

# **Heading App Guide**

**Blackboard Web Community Manager**

**Blackboard®**

**Trademark Notice**

Blackboard, the Blackboard logos, and the unique trade dress of Blackboard are the trademarks, service marks, trade dress and logos of Blackboard, Inc. All other trademarks, service marks, trade dress and logos used in Blackboard and the Website are the trademarks, service marks, trade dress and logos of their respective owners.

**Copyright Notice**

© 2017 Blackboard Inc. All rights reserved.

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

**Table of Contents**

Introduction ..... 1

Edit a Heading App..... 2

Set Heading App Options ..... 3

    General Tab..... 3

    Sharing Tab ..... 4

Additional Resources ..... 5



## Introduction

Visitors to your website are looking for information. They want it on their desktops, laptops, tablets and smart phones. So you need your information—your content—to be adaptive. Your content should display easily and effectively on any device or screen—with minimal pinching and zooming.

Use the Heading App to add titles and headings to a page. Your device recognizes it as a heading and displays it appropriately.

You choose a heading size and it pulls that heading style from your template, giving your pages a consistent look and feel. There are four different sizes for your heading content—Title(H1), Subtitle(H2), Heading(H3) and Subheading(H4). The example below uses all four sizes.

The screenshot shows a website for Rachel Wilson at Happy Valley High School. The page features a red header with the school's logo and name, and a navigation menu. The main content area is divided into a left sidebar and a main content column. The sidebar contains the name 'Wilson, Rachel' and a list of links: 'Welcome!', 'About Ms. Wilson', and 'Welcome'. The main content column contains several sections, each with a heading circled in blue: 'Welcome to Algebra!' (H1), 'Classroom Information' (H2), 'Homework Policy' (H3), and 'Calculator Returns' (H4). A stack of colorful books is shown to the right of the 'Classroom Information' section. The text for 'Classroom Information' reads: 'Welcome to my class! My name is Ms. Wilson, I teach Algebra at Happy Valley High School. I have been a teacher for 5 years at the HVHS, and teaching for a total of 7 years.' The text for 'Homework Policy' reads: 'I give my students homework three nights a week. All homework is due at the beginning of class the next day. If homework is forgotten or incomplete, I allow students to hand in homework one day late.' The text for 'Calculator Returns' reads: 'If you need a calculator for class, you are allowed to sign one out at the beginning of class. Please return all calculators before the end of the class period.'

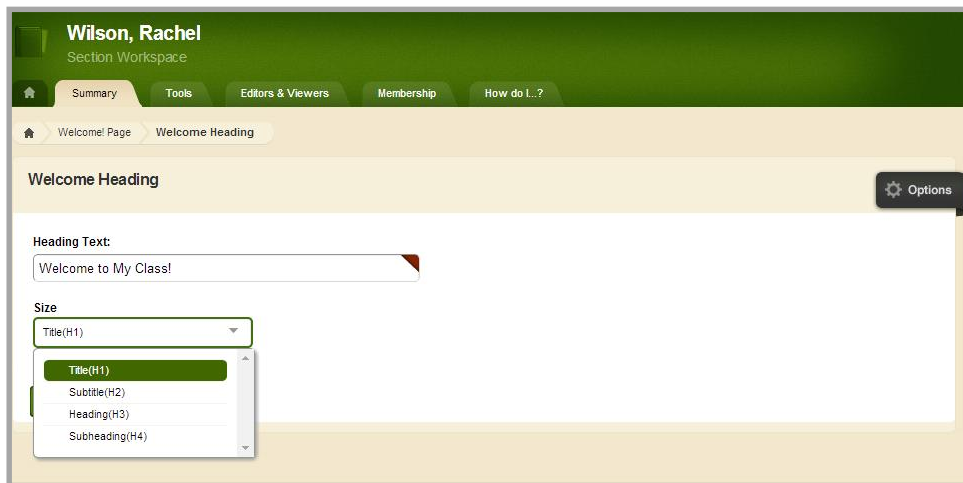
You can [add a Heading App to a page](#) in Design Mode.

## Edit a Heading App

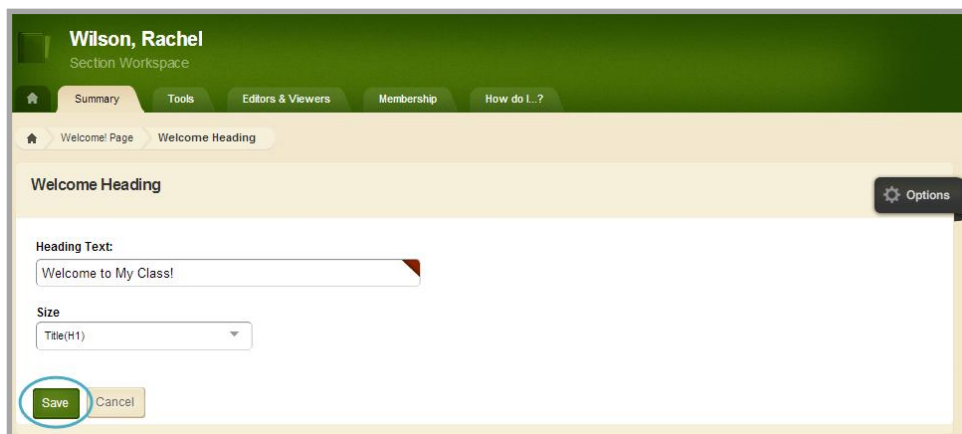
Once you have added a Heading App to your page, you can edit or remove the app from your page.

Here's how you edit a Heading App.

1. In *Site Manager*, navigate to the page containing the 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 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 content in the Heading Text field.
5. Select a Size for your heading.
6. Click **Save**. You are returned to your app in Edit Mode.



## Set Heading App Options

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

### General Tab

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

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

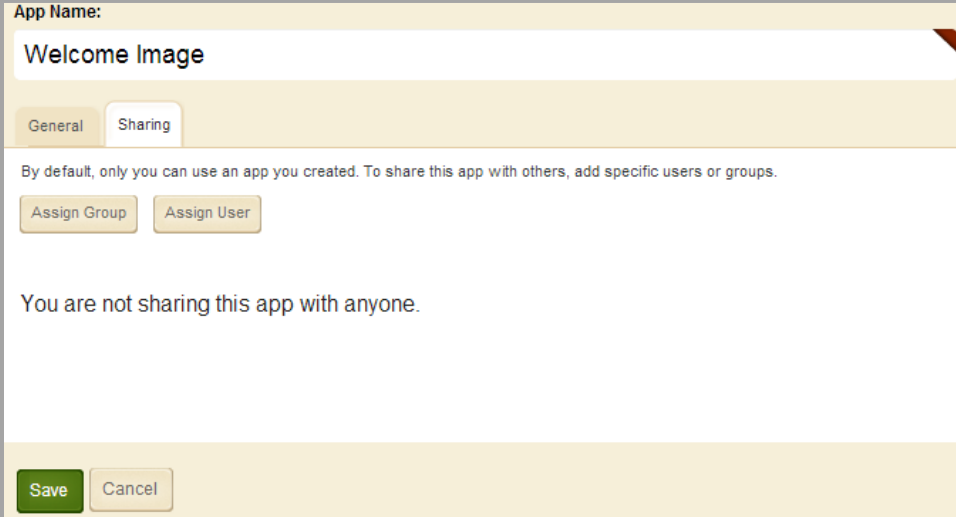
Use only the default Display Setting of *Display all active app records for the app*. Each Heading app will contain only one record.

The screenshot shows the 'App Options' dialog box for a 'Heading App'. The 'App Name' field is set to 'Welcome Heading'. There are two tabs: 'General' (selected) and 'Sharing'. Below the tabs, there is a text input field for a description. A checkbox labeled 'Show the app name on my page' 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.

## 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 the 'Sharing' tab of an app configuration window. At the top, the 'App Name' is 'Welcome Image'. Below the name are two tabs: 'General' and 'Sharing', with 'Sharing' selected. A message states: 'By default, only you can use an app you created. To share this app with others, add specific users or groups.' Below this message are two buttons: 'Assign Group' and 'Assign User'. At the bottom of the window, there are 'Save' and 'Cancel' buttons. The 'Save' button is highlighted in green.



## Additional Resources

Here are some additional resources you may find helpful.

- [Manage Apps & Layouts](#)
- [Manage Pages](#)
- [App Showroom](#)
- [Core Resources](#)
- [Hot Topics](#)
- [Workspaces in Site Manager](#)