

Introducing Blackboard/FinalSite Web Community Manager: School Site Creation and Management

Escambia County Public Schools

April 2023

Presenter:

Georgia Belles

Information Technology Department





Target date for new
school site activation:

JUNE 10, 2023

- Submit a ticket letting us know the site is ready for review
- After review and any adjustments made the site will go live





JUNE 30, 2023

Everything from your site:

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

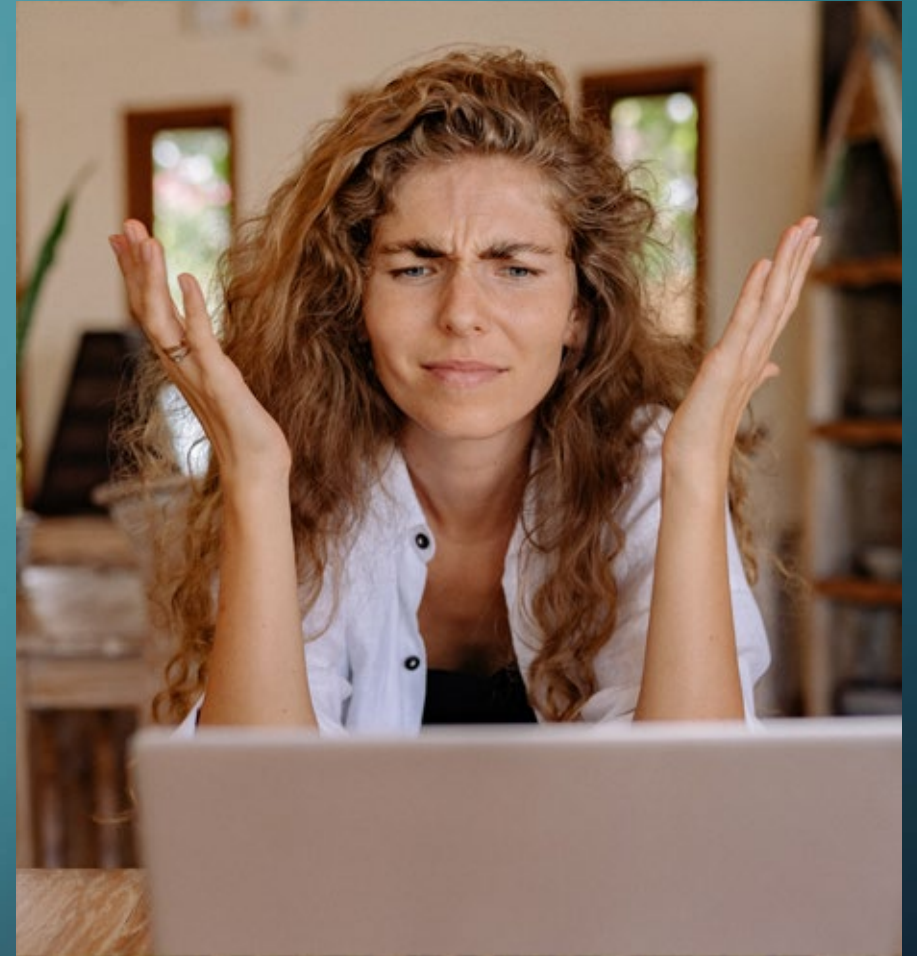
Must be copied/downloaded
from School Loop.

Absolutely no exceptions.



Fear Not!

Website Training Resources



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)





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.

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.

ECPS Website Manual – 4.24.2023



Questions & Answers



Page of App Samples



Sample Multimedia Gallery & Video Embedding

Useful Sites

Official Blackboard Documentation for ECPS Template »

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

Tour of the New School Homepage



High Contrast OFF ON

DISTRICT HOME SCHOOLS »

TRANSLATE » EMPLOYEE ACCESS »

Search



Ensley Elementary School

Home Our School Departments Classrooms Student & Family Resources



Family Literacy Night
October 4, 2022 - Families enjoyed pizza and literacy activities


 Quick Links

 Students

 Families

 Staff

 Community


 CORE

 FOCUS

 Gmail

 Kronos

 Skyward



Office Hours: 6:50 A.M. - 2:00 P.M.

School Start Time: 7:10 A.M.

Drop off/Breakfast Time: 6:50 A.M. - 7:05 A.M.

Tardy Bell rings at 7:10 A.M.

Dismissal Time: 1:25 P.M.

Buses leave campus: 1:30 P.M.

1:00 P.M. is the latest time students may be checked out in order for us to safely prepare for dismissal.

22-23 School out-of-field teachers

Cathy Gibson - Guidance Counselor

Francheska Knight - 4th Grade

Debra Bridges - 4th Grade

Back-to-School Information

•Student Hours: Drop time: 6:50 am

Start time: 7:10 am

Car Rider release time: 1:15 pm

Bus departure time: 1:30 pm

•NO checkouts after 1:00 pm

Ensley is a strictly enforced uniform school - (Navy or khaki pants, skirt, or shorts & red, navy, or white polo; tennis shoes are to be worn each day of the week so that your child can safely enjoy recess.) Thank you for keeping your child in uniform compliance each day.

•[Escambia County Core Elementary Supply List 2022-2023](#)

[Announcements](#)

[Quick Links](#)

[Upcoming Events](#)

[Headlines](#)

As a valuable member of the Ensley family, your input is valued and needed as we work to complete our 2023-24 Parent & Family Engagement Plan and Compact.

Please click [the link to complete the questionnaire](#). Thank you so much for your help.

[Watch our Ben Carson Reading Room Grand Opening ceremony](#)

Our Partners in Education

[First 9 Weeks Newsletter](#)

[Second 9 Weeks Newsletter](#)

In accordance with Florida State Statute, the Escambia County School Districts has made its School Financial Reports available to the public. You may visit the school to

Family Math Night 2022

Our Partners in Education

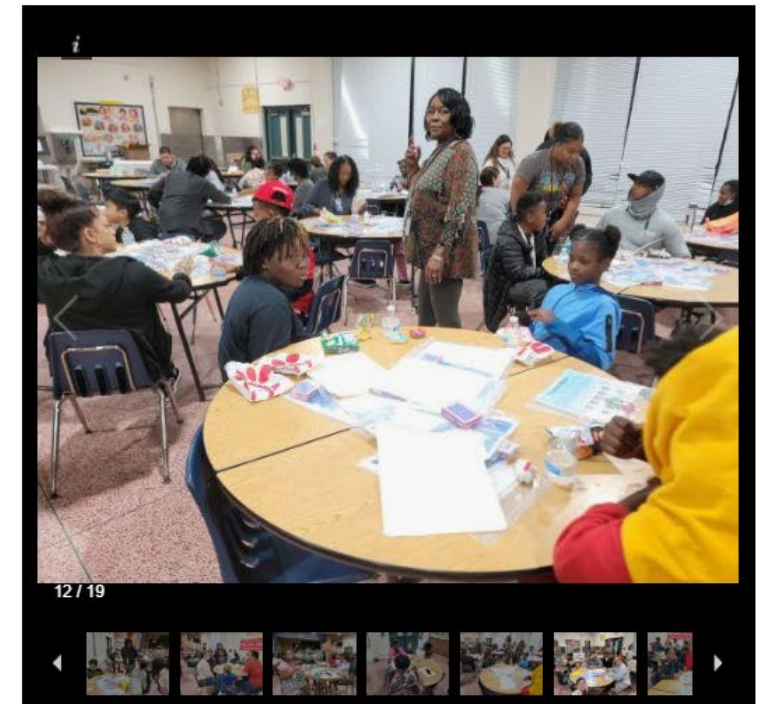


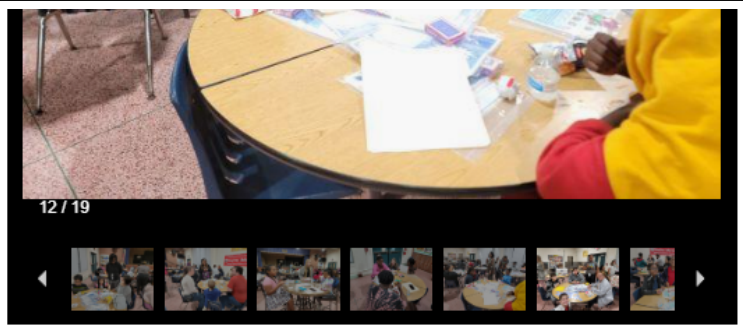
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Family Math Night 2022





Visit Us

501 East Johnson Avenue
Pensacola , FL 32514

[View Map »](#)

Contact Us

Phone: 850-494-5600
Fax: 850-494-5603

[Email Us »](#)

Important Links

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

Stay Connected



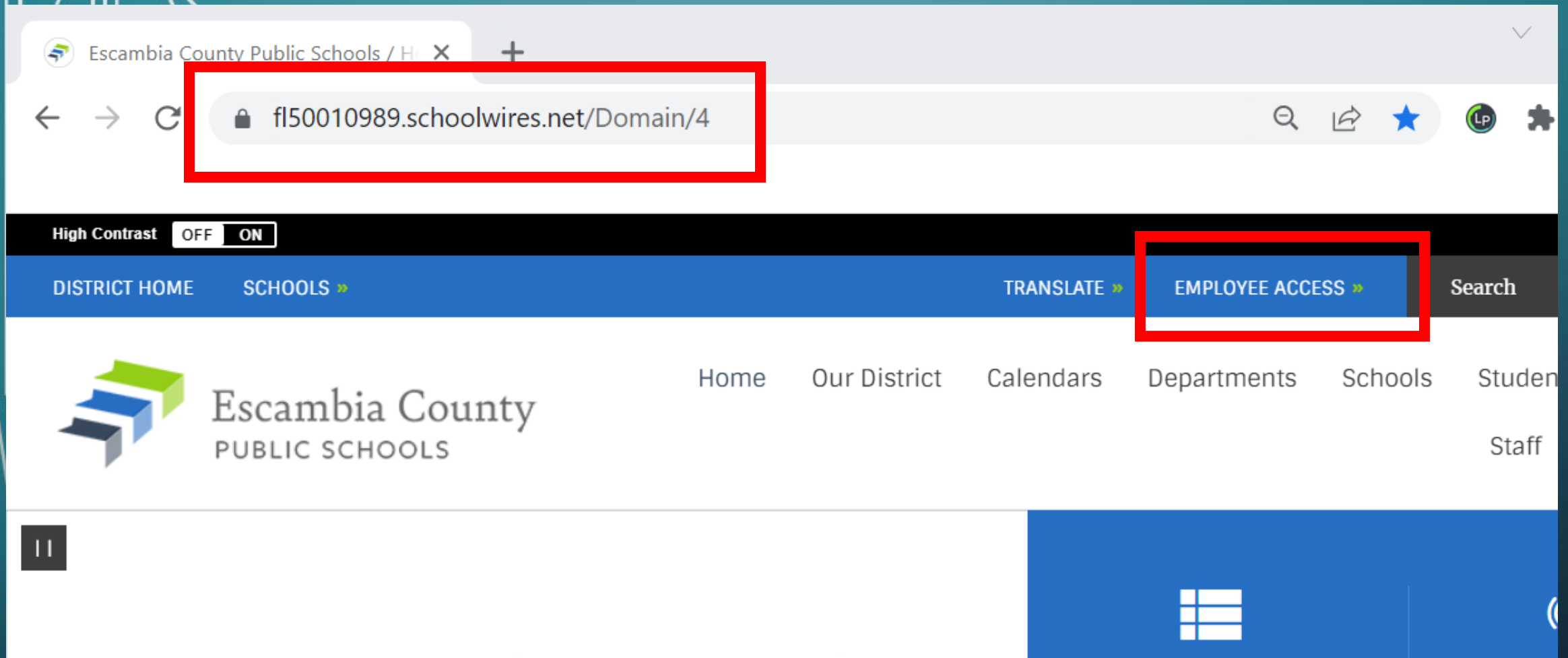
Blackboard

[Questions or Feedback?](#) · [Terms of Use](#) · [Blackboard Web Community Manager Privacy Policy \(Updated\)](#)
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Site Manager – Working Under the Hood

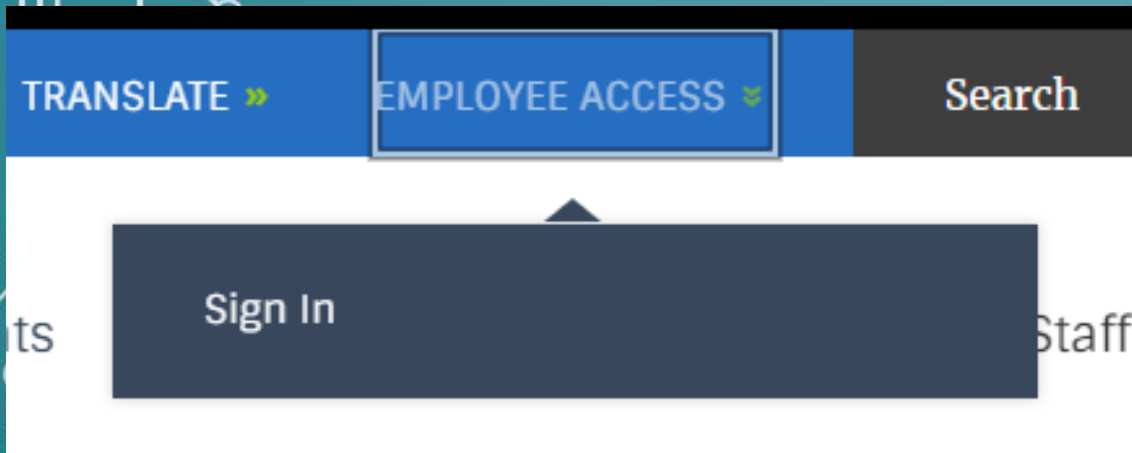
**Signing In
Terms to Know**





1. Prior to May 5, 2023, go to <https://fl50010989.schoolwires.net/Domain/4>
2. Click EMPLOYEE ACCESS on the upper right side of the page.





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

Enter your user name and password to sign in.

You can use this site without being registered or signing in, but registered users who sign in may have access to additional features.

* User Name:

* Password:

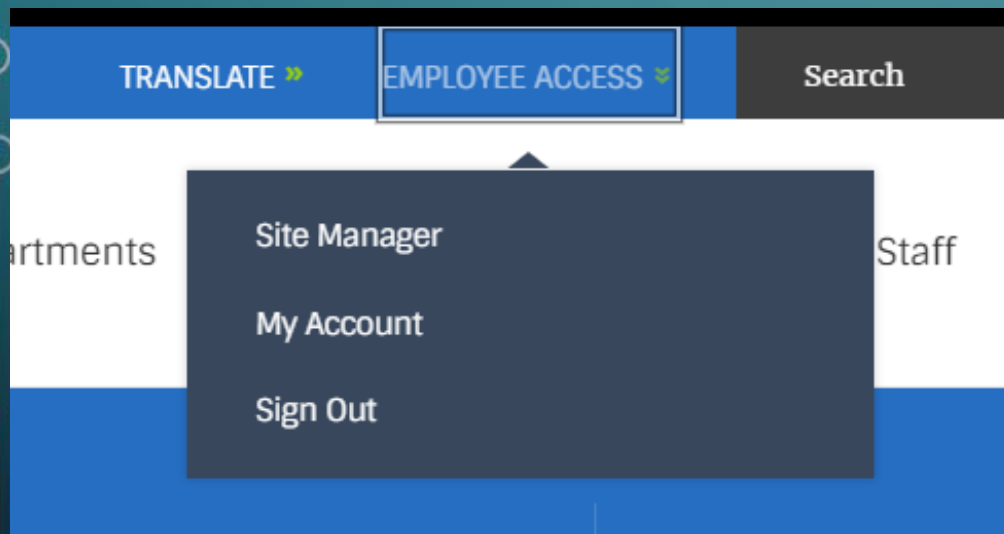
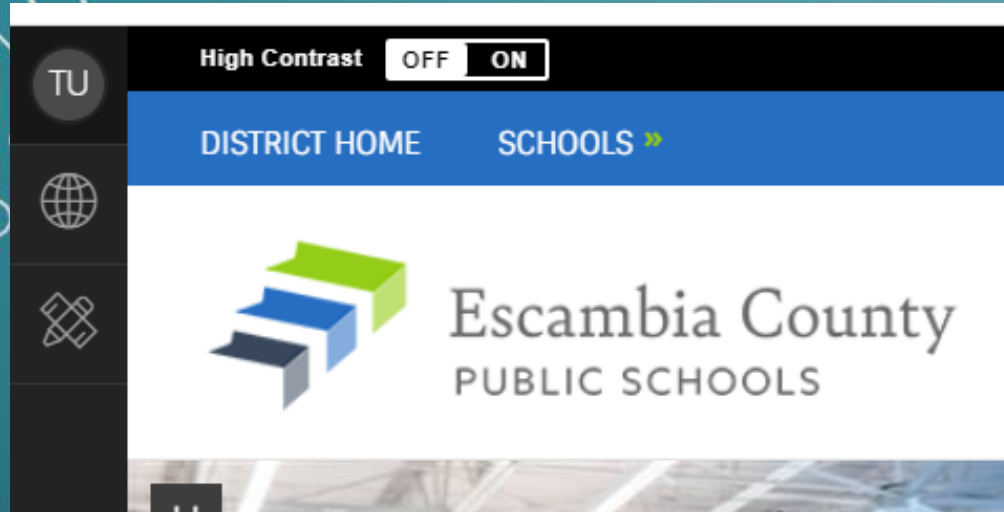
Sign In Forgot My Password

4. 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.



WCM Terminology

- **SUBSITE** – Ensley Elementary
 - **CHANNELS** – Our School, Departments, Classrooms, Student & Family Resources. The main navigation menu options.
 - **SECTIONS** – Smaller parts of Channels. Example: Kindergarten and First Grade could be Sections of the Classrooms Channel.
 - **PAGES** – Individual pages make Sections. Example: Math, Science, Art pages in First Grade Section.




- USERS & GROUPS ▼
- CONFIGURE ▼
- CONTENT MODERATION ▼
- SITE & CHANNELS ▲


Ensley Elementary School


Subsite Workspace


[Settings](#)


-  [Summary](#)
- [Tools](#)
- [Directors & Viewers](#)
- [Channels](#)
- [Statistics](#)
- [How do I...?](#)


 Ensley Elementary School

 [Our School](#) 6

 [Departments](#) 6

 [Classrooms](#) 9

 [Student & Family Resources](#) 14

 [Change Site](#) >


Current Pages

PAGE

 [Homepage](#) Actions ▼

 [Calendar](#) Actions ▼

Common Tools All Tools

 [Files & Folders](#)

 [Forms & Surveys](#)

 [Friendly Web Address Mappings](#)

 [Minibase](#)

 [Photo Gallery](#)

Tweets by Finalsite

Pending Comments All Comments

There are no comments awaiting approval.

Homepage

Last edited by Schoolwires Administrator on September 28, 2022.

A

B

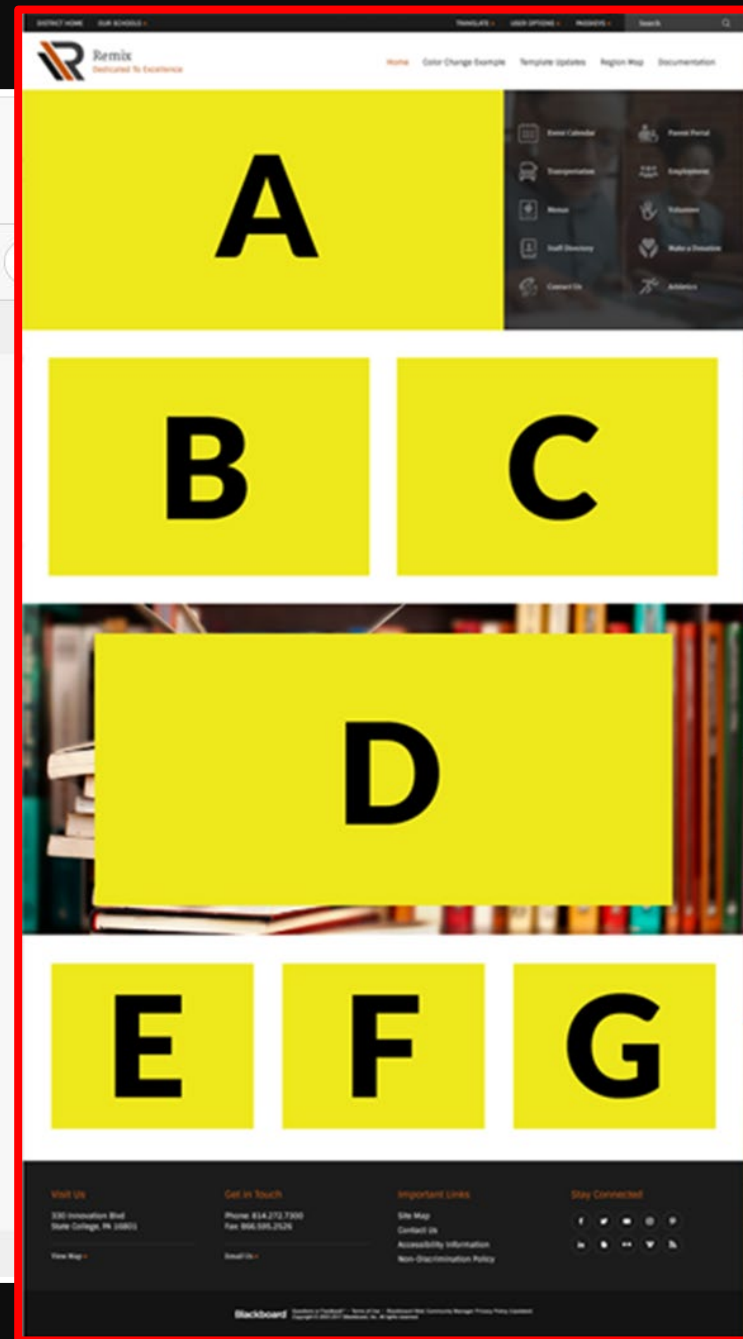
D

E

F

C

G



Weis Elementary Scho

A

Our School

Departments

Classrooms

B

C

Student & Family Resources

D

E































F

G

Apps

Create New

Find...

 Accordion	 Alert	 Alumni	 Announce...	 Articles	 Assignment
 Book List	 Calendar	 Content	 Directions	 Discussion	 Divider
 Document	 Embed Code	 Events	 Facebook	 Facts & Figur...	 Figure
 Files	 Gallery	 Google Events	 Google Folder	 Heading	 Headlines
 IconsHorizo...	 IconsVertical	 Image	 Important A...	 Lightbox	 Links

Use Existing



Homepage

Last edited by Jeffrey Jordan on April 10, 2023.



Multimedia Gallery

B

Office Hours: 6:50 A.M. - 2:00 P.M.

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•[Escambia County Core Elementary Supply List 2022-2023](#)

D



Announcements

Homepage

Last edited by Jeffrey Jordan on April 10, 2023.



Quick Links



Upcoming Events



Headlines

E

Our Partners in Education



Our Partners in Education

F

[First 9 Weeks Newsletter](#)

[Second 9 Weeks Newsletter](#)

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G

Family Math Night 2022



Family Math Night 2022

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





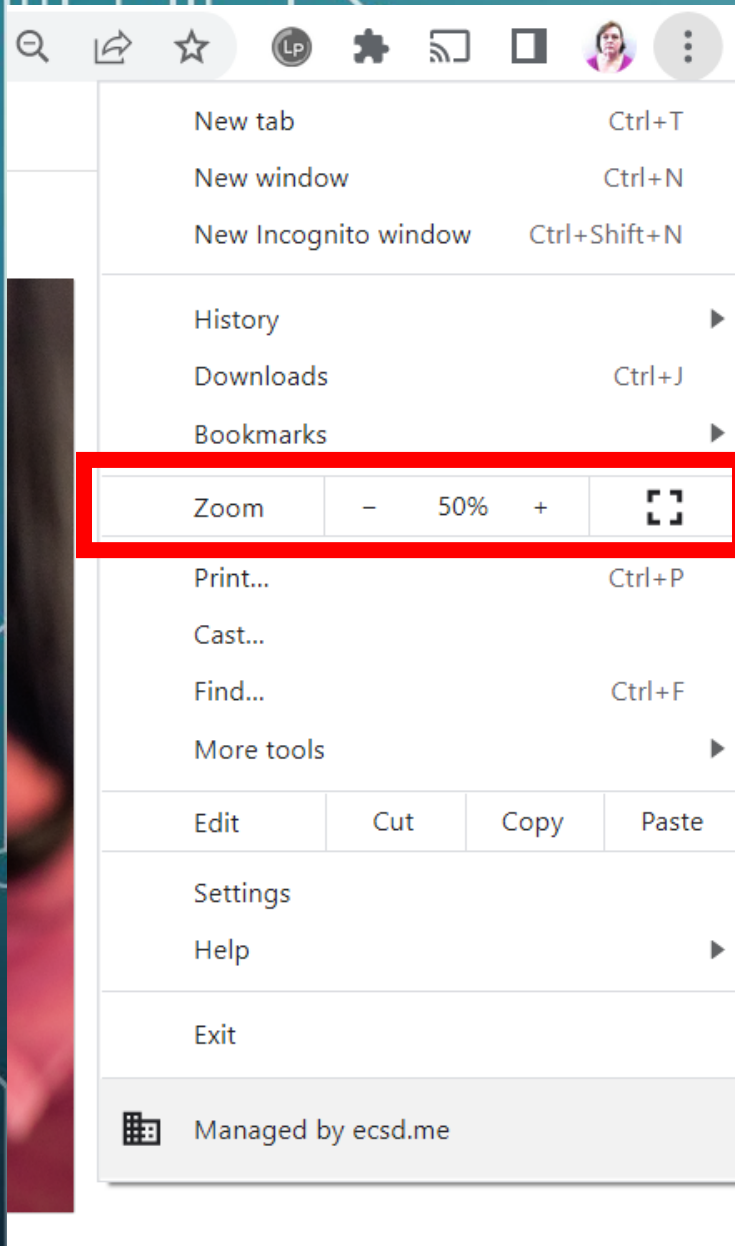
Homepage Image Dimensions

- Region A Multimedia Gallery: 1500px x 750px
- Regions B, C, D: 340px x 200px
- Region D Background Image: 1500px x 915px
- Regions E, F, G: 120px x 90px



Chrome Page View

- Changes the size of content on the webpage
- Useful when working with Finalsite Image Editor







1501 x 750



SELECT NEW IMAGE

DOWNLOAD CROPPED IMAGE

Building a Sandbox

The World Is Your Playground





fl50010989.schoolwires.net/cms/Workspace/Site/Site.aspx?DomainId=36



Other bookmarks

Blackboard

View Website Help Center

Sign Out (testuser2)

SITE & CHANNELS

Weis Elementary School

Our School

Departments

Classrooms

Student & Family Resources

Weis Elementary School

Subsite Workspace

Settings



Summary

Tools

Directors & Viewers

Channels

Statistics

How do I...?

Current Pages

PAGE



Homepage

Actions



Calendar

Actions

Common Tools

All Tools



Files & Folders



Forms & Surveys



Friendly Web Address Mappings



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Photo Gallery



fl50010989.schoolwires.net/cms/Workspace/Site/Site.aspx?DomainId=36



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Weis Elementary School

Subsite Workspace

Settings

Weis Elementary School

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Departments

Classrooms

Student & Family Resources

Summary Tools Directors & Viewers Channels Statistics How do I...?

Current Pages

PAGE

Homepage

Actions

Calendar

Actions

Common Tools

All Tools

Files & Folders

Forms & Surveys

Friendly Web Address Mappings

Minibase

Photo Gallery

SITE & CHANNELS

Weis Elementary School

Our School

Departments

Classrooms

Student & Family Resources

Our School

Channel Workspace



Summary

Tools

Directors & Viewers

Statistics

How do I...?

Sections

Create and sort your sections.

New Section

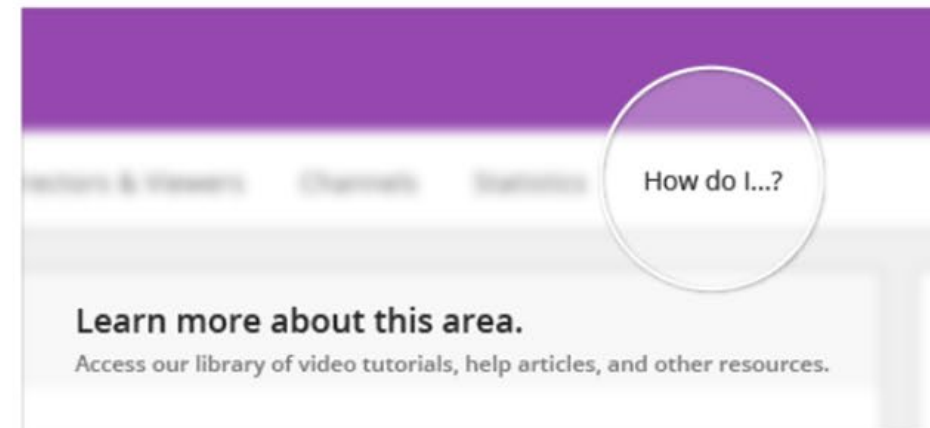
Sort

Find Section



SECTION

ACTIONS



New Section



Complete the general and advanced options for your new section.

General Advanced

* **Section Name:**

The section name appears in Site Manager and anywhere the section name ActiveBlock is used on the site.

* **Menu Name:**

The menu name appears in the navigation on the end-user website.

Section Configuration:

Select a section configuration or choose Blank Section to create your own.

Default Section Configuration ▼

This is the basic configuration used when creating miscellaneous sections.

Blank Section

Contact Name:

Users will see this contact information in general messages from the section.

Email Address:

Phone #:

Calendar Notification Email:

Our School

Channel Workspace



Summary

Tools

Directors & Viewers

Statistics

How do I...?

Sections

Create and sort your sections.

New Section

Sort

Find Section



SECTION

ACTIONS



Sample Section

Options

Move

Delete

Sample Section

Section Workspace



Summary

Tools

Editors & Viewers

Statistics

How do I...?

Current Pages

New Page

Organize Pages

Recycle Bin

Find Page

STATUS

PAGE

ACTIVE




Home

Actions ▾

Home

Last edited by Georgia Belles about a minute ago.

Content App 



Your text will display here. There are many types of content displayed in areas like this one. Some examples are overviews, introductions, descriptions, details about specific topics etc.







































Apps

Layout

Create New

Find...

- | | | | | | |
|----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| 
Accordion | 
Alert | 
Alumni | 
Announce... | 
Articles | 
Assignment |
| 
Blog | 
Book List | 
Calendar | 
Content | 
Directions | 
Discussion |
| 
Divider | 
Document | 
Embed Code | 
Events | 
Facebook | 
Facts & Figur... |
| 
Figure | 
Files | 
Gallery | 
Google Events | 
Google Folder | 
Heading |
| 
Headlines | 
IconsHorizo... | 
IconsVertical | 
Image | 
Important A... | 
Lightbox |
| 
Links | 
Lunch Menu | 
Minibase | 
MMG | 
Podcast | 
Q & A |

Use Existing

You've Got Questions?

We've Got Answers



Getting website technical support

- Submit a ticket – 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



Getting website technical support

Items that have to be configured by the Admin Team, via a ticket:

- Large picture in the background of your homepage
- Adding school colors to template
- Adding contact email to footer
- Configuring social media accounts on footer



Helpful Links

- <https://templatelibrary.schoolwires.net/imageeditor?w=1500&h=750>
– [Finalsite Image Editor](#)
- <https://cerc.blackboard.com/domain/445> – [Official Finalsite page for training videos](#)
- <https://www.fwisd.org/Page/2772> – [Excellent site from the Fort Worth Independent School District demonstrating app examples](#)
- <https://www.w3schools.com>
– [Great site for learning facets of HTML and CSS \(especially when working with tables\), click on **Tutorials** for complete list](#)
- <https://tinypng.com/> – [Reduces the file size of images so they load faster on the website](#)
- <https://www.calculatorsoup.com/calculators/math/ratios.php>
– [Ratio Calculator \(useful when formatting images\)](#)



TAKEAWAYS

<https://f150010989.schoolwires.net/>
ECPS district site until May 5

After May 5

<https://escambiaschools.org>

