



COLUMBUS
CITY SCHOOLS

BLACKBOARD WEBSITE

TRAINING & REFERENCE MANUAL



HOMEPAGE PIECES

Columbus City Schools / Home x Columbus City Schools / Home x Mark

Secure https://oh01913306.schoolwires.net

Apps Bookmarks Columbus City Scho Bh Files and Folders

TRANSLATE > Español Français नेपाली Soomaali العربية

CCS HOME OUR SCHOOLS > USER OPTIONS >

Enroll Now Jobs Newsletter Vendors

COLUMBUS CITY SCHOOLS

My Start Bar

Our District Board of Education Students Families Community Staff Departments

Channel Bar

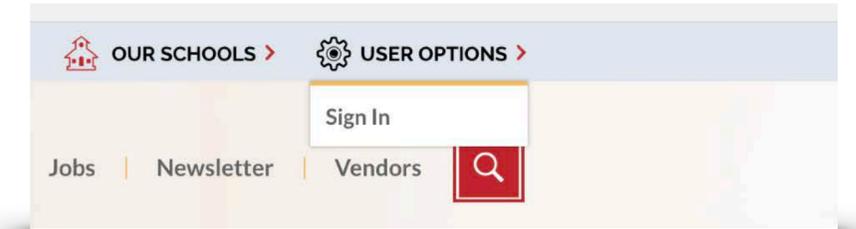
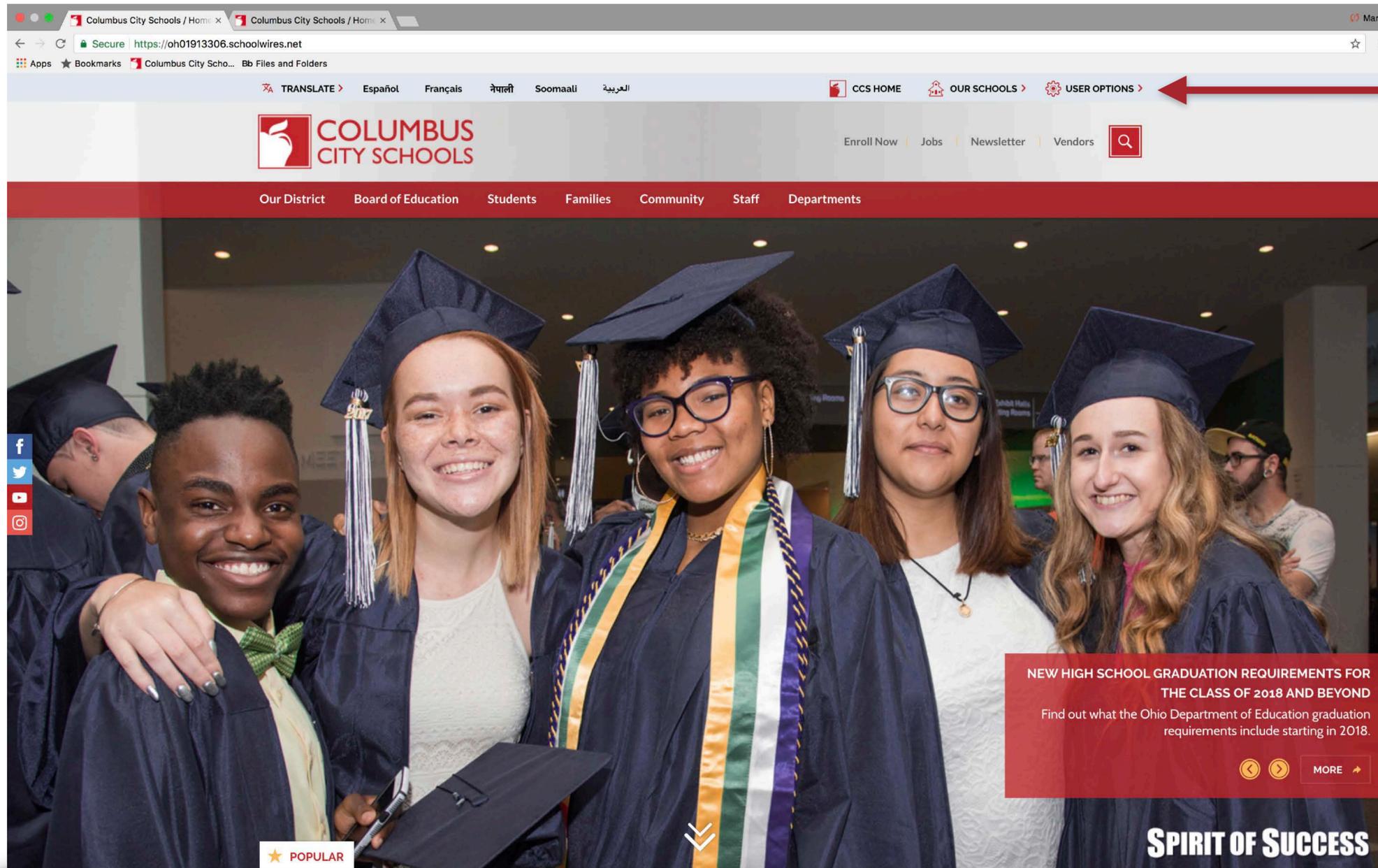




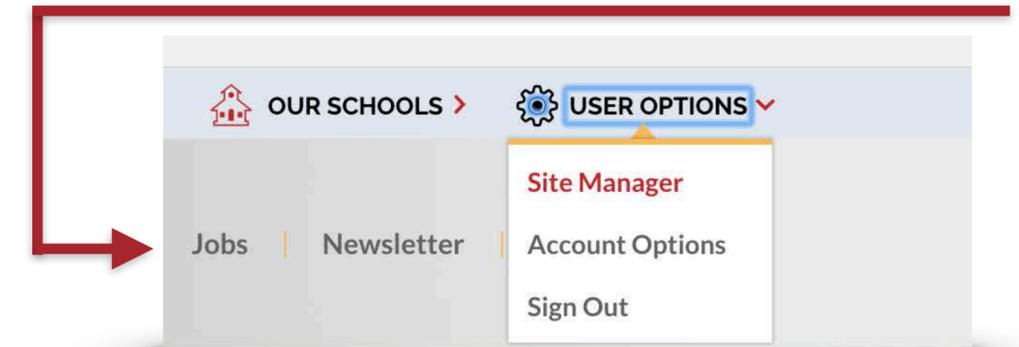
LOGGING IN

MAIN CCS HOMEPAGE

Click on “USER OPTION” here, then “Sign In” to enter your login information in the My Start bar



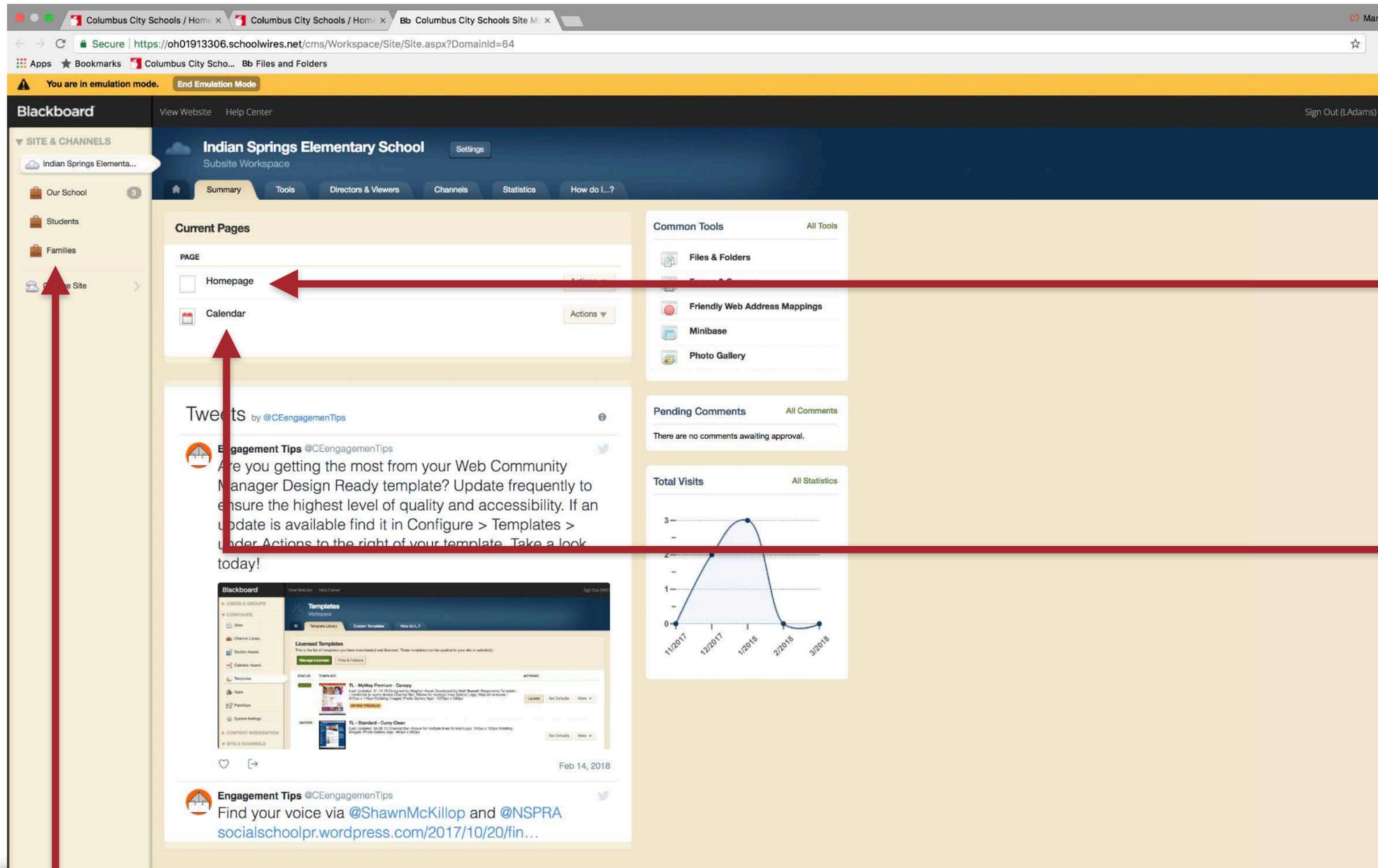
Once logged in the “USER OPTIONS” will change to the options below





SITE MANAGER HOMEPAGE

MAIN LANDING PAGE ONCE YOU HAVE LOGGED IN (INDIAN SPRINGS PICTURED)



Click here to change the images on your homepage or add content to the “Announcements” or “Quick Links” Sections

Click here to add school-specific events to your homepage; the district-level events feed in automatically

These buttons correspond to the “Channel Bar” on your homepage. Under each of these are the pages where the content on your website can be added and updated



**COLUMBUS
CITY SCHOOLS**

SECTION I

MANAGING INFORMATION ON YOUR HOMEPAGE

- SLIDESHOW
- CALENDAR
- ANNOUNCEMENTS



CHANGING YOUR HOMEPAGE SLIDESHOW

Clicking here brings you to the layout of apps on your homepage

The image displays two screenshots of the Blackboard homepage editor interface. The left screenshot shows the 'Current Pages' section with 'Homepage' selected. A red arrow points from 'Homepage' to the right screenshot. The right screenshot shows the 'Homepage Page' editor with a grid of app blocks labeled A through F. A red arrow points to block B, 'MMR 1500x915 Multimedia Rotator'. A red box highlights the grid area. A red arrow from the right points to block B.

Click here to change the main image(s) on your homepage



CHANGING YOUR HOMEPAGE SLIDESHOW

Multi Media Rotator App | Your homepage slideshow

The screenshot displays the Blackboard Multi Media Rotator App interface. The interface is titled "Indian Springs Elementary School" and "Subsite Workspace". The main content area shows a list of images currently in the slideshow. The list has columns for STATUS, RECORD, and ACTIONS. A single record is visible with the title "Test Image" and the text "Test text". The record has a green status indicator and a small image thumbnail. The ACTIONS column contains "Edit" and "Delete" buttons. Above the list are buttons for "New Record" and "Sort". An "Options" button is also visible in the top right corner of the list area.

On this screen you will see an list of images currently in your slideshow. There will likely only be one, titled “Test Image.”

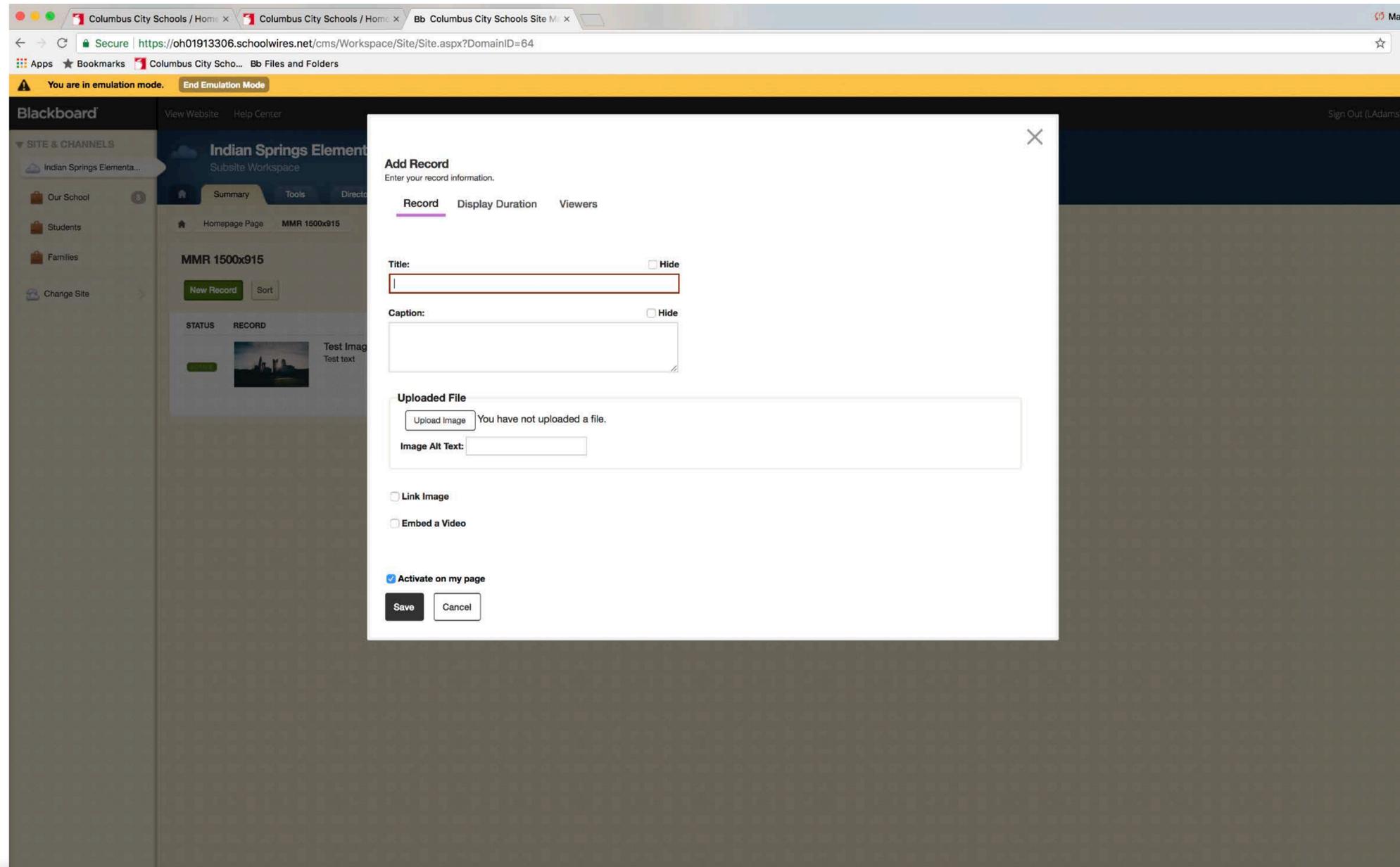
You can use the “delete” option to delete that file, then click the green “New Record” button to add new images.

As noted in the name of the multimedia rotator, **all images that you upload must be 1500x915 pixels.**



CHANGING YOUR HOMEPAGE SLIDESHOW

Multi Media Rotator App, Adding a new image



After clicking “New Record” you will see this screen.

The “Title” will display as the bold text on your homepage.

The “Caption” is the secondary text below the title.

Clicking the “Upload Image” button will show you images on your computer for upload.

You must enter Alt Text: text that briefly describes the image for ADA compliance.

If you want the image to link to another page you can select the “Link Image” checkbox and then enter the link.

Under the “Display Duration” tab, you can choose to set a start date for the image to display, and/or an end date when it will automatically disappear from your homepage.



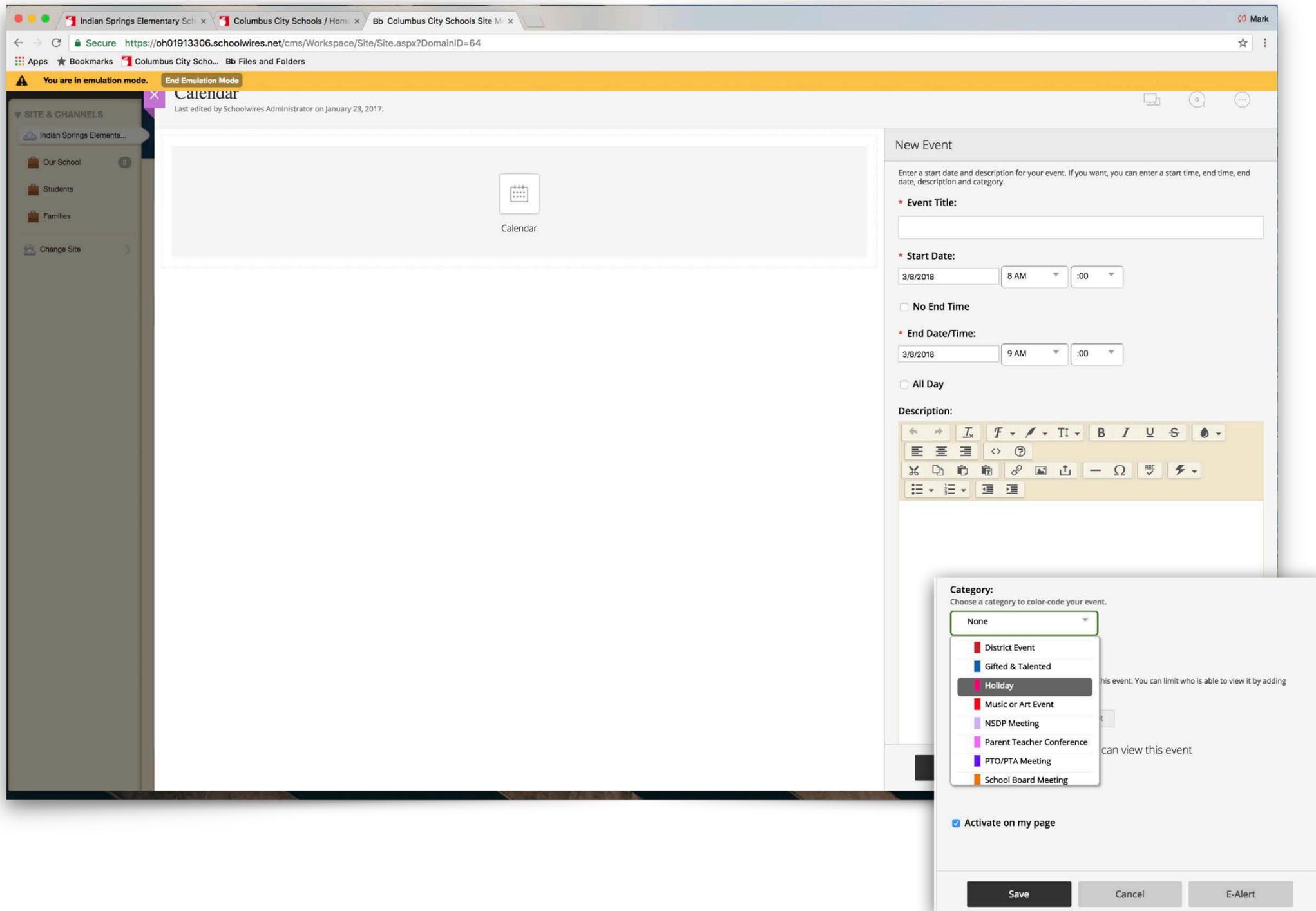
ADDING EVENTS TO YOUR CALENDAR

Clicking here brings you to the calendar app for your school

Click here to add a new event to your calendar

Click here to manage events that are already added to your calendar

Calendar App, Adding a new event



After clicking  the right side of the screen will show the event dialog box.

“Event Title” will display as the bold text on your homepage.

You must set a start date and time, but you may then check the “No End Time” box or the “All Day” box if there is no set end time for the event.

There is also an optional place for a description of the event if you would like to add additional information.

Below the “Description” box is a dropdown menu for “Category”. In here are preset options that you can assign to your event to make it easy for the community to search your calendar by event type.

Once the form is filled out, click “Save”



ADDING AN ANNOUNCEMENT TO YOUR HOMEPAGE

Clicking here brings you to the layout of apps on your homepage

The image shows two side-by-side screenshots of the Blackboard interface for Indian Springs Elementary School. The left screenshot shows the 'Current Pages' section with a red box around the 'Homepage' link. A red arrow points from this link to the right screenshot. The right screenshot shows the 'Homepage Page' editor with a red box around the 'Announcements' widget. A red arrow points from this widget to the right. The 'Announcements' widget is currently empty, and a red arrow points to it from the right side of the image.

Current Pages

PAGE	Actions
<input type="checkbox"/> Homepage	Actions
<input type="checkbox"/> Calendar	Actions

Homepage Page
Last edited by Mark Schmitter on January 22, 2018.

- A** Emergency Announcements (Announcements) Shared
- B** MMR 1500x915 (Multimedia Rotator)
- C** District News (Headlines & Features) Shared
- D** Upcoming Events (Upcoming Events)
- E** Announcements (Announcements)
- F** Peachjar (Peachjar Eflyers)
- Quick Links (Site Shortcuts)

Actions

- Page Options**: Set the options for your page.
- View Page**: See how your page looks.

Pending Comments All Comments
There are no comments awaiting approval.

Click here to change or add an announcement to your homepage.



ADDING AN ANNOUNCEMENT TO YOUR HOMEPAGE

Announcement App | Adding a new announcement

The screenshot displays the Blackboard Announcement App interface. The main window is titled "Announcement" and contains three tabs: "Announcement", "Display Duration", and "Viewers". The "Announcement" tab is currently selected, showing a text input field for the "Announcement Title" and a rich text editor for the main body of the announcement. The "Display Duration" tab is also visible, showing options for setting a start date and an end date. The "Viewers" tab is also visible. The background shows the Blackboard homepage with a sidebar and a main content area.

After clicking into the Announcement App you will see a list of current announcements (there will be none initially).

To add a new announcement, click the green “New Announcement” button.

Here you can give your announcement a title, then type the main body text for the body of the announcement.

Under the “Display Duration” tab, you can choose to set a start date for the announcement to display, and/or an end date when it will automatically disappear from your homepage.

Click “Save.”



SECTION II

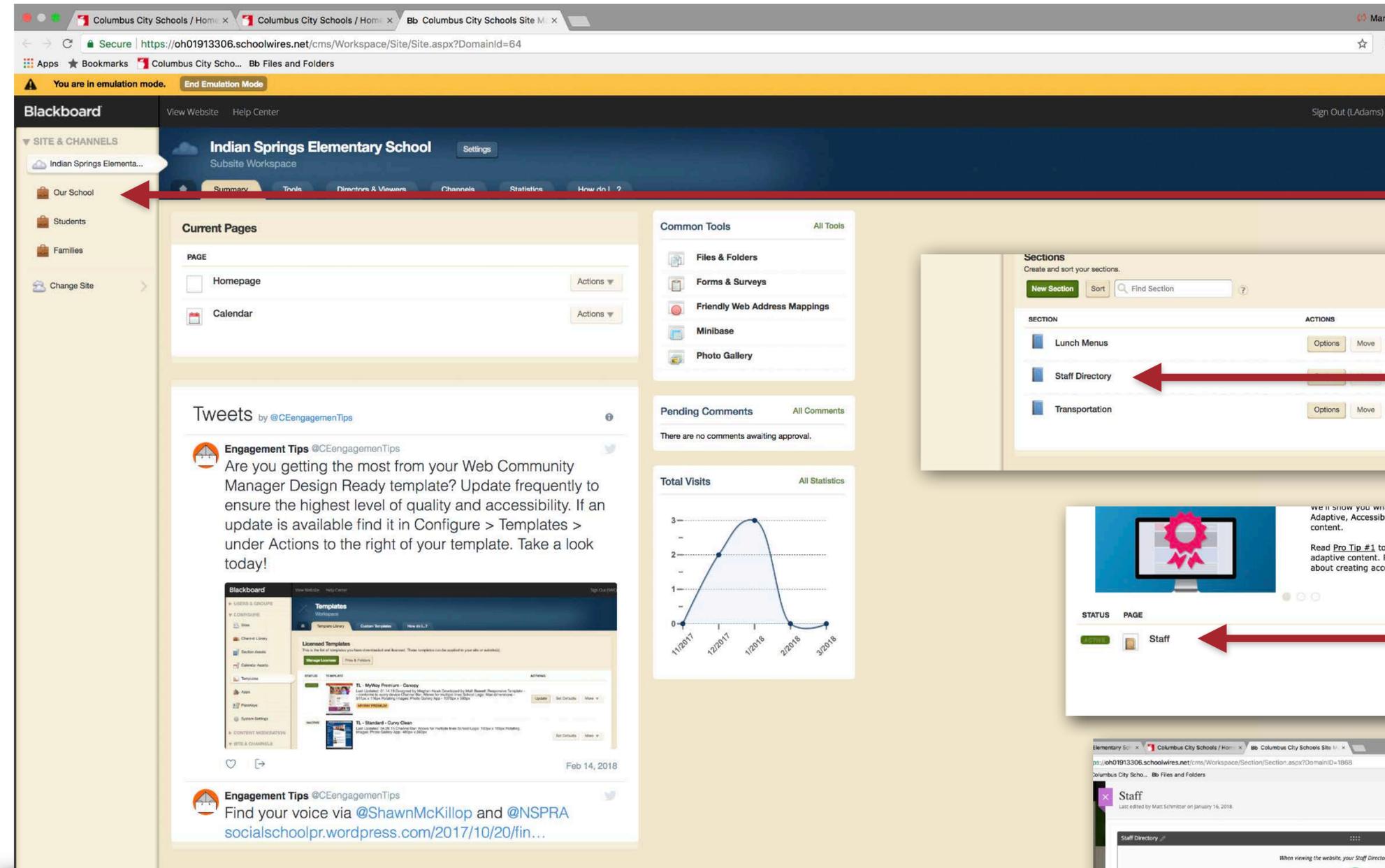
MANAGING CONTENT UNDER YOUR CHANNEL BAR

- STAFF DIRECTORY
- PAGE MANAGEMENT
- ADDING SECTIONS
- ADDING PAGES



STAFF DIRECTORY

Main landing page once you have logged in (Indian Springs pictured)

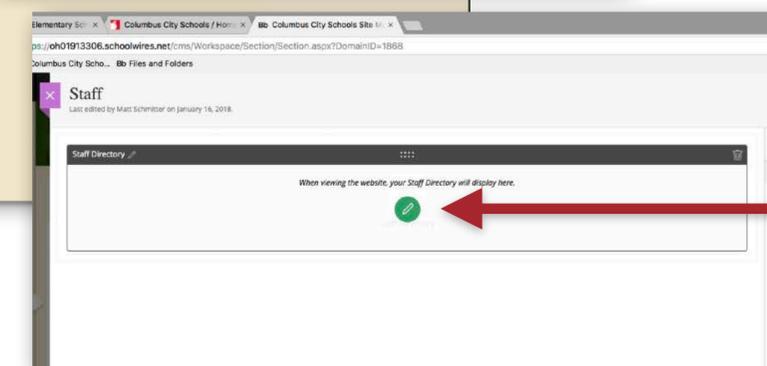
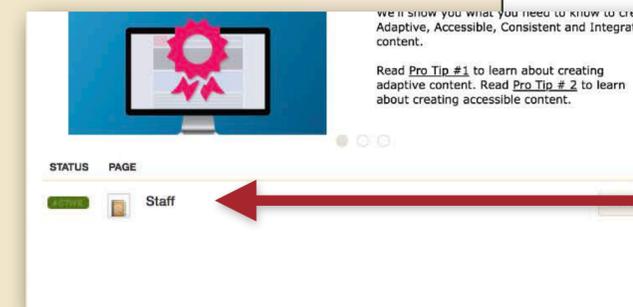
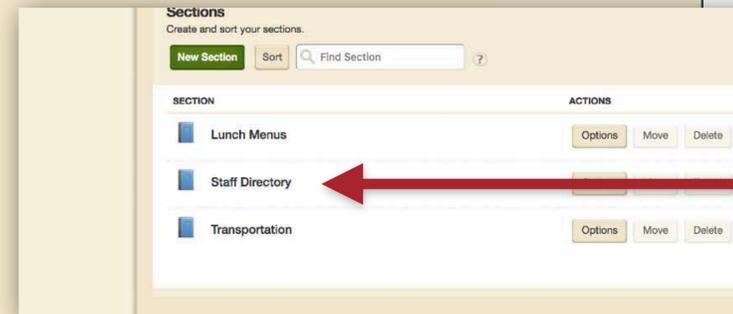


Click on the “Our School” tab

Then “Staff Directory” in the next window

Then “Staff” in the next window

Then the green “add staff” button in the app page.





Staff Directory App | Adding a new staff member

The screenshot shows a web browser window with the Blackboard Staff Directory app. The main content area is a 'New Staff Member' form. The form is titled 'New Staff Member' and has a close button (X) in the top right corner. The form fields are as follows:

- First Name:** A text input field with a red border, indicating it is required.
- Last Name:** A text input field.
- Image:** A text input field with a 'SELECT FILE' button to its right.
- Contact Information:** A section containing:
 - Email Address:** A text input field.
 - Phone:** A text input field.
 - Extension:** A text input field.
- Details:** A section containing:
 - Job Title:** A text input field.
 - Department:** A text input field.
 - Location:** A text input field.
 - Room:** A text input field.
 - URL:** A text input field.

At the bottom of the form, there is a checkbox labeled 'Activate on my page' which is checked. Below the checkbox are three buttons: 'Save and New', 'Save and Exit', and 'Cancel'.

After clicking “New Staff Member” at the top you will be presented with the text box pictured.

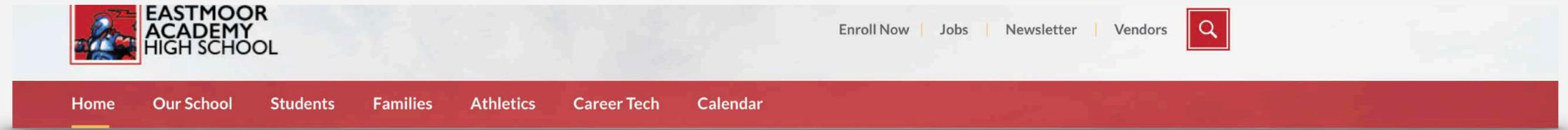
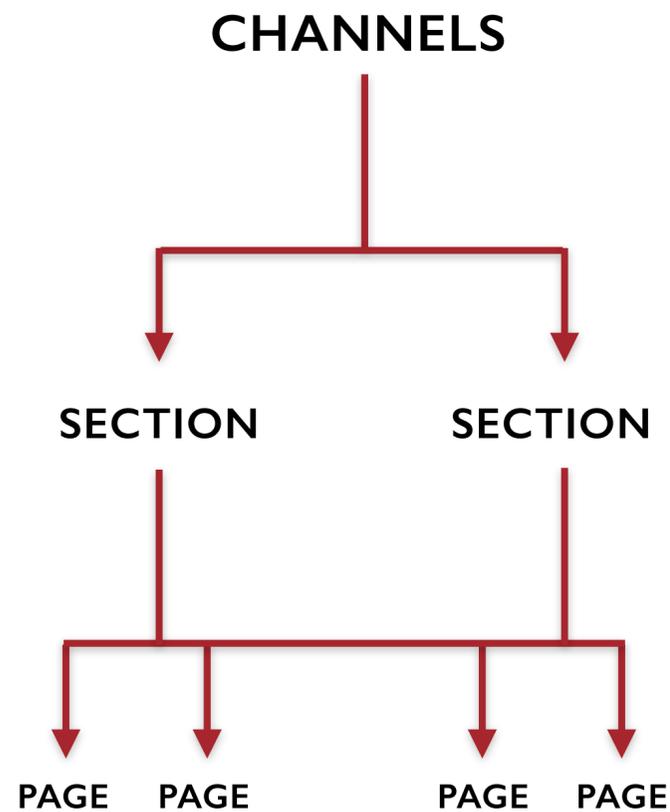
Fill out the information as requested, being sure to include at least the first name, last name, email address and position job title of each staff member.

If you are adding multiple staff members you can use the “Save and New” button at the bottom to save the current staff member and regenerate a blank form to save yourself a few clicks.

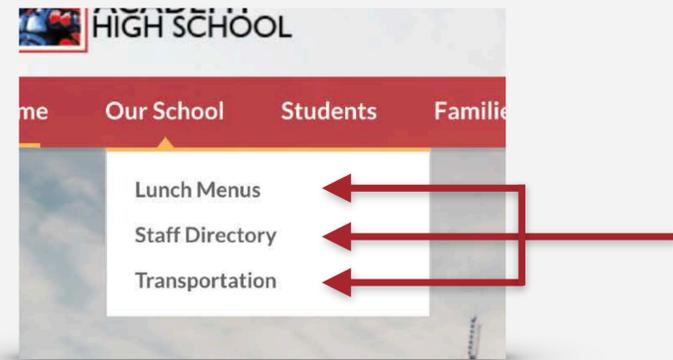


ADDING CONTENT

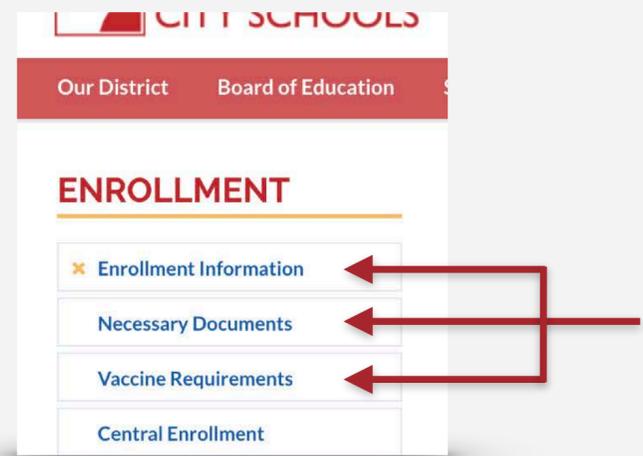
Content is organized in three levels on the new site.



CHANNELS: These are the main tabs on your homepage. “Our School,” “Families” and “Students” (some schools will also have a “Career Tech” tab). These are the broadest categories that contain information.



SECTIONS: Sections are created under channels. For instance, under “Students” you may create a “Curriculum” section. A section will show up when a visitor to your site hovers their mouse over the channel bar and the menu drops down.



PAGES: Pages are contained within sections and are visible once a visitor has clicked on a section, like the above-mentioned “Curriculum.” Here we would see expanded possible options for “Math” and “Science” pages.



ADDING CONTENT

Main landing page once you have logged in (Indian Springs pictured)

The screenshot shows the Blackboard main landing page for Indian Springs Elementary School. The left sidebar contains a 'SITE & CHANNELS' menu with 'Our School', 'Students', and 'Families' channels. The main content area features a 'Current Pages' section with 'Homepage' and 'Calendar' options. Below this are 'Files & Folders', 'Forms & Surveys', 'Friendly Web Address Mappings', 'Minibase', and 'Photo Gallery'. A 'Tweets' section displays a tweet from @CEngagemenTips. A 'Total Visits' graph shows data from 11/2017 to 3/2018. The bottom right corner shows a 'New Section' button and a table of existing sections: Lunch Menus, Staff Directory, and Transportation.

Click on the name of the channel where you wish to add information.

Each channel (the tabs on the left), have “Sections” nested underneath where your pages of content will live. Your “Our School” channel has some pre-set sections, “Students” and “Families” will be blank and available for you to populate.

To add a new section click the green “New Section” button.



ADDING CONTENT

Sections | Creating a new section under the Channel Bar

The screenshot shows the Blackboard interface with the 'New Section' dialog box open. The dialog box is titled 'New Section' and has a close button (X) in the top right corner. Below the title, it says 'Complete the general and advanced options for your new section.' There are two tabs: 'General' (selected) and 'Advanced'. The 'General' tab contains the following fields:

- Section Name:** A text input field. Below it, a note says: 'The section name appears in Site Manager and anywhere the section name ActiveBlock is used on the site.'
- Menu Name:** A text input field. Below it, a note says: 'The menu name appears in the navigation on the end-user website.'
- Section Configuration:** A dropdown menu with the option 'Please Select a Section Configuration' selected. Below it, there is a radio button for 'Blank Section'.
- Contact Name:** A text input field. Below it, a note says: 'Users will see this contact information in general messages from the section.'
- Email Address:** A text input field.
- Phone #:** A text input field.
- Calendar Notification Email:** A text input field.

At the bottom of the dialog box, there are two buttons: 'Save' and 'Cancel'.

Here you can give your section a name. Sections are larger buckets of information which will then contain pages. For instance, a section may be named “Curriculum” which then has pages for Math, Science, etc.

Enter a “Section Name” that will show up in the website’s navigation. This will also auto-fill the “Menu Name” section.

Then select the button for “Blank Section” and click “Save.”



ADDING CONTENT

Pages | Creating a new page under your new section

The screenshot shows the Blackboard interface for a 'Students' channel workspace. The 'Sections' area is active, displaying a 'New Section' button and a table with one entry: 'New Section'. A modal dialog box is open, titled 'Page Name', with a text input field and a list of page types: 'Basic CCS Page', 'Blank Page', 'Calendar Page (Default)', 'Content Page', 'Photo Gallery Page (Default)', and 'Staff Page'. A red arrow points from the right side of the slide to the 'Page Name' input field.

Once you have created your section, “New Section” in this case for demonstrative purposes, it will show up in the “Sections” area. Click on the section name to add pages.

You’ll then see a similar page, but with a green header. Here you will see any pages nested beneath the section. Click the green “New Page” button to add a page.

Here you will add a page name that will show in the navigation. You can select the type of page layout, but “Blank Page” will be your best option to start with.

The next section will talk about the different options for adding content to your site.



SECTION III

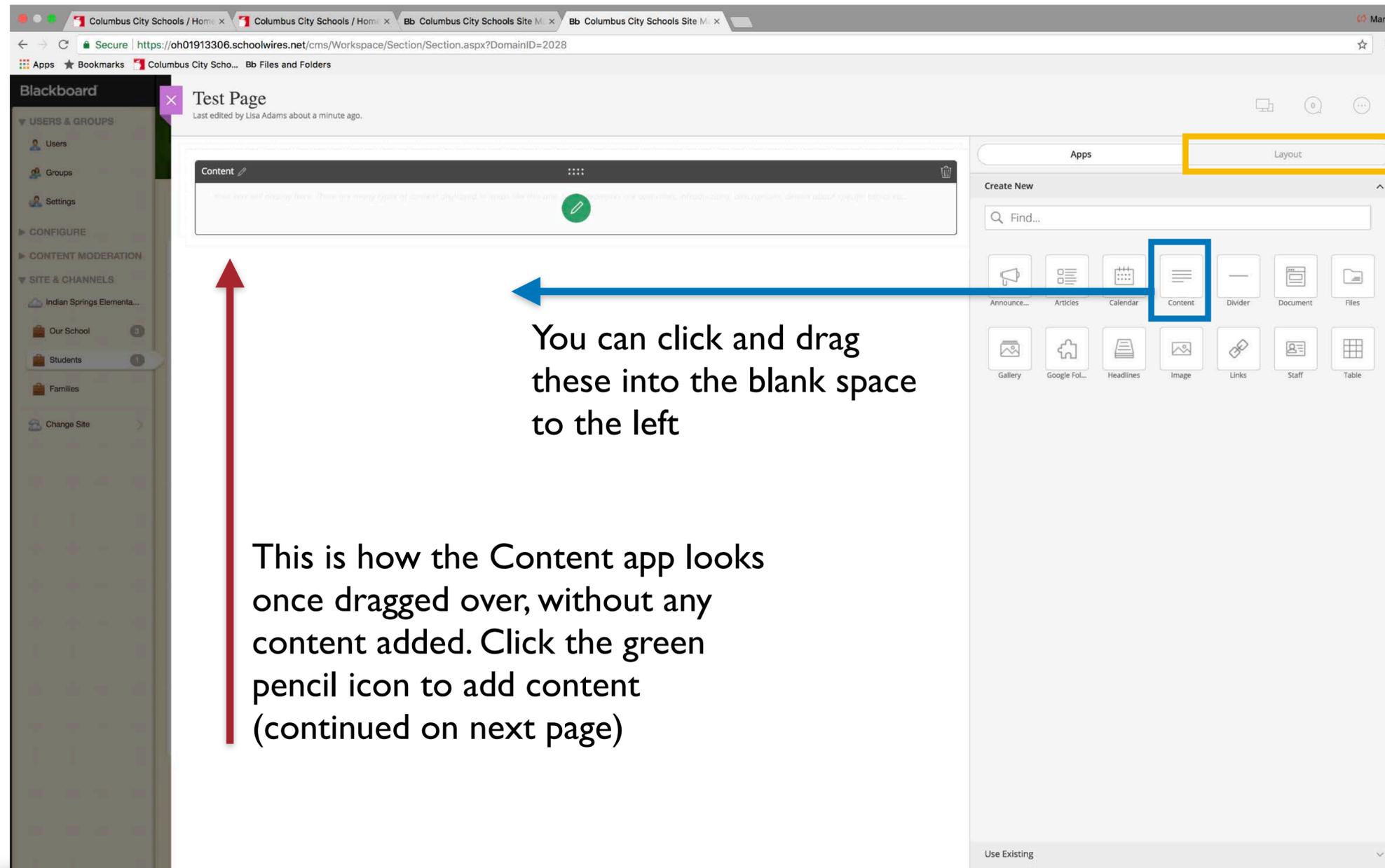
ADDING CONTENT TO YOUR PAGES

- APP AND LAYOUT OPTIONS
- CONTENT APP
- DOCUMENT VIEWER APP
- GOOGLE FOLDER APP
- GALLERY APP



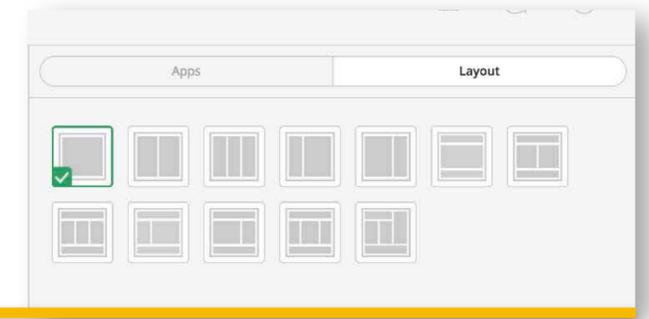
WORKING WITH APP AND LAYOUT OPTIONS

This is how a blank page will look. The left white space is where apps will go. The right column is the app options you can work with.



You can click and drag these into the blank space to the left

This is how the Content app looks once dragged over, without any content added. Click the green pencil icon to add content (continued on next page)

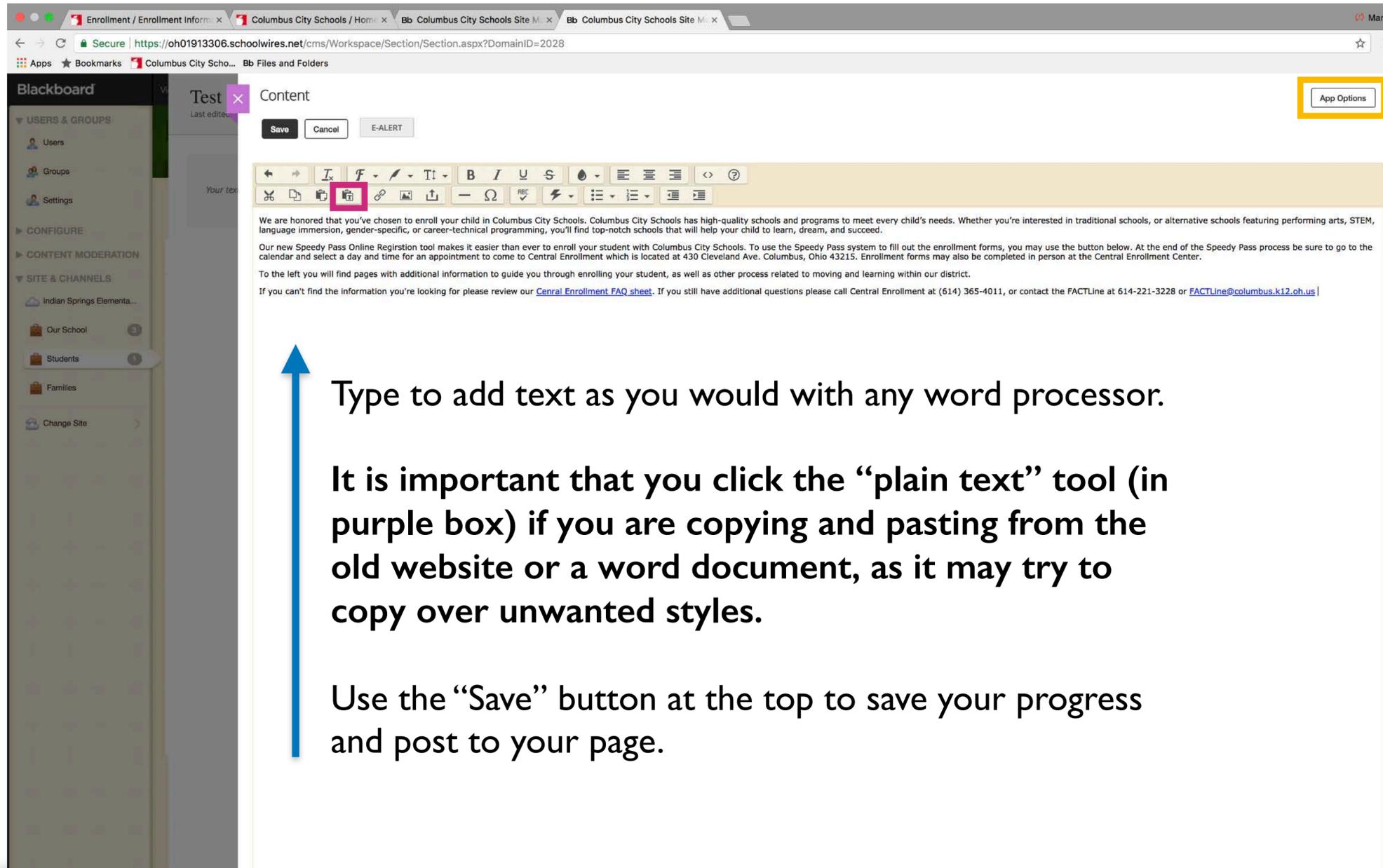


By default, the pages are set to be one large column of apps. You can click the "Layout" tab to change to one of the other available layouts, such as one large column and one smaller column, similar to the option on the old CCS website.



WORKING IN THE CONENT APP

This is the a view of the content app. The options in the toolbar work the same as any word processor. There are more advanced options for adding images and links that will be covered on following slides.

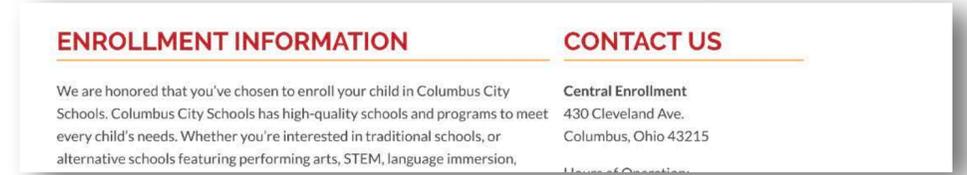


Type to add text as you would with any word processor.

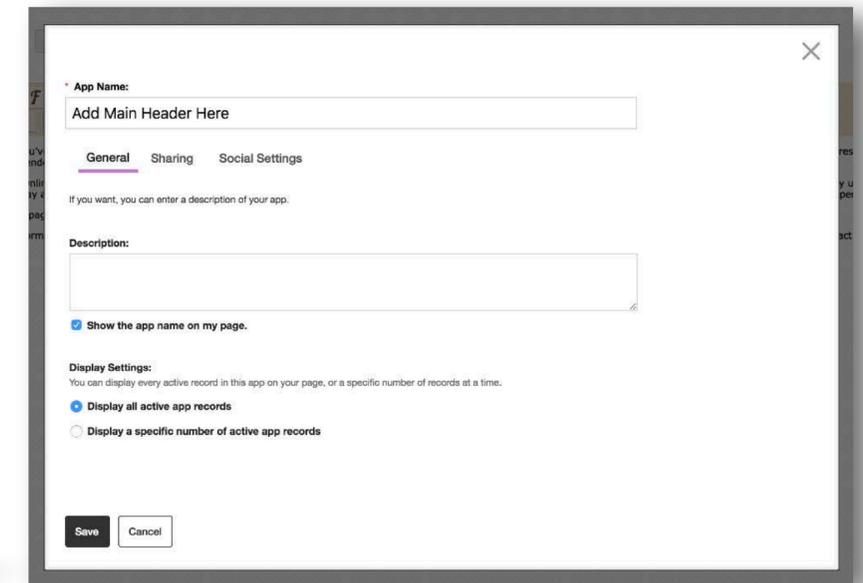
It is important that you click the “plain text” tool (in purple box) if you are copying and pasting from the old website or a word document, as it may try to copy over unwanted styles.

Use the “Save” button at the top to save your progress and post to your page.

Large Header Example



If you would like to have a large red header for your app (pictured above), click the “App Options” box. A dialog box (pictured below) will appear. Change the “App Name” from “Content” to whatever you would like, then check the “Show the app name on my page.” box and click “save.” This works across all available apps.





WORKING IN THE CONENT APP

ADDING A LINK:

After typing the text you would like to turn into a link, use your mouse to highlight then hit the hyperlink button (outlined in purple below).



This box will appear:

Insert Link
To map to a site, choose the site. To map to a channel or section, choose the site then the channel or section. To map to a page, choose a site, a channel or section and a page.

- Your Site**
Link to an area of your site.
- Email Address**
Link to an email address.
- Web Address**
Link to a web address.
- Bookmark**
Link to a bookmark on this page.
- Form or Survey**
Link to a form or survey.

Choose a Site
Please Select a Site

Text to Display:
We are honored that you've c

Web Address Target: ?
Open in Same Window

Insert Link **Cancel**

There are different tab options on the left, you will likely only use the first three in these circumstances:

Your Site: Permanently link to a page on your site, or any other site in the district, including ccsoh.us
In this option you select the main site you want to link to, then work down to the Channel, then Sections, the specific Page.

Email Address: Turn text into a clickable link to an email address.

Web Address: Paste in a URL to any other site outside of the CCS website.

Under “Web Address Target” you can select whether the link will open in the current window of the user, or pop open a second window. When navigating within the CCS website, we generally recommend opening in the same window, and when directing the visitor to an external site, opening in a new window.



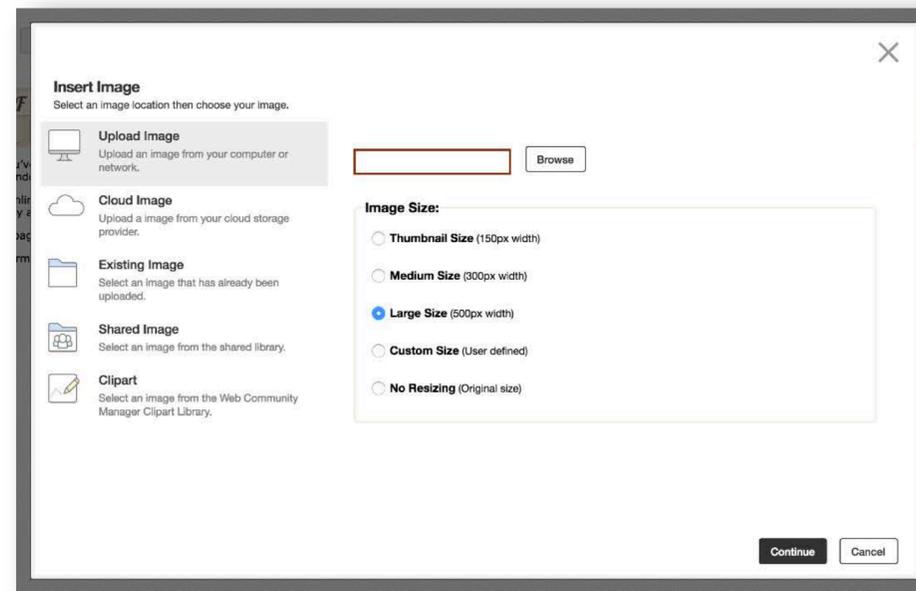
WORKING IN THE CONENT APP

ADDING AN IMAGE:

With your cursor in the spot you'd like the image, click the image button (in purple)



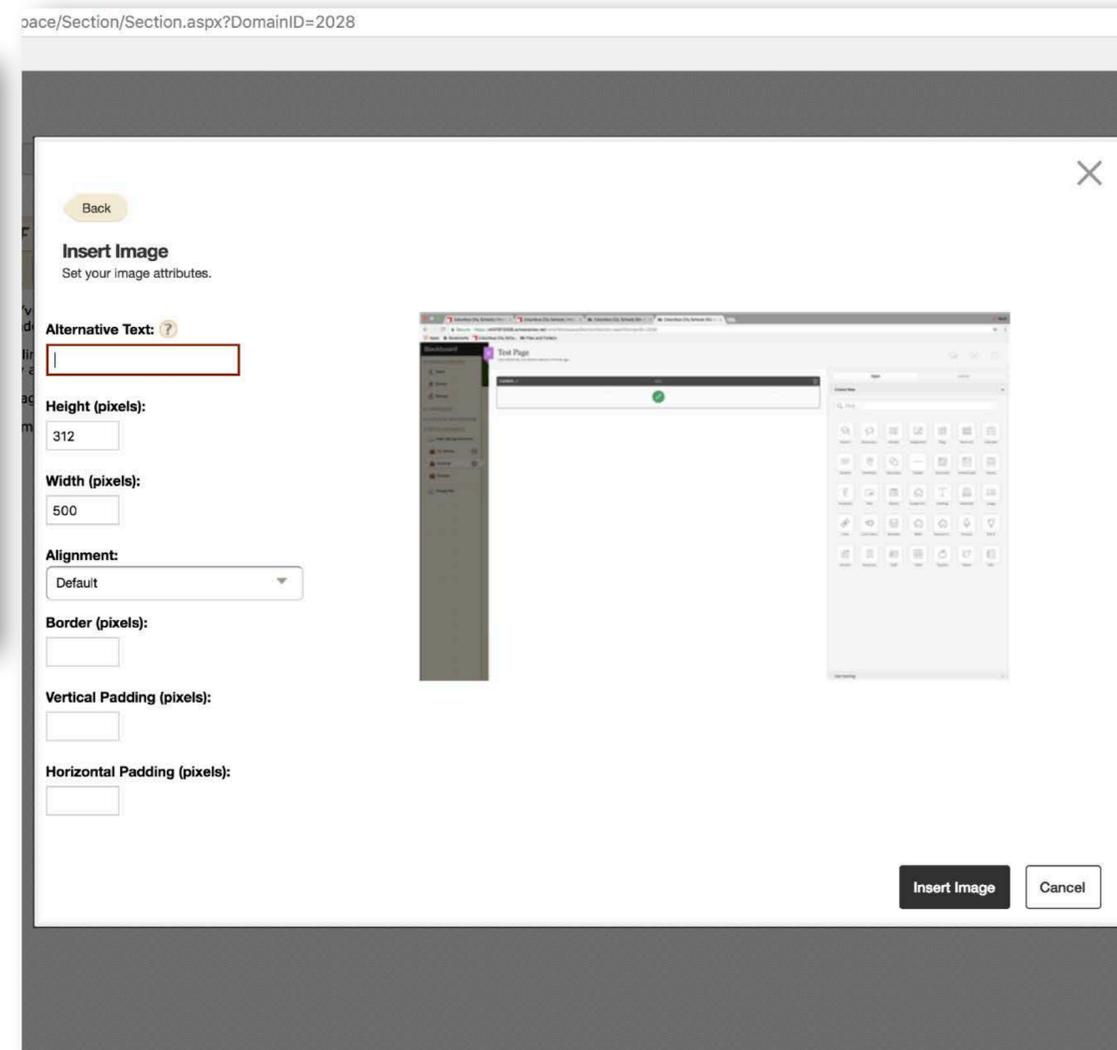
This box will appear:



You will likely use the first option:

“Upload Image”

The ideal size will be the “Medium Size” so select that box then click the “Browse” button to access the images on your computer and select one to upload.



Once the image has uploaded this box will appear.

You must enter a quick description of the image for ADA compliance under “Alternative Text.”

You can further resize the image using the “Height” and “Width” boxes if desired.

The Alignment tab can be used to place the image. You can also use the text tools in the toolbar if you prefer that method (in blue)

The “padding” boxes are used to put space around your image so it doesn't come too close to the text on the page.

Click “Insert Image.”



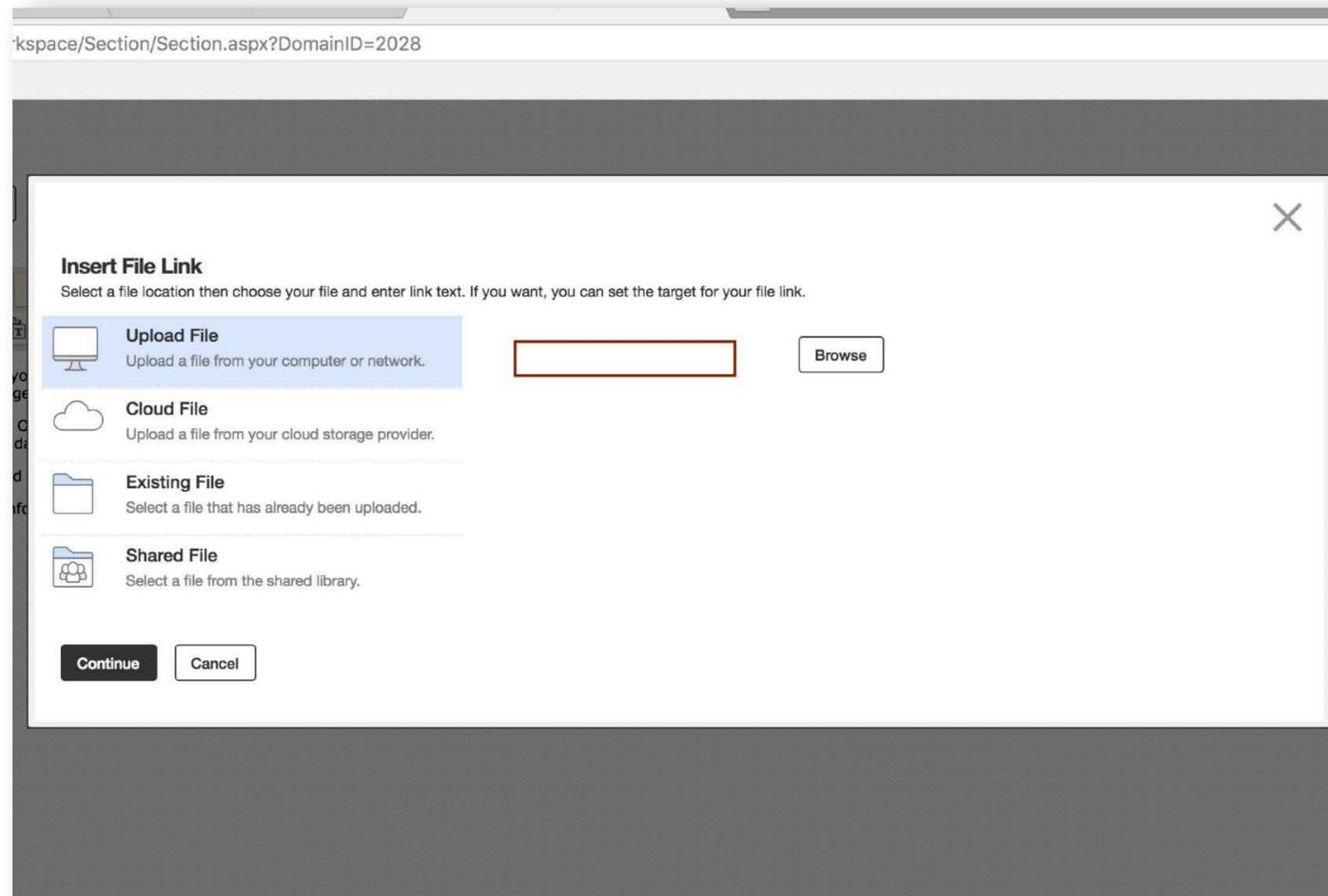
WORKING IN THE CONENT APP

ADDING A PDF:

After typing the text you would like to link to a PDF, use your mouse to highlight the text then hit the insert file button (in purple)



This box will appear:



You will likely use the first option: **“Upload File”**

Click the **“Browse”** button to access the PDFs on your computer and select one to upload.

Another box will appear where the text that you highlighted to be linked will automatically be filled in and showing as the **“Text to Display”** as the link to the PDF.

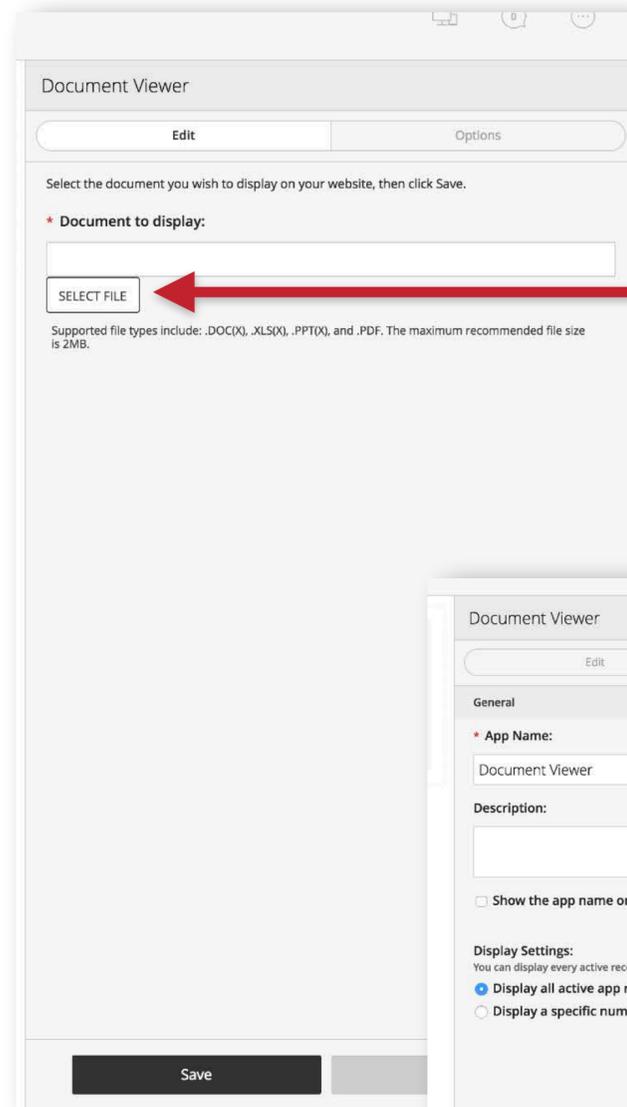
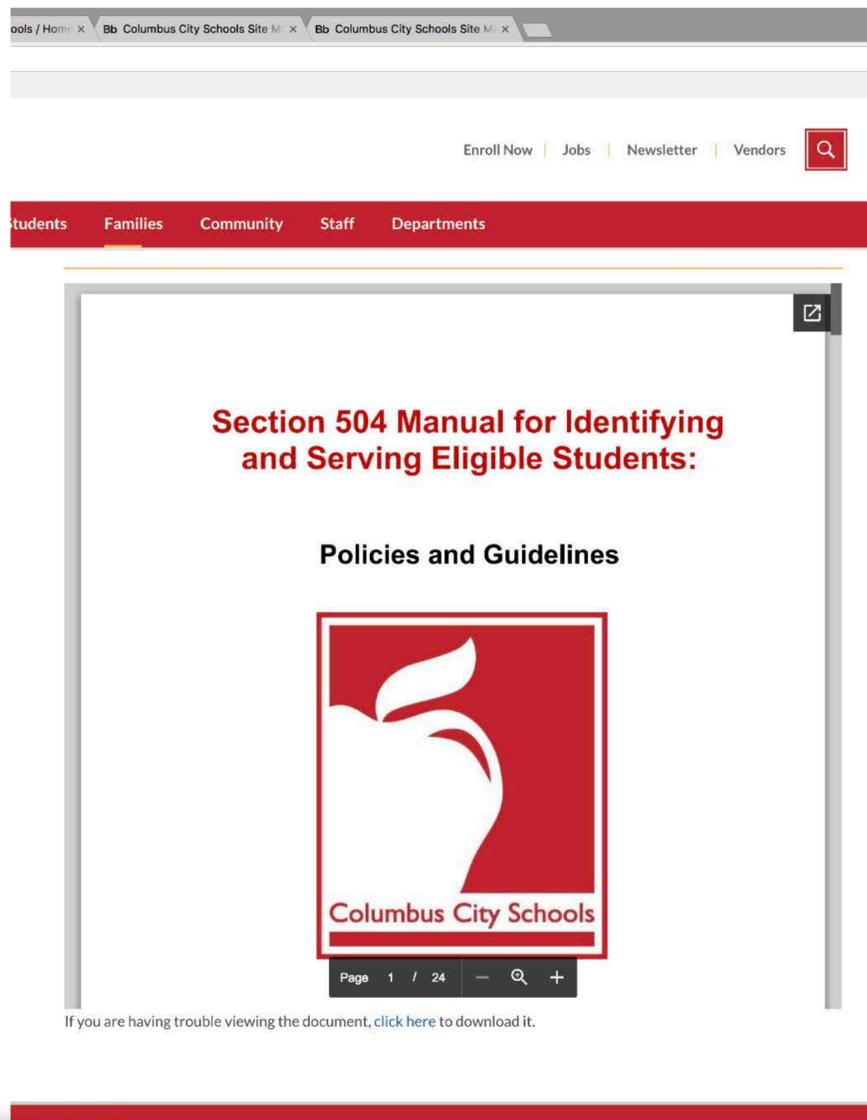
Below that you can select a **“Target.”**

This determines whether the PDF will open in the same window they’re currently on or if it will open a new window. New windows are generally preferable.



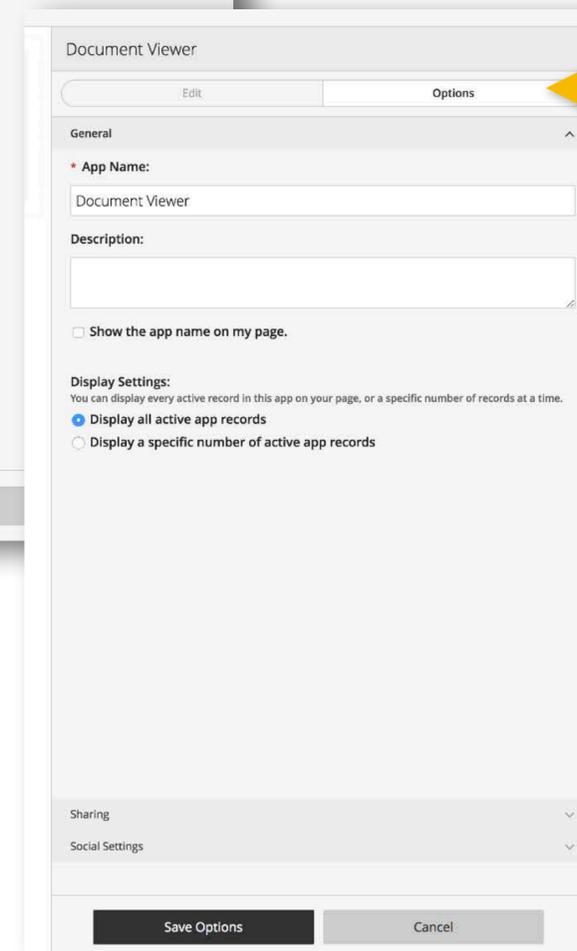
WORKING WITH THE DOCUMENT VIEWER APP

The Document Viewer app allows you to upload a PDF that is directly viewable on the page, with the option to download the PDF by the page visitor. Example of scrollable 24 page document:



After dragging the “Document” app to the workspace (see page 21 for reference) and clicking on the green edit icon you will see this box on the right of the workspace.

Select the file you would like to upload.



If you select the ‘Options’ tab

you can add a bold name to appear above the document (like with any app). Change the name from “Document Viewer” to whatever you would like to appear, then check the “Show the app name on my page” box and click “Save Options” at the bottom.

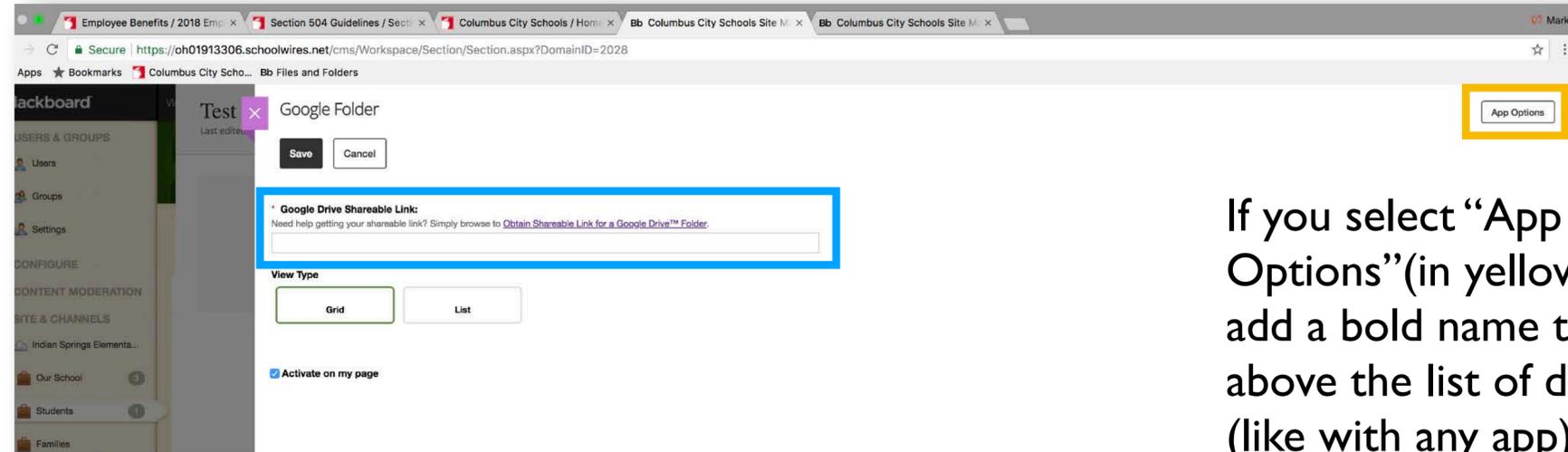


WORKING WITH THE GOOGLE FOLDER APP

The Google Folder app allows you to keep track of your documents in a collaborative google drive, and have those documents auto-populate on your page by simply connecting the app to the folder with a URL.

Example:

ADDITIONAL INFORMATION	
TITLE	LAST MODIFIED
2018 Benefits Specialist Location Schedule.pdf	11/27/17 Columbus Schools
2018 Express Scripts Additions and Deletions to the Formular...	11/27/17 Columbus Schools
2018 Express Scripts National Preferred Formulary - Alpha O...	11/27/17 Columbus Schools
2018 Express Scripts Preferred Drug List Exclusions.pdf	11/27/17 Columbus Schools
2018 Open Enrollment Fact Sheet.pdf	11/27/17 Columbus Schools
2018 Qualifying Events - Making Changes Outside of Open E...	11/27/17 Columbus Schools
Adding a Dependent During Open Enrollment -What's Requir...	11/27/17 Columbus Schools
Benefit Verification Request Form.pdf	11/27/17 Columbus Schools
CCS Employee Core Benefits Enrollment Form.pdf	11/27/17 Columbus Schools
CHIP Notice.pdf	11/27/17 Columbus Schools
COBRA Notice.pdf	11/27/17 Columbus Schools
E-Mail Logon Instructions.pdf	11/27/17 Columbus Schools
Employee Self Service - Benefits Enrollment Instructions.pdf	11/27/17 Columbus Schools
Employee Self Service ESS Enrollment Quick Guide.pdf	11/27/17 Columbus Schools
Flexible Spending Account - How to Review Your Account On...	11/27/17 Columbus Schools
Flexible Spending Account Claims Substantiation FAQ.PDF	11/27/17 Columbus Schools
Flexible Spending Account Debit Card Guide.pdf	11/27/17 Columbus Schools
Flexible Spending Account Reimbursement Form.pdf	11/27/17 Columbus Schools



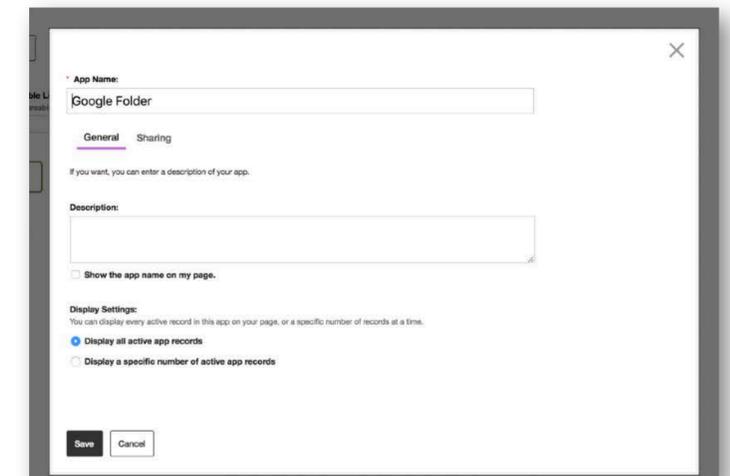
After dragging the “Google Folder” app to the workspace (see page 21 for reference) and clicking on the green edit icon you will see the above box.

From the google drive, you can select the option to “generate shareable link”, then copy that URL into the box pictured above (in blue).

Below that, you can then select whether the documents are displayed as a grid or a list (pictured left). List is preferred.

Important Note: Documents must be uploaded to the Google drive with the name you want to appear on you webpage.

If you select “App Options”(in yellow), you can add a bold name to appear above the list of documents (like with any app). Change the name from “Google folder” to whatever you would like to appear, then check the “Show the app name on my page” box and click “Save Options” at the bottom.





WORKING WITH THE GALLERY APP

The gallery app makes it easy to create a photo gallery on your page.

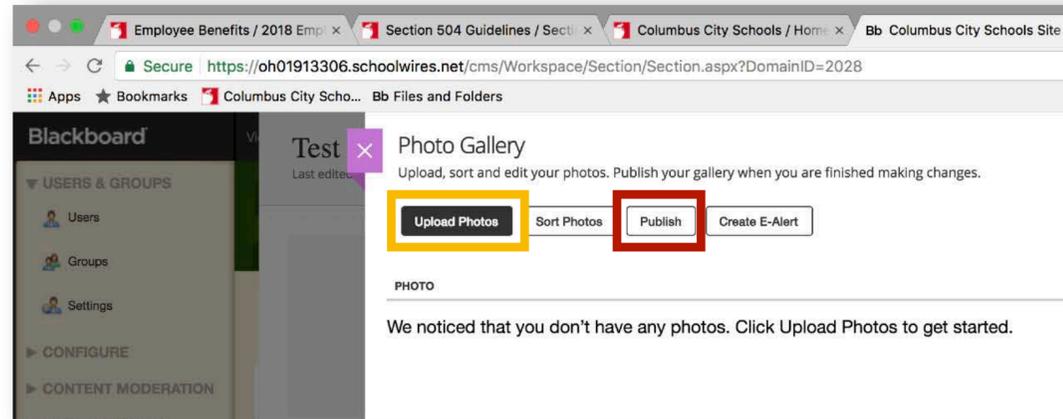
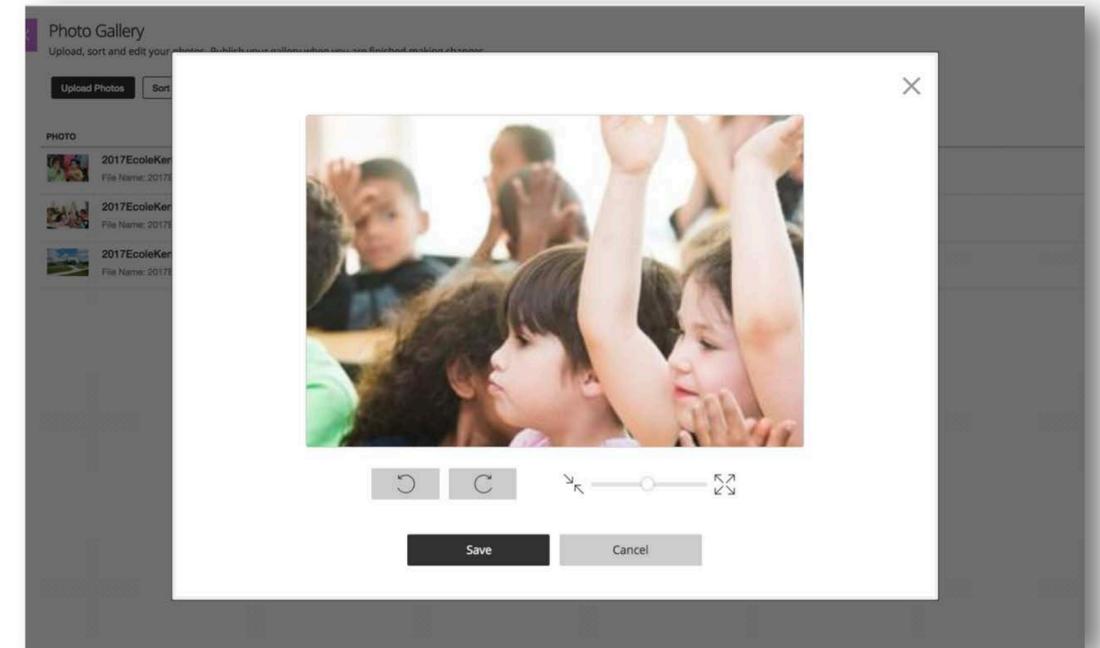


Figure A.

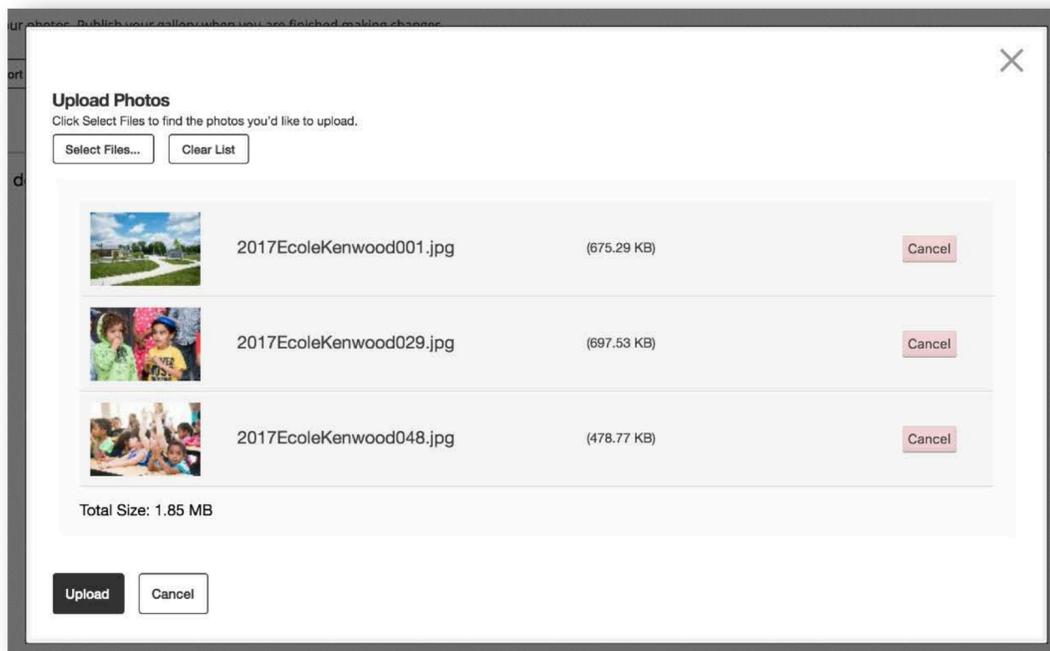
Once opening the app you will either see previously uploaded photos or start from scratch by clicking the “Upload Photos” button (in yellow).



Once uploaded the screen will reset and you will be able to reorder or delete individual photos.

You will also see the option to “Adjust Photo.” If you click this button you will be given the option to rotate or crop the image. Click “Save” when finished.

Finally, be sure to click the “Publish” button (in red, Figure A.) to make the gallery live on your page.



Then you can click and drag photos into the designated area or use the “Select Files...” button. Either way, the photos will appear as pictured to the left.

At this point, click the “Upload” button. progress bars will appear by each photo as they upload.



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ADDITIONAL QUESTIONS

CCS_Website@columbus.k12.oh.us