

Introducing Blackboard/Finalsite Web Community Manager: Department Site Administration

Escambia County Public Schools

May 2023

Presenter:

Georgia Belles

Information Technology Department



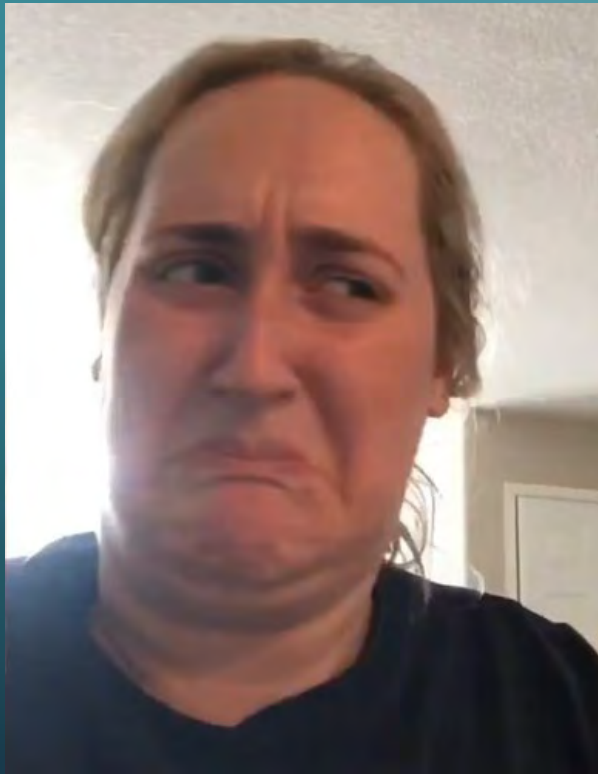
Training Objectives

Having to learn a new
website system



Training Objectives

Having to learn a new website system



After today's training





MAY 6 – 7, 2023

**New ECPS website
comes online:**

escambiaschools.org





JUNE 30, 2023

Everything from your site:

- All files in the locker
- All content
- All links
- All images

Must be copied /downloaded
from School Loop.

**Absolutely no
exceptions.**



Gearing up for May 6-7

You will receive an email from Curtis Lesieur on Friday outlining details of the coming website changeover, including what to expect on Monday when you return to the office.



Good News/Bad News

Good news:

70 – 95% of each departmental website has been completely copied from School Loop

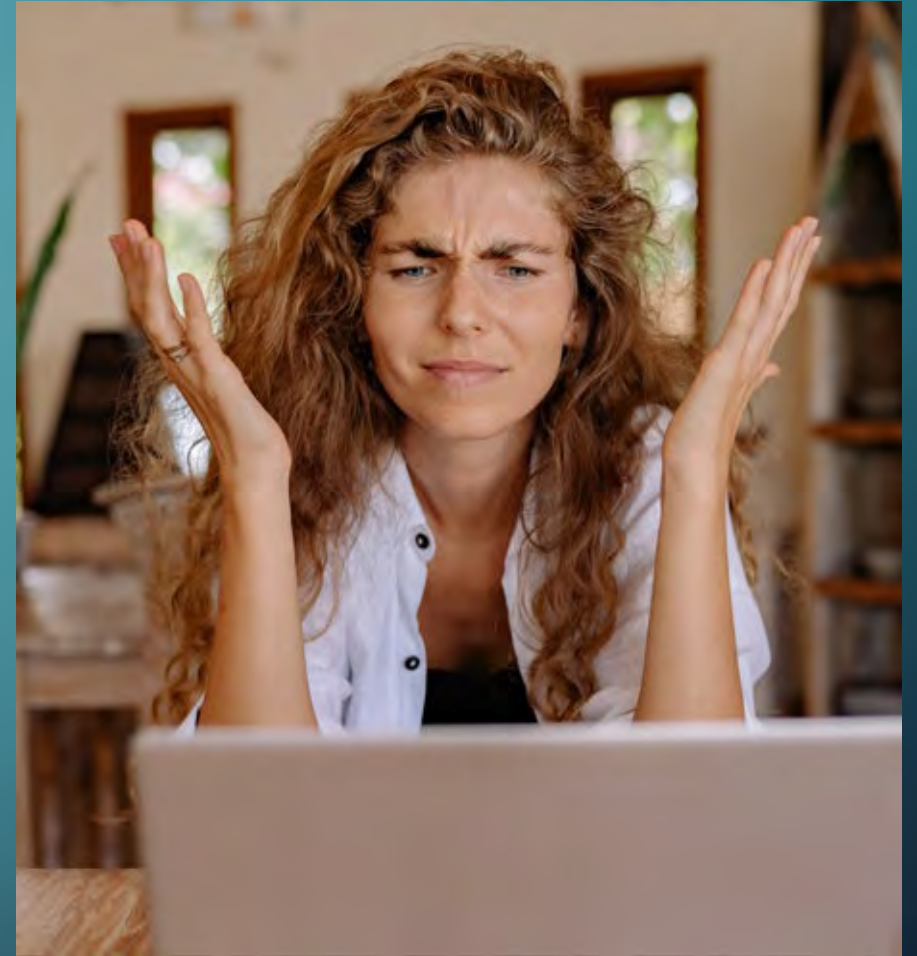
Bad news:

- If you have documents containing links to School Loop sites they will need to be fixed by June 30
- Instructional documents containing screenshots of SchoolLoop sites will have to be updated
- Images transferred in low quality
- If pdfs had numbers as their title, they still do



Fear Not!

Website Training Resources





IMPORTANT ANNOUNCEMENT:

JUNE 30 is the deadline to save files, images, etc. from the School Loop file locker. AFTER JUNE 30 ALL SCHOOL LOOP WEBSITES AND FILES WILL BE DELETED AND IRRETRIEVABLE.

If you need technical assistance submit a help desk ticket to support@ecsd.zendesk.com.



QUICK START GUIDE



Questions & Answers



Page of App Samples



Sample Multimedia Gallery & Video E

Website Training Resources

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.

Useful Sites

Website Training Resources

Pre-May 5, 2023:

<https://fl50010989.schoolwires.net/Page/2981>

Or navigate from the district home page:

Home □ Departments □ Information Technology □

Website Training (link on Resources menu)



What You'll Find There

- Links:
 - Short training videos – less than 7 minutes!
 - Longer videos for deeper dives on specific topics
 - Other useful sites that will help you build beautiful pages
 - Blackboard's sample site, loaded with examples
- Page of Questions & Answers
- Pages of examples of apps in action
- Manuals and presentations to download



Welcome to Blackboard Web Community Manager

The Adventure Begins



WCM Terminology

- **SITE** – Escambia County Public Schools
 - **CHANNELS** – The main navigation menu options. District Leadership, Calendars, Departments, Schools, Students, Families, Staff, Community.
 - **SECTIONS** – WCM name for the ECPS departmental mini-sites (Ex. – Budgeting, Information Technology, Title I, etc.)
 - **PAGES** – Individual pages within Sections. (Ex. – Staff, FAQs, Forms, etc.)



WCM vs School Loop – FIGHT!

Differences that affect you the most:

- The entire left side of individual pages is reserved for the navigation menu. Items currently on the lower left side of your School Loop page will have to be moved on to the rest of the page.
- No drafts in WCM – pages remain live even as you work on them. Workaround: create a copy of the page, hide it from navigation, then swap new page for old when finished.



EXAMPLE SECTION

- Page 1
- Page 2
- Page 3
- Page 4
- Page 5

EXAMPLE TITLE

- Link 1
- Link 2
- Link 3
- Link 4

< April 2023 >

S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Example Page

EXAMPLE TITLE

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. In egestas erat imperdiet sed euismod. Egestas erat imperdiet sed euismod nisi porta lorem mollis. In est ante in nibh mauris cursus mattis molestie a. Quis commodo odio aenean sed adipiscing diam donec adipiscing tristique. Blandit cursus risus at ultrices mi tempus imperdiet. Etiam sit amet nisl purus in mollis nunc sed. Nullam non nisi est sit amet facilis magna etiam. Commodo quis imperdiet massa tincidunt nunc pulvinar sapien. Quam lacus suspendisse faucibus interdum posuere. Urna condimentum mattis pellentesque id nibh.

Link 1
Link 2
Link 3
Link 4
Link 5

EXAMPLE TITLE

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. In egestas erat imperdiet sed euismod. Egestas erat imperdiet sed euismod nisi porta lorem mollis. In est ante in nibh mauris cursus mattis molestie a. Quis

CONTACT INFO

People Person
Noun
321 Address Street
City, ST 12345
email@email.com
Phone Number

Person People
Noun
321 Address Street
City, ST 12345
email@email.com
Phone Number

WCM: Left column reserved for navigation menu only

School Loop: Widgets, images, etc. could be placed under the left side menu

[Home](#) [Our District](#) [Calendars](#) [Departments](#) [Schools](#) [Students](#) [Families](#) [Staff](#) [Community](#)

[Home » Departments » Certification » Teacher Certification](#)
Find it Fast »

Certification

- Teacher Certification »
- Requirements for a Florida Educators Certificate »
- Acceptable College Majors »
- Certification Needs »
- Out of Field Teachers »

Teacher Certification

Welcome to Teacher Certification. The purpose of this page is to provide the most current information regarding the rules and laws for Florida Teacher Certification. It is our goal to provide a resource that enables access to information.

A valid Florida Educator's Certificate is required under Florida Law by all teachers. Our staff will be happy to assist you with the certification process.

[Request for Out-of-Field Form](#)
[Certification Subject Codes](#)
[Application Status](#)
[Certification Lookup](#)
[District Certificate Renewal](#)
[District Payment Process](#)
[Florida Exams](#)
[Educators Certificate](#)
[Renewal of Professional Certificate Steps for Employees](#)
[Subject Addition Steps by Exam or Endorsement](#)

High Contrast OFF ON

DISTRICT HOME SCHOOLS

TRANSLATE EMPLOYEE ACCESS

Search



Home District Leadership Calendars Departments Schools Students Families Staff Community

WE'RE ALL IN.
UnitedinEducation.com

ECPS

- Quick Links
- School Bus
- Careers
- School Menus
- Enrollment Services
- CORE
- FOCUS
- Gmail
- Kronos
- Skyward

District News

Events and Public Meetings
Tuesday, May 2

Print Week Month Agenda



Departments Directory

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [M](#) [O](#) [P](#) [R](#) [S](#) [T](#) [W](#)

A

- Accounting Operations
- Affirmative Action
- Alternative Education
- Athletics

B

- Behavior Education Support Team (BEST)
- Budgeting

C

- Central Warehouse
- Certification

- Finance and Business Services

- Fine Arts

- Florida Inclusion Network

- FOCUS Student Information System

- Food Services

G

- General Counsel

- Guidance Services

H

- Health and Physical Education

- Health Services

P

- Payroll & Benefits Accounting

- PBIS

- Procurement Department

- Professional Learning

- Protection Services

- Psychological Services

R

- Risk Management & Benefits

- Roy Hyatt Environmental Center

S

Budget & Finance

[2022-2023 District Summary Budget](#) »

[2022-2023 Supplemental Budget](#) »

[2022-2023 Proposed Tentative Budget](#) »

[Escambia's Implementation Plans and Reports](#) »

[School Financial Reports](#) »

[Florida Value Added Model \(VAM\) and Fiscal Transparency Tool](#) »

[Current Bid Activity](#) »

[Projects Currently Bidding](#) »

[Health Education](#) »

[Title IX](#) »

[Reporting Misconduct](#) »

[Report School Violence](#) »

[What to Expect in the Event of a School Elevated Security Notification](#) »

[Fortify FL](#) »

[Family Empowerment Scholarship](#)

(850) 469-5580

schoolchoice@ecsdfl.us



Voices United in Education
A podcast presented by
Escambia County Public Schools



Visit Us

75 North Pace Blvd
Pensacola, FL 32505

[View Map](#) »

Phone: (850) 432-6121

Important Links

[Site Map](#)
[Accessibility Information](#)
[Policy of Nondiscrimination](#)
[Public Records Process](#)

Stay Connected



Site Manager – Working under the Hood

**Signing In
Inspecting Your Tools**





fl50010989.schoolwires.net



High Contrast OFF ON

DISTRICT HOME

SCHOOLS

TRANSLATE

EMPLOYEE ACCESS

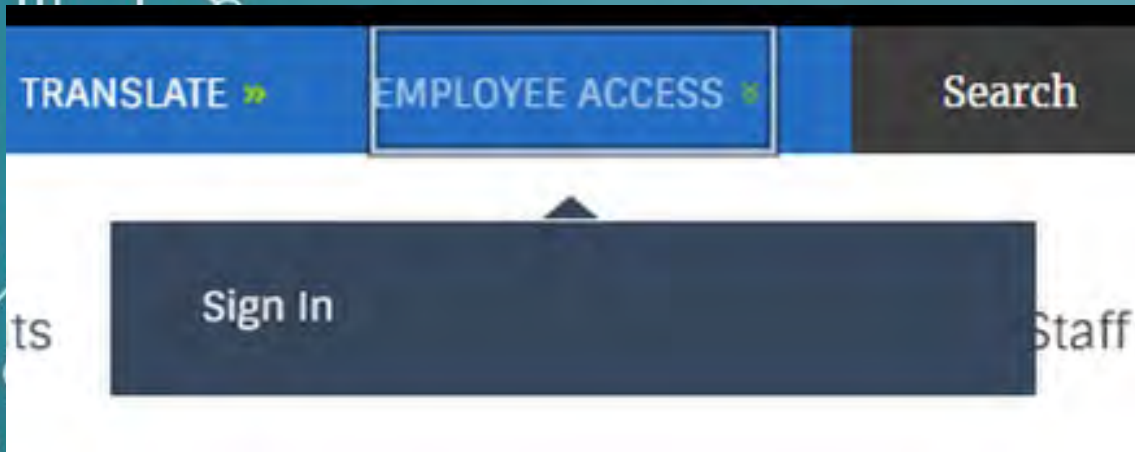


Escambia County
PUBLIC SCHOOLS

Home District Leadership Calendars Departments Schools

1. Prior to May 8, 2023, go to <https://fl50010989.schoolwires.net>
After May 8: <https://escambiaschools.org>
2. Click EMPLOYEE ACCESS on the upper right side of the page.





3. The Sign In button will appear; click it.

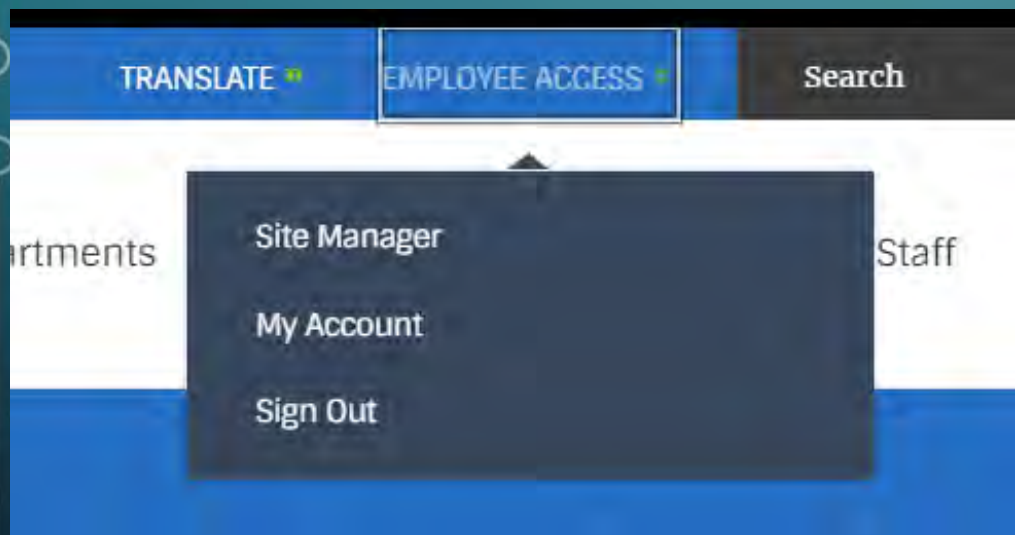
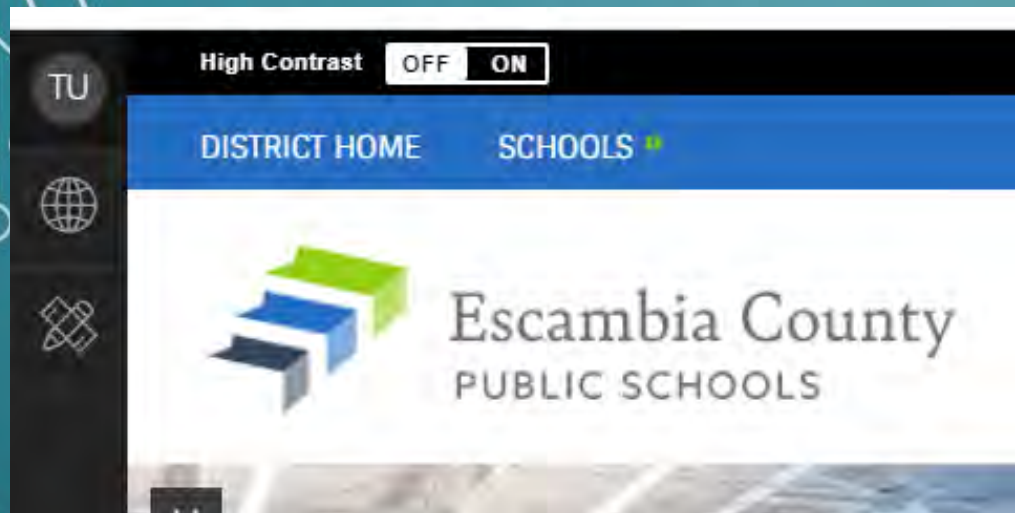
A screenshot of a sign-in form. The form has a white background. At the top, it says 'Enter your user name and password to sign in.' Below this, there is a line of smaller text: 'You can use this site without being registered or signing in, but registered users who sign in may have access to additional features.' There are two input fields: the first is labeled '* User Name:' and the second is labeled '* Password:'. At the bottom of the form, there are two buttons: a dark blue button with the text 'Sign In' in white, and a light gray button with the text 'Forgot My Password' in dark gray.

3. Enter your ECPS credentials in the page that appears.



Opening Site Manager

On the left margin of the district homepage a black vertical toolbar will be present.



Clicking EMPLOYEE ACCESS again will reveal a new menu where you can choose Site Manager, My Account, or Sign Out.



SITE & CHANNELS ^

Information Technology
(Escambia County Public Schools / Departments)






Information Technology

Section Workspace

- Summary
- Tools
- Editors & Viewers
- Statistics
- How do I...?

Current Pages

[New Page](#)
[Organize Pages](#)
[Recycle Bin](#)

STATUS	PAGE	
ACTIVE	 Home	Actions ▾
ACTIVE	 Core App Dashboard	Actions ▾
ACTIVE	 Information System Security	Actions ▾
ACTIVE	 ECPS Annual Security Awareness Training	Actions ▾
ACTIVE	 School Links	Actions ▾

Common Tools All Tools

-  Photo Gallery
-  Forms & Surveys
-  Files & Folders

Pending Comments All Comments

There are no comments awaiting approval.

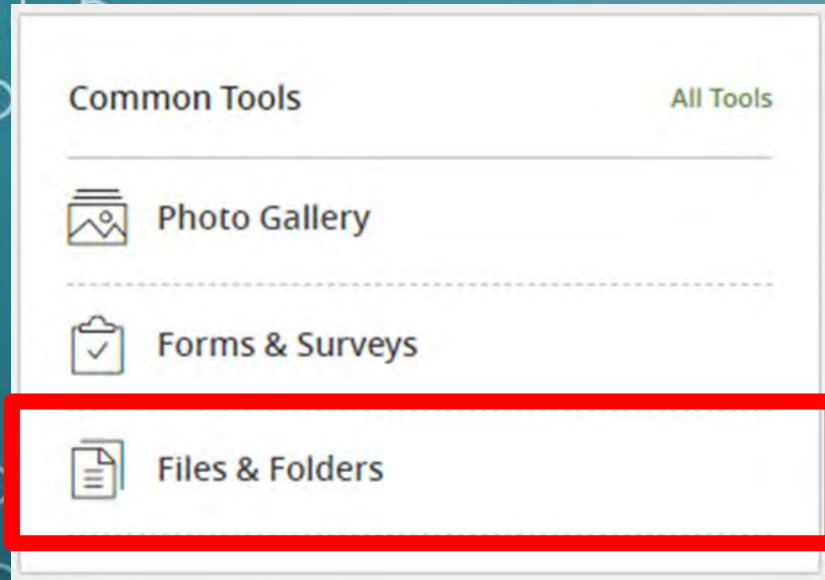
Total Visits

Files

Naming Files
Uploading Files
Organizing Files



Accessing and Working with Files



Files & Folders – right side of Site Manager in Common Tools box








Top Level



Upload

Refresh

Delete Selected

Folder Actions ▾

	FILE NAME	SIZE	MODIFIED	ACTIONS	
<input type="checkbox"/>	 1157540912971444884.pdf	919.87 KB	3/30/2023 9:41:52 AM	Move	More ▾
<input type="checkbox"/>	 1297959536765256563.pdf	275.89 KB	10/17/2022 6:37:33 AM	Move	More ▾
<input type="checkbox"/>	 1891421675175597580.pdf	15.05 KB	10/17/2022 8:16:44 AM	Move	More ▾

Site Files Bids_Previously_Awarded 

BPA_2014

BPA_2015


BPA_2016

BPA_2017

BPA_2018

BPA_2019

BPA_2020

BPA_2021 


BPA_2022

















Top Level

Upload

Refresh

Delete Selected

Folder Actions 

	FILE NAME	SIZE	MODIFIED	ACTIONS
<input type="checkbox"/>	 1157540912971444884.pdf	919.87 KB	3/30/2023 9:41:52 AM	Move <input type="button" value="More"/> 
<input type="checkbox"/>	 1297959536765256563.pdf	275.89 KB	10/17/2022 6:37:33 AM	Move <input type="button" value="More"/> 
<input type="checkbox"/>	 1891421675175597580.pdf	15.05 KB	10/17/2022 8:16:44 AM	Move <input type="button" value="More"/> 
<input type="checkbox"/>	 1911626696644752250.pdf	8.9 MB	10/18/2022 11:13:58 AM	Move <input type="button" value="More"/> 
<input type="checkbox"/>	 2379990309787240962.pdf	1.2 MB	10/18/2022 8:51:00 AM	Move <input type="button" value="More"/> 
<input type="checkbox"/>	 2381299523980179032.pdf	305.6 KB	10/17/2022 6:39:08 AM	Move <input type="button" value="More"/> 
<input type="checkbox"/>	 2426414854561526903.pdf	56.21 KB	10/17/2022 6:34:51 AM	Move <input type="button" value="More"/> 
<input type="checkbox"/>	 2501037778196460721.pdf	1.46 MB	10/17/2022 8:04:43 AM	Move <input type="button" value="More"/> 

FILE NAME

SIZE

MODIFIED

ACTIONS



1157540912971444884.pdf

919.87 KB

3/30/2023 9:41:52 AM

Move

More ▾



1297959536765256563.pdf

275.89 KB

10/17/2023 2 6:3

Rename

Get Link

Delete

Rename my file.



1891421675175597580.pdf

15.05 KB

10/17/2023 2 8:1

the left side of the

Important Notes on File Names

If you rename a file in Files & Folders,
it will break all links to it.

You must update the link on your
page to go to the renamed file.

File names cannot use these symbols:

() &



 1157540912971444884.pdf

919.87 KB 3/30/2023 9:4:52 AM

Move

More ▼

 1297959536765256563.pdf

275.89 KB 10/17/2022 6:

Rename

[Get Link](#)

Delete

Get file web address.

 1891421675175597580.pdf

15.05 KB 10/17/2022 8:

 1911626696644752250.pdf

8.9 MB 10/18/2022 11:13:58 AM

Move

More ▼

Get Web Address



Right click a web address to copy it to your clipboard.

Full Web Address:

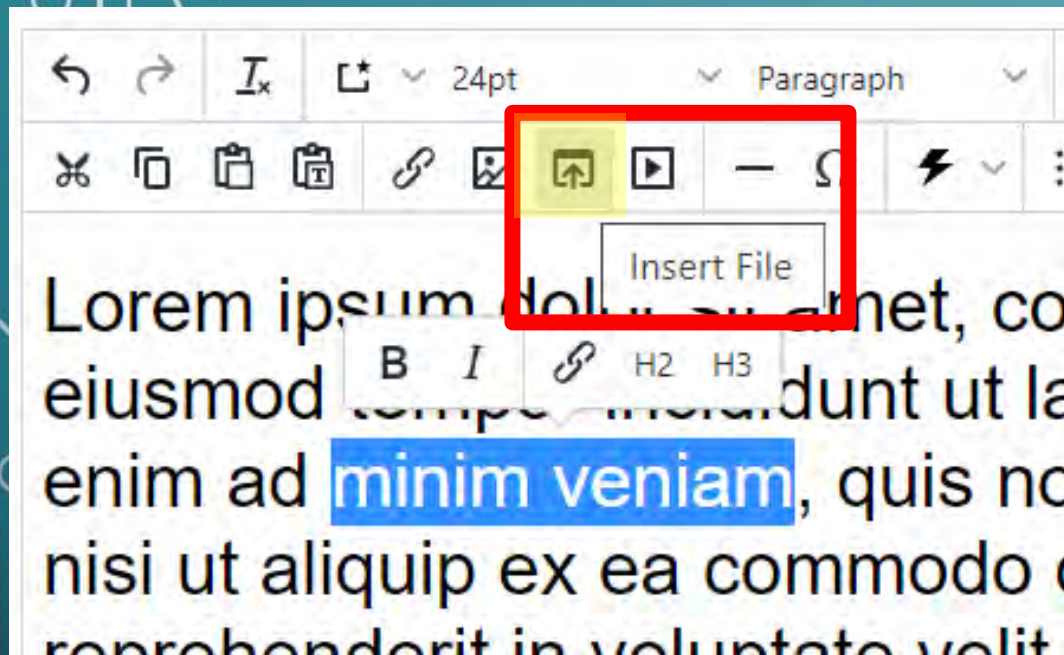
<https://fl50010989.schoolwires.net/Page/2981>

Relative Web Address:

</Page/2981>

Close

Inserting a File While Editing a Page



- Select the text that will serve as the link.
- Click the **Insert File** icon on the editing toolbar.



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.

System Folders

Top Level Folder

- 1278947462802266696.pdf
- 1563393657036356167.pdf
- 1Edtech.png
- 2016_BB_Apps_Best_Practices.pdf
- 2016_BB_Content_App_Guide.pdf
- 2016_BB_Manage_Apps_Layouts.pdf
- 2016_BB_Manage_Pages.pdf
- 2016_BB_Site_Administrator_Guide.pdf
- 2898681732939129883.pdf
- 43781751370156199.pdf
- 4-ECPS-RGB-seal.png
- Access4Learning.jpg
- Blackboard_WCM_Quick_Start_Guide.pdf
- canvas.png

Continue

Cancel

Insert Link

Link Attributes:

Text to Display: ?

minim veniam

Target: ?

None

None

Open link in a new window

Open link in the same window

Inserting a File While Editing a Page

smod tempor incididunt
m ad minim veniam, qui
ut aliquip ex ea commo
rehenderit in voluptate v

After you click **Insert File** in the **Insert Link** window, the selected text will be highlighted in pink to show that the file has successfully been linked.



LINKS

Updating Links
Embedding Links
Missing Links

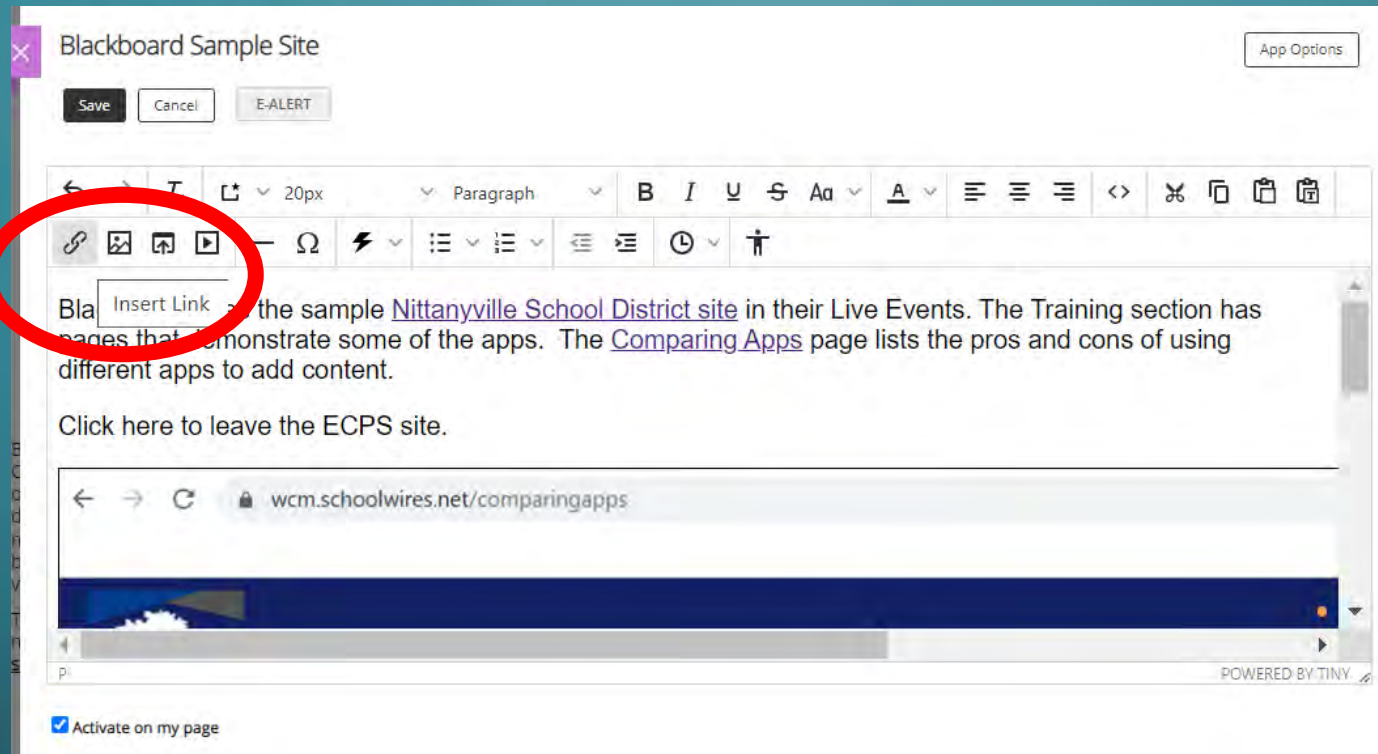


Let's Link Up

- All links must be periodically checked to confirm they go to the correct file/site. **This is especially true of links to websites outside ECPS.**
- If you are working in Files & Folders (the file management system) and you rename a file, such as a pdf, it will break the link to that file. You will have to go to the webpage and relink to the file.



Links, Briefly



Link tool can be accessed by selecting the text you would like to use and clicking on the link icon in the toolbar at the top of the editing area.



Links, Briefly

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 channel or section and 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.

Web Address:

Text to Display:

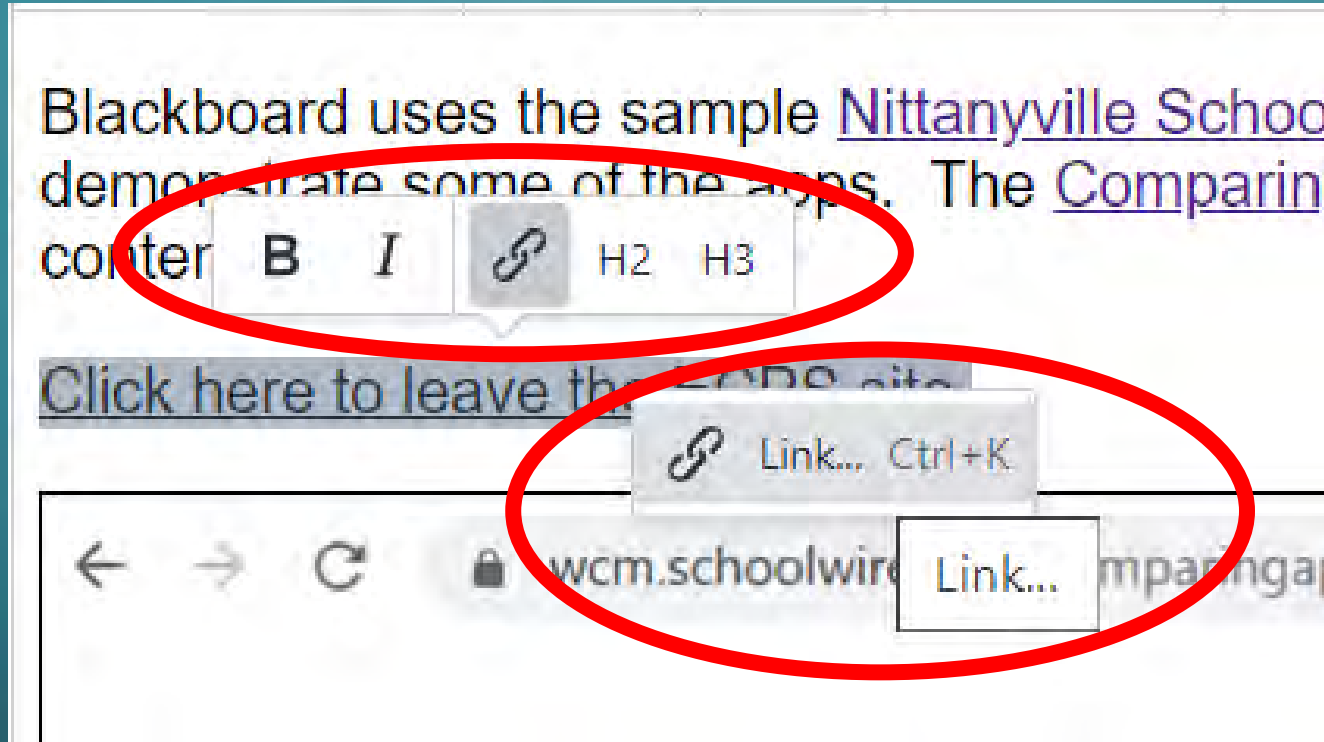
Target:

Insert Link Cancel

Clicking that link tool will open the Insert Link dialog box. You can link to another page in the ECPS site, an email address, a web address, or a bookmark to a specific point on a page.



Links, Briefly



You can also access the tool by right-clicking the mouse on the selected text you want to use.



Links, Briefly

Insert/Edit Link

URL
https://www.schoolloop.com

Text to display
Click here to leave the ECPS site.

Title

Open link in...
Current window
Current window
New window

New window

Right-clicking opens up this dialogue box and is easy to use when you already have the web address of the site you want to link to.



About the Missing Link...

If you find a broken link to an item or website we ask that you relink the file or remove that link from your page as soon as possible.



IMAGES

Images on the Homepage
A Word about Image Size
Resizing Images
Uploading Images



Image Formats



- **JPG** – common format for photographs



- **PNG** – specialized for the web; can be photograph or art; can have transparent background; smaller file size



- **GIF** – best format for clip art; can be animated; smallest file size



Optimizing Pictures for the Web

Two measurements to keep in mind:

- **Dimension** – width, height
WCM max width: **1500 px**. Height can vary.
- **File Size** – smaller file sizes help webpages load much faster.



Big, Beautiful Phone Pictures

Terrific image color, quality, and depth

Ideally need to be modified for best web results

Solution:

- Shrink dimensions by using program such as Finalsite Image Editor, Canva, etc.
- Reduce file size by processing picture with tinypng.



1 Picture = 1000 Words

- Good file name, hints at what it is
- It is HUGE!

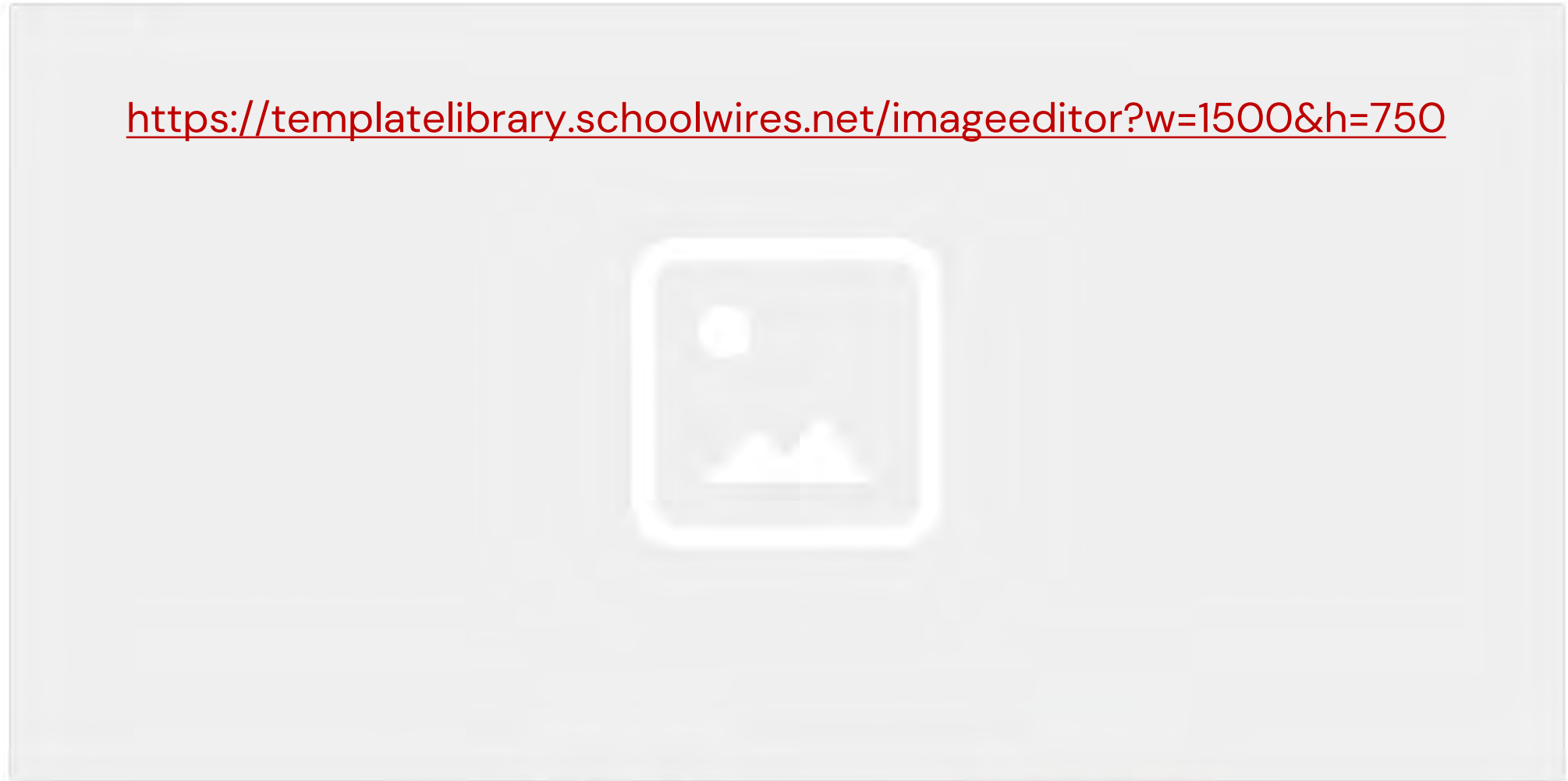
But...we can fix it.



RhoadsFarm2014.
JPG

Item type: JPG File
Date taken: 8/15/2014 4:23 PM
Dimensions: 2592 x 1936
Size: 3.33 MB





1500 x 750



SELECT NEW IMAGE



1500 x 750



SELECT NEW IMAGE

DOWNLOAD CROPPED IMAGE

Before & After



RhoadsFarm2014.
JPG

Item type: JPG File
Date taken: 8/15/2014 4:23 PM
Dimensions: 2592 x 1936
Size: 3.33 MB



RhoadsFarm2014
-cropped.jpg

Item type: JPG File
Dimensions: 1500 x 750
Size: 200 KB



New API feature: Convert your images to other formats, like WebP, JPG or PNG. For more information read [here](#).



Drop your WebP, PNG or JPEG files here!

Up to 20 images, max 5 MB each.



Like to compress more?

[Go Pro!](#)

The Flip Side – Image Too Small

- Inserting picture into a space that is larger than its actual dimensions causes “blow out” – picture becomes fuzzy, loses detail
- Looks particularly horrible on larger screen sizes

AVOID USING BADGE PHOTOS ON WEBPAGES

Use “Image Coming Soon” or similar icon instead



Staff Directory



Georgia Belles

✉ gbelles@ecsdf.us

About Teacher



Georgia Belles

Georgia joined Escambia County Public Schools as a full-time computer programmer in October 2022. Her previous work experience includes library and information management, graphic design, and front-end web design.

WCM Quirks

And How to Deal with Them



Random, Yet Helpful Advice

- **Save early, save often**
- **Save in new window** whenever choice is given
- Two monitors will save your life. Use split screen if using a laptop or one monitor.
- Keep local copies of ALL of your files, especially the original images
- When updating an email address, make sure the link attached to the email address changes, as well



What's In a Name?

- The Escambia County School District is now officially known as **Escambia County Public Schools**.
- Please change any instances of Escambia County School District or ECSD to Escambia County Public Schools or ECPS.



is now



You've Got Questions?

We've Got Answers



Getting website technical support

- Submit a ticket to support@ecsd.zendesk.com
- Describe the problem you're having
- Include a link to the page you need help with
- Include details about any app that's causing problems
- If you're having trouble with an image, include it in your ticket



The Biggest Immediate Tasks

- Compare your School Loop site to the new WCM site and see what, if any, updates need to be made
- Begin removing files from School Loop locker
- Check **every** link to an outside webpage to confirm it is still valid
- Update links/upload documents in any document that has a School Loop link in it.
- Update instructional documents containing screenshots of SchoolLoop

