Site Administrator Guide

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 guide provides you with what you need to know to become a Site Administrator. You will find information about your website as well as instructions for common tasks you may need to perform as a Site Administrator.

Website Navigation Basics

Site Administrators, Site Directors and Subsite Directors should be familiar with the structure of the website.

End-User Website Navigation Elements

These navigation elements display on every page of the end-user website.

- MyStart Bar
- Organization Name
- Channel Bar

MyStart Bar

General navigation elements appear on the MyStart navigation bar of Web Community Manager. However, what you see before you sign in and what you see after you sign in will be slightly different.

Prior to signing in, the following navigation elements may be available to you on the MyStart bar before you sign in.

- Select a School—This drop-down list allows you to navigate to your subsites.
- Sign In—This allows registered users to sign in to the site and access their user accounts.
- Register—This allows visitors to create a user account for themselves by self-registering.
- Grades—This is an optional feature used to link to a separate grading program.
- Email—This is an optional feature used to link to a separate Email program.

After signing in, the following navigation elements may be available to you after you sign in.

- Site Manager—This link allows you to edit areas of the website to which you have been assigned.
- My Account—This link provides access to account options.
  - Edit Account Settings—Click this option to access your account information and modify it.
  - Sign Out—Click this option to sign out of the site. We always recommend that you sign out when you are finished working.
- My PassKeys—This link allows access to your library of single sign-on PassKeys which provide secure access to web applications through Web Community Manager.

Channel Bar

Channels are visible on every page of your site or subsite. They provide visitors to your website with consistent navigation throughout the site or subsite. The channels on each subsite may be different from those on the main site or other subsites.

Channels contain sections and within each of those sections are pages of information about that particular section. Think of your website as a filing cabinet of information.
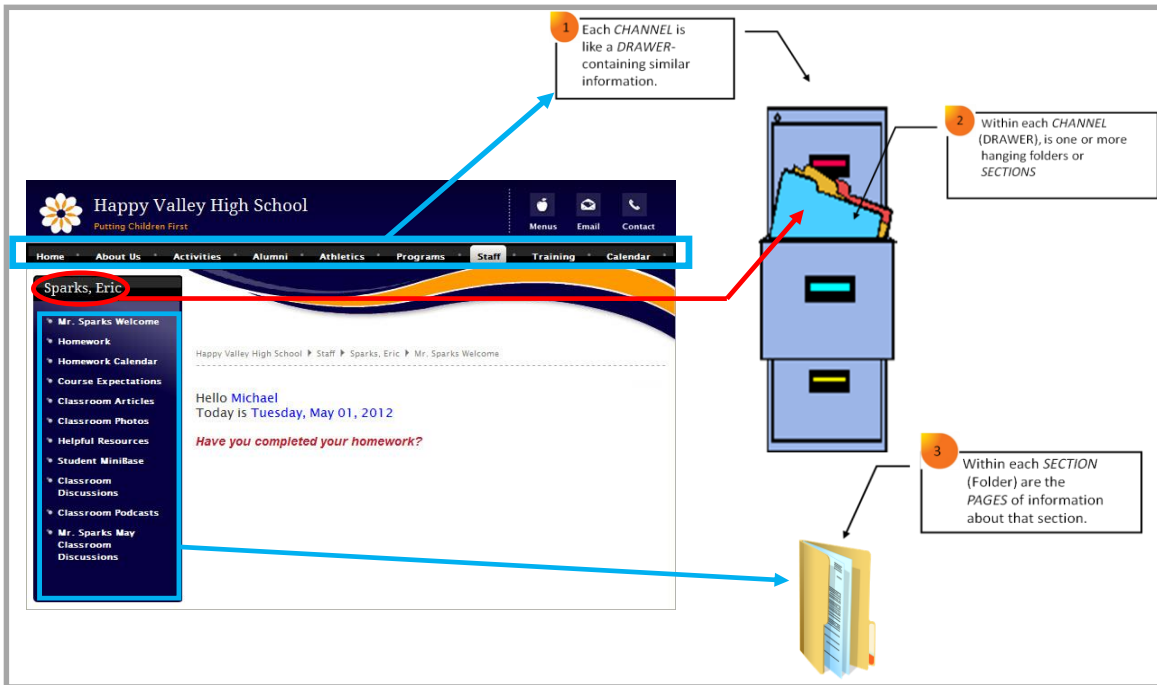
Web Community Manager allows you to have channel homepages and channel calendars. If you choose to enable these, you can provide visitors with an overview of what they will find within your channel. You may also choose to have a directory page, or just set the channel to automatically direct website visitors to the first Section in the channel when they click the name.

Site Structure and Navigation

Web Community Manager provides visitors to your website with consistent channel navigation. Notice the two sections within the Parents channel, *PTO* and *Parent Handbook.*

When you select the PTO section on the Parents channel drop-down, you are taken to the landing page of that section, *Definitions*. From there you can navigate to the other pages within that section by clicking the *Volunteer!* or *PTO Calendar* pages. You can also use the channel bar and choose a different channel on that site or use *Select a School* on the MyStart bar to navigate to one of your other sites.
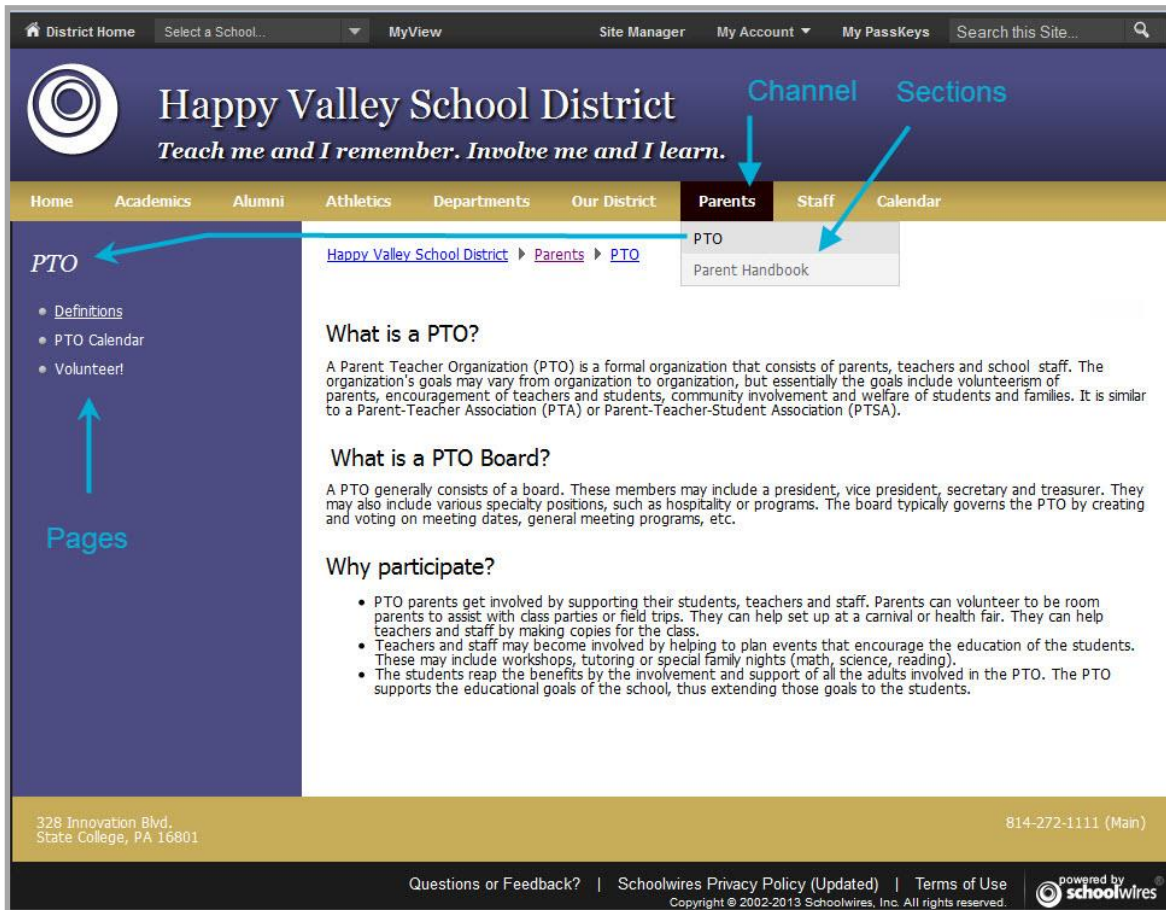
Getting Started

If you have a user name and a password, you can sign in to the website. You can also edit your
My Account settings.
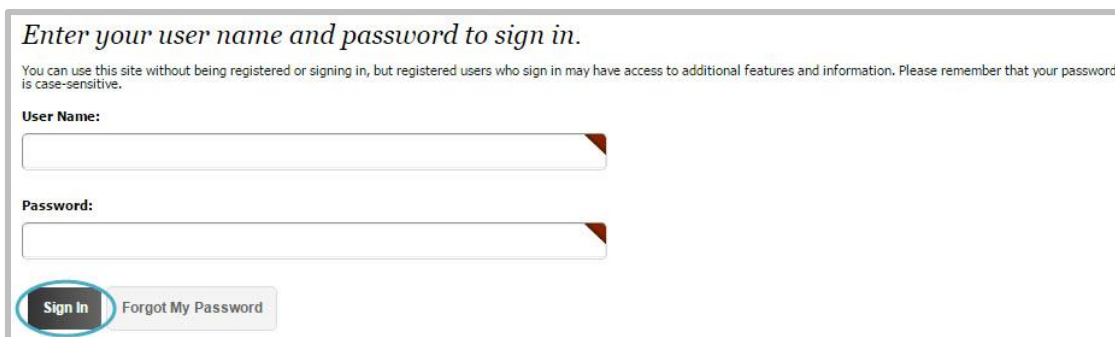
Sign In

Here's how you sign in to the website.

1. Open your web browser. Enter the web address (URL) for your website. If you are developing
    your website, your URL will be in the format *http://YOURSITE.blackboard.net.* When your
    website is live, the URL will be the domain name that you have provided to Blackboard.
2. Click **Sign In** on the MyStart bar. A sign in window displays.
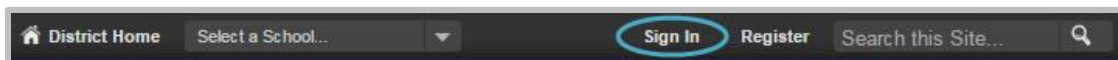
3. Enter your User Name and Password. Passwords are case-sensitive.

4. Click **Sign In**. Your User Name and Password are authenticated and if correct, you are signed into
    the website.

If you forget your password, click **Forgot My Password**. A link you use to reset your password is sent to
the Email address entered in your User Account settings.

My Account

After signing in, **My Account** displays on the MyStart bar. From here you sign out of the website and edit your My Account settings.

In the Edit Account Settings dialog, you will see the **Information**, **Subscriptions**, **PassKey Accounts**, if it is active for your site, **Change Password** and **Delete Account** tabs.

The **Information** tab includes fields such as user name, email address, first name, last name, title, phone number and mailing address. Be sure to enter your zip code as it is used to calculate distances to event locations. You can also select an avatar here if you like.

The **Subscriptions** tab is where you can subscribe to receive notifications when updates are made to homepages and sections on your site and subsites.

The **PassKey Accounts** tab is where you can set up your PassKeys.

The **Change Password** tab allows you to change your password. Passwords should be at least seven characters in length with a maximum number of 50 characters. They should include alpha and numeric characters.

The **Delete Account** tab allows you to delete your account.

Edit Account Settings

Here's how you edit your account settings.

1. Select Edit Account Settings from the My Account drop-down list. The Edit Account Settings dialog displays on the **Information** tab.
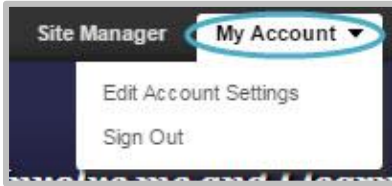
2. Edit your account as desired. Fields marked with red triangles are mandatory and must be completed.
3. Once finished, click **Save**.

Sign Out

To sign out, click **My Account** and select *Sign Out* from the drop-down.

District Home Button

Click on **District Home** at the top left of the MyStart bar to navigate to the homepage of your main site.
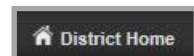
Select a School

If you have subsites, you can choose any of them from the Select a School drop-down. You will land on the homepage of the subsite that you select.

Site Manager

To launch *Site Manager*, click the *Site Manager* link on the MyStart bar. Where you land and to where you may navigate depend on the permissions you have been assigned.

The Homepage

Each site and subsite has its own homepage. It is the first page visitors to the website see when they navigate to a site. On the homepage, you can provide your visitors with current information about such things as school closings and activities.

Editing Privileges

Site Manager allows you to distribute the responsibility of maintaining the website and its content. *Site Manager* includes five [Editing Privilege](#) levels. You assign these privileges to registered users.

Site Director

Site Directors are individuals who have the highest level of editing privileges on your site. Site Directors can assign additional Site Directors for the district site as well as Subsite Directors, Channel Directors, Homepage Editors and Section Editors for all sites. When associated with a Passport having all administrative privileges, these individuals can perform such functions as registering users, creating user accounts, granting all editing privileges, configuring sections and editing the main site homepage and calendar. A Site Director also has access to all workspaces on the main site and all subsites.

Subsite Director

Subsite Directors are individuals who are assigned editing privileges for a subsite. Subsite Directors can assign additional Subsite Directors, assign Channel Directors, assign Homepage Editors and assign Section Editors. They can also configure site options; assign and sort channels and edit the subsite homepage and calendar.

Homepage Editor

Homepage Editors are individuals who are assigned editing privilege for just the homepage and calendar of a site or subsite. They can add and edit the apps on the homepage (e.g., Announcements, Headlines& Features and Site Shortcuts). They also have access to the homepage calendar and can add and edit events, as well as accept events pushed to the calendar's Event Queue.

Channel Director

Channel Directors are individuals who are assigned editing privileges for a channel, which allows them to manage that channel and all of the sections within it. This includes the ability to add, edit and delete pages within a section and place content on those pages. They can assign other Channel Directors to the channel, create and sort sections and edit the channel homepage within the channel. The Channel Director can also restrict viewing rights for a channel, its sections and the pages within the sections.

Section Editor

Section Editors are individuals who are assigned editing privileges for a section, which allows them to manage that section and all of the pages within it. This includes the ability to add, edit and delete pages and place content on those pages. They can assign other Section Editors to the section and can restrict the viewing rights for the section and the pages within it.

Navigating Site Manager

You use *Site Manager* to configure and add content to your website. Registered users assigned editing privileges see the *Site Manager* link on the MyStart bar when they sign in.

When registered users with editing privilege sign in and click the *Site Manager* link, they land in *Site Manager* at a location to which they have editing privileges. They use the *Content Browser* to navigate to other locations where they have editing rights.
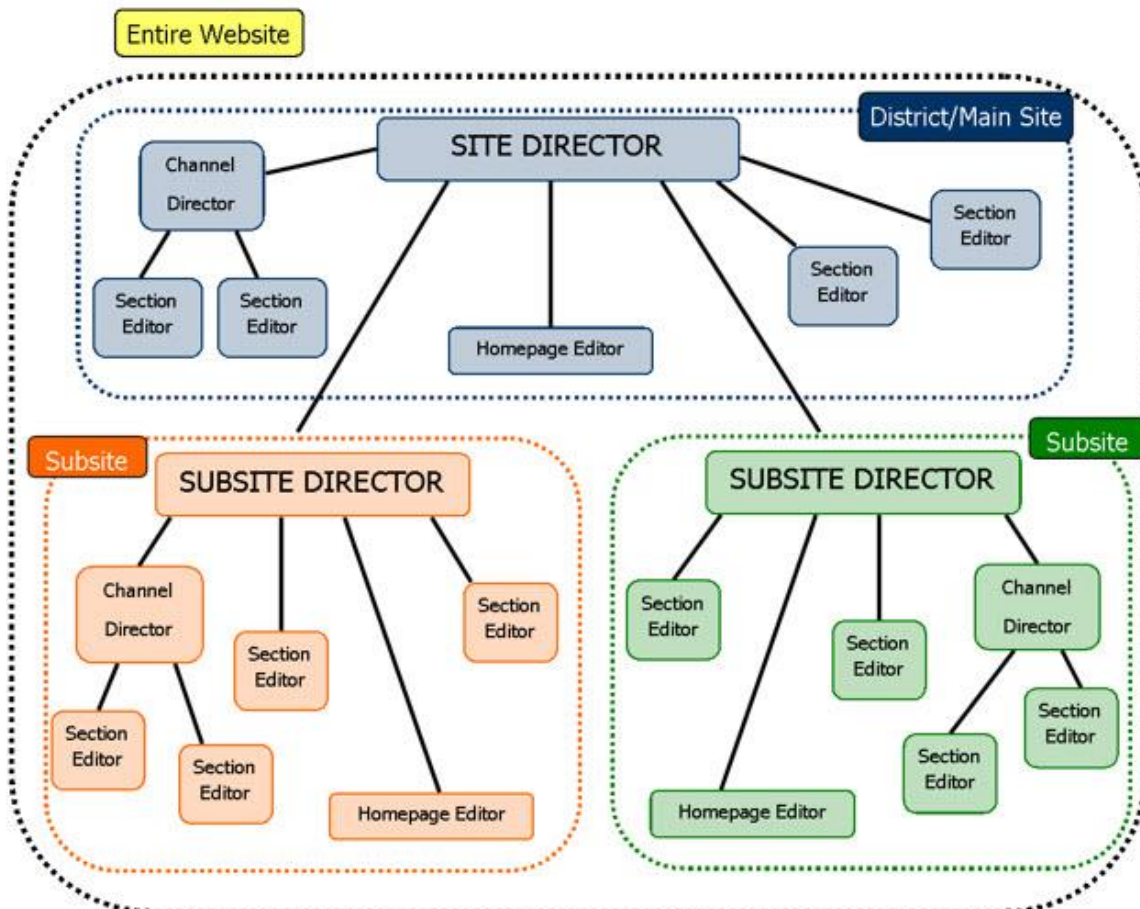
Site Manager Links

There are three links at the top of *Site Manager*.

- View Website—This link will show you a refreshed version of the website and you can view any changes you have made. You will have two browser windows open, the Site Manager browser window and the original browser window
- Help Center—This link will take you to the Web Community Manager Help Center.
- Sign Out—This link will sign you out of Site Manager.

Content Browser

The Content Browser provides you access to information and options used to maintain your website. It contains four functional areas—Users & Groups, Configure, Content Moderation and Sites & Channels.
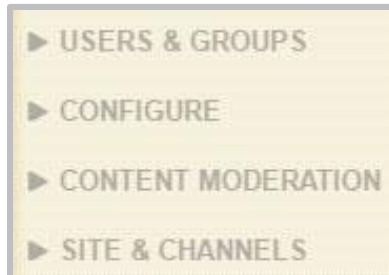
Clicking the arrow to the left of an area expands or contracts the display of options for the area.

It is important to note that the functional areas and options that display within the Content Browser are dependent upon what extended privileges have been assigned to you in your Passport. This is true for Users & Groups, Configure and Content Moderation. For Sites & Channels, you will be able to see and access all those to which you have Editing Privileges.

Off Canvas Menu

If you are working in *Site Manager* on a desktop or laptop that has the display resolution set to a value of 1024 x 768 or greater and your screen is maximized, the Content Browser always displays.

You may notice that as you manually resize the widow displaying Site Manager smaller, the Content Browser becomes hidden and an **Off Canvas** button displays.

Click the **Off Canvas** button to display the Content Browser.
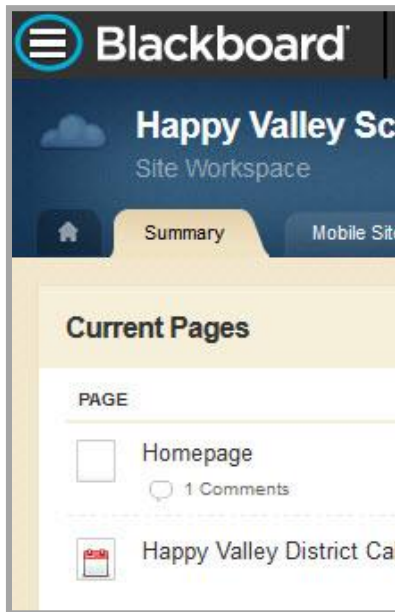
Once you select an option on the Content Browser, the browser is hidden again.
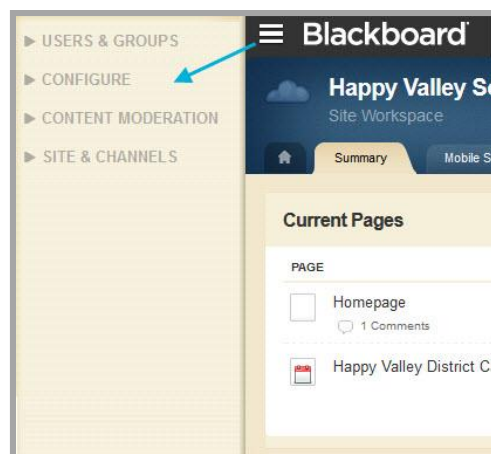
If you are working in *Site Manager* on a desktop or laptop that has the display resolution set to a value less than 1024 x 768, the Content Browser is hidden and an **Off Canvas** button displays. Again, click the button to display the Content Browser—once you select an option on the Content Browser, the browser is hidden again.

Site Fly Out Menu

The Site Fly Out Menu allows you to view and navigate to your site and subsites. Select a site or subsite to navigate that its Site or Subsite Workspace.

In the Content Browser the current site name displays, along with the channels for that site.
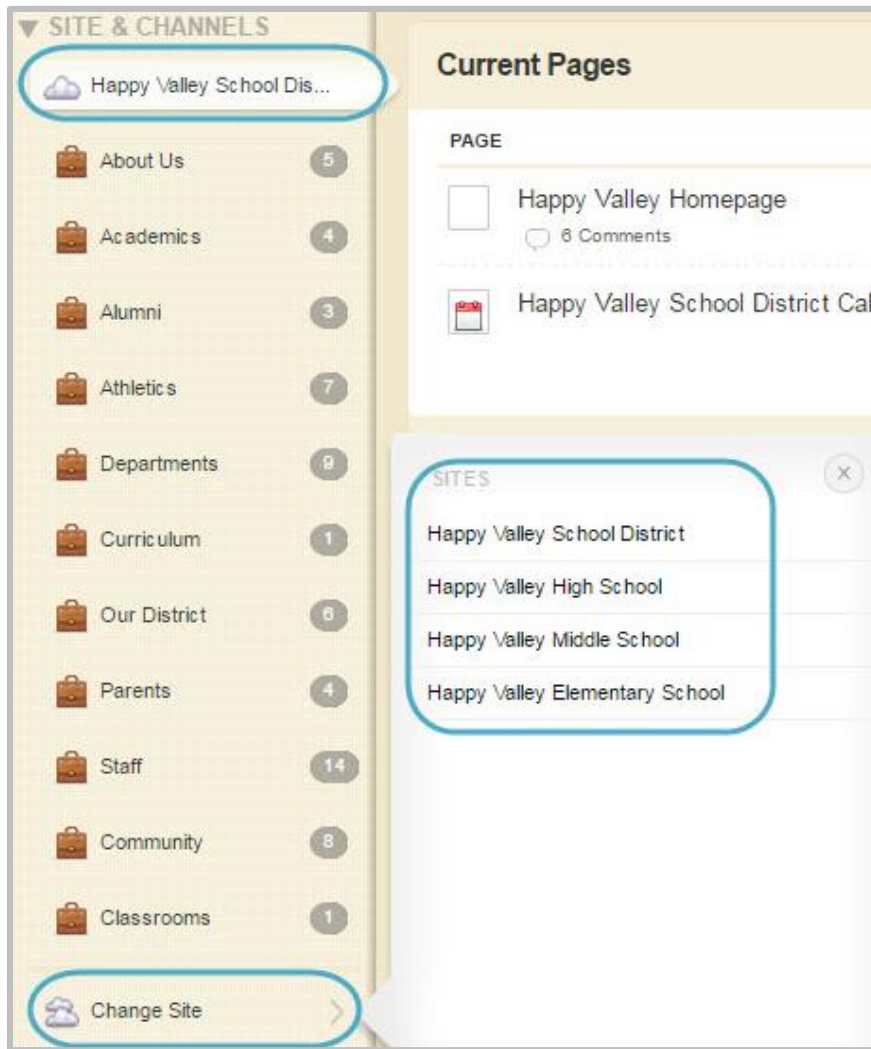
Section Fly Out Menu

The Section Fly Out menu allows you to view and navigate to all of the sections within a channel. In the Content Browser channels display slightly indented under the site.

The number of sections display to the right of the channel name. Hovering over the number displays a fly-out menu containing the name of the channel, along with a list of the sections contained within that channel. Select a section to navigate to its Section Workspace.
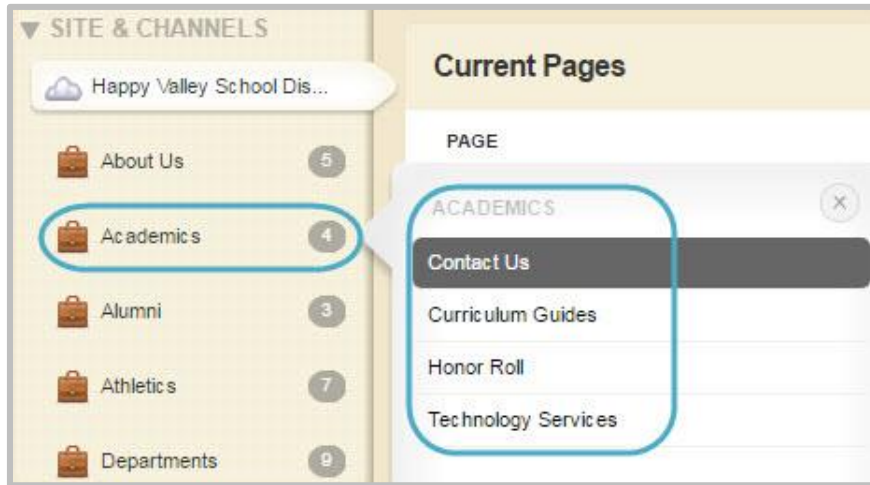
Administrative Workspaces

You use the Administrative Workspaces to configure, create and manage Web Community Manager. In most cases, Site Administrators have permission to access all of these workspaces. Other users may be assigned permissions to access these workspaces as well.

The Administrative Workspaces are organized into three major groups—Users & Groups, Configure and Content Moderation. You can access these workspaces from the Content Browser in Site Manager.
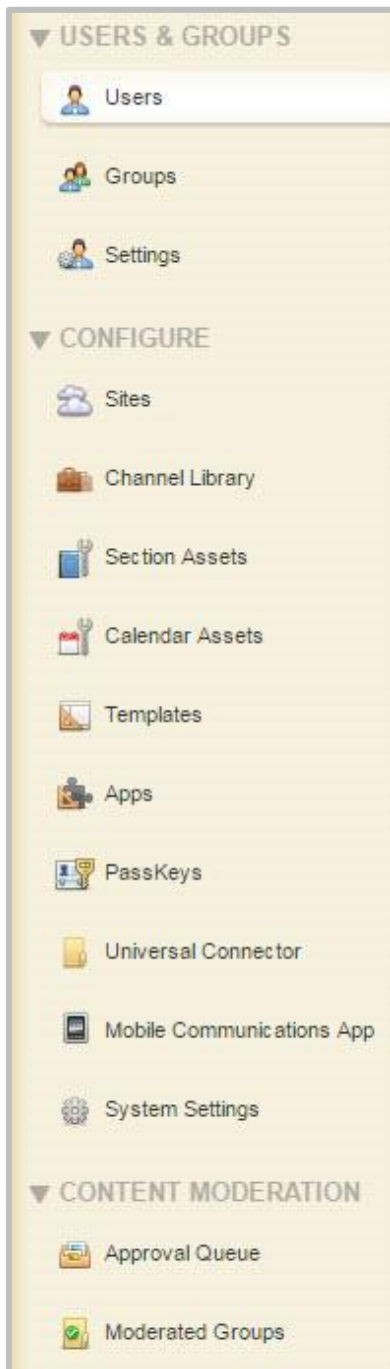
Users & Groups Workspaces

Users & Groups workspaces are where you add or import new users, update users. You also create and manage groups which are used to assign editing privileges as well as viewing and sharing rights within your site.

To access the Users & Groups workspaces, select Users & Groups from the Content Browser. There are three available workspaces.

- Users—Create and manage users and passports.
- Groups—Create and manage groups, group categories and mass assign group membership.
- Settings—Emails sent concerning Users & Groups, including new user emails utilize this Email address. You can also elect to automatically unlock user accounts after a specified amount of time passes

Site Administrators typically manage the users for the entire website. This includes creating and modifying passports, groups and group categories. The privilege of managing users and groups can also be assigned to any registered user using a Passport with those extended privileges.
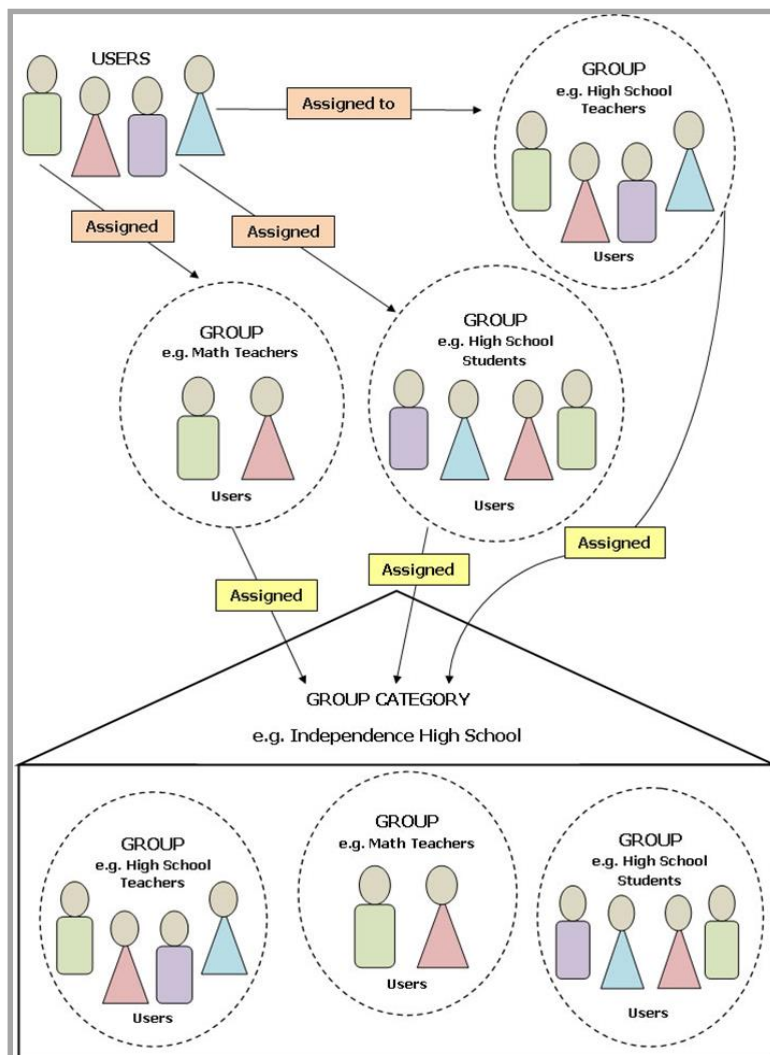
Users Workspace

To access the Users Workspace, click **Users** in the Content Browser. The Users Workspace displays, opening on the **Users** tab.
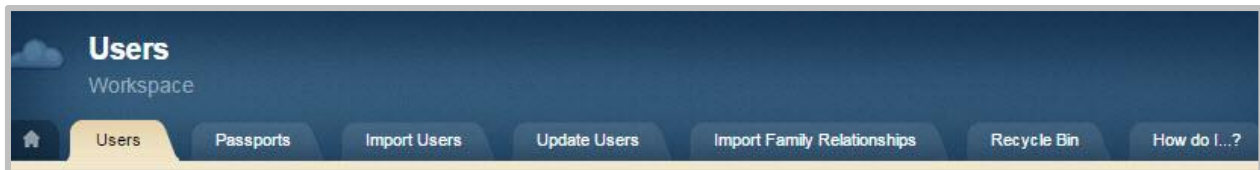
Users of your website can be registered in multiple ways.
- If your organization has enabled registration, users can register themselves.
- You can import users.
- A Site Administrator can create users one at a time.

Here are tabs which you may see in the Users workspace.

- Users
- Passports
- Import Users
- Update Users
- Import Family Relationships
- Recycle Bin
- How do I?

Users Tab

You will use this tab to create and manage user accounts.

Here are some tasks that can be performed on this tab.

- Create a User Account
- Edit a User Account
- Export User Account Information
- Unlock a User Account
- Reset User Account Passwords
- Emulate a User Account
- Filter Users
- Unlock All Users
- User Account Cleanup Guide

A Word about Passwords

Passwords are case sensitive. It should be at least seven characters in length. It should include both alpha and numeric characters. Use special characters to increase password strength. You should not use sequenced or consecutive letters or numbers such as *12345*, *abcde* or *abc123*. Avoid using strings such as *qwerty*, *changeme* or *password*.

As you type characters into the Password field, the Password Strength Indicator to the right of the field displays the strength of the password. Strengths include *Very Weak, Weak, Fair, Strong* and *Very Strong*.

Passports Tab

A passport is a set of extended administrative privileges that can be assigned to users. These privileges do not determine nor are they related to editing privileges. As a Site Administrator, you have automatically been assigned the *Site Director Admin* passport. This passport allows you to access the Administrative areas of the Content Browser, namely the Users & Groups workspaces, the Configure workspaces and the Content Moderation workspaces.

When a user is assigned a passport with select extended administrative privileges, they can only access those assigned areas. You may wish to create passports with different areas of administrative privilege and then assign them to users you wish to assist you with the administration of your website.

Here are some tasks that can be performed on this tab.

- Create a Passport
- Assign a Passport to a User
- Edit a Passport

Import Users Tab

Importing users allows you to quickly add multiple users, remove a group of users by rolling back an import and delete the import record, but not the users associated with the import.

You will need to create an import file. This is a CSV file. You can download a sample CSV file by clicking on the *Click here* link on the Import Users dialog. Do NOT include double quotes in any field within the file.

If you include a password in the import CSV file and map that field, you will need to contact each of the users that were imported and tell them what their password is. If you include an email address in the import file and map that field, a check box displays that you use to trigger an email message to each user. The email sent to each imported user contains their User Name and a link they use to set their password.

If users have the extended privilege *Allow users to modify their accounts* active in their passport, they can change this password by accessing *My Account* on the MyStart bar.

If you wish to assign a passport or groups to the users, you need to obtain the *ID Numbers* for the passports and groups you will use. Enter those in the CSV file and NOT the names of the passports or groups. Users can only have one passport. Users can belong to more than one group. When entering multiple groups in the CSV file, be sure to separate the Group ID number with a comma.

Here are some tasks that can be performed on this tab.

- Import Users
- When to Use Import Users
- Sample CSV file for Importing Users

Update Users Tab

You use Update Users to modify data for existing user accounts.

Here are some tasks that can be performed on this tab.

- When to Use Update Users
- Update Users
- Sample CSV File for Importing Users

Import Family Relationships

If you are using MyView, click this tab to access the Import Family Relationships function which you use to quickly associate guardian and dependent relationships for multiple users at once.

Here are some tasks that can be performed on this tab.

- Sample CSV File for Importing Family Relationships
- Set Up Section Membership Guide

Recycle Bin

When you delete users from the Users workspace, they are not permanently deleted but instead moved to the Recycle Bin. If you add a new user having the same User Name as one in the Recycle Bin, you will receive an error message stating that there is already a user with that name.

Here are some tasks that can be performed on this tab.

- Restore a User from the Recycle Bin
- Permanently Delete a User from the Recycle Bin
- User Account Cleanup Guide

Groups Workspace

To access the Groups Workspace, click on the **Groups** link in your Content Browser. The Groups Workspace window displays, opening on the **Groups** tab.
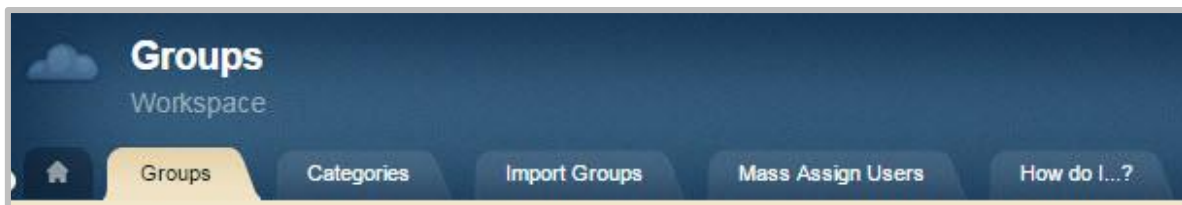
Here are tabs you may see in the Groups workspace.

- Groups
- Categories
- Import Groups
- Mass Assign Users
- How do I?

Groups Tab

You use groups to classify users based on similar needs. Groups can be used to assign editing privileges, as well as viewing and sharing rights.

Here are some examples of groups you might create.

- All District Staff
- Elementary Teachers, Middle School Teachers and High School Teachers
- Principals
- Here are some tasks that can be performed on this tab.
- Freshman, Sophomores, Juniors and Seniors

Here are some tasks that can be performed on this tab.

- Create a Group
- Edit a Group
- Modify Group Membership for a User

Categories Tab

Before adding groups, you may consider creating categories first. When you create a group, you can assign it to a category. However, a category is not required when creating a group. It is recommended that you assign each group you create to a category. Note that the group-category combination must be unique. It is also recommended that you choose group names that are as specific as possible. For example, use the group name *Happy Valley High School English Teachers* rather than just *English Teachers*.

Here are some tasks that can be performed on this tab.

- Create a Group Category
- Edit a Group Category

Importing Groups Tab

With *Import Groups* you can quickly add multiple groups, remove imported groups by rolling back an import and delete the import record, but not the groups associated with the import.

You will need to create an import file. This is a CSV file. You can download a sample CSV file by clicking on the *Click here* link on the Import Groups dialog. Do NOT include double quotes in any field within the file.

Here are some tasks that can be performed on this tab.

- Import Groups
- Sample CSV File for Importing Groups

Mass Assign Users Tab

With Mass Assign Users, you can quickly add multiple users to groups, remove assigned users by rolling back an import and delete the import record, but not the group assignments.

You will need to create an import file. This is a CSV file. It will consist of two columns, user code and group code. You can download a sample CSV file by clicking on the *Click here* link on the Mass Assign Users Import dialog.

Here are some tasks that can be performed on this tab.

- Mass Assign Users
- Sample CSV File for Mass Assign Users

Users & Groups Settings Workspace

To access the Users & Groups Settings Workspace, click on the Settings link in your Content Browser. The Settings Workspace window displays, opening on the **User Settings** tab.

Here are tabs you may see in the Settings Workspace.

- User Settings
- LDAP Settings
- How do I?

User Settings Tab

Use this tab to specify the From Email address to be used when any system generated messages related to user management are sent. You can also choose to automatically unlock user accounts after a designated time period has passed.

Here are some tasks that can be performed on this tab.

- Edit Users & Groups Settings From Email Address
- Email Address Fields and Email Messages Guide
- Automatic User Account Unlock

LDAP Settings Tab

You'll see this tab if you are using Lightweight Directory Access Protocol (LDAP). Use this tab to manage your LDAP domains. You can create group cross references and set a default passport for each group.

Configure Workspaces

Configure, located within the Content Browser in Site Manager is where you manage your sites. You can also create and manage elements used within your sites. These elements include such things as channel names, calendar event categories and Passkeys.

You also use Configure to manage your site templates, set who may use which apps and to import custom apps. Use System Settings to configure such things as Session Timeout, Template and MyStart Bar options.
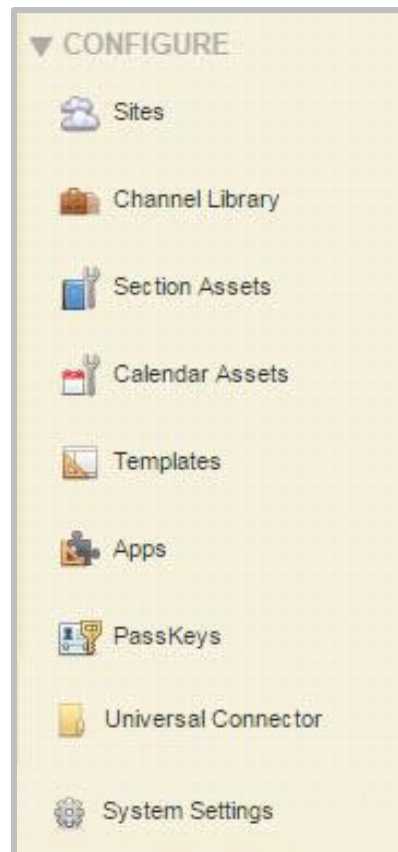
Sites Workspace

Your website can be a site or a collections of sites. If it is a collection of sites, you will have a top or District site and then subsites below it.
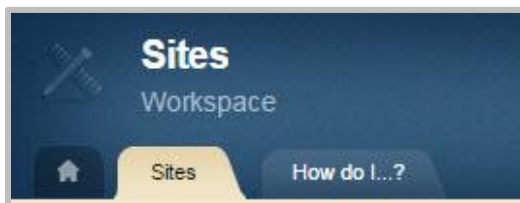
Here are tabs you may see in the Sites Workspace.

- Sites
- How Do I?

Site Tab

Use this tab to perform such tasks as organizing or sorting your sites, adding Friendly Web Addresses, applying templates and assigning Site Director privileges to users or groups of users.

Here are some tasks that can be performed on this tab.

- Change a Site Name
- Organize a Select-A-School Drop-Down List

Channel Library Workspace

To build out your site you will add channels, which are containers for sections. You'll add channels and then within each channel you'll add sections. The Channel Library is the master list of available channel names.

Here are tabs you may see in the Sites Workspace.

- Channel Library
- How Do I?

Channel Library Tab

Use this tab to create and manage channels. You can add, edit and delete channels as well as sort the Channel Name list. Channels that have been applied to your sites are flagged IN USE.

Here are some tasks that can be performed on this tab.

- Add a New Channel to the Channel Library
- Sort Channels in the Channel Library
- Change a Channel Name

Section Assets Workspace

Section Assets include Page Types—ready to edit pages, Editor Layouts and Section Configurations—collections of page types that used as a starter sets of pages for new sections. These assets make it easy to create sections and pages.
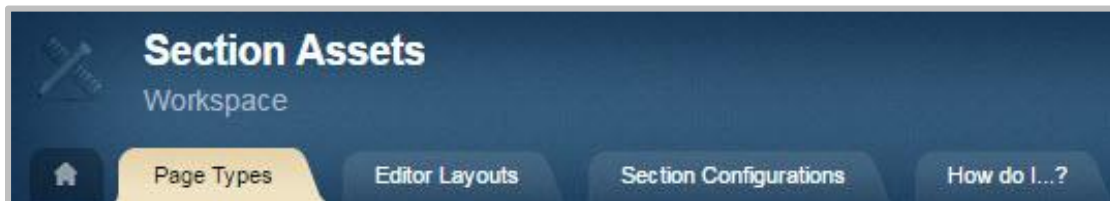
Here are tabs you may see in the Section Assets Workspace.

- Page Types
- Editor Layouts
- Section Configurations
- How Do I?

Page Types Tab

Use this tab to manage default page types. You can also create and manage new ones that are specific to your needs. Editors usually create their pages using a Page Type.

Here are some tasks that can be performed on this tab.

- Create a Page Type
- Change the Layout of a Page Type
- Add an App to a Page Type

Editor Layouts Tab

Use this tab to create and manage editor layouts. You can include text, images, file links and other editor elements and then apply the layout to the text editors you find within the Classic Article Library, Headlines & Features, Flex Editor and MiniBase (Custom View) Apps.

Here are some tasks that can be performed on this tab.

- Create an Editor Layout
- Apply Editor Layout to a Page Type
- Assign Individual Sharing Rights
- Assign Group Sharing Rights

Section Configurations Tab

Use this tab to create and manage section configurations. A section configuration is a collection of Page Types.

Here are some tasks that can be performed on this tab.

- Create a Section Configuration
- Assign Individual Sharing Rights
- Assign Group Sharing Rights

Calendar Assets Workspace

Calendar Assets include Event Categories and Collections.

Event Categories, used as a legend, is a master list of color-coded categories that can be applied to events added to a calendar. On the end-user website, you can filter events by event categories. Some popular event categories include Assembly, Athletic Event and Field Trip.

A Calendar Collection is a group of calendars. You use a collection to post an event to other calendars on your website.

Here are tabs you may see in the Calendar Assets Workspace.

- Event Categories
- Collections
- How Do I?

Event Categories Tab

Use this tab to create and manage a master list of event categories. A category includes a category name and a color for the category which you select using a color picker. You can choose to push the event category to all the Calendar Apps on your website.

Here are some tasks that can be performed on this tab.

- Add an Event Category to the Master List
- Edit a Calendar Event Category
- Delete an Event Category from the Master List

Collections Tab

Use this tab to create and manage calendar collections. You'll create a collection and then edit it to include your choice of site, channel and section workspace calendars.

Here are some tasks that can be performed on this tab.

- Introduction to Calendar Collections
- Create a Calendar Collection
- Add Workspaces to a Calendar Collection
- Edit a Calendar Collection
- Copy a Calendar Collection
- Delete a Calendar Collection

Templates Workspace

Templates control the look of your website. You may have access to a Design Ready or Made to Order template.

Here are tabs you may see in the Templates Workspace.

- Template Library
- Custom Templates
- How Do I?

Template Library Tab

Use this tab to access your Template Library and manage your Design Ready Templates. Depending upon what is stated in your contract, you may be able to view, download, preview and license one or more templates. You'll keep your licensed templates current by accepting template updates when an Update button display to the right of a template. Use Files & Folders to maintain files specific to your templates.

Here are some tasks that can be performed on this tab.

- Manage Individual Template Licenses
- Manage Template License within a Subscription
- Update Licensed Template
- Templates Files & Folders

Custom Templates Tab

If you have access to Styler you will see this tab. Use it to create and manage new templates.

Here are some tasks that can be performed on this tab.

- Templates Guide
- Templates Workspace Files & Folders

Apps Workspace

Apps are the content building blocks of pages. Editors place apps on their pages and edit the apps to add content. You can import custom apps and control who has access to the system and custom apps.

Here are tabs you may see in the Apps Workspace.

- System Apps
- Custom Apps
- How Do I?

System Apps Tab

Use this tab to assign sharing rights to a user or groups of users for each app. By default, all users have access to each of the apps.

Here are some tasks that can be performed on this tab.

- [Assign Individual Sharing Rights](#)
- [Assign Group Sharing Rights](#)

Custom Apps Tab

Use this tab to import and manage custom apps. You can assign sharing rights to a user or groups of users for each app. By default, all users have access to each of the apps. You'll keep your custom apps current by accepting custom app updates when an Update button displays to the right of a custom app.

Here are some tasks that can be performed on this tab.

- [Download and Import Custom Apps Guide](#)
- [Update Custom Apps](#)

PassKey Workspace

PassKeys provide secure single sign on access to web applications. You can create custom PassKeys and add them to your library. You can also create PassKeys that function as bookmarks. You can control who has access to the PassKeys within your PassKey Library.
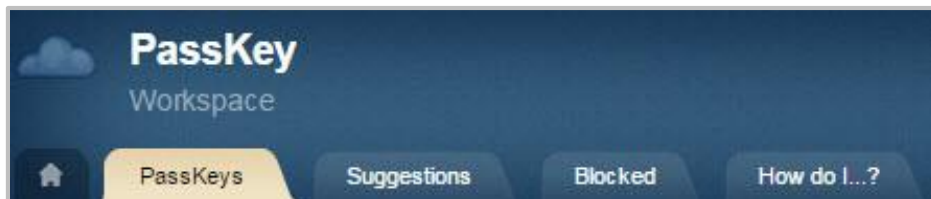
Here are tabs you may see in the PassKeys Workspace.

- PassKeys
- Suggestions
- Blocked
- How Do I?

PassKeys Tab

Use this tab to create and manage PassKeys and specify users who may access each PassKey. You can create an import file and use it to assign users viewing rights to PassKeys in your PassKey Library.

Here are some tasks that can be performed on this tab.

- PassKey Manager Tutorial
- Add a PassKey Bookmark Tutorial
- Choose Between Web Form and Token Authentication for Creating a PassKey
- Create a Bookmark PassKey
- Edit a PassKey
- Delete a PassKey

Suggestions Tab

Use this tab to approve or decline PassKey suggestions submitted by users.

Here are some tasks that can be performed on this tab.

- Approve a Suggested PassKey
- Decline a Suggested PassKey

Blocked Tab

Use this tab to specify sites for which you will not create a PassKey.

Here are some tasks that can be performed on this tab.

- Block a PassKey

Universal Connector Workspace

Connectors use data from a source such as a Student Information System (SIS) to populate Web Community Manager. You create files containing the source data that you transfer to Blackboard servers using Secure File Transfer Protocol (SFTP). When you run a connector, it uses the data contained in the files to update your website.

Here are tabs you may see in the Universal Connector Workspace.

- Connector
- History
- Settings
- How Do I?

Connector Tab

Use this tab to create and manage connectors. You'll see the state of each connector and their scheduled run times.

Here are some tasks that can be performed on this tab.

- Universal Connector Setup Guide
- Edit a Connector
- Delete a Connector

History Tab

Use this tab to view a list of connector tasks previously run. You'll see date, number of runs and total run time. If errors occur, you'll see the number of records processed, the number of errors that occurred and an option to see error detail.

Here are some tasks that can be performed on this tab.

- View Connector History
- Refresh Connector History

Settings Tab

Use this tab to set the From Email address of notifications generated by the connectors. You can specify the users or groups of users who should receive connector generated notifications.

Here are some tasks that can be performed on this tab.

- Set Universal Connector Notification From Address
- Set Connector Notification Recipients

System Settings Workspace

System Settings dictate the behavior of your website.

Here are tabs you may see in the Settings Workspace.

- Settings
- How Do I?

Settings Tab

Use this tab to manage your system settings. You can set General options as well as options for the MyStart Bar, Templates, Alerts and Integration.

Here are some tasks that can be performed on this tab.

- Email Address Fields and Email Message Guide
- Automatic Session Timeout for Users
- Activate Self Registration
- Deactivate Self Registration
- Add a Favicon
- Apply the District Template Globally
- Allow Different Templates at Different Sites
- Post Broadcast E-Alerts to Social Media
- Connect to Facebook and Twitter

Content Moderation Workspaces

Content Moderation allows you to approve or decline user content before it is posted to your website.

When a moderated editor submits content for approval, you receive an email indicating that content is ready for you to review in the Approval Queue. If you approve or decline the content, an email message is sent to the editor. If declined, you can include the reasons why it was declined within the email message.

Moderated Groups Workspace

Use Moderated Groups to set up and manage Content Moderation.

Here are tabs you may see in the Moderated Groups Workspace.

- Home
- How Do I?

Home Tab
Use this tab to set up and manage content groups and moderated users.

Here are some tasks that can be performed on this tab.

- Set Up Content Moderation
- Apps that Allow Content Moderation
- Apps that Do Not Allow Content Moderation
- Content Moderation Help Card

Approval Queue Workspace

Use the Approval Queue to approve and decline content.

Here are tabs you may see in the Approval Queue Workspace.

- Home
- How Do I?

Home Tab
Use this tab to approve and decline content.

Here are some tasks that can be performed on this tab.

- Manage the Content Moderation Approval Queue

Editing Workspaces

You use the Editing Workspaces to create content on your site. Editing Privileges can be assigned by workspace to users.

The Editing Workspaces are Site, Subsite, Channel and Section.

Site and Subsite Workspaces

Selecting the name of a site in the Content Browser displays the Site workspace for the site. This holds true when you select a subsite as well.

Site Directors have access to all Site and Subsite Workspaces. Subsite Directors have access to all Subsite Workspaces for sites to which they have been assigned Site Director Privileges. Homepage Editors can access the homepage and calendar of a district or school.
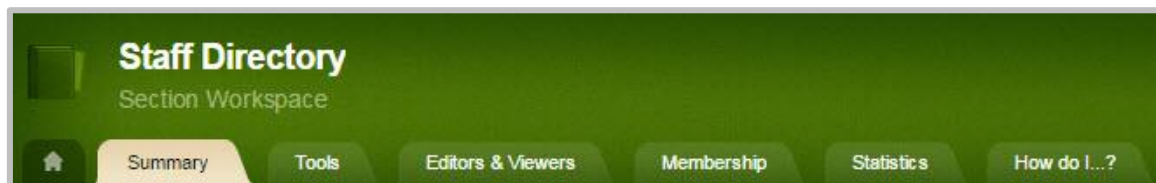
Channel Workspace

Channel Directors have access to the Channel Workspace and all sections associated with the channels to which they have been assigned Channel Director privileges.

Section Workspace

Section Editors have access to the Section Workspace of all sections to which they have been assigned Section Editor privileges.

Site and Subsite Workspaces

Click on a workspace tab to display its options. Tabs provide access to the functions contained within the workspace. **Summary, Mobile, Tools, Directors & Viewers**, **Channels**, **Statistics** and **How do I…?** are tabs you may see in the site and subsite workspaces.

Summary Tab

This tab displays when you first access the workspace. It provides access to the Homepage and Calendar for the site or subsite. Click on the Homepage or Calendar to edit.

Settings Button

Click **Settings** to access options for the Site or Subsite. Options are available on the **General**, **Contact** and **Advanced** tabs. Social Media Posts and Broadcast E-Alerts

If you plan to use the Broadcast E-Alert type *Twitter*, you will need to review your System Settings Alert options and then connect the sites from which you plan to send *tweets* to a Twitter account.

Common Tools

Use Common Tools to quickly access options that are used most often. Click *All Tools* to navigate to the **Tools** tab.
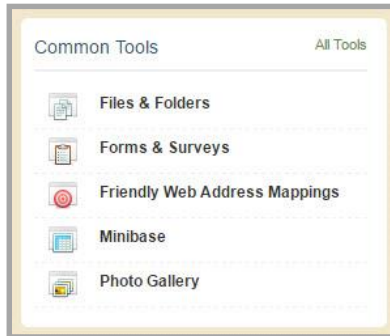
Pending Comments

Use Pending Comments to approve or decline comments. Click *All Comments* to navigate to the Approve Visitor Comments dialog.

Total Visits

Use the Total Visits display to quickly ascertain the total number of visits by date. Click *All Statistics* to navigate to the **Statistics** tab.

Mobile Tab

If you have Web Community Manager Mobile Desktop, you see this tab. Click this tab to manage Mobile Desktop options.

Tools Tab

Here's what you'll find on the **Tools** tab.

- App Manager—Display and manage apps that were created in the workspace. You can also create new app instances here.
- Broadcast E-Alerts—Add and manage Broadcast E-Alerts.
- Approve Community Editing—Approve or reject community edits.
- Approve Visitor Comments—Approve or reject visitor comments.
- Files & Folders—Upload and organize files in the workspace Files & Folders. When in the workspace for the main site (Site workspace), you can access the Shared Library.
- Forms & Surveys—Use to create and manage forms and surveys in the workspace.
- Friendly Web Address Mappings—Create and manage Friendly Web Address Mappings.
- MiniBase—Create and manage MiniBases in the workspace. You can also import Configurations here.
- Photo Gallery—Create and manage Photo Gallery apps in the workspace.
- Section Robot—Import sections into specific channels within your website.
- Reports—Run reports for your site.

Directors & Viewers Tab

Click this tab to assign Site Directors, Homepage Editors and viewers rights for the site. You can assign rights to individual users or by groups of users. You assign Site Director privilege at the top site (Site workspace). Assigning Site Director privilege at a subsite makes the assigned users or groups Subsite Directors for that subsite only.

Note that by default, all visitors to your end-user website can view content unless you designate specific users and groups on the viewers tab.

Here are some tasks that can be performed on this tab.

- Assign a User as a Site Director
- Assign a User as a Subsite Director
- Assign a Group as Site Directors
- Assign a Group as Subsite Directors
- Remove a User or Group as Site Directors
- Remove a User or Group as Subsite Directors
- Assign a User as a Homepage Editor
- Assign a Group as Homepage Editors
- Remove a User or Group as a Homepage Editor

Channels Tab

Click this tab to display the statistics graph. It shows the total number of visits for the date range you specify. Statistics displayed are specific to the workspace you are in when you call the graph.

Here are some tasks that can be performed on this tab.

- Add Channels to a Channel Bar
- Sort Channels on a Channel Bar
- Hide a Channel
- Create a Friendly Web Address for a Channel
- Disable Left Navigation for a Channel
- Enable Left Navigation for a Channel
- Activate Channel Homepage
- Deactivate Channel Homepage
- Delete a Channel

Statistics Tab

Click this tab to display the statistics graph. It shows the total number of visits for the date range you specify. Statistics displayed are specific to the workspace you are in when you call the graph.

For more on Site and Subsite Workspace Statistics, read Site Workspace Statistics FAQs

How Do I Tab

Click this tab to access a variety of help articles, interactive video tutorials, user guides, workbooks and help cards. To filter for a particular resource, enter text in the search box. Matches display on the dialog.

Channel Workspace

In the Channel workspace, you can edit the channel homepage and calendar, add channel directors and set viewing rights for the channel and view channel statistics. You can also add new sections, as well as set section options.

In this portion of the guide, you learn how to assign Channel Directors, assign viewing rights for a channel, add sections and update the section options. These steps can be followed for any channel at any of your sites.

Summary Tab

This tab displays when the Channel workspace is first accessed. This is where you will manage the optional channel homepage and calendar as well as add and set the options for the sections. Channel homepages are an excellent place to give a high level overview of the sections contained within the channel.

Here are some tasks that can be performed on this tab.

- Create a Section
- Sort Sections within a Channel
- Change a Section Name
- Create a Friendly Web Address for a Section
- Disable Left Navigation for a Section
- Enable Left Navigation for a Section
- Map a Section to a File
- Map a Section to a Page
- Map a Section to a Website
- Hide a Section from Channel Navigation
- Move a Section
- Delete a Section—**Warning**: Once a section and its contents are deleted, this action cannot be undone.

Pending Comments
Use Pending Comments to approve or decline comments. Click *All Comments* to navigate to the Approve Visitor Comments dialog.

Total Visits

Use the Total Visits display to quickly ascertain the total number of visits by date. Click *All Statistics* to navigate to the **Statistics** tab.

Tools Tab

Here's what you'll find on the **Tools** tab.

- App Manager—Display and manage apps that were created in the workspace. You can also create new app instances here.
- Approve Community Editing—Approve or reject community edits.
- Approve Visitor Comments—Approve or reject visitor comments.
- Files & Folders—Upload and organize files in the workspace Files & Folders. When in the workspace for the main site (Site workspace), you can access the Shared Library.
- Forms & Surveys—Use to create and manage forms and surveys in the workspace.
- Friendly Web Address Mappings—Create and manage Friendly Web Address Mappings.
- MiniBase—Create and manage MiniBases in the workspace. You can also import Configurations here.
- Photo Gallery—Create and manage Photo Gallery apps in the workspace.
- Section Robot—Import sections into specific channels within your website.
- Reports—Run reports for your site.

Directors & Viewers Tab

Use this tab to assign Channel Directors. Channel Directors are users who can edit the Channel workspace and all the sections contained in that particular channel. This tab contains two additional tabs.

- Channel Directors–Assign the Channel Director privilege to a registered user or group.
- Viewer–All visitors can view a channel. To limit who can view a channel, you may designate specific users and groups as viewers.

Here are some tasks that can be performed on this tab.

- Assign a User as a Channel Director
- Assign a Group as Channel Directors
- Remove a User or Group as a Channel Director
- Assign a User Viewing Rights for a Channel
- Assign a Group Viewing Rights for a Channel
- Remove Viewing Rights for a Channel
- Assign a User as a Section Editor
- Assign a Group as Section Editors
- Remove a User or Group as a Section Editor
- Assign a User Viewing Rights for a Section
- Assign a Group Viewing Rights for a Section
- Remove Viewing Rights for a Section

Statistics Tab

Use this tab to show the total number of visits to your channel during the date range you specify.

How Do I Tab

Click this tab to access a variety of help articles, interactive video tutorials, user guides, workbooks and help cards. To filter for a particular resource, enter text in the search box. Matches display on the dialog.

Section Workspace

In the Section Workspace, you can edit create, edit and delete pages. For more on this workspace, read the Section Editor Workbook or watch the Section Workspace Overview.

Add Content

Once your sites are configured, the next step is to add content to your website. As a Site Director, you might focus first on adding content to your Homepage. Adding content to pages is covered in the Section Editor Workbook.

As a Site Director, you can add content to all homepages, channels and sections. Subsite Directors can add content to the homepage, channels and sections on their assigned subsites. We recommend you designate additional editors to assist you with adding and maintaining website content.

Besides homepage content, once you have set up your site you will want to have content added to the homepages of all the subsites, channels and sections. To do this, you might add additional users and assign them as Channel Directors, Section Editors or Homepage Editors.

Site and Subsite Homepages

As stated earlier in this guide, your websites have homepages that you can provide your visitors with current information. The Web Community Manager standard template gives you the ability to add apps to your homepage.

Here are some apps you may want to consider for your homepages.

- Homepage Photo Rotator—The Homepage Photo Rotator is a Photo Gallery App on a Homepage to display rotating photos.
- Multimedia Rotator—The Multimedia Rotator allows you to add photos and embed YouTube, Vimeo, SchoolTube and TeacherTube videos to your Site and Subsite Homepages.
- Content App—The Content App can be used to insert Welcome Text to create a customized message to your visitors.
- Announcements App—Announcements generally include information that you only want to display on your homepage for a few days. They should be brief and to the point. For information that will remain on your website for a longer period or requires more detail, we recommend that you use Headlines & Features.
- Headlines & Features App—Headlines enable you to link to items on your homepage that are lengthy or require images or formatting. For information that will remain on your website for a shorter period that is not lengthy, we recommend that you use Announcements.
- Site Shortcuts App—Site Shortcuts can be used to provide users with quick links to content areas within your own site or to external websites.
- Upcoming Events—The Upcoming Events app automatically pulls events from a site calendar and adds them to your homepage.
- Embed Code App—The Embed Code App allows you to add social media feeds to your homepage.

Note that you can edit the regions in the Web Community Manager standard template. If you have a custom template, the number and locations of the editable regions will be determined by the design of the custom template.

Manage Site and Subsite Homepages

You can add, edit, move and delete apps from Site and Subsite Homepages. For more on how to manage homepages, read Manage Site and Subsite Homepages.