Section Editor Workbook

Blackboard Web Community Manager

Blackboard

Table of Contents

Introduction

Welcome and congratulations! You are about to learn how to become an active and integral contributor to your Blackboard Web Community Manager website.

This workbook provides you with what you need to know to become a Section Editor. You will find information about your website as well as instructions for common tasks you may need to perform as a Section Editor.

Website Structure Overview

Your website can be structured to three levels, or tiers. You can use and name these to meet your needs. For example, a large school district might organize its websites on the basis of a region (top level), then districts and then schools. Other school districts may organize its websites using two tiers. That is, a district or main site at the top level and individual schools as subsites.

The first page you see when visiting your website is the Homepage. This page contains all the navigation elements for that site. From here you can access other sites within your organization.

Generally, the Homepage also contains a Welcome Message, Site Shortcuts and Upcoming Events, as well as Announcements and newsworthy Headlines & Features.

Drilling down further, you can think of each individual site on your website as a file cabinet. The navigation channels are the file cabinet drawers that contain all of the sections on your site (hanging folders). Within sections, editors add, edit and organize content using pages.

In the example below, you see the channels *Home, About Us, Activities*, etc. Within the Staff channel, you see the section *Sparks, Eric.* Within the *Sparks, Eric* section, you see the pages *Mr. Sparks Welcome, Homework, Homework Calendar*, etc.
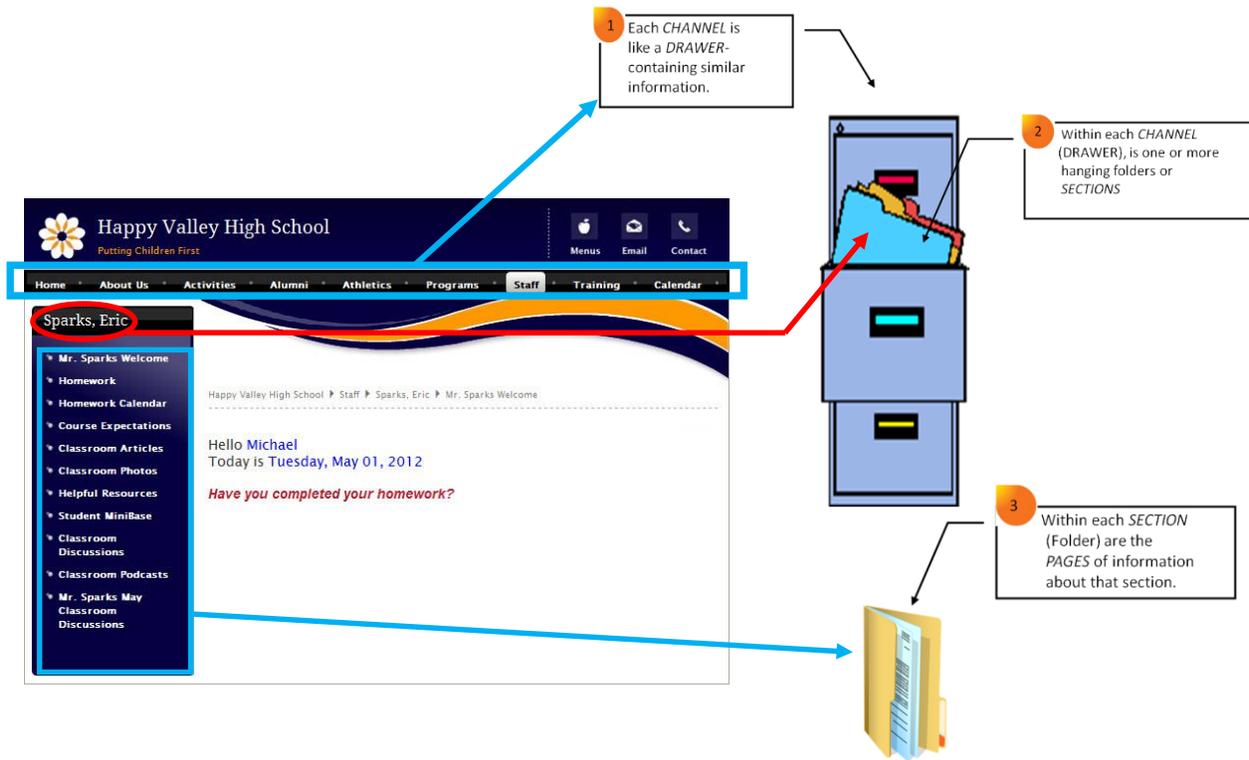
Section Overview

Within each channel there are sections. A section is a collection of pages within a channel. To view a section on the end-user website, first hover over a channel and then select a section from the drop-down menu.


When you view a section on the end-user website, the pages within the section display in Left Navigation. You see page content in the Content area.

Sparks Section

Content Area

Pages in Left Navigation
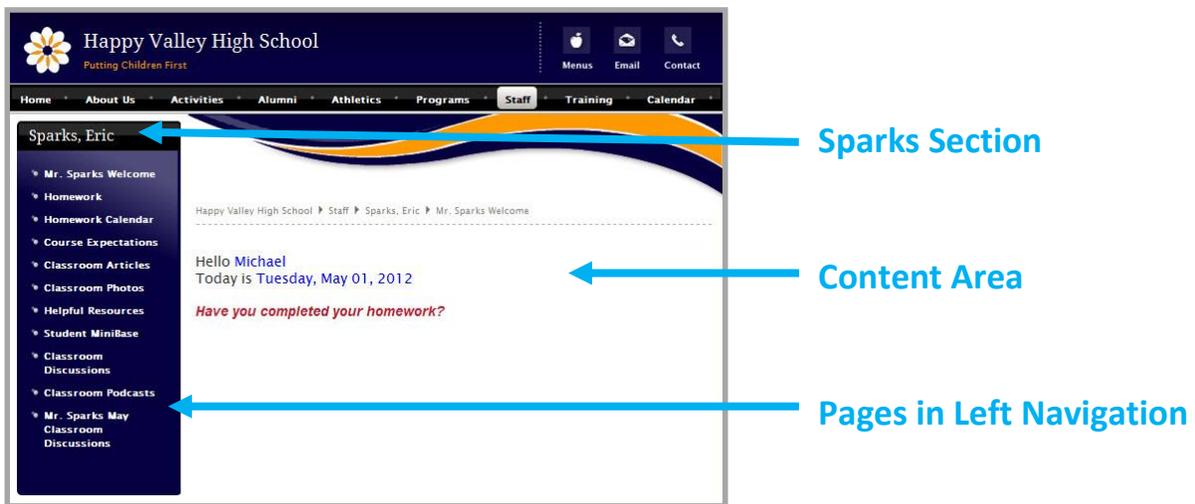
Editing Privileges Overview

Site Manager allows your organization to share the responsibility for maintaining the website as well as create and modify website content. Site Manager has five levels of editing privileges: Site Director, Subsite Director, Channel Director, Section Editor and Homepage Editor. As a Section Editor, you can assign editing privileges to your section.
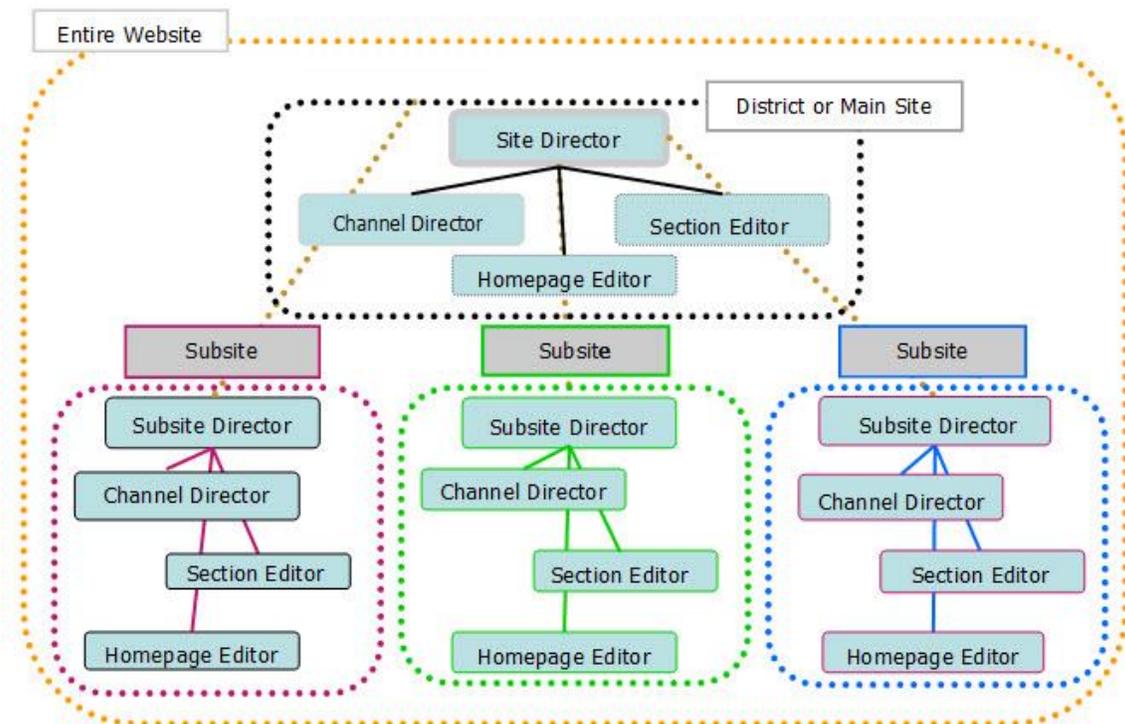
Viewing Rights Overview

As a Section Editor, you can as set viewing rights for the pages in your section. Viewing Rights enable individual users or groups of users to view content that has been restricted. Site Directors, Subsite Directors, Channel Directors and Section Editors are able to assign viewing rights. A Section Editor can assign viewing Privileges to individual users or groups of user for their sections or for pages within their sections. Once assigned, a registered user must sign in to view the restricted content. By default, all visitors can view pages on your website.
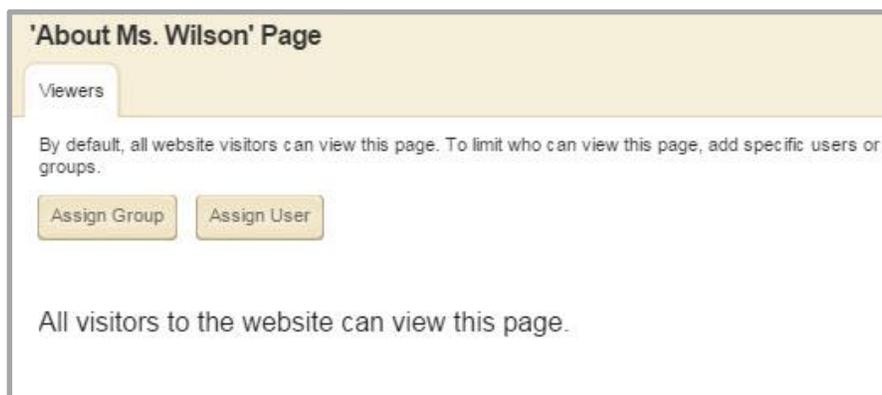
E-Alerts Overview

E-Alerts are messages sent by staff at your School District. There are two types of E-Alerts: Broadcast E-Alerts and Content E-Alerts. You must be a registered user to receive E-Alerts.

Broadcast E-Alerts

Broadcast E-Alerts are typically sent by Site and Subsite Directors to groups of registered users, they contain information such as emergency closings, cancellations or meeting notices A Broadcast E-Alert can be delivered as an email message and a push notification. They can also be sent to an Announcement App or if enabled, as a *tweet* or Facebook status.

Content E-Alerts

Content E-Alerts allow editors to notify subscribers when they make changes to their content. Note that all editors are able to generate Content E-Alerts.
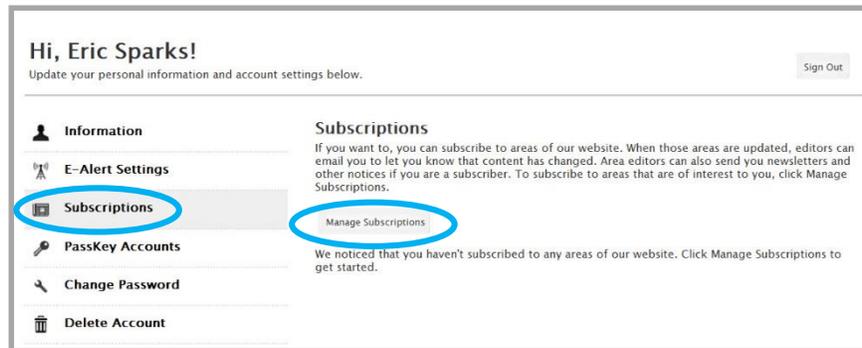
Registered users must subscribe to sections or homepages within their Account Settings in order to receive Content E-Alerts. After changing content, editors click **Create E-Alert** to send a Content E-Alert E-Mail message to all subscribed users. This includes changes to Calendar events, which are records in a Calendar app. The email message that subscribers receive contains a link to the updated content.
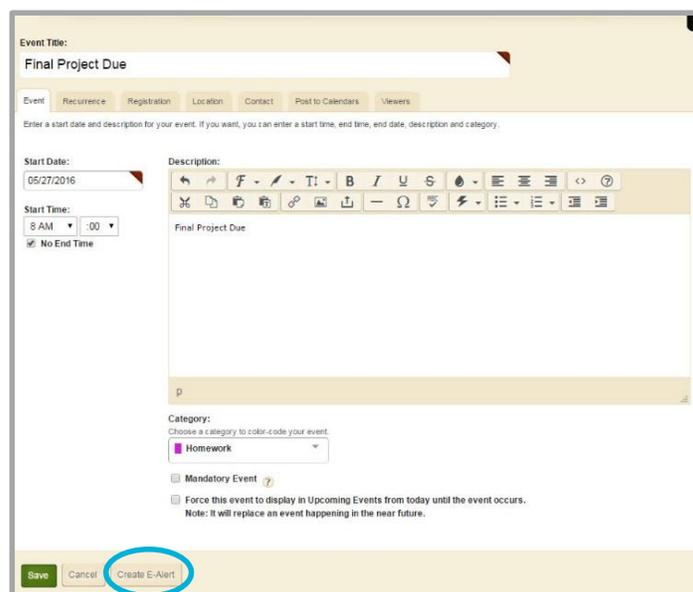
Exercise 1—Organizing Your Section

<u>Directions</u>: As you begin to plan and develop your section, consider these questions.

1. Who will be viewing your section? (This will help you determine who your audience is and how your section should be designed. For example, will viewing restrictions be required?)

   - Students
   - Parents
   - Faculty
   - Unregistered Visitors

2. What type of information do you want to provide to your viewers? (This will help you determine what apps you should use.)

   - Contact Information
   - Directions
   - Discussion Points
   - Course Information
   - Homework
   - Policies and Procedures
   - Schedules
   - Photographs
   - Music

3. What is the best way to convey and display your information? How should your users accomplish these tasks? (This will help you organize and structure your apps and pages.)

   - View the information on the website without having to open a document
   - Download and save or print a document
   - Access other websites
   - Quickly link to another page on your own site
   - Post a comment
   - View a series of photos
   - Listen to music or an audio recording
   - Watch a video

Exercise 2—Section Planning Guide

Directions: Using the diagram as a guide, plan and design your section.

- Your section is located under one of the channels listed along the Channel Bar. The name of your section will display in the drop-down menu or on a directory page.
- The landing page of your section is its homepage. It should welcome visitors to your section. You determine on which page visitors land.
- You can have as many pages as you like.
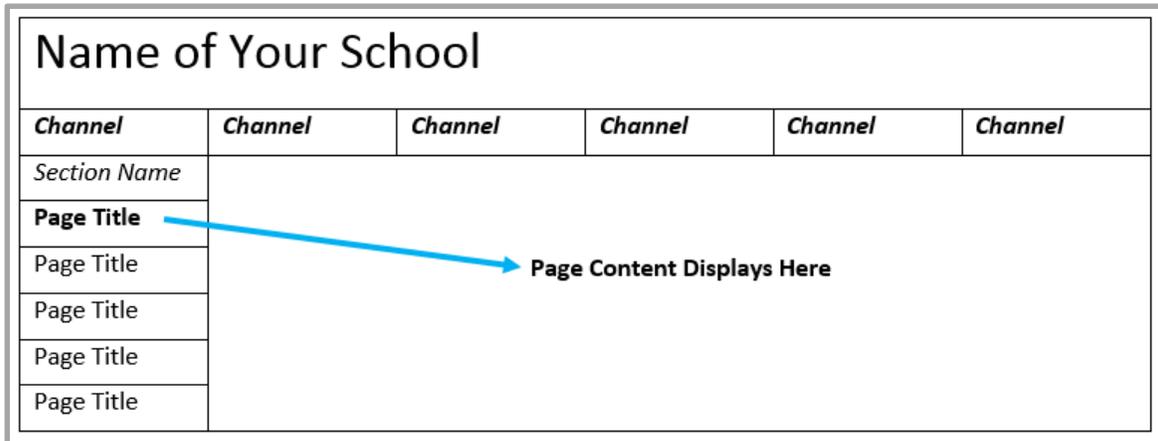
Site Manager Overview

Site Manager is a tool for users who have been assigned editing privileges. Users with editing privileges see the *Site Manager* link in the My Start Bar when they sign in to the website. Clicking this link launches *Site Manager*.

If you are a Section Editor and launch Site Manager, these are the Navigation elements that you see.

1. View Website permits you to view the refreshed website after you have made changes to your section.
2. Help Center links to the Web Community Manager Help Center site where you can access other resources.
3. Sign Out allows you to sign out of *Site Manager*.
4. Hot Topics Billboard offers you quick access to content designed to help you create engaging pages.
5. Section Workspace is your work canvas. Click a tab (**Summary**, **Tools**, **Editors & Viewers**, **Statistics** and **How Do I…?**) to see options for it. Note that you will find your pages on the **Summary** tab.

Section Workspace Overview

Before you can access your [Section Workspace](#) to add and modify content, you must be assigned as its Section Editor. This is a privilege normally assigned by a Site Director. Depending on how your website is configured, this privilege could also be assigned by a Subsite Director or a Channel Director.

Once you are assigned as a Section Editor, you have access to *Site Manager*. Click *Site Manager* on the MyStart Bar to edit your Section Workspace. The Section Workspace is the area in Site Manager where you complete your Section Editor tasks. The Section Workspace provides you with access to six tabs **Summary**, **Tools**, **Editors & Viewers**, **Statistics** and the **How Do I** tab.

Access the Section Workspace

Here's how you access your Section Workspace.

1. Click on the Sign In button that displays on the MyStart Bar at the top of your website. The Sign-in window displays.

2. Enter your Sign-in Name and Password and click **Sign in**. If you cannot remember your password, click **Forgot My Password** to have it Emailed to you. The red triangle in the upper right corner of the field indicates that the field is required.

3. Click *Site Manager* in the MyStart Bar. A new browser window or Tab displays.

4. When you are finished editing your section, click Sign Out located on the My Account Drop-down List to log out of the website.
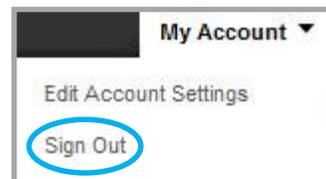
Summary Tab

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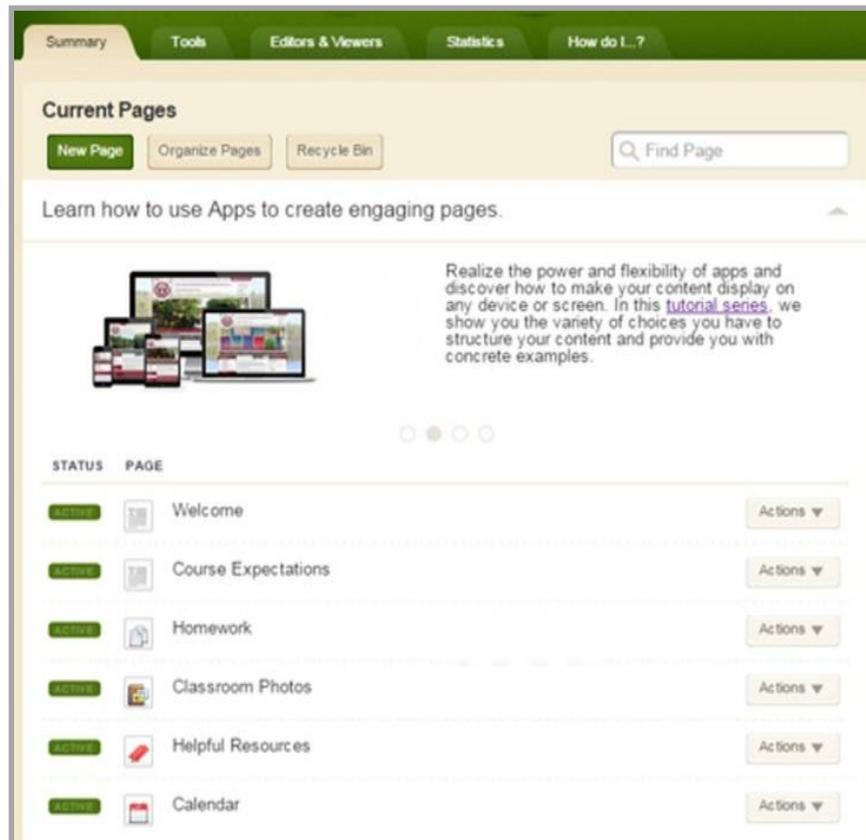
Here are some of the tasks you can perform on the **Summary** tab.

- Add a Page
- Edit a page
- Delete a Page
- Copy a Page
- Move a Page
- Make a Page Active
- Make a Page Inactive
- Change a Page Name
- Organize pages
- Set page options
- Set viewers for a page
- Get the link for a page
- Access the page Recycle Bin

Current Pages

The Current Pages area is where you will [manage your pages](). This area also contains the Hot Topics Billboard which is offers you quick access to content designed to help you create engaging pages. By default, the Hot Topics Billboard always displays open. You see a post title and content. Click each dot within the dot navigation, located at the bottom of the billboard, to display a different post. Alternatively, you can use the Arrow icons to the left and right of the post to move to the previous or next post. In Current Pages you also have the option to **Organize Pages** and access the page **Recycle Bin**.
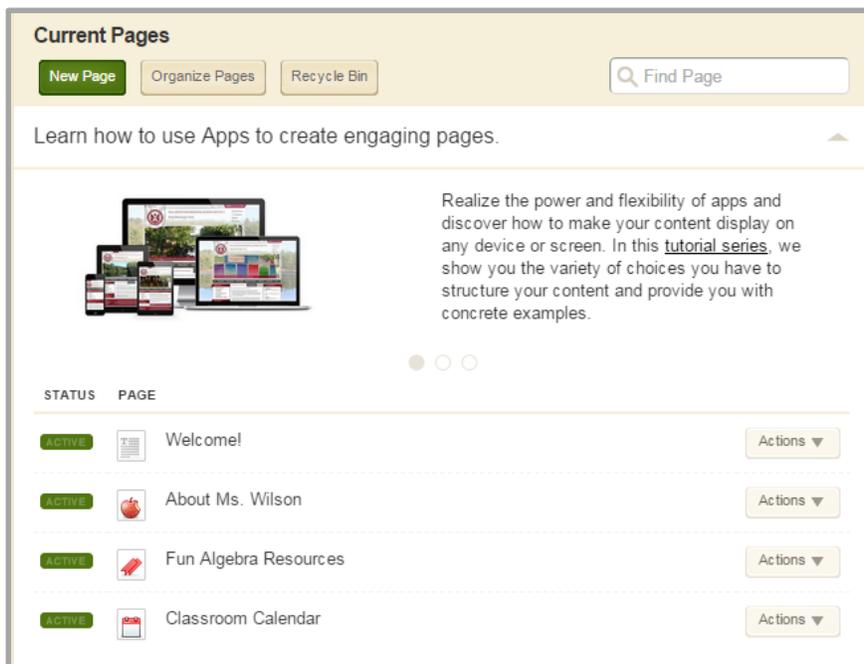
Common Tools

Common Tools provides you with quick links to common tools. Clicking **All Tools** will take you to the **Tools** tab.
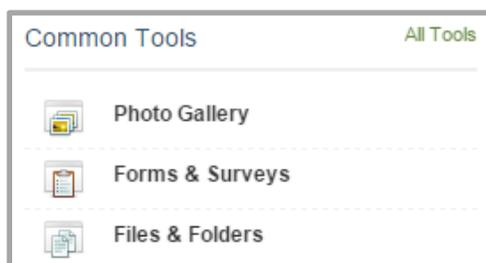
Pending Comments

If your district has Social Media Framework you can review, approve and decline comments here.
Clicking **All Comments** will bring up the Approve Visitor Comments window.

Pending Comments   All Comments

I use this website all the time!
By Eric on Algebra Help
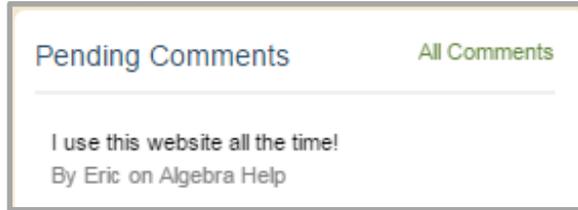
Total Visits

Total Visits provides a snapshot of total visits to your section on the end-user website.
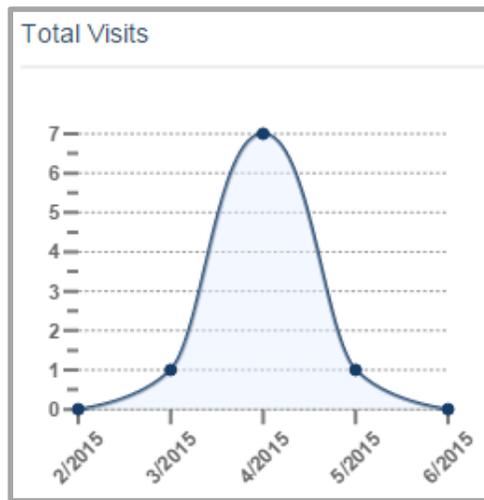
Tools Tab

The **Tools** tab is where you can manage your section tools and apps.
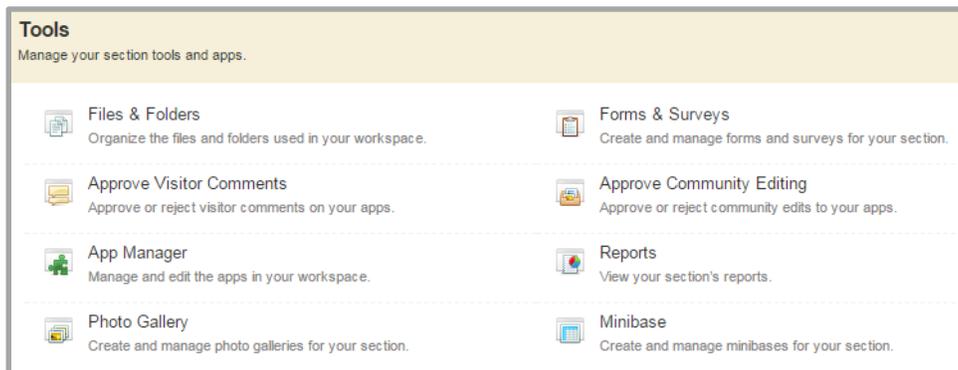
Here is what is available on the Tools tab.

- Files & Folders
- Approve Visitor Comments
- App Manager
- Photo Gallery
- Forms & Surveys
- Approve Community Editing
- Reports
- MiniBase

Editors & Viewers Tab

The **Editors & Viewers** tab is where you can assign others editing and viewing rights to your section.

Statistics tab

The **Statistics** tab is where you can view statistics about visits to your section.

How do I tab

The **How do I** tab is where you can find Articles, Video Tutorials and Additional Resources. Additional Resources contains guides, workbooks, help cards, helpful links and sample files. To find information for a particular topic, enter a keyword or phrase into the search field.

If you do not see the help resource for your search request, use **Suggest a Resource** to let us know what topic you were unable to find. If you have a question or issue with your website, be sure to follow your organization's guidelines for technical support. Support does not see topic suggestions.

Pages Overview

As a Section Editor, you can add pages to your section. A page is where you add the content for your section. You can change the layout of your pages and add other apps to your pages as required. There are also default page layouts available for you to use to create your pages.

Core Components of a Page

Any page you add to your section consists of three core components; a Page Layout, Columns and Apps. A page consists of apps within columns. You have a choice of different Page Layouts from which to select for your page. You add apps to your columns.

Page Layout
The way in which the columns are arranged on a page is called the Page Layout. You can have one, two or three column layouts as well as layouts with left or right side-bars and layouts with headers and footers.

Columns

You place your apps into the columns of a Page Layout. You can place one or more apps in a column.

Apps
Apps are the content building blocks of a page. You can have one or more apps on a page. You can edit your apps as well as share them with other editors.
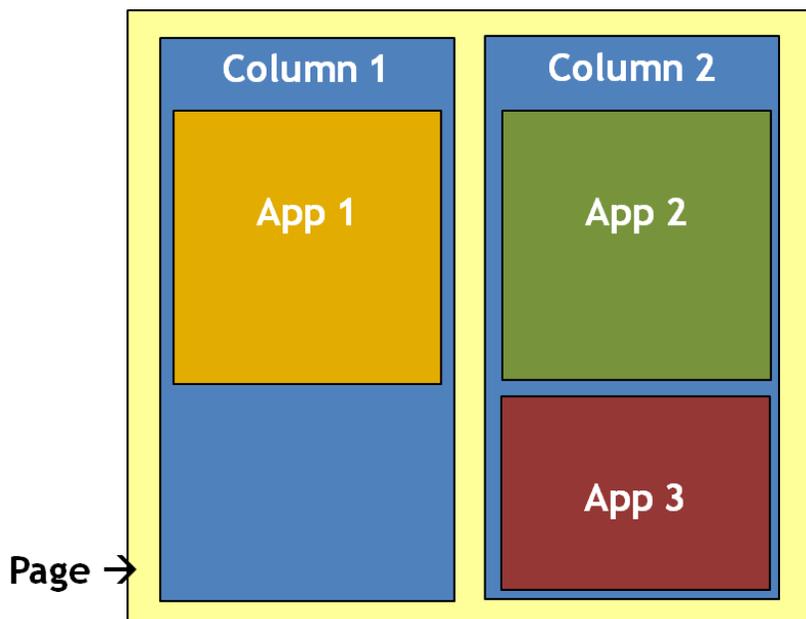
Page Types

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.

Exercise 1—Add and Edit a Basic Page

Directions: Add a new Basic Page. Follow the steps below.

1. From the **Summary** Tab, click **New Page**.
2. Click on the Basic Page Page Type from the list presented.
3. In Page Name field, assign a name for this page. Click **Save** to return to Page List.
4. Click on the name of the page in the Page List. The app opens.
5. Edit the app as you like.
6. By default, the status of the Basic Page is active. That is, the *Activate on my page* checkbox for the app is checked.
7. If this is acceptable, leave *Activate on my page* checked. The app will display on the page for viewers specified. (If you have not specified viewers, the app will display for all visitors to the end-user website.)
8. If you wish to hide the app while you edit it, uncheck the *Activate on my page* checkbox to deactivate it.

Exercise 2—Change the Page Layout and Add a Calendar App

Directions: Change the Page Layout and add a Calendar App. Follow the steps below.

1. Click **Actions** to the right of the page you created in Exercise 1.
2. Click Edit Page to access the Page Details window.
3. Click Manage Apps & Layout under Actions to the right of the Page Details window. The Page Details window will be placed into Design Mode.
4. Click **Change Layout**.
5. Choose the Two Column layout for your page.
6. Click **Apply**.
7. Click **Add App**.
8. Click on the Calendar App from list of Available Apps.
9. Type a name for the app. Use a meaningful name so that you can easily identify the app later.
10. Click **Save**.
11. Drag and drop the Calendar App to the second column.
12. Click **I'm Done** to return to the Edit View of the Page Details window.
13. Click the Home breadcrumb or **Summary** Tab to return to the Page List in Current Pages.
14. **Bad idea!** You should always use a One Column layout for the Calendar App. Change the Page Layout.

Exercise 3—Add a Calendar Event

Directions: Add an event to the calendar. Follow the steps below.

1. Click the **New Event** button.
2. When the Event window opens, enter the Start Date, End Date, and Event Name. All other fields are optional.
3. Click **Save**.
4. To edit an event, position the cursor on the event.
5. Click the **Edit** button that displays. Edit the event as desired.
6. Click **Save**.

Exercise 4—Upload Files to Files & Folders

Directions: Upload files to Files & Folders. Follow the steps below.

1. On the **Summary** tab, click Files & Folders in Common Tools.
2. Create folders for your images and documents. You do this by clicking on **Folder Actions** at the top of the page, then selecting New Subfolder from the drop-down list.
3. Type a Name for your folder then click **Save**.
4. You can continue adding folders and even create folders within folders if you like.
5. Using the Navigation Pane, select a destination folder to which you will upload files.
6. Click **Upload**. **Browse** to find the file or files you wish to upload.
   a. To select a range of contiguous files, hold down the <SHIFT> key and click on the file names.
   b. To select a range of noncontiguous files, hold down the <CTRL> key and click on the files names.
7. What does contiguous mean?
8. Click **Upload**. When complete, you are returned to Files & Folders.
9. If desired, move a file to another folder using the **Move** button.
10. Click the **More** button to display the **More** Drop-Down List and try the Rename, Get Link and Delete options. Note that if the file is an image, you see the Preview Image option on the **More** Drop-Down list.
11. Challenge: Save a file in Files & Folders to your local desktop.
    Note: If you move a file to another folder, the web address for the file will change. Remember to update any links to that file with the new address.

Introduction to Web Community Manager Apps

Apps are your content building blocks. Each app is designed to display in a way that is consistent with the type of content contained within the app. Choosing the right app or combination of apps and the right page layouts will help you provide your visitors with adaptive content that automatically responds to the type of device accessing the information and keep your pages fresh and engaging.

- [About Teacher App](#)—A great welcome page. It helps students and parents get to know more about you. Use this app to display your photo, contact information, degrees and certificates.
- [Alumni Directory App](#)—Catalog and display alumni information. This is a fun way for alumni to keep in touch.
- [Announcements App](#)—Ideal for broadcasting brief, short-term messages. This is a go-to app on Site and Subsite homepages. They can also serve as a useful tool on a teacher's section landing page, an athletic section landing page, a club section landing page and a department section landing page.
- [Article Library App](#)—Build collections of articles that generally have the same topic or theme. Use this app to showcase content.
- [Assignment App](#)—Post homework, in-class or extra credit assignments. The Assignment App makes it easy to provide instructions and supporting resources for your assignments without being concerned the handout won't make it home in the backpack.
- [Blog App](#)—A great conversation starter. Blogs usually include entries on personal observations, event descriptions, multimedia files, links or other material. Create a blog posting so that others can comment and rate it.
- [Book List App](#)—A clever method for creating book lists. Create curiosity and encourage interest in books by showcasing them in an online library. Add cover images, descriptions, classifications and social elements to build appeal.
- [Calendar App](#)—An efficient organizational tool. There are calendars available at all levels of your site - Site Workspace, Subsite Workspace, Channel Workspace and Section Workspace. Site Directors can make an event on the Site Workspace Calendar mandatory and the event displays on all calendars.
- [Content App](#)—The go-to app for adding text to your page. You can also add text, images and links to your page. It also pulls styles from your template and provides you with a simple and clean editing experience. This app is adaptive which means the content you enter looks great when viewed on any device.
- [Discussion App](#)—Introduce topics of conversation. You can add one or several topics within the app.
- [Divider App](#)—Separate content on your web pages. Place a Divider app between other apps on your page.
- [Document Viewer App](#)—For displaying documents. This app displays a document on your page that can be viewed by visitors without additional software.
- [Embed Code App](#)—Used for embedding code on your page. The most popular use of this app is to insert third-party embed code and render it locally on your end-user website. This app can also be used to enter custom code to display on your site.
- [Facebook-like App](#)—Enables visitors to your website to publish on their Facebook page that they liked the content of your website.

- File Library App—Organize collections of files that generally have the same topic or theme. There are many uses for this app. Here are some examples of how you might use this app to create, organize and showcase items.
- Google Folder App—Connect with a folder you created with in Google Drive™—a file storage and synchronization service created by Google. Once your site administrator has downloaded and imported the Google Folder App, you can add it to your pages and connect to a folder you created in Google Drive.
- Heading App—Display a heading on your page. The Heading App supports your efforts to design pages that look great on mobile devices. Use the Heading App to add a heading to a page and your device recognizes it as a heading and displays it appropriately.
- Headlines & Features App—Showcase an article or other content on your page. The Headlines & Features App is generally used on a Site or Subsite homepage. This would also be great on a Teacher homepage.
- Image App—Insert an image on your page. This app supports your efforts to design pages that look great on mobile devices. Use the Image App to add an image to a page and your device recognizes it as an image and displays it appropriately.
- Link Library App—Display links to websites for you to share.
- Lunch Menu App—An easy way to display a lunch menu on your page. Display settings in the app allow you to choose how many records to display at a time.
- Maps & Directions App—Add a map and directions to your page. Visitors can click the map that displays for the location and launch Google Maps. Use Google Map tools to get driving directions and other information.
- MiniBase App—Create searchable lists. With the MiniBase App you can create, manage and deploy searchable lists for use by the visitor to your page. Although, you do not need to set up MiniBase as a searchable database; you can simply use it to create organized lists of information.
- Photo Gallery App—Welcomes visitors with rotating photos. Images of classroom activities, field trips, guest speakers and more engage parents and other visitors with your classroom activities at a deeper level.
- Podcast App—Add digital audio files to your page. Enter details such as description, episode length and tags to provide visitors with details they wish to see.
- Premium Video App—Build a collection of videos on your page. You can choose to upload videos and save them to the site or you can choose to copy and paste the embed code of videos posted on third party sites. Visitors to your website watch your videos without having to wait for them to download or having to navigate a third party site to view them.
- Q & A App—Post Questions & Answers to your page. Q&A App is most frequently used for adding FAQ's to a page. There are other creative uses too. Use Q&A App to create a study guide or a pre-test.
- School Directory App—Create a School Directory allowing you to add and maintain information about each of your schools and the District site. You can add information such as the school name, school type, contact information and even upload a picture of your school or mascot.
- Site Shortcuts App—Build quick links to other material on your site or other websites. Direct visitors to important content with one click. Site Shortcuts are generally used on a Site or Subsite home page. This would also be great on a Teacher home page.
- Staff Directory App—Create a Staff Directory allowing you to add and maintain information about each of your staff members. You can include names, phone numbers, extensions, email addresses and room numbers.

- <u>Table App</u>—Add a table to your page. When you add a Table App, you first specify the number of rows and columns it should contain. You then have the option to add a caption and a description for the table. You select a table style and indicate if the table should include row and column headers.
- <u>Twitter Share App</u>—Enable visitors to your website to tweet a link of your page to other Twitter users. Add this app to a page that you wish to be shared throughout your community.
- <u>Upcoming Events App</u>—Displays events from an associated calendar. Upcoming Events App is a great way to keep everyone apprised of what's coming up. Upcoming Events App is a customary app for Site and Subsite homepages. This app also works great on a Section landing page for Teachers, Clubs, Departments and other Sections. This app could also be a key addition to a Channel homepage.
- <u>Wiki App</u>—Offers collaborative content contribution. Wikis facilitate community building with content being added and edited by the learning community. The Wiki App allows registered users to openly add, edit and delete content on the end-user website. Any visitor can view it however, only users who sign in can edit it.

Full and Basic Text Editors

The Full and Basic Text Editors are available within select apps.

Full Editor Overview

The editor that you find in the Content App is known as the Full Editor. The Full Editor offers many options to add and edit content.
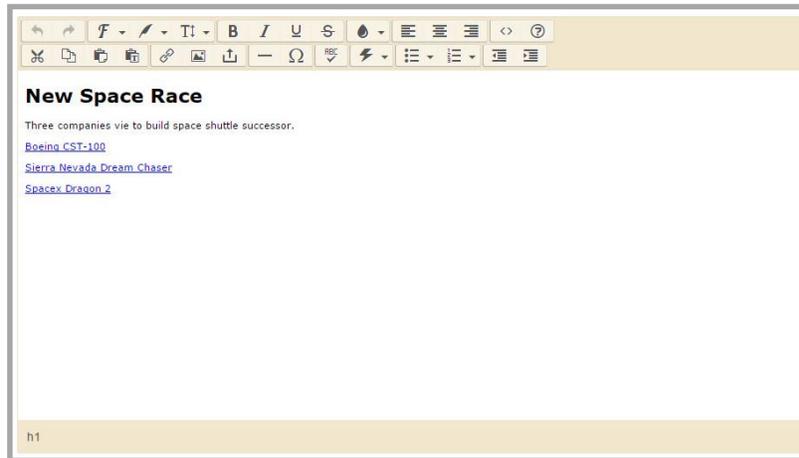
Basic Text Editor Overview

The Basic Text Editor delivers a streamlined editing experience.
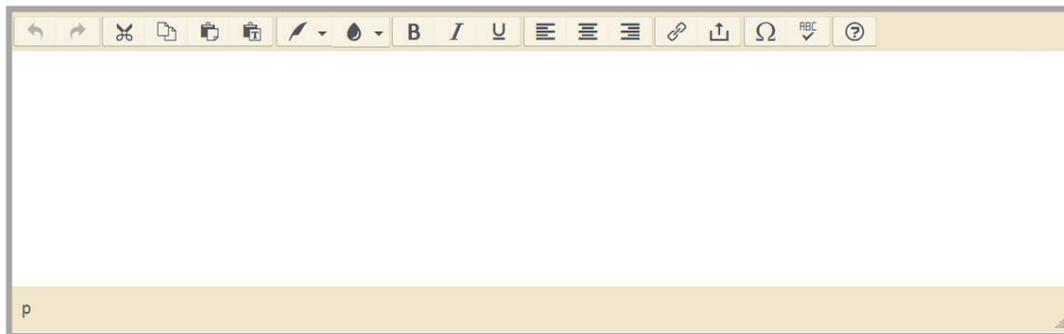
Insert Wizards

Web Community Manager has three different insert wizards.

Insert Link Wizard

The Insert Link Wizard allows you to insert links within the Basic and Full Text Editors.

Insert File Link Wizard

The Insert File Link Wizard allows you to insert links to files within the Basic and Full Text Editors.

Insert Image Wizard

The Insert Image Wizard allows you to insert images within the Full Text Editor.

Exercise 1—Work with Text in the Content App

<u>Directions</u>: Complete this exercise. Follow the steps below.

1. Add a Content App to your page.
2. Practice creating the text below

   Subtitle

   Normal text

Larger text

Exercise 2—Insert a Picture into an Image App

<u>Directions</u>: Complete this exercise. Follow the steps below.

1. Add an Image App to your page.
2. Choose a picture from your computer, your site/section, a shared library or the clip art library.
3. Browse for the picture you wish to insert.
4. Enter Alternative Text for your picture.
5. Adjust your picture's Alignment and Border size.
6. Resize your photo as desired.
7. Save your Image App.

Exercise 3—Create a Table in a Table App

<u>Directions</u>: Complete this exercise. Follow the steps below.

1. Add a Table App to your page.
2. Choose a table size.
3. Set your Table Caption and Table Summary as desired.
4. Choose a Table Style.
5. Enter some content into your table.
6. Save your table.

Glossary
Web Community Manager Terms

Here are the definitions of some common terms.

About Teacher App	This app displays your photo, contact information, degrees and certificates.
Alumni Directory App	This app is used for cataloging and displaying alumni information.
Announcement App	This app is ideal for broadcasting brief, short-term messages
App	Apps are the content building blocks of any page. A page may include one or more apps. You can create and edit apps as well as share them with other users.
Article Library App	This app is used to build collections of articles that generally have the same topic or theme.
Assignment App	This app is used to post assignments.
Blog App	Blogs usually include entries on personal observations, event descriptions, multimedia files, links or other material.
Book List App	This app is a method for creating book lists.
Calendar App	This app is an efficient organizational tool. Use this app to showcase events.
Channel	Channels are the main navigation element on your site. Channels are like file cabinets drawers in which sections are located.
Column	Columns are the areas where apps are placed. You can have one or more apps in a column. Columns are areas on a Page Layout.
Content App	This app is the go-to app for adding text to your page.
Content Browser	The Content Browser for Section Editors is an area within *Site Manager* that lists the sections for which they have editing privileges as well as the sites and channels in which they reside.
Discussion App	This app is effective in facilitating conversations. Use the Discussion App to introduce topics of conversation. You can add one or several topics within the app.
Divider App	This app is used to insert a rule between other apps.
Document Viewer App	This app is used for displaying documents.
E-Alert	There are two types of E-Alerts: Content E-Alerts and Broadcast E-Alerts. Content E-Alerts allow editors to notify subscribers when they make changes to a homepage, to apps within pages in a section or to calendar events.
Editing Privileges	*Site Manager* has five levels of editing privileges: Site Director, Subsite Director, Channel Director, Section Editor and Homepage Editor. As a Section Editor, you will be able to edit all of the content in your section.
Embed Code App	This app is used for embedding code on your page.
Facebook-like App	This app enables visitors to your website to publish on their Facebook page that they liked the content of your website.
File Library App	This app organizes collections of files that generally have the same topic or theme.

Google Folder App	This app allows you to display a Google Folder.
Groups	Groups are a way of organizing users based on similar needs. Groups can be used to assign Editing Privileges, Viewing Rights and Sharing Rights.
Heading App	This app displays a heading on your page.
Headlines & Features App	This app showcases an article or other content on your page.
Homepage Editor	This individual has editorial privileges for the homepage and calendar on either the site or subsite depending on which type of Homepage Editor he or she is.
Image App	This app inserts an image on your page.
Link Library App	This app displays links to websites for you to share.
Lunch Menu App	This app is an easy way to display a lunch menu on your page.
Maps & Directions App	This app adds a map and directions to your page. Visitors can click the map that displays for the location and launch Google Maps.
MiniBase App	This app is used to create searchable lists.
Page	A Page is where you add the content for your section. You can use Page Types to create your pages. You can change the layout of your pages and add other apps to your pages as required.
Page Layout	Page Layouts contain one, two, or three columns. You can also choose a layout with a left or right side bar and headers and footers.
Page Type	Use Page Types to create your pages. A page type usually consists of a one column page layout and includes one app.
Photo Gallery App	This app welcomes visitors with rotating photos.
Podcast App	This app is used to add digital audio and video files to your page.
Premium Video App	This app is used to build a collection of videos on your page.
Q & A App	This app is used to post Questions & Answers to your page.
School Directory App	This app creates a School Directory allowing you to add and maintain information about each of your schools and the District site.
Section	A section is a collection of pages within a channel.
Section Editor	A Section Editor has editing privileges for a section, which includes the ability to add, edit and delete pages in his or her section. Section Editors can control what content can be viewed by individual users or groups of users through the management of Viewing Rights
Section Workspace	The Section Workspace is the area in *Site Manager* where you complete your Section Editor tasks. The tasks in the Section Workspace are located on a Summary Tab, a Tools Tab and Editors & Viewers Tab, a Statistics Tab and the How Do I…? Tab.
Simple Wiki App	This app offers collaborative content contribution.

Site Director   A Site Director is the individual who has the highest level of editing privileges on your site and is able to edit content on the District Site as well as all subsites. If assigned a Passport with all administrative privileges, this user can perform such functions as registering users, granting editing privileges and configuring sections.

Site Manager   This is the tool you use to edit your section. What you see within *Site Manager* depends on your editing privileges.

Site Shortcuts App   This app is used to build quick links to other material on your site or other websites.

Staff Directory App   This app creates a Staff Directory allowing you to add and maintain information about each of your staff members.

Table App   This app adds a table to your page.

Twitter Share App   This app enables visitors to your website to tweet a link of your page to other Twitter users.

Upcoming Events App   This app automatically displays events from an associated calendar.

URL   Uniform Resource Locator—This is the web address that you use to create hyperlinks. http://www.blackboard.com is an example.

Viewing Rights   Viewing Rights enable individual users or groups of users to view content which has otherwise been restricted. Site Directors, Subsite Directors, Channel Directors and Section Editors are able to assign Viewing Rights to users.

Additional Help Resources

Here are some additional help resources you may find valuable.

- Website Help Center
- Where to Find Help
- App Showroom
- Core Resources
- Hot Topics
- Adaptive Content
- Workspaces in Site Manager
- Manage Pages
- Manage Apps & Layouts
- Apps & Page Types Help Card
- Recommended Practices for Teacher Pages
- Social Settings
- Availability of Social Media Elements
- Page Types Overview
- Calendar Workbook