

About Teacher App Guide

Blackboard Web Community Manager

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This guide covers all available features and functionality. Features included in your contract may vary.

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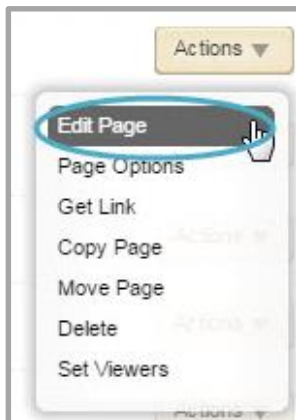
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Edit an About Teacher App

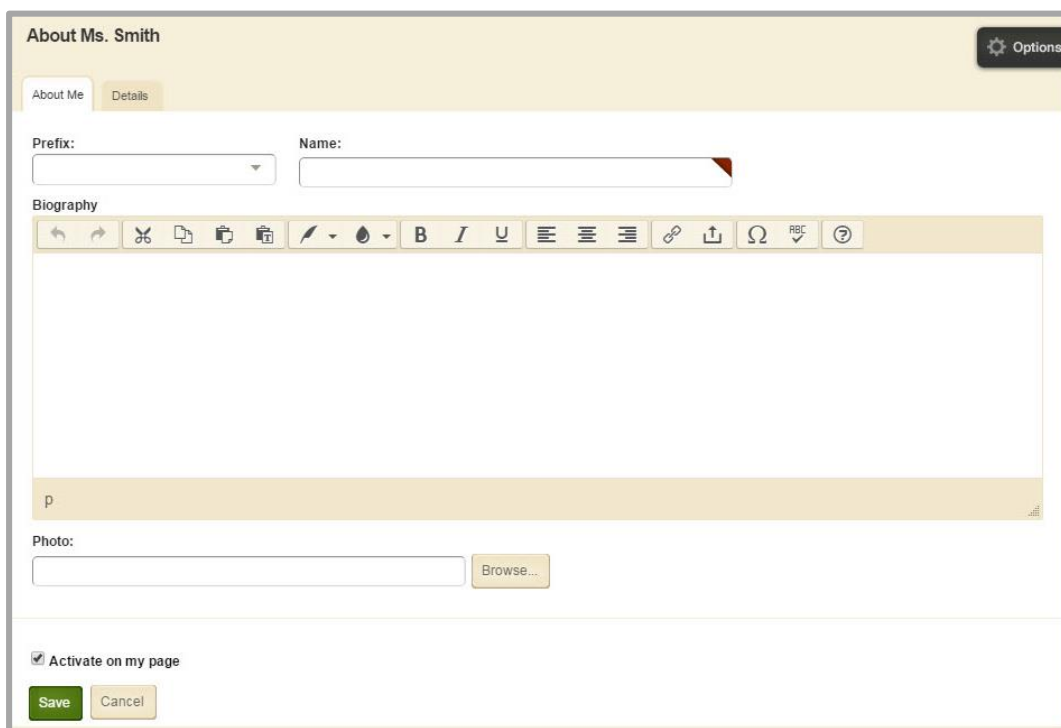
Once your app is in place on a page you can edit the content within the app.

Here's how you edit an About Teacher App.

1. In *Site Manager*, navigate to the workspace that contains the About Teacher App you wish to edit.
2. Click on the **Actions** drop-down next to the page name containing the About Teacher App you wish to edit and select **Edit Page**. The page opens in Edit Mode.

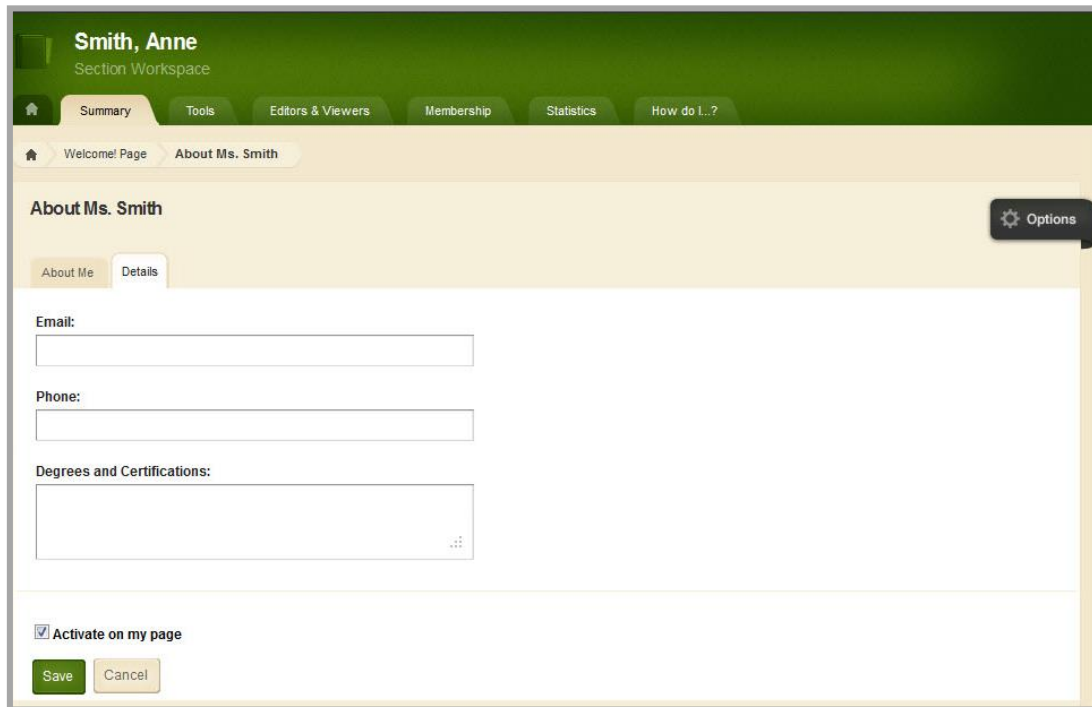


3. Click on the About Teacher App you wish to edit. The app opens.

A screenshot of the 'About Ms. Smith' app in Edit Mode. The app has a title bar 'About Ms. Smith' and an 'Options' gear icon. Below the title bar are two tabs: 'About Me' (selected) and 'Details'. The 'About Me' tab contains a 'Prefix:' dropdown menu, a 'Name:' text input field, and a 'Biography' section with a rich text editor toolbar and a large text area. Below the biography is a 'Photo:' section with a text input field and a 'Browse...' button. At the bottom, there is a checkbox labeled 'Activate on my page' which is checked, and two buttons: 'Save' and 'Cancel'.

4. On the **About Me** tab, select a Prefix and enter the teacher's Name and Biography.

- To add a Photo, click **Browse** to select the image you wish to insert. You have the option to upload an image from your computer, select an existing image from your website, or select a shared image. Once you have selected the image you wish to insert, click **Continue**. You are then given the option to edit the image attributes, once finished click **Insert Image**.
- On the **Details** tab, enter the teacher's Email, Phone and Degrees and Certifications.



The screenshot displays the Blackboard Web Community Manager interface for editing a teacher's profile. The header shows the user's name, 'Smith, Anne', and the 'Section Workspace'. Below the header, there are navigation tabs: Summary, Tools, Editors & Viewers, Membership, Statistics, and How do I...?. The main content area is titled 'About Ms. Smith' and has two sub-tabs: 'About Me' and 'Details'. The 'Details' tab is active, showing three input fields: 'Email:', 'Phone:', and 'Degrees and Certifications:'. Below these fields is a checkbox labeled 'Activate on my page' which is checked. At the bottom of the form are 'Save' and 'Cancel' buttons. An 'Options' button is visible in the top right corner of the form area.

- Click **Save**. You are returned to your app in Edit Mode.

By default, the **Activate on my page** checkbox is selected. We recommend that you uncheck **Activate on my page** while working on the app. Remember to activate it when you have completed work on your app.

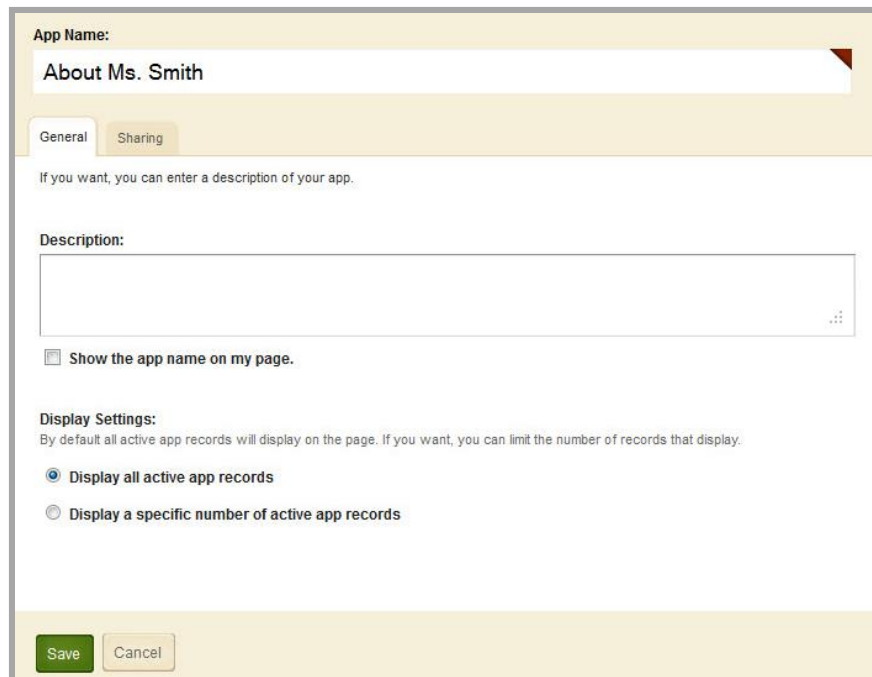
Set About Teacher App Options

Web Community Manager allows you to modify the default options set for an app that you create. Options for an About Teacher app are grouped into two categories, General and Sharing. To edit App Option, edit the app and click **Options**. Be sure to click **Save** to retain your changes.

General Tab

On the **General** tab you can change the name of your app and add or modify a description for your app. The App Name is required.

If you click the **Show the app name on my page** checkbox, the name of the app displays on the page on your website.



The screenshot shows the 'About Teacher App Options' dialog box with the 'General' tab selected. The 'App Name' field contains 'About Ms. Smith'. Below the tabs, there is a description field and a checkbox for 'Show the app name on my page'. Under 'Display Settings', the radio button for 'Display all active app records' is selected.

App Name:
About Ms. Smith

General Sharing

If you want, you can enter a description of your app.

Description:

Show the app name on my page.

Display Settings:
By default all active app records will display on the page. If you want, you can limit the number of records that display.

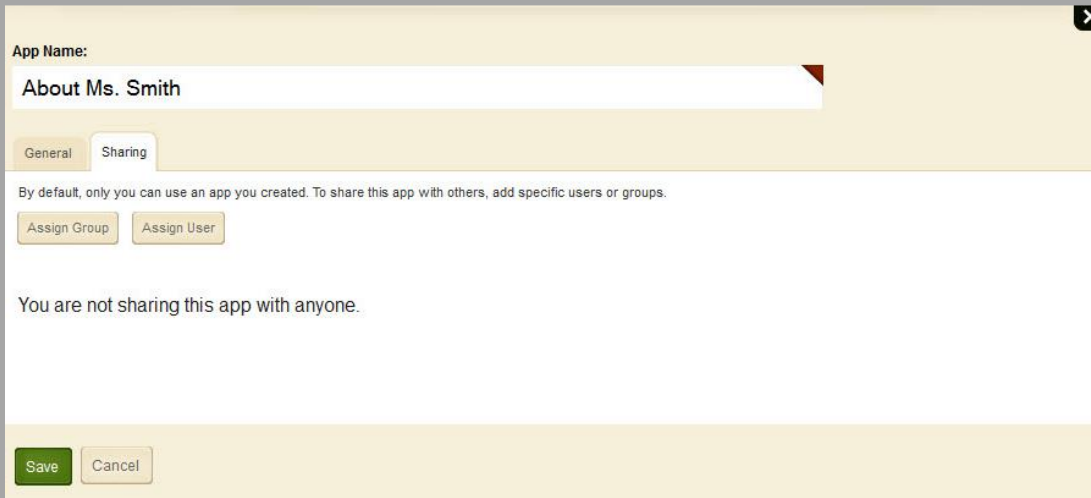
Display all active app records
 Display a specific number of active app records

Save Cancel

Sharing Tab

On the **Sharing** tab, click the **Assign Group** or **Assign User** buttons to [search for and select specific users and groups](#) with whom you would like to share the app.

By default, only you have access to an app that you create. If you would like other editors to be able to place your app on their pages, you must share it with them.



The screenshot shows a dialog box for sharing an app. At the top, the 'App Name' is 'About Ms. Smith'. Below the name are two tabs: 'General' and 'Sharing', with 'Sharing' selected. A message states: 'By default, only you can use an app you created. To share this app with others, add specific users or groups.' Below this message are two buttons: 'Assign Group' and 'Assign User'. A status message reads: 'You are not sharing this app with anyone.' At the bottom are 'Save' and 'Cancel' buttons.

Additional Resources

Here are some additional resources you may find helpful.

- [Add an About Teacher App to a Page](#)
- [Upload a Photo in the About Teacher App](#)
- [Edit a Photo in the About Teacher App](#)
- [Edit an About Teacher App](#)
- [Manage Apps & Layouts](#)
- [Manage Pages](#)
- [App Showroom](#)
- [Core Resources](#)
- [Hot Topics](#)
- [Workspaces in Site Manager](#)