



HUTTO ISD

Blackboard Guide

TABLE OF CONETNTS

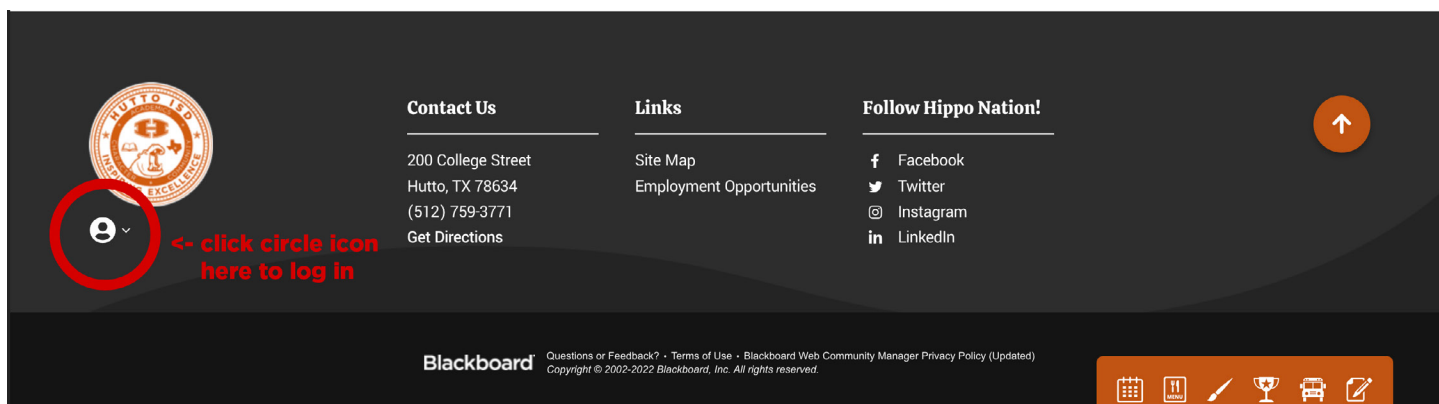


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HOW TO LOG IN



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.

 Sign in with Google

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.*

A screenshot of the Blackboard editing site frontpage. The interface has a dark left sidebar with the Blackboard logo and navigation links: USERS & GROUPS, CONFIGURE, CONTENT MODERATION, and SITE & CHANNELS. Below these is a list of channels for "Hutto High School" with counts: About HHS (11), Academics (12), Student Activities (14), Athletics (20), Fine Arts (6), HHS Staff (1), Teacher Pages (171), and Community (7). The main content area has a purple header for "Hutto High School Subsite Workspace" with a "Settings" button. Below the header is a navigation bar with "Summary" (selected), Tools, Directors & Viewers, Channels, Statistics, and How do I...?. The main content area is divided into three sections: "Current Pages" showing "Homepage" and "HHS Calendar" with "Actions" buttons; "Tweets" by @CEengagementTips; and "Common Tools" including Files & Folders, Forms & Surveys, Friendly Web Address Mappings, Minibase, and Photo Gallery. At the bottom, there is a "Pending Comments" section with "All Comments" and a message: "There are no comments awaiting approval."

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.

A screenshot of the "SITE & CHANNELS" sidebar from the Blackboard editing site. It shows a list of channels for "Hutto High School" with counts: About HHS (11), Academics (12), Student Activities (14), Athletics (20), Fine Arts (6), HHS Staff (1), Teacher Pages (171), and Community (7). Each channel is preceded by a folder icon.

EDITING PAGES



One helpful tip to access a specific 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.)

This screenshot shows the 'Hutto High School Subsite Workspace' interface. At the top, there's a navigation bar with links for 'View Website', 'Help Center', and 'Create Message'. Below this is a purple header with the school's name. A secondary navigation bar includes a home icon and tabs for 'Summary', 'Tools', 'Directors & Viewers', 'Channels', 'Statistics', and 'How do I...?'. The 'Summary' tab is active. The main content area is titled 'Current Pages' and lists two pages: 'Homepage' and 'HHS Calendar'. Each page entry has an 'Actions' dropdown menu to its right.

This screenshot shows the 'Sections' management interface. It includes a header with the title 'Sections' and a subtitle 'Create and sort your sections.'. Below the header are buttons for 'New Section', 'Sort', and a search box labeled 'Find Section'. The main area is a table with two columns: 'SECTION' and 'ACTIONS'. The 'SECTION' column lists various topics like 'About HHS', 'Accountability / Campus Performance', 'Administration', 'Attendance Expectations', 'Nurse', 'Parent Support', and 'Regular Bell & Lunch Schedule'. The 'ACTIONS' column for each section contains three buttons: 'Options', 'Move', and 'Delete'.

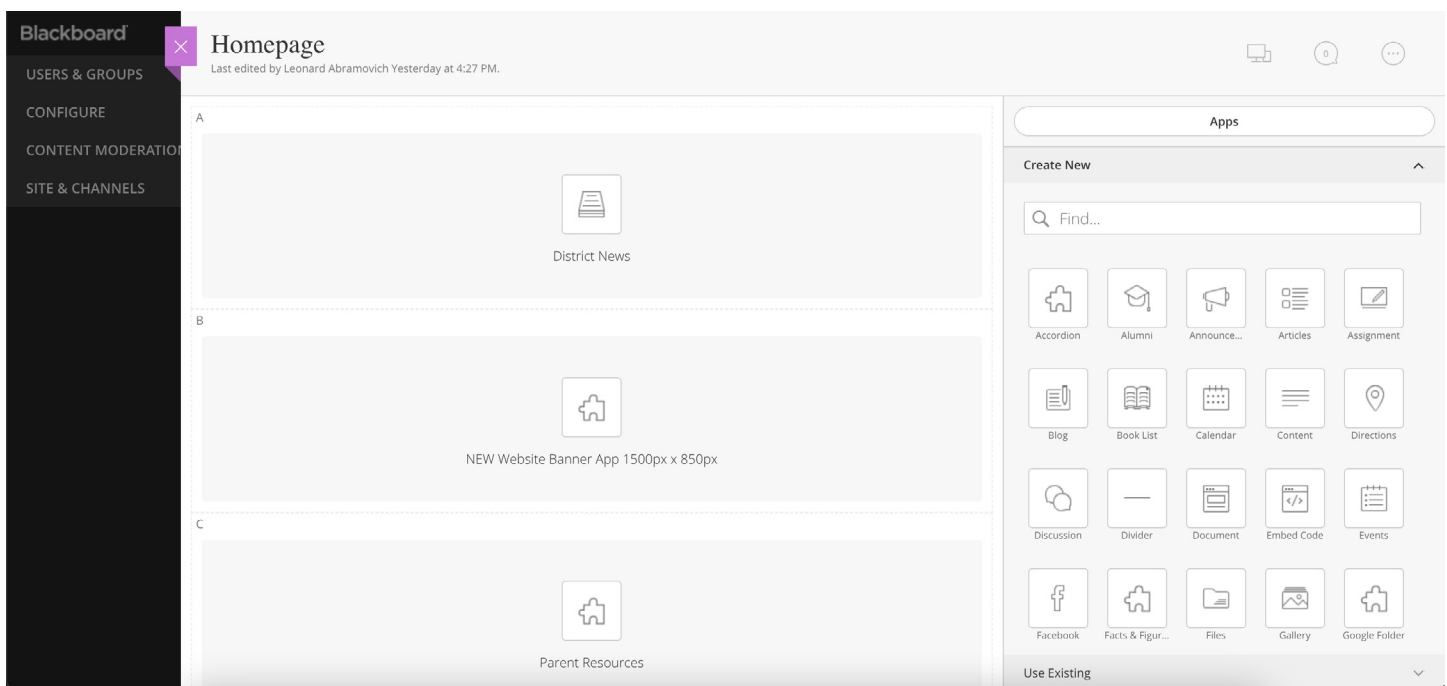
As shown, you will be able to find the webpage you are looking to edit by accessing one of your main tabs on the left bar in the Sites & Channels area.

Click on the name of the webpage to access editing.

APPS AND EDITING



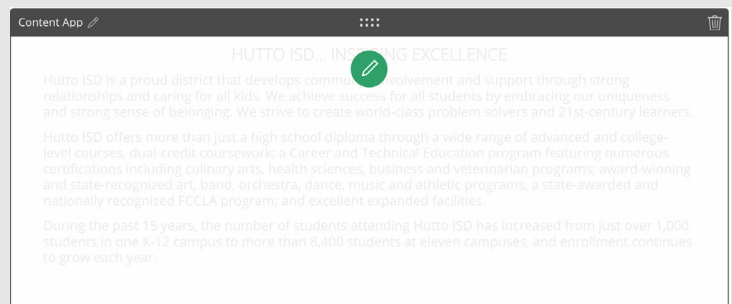
Once you are on the page you to edit, you will see what is shown in the image below. On the left side, you will see your content organized by how it is laid out on the live webpage. You will also see on the right a panel of 'apps' which are modules you can select and use that each serve a purpose in 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.

Content App

Save Cancel E-ALERT

App Options

HUTTO ISD... INSPIRING EXCELLENCE

Hutto ISD is a proud district that develops community involvement and support through strong relationships and caring for all kids. We achieve success for all students by embracing our uniqueness and strong sense of belonging. We strive to create world-class problem solvers and 21st-century learners.

Hutto ISD offers more than just a high school diploma through a wide range of advanced and college-level courses, dual-credit coursework; a Career and Technical Education program featuring numerous certifications including culinary arts, health sciences, business and veterinarian programs; award-winning and state-recognized art, band, orchestra, dance, music and athletic programs, a state-awarded and nationally recognized FCCLA program; and excellent expanded facilities.

During the past 15 years, the number of students attending Hutto ISD has increased from just over 1,000 students in one K-12 campus to more than 8,400 students at eleven campuses, and enrollment continues to grow each year.

TABLE » TBODY » TR » TD » P

POWERED BY TINY

☒ Activate on my page

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.

App Options

App Name: Content App

General Sharing Social Settings

If you want, you can enter a description of your app.

Description:

☐ Show the app name on my page.

Display Settings:

You can display every active record in this app on your page, or a specific number of records at a time.

☒ Display all active app records

☐ Display a specific number of active app records

Save Cancel

PAGE LAYOUTS

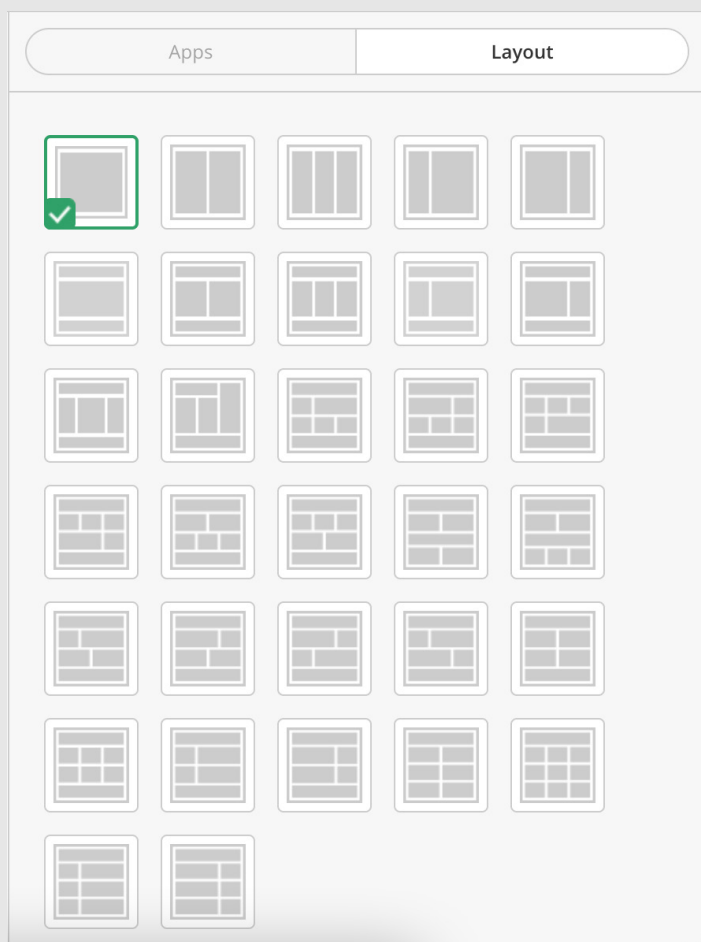


Modifying your page layout can help personalize and differentiate your webpages. As the editor, you have full access and decision-making to how you would like your page to look. You can experiment and play with the layouts available to select which would be best for how you would like your page to look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



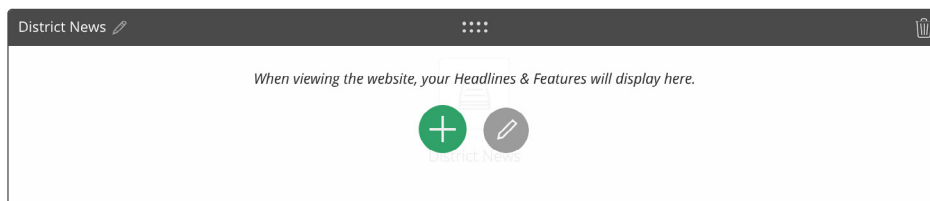
Each box in a layout is a designated quadrants for apps to be placed and organized. When select a layout, you will notice that there will now be thin-dashed lines that appear that you can then drag and place your apps accordingly.

CREATING A HEADLINE

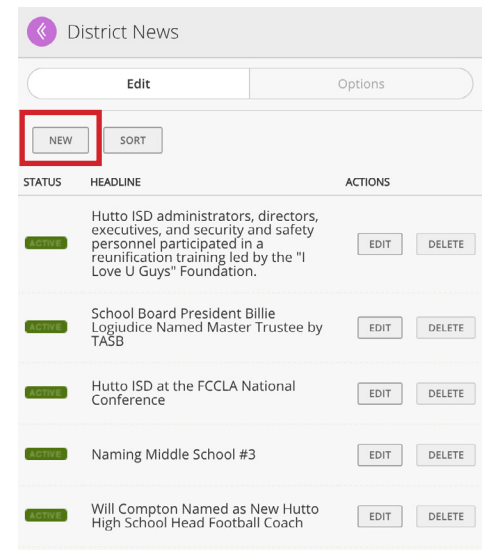


To create a headline, you will need to first access the headline app on your website page within Blackboard. The icon should look like the one to the left.

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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