

# Introducing Blackboard Web Community Manager

## Quick Start Guide

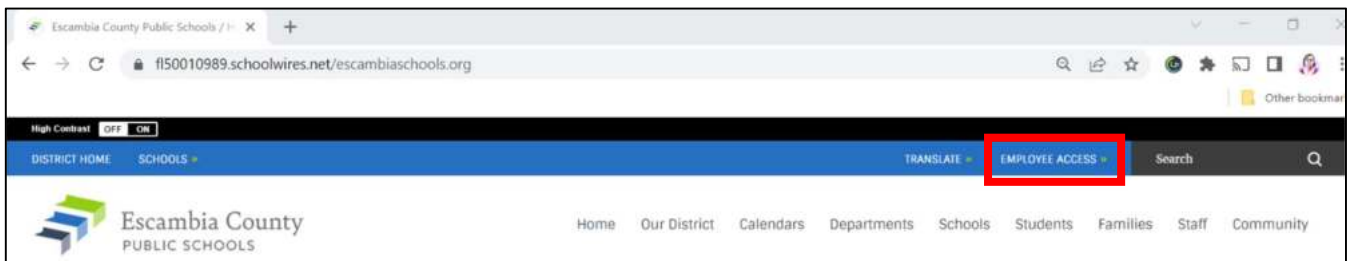
**NOTE:** This guide is designed to be a cursory introduction to the WCM system so that you can quickly start editing pre-existing pages in your site. Many more features and instructions are included in the Website Training Resources site at <https://www.escambiaschools.org/Page/2981>.

Technical support can be accessed by submitting a ticket to <https://ithelp.escambia.k12.fl.us/>

## Logging in to Web Community Manager

You can log in to **Web Community Manager** (WCM) from any ECPS webpage, but it is fastest to navigate to the page or channel you want to edit before logging in.

The district website can be found at <https://escambiaschools.org>



Clicking on **Employee Access** will cause the **Sign In** button to appear.

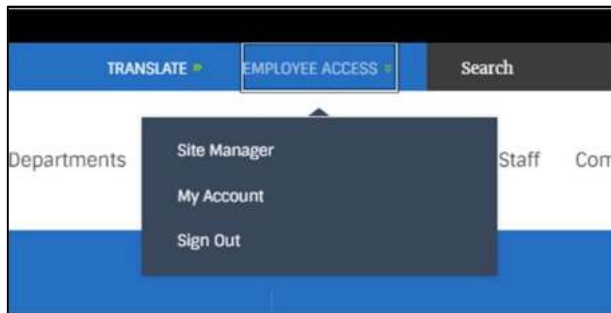


When the **Sign In** button is clicked, the log in page will appear. **Enter your ECPS credentials.**

## Accessing Site Manager



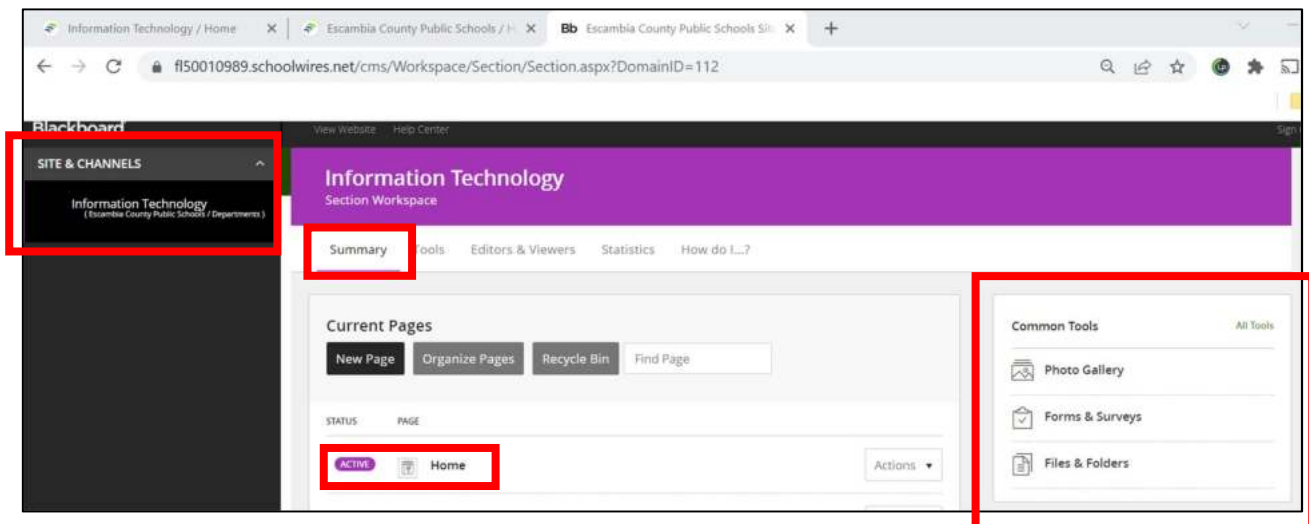
After signing in, the previous page will refresh. You will then see a black sidebar on the left side of the page. Click on the icon of a ruler and pencil to open **Site Manger**. It will open in a new window.



You can also access **Site Manager** by clicking on **Employee Access** again.

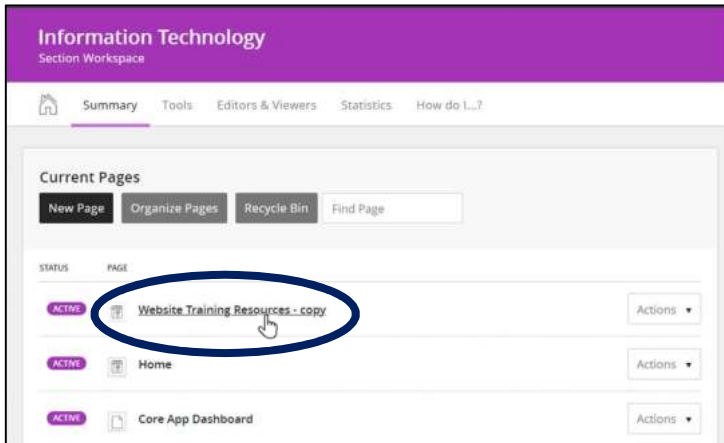
## Using Site Manager

On the left of the screen you will see the **section(s)** you have been authorized to maintain and manage. (In WCM a district department is called a section.) By default, the center column shows the **Summary** tab and the **Current Pages** feature. To the right are features containing **Common Tools – Photo Gallery, Forms & Surveys, and Files & Folders**, as well as the **Pending Comments** feature and the **Total Visits** graph (not shown in the screenshot below).

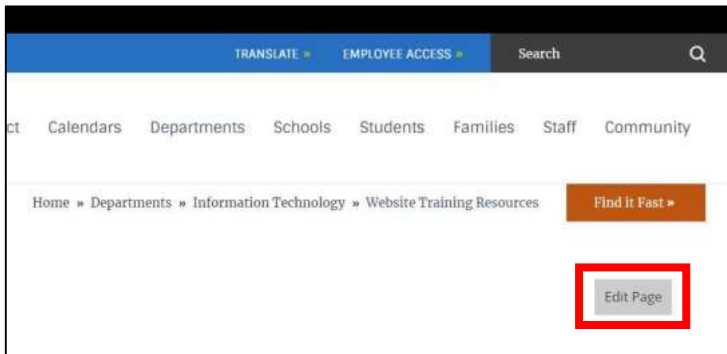


## Entering Page Edit Mode

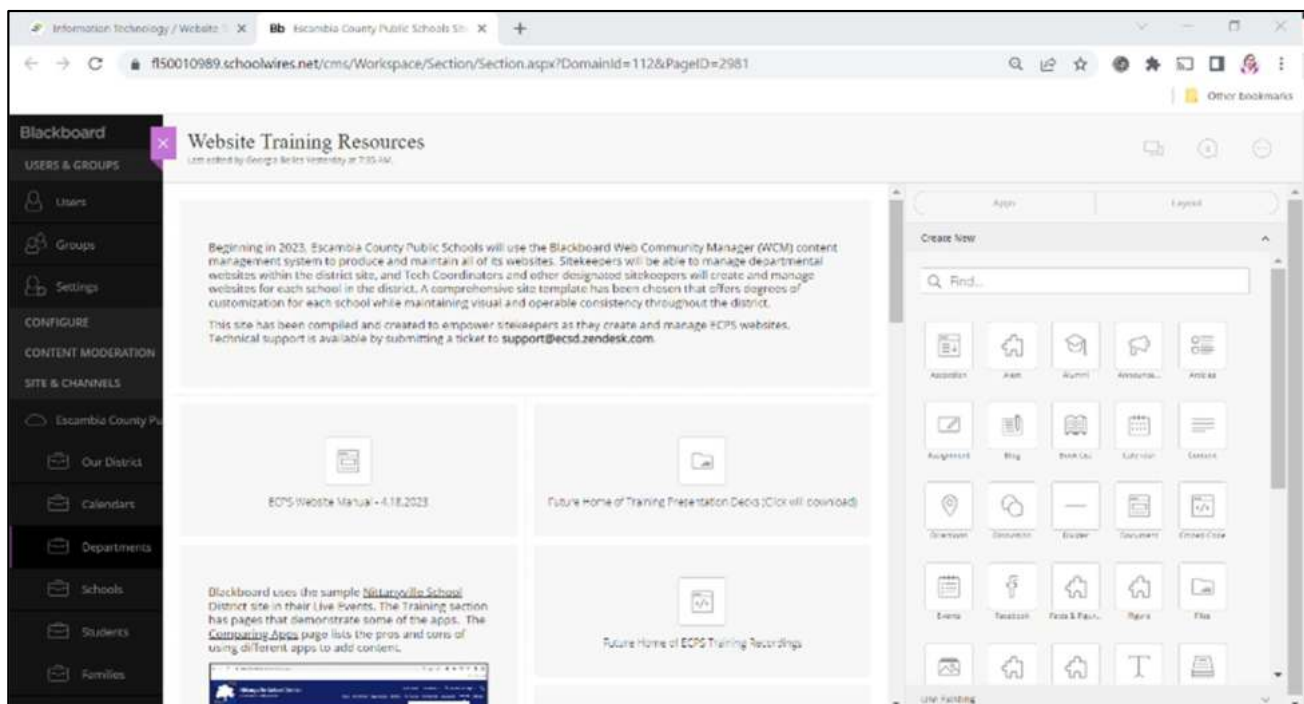
There are two ways to enter **Page Edit Mode**:



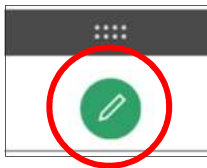
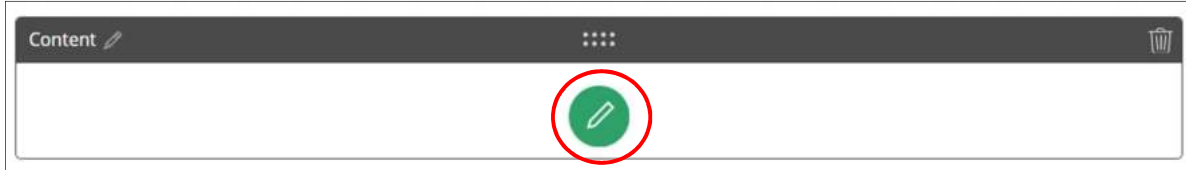
If you are already in **Site Manager**, simply click on the name of the page you would like to edit.



When you sign into WCM from a webpage the browser window will refresh and you will see the **Edit Page** button. Clicking it will open to a page similar to the one below.

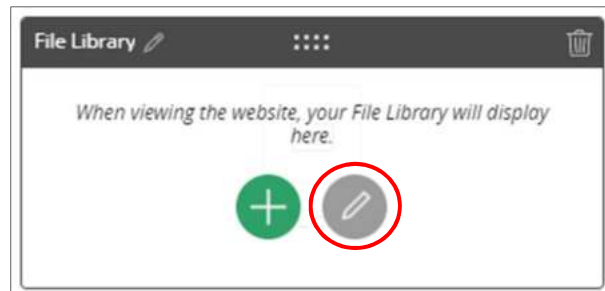
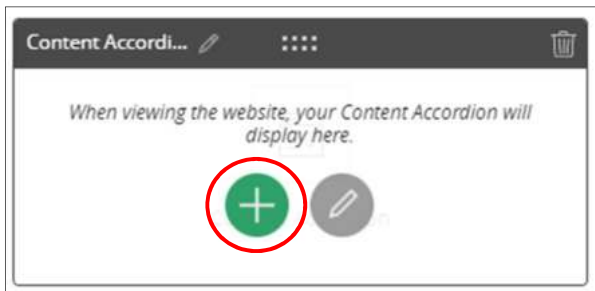


When the **Page View** panel slides open you will see your page broken down into modules (called **apps** in WCM). The **apps** are arranged in a **layout**. If you hover over an app with your mouse the gray hint box will change to the view below.



To begin adding, editing, or deleting content from an app, click the green pencil icon in the middle of the app frame.

Some apps, such as **Content Accordion** and **File Library**, have two ways of editing the app – clicking the green plus sign icon will open the editing area for adding new individual records, files, etc. Clicking the gray pencil icon will allow you to add, sort, delete, and perform other actions on the records or files you have created.



Website Training Resources App Options

Save Cancel E-ALERT

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Beginning in 2023, Escambia County Public Schools will use the Blackboard Web Community Manager (WCM) content management system to produce and maintain all of its websites. Sitekeepers will be able to manage departmental websites within the district site, and Tech Coordinators and other designated sitekeepers will create and manage websites for each school in the district. A comprehensive site template has been chosen that offers degrees of customization for each school while maintaining visual and operable consistency throughout the district.

This site has been compiled and created to empower sitekeepers as they create and manage ECPS websites. Technical support is available by submitting a [ticket to support@ecsd.zendesk.com](mailto:support@ecsd.zendesk.com).

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Activate on my page

Each app's editing pane will appear differently, depending on the user input needed.

This is the editing pane for the **Content** app.

The Content app is far and away the most common app you will use in your pages.

You edit the content in much the same way you would in Word or Google Docs.



Clicking the **Insert Link** icon will activate the tool for creating and managing links to files, internal and external web addresses, and email addresses.

### Insert Link

To map to a site, choose the site. To map to a channel or section, choose the site then the channel or section. To map to a page, choose a site, a page.

- Your Site**  
Link to an area of your site.
- Email Address**  
Link to an email address.
- Web Address**  
Link to a web address.
- Bookmark**  
Link to a bookmark on this page.
- Form or Survey**  
Link to a form or survey.

**Choose a Site**

Please Select a Site ▼

**Text to Display:**

\_\_\_\_\_

**Web Address Target:** ⌵

Open in Same Window ▼



To insert a picture into the app you are editing, click the **Insert Image** icon. Using this tool will be covered in much greater detail in the main manual.

### Insert Image

Select an image location then choose your image.

- Upload Image**  
Upload an image from your computer or network.
- Cloud Image**  
Upload an image from your cloud storage provider.
- Existing Image**  
Select an image that has already been uploaded.
- Shared Image**  
Select an image from the shared library.
- Clipart**  
Select an image from the Web Community Manager Clipart Library.

\_\_\_\_\_ **Browse**

**Image Size:**

Thumbnail Size (150px width)

Medium Size (300px width)

Large Size (600px width)

Custom Size (user defined)

No Resizing (Original size)

**Continue** **Cancel**



Clicking the **Insert File** icon will activate the tool for linking to files from many sources and uploading them to the site if necessary.

### Insert File Link

Select a file location then choose your file and enter link text. If you want, you can set the target for your file link.

- Upload File**  
Upload a File from your computer or network.
- Cloud File**  
Upload a file from your cloud storage provider.
- Existing File**  
Select a file that has already been uploaded.
- Shared File**  
Select a file from the shared library.

\_\_\_\_\_ **Browse**

**Continue** **Cancel**

Blackboard

SITE & CHANNELS

Information Technology  
(Escambia County Public Schools)

Website Training Resource

Save Cancel E-ALERT

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Activate on my page

Success! You saved your content.

When you have finished editing the app Click the black **Save** button at the top of the app editing window. A purple success tab will appear at the bottom of the page.

**IMPORTANT NOTE: Your site is constantly live – as soon as you click Save the changes will be reflected on the website immediately.**

To exit the editing pane click the purple X-mark next to the **Save** button. The page will refresh to the view below, where you can choose other apps to edit.

A more in-depth guide is available on our website training website at:  
<https://www.escambiaschools.org/Page/2981>

Look for the ECPS Website Manual

Information Technology / Websites | Escambia County Public Schools

ff50010989.schoolwires.net/cms/Workspace/Section/Section.aspx?DomainId=112&PageID=2981

Blackboard Website Training Resources

Users & Groups: Users, Groups, Settings

Configure: Content Moderation, Site & Channels

Escambia County Public Schools: Our District, Calendars, Departments, Schools, Students, Families

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ECPS Website Manual - 4.18.2023

Future Home of Training Presentation Decs (Click will download)

Blackboard uses the sample [Nilesville School District](#) site in their Live Events. The Training section has pages that demonstrate some of the apps. The [Customizing Apps](#) page lists the pros and cons of using different apps to add content.

Future Home of ECPS Training Recordings

Apps: Add New, Find...

Apps: Assessment, Alert, Alumni, Announcements, Articles, Assignments, Blog, Bookmarks, Calendar, Content, Directories, Documents, E-books, Documents, Email Lists, Events, Feedback, Files & Folders, Forms, Files

User Feedback