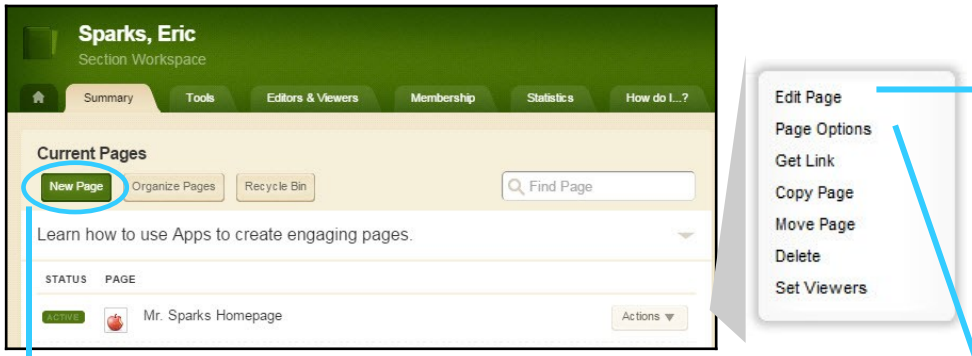
Blackboard

Pages & Apps

Pages and Apps at a Glance

- Apps provide you with specific functionality. Blackboard Web Community Manager allows you to choose from many apps—Article Library, Content and Photo Gallery to name a few.
- You display apps on pages.
- Page Types are page templates that contain one or more apps—a starting point for you as you create your pages. Most page types are a single-column layout with one app.
- You can add apps to any page in any workspace, but you can only create new pages in the Section Workspace.
- You can put a single app or multiple apps on a page and change the page layout.
- You can place apps where you like on a page. Use drag-and-drop to rearrange them.
- You can display your apps in more than one location. This is useful for teachers with responsibilities in multiple schools.
- You can share your apps with others. They can display your shared apps on their pages, but they cannot edit or delete them.

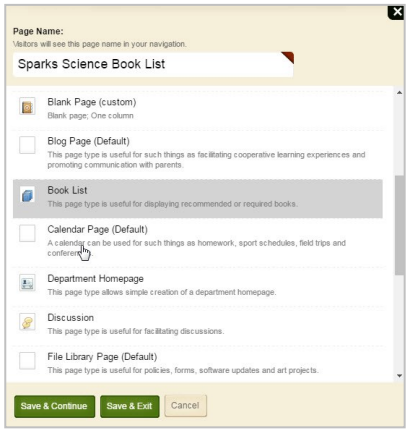
Working with Pages



The **Actions drop-down list** has options to *Get Link* (web address of your page) or *Set Viewers* for your page. You can also *Copy* or *Move* your page. When you *Delete* your page, it is placed in the Recycle Bin. You permanently delete it in the Recycle Bin. Deleting a page does not delete the apps on your page. You delete apps in App Manager (located on the **Tools** tab).

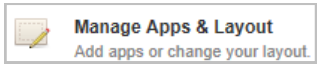
Create a page.

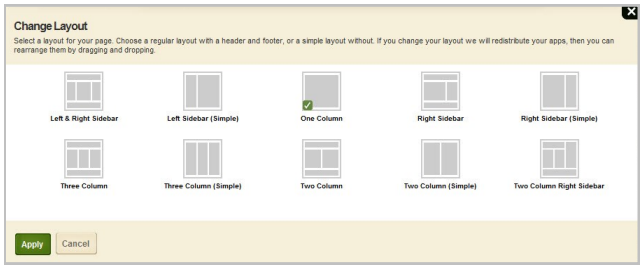
1. Click **New Page** on the **Summary** tab in your Section Workspace. The Available Page Types window displays.
2. Enter a name for your page.
3. Scroll to locate the Page Type that you wish to select.
4. Click a page type to select it.
5. Click **Save & Continue** to edit the page. Click **Save & Exit** to edit the page at a later time.



Change a page layout.

1. Click **Actions**.
2. Click **Edit Page**. Page details display.
3. Under **Actions,** click **Manage Apps & Layout**.
4. Click **Change Layout**.
5. Click the desired layout.
6. Click **Apply**.
7. Click **I'm Done**.



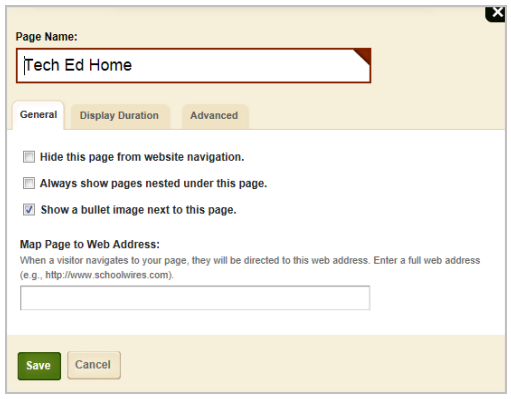


Set options.

1. Click **Actions**
2. Click **Page Options**.

At the Page Details window you can—

- Change the page name.
- Hide the page.
- Elect to show nested pages.
- Show a bullet next to the page.
- Map the page to a web address.
- Change the display duration.
- Include a background image.
- Enable caching and other advanced options.



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Blackboard

Pages & Apps

Working with Apps

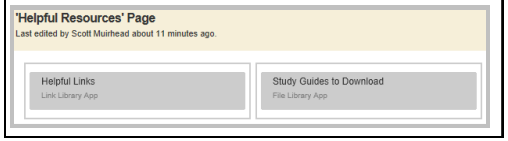
Apps make page design flexible. You can adjust options for individual apps in order to activate social settings, like commenting or rating. You can share apps with other users. You can add more than one app to a page and then adjust the layout of the page and order your apps.

Edit an app.

1. From the **Summary** tab, click on a page name.

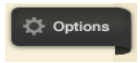
2a. If your page has only one app, the app opens in edit mode.

2b. If your page has multiple apps, Page Details display. Click on the app you wish to edit.



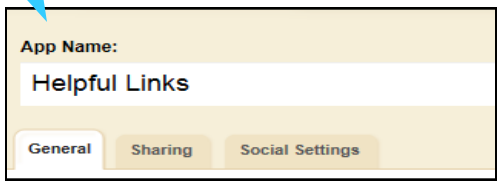
Work with App Options.

While editing your app, you can set app options and share your app by clicking **Options.**



Here, you may be able to—

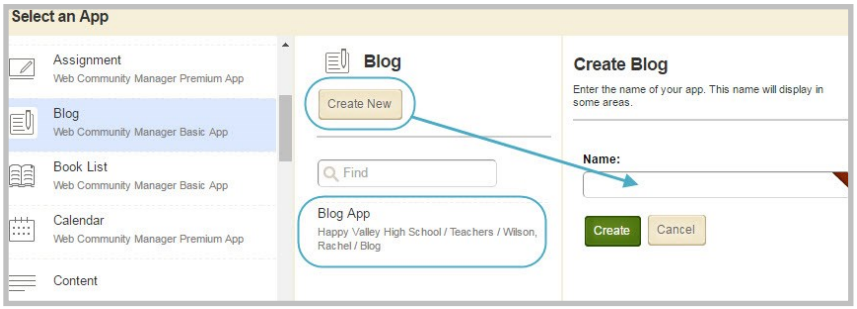
- Modify the app name.
- Enter a description.
- Show the app name on the page.
- Control the number of records that display for apps having multiple records (e.g., File Library).
- Share your app with groups or individuals. They can only display the app on their pages. They cannot edit it. Edits that you make to the app display immediately on their pages.
- Enable and control Social Settings like commenting and rating, if available.

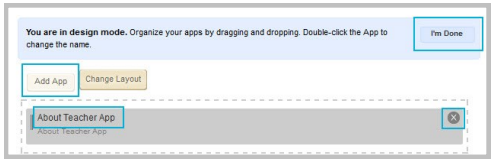


Add, remove, rename or move an app.

1. Click **Actions**.
2. Click **Edit Page**.
3. Under Actions, click **Manage Apps & Layout**.

Add—Click **Add App** and follow the Add App wizard to add an app.
Remove—Click the *x* to remove it from the page.
Rename—Double-click the name of the app.
Move—Drag and drop apps to move them.





4. Click **I'm Done**.

Select an existing app—

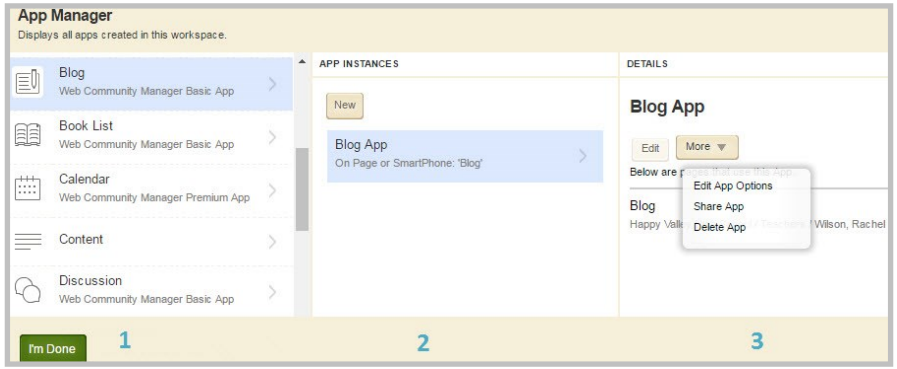
1. Select an app type in column 1.
2. Select an app in column 2.

Create a new app—

1. Select an app type in column 1.
2. Click **Create New** in column 2.
3. Enter a name for the app.
4. Click **Create**.

Work with App Manager.

- App Manager is a tool within all workspaces.
- You access App Manager from the **Tools** tab in your workspace.
- You can perform most of the same app tasks using App Manager as you do when modifying an app directly on a page.
- You can add apps, edit apps, edit app options and share apps, but you cannot insert an app on a page.
- If you want to permanently delete an app, you can only do that in App Manager.



1. Select the App Type in the first column.
2. Select the specific app in the Apps Index. The pages on which that app is used display in the third column.
3. You can edit the app, edit the app options, share the app or delete the app.

If you delete a shared app that others have placed on their pages, they will receive notification by email that the shared app was deleted.

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