

Manage Apps & Layouts

Blackboard Web Community Manager

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This guide covers all available features and functionality. Features included in your contract may vary.

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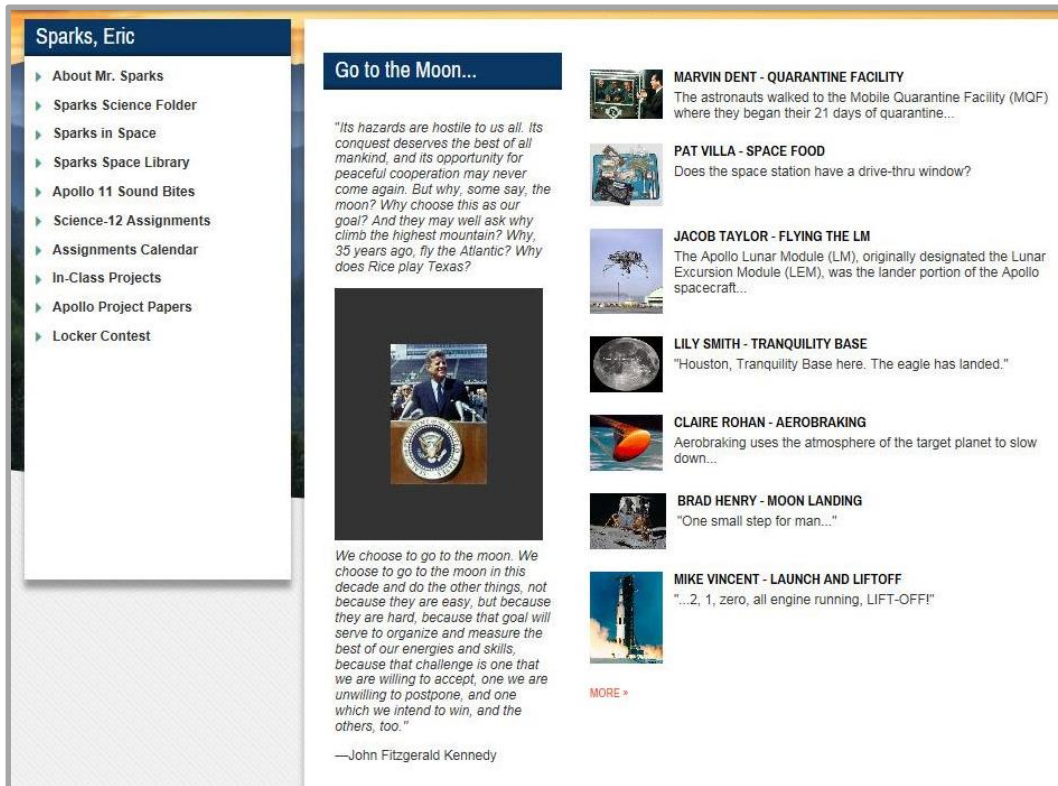
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Introduction

Apps are the content building blocks of pages. Each app offers different functionality. Determine the apps you use based on the type of information you wish to share as well as what will look best on your page.



Page layouts determine the look of your page. You can change the layout of your page to determine how your apps display on a page.



Web Community Manager Apps

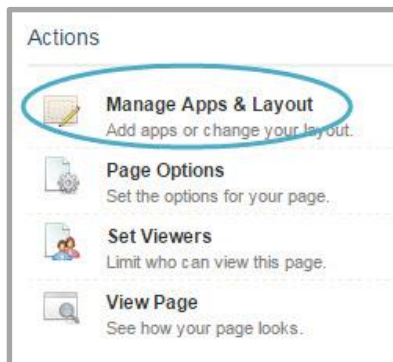
You can add new or existing apps to a page, edit app options, share apps or delete apps from a page.

To learn more about each of our apps, visit the [App Showroom](#).

Add a New App to a Page

Here's how you add a new app to a page.

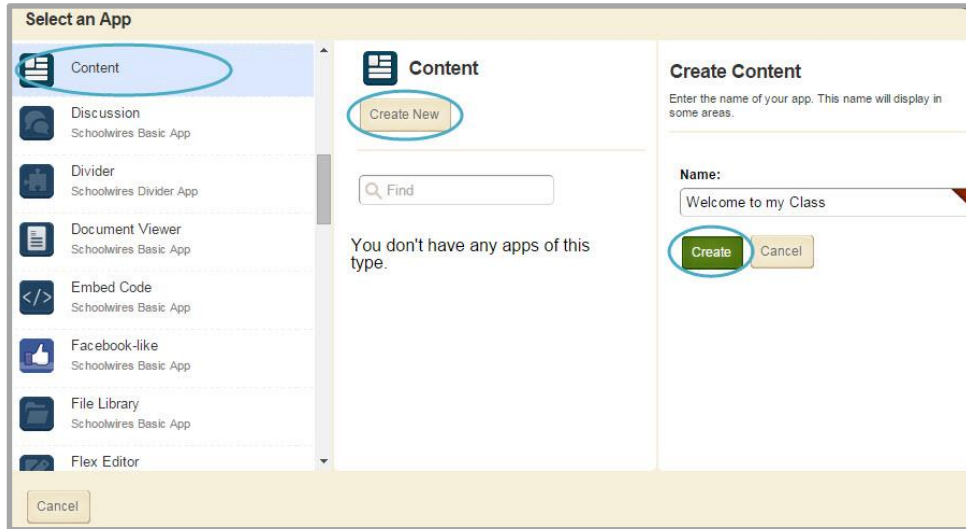
1. In *Site Manager*, navigate to the workspace in which you would like to add an existing app.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page displays in Edit Mode.



3. Click *Manage Apps & Layout* in Actions. The page displays in Design Mode.
4. Click **Add App**. The Available Apps window displays. You can add a new App (one without any content) or add an existing App.



- Click on the name of the app and click **Create New**. Enter a meaningful name for your app. This name will not display on the end-user website unless you activate it in **Options** for the app.



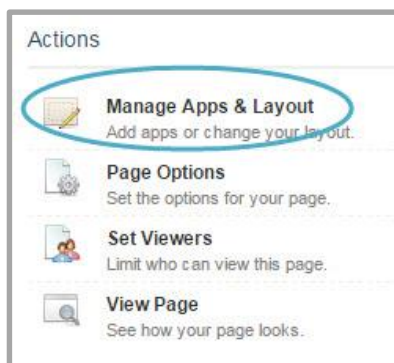
- Click **Create**. Your app is added.
- If desired, drag and drop the app to a new location.
- Click **I'm Done**, you are returned to your page in Edit Mode.

Add an Existing App to a Page

You have access to all apps created in the current workspace and any apps that are shared with you. Shared apps can only be edited in the original location by the owner.

Here's how you add existing apps to a page.

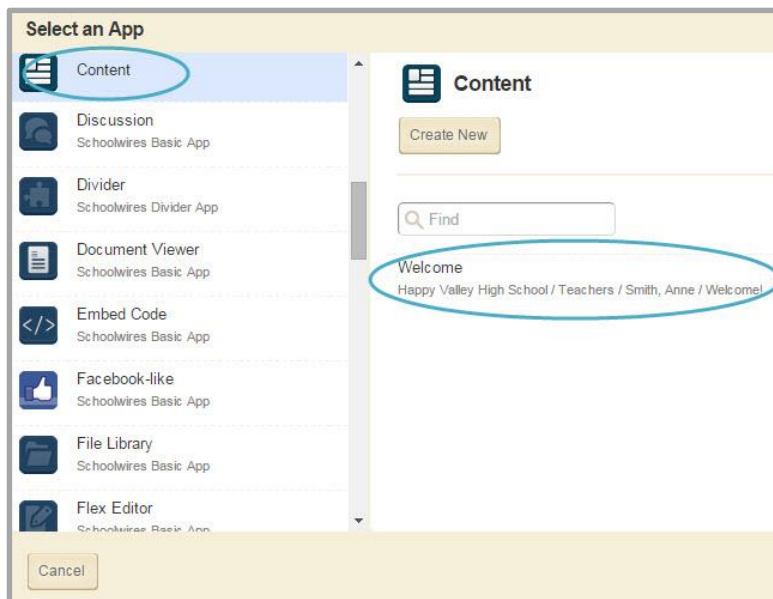
- In *Site Manager*, navigate to the workspace in which you would like to add an existing app.
- Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page displays in Edit Mode.
- Click *Manage Apps & Layout* in Actions. The page displays in Design Mode.



4. Click **Add App**. The Select an App window displays.



5. Select an app type in the first column. A list of existing apps of that type displays in the second column. If you like, you can use the search box to locate an app by name.

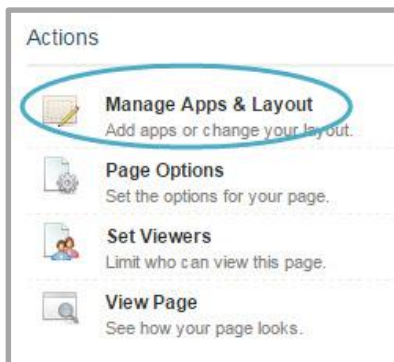


6. Click the app in the list that you wish to add to the page.
7. Click **I'm Done**. The page displays in Edit Mode. The existing app is added to the page.

Remove an App from a Page

Here's how you remove an app from a page.

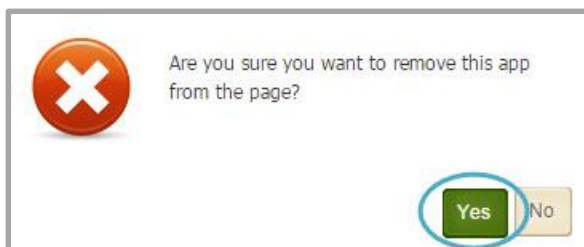
1. In *Site Manager*, navigate to the workspace containing the page with the app you wish to remove.
2. Click the **Actions** button and select Edit Page from the drop-down list.
3. Select *Manage Apps & Layout* in the Actions pane.



4. Locate the app in the list and click the **x** to the far right of the app name.



5. Click **Yes** on the Confirmation dialog.



6. Click **I'm Done**. You are returned to your page in Edit Mode.

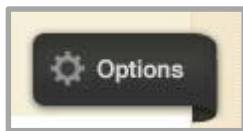
When you delete an app from a page and that app is not shared with another user, not only will the app be removed from the page, but it is permanently deleted from App Manager as well. If the app is removed from the page but it is a shared app, the app remains in App Manager on the **Tools** tab of the workspace local to the removed app. It also remains deployed on the shared user's pages.

Edit App Options

While editing your app, you can set app options and share your app.

Here's how you modify the options for an app.

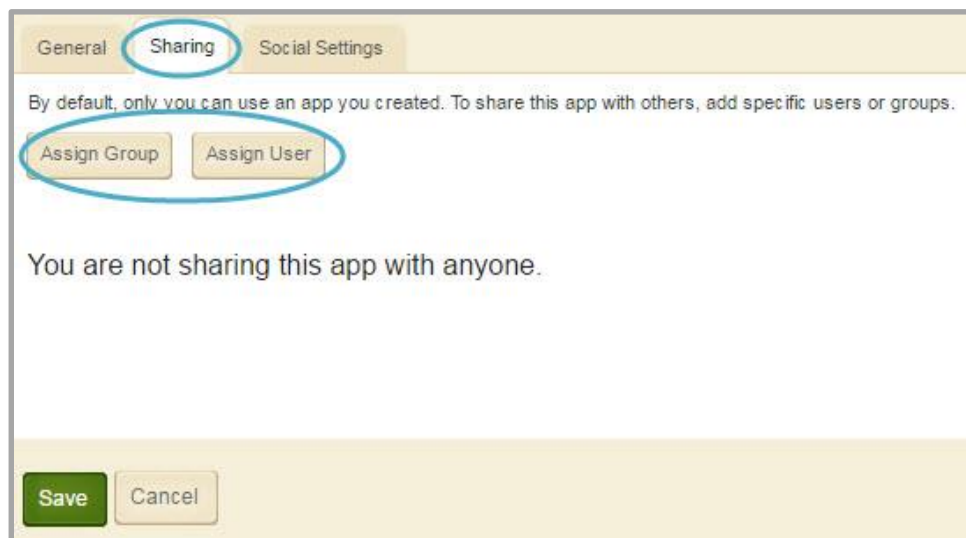
1. Edit your app.
2. Click **Options** in the upper right area of the app window. The Options window displays and opens on the **General** Tab.



3. Edit options as desired.
4. Click **Save**. You are returned to your app in Edit Mode.

Share Apps

At times you may wish to share an app you created with other users or groups of users, you can add these users on the **Sharing** tab in App Options. To learn more about read [Add Users and Groups](#) or watch [Add Users and Groups](#).



Editors with whom you have shared the app will be able to place that app on pages within their own Section Workspaces. The app on the page however, will be *read-only* and flagged as *Shared*.

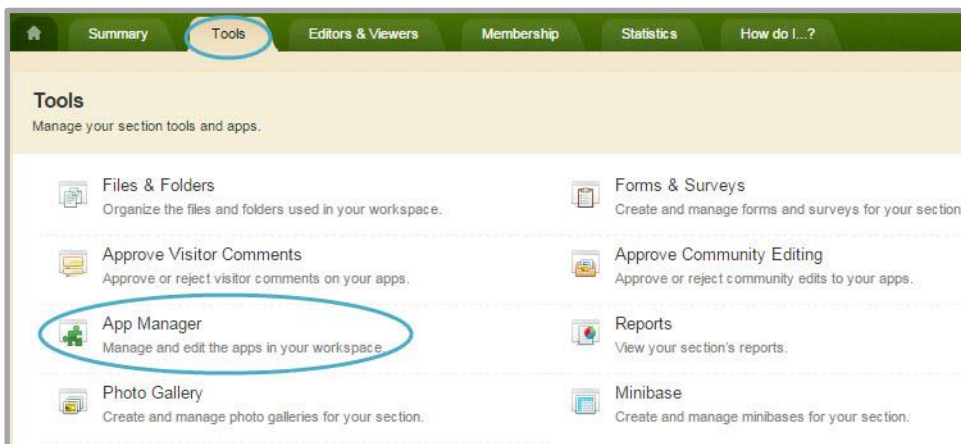
App Manager

App Manager is a tool within the Site, Subsite, Channel, Section and Spaces workspaces. You access App Manager from the **Tools** tab in your workspace. You can perform most of the same app tasks using App Manager as you do when modifying an app directly on a page. You can add apps, edit apps, edit app options and share apps, but you cannot insert an app on a page.

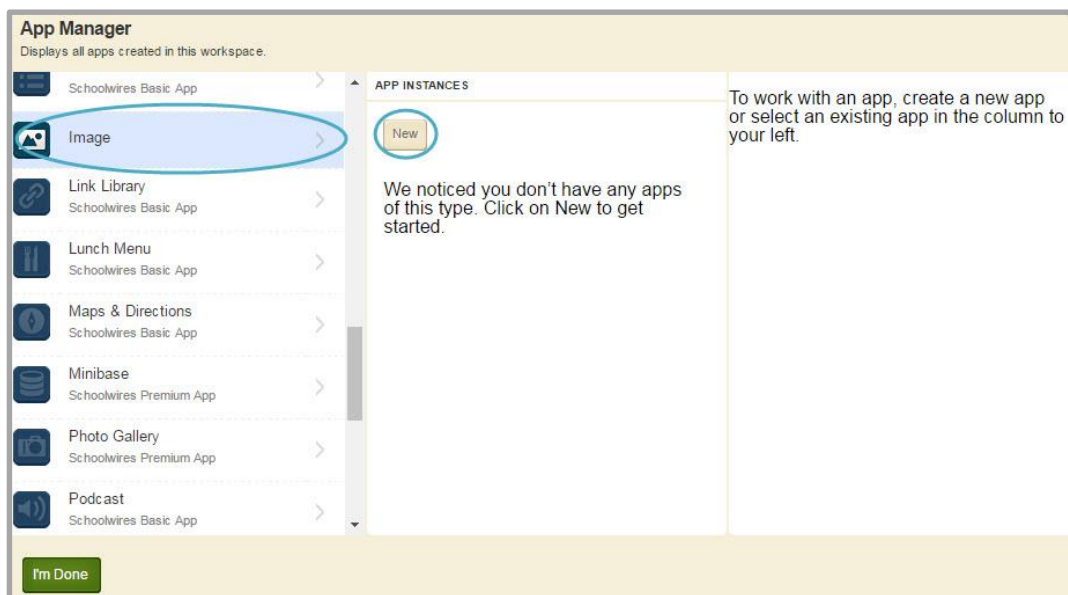
Create an App in App Manager

Here's how you create an app in App Manager.

1. In *Site Manager*, navigate to the workspace containing the page to which you wish to create an app.
2. Click **Tools**. Available Tools for the workspace display.
3. Click *App Manager*. The App Manager displays.

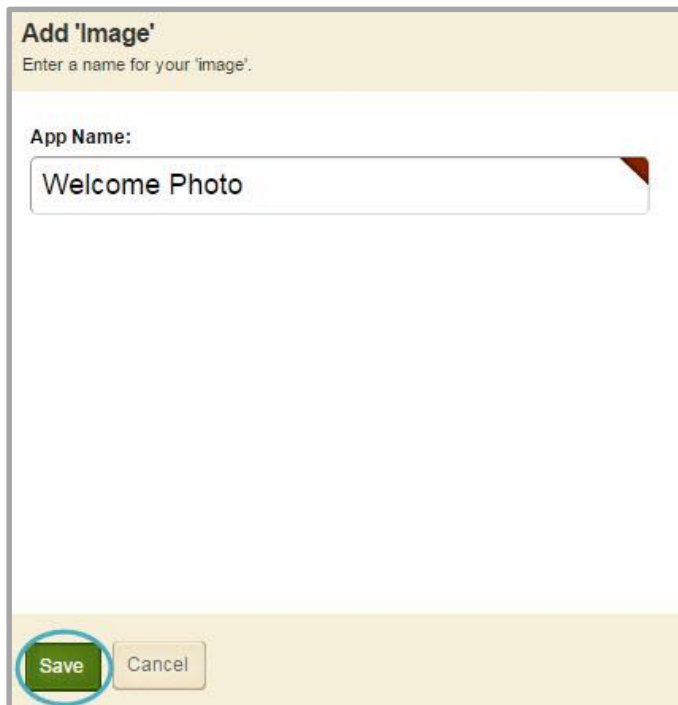


4. In the first column, select the type of the app that you wish to create.

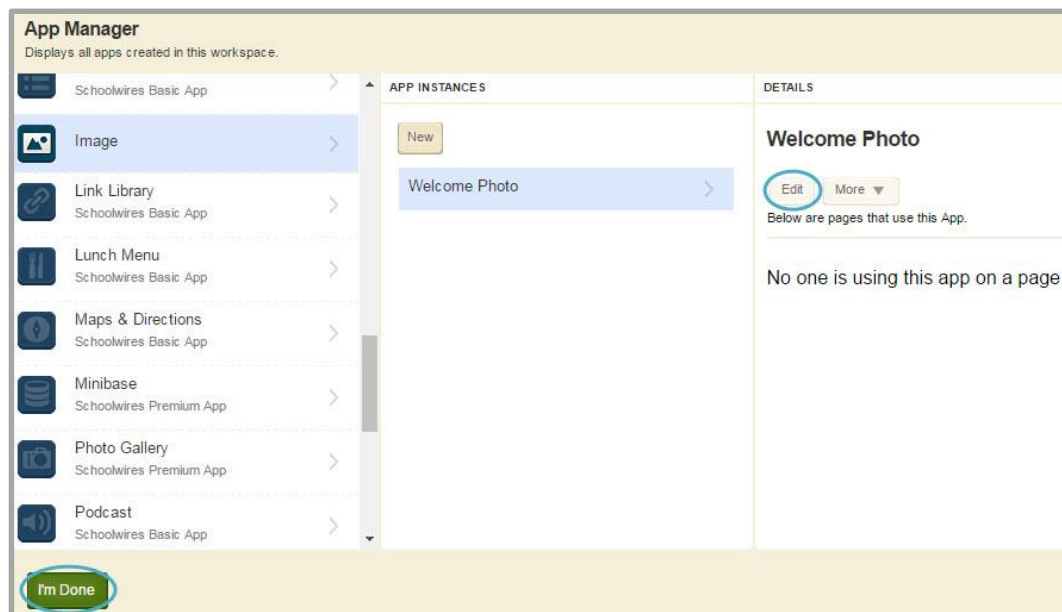


5. In the second column, click **New**. The Add App window displays.

- Enter a name for your app.



- Once finished, click **Save**. You are returned to App Manager.



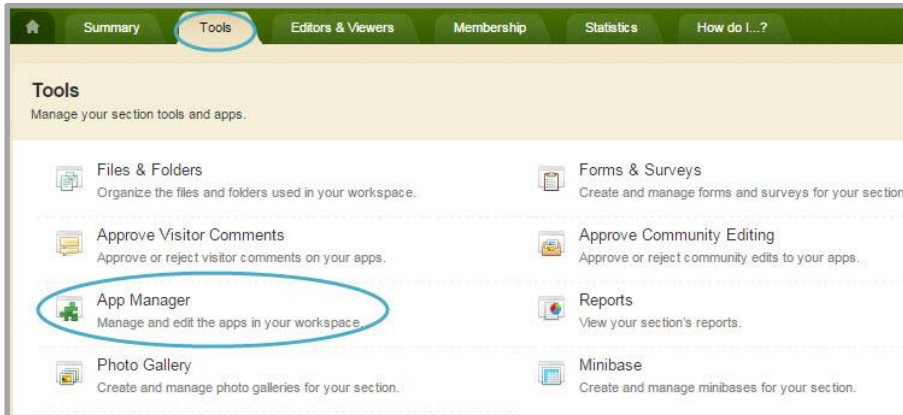
- To return to the Tools tab, click I’m Done. To edit your app, click **Edit**.

Once you are finished creating an app in App Manager, you will need to [insert it on a page](#).

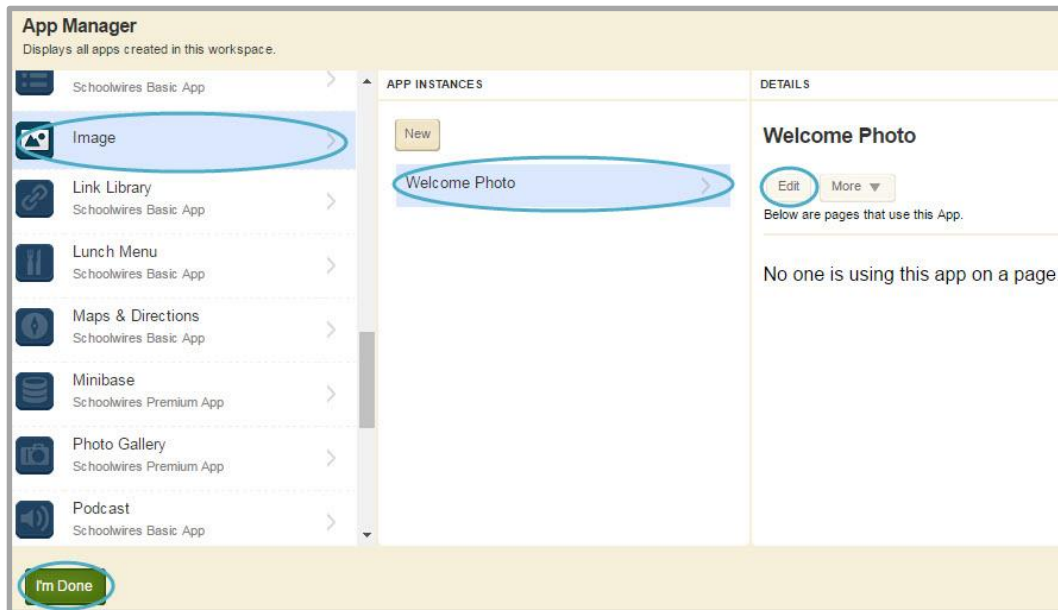
Edit an App in App Manager

Here's how you edit an app in App Manager.

1. In *Site Manager*, navigate to the workspace containing the page with the app that you wish to edit.
2. Click **Tools**. Available Tools for the workspace display.
3. Click *App Manager*. The App Manager displays.



4. In the first column, select the type of the app that you wish to edit.



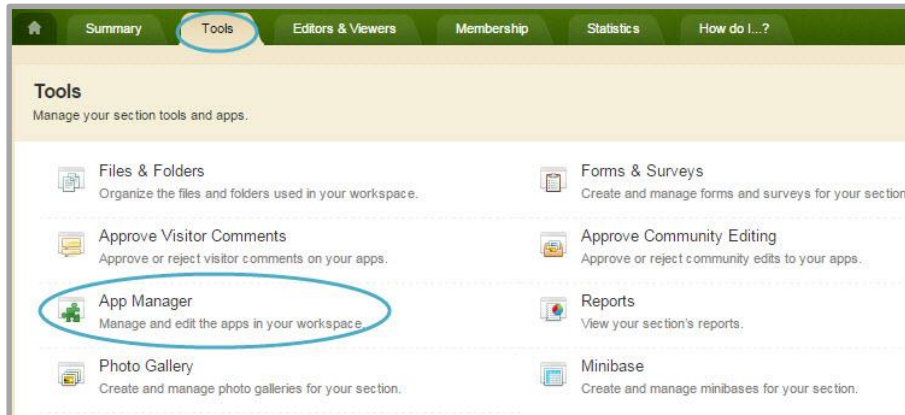
5. In the second column, select the app you wish to edit.
6. In the third column, click **Edit**. Your app will open in Edit Mode.

Permanently Delete an App in App Manager

If you delete an app from App Manager, the app is permanently deleted and removed from the pages of any shared user. Shared users receive an email notification that the app was deleted from their pages.

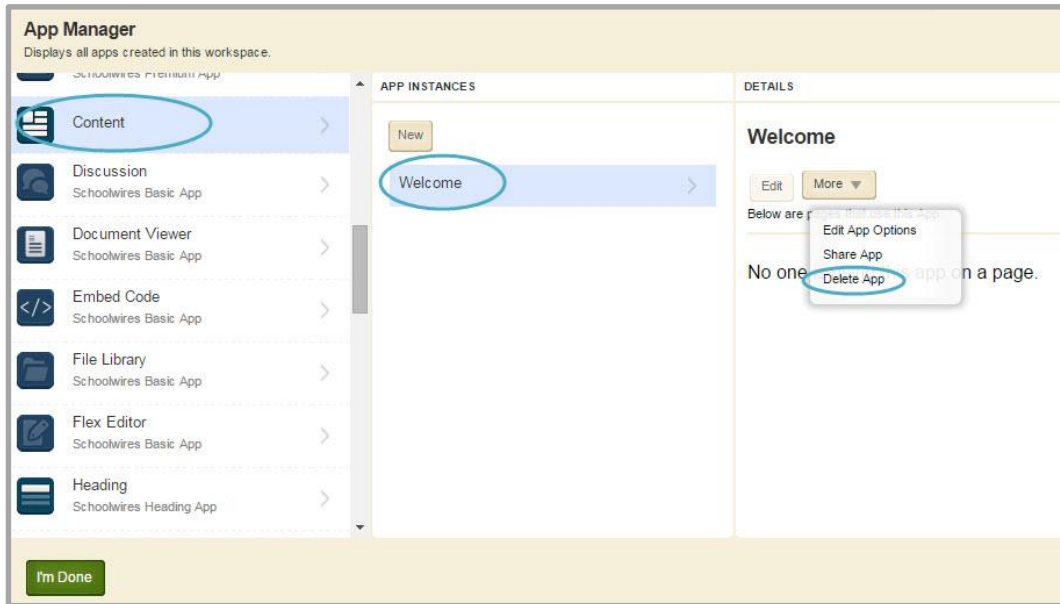
Here's how you permanently delete an app.

1. In *Site Manager*, navigate to the workspace containing the page with the app that you wish to permanently delete.
2. Click **Tools**. Available Tools for the workspace display.
3. Click *App Manager*. The App Manager displays.

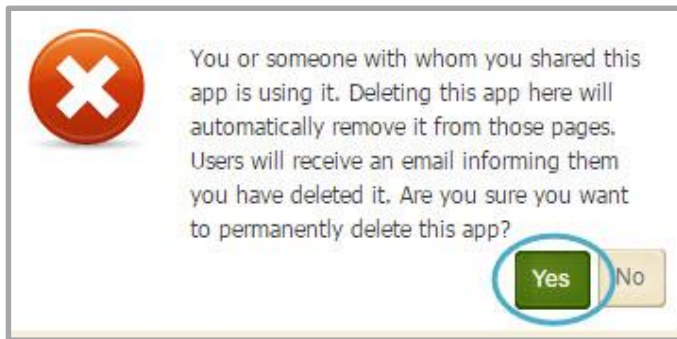


4. In the first column, select the type of the app that you wish to delete. All apps of this type within the current workspace display in the second column.
5. Locate and click the name of the app you wish to delete. The app instance is highlighted.

- In the third column, click **More** and select *Delete App* from the drop-down list. A confirmation dialog displays.



- Click **Yes**. The app is permanently deleted from App Manager.



- Click **I'm Done**. You are returned to the **Tools** tab.

Page Layouts

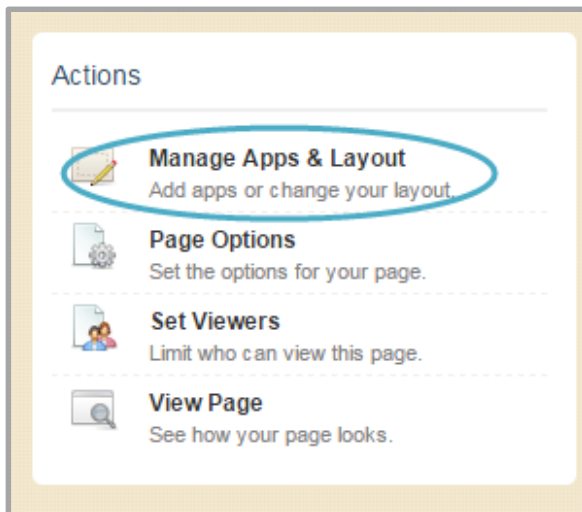
You can change the layout of your page to determine how your apps display on a page. You edit your apps and design your page in the same location within your workspace—the Page Details window.



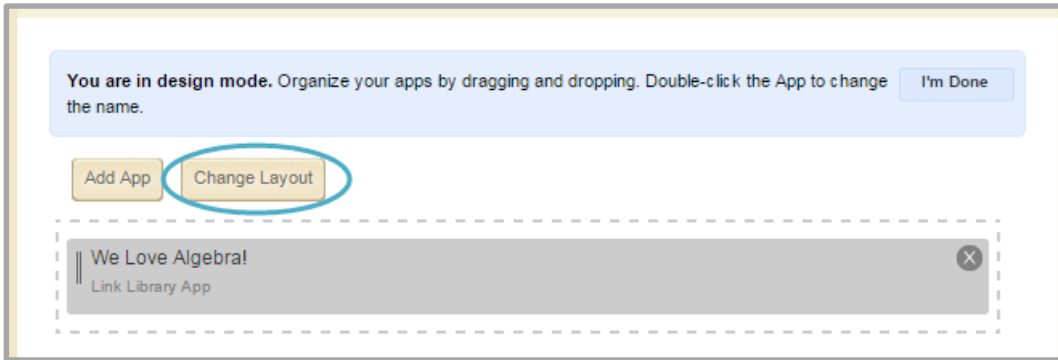
Change the Layout of a Page

Here’s how you change the layout of your page.

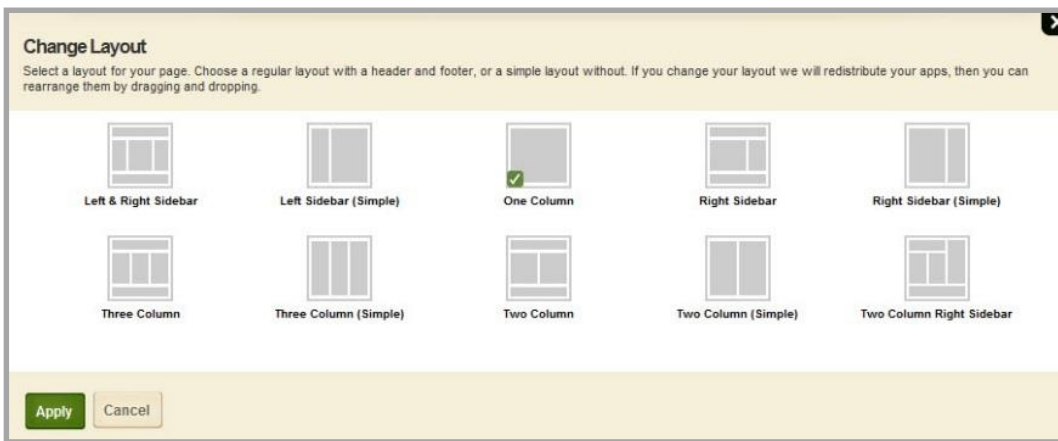
1. Access the Page Details window choosing Edit Page from the **Actions** Drop-Down List to the right of the page name.
2. In the Page Details window click *Manage Apps & Layout* under Actions on the right side of the window to enter Design Mode.



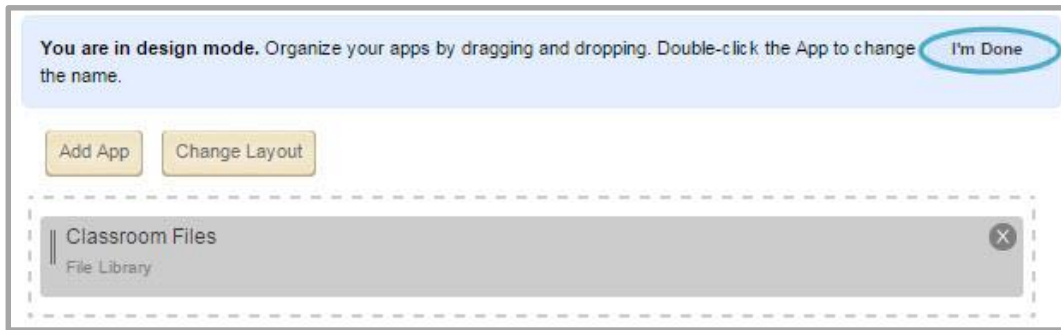
3. Click **Change Layout**. Available layout choices display.



4. Click on the desired layout. A green check displays on your choice.



5. Click **Apply**. The Design Mode displays with your new layout. If desired, you can drag and drop an app or apps to a new location.



6. Click **I'm Done** to return to your page in Edit Mode.

View Page

While you are working on your page in Edit Mode, you can click *View Page* under Actions to see it on the end-user website.

