Editing Your Teacher Pages

YONKERS PUBLIC SCHOOLS

1. To navigate to the website:
2. Click on "Teachers" link (top tool bar).
3. Locate your name, click on it and the standard default teacher page opens.
4. The basic default configuration will look like this:
   Example:

Smith, John

Home
Assignments
Calendar
Class Expectations
Books
Discussion
Podcasts
Photos

5. Each of the links pictured here is referred to by Schoolwires as an individual "App." Each link or "App" can *be utilized, hidden from public view, deleted and/or replaced.* For those of us that teach different content area classes, some of these apps may have to be repeated for each class (i.e. several "Home" apps or "Assignment" apps or "calendar" apps, one for each content area).

6. **Sign-in**

After you click on your name, look at the upper right-hand corner of the screen and click on "sign in." Enter your user name (the same as the district sign-in, usually your first initial and last name). Enter your password (the same password you use to sign in to the district computers).
Your default page reappears. The "sign-in" link at the top right now says, "USER OPTIONS."

7. **USER OPTIONS**
   The "User Options" link is your gateway to all links or "apps." Each time you want to add, edit, delete etc., you must click on "User Options, then site manager." There is no "back button," so each time you want to enter the "edit" mode, you need to click on User Options and site manager.
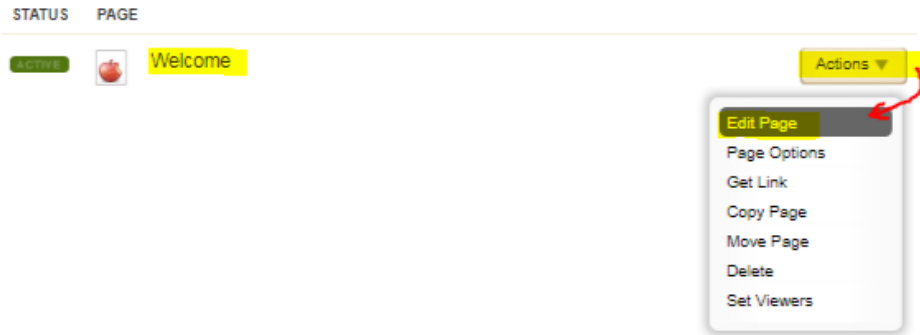
8. **YOUR HOME PAGE**
   The home page is used as your introduction to the students and parents. Here you can include any information you wish. Some examples include; your name, classroom number, after-school hours and even background information about yourself, your course(s), etc.
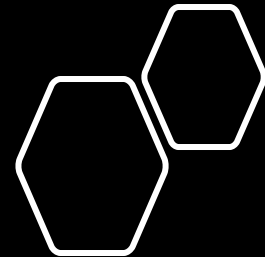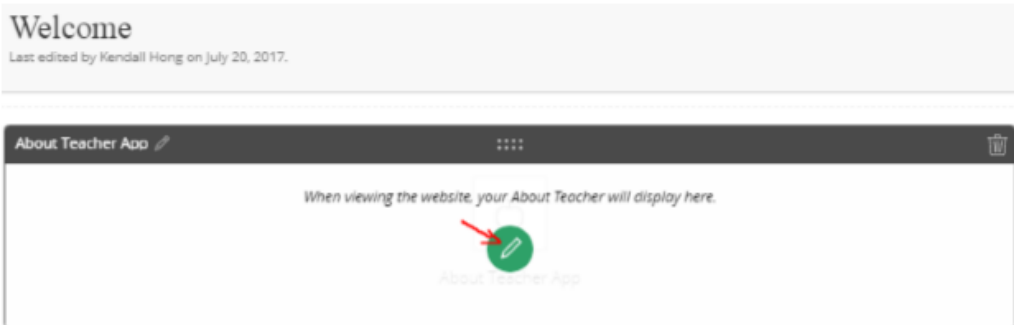
Editing Blackboard Teacher Websites

Once you are logged in either select Welcome or Actions > Edit Page to begin editing:

STATUS	PAGE	
ACTIVE	🍎 Welcome	Actions ▼

Edit Page
Page Options
Get Link
Copy Page
Move Page
Delete
Set Viewers

By default you will have the About Teacher App on your site. The about teacher app allows you to put a short bio and a photo on your website. There are some basic formatting features available in the app

Teacher

Biography

Hover over the About Teacher App on your Welcome page until you see the pencil, then left click to open the editing window.

Welcome
Last edited by Kendall Hong on July 20, 2017.

About Teacher App ✎

When viewing the website, your About Teacher will display here.

About Teacher App

On the About Me tab you can add you a prefix, name, short bio and a photo.

On the Details tab you can add your email, phone/extension and degrees.

BE SURE TO SELECT SAVE AT THE BOTTOM OF THE PAGE TO SAVE ANYTHING YOU ADD.
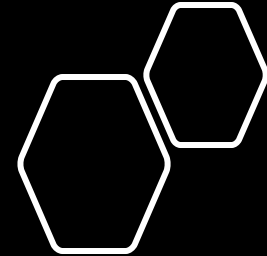
Adding Additional Pages to Your Website

If you wish to add additional pages to your website you will need to select the green New Page button towards the top of the page

You will be required to enter a page name (which will appear in the navigation on your page) and select a page type. If you aren't sure what page type to select I suggest choosing Basic Page.
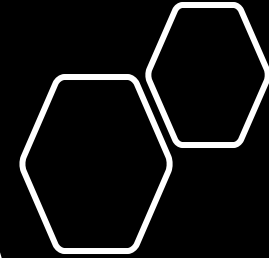
Layout Options with Blackboard

Once you select a page to edit you will see a Layout tab on the right side of the page. If you select it you can choose some different layout options for your page with various columns, sidebars, headers and footers to suit your needs.

A few of the available Apps on BlackBoard Teacher Websites

You have the option to add a lot of different apps to your pages. A few of them are outlined below. Also note that there is a How do I ....? Tab at the top of your page that has documentation and videos on how to edit/format your website.

The **Calendar** app can be added as it's own page or as part of a larger page. Items can be added to the calendar by first clicking on the green edit pencil and then clicking in the calendar. There are lots of options available when adding an event.

Calendar

New Event
* Event Title:

Event   Recurrence   Registration   Location   Contact   Post to Calendars   Viewers

Enter a start date and description for your event. If you want, you can enter a start time, end time, end date, description and category.

* Start Date:
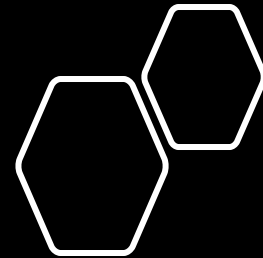9/5/2017

Start Time:
8 AM ▼ :00 ▼
☐ No End Time

End Time:
9 AM ▼ :00 ▼
☐ All Day

* End Date:
9/5/2017

Description:

Category:
Choose a category to color-code your event.
None ▼
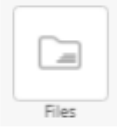
Save   Cancel   Create E-Alert

Divider

Use the **Divider Line** app to add some separation on your page

Heading

Use the **Heading** app to add a heading to you page

Content

Use the **Content** app to add a basic text box to your page.

If you have files/documents you wish to add to your site, you might consider adding a **File Library**. You can specify what you want the title to be, give a description, set display dates and tag your files. You can also drag and drop your files to sort them in the order you want them in.
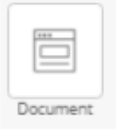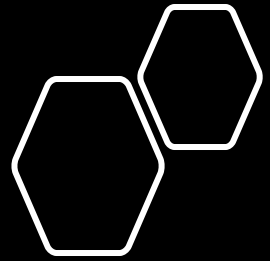
The **Document Viewer** app works good if you have a single document that you want to have an embedded look on your website. (see example below)

Files

Document

📄 US History STAAR EOC Review Grade 11

This document was added with a File Library

This is the same document added with the Document Viewer app
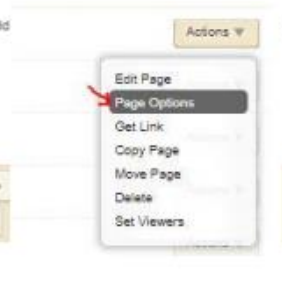
US History
STAAR EOC
Review
Grade 11

The **Assignment** app allows you to add documents, videos and directions. It does require and assigned date and a due date and gives you the option to post it to a calendar. You can also create categories for your assignments.

Note: add videos under the attachments tab (once the assignment is created). To add a document, use the insert file button on the directions tab

Edit Assignment

Enter a unique name for your assignment. If you want, you can enter directions, choose a category and assigned and due dates, add active.

Actions ▼

General   Directions   Attachments   Post To Calendar

Edit Page
Page Options
Get Link
Copy Page
Move Page
Delete
Set Viewers

Insert File

To make your side navigation a direct link to another site/page;

1. Add a new page
2. Select Actions > Page Options
3. In the window that opens enter the address you want the link to go to in the map page to web address window and make sure you select where/how you want the site to open (on the same page or in a new window).

* Page Name:

Google and Chromebook Support

General   Display Duration   Background Image   Advanced

☐ Hide this page from website navigation.

☐ Always show pages nested under this page.

☑ Show a bullet image next to this page.

Map Page to Web Address:
When a visitor navigates to your page, they will be directed to this web address. Enter a full web address (e.g., http://www.blackboard.com).

https://sites.google.com/a/huttoisd.net/instructional-technology-(

Web Address Target: ⑦

Open in New Window   ▼