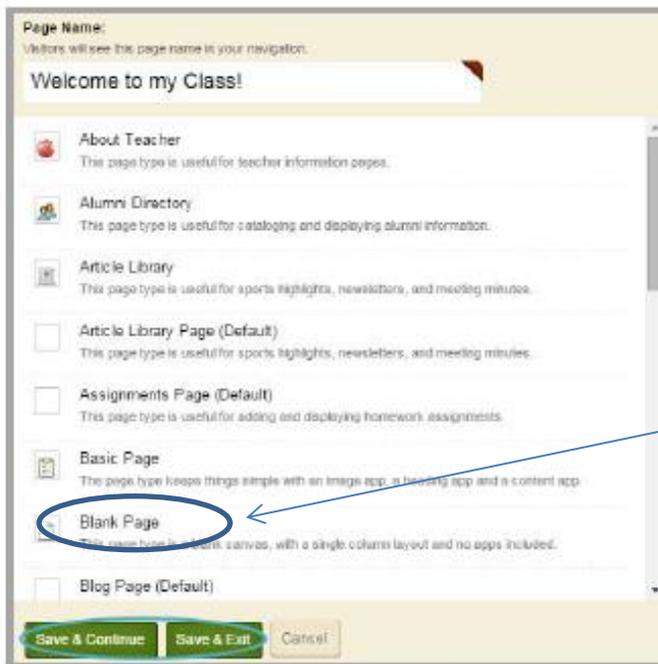
Add a New Page

Here's how you add a page to your section.

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.



Please note: I used the Blank Page type for most of my pages. It is an empty canvas with a single column layout and no apps. You can add your own apps and customize the page to your needs.

4. Click **Save & Continue** to edit the page or **Save & Exit** to return to the Section Workspace.

Types of Pages

Page Types Overview

A Page Type consists of a page layout that includes at least one app. You have a set of default page types from which you may choose when creating a page. Once created, you can modify your page and add additional apps or change the layout of the page.

Available Page Types

These are the page types from which you may choose when creating a new page.

About Teacher

This page type is useful for capturing and displaying key teacher information.

- List contact information, Degrees and Certifications
- Enter your teacher biography
- Upload a photo



Alumni Directory

This page type is useful for cataloging and displaying alumni information.

- Record and display General and Contact information for each alumnus
- Upload an alumnus image



Article Library

This page type is useful for sports highlights, newsletters and meeting minutes.

- List multiple articles
- Control when the articles display and are archived
- Add accent images to article listings



Assignments

This page type is useful for adding and displaying homework assignments.

- Post information specific to your lesson
- Add graphics and links and attach documents
- Add assignments to your section calendar
- Keep students and parents informed on past, current and upcoming assignments



Basic Page

This page type is useful for creating a simple page.

- Creates a page with a two column (simple) layout
- Includes three apps on the page
 - Image App
 - Heading App
 - Content App



Blank Page



This page type is a blank canvas. It has a single column layout and contains no apps.

Blog

This page type is useful for such things as facilitating cooperative learning experiences and promoting communication with parents.

- Publish information in a format that auto archives by date
- Blog posts are interactive and allow comments
- Moderate and approve comments before they are published on the end-user website



Book List

This page type is useful for creating reading lists and book recommendations.

- List such information as Book Title, Author, Year Published, Classification and Description
- Upload a Cover image for each Book List record
- Specify a display date range for each Book List record



Calendar

This page type can be used to schedule such things as homework assignments, athletic activities, field trips and conferences.

- Post information specific to your classroom or activity
- Create All Day events or events without an ending time
- Request that your event be posted on other calendars
- Color code events by category
- Create recurring events
- Add attachments to events
- Create event registration



Department Homepage

This page type lets you create a homepage for a department.

- Creates a two column page—Right Sidebar (Simple) page layout
- Includes four apps on the page
 - Heading App
 - Content App for Welcome Message
 - Content App for Contact Information
 - Link Library App for Links



Discussion

This page type is useful for facilitating the exchange of ideas.

- Introduce topics of conversation
- Add multiple topics within one app
- Control when topics display and are archived

PDFs

File Library

This page type is useful for policies, forms and art projects.

- Post documents for viewers to download and print
- Add descriptions for files posted
- Control when files display and are archived

Websites

Link Library

This page type is useful for helpful links, fun links and homework links.

- Organize useful websites
- Distinguish web addresses with titles and descriptions
- Control when links display and are archived



Maps & Directions

This page type is useful for athletic events, field trips and other occasions when you wish to provide detailed directions.

- Organize directions for several locations within a single app
- Use the Directions field to add detailed directions
- Control when your map displays or is archived
- Add attachments to your map
- Retrieve maps from Yahoo[®] Maps.
- Use map zoom feature
- Quickly retrieve map for a different location from the end-user website by entering new address information and clicking Submit

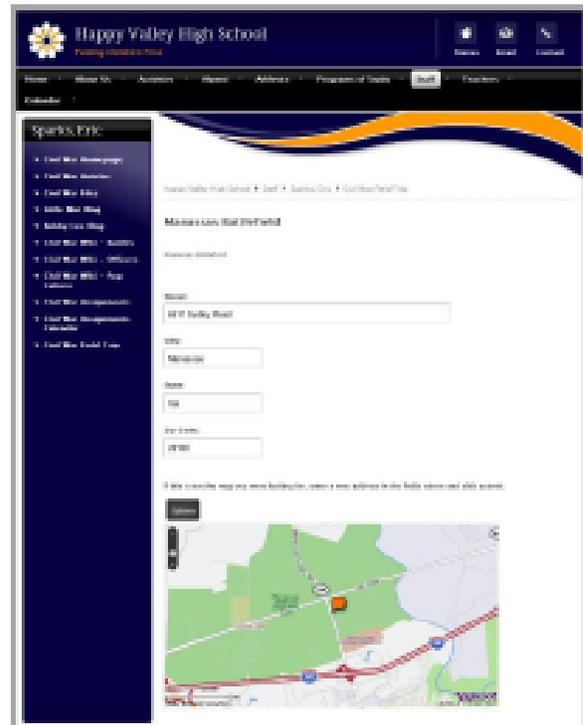


Photo Gallery

This page type is useful for sharing photos of school activities such as classroom projects and field trips.

- Showcase classroom activities, field trips and athletic events in a slide show format
- Adjust your photos using options such as Red Eye and Airbrush
- Add effects, overlays, borders, stickers and text to your photos
- Compliment your gallery with an audio file



Podcast

This page type is useful for such things as showcasing school concerts and sharing foreign language assignments.

- Post your audio and video files and allow viewers to subscribe to your Apple[®] iTunes[®] feed
- Upload files in FLV, MP3, MP4, M4A, M4V, WM and MOV format
- Add descriptions for files posted
- Embed video and sound files
- Embed videos from third party providers
- Enable RSS Feeds



Q & A

This page type is useful for enabling users to submit and discuss questions and answers.

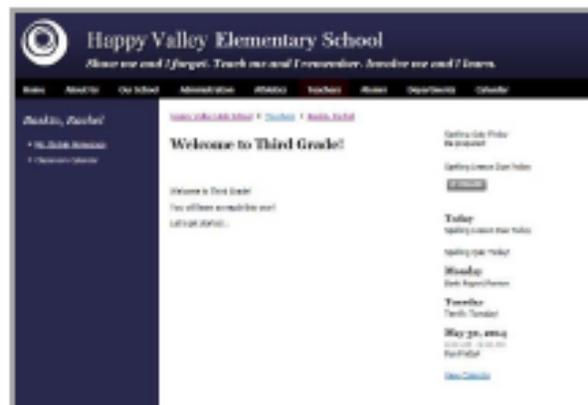
- Add questions for thought and discussion
- Add multiple questions within one app
- Editor available to add additional question information
- Add author information for each question
- Control when topics display and are archived
- Enable RSS Feeds



Teacher Homepage

This page type lets you create a homepage for a teacher.

- Creates a two column—Right Sidebar (Simple) page layout
- Includes four apps on the page
 - Heading App
 - Content App
 - Announcement App
 - Upcoming Events App



Wiki

This page type is useful for creating a simple wiki, where users contribute content.

- Registered users can collaborate on a wiki
- Unregistered users can view the wiki
- Registered users add, edit and delete content on the end-user website



STEP 3

Add your App(s)

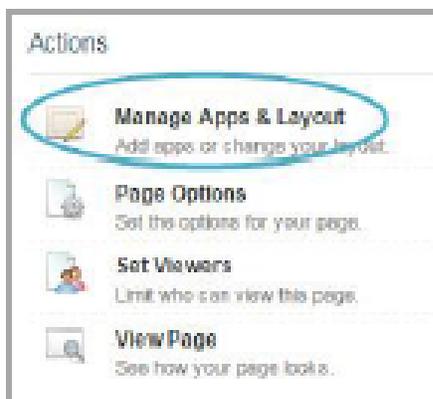
Manage Apps

Apps are the content building blocks of pages. You can have one or more apps on a page. You can edit your apps as well as share them with other editors. Each app offers different functionality.

Add a New App to a Page

Here's how you add a new app to a page.

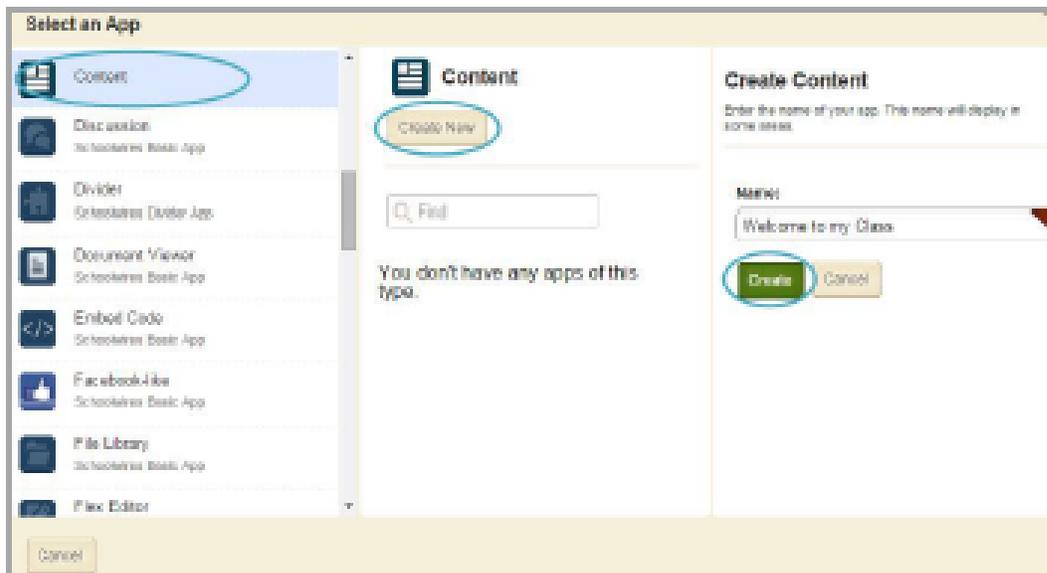
1. In *Site Manager*, navigate to the workspace in which you would like to add an existing app.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page displays in Edit Mode.



3. Click *Manage Apps & Layout* in Actions. The page displays in Design Mode.
4. Click **Add App**. The Available Apps window displays. You can add a new App (one without any content) or add an existing App.



5. Click on the name of the app and click **Create New**. Enter a meaningful name for your app. This name will not display on the end-user website unless you activate it in **Options** for the app.



6. Click **Create**. Your app is added. Click "I'm Done".
7. If desired, drag and drop the app to a new location.
8. Click the Home Icon in the breadcrumb to return to **Current Pages**.

TYPES OF APPS

For my pages, I used mostly the following apps:

About Teacher- Share information and include a photograph
(See: About the Library Media Center)

Document Viewer- Display a document in full on a page of your end-user website
(See: EasyBib)

Link Library- Share links to websites
(See: Suggested Search Engines)

Announcement- Post brief messages
(See: Schedule an Appointment with Mrs. Loia found under DMV Permit Test)

File Library- Post pdfs and other types of files
(I chose to use the Document Viewer App instead but this is a good option especially when you have multiple documents to display in a list.)

Step 4

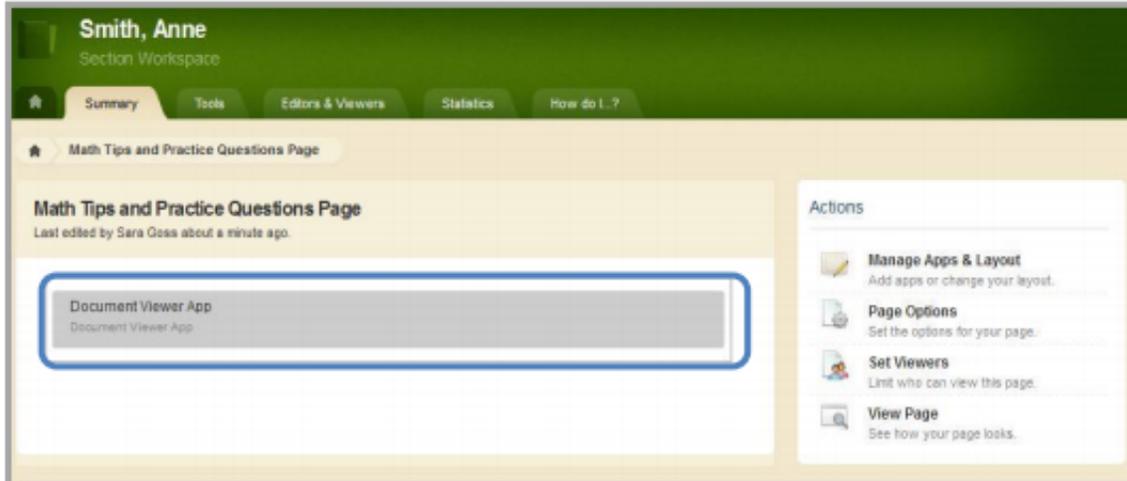
Add Content to your App(s)

DOCUMENT VIEWER APP

Edit a Document Viewer App

Here's how you edit and insert a document into a Document Viewer app.

1. In *Site Manager*, navigate to the page containing the app you wish to edit.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit mode.
3. Click on the app that you wish to edit. The edit dialog displays. Note that when you position the cursor on the app, the background color changes and a pencil displays.



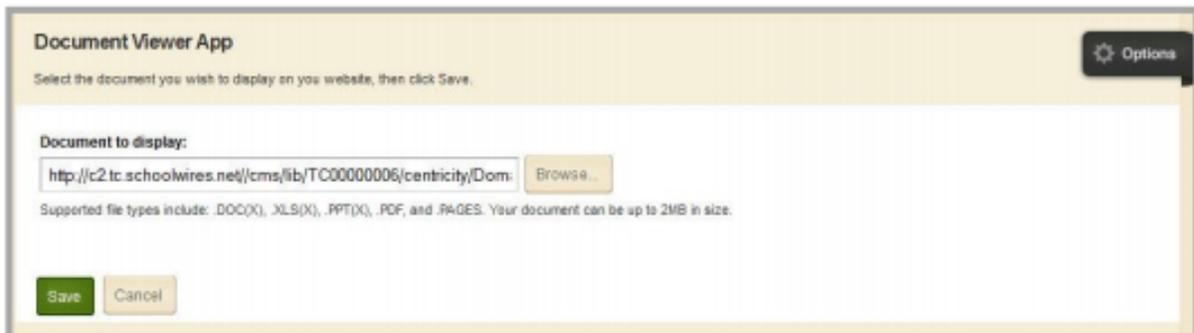
4. Click **Browse** to select the document you wish to insert. You have the option to upload a file from your computer, select an existing file from your website, or select a shared file.



Note that if you use the *Upload File* option, a copy of the file is placed into the local Files & Folders. The local Files & Folder URL for the file is inserted into the *Document to display* field.



5. Once you have selected the document you wish to insert, click **Insert File**.



6. Click **Save**.

LINK LIBRARY APP

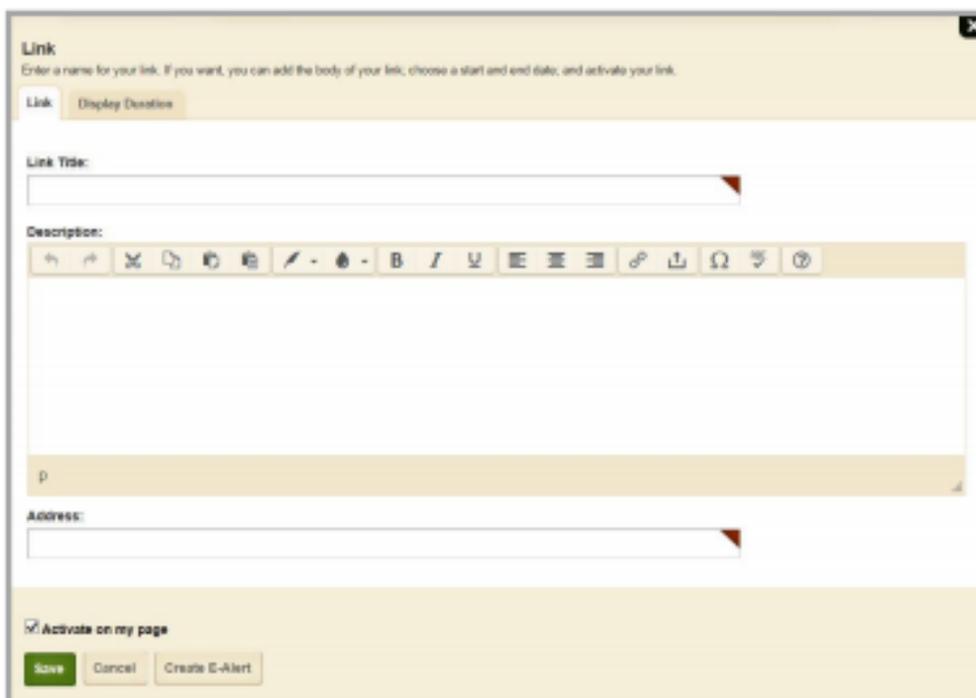
Add a Link

Here's how you add a link to a Link Library App.

1. Access the workspace containing the page you wish to edit.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit Mode.
3. Click on the Link Library App. The app opens.



4. Click **New Link**. A New Link window displays.
5. On the **Link** tab, enter a title for the link. Note that the title and the web address, or URL, are mandatory fields, as indicated by the red triangle in the upper right hand corner.



6. Enter a description that will appear below the link title on your page (optional). You should enter a minimal amount of text within the limited **Schoolwires** editor to define the webpage contents of the link location.
7. By default the *Activate on my page* check box is selected, flagging your link for immediate display on your website once you save it. We recommend that you uncheck *Activate on my page* while working on the link. Remember to activate it when you have completed work on your link.

8. Enter the URL in the **Address** field. You can either copy the URL from the address bar at the top of the webpage and paste it into the Address field, or enter it manually. If you do not enter a Link Title or an Address, a message displays reminding you that these fields must contain valid values.

Link
Enter a name for your link. If you want, you can add the body of your link, choose a start and end date, and activate your link.

Link

Link Title:

Oops! You didn't enter a link title.

Description:


Address:

Whoops! You didn't enter a valid web address.

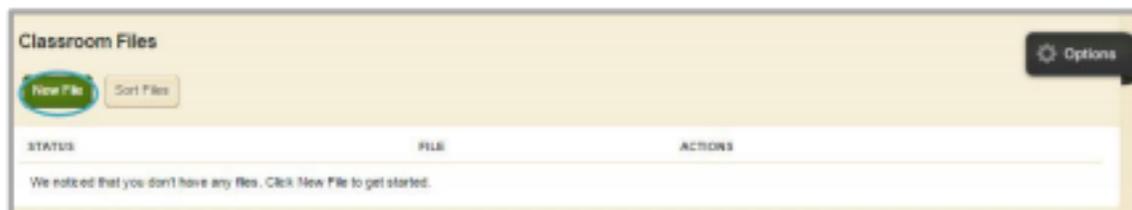
Activate on my page

FILE LIBRARY APP

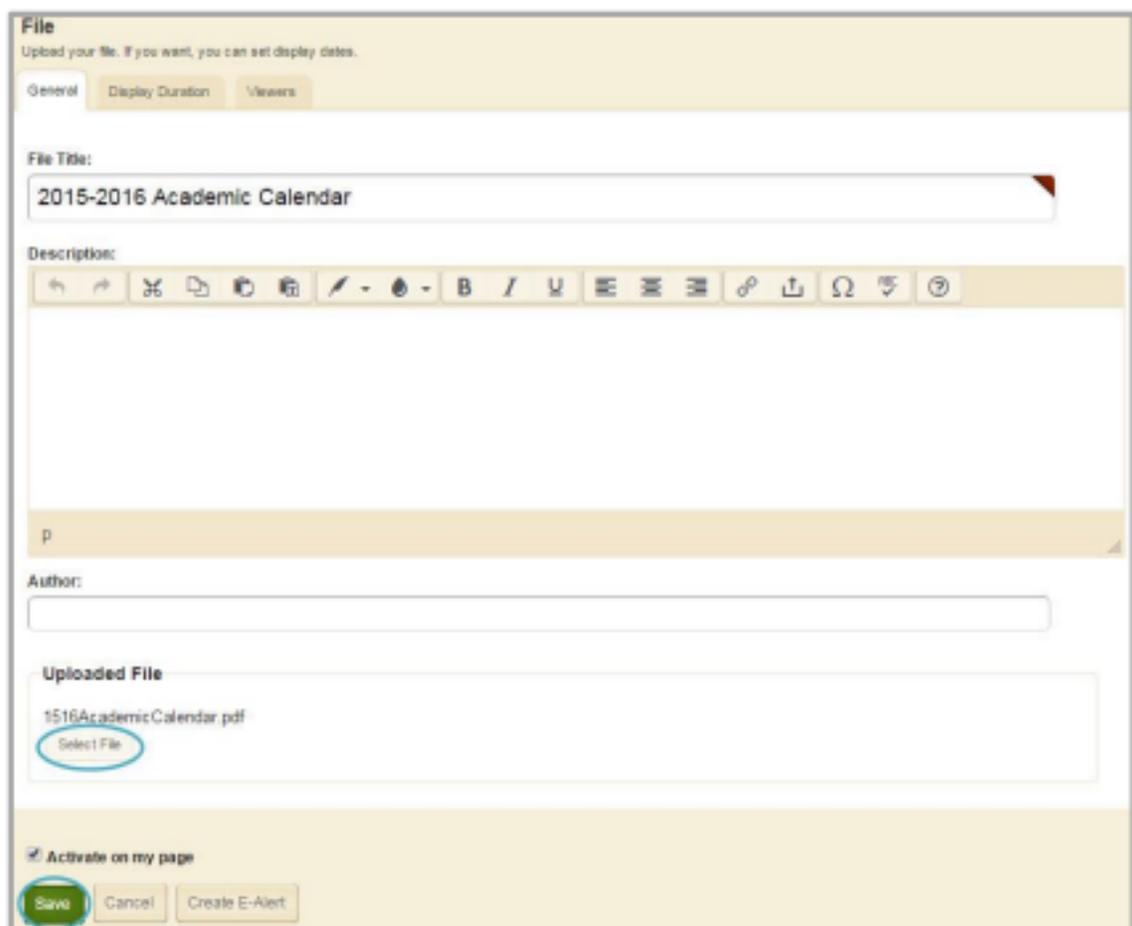
Add a File to a File Library App

Here's how you add a file to a File Library App.

1. Access the workspace containing the app to which you wish to add a file.
2. Click **Actions** to the right of the page containing the app and select *Edit Page* from the drop-down list. The page opens in Edit Mode.
3. Click **New File**. A New File window displays.



4. Enter a title for your file.
5. Click **Select File** and choose a file to upload.



6. Click **Save**. The file is added to the File Library App and you are returned to the workspace.

Step 5

Set Viewing Rights (Optional)

Set Viewing Rights for a Page

By default, all visitors can view the pages of your section. As a Section Editor, 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 to 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.
5. 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.



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

Step 6

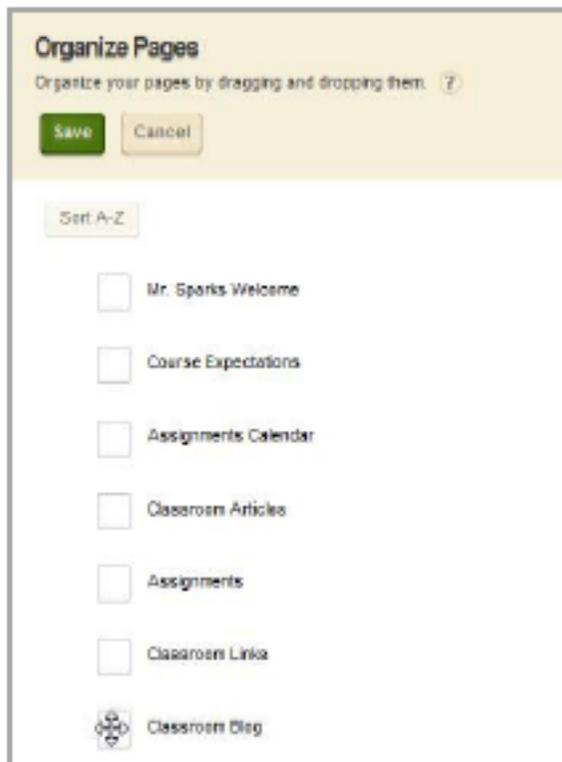
Organize your Pages

Organize Pages

As a Section Editor, 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.

1. Click **Organize Pages** at the top of **Current Pages** within your **Section 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.

Document Viewer App Guide. N.p.: Blackboard, 2016. Print.
File Library App Guide. N.p.: Blackboard, 2016. Print.
Section Editor Handbook. N.p.: Blackboard Schoolwires, 2002-2016. Print.
Site Administrator Guide. N.p.: Blackboard, 2016. Print.
Work with the Link Library App. N.p.: Schoolwires Blackboard, 2015. Print.