

# Template Documentation

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## Madera Unified School District

Package: Diamond

Primary Project Contact: George Garnica

Project Manager: Lindsay Nespeca

### INTERACTIVE ELEMENTS:

- › Multimedia Gallery
- › Streaming Video
- › Color Configurability
- › Mega Channel Dropdown
- › Image Collage Multimedia Gallery
- › Interactive Graphic



**Support**

(855) 742-5952 M-F 8 AM - 8 PM 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)

- › 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
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## Using the TCW

- › 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.
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## UNEXPECTED CHARACTER ERROR

- › 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/app](https://tinyurl.com/app) and create a simplified url for your link destination.
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# 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

## Image Dimensions

- › Logos 235 x 240
- › Multimedia Gallery (MMG) 1500 x 972
- › Headlines Accent Images 210 x 140
- › Multimedia Gallery (MMG) Image Collage 300 x 350
- › Spotlight Logos 120 x 115

## IMPORTANT IMAGE NAMING AND FILE SIZE RECOMMENDATIONS

- › We recommend that you avoid using spaces or special characters in the file name for the images as this can cause them not to display. Hyphens or underscores are acceptable and can be used as substitutes when naming images.
- › All files should be kept under 1 MB in size. If you need assistance compressing your files, we recommend <https://tinypng.com/>
- › Need assistance? Our Creative Services Image Editor makes cropping and sizing photos easy:  
<https://templatelibrary.schoolwires.net/imageEditor?w=1500&h=972>

## Accessing Files & Folders

- › Click Configure › Templates › Files & Folders › Site Files to see the folders that pertain to your template assets
- › The icons folder (for custom global icons) and images folder (for all other template assets) are default subfolders within the Site Files
- › Template assets will need to be uploaded to newly created subfolders within the images folder
- › Select the images folder and click Folder Actions › New Subfolder and then add an appropriate name for the folder (i.e. logos, background, accent, megamenu)
- › Looking for resources? Find custom icons, stock photography, photo editing and color schemes here:  
<http://cerc.blackboard.com/Page/196>

## Uploading Logos / Custom Icons

- › Icons and logos need to be PNGs 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 custom icons to the icons folder and logos to the logos subfolder within the images folder

## Uploading Mega Menu Images

- › Photos can be JPGs or PNGs, and need to be sized to the correct dimensions prior to upload
- › Upload your photos into their respective subfolders created in the images folder (i.e. background, accent, megamenu)

# Homepage Content / Apps

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App placement based on design mockups

Region A › Multimedia Gallery (MMG) App

Region B › Upcoming Events

Region C › Headlines & Features / Announcements

Region D › Quick Links

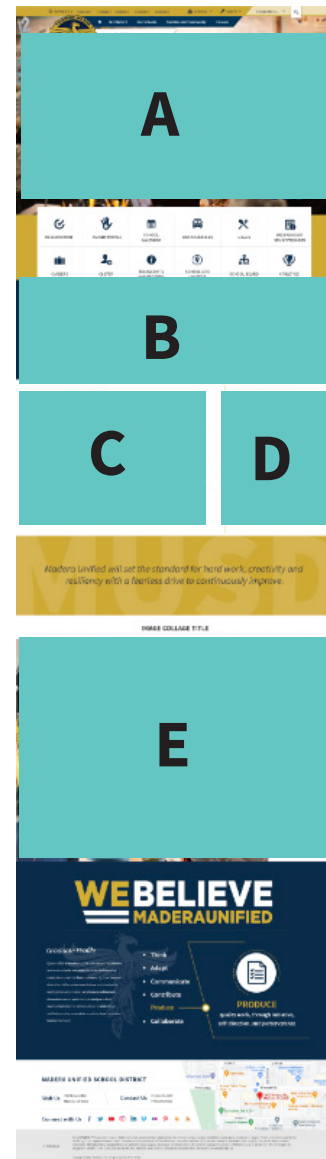
Region E: Multimedia Gallery (MMG)  
Image Collage

## 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

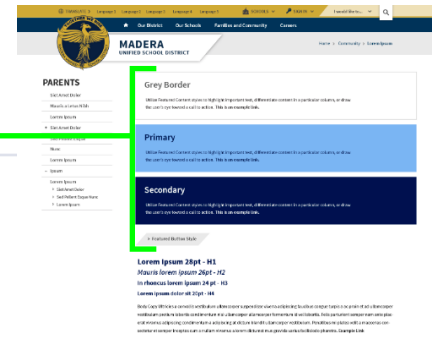


# Additional Template Information

## Featured Content

> The following featured content has been included with your template

- Grey Border
- Primary
- Secondary
- Button Style



> Click the following link for instructions on how to apply custom editor styles to the apps with WYSIWYG editors:

<https://tinyurl.com/3mtmpum7>

## Streaming Video

### BEST PRACTICES & RECOMMENDATIONS

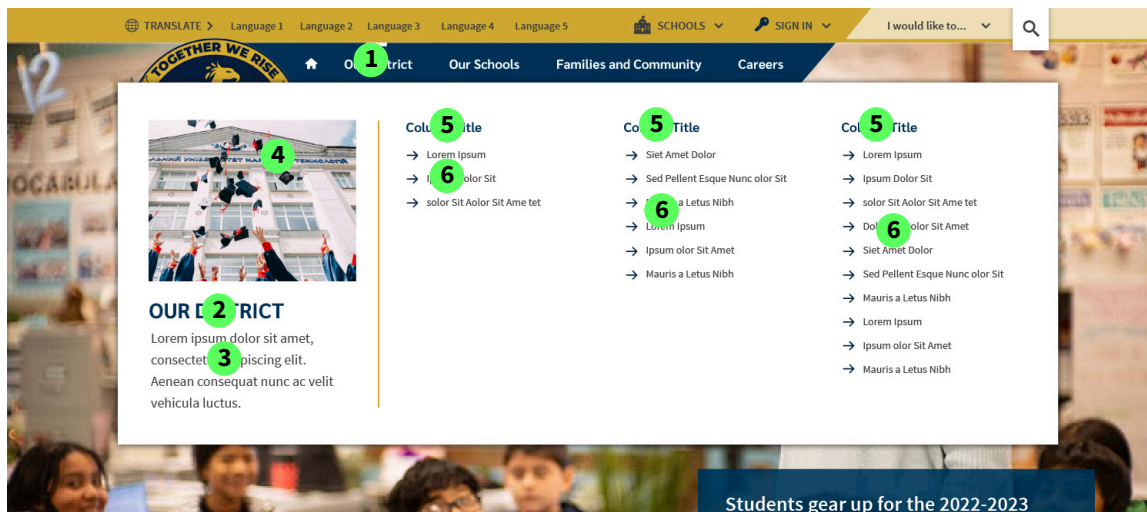
- > An element will be available in the Template Configuration Window where you can paste your video ID
- > Third party service that will be used for videos: YouTube or Vimeo
- > A 16:9 aspect ratio is recommended - 720p has dimensions of 1280 x 720 (16:9) and 1080p has dimensions of 1920 x 1080 (16:9)
- > There is no limit or minimum for video length
- > If text is included in the video, keep it centrally located and avoid placing it close to the edge of the video
  - On some monitors a small portion of the video may be cropped at the top or bottom due to the responsive nature of the site
  - On some templates, content may overlay the video. Keep your template layout in mind if including text as part of your video
- > Android and iOS devices restrict video autoplay and require the user to tap the video to play (see setup for mobile options)
- > If your video includes sound, turning on the audio control button is recommended
  - The user can still control volume via their computer, but the video audio control button turns sound on/off for the video only, rather than all computer sound
- > If your video includes closed captioning, turning on the watch video button is required for accessibility
  - Closed captioning does not display in the streaming window, so the watch video button will open a new window that includes closed captioning

## STREAMING VIDEO SETUP

- › Select “Streaming Video” as the Slideshow Feature
- › Choose a provider (YouTube, Vimeo or MyVRSpot)
- › The streaming video ID is the number/letter combination at the end of the video URL
  - Note: the full video URL will not work in this area
  - The video ID can also be found under the share options where the video is hosted
- › The Title, Caption and a Link with a URL are setup within the TCW
- › Since Android and iOS devices restrict video auto play, the template has two options to choose from
  - The default displays the video as a paused image with play button and other information that is auto generated through the provider
  - As an alternative, an image can be selected to replace the video on mobile devices. Note: With this option, a play button will display and the video will open in a pop-up window
- › The audio button and watch video buttons are toggles that can be activated within the TCW

## Channel Bar Mega Menu Setup

- › In the Site Manager, set up the channels and sections for the site
- › Within the TCW go to Mega Menu Options section
- › For each channel make the following selections
  - 1 Channel 1 Name:** Enter channel name
  - 2 Channel 1 Title:** This title will appear in the far left column of the dropdown
  - 3 Channel 1 Description:** This will appear in the left column of the dropdown
  - 4 Channel 1 Accent Image:** First upload this image into “Upload Images” in the top right of the template configuration window. Once uploaded, you will be able to choose it from the left column of the template configuration window when you go to Mega Menu Options> Channel 1 Accent Image > click broken image and the folder where you uploaded the image will come up to select from
  - 4 Alt Text:** Add image alt text here
  - 5 Channel x Column x Heading x Text:** Type in column title for column 1
  - 6 Channel x Column x Heading x Sections:** In the same order as the columns are listed, add numeric number to indicate how many sections should be placed in each column: 0; 2; 5; 0 would indicate the first column doesn't have any sections, there are two sections in the next column, five sections after that and none for the last column.



# Publishing / Going Public

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## New to the WCM?

### PUBLISHING YOUR NEW TEMPLATE TO YOUR INCUBATION SITE

- › 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 the WCM?

### PUBLISHING YOUR NEW TEMPLATE TO YOUR EXISTING SITE

- › 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.

## Disclaimer

### MODIFYING A CUSTOM TEMPLATE'S SOURCE CODE

- › With a Made to Order template, you have full access to the template's CSS and can modify the template's source code if desired, but please note that you do so at your own risk. If you intend to make changes to a custom template's code, we strongly recommend first making a copy of the template as a backup. If you modify your template and unknowingly break something, Finalsité is not responsible for fixing those issues and there may be a cost associated with restoring your template to its original condition.
- › Unless you have extensive experience developing or modifying responsive websites that adhere to current ADA requirements, we recommend contacting the Finalsité support team regarding any template issues or desired changes you would like to make.

### 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.

### WCM SUPPORT

- › The normal operating hours for support are:  
8:00 a.m. - 8 :00 p.m. (ET)  
Monday – Friday.
- › [wcmsupport@blackboard.com](mailto:wcmsupport@blackboard.com)
- › (855) 742-5952

### SATISFACTION SURVEY

The Finalsité 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.