Blackboard

Career Readiness
https://www.houstonisd.org/careerreadiness

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Training Website:
www.houstonisd.org/subsitetraining
What is Blackboard

- Blackboard is a content management system with built-in tools (apps)
- Apps are the building blocks of a page and help with formatting content, images & links
What Browser To Use For Blackboard?

Google Chrome
✗ Internet Explorer
✗ Apple Sarai
✗ Firefox
✗ Microsoft Edge
- **Headline Accent Images**: 345px width x 250px height (displays horizontally)
- **Contact Information**: controlled by the district and your department
- **Footer**: controlled by the district

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- **Global Graduate**: HISD Truly is a Global District in a Global City
- **Community and School**: Connecting schools to community resources and wraparound services
- **Parent University**: New program supports parents and families in the education of their children.
- **Achieve 180**: Initiative to support underperforming and underserved schools
Channels-Sections

- **Channels**
  Additional channels can be added and rearranged in any order

- **Sections**
  Additional sections can be added and rearranged in any order
Enter your user name and password to sign in.

*User Name and *Password is NOT required here.

DO NOT hit the Return key

Click the bottom button ONLY

Click Here to Login
Sign In Window

*User Name and *Password is REQUIRED here.

Click Sign in

You will be redirected to your website
Click Site Manager to edit the website
The Backend of Blackboard

Content Browser

Workspace Tabs

Workspace Header
The Backend of Blackboard

Click Settings

Current Pages

- Homepage
- Career Readiness Calendar

Common Tools

- Files & Folders
- Forms & Surveys
- Friendly Web Address Mappings
- Minibase
- Photo Gallery
Settings

• Don’t alter the information under the **General** and **Advanced** tab

• Click on the **Contact** tab

• Keep this information updated

• Save
Workspace Tabs - Summary

The Cloud

Summary Tabs
Workspace Tabs - Tools

Click on Files & Folders
Workspace Tabs - Tools

- Upload files
- Create Subfolder (Under Folder Actions)
- Preview images
- Rename files
- Get Link
- Delete
Users are **required** to attend a Blackboard Basic training
Workspace Tabs - Channels

The Home and Calendar Channels are activated from the backend of the template.
Workspace Tabs - Channels

Hiding A Channel

The Home and Calendar Channels are activated from the backend of the template.

Live Website

The Home and Calendar Channels are activated from the backend of the template.
Workspace Tab - Channels

- Assign Channel (add new channel)
- Select a new channel from the dropdown menu
Workspace Tab - Channels

- Assign Channel (add new channel)
- Select a new channel from the dropdown menu
- Save
Workspace Tab - Channels

- Click the Sort button to rearrange in any order
- Save
Workspace Tab – How Do I…?

Click on…
- Web Community Manager
- Administrator
- Create Content
- Sections
- Available Apps

• Start here…Web Community Manager / Administrator / Create Content / Apps
• https://help.blackboard.com/Web_Community_Manager/Administrator/Content/Apps
Click on Homepage to edit your homepage.
Homepage Layout

This is the recommended app placement based on the homepage region map.

**Region A | Multimedia Gallery App (only)**
*Photo Dimensions: 1500PX width x 825PX height*
- Need assistance? Our Creative Services Image Editor makes cropping and sizing photos easy!

**Region B | Any App**
*Headline Accent Image Dimensions: 345PX width x 250PX height*
- Background image is optional and may be hidden by making the background opacity 100% in the TCW
- Content in this region displays horizontally

**Region C | Any App**
- Background image is optional and may be hidden by making the background opacity 100% in the TCW
- Content in this region displays vertically

**Region D | Any App**
- Background image is optional and may be hidden by making the background opacity 100% in the TCW
- Content in this region displays vertically

**Region E | Any App**
- Background image is optional and may be hidden by making the background opacity 100% in the TCW
- Content in this region displays vertically

**Region F | Any App**
*Headline Accent Image Dimensions: Minimum 345PX width X 250PX height*
- Background image is optional and may be hidden by making the background opacity 100% in the TCW
- Content in this region displays horizontally
Homepage Layout

Embed Code App for video or Multimedia Gallery App for photos

Headline & Feature App
• Once you are signed in you can go back to the live website and edit any page that you are currently on by clicking the edit page button
Channel Workspace

- Click on a **Channel**
- Click on the **Options** button
- General tab - to rename a section
Options button
- General tab - to rename a section
- Save
Channel Workspace

Options button

- Advanced tab –
  - to redirect to another web address
  - to hide section in channel navigation or
  - to turn left navigation off
Channel Workspace

WE ARE AVID

Contact Information:
Lisa Waddell
District Director
1002 Telephone Rd.
Houston, TX  77003-5128

WE ARE AVID

Contact Information:
Lisa Waddell
District Director
1002 Telephone Rd.
Houston, TX  77003-5128

NO NAVIGATION
(only the first page is visible)
Channel Workspace

**Move button**
- To **move** a Section to another Channel

**Delete button**
- To **delete** the Section and all of the pages within it
- To **restore** the Section go back to the Cloud; Tools tab; Recycle Bin
To Restore a Deleted Section

- Go back to the cloud
- Click on the Tools tab
- Click on Recycle Bin
- The section will be restored into its original channel
Section Workspace

- Organize Pages by click, hold, drag and drop
- Pages can also be nested
Section Workspace

Use the action button to:

- Edit Page, Page Options *(change page name)*, Get Link, Copy Page, Move Page, Delete Page and Set Viewers
Section Workspace

The Blue Arrows
• Indicates the page has been redirected to another location
• Click on the Actions button and select Page Options
Section Workspace

- Paste the url here under Map Page to Web Address
- Always open in New Window if the url is outside of your website or if you are linking to a file
Deleted pages goes into the recycle bin and can be restored.
Click on the Calendar link to add events to your school’s calendar.
Click on the Calendar app to open your calendar.
To Add A New Event

- Double click in any box to add a new calendar event **or**
- Click on the New Event button **or**
- Click on the Import Events to import several events via .csv file
Calendar

To Add A New Event

- Click on the Import Events to import several events via .csv file.
To Add A New Event

- Click on the Click here link to download a sample CSV File
Calendar

To Add A New Event

• Click browse to upload your updated CSV File
# Calendar

**To Add A New Event**

- Import Mapping by locating **QDJ Mapping** in the dropdown menu
- Click Next

### Step 2: Match field mappings

Choose an import mapping and match the Calendar fields to the fields from your CSV file using the dropdown boxes.

<table>
<thead>
<tr>
<th>Calendar Field</th>
<th>Map to CSV File Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>Start Date</td>
</tr>
<tr>
<td>Start Time</td>
<td>Start Time</td>
</tr>
<tr>
<td>End Date</td>
<td>End Date</td>
</tr>
<tr>
<td>End Time</td>
<td>End Time</td>
</tr>
<tr>
<td>Event Title</td>
<td>Event Title</td>
</tr>
<tr>
<td>Event Description</td>
<td>Event Description</td>
</tr>
<tr>
<td>All Day Event</td>
<td>All Day Event</td>
</tr>
<tr>
<td>No End Time</td>
<td>No End Time</td>
</tr>
<tr>
<td>Contact</td>
<td>Contact</td>
</tr>
<tr>
<td>Contact Email</td>
<td>Contact Email</td>
</tr>
<tr>
<td>Contact Phone</td>
<td>Contact Phone</td>
</tr>
<tr>
<td>Location</td>
<td>Location</td>
</tr>
<tr>
<td>Category</td>
<td>Category</td>
</tr>
<tr>
<td>Registration</td>
<td>Registration</td>
</tr>
</tbody>
</table>

**HOUSTON INDEPENDENT SCHOOL DISTRICT**
**Calendar**

### Step 3: Preview your events

The events from your CSV file appear below. If you want, you can save your mapping for future use and flag it as the default mapping.

- **Save this mapping as:**
- **Make this the default mapping.**

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Start Time</th>
<th>End Date</th>
<th>End Time</th>
<th>Event Title</th>
<th>Event Description</th>
<th>All Day Event</th>
<th>No End Time</th>
<th>Contact</th>
<th>Contact Email</th>
<th>Contact Phone</th>
<th>Location</th>
<th>Category</th>
<th>Registration</th>
<th>Maximum Number of Seats</th>
<th>Last Date to Register</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/24/2018</td>
<td>2:00 PM</td>
<td>9/24/2018</td>
<td></td>
<td>Social Studies Dept. Meeting</td>
<td></td>
<td>Y</td>
<td>N</td>
<td>D. Joyce</td>
<td><a href="mailto:djoyce@schoolwires.com">djoyce@schoolwires.com</a></td>
<td>814-555-5179</td>
<td>High School</td>
<td></td>
<td></td>
<td></td>
<td>25</td>
</tr>
<tr>
<td>9/25/2018</td>
<td>8:00 AM</td>
<td>9/25/2018</td>
<td>8:00 PM</td>
<td>Curriculum Meeting</td>
<td></td>
<td>N</td>
<td>N</td>
<td>D. Joyce</td>
<td><a href="mailto:djoyce@schoolwires.com">djoyce@schoolwires.com</a></td>
<td>814-555-5179</td>
<td>High School</td>
<td></td>
<td></td>
<td></td>
<td>25</td>
</tr>
</tbody>
</table>

- **Click Next**
- **Then click import**
Calendar

- Click Undo import (only if you need to remove all calendar events from this spreadsheet)
- Additional CSV files can be imported as needed
Notes

• **The Subsite Training Website**
  www.houstonisd.org/subsitetraining

• **Blackboard Image Editor**
  templatelibrary.schoolwires.net/imageEditor

• **HISD Vimeo**
  vimeo.com/hisd

• **Changing website colors (send html color code to qjoyce@houstonisd.org)**
  w3schools.com/colors/colors_picker.asp

• **Quentrella D. Joyce**  qjoyce@houstonisd.org