

Template Documentation

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Loudoun County Public Schools

Package: Diamond

Primary Project Contact: Don Bell

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Interactive Elements:

- › Streaming Video
- › Multimedia Gallery
- › Color Configurability
- › Custom School Menu
- › External Link Disclaimer
- › High Contrast Toggle
- › Channel Specific Global Icons

Blackboard

Support

(855) 742-5952 M-F 8:30-5 EST / wcmssupport@blackboard.com

TEMPLATE CONFIGURATION

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

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.
- › 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

- › School name and footer tagline
- › Logo (including alternate logo option for high-contrast)
- › Template colors
- › Social media icons
- › Global icons
- › Find it Fast Icons
- › Channel specific icons
- › Streaming video setup options
- › Header and footer links

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 and create a simplified url for your link destination.

HOMEPAGE CONTENT / APPS

App placement based on design mockups

Region A › Site Shortcuts (only)

- › Used to set up site shortcut links in the “Find it Fast” dropdown

Region B › Multimedia Gallery App (only)

PHOTO DIMENSIONS: 1500PX X 800PX

- › Need assistance? The comprehensive guides found at this URL will make cropping and uploading imagery easy: <http://cerc.blackboard.com/Page/312>
- › <https://templatelibrary.schoolwires.net/imageEditor?w=1500&h=800>

Region C, D and E › Any App

- › This is a flexible layout region. Add content to region C and D for a two column -layout or content to region C, D and E for a three-column layout
- › Leave these three regions empty to hide this area

Region F › Headlines and Features

RECOMMENDED ACCENT IMAGE DIMENSIONS: 425PX X 270PX

Region G › Upcoming Events

Region H, I and J › Any App

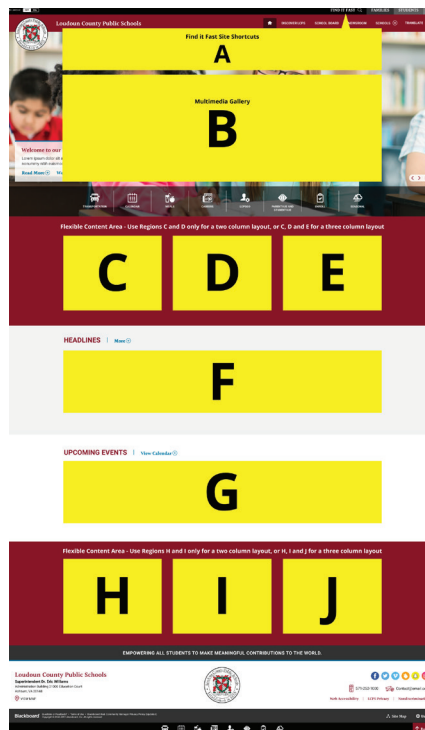
- › This is a flexible layout region. Add content to region H and I for a two column -layout or content to region H, I and J for a three-column layout
- › Leave these three regions empty to hide this area

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

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

Accessing Files & Folders

- › 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: 40PX X 40PX

- › 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: 160PX X 160PX

- › 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 folder

Uploading Background Photos

OPTIONAL STREAMING VIDEO BACKGROUND PHOTO DIMENSIONS: 750PX X 450PX

- › Background photos can be JPG's or PNG's, and need to be sized to the correct dimensions prior to upload
- › Upload your background photos into the background-photos folder
- › *Note: Image appears on mobile devices in place of the streaming video if option is selected in the Template Configuration Window

CUSTOM EDITOR STYLES

- › For instructions on how to apply custom editor styles (colored borders and/or backgrounds) to Content Apps: <https://templatelibrary.schoolwires.net/cms/lib/SW00000032/Centricity/Domain/2445/How%20to%20Apply%20Editor%20Styles.pdf>

PUBLISHING / GOING PUBLIC

New to Blackboard?

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 Blackboard?

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.

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

- › The normal operating hours for support are 8:30-5 p.m. EST Monday – Friday.
- › 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.