

# TEACH YOURSELF BLACKBOARD WEBSITE

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## Log in to Edit

- Go to [www.wcde.org](http://www.wcde.org)
- **Click Sign In at the top right**  
Your User Name should match your email minus @wcde.org. **Example: birknerc**
- **User Options...Site Manager** OR you can jump around to the page you want to edit and then click the **Edit Page button** on that page

## Edit Apps

- **Open the Welcome Page**
- Click the **Green Button** to edit the About Teacher App. Fill out the fields including the **Details Tab**.
- To add a Photo, click **Select File...Browse** to Upload from your computer.  
Or Choose Cloud Image and GoogleDrive to access photos in your GoogleDrive.
- **Save**. Click the **Purple X** to close.
- Click **View Website** in the black bar at the top to preview your work.

## Add more to your welcome page to build it out

- **Open the Welcome Page**
- On the right in the Apps section find the **Content App** and drag and drop it inside the box on the left.
- **Click to open the App**. Type and use formatting as usual.
- To copy content from your old website, open another browser tab and navigate to your class website. Select the text and graphics and do **rt-click...Copy**.
- Switch browser tabs back to the Blackboard (Bb) tab. Place your cursor in the text box. ~~Rt-Click...Paste~~ won't work. You have to do **Ctrl-V** (keyboard Paste).
- If it looks bad, you can "strip the formatting code out" by selecting all the text. Press the **Tx button**.
- Use the **feather button** to change the **font size** to "normal."
- Use the **water droplet button** to change the **font color**. Please use dark colors on the white background to make our site accessible to visually impaired.
- **Save**. Click the **Purple X** to close
- Click **View Website** in the black bar at the top to preview your work.

## Class Calendar Page

The calendar already has the district holidays and possibly the school events already. If you wish to add something to your calendar.

- Open the Class Calendar Page.
- Open the Calendar App with the **gray button**
- **New Event...** Fill out the fields and hit **Save**.

## Add a Calendar Feed

This pulls events from your calendar and displays them in a list. Once and done.

- On your homepage (or page of your choice), **open the page**
- ★ *This is a great app to put in a 2 column layout. Consider changing your layout first.*
- Find the **Events app** and use drag and drop to place it on your page or in a column if you changed your layout.
- Open the app with the **green button**
- Click **“Show the App Name On My Page”**
- **Select a calendar.** You will only have one choice.
- Change “Number of Days” to **30** (or the number of your choice)
- Change “Maximum Number of Events” to **5** or the number of your choice. The bigger this number, the longer your column will be.

## Organize Your Pages

- Back at the **Summary Tab (List of pages)** click the **Organize Pages Button**
- Click and drag pages but **BE SURE that when you drop them you see the stick icon** and not the circle-plus icon.
- Click **Save**

## Turn Off a Page You Don't Want to Show

- Back at the **Summary Tab (List of pages)** click the green **Active** button to Inactivate a page. It will not show to the public.

## Rename a Page

- Back at the **Summary Tab (List of pages)** click the **Actions** button next to the page you wish to rename
- Choose **Page Options**
- Type the new name and hit **Save**

## Delete a Page

- Back at the **Summary Tab (List of pages)** click the **Actions** button next to the page you wish to delete
- Choose **Delete** and confirm that you want to do this.

## Add a Page

- Back at the Summary Tab (List of pages)
- Click **New Page...Name it...and Choose Blank Page...Save & Continue.**
- Click **Layout** on right side and choose your layout. More than one app can go in each layout area.
- Click **Apps** on the right side and drag and drop apps into your layout.
- Use the **freckles** at the top of the App to move it to a new spot.

### Apps I recommend for beginners:

- **Content** - The most versatile. Use this for text, links, images and any combination of those.
- **Shortcuts** - Use to insert web links. **Optional:** add a clickable logo.
- **Headlines** - Use this for announcements, student of the week, book of the month, assignments, or anything else you want to list.
- **Divider** - Inserts a line divider. Used for dividing text boxes.
- **Document** - Insert a PDF file and it will show on the page without having to click to open it.
- **Q & A** - Make a Question and Answer or FAQ section.

### Advanced Apps:

- **Embed Code** - Use this to paste the code from your Google Slides show or any other code making widget.
- **Gallery** - Set up a photo flipper
- **Google Folder** - Link to a Shared Google Folder (Gotta share the folder first (view only) and copy the code). Paste the share code in this app.
- **File Library** - List documents to be downloaded

### Add a Clickable Logo Such as Canvas, IXL, BrainPop, etc.

- Open a blank browser tab and use it to go to [www.google.com](http://www.google.com).
- Search for the logo by name, click **Images** until logos appear. I usually **click on the logo one time** to make it appear larger.
- **Right click the logo....Save Image As...**and save it wherever on your computer.
- Add the logo to either the Shortcut App or the Content Box App using the instructions on the following page.

## Links in the Shortcut App

The shortcut app can appear similar to the image here and is great when you have several linked logos to display together.

- Choose which page you wish to add the app to
- Change the layout if necessary
- Find the **Shortcuts App** on the right and drag and drop it into your layout.
- Open the app using the **gray button**
- Click the **New Link** button on the right
- Type some link text such as “Canvas”
- **Type or paste the URL.** It is possible to use a separate browser tab to go and locate the exact URL, copy it, then come back to this tab and paste it here in Blackboard.
- “Open in a New Window” is recommended for links that leave the WCDE website
- Browse and select the Image you saved earlier
- Size (ick) I like to choose a size and use it for all my logos. I chose 220 on the Staff page. You can make them smaller if you want.
- TIP: if the image looks distorted (squished) I find that I have to come back to this link and take the height and double the number and that fixes it.

LOG IN



→ PowerSchool Administrator

→ PowerSchool Teacher



## Links in a Content Box

This is great for one logo that needs to stand out. Like the BrainPop logo shown here.

- **Drag and Drop the Content App** into your layout
- Open the **Content App**
- Click the **Insert Image** button
- The make you type Alt Text, just describe the image “Brain Pop Logo”
- Don't worry about size. You can resize it using handles in a minute
- This will place it on the page. Use the size handles (corners) to make it larger or smaller.
- Use the **Insert Link** button (looks like a chain)...**Web Address** to add the URL link.
- Type or paste the link here
- TEXT TO DISPLAY! **LEAVE THIS BLANK!!!!** Typing anything here will delete the logo. If this happens hit undo and try again
- I recommend **Open In a New Window.**

