HUTTO ISD

Blackboard Guide

TABLE OF CONETNTS
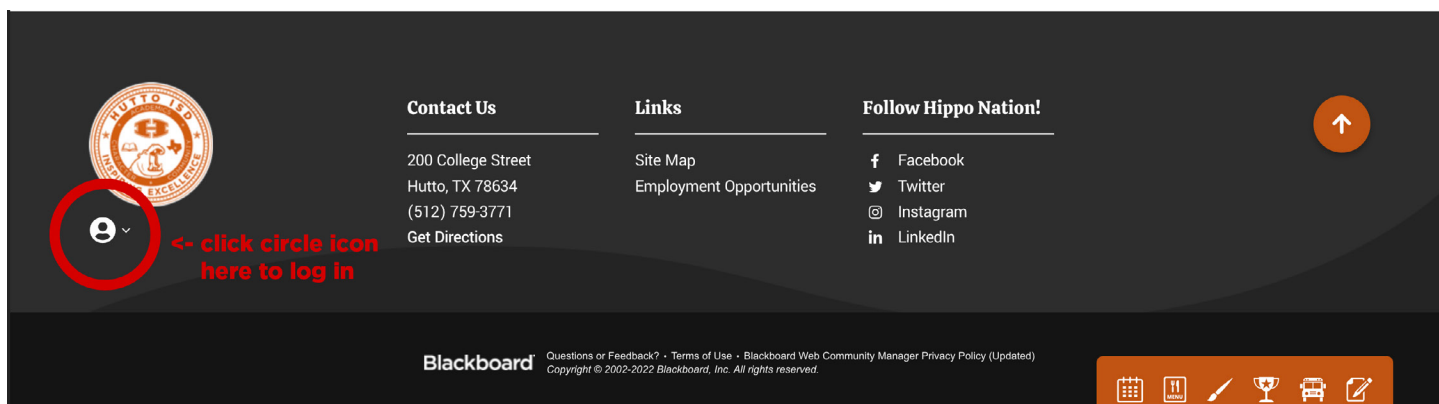
HOW TO LOG IN

1. To log in to access Blackboard editing tools, simply scroll to the bottom of the page and click the icon below the seal logo in the footer portion of the website. Please reference the image below. You can find this icon to log in on the bottom of any page of the Hutto ISD website.

2. Once you click on the icon and click on log in, you will be prompted to the sign in page. Click the red button to be redirected to Google and log in with your Hutto ISD Gmail account.

    All administrators and editors will have access through their Hutto ISD Gmail account.

3. You will be logged in and you will now see the preview of the website along with a black side bar that appears to the left of the webpage.

EDITING PAGES

Click this icon on the left to access Blackboard's backend interface to edit the website.

This is the frontpage of the editing site. *Please note: you may notice more tools and functions in the image below because of added Admin user controls that you will not see on your account.*

SITE & CHANNELS

The Site & Channels tab located on the left bar will be your go-to area for editing needs. You will notice your campus website will be at the top next to a cloud icon followed by a list of channels sorted and organized based on your frontpage menu of tabs.

EDITING PAGES

One helpful tip to access a specfic webpage you are looking to edit is to first log in and then navigate to the specific webpage on the live website. From there, you will now see a "edit page" button that when clicked will redirectly to the exact webpage. This button will appear to the top right of the page above the webpage's content and apps.

Edit Page

WORKSPACE PAGE

When viewing your website in the backend, you will notice a window titled 'Current Pages' that will show your homepage. On other pages, you will see the main page and all webpages associated with it (located within the main page you are editing.)


As shown, you will be able to find the webpage you are looking to edit by accessing one of your main tabs on the left bar in the Sites & Channels area.

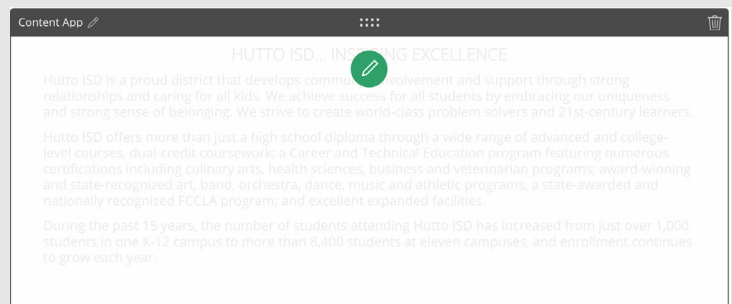Click on the name of the webpage to access editing.

APPS AND EDITING

Once you are on the page you to edit, you will see what is shown in the image below. On the left side, you will see your content organized by how it is laid out on the live webpage. You will also see on the right a panel of 'apps' which are modules you can select and use that each serve a purpose in how you would like your content displayed or choosing what content you would like on your page.
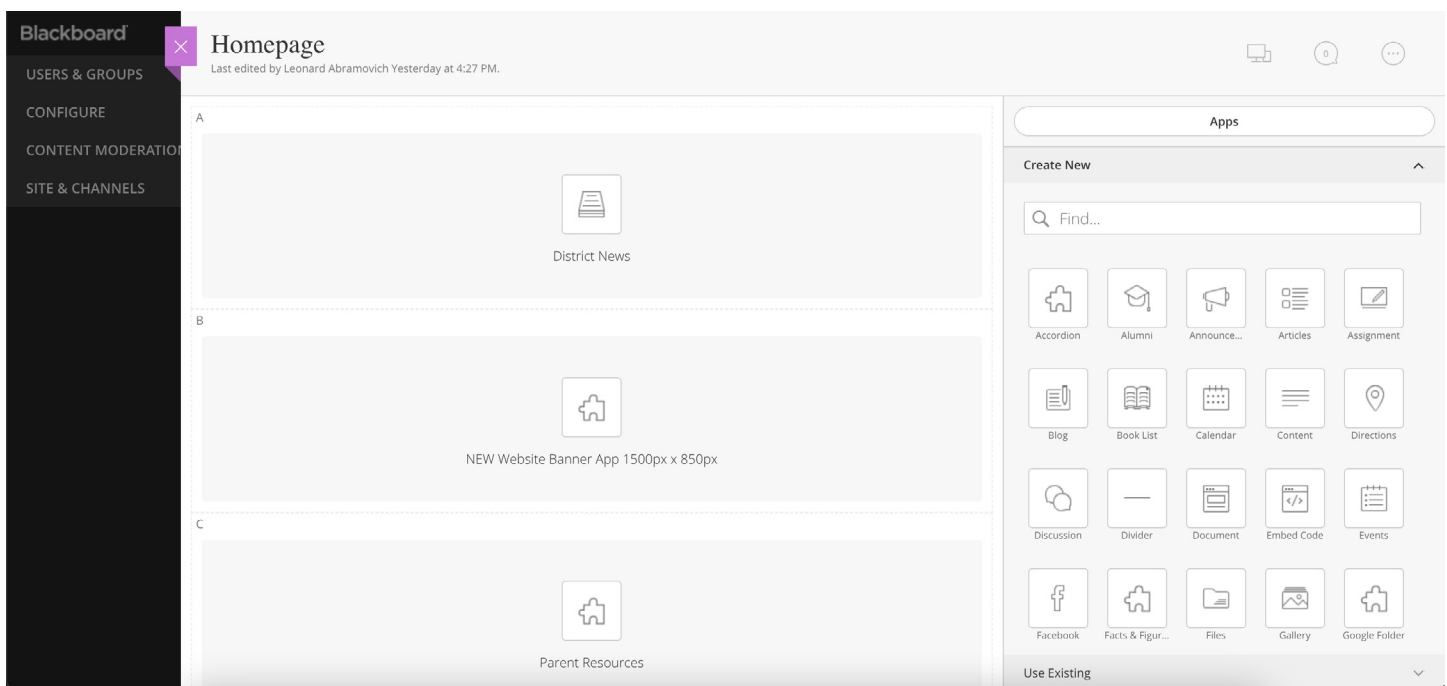
When you hover over the app boxes on the left side, you will notice a green icon that appears. Clicking this green icon opens the content that is within the app to be edited.

You will also notice along the top bar of the app window a series of dots. If you click and hold the dot icon, you will be able to drag and move the app above or below others on the webpage. This will affect the order of content on your webpage and how they are organized.

EDITING AND SAVING

When you are finished editing your content, make sure to click save.

Note: the Activate on my page option will be checked by default. This will allow the content to be shown on the live webpage. Unchecking this option will hide the content and will not show live.

By accessing the app options menu to the right of the content editing window, you can control whether or not you would like the name of your app/content to appear.

This is optional and completely up to the editor if they would like this displayed or hidden.

PAGE LAYOUTS

Modifying your page layout can help personalize and differentiate your webpages. As the editor, you have full access and decision-making to how you would like your page to look. You can experiment and play with the layouts available to select which would be best for how you would like your page to look like.

Just make sure to keep in mind that you will want your content and information to be easily read and noticed, so a cluttered layout full of apps may need to be simplified.

You can access layouts by selecting the tab on the right side of the page above the location of app selections.
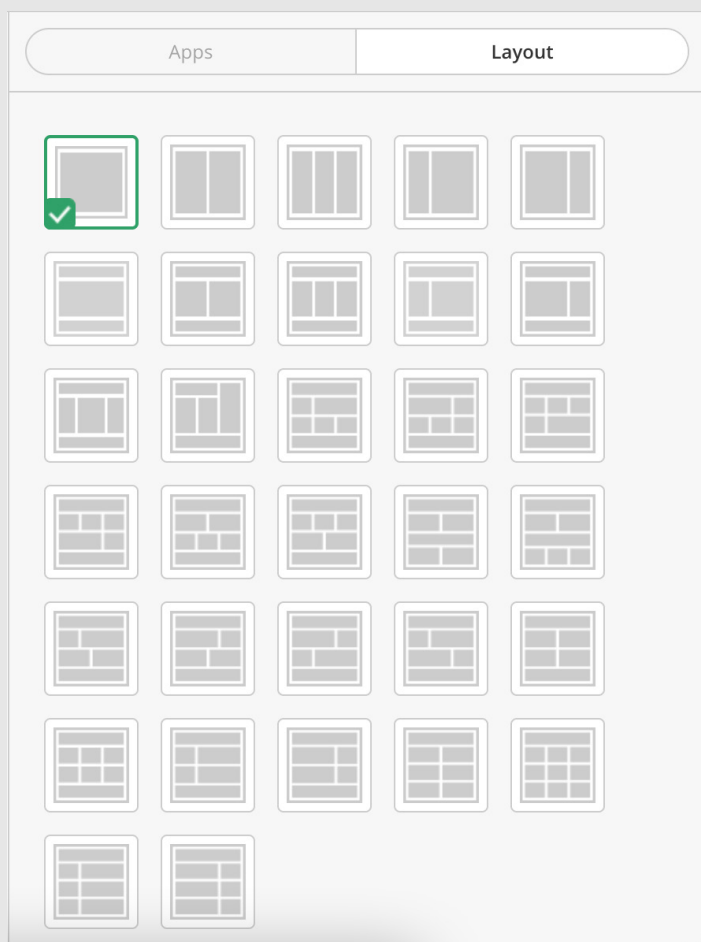
Each box in a layout is a designated quadrants for apps to be placed and organized. When select a layout, you will notice that there will now be thin-dashed lines that appear that you can then drag and place your apps accordingly.

CREATING A HEADLINE

To create a headline, you will need to first access the headline app on your website page within Blackboard. The icon should look like the one to the left.
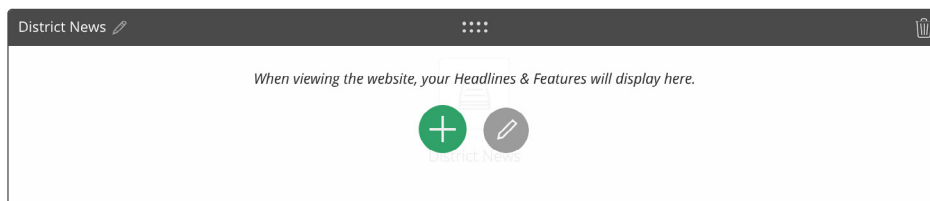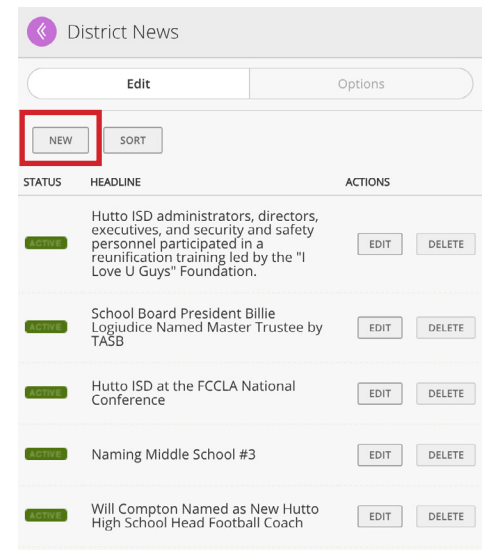
Headlines

Hover over the app and click on the edit icon (pencil icon) to access the app and the information within it. On the right side of the screen you will now see a list (it will be empty if there are no headlines created) of your current headlines.

1. Click on the 'New' button at the top of the list to create a new headline. If you want to edit an existing headline, click the 'Edit' button next to a headline.

2. To hide or remove a headline, simply click on the **ACTIVE** button to the left of the list in the Status column. Once you do, you will notice it changes color and now says 'Inactive' meaning it will not show up on the website live. If it is in orange, it means the headline has been expired.

Once you have clicked either button, it will bring you to a new window that will allow you to set up your headline. As a rule of thumb, it is best to keep your image height to 300px as this will be optimal in being large enough to see but not enough to begin distorting the webpage. After you have filled in the necessary items for the headline (Title, image, article content) make sure to click save at the bottom.

Finally, when you are finished, please make sure to click the "I'm done" button at the bottom of the headline listing window. If not, this will not save your headline.

I'm Done

CONTACT US

Don't hesitate to reach out if you need help making edits to your page!

Please contact Leonard Abramovich for any concerns or questions regarding anything within the Blackboard editing tool!

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