

Article Library App Guide

Blackboard Web Community Manager

Blackboard®

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

Table of Contents

Introduction 1

Manage Article Library App Articles 2

 Add an Article..... 2

 Edit an Article..... 5

 Delete an Accent Image 6

 Sort Articles..... 7

 Delete an Article 8

Set Article Library App Options..... 9

 General Tab..... 9

 Sharing Tab 10

 Social Settings Tab 11

Additional Resources 12

Introduction

The Article Library App in Blackboard Web Community Manager is used to build collections of articles that generally have the same topic or theme. For example, you might use this app to create and organize items such as sports highlights, newsletters or meeting minutes and agendas.



You create an Article Library App by [creating a new page](#) and selecting the Article Library App Page Type. This creates a page containing one Article Library App in a one column page layout.

Alternatively, you can [add an Article Library App to a page](#) in Design mode.

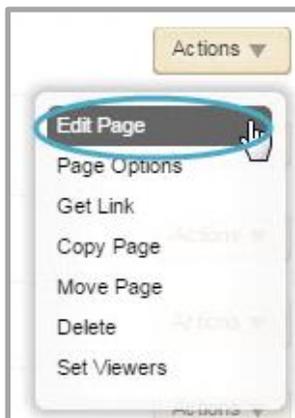
Manage Article Library App Articles

Once you have added an Article Library App to a page you can add, edit and delete articles.

Add an Article

Here's how you add an article to an Article Library App.

1. In *Site Manager*, navigate to the workspace containing the Article Library App you wish to edit.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit Mode.



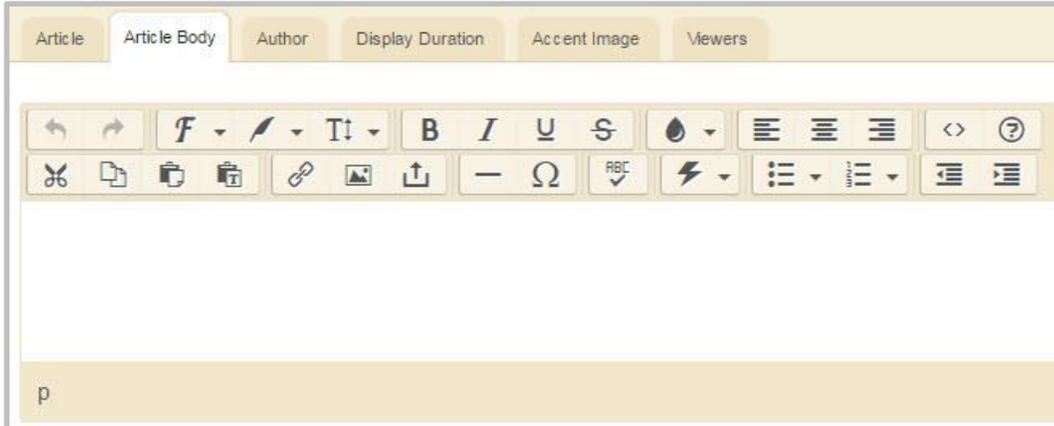
3. Click on the Article Library App. The app opens.
4. Click **New Article**. A New Article window displays.



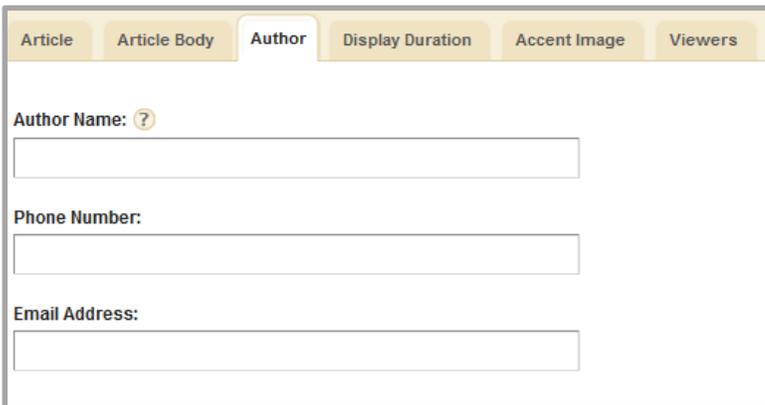
5. On the **Article** tab, enter a title for the article. You can also enter teaser text that will appear below the title of the article. You should enter a minimal amount of text in this field as its purpose is to entice website visitors to read your article.

A screenshot of the 'New Article' form in the Article Library App. The form has a tabbed interface with the 'Article' tab selected. Below the tabs are two text input fields: 'Article Title' and 'Teaser Text'. The 'Teaser Text' field has a placeholder text: 'Enter a short description of the article, designed to entice people to read the article.'

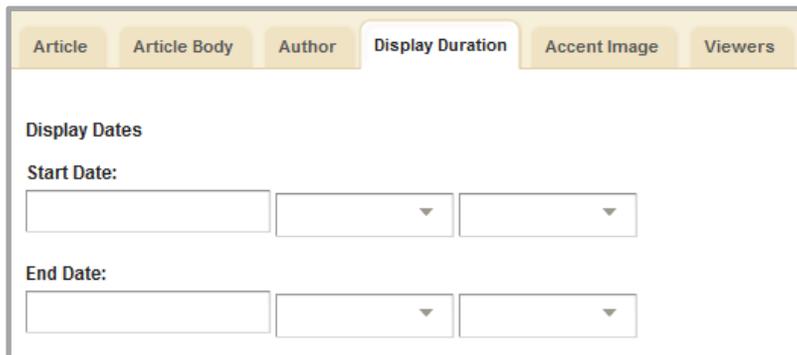
- 6. On the **Article Body** tab, enter the body for your article.



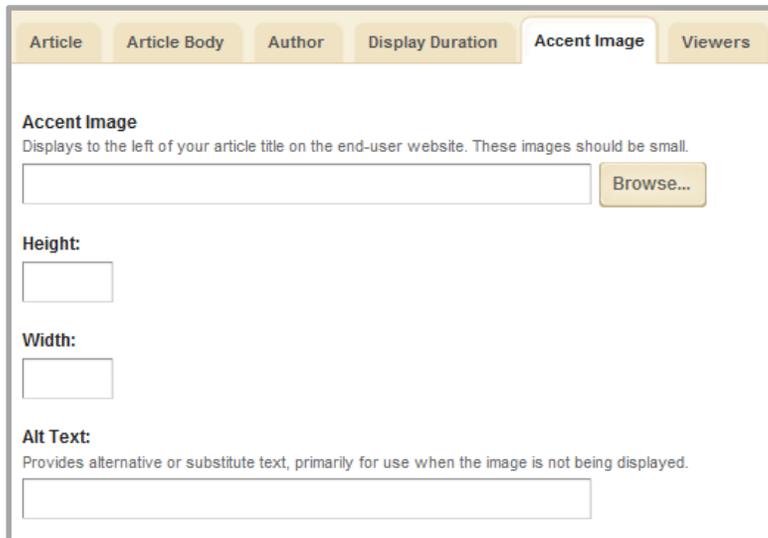
- 7. On the **Author** tab, you can enter the author’s name, phone number and email address.



- 8. On the **Display Duration** tab, you can [specify start and end dates and times](#) to control when your article displays on your website as long as the article and the page are both active.



- On the **Accent Image** tab, you can add an image to display for the article using the Insert Image Wizard. Remember to adjust image height and width values when you initially insert your accent image. Once inserted, if you modify either the height or width value, the aspect ratio of the image *is not* maintained. Optimize all images before you insert them.



The screenshot shows the 'Accent Image' tab in the Blackboard Web Community Manager interface. The tab is selected, and the interface displays the following fields and options:

- Accent Image**: A text input field for the image URL, with a 'Browse...' button to the right.
- Height**: A text input field for the image height.
- Width**: A text input field for the image width.
- Alt Text**: A text input field for alternative or substitute text, with a description below it: 'Provides alternative or substitute text, primarily for use when the image is not being displayed.'

- On the **Viewers** tab, you can limit who can view your article. By default, all of your website visitors will see the article. Use the **Assign Group** or **Assign User** buttons to search for and [select specific users and groups](#).



The screenshot shows the 'Viewers' tab in the Blackboard Web Community Manager interface. The tab is selected, and the interface displays the following options:

- Viewers**: A text input field for the article title, with a description below it: 'By default, all website visitors can view this article. To limit who can view this article, add specific users or groups.'
- Assign Group**: A button to assign a group to the article.
- Assign User**: A button to assign a user to the article.
- Viewers**: A text input field for the article title, with a description below it: 'All visitors to the website can view this item.'

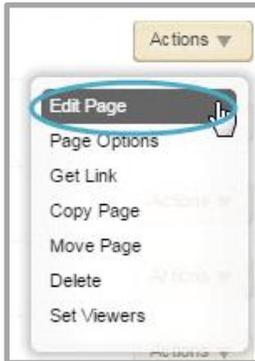
- Click **Save**. The article is added to the Article Library App and you are returned to your app in Edit Mode.

By default, the *Activate on my page* check box is selected, flagging your article for immediate display on your website once you save it. We recommend that you uncheck *Activate on my page* while working on the article. Remember to activate it when you have completed work on your article.

Edit an Article

Here's how you edit an Article Library App article.

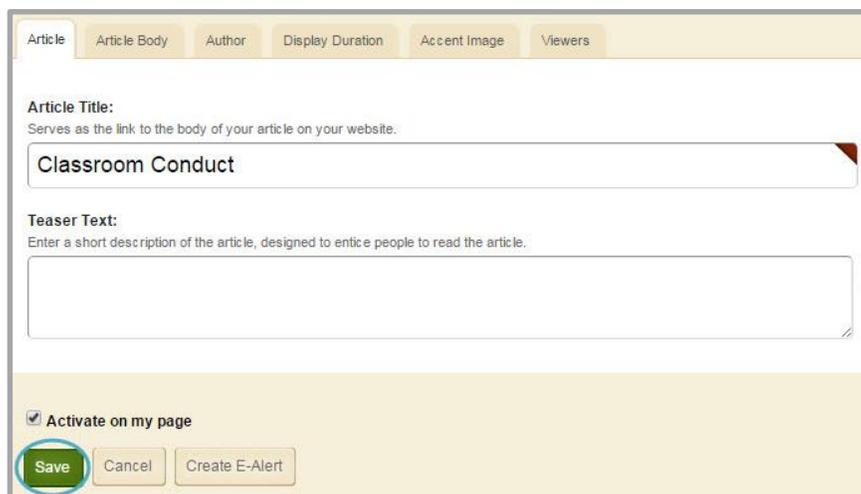
1. In *Site Manager*, navigate to the workspace containing the Article Library App you wish to edit.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit Mode.



3. Click on the Article Library App. The app opens.
4. Click **Edit** to the right of the article.



5. Edit the article as desired.

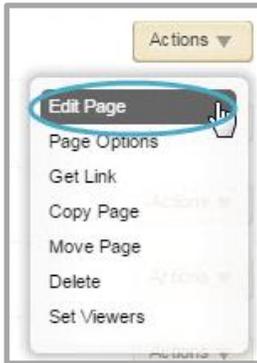
A screenshot of an article edit form. At the top are tabs for 'Article', 'Article Body', 'Author', 'Display Duration', 'Accent Image', and 'Viewers'. The 'Article' tab is selected. Below the tabs are two text input fields: 'Article Title' (with a description: 'Serves as the link to the body of your article on your website.') and 'Teaser Text' (with a description: 'Enter a short description of the article, designed to entice people to read the article.'). The 'Article Title' field contains the text 'Classroom Conduct'. Below the text fields is a checkbox labeled 'Activate on my page' which is checked. At the bottom are three buttons: 'Save', 'Cancel', and 'Create E-Alert'. The 'Save' button is circled in blue.

6. Click **Save**. The article is updated and you are returned to your app in Edit Mode.

Delete an Accent Image

Here's how you delete an article accent image.

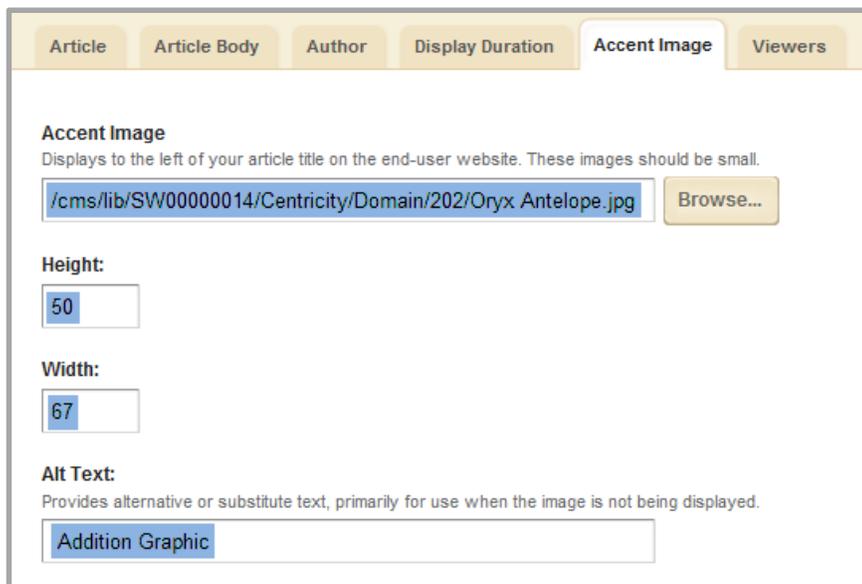
1. In *Site Manager*, navigate to the workspace containing the page you wish to edit.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit mode.



3. Click on the Article Library App. The app opens.
4. Click **Edit** to the right of the article you want to modify.



5. Navigate to the **Accent Image** tab.
6. Clear each field on this tab by highlighting the text and then pressing the <Delete> or <Backspace> key on your keyboard.

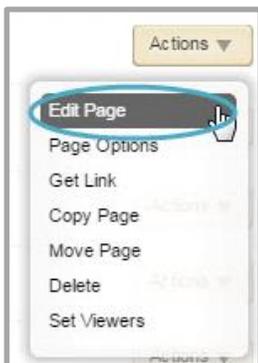


7. Click **Save**. The accent image is removed and you are returned to your app in Edit Mode.

Sort Articles

Here's how you sort articles within an Article Library App.

1. In *Site Manager*, navigate to the workspace containing the page you wish to edit.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit mode.



3. Click on the Article Library App. The app opens.
4. Click **Sort Articles**. The Sort Articles window displays.



5. To sort the articles in alphabetic order, click **Sort Alphabetically**.
6. To sort the articles manually, you drag and drop them to a new location. Click and hold on the name of the article you wish to move. Drag the article to a new location within the list and drop it by releasing the mouse.

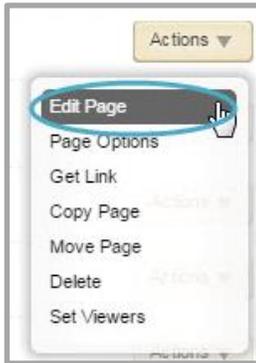


7. Click **Save**. The articles are saved in their new order and you are returned to your app in Edit Mode.

Delete an Article

Here's how you delete an article within an Article Library App.

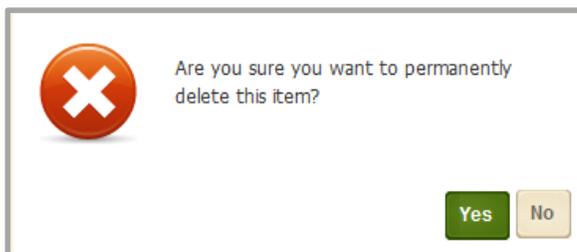
1. In *Site Manager*, navigate to the workspace containing the page you wish to edit.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit mode.



3. Click on the Article Library App. The app opens.
4. Click **Delete** to the right of the article you wish to delete. A confirmation dialog box displays.



5. Click **Yes** to delete the article. The article is removed from your website and you are returned to your app in Edit Mode.



When you click **Yes** the article is permanently deleted. It cannot be recovered. Be certain this is what you want to do before you click **Yes**.

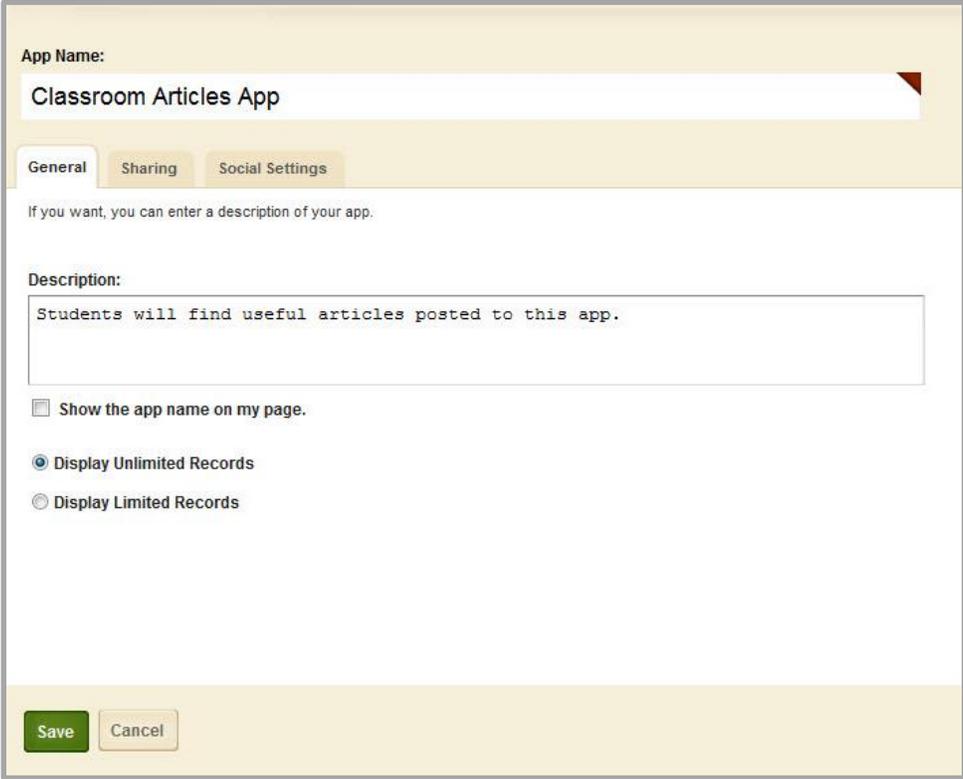
Set Article Library App Options

Web Community Manager allows you to modify the default options set for an app that you create. Options for an Article Library App are grouped into three tabs, **General**, **Sharing** and **Social Settings**. To make app option modifications, edit the app and click **Options**. Click **Save** to retain your changes.

General Tab

On the **General** tab you can change the name of your app, show the app name on your page and add or modify a description for your app. The App Name is required. If you click the **Display Limited Record** radio button, a **Record Limit** field displays where you indicate the number of articles you want to display on the page before a **More** link appears.

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

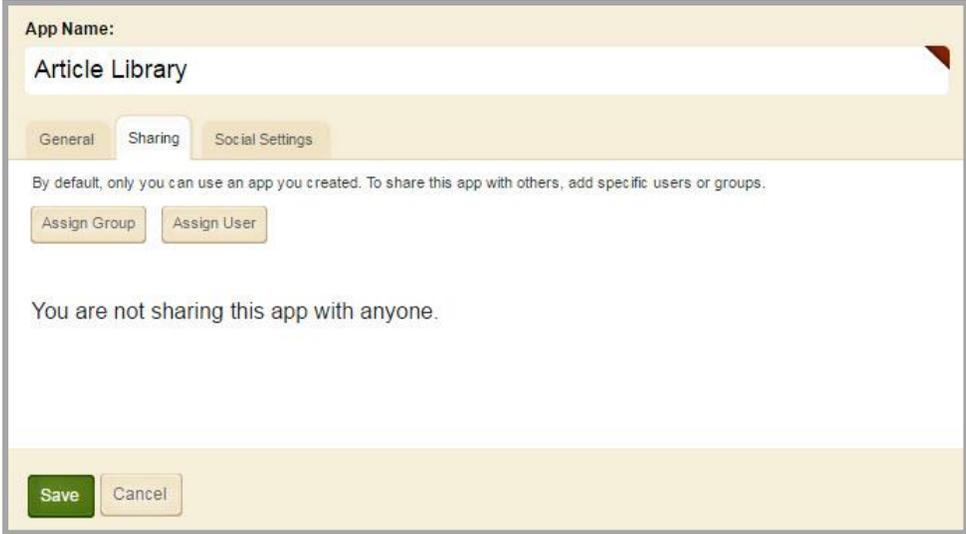


The screenshot shows the 'General' tab of the Blackboard Web Community Manager interface for an Article Library App. The 'App Name' field is set to 'Classroom Articles App'. Below the name are three tabs: 'General', 'Sharing', and 'Social Settings'. A note states, 'If you want, you can enter a description of your app.' The 'Description' field contains the text 'Students will find useful articles posted to this app.' There are three radio buttons for record display: 'Show the app name on my page' (unchecked), 'Display Unlimited Records' (selected), and 'Display Limited Records' (unselected). At the bottom are 'Save' and 'Cancel' buttons.

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 web interface for configuring an app. At the top, the 'App Name' is 'Article Library'. Below this are three tabs: 'General', 'Sharing' (which is selected), and 'Social Settings'. 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'. At the bottom of the form, there is a message: 'You are not sharing this app with anyone.' At the very bottom, there are two buttons: 'Save' (highlighted in green) and 'Cancel'.

Social Settings Tab

On the **Social Settings** tab, you can apply social media elements to your Article Library App.

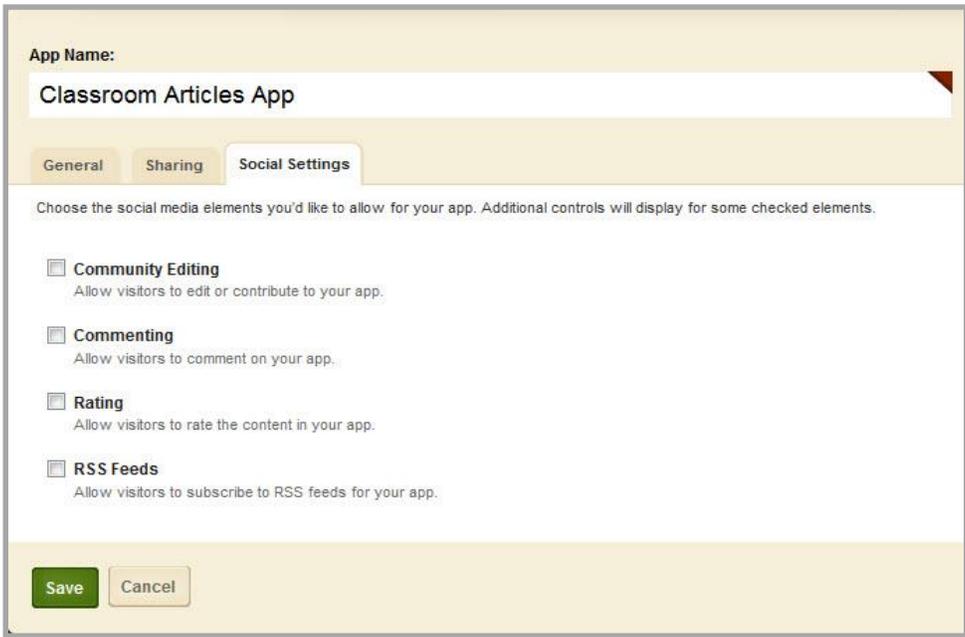
If your district has Social Media Framework, you may be able to add one or all of these social media elements to your apps. Whether you can add a particular element depends on which settings and elements your Site Administrator has enabled. Site Administrators may enable RSS feeds regardless of whether your district has Social Media Framework.

Here are the [Social Media elements](#) that may be available for your Article Library Apps.

- **Community Editing:** Allows visitors to your website to contribute to your app.
- **Visitor Commenting:** Allows visitors to comment on your app.
- **Visitor Rating:** Allows visitors to rate your app.
- **RSS Feeds:** Allows visitors to subscribe to Really Simple Syndication (RSS) feeds for your app.

You enable social media elements on the **App Options** for each app. When enabled, Community Editing and RSS Feeds apply to the entire app and not to individual records within that app.

A Site Administrator must enable RSS Feeds for the entire website through a global setting in System Settings in order for you to enable it for your apps.



The screenshot shows the 'Social Settings' tab for an app named 'Classroom Articles App'. The interface includes three tabs: 'General', 'Sharing', and 'Social Settings'. Below the tabs, there is a heading: 'Choose the social media elements you'd like to allow for your app. Additional controls will display for some checked elements.' There are four options, each with an unchecked checkbox and a description:

- Community Editing**
Allow visitors to edit or contribute to your app.
- Commenting**
Allow visitors to comment on your app.
- Rating**
Allow visitors to rate the content in your app.
- RSS Feeds**
Allow visitors to subscribe to RSS feeds for your app.

At the bottom of the form, there are two buttons: a green 'Save' button and a grey 'Cancel' button.

Additional Resources

Here are some additional resources you may find helpful.

- [Article Library App Tutorial](#)
- [Set Display Duration for Apps](#)
- [Social Media Framework](#)
- [Video Attachment Overview Tutorial](#)
- [Video Attachment Help Card](#)
- [Attach a Video](#)
- [Manage Apps & Layouts](#)
- [Manage Pages](#)
- [App Showroom](#)
- [Core Resources](#)
- [Hot Topics](#)
- [Workspaces in Site Manager](#)