

# Template Documentation

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## Alabama Institute for the Deaf and Blind

Package: Sapphire

Primary Project Contact: Lynne Hanner [hanner.lynne@aidb.org](mailto:hanner.lynne@aidb.org)

Project Manager: Jeff Crum

### Interactive Elements:

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- › Multimedia Rotator
  - › Accessibility Options
  - › Channel Specific imagery
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**Support**

(855) 742-5952 M-F 8:30-5 EST / [wcmsupport@blackboard.com](mailto:wcmsupport@blackboard.com)

# TEMPLATE CONFIGURATION

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The Template Configuration Window is where you can preview the new template and configure many of the settings and features.

## How to Access the Template Configuration Window (TCW)

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- › Click Configure › Sites › the site you want to edit › Advanced › Change › click on the template thumbnail in the upper left corner › choose the new template

## Using the TCW

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- › Within the Template Configuration Window, you will see multiple accordion bars in the left panel.
- › Within each bar are areas where you can make changes, insert URLs, apply logos, etc.
- › Enter the appropriate information and then click Save & Preview to view your changes.
- › To publish updates you have made, click Publish & Exit.
- › **If you are an existing client and are not yet ready to go public with your new template, Do NOT click Publish & Exit, as that will apply the new template to your website. See the last page for more information on going public.**
- › If you want to make changes after the new template is live you can still click Save & Preview to preview your changes, but then you can also click Publish & Exit to make your changes live.
- › For more information on how to access and use the Template Configuration Window: <http://cerc.blackboard.com/Page/722>

## Elements that can be configured in the TCW

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- › School name line 1 & 2, and logo toggle options
- › Donate Now URL
- › Show Home and Calendar toggle in channel bar
- › Social media icons
- › Global icons
- › Footer Logo
- › Channel bar mega menu links and photos
- › 10 footer links & Phone Directory

## UNEXPECTED CHARACTER ERROR

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- › Some characters are not accepted in the TCW. We suggest you add one URL at a time and click save and preview during setup to ensure URLs are accepted. If you receive an error message, use [tinyurl.com](http://tinyurl.com) and create a simplified url for your link destination.

# HOMEPAGE CONTENT / APPS

App placement based on design mockups

## Region A › MMR

PHOTO DIMENSIONS: **1500PX X 686PX**

- › Need assistance? The comprehensive guides found at this URL will make cropping and uploading imagery easy: <http://cerc.blackboard.com/Page/312>

## Region B › Content App (Welcome message)

## Region C › Site Shortcuts (Card Style)

RECOMMENDED ACCENT IMAGE DIMENSIONS: **266PX X 205PX**

## Region D › Upcoming Events or any app

## Region E › Headlines and Features or any app

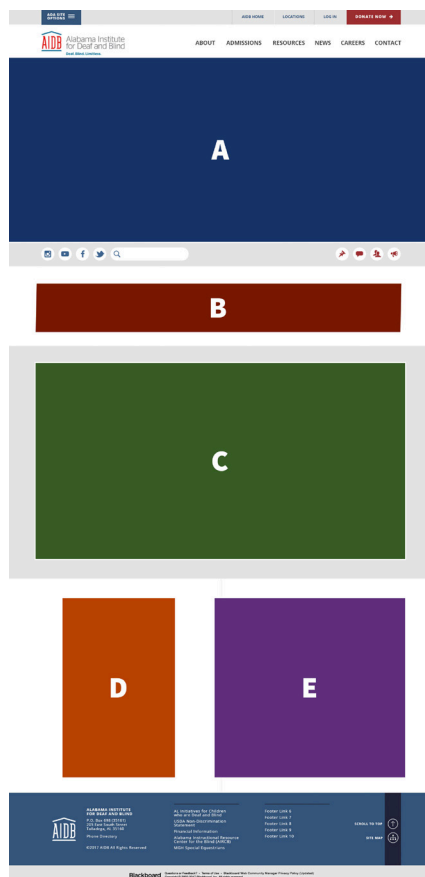
RECOMMENDED ACCENT IMAGE DIMENSIONS: **111PX X 140PX**

### To turn on an app name:

- › Click on the app
- › Click the Options banner and check the box that says “Show the app name on my page”

### To add/edit the address information in footer:

- › Click Configure › Sites › the site you want to edit › Contact
- › Add/edit the address, phone and fax and then hit Save



# TEMPLATE RESOURCES / FILES & FOLDERS

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Uploading imagery/graphics to a folder will make them available for application in the Template Configuration Window

## Accessing Files & Folders

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- › Click Configure › Templates › Files & Folders › Site Files
- › Here you will see the folders that pertain to your template assets
- › Find resources for custom icons, stock photography, photo editing and color schemes here: <http://cerc.blackboard.com/Page/196>

## Uploading Custom Icons

**ICON DIMENSIONS: 25PX X 25PX**

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- › Icons need to be PNG's with a transparent background, and sized to the correct dimensions prior to upload
- › The color of the icon should be the desired color you would like on the site since custom icons are not color changing
- › Upload your icons into the icons folder

## Uploading Logos

**LOGO DIMENSIONS: 270PX X 80PX**

**FOOTER LOGO DIMENSIONS: 79PX X 78PX**

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- › Logos need to be PNG's with a transparent background, and sized to the correct dimensions prior to upload
- › Upload your logos into the logos subfolder

## Uploading Channel Bar Mega Menu Photos

**CHANNEL SPECIFIC IMAGERY PHOTO DIMENSIONS: 1500PX X 325PX**

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- › Channel Imagery photos can be JPG's or PNG's, and need to be sized to the correct dimensions prior to upload
- › Upload your Channel Imagery photos into the Background-Channel-Imagery subfolder

## SCHOOL LIST MANAGEMENT

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- › The School List Management solution allows you to easily manage the schools in the school list dropdown yourself. Everything is done through a Minibase app that lives on the district website. To access and manage the Minibase:
  1. Log into Site Manager from the district website.
  2. Click on the “Tools” tab.
  3. Click on “Minibase” from the available options.
  4. Click on “School List Management” from the available App Instances.
  5. Click the “Edit” button. From here you can update, add, or remove records as necessary.
    - a. The “School” field is the name of the school.
    - b. The “Type” field specifies what category the school belongs to if applicable. (e.g. Elementary, Middle, High, etc) This field is used to break up the schools in the dropdown.
    - c. The “Website” field is the school URL to be used.
    - d. The “Friendly Web Address” field is the Friendly Web Address used for the school.
    - e. The “Visible” field controls the visibility of the school in the school list. (i.e. “true” shows the site and “false” hides it).

Note: This solution is cached per user session on the front-end website so if you make any adjustments, you’ll have to close your browser and reopen it to see the immediate changes.

# PUBLISHING / GOING PUBLIC

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## New to Blackboard?

### PUBLISHING YOUR NEW TEMPLATE TO YOUR INCUBATION SITE

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- › To publish your new template on your incubation site, go into each site's Template Configuration Window and click the Publish and Exit button
- › When you are ready to go public with your new website, contact your Project Manager and he/she will assist you with next steps
- › Information on how to prepare to go public can be found here:  
<http://cerc.blackboard.com/Page/974>

## Already Public with Blackboard?

### PUBLISHING YOUR NEW TEMPLATE TO YOUR EXISTING SITE

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- › To publish your new template on your live site, go into each site's Template Configuration Window and click the Publish and Exit button
- › Once your new template has been published, you may need to visit the content on each site's homepage to reorganize apps as necessary. You can accomplish this by clicking and dragging apps from one region to another.

### PROJECT CLOSURE

The project will conclude with your designer once the Creative Department has delivered the new template and it looks and functions as it should, per the Design Sign Off. At that point, the Blackboard support team will be your main point of contact for assistance.

### BLACKBOARD SUPPORT

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- › The normal operating hours for support are 8:30-5 p.m. EST Monday – Friday.
- › [wcmsupport@blackboard.com](mailto:wcmsupport@blackboard.com)
- › (855) 742-5952

### SATISFACTION SURVEY

The Blackboard Creative Services team wants your feedback! At the conclusion of your project, we will send out a brief satisfaction survey, and would love to hear about your experience working with our department.