

Work with the Divider App

Blackboard Web Community Manager

Blackboard®

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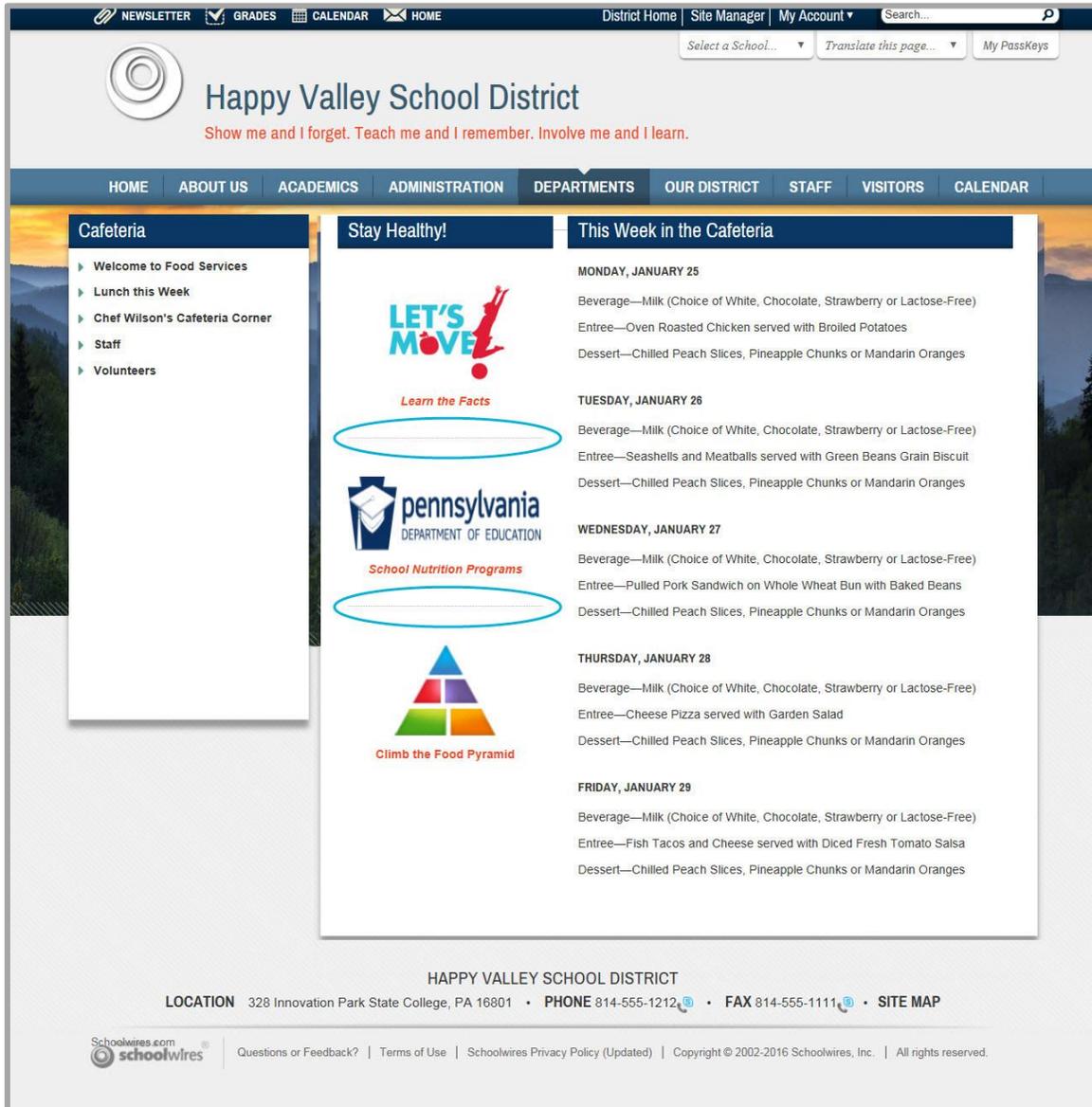
This guide covers all available features and functionality. Features included in your contract may vary.

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Introduction

You use the Divider App to separate content on your web pages. Place a Divider app between other apps on your page and specify a Divider Type—*blank space*, *line*, *dotted line* or *dashed line*. The Divider Type you select for the app displays when you view the page on the end-user website.



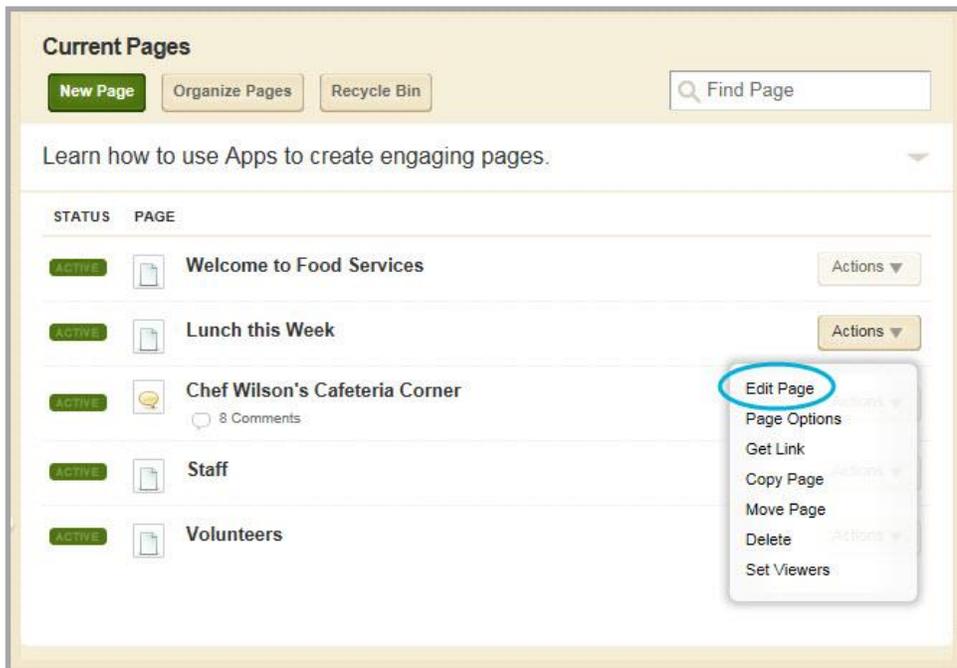
Work with the Divider App

Once you add a Divider app to your page, you can edit or remove it from the page.

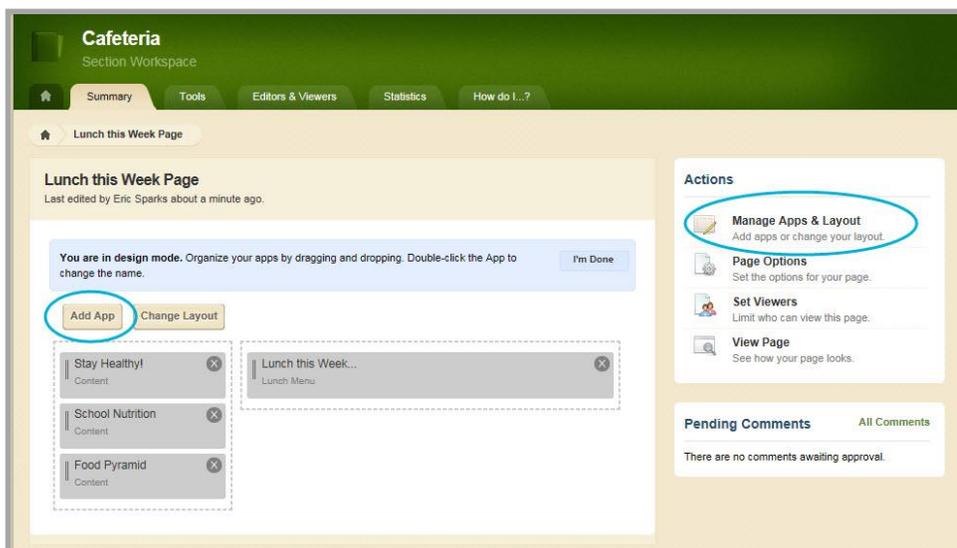
Add a Divider App to a Page

Here's how you add a Divider app to a page.

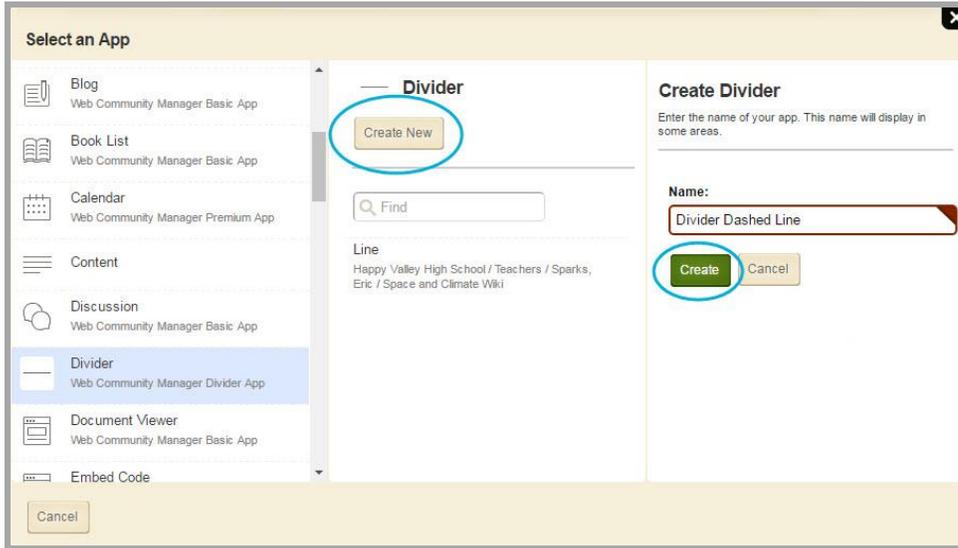
1. In *Site Manager*, navigate to the workspace containing the page to which you wish to add a Divider app.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit Mode.



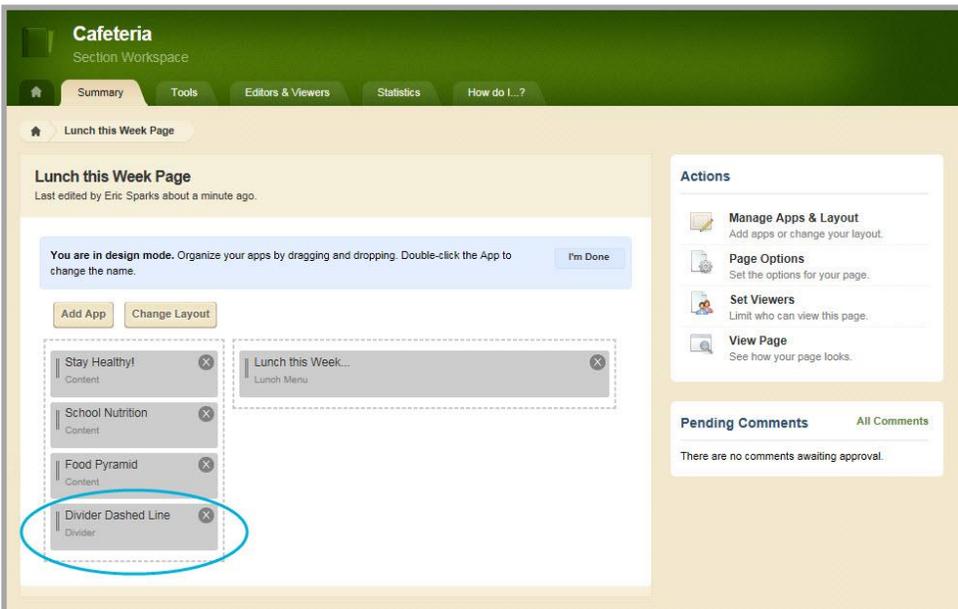
3. In Actions, click Manage Apps & Layout. The page opens in Design Mode.



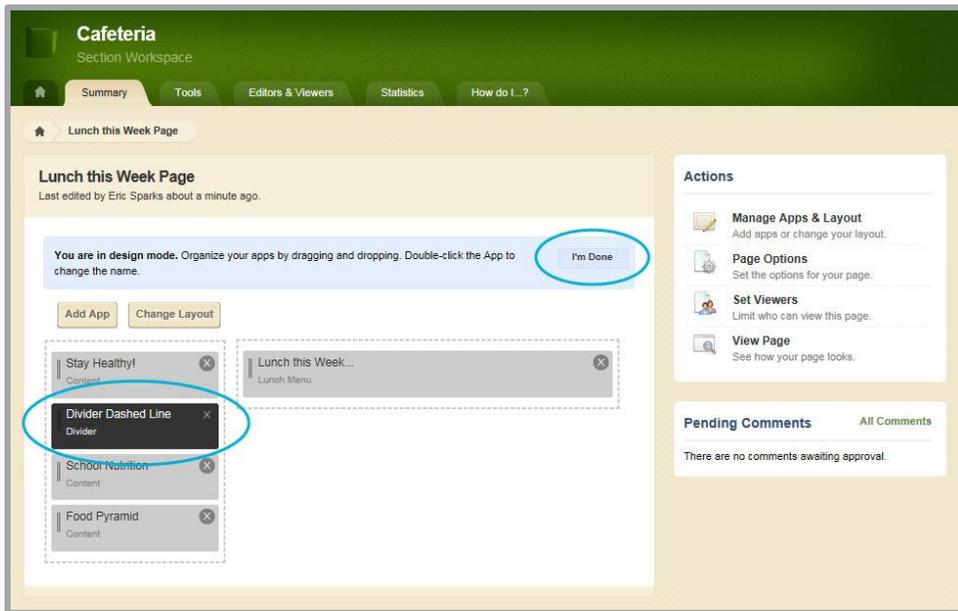
4. Click **Add App**. The Select an App dialog displays.



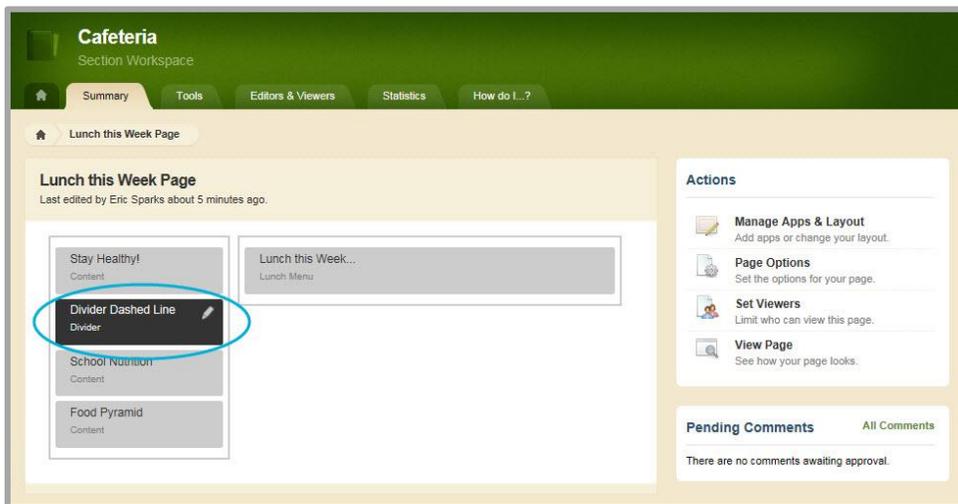
5. Click **Divider**. Then click **Create New**.
6. Enter a name for your app.
7. Click **Create**. The app is added to the page and you are returned to the page in Design Mode.



8. Drag-and-Drop the app to position it on the page.



9. Click **I'm Done**. You are returned to the page in Edit Mode.



10. Click on the Divider App. The Edit dialog displays.

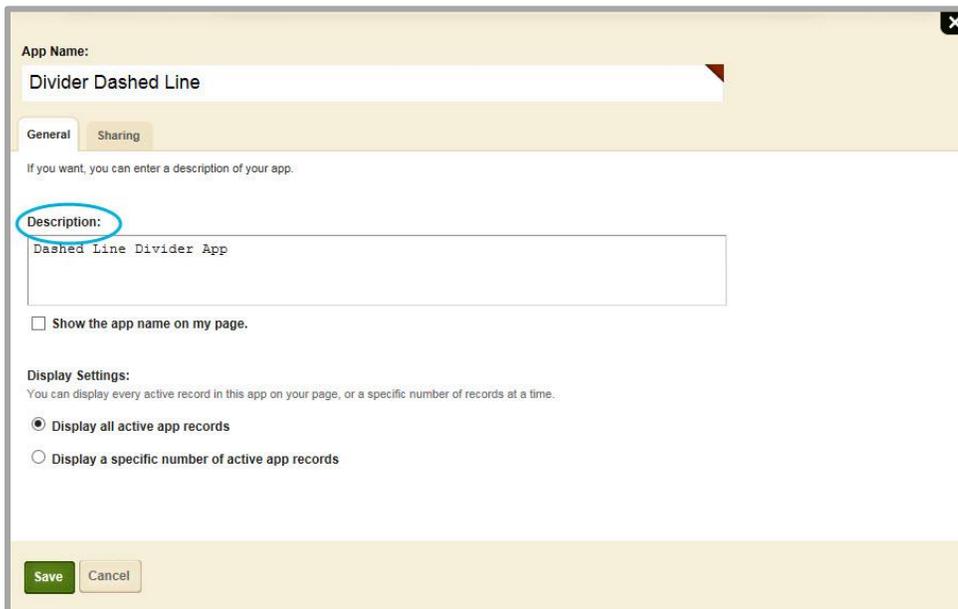
Note that when you position the cursor on the app, the background color changes and a pencil displays.

- Using the Drop-Down List, select a divider type—*solid line*, *dashed line*, *dotted line* or *blank*.



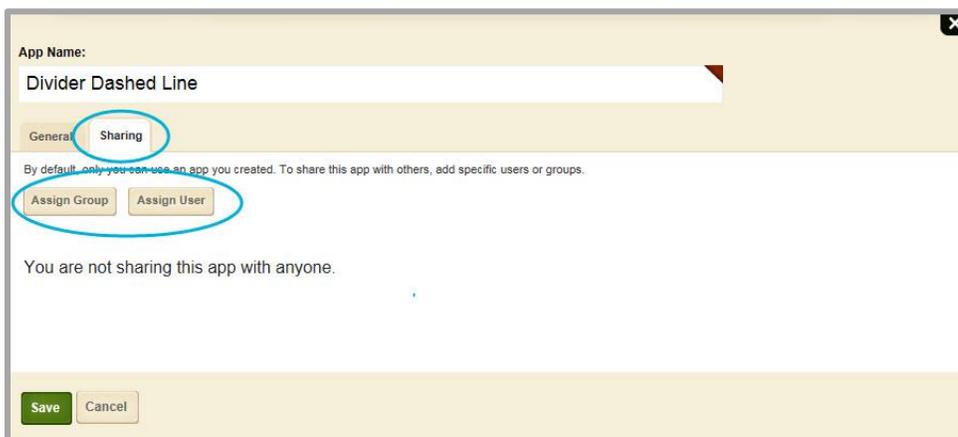
The screenshot shows the configuration page for a 'Divider Dashed Line' app. At the top, there are navigation links for 'Lunch this Week Page' and 'Divider Dashed Line'. Below the title, there is a 'Divider Type' dropdown menu, which is circled in blue. At the bottom of the form, there are 'Save' and 'Cancel' buttons.

- Click **Options**. The Edit Options dialog displays. On the **General** tab, enter a description.



The screenshot shows the 'Edit Options' dialog for the 'Divider Dashed Line' app. The 'App Name' is 'Divider Dashed Line'. The 'General' tab is selected. The 'Description' field is highlighted with a blue circle and contains the text 'Dashed Line Divider App'. Below the description, there is a checkbox for 'Show the app name on my page.' and 'Display Settings' with two radio button options: 'Display all active app records' (selected) and 'Display a specific number of active app records'. At the bottom, there are 'Save' and 'Cancel' buttons.

- Click the **Sharing** tab to share the app with editors by clicking **Assign Group** and **Assign User**.



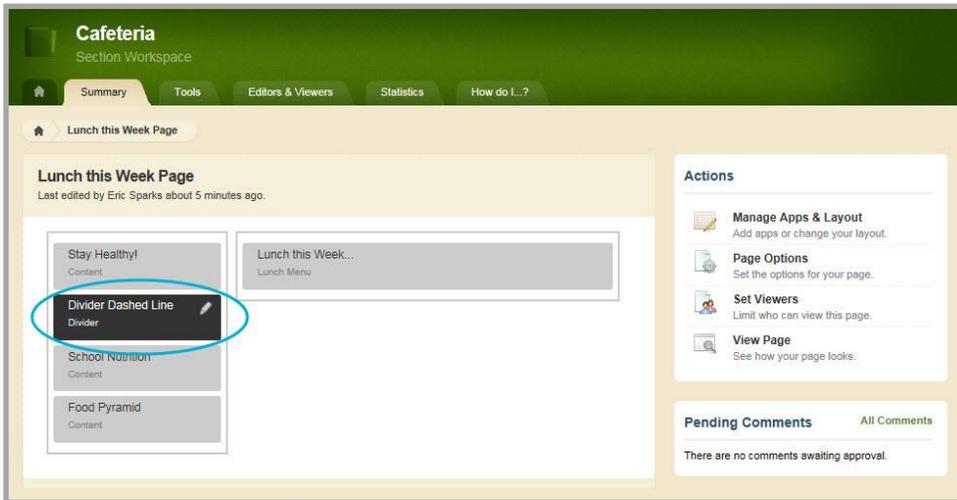
The screenshot shows the 'Edit Options' dialog for the 'Divider Dashed Line' app, with the 'Sharing' tab selected. The 'Assign Group' and 'Assign User' buttons are highlighted with blue circles. Below the buttons, there is a message: 'You are not sharing this app with anyone.' At the bottom, there are 'Save' and 'Cancel' buttons.

- Click **Save** to retain and exit the Edit Options Dialog.
- Click **Save**.

Edit a Divider App

Here's how you edit a Divider app.

1. In *Site Manager*, navigate to the page containing the app that 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 app that you wish to edit. The Edit dialog displays. Note that when you position the cursor on the app, the background color changes and a pencil displays.

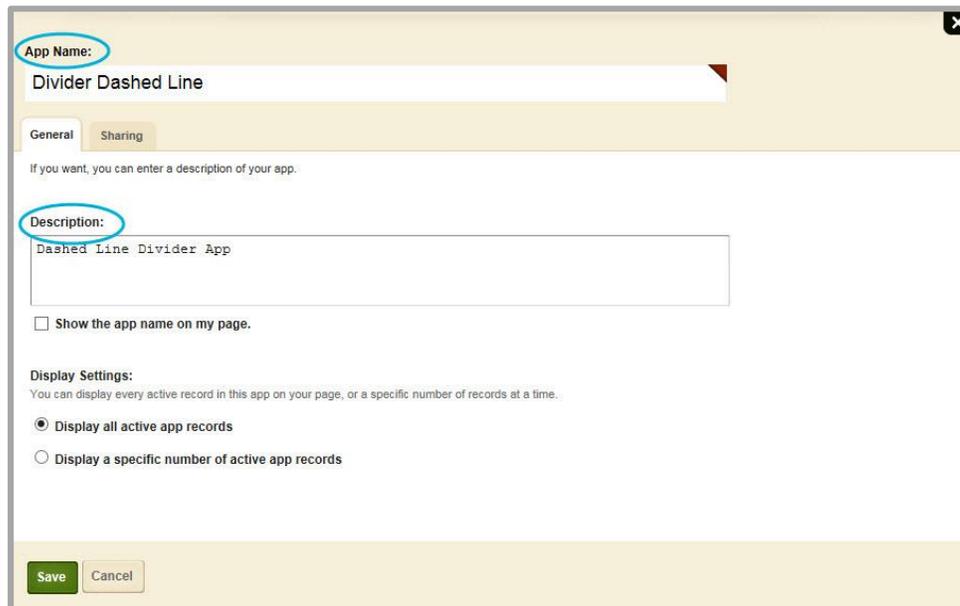


4. Edit the Divider Type.



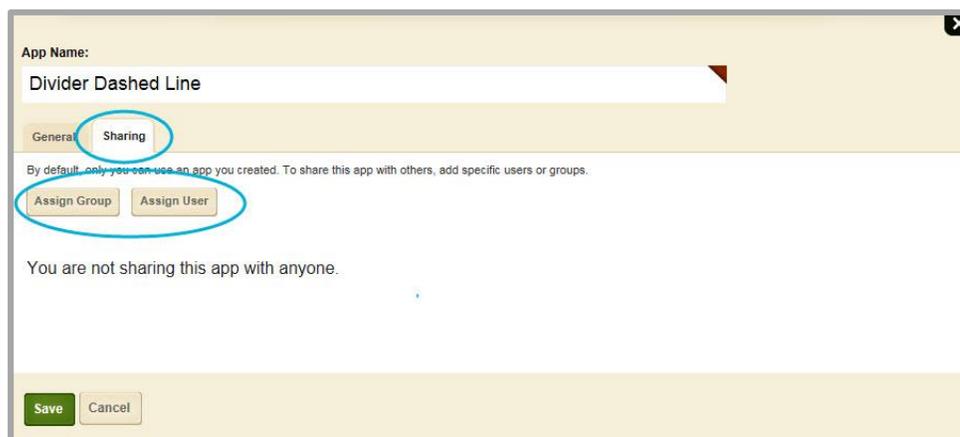
5. Click **Options**.

On the General tab you can change the App Name and change or add a description.



The screenshot shows the 'General' tab of the 'Divider Dashed Line' app configuration. The 'App Name' field is circled in blue and contains the text 'Divider Dashed Line'. Below it, the 'Description' field is also circled in blue and contains the text 'Dashed Line Divider App'. There are two tabs: 'General' (selected) and 'Sharing'. Below the description field, there is a checkbox labeled 'Show the app name on my page.' which is unchecked. Under 'Display Settings', there are two radio button options: 'Display all active app records' (selected) and 'Display a specific number of active app records'. At the bottom, there are 'Save' and 'Cancel' buttons.

On the **Sharing** tab, you can add or change sharing rights for the app.



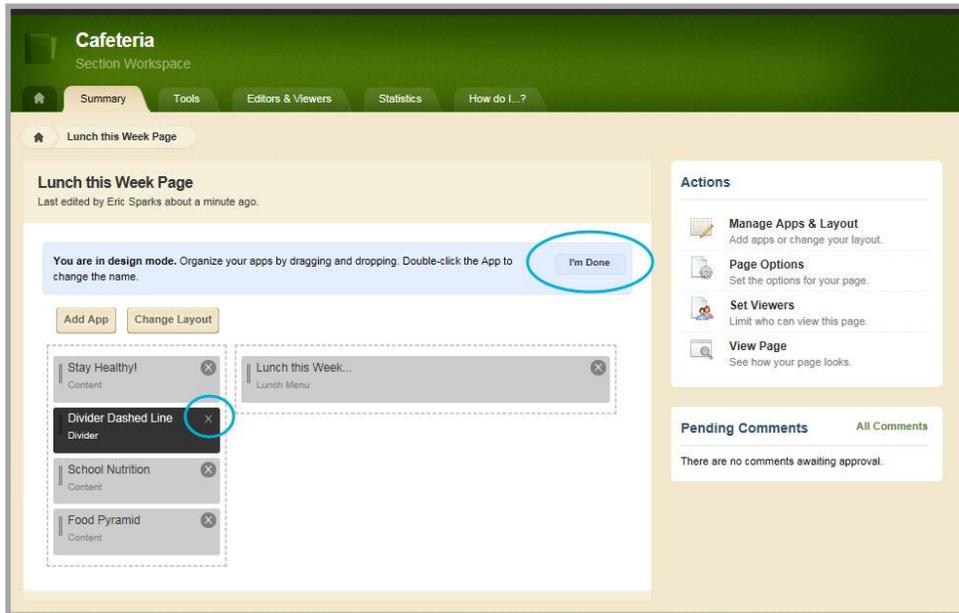
The screenshot shows the 'Sharing' tab of the 'Divider Dashed Line' app configuration. The 'App Name' field is circled in blue and contains the text 'Divider Dashed Line'. Below it, there are two tabs: 'General' and 'Sharing' (selected). Below the tabs, there are two buttons: 'Assign Group' and 'Assign User', both of which are circled in blue. Below these buttons, the text reads 'You are not sharing this app with anyone.' At the bottom, there are 'Save' and 'Cancel' buttons.

6. Click **Save** to exit **Options**.
7. Click **Save**.

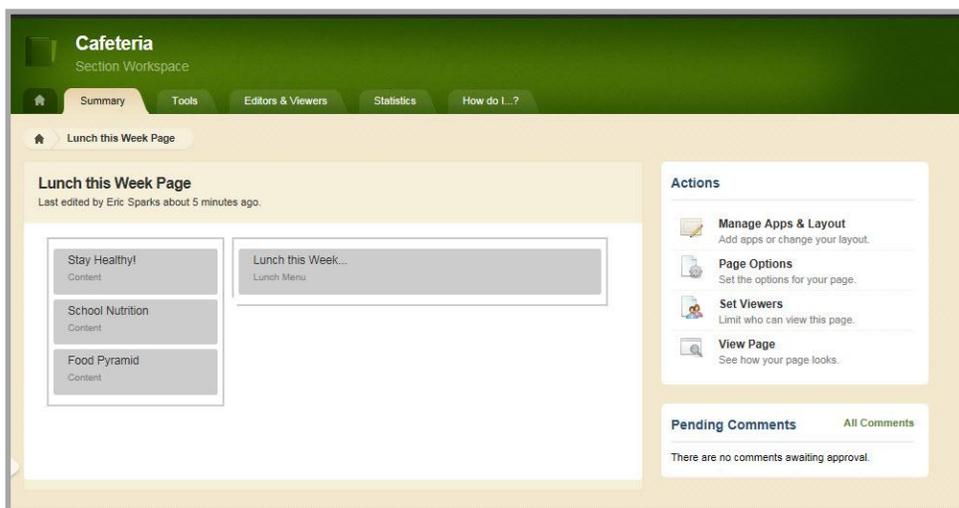
Remove a Divider App from a Page

Here's how you remove a Divider app from a page.

1. In *Site Manager*, navigate to the page containing the app you wish to remove.
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. In Actions, click Manage Apps & Layout. The page opens in Design Mode.
4. Position the cursor on the app you wish to remove. Note that the background color changes.



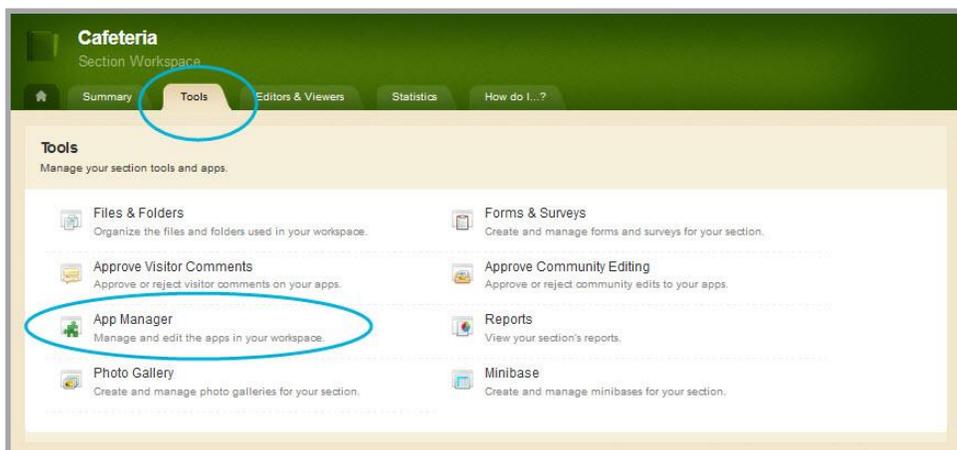
5. Click the ⊗ icon to remove the app from the page. A confirmation dialog displays.
6. Click **Yes**. You are returned to the page in Design Mode.
7. Click **I'm Done** to return to the page in Edit Mode.



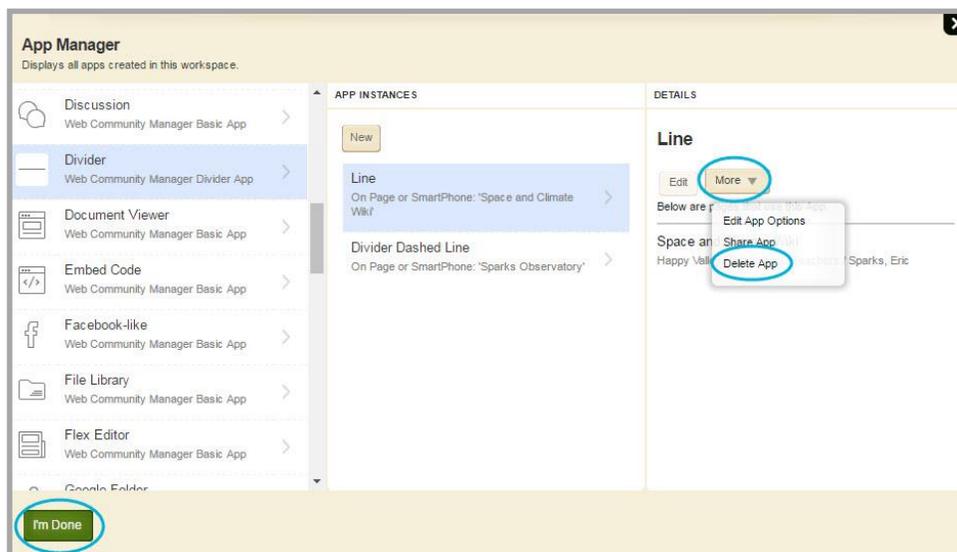
Permanently Delete a Divider App

Here's how you permanently delete a Divider app.

1. In *Site Manager*, navigate to the page containing the app that you wish to permanently delete.
2. Click **Tools**. Available Tools for the workspace display.



3. Click *App Manager*. The App Manager displays.
4. In the first column, select the type of the app that you wish to delete. In this instance, Divider app. All apps of this type within the current workspace display in the second column.
5. In the second column, locate and click the name of the app you wish to delete. The app instance is highlighted.



6. In the third column, click **More** and select *Delete App* from the drop-down list. A confirmation dialog displays.
7. Click **Yes**. The app is permanently deleted from App Manager.
8. Click **I'm Done**. You are returned to the **Tools** tab.

When you permanently delete an app from App Manager, it is removed from your pages and those of users with whom you shared the app. They receive an email telling them that you deleted the app.