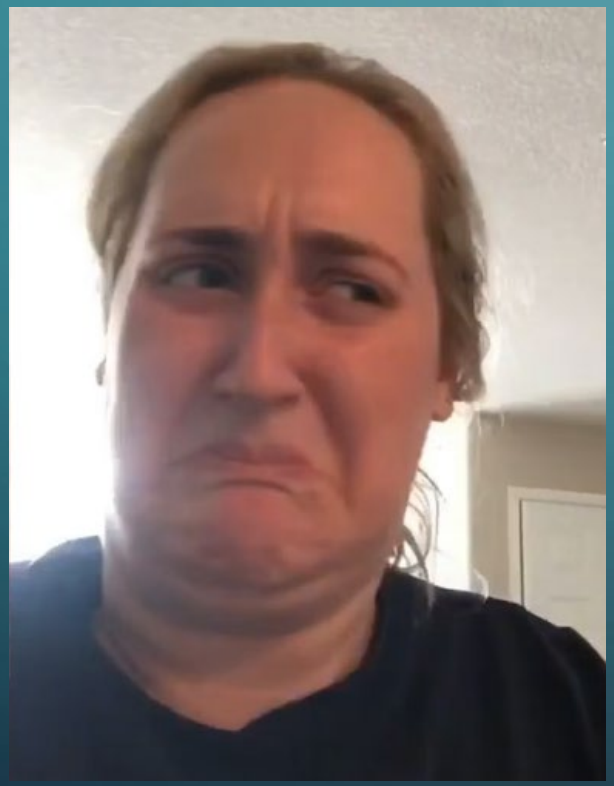
Introducing Blackboard/Finalsite Web Community Manager: School Site Creation and Management

Escambia County Public Schools
May 2023

Presenter:
Georgia Belles
Information Technology Department

Training Objectives

Having to learn a new website system in a hurry



Training Objectives

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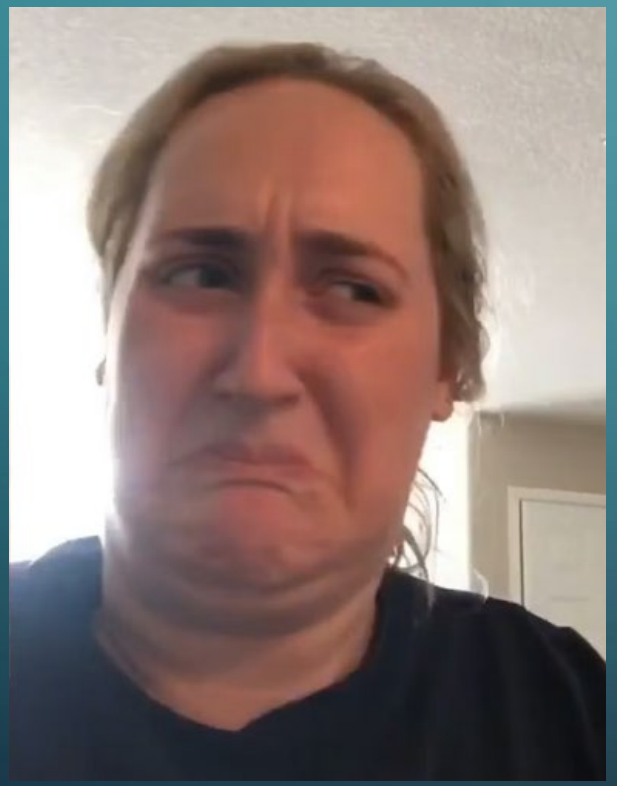


After today's training

Target date for new school site activation:

JUNE 10, 2023

- Submit a ticket letting us know the site is ready for review
- After review and any adjustments made the site will go live

JUNE 30, 2023

Everything from your site:

- All files in the locker
- All content
- All links
- All images

Must be copied/downloaded from School Loop.

Absolutely no exceptions.

Good News/Bad News

Good news:

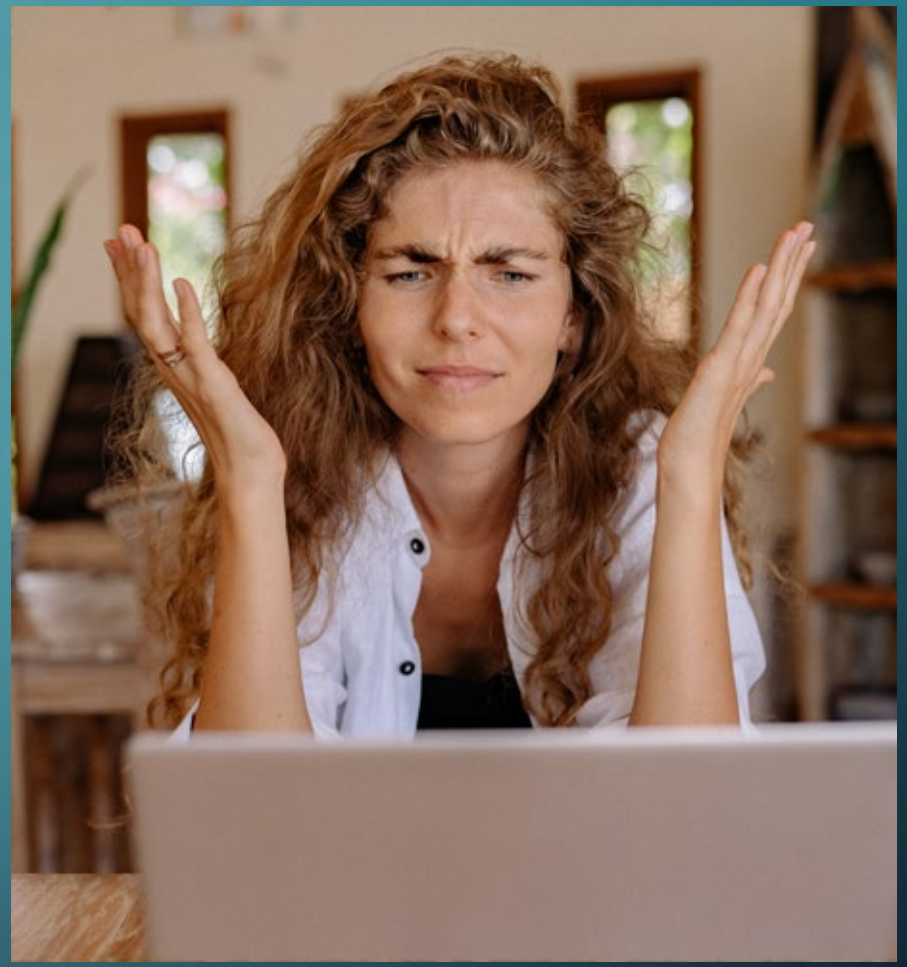
There are 25 days until June 30

Bad news:

- There are 25 days until June 30
- If you have documents containing links to School Loop sites they will need to be fixed by June 30
- Instructional documents containing screenshots of SchoolLoop sites will have to be updated
- Images transferred in low quality
- If pdfs had numbers as their title, they still do

Fear Not!

Website Training Resources



Website Training Resources

https://www.escambiaschools.org/Page/2981

Or navigate from the district home page:
Home → Departments → Information Technology → Website Training (link on Resources menu)

Information Technology / Home | Information Technology / Website T

fl50010989.schoolwires.net/Page/2981

High Contrast OFF ON

DISTRICT HOME | SCHOOLS » | TRANSLATE » | EMPLOYEE ACCESS » | Search

Escambia County PUBLIC SCHOOLS

Home | District Leadership | Calendars | Departments | Schools | Students | Families | S

Home » Departments » Information Technology » Website Training Resources

IMPORTANT ANNOUNCEMENT:

JUNE 30 is the deadline to save files, images, etc. from the School Loop file locker.
AFTER JUNE 30 ALL SCHOOL LOOP WEBSITES AND FILES WILL BE DELETED AND IRRETRIEVABLE.

If you need technical assistance submit a help desk ticket to support@ecsd.zendesk.com.

QUICK START GUIDE

Questions & Answers

Page of App Samples

Sample Multimedia Gallery & Video E

Website Training Resources

Beginning in 2023, Escambia County Public Schools will use the Blackboard Web Community Manager (WCM) content management system to produce and maintain all of its websites. Sitekeepers will be able to manage departmental websites within the district site, and Tech Coordinators and other designated sitekeepers will create and manage websites for each school in the district. A comprehensive site template has been chosen that offers degrees of customization for each school while maintaining visual and operable consistency throughout the district.

Useful Sites

What You'll Find There

- Links:
  - Short training videos – less than 7 minutes!
  - Longer videos for deeper dives on specific topics
  - Other useful sites that will help you build beautiful pages
  - Blackboard's sample site, loaded with examples
- Page of Questions & Answers
- Pages of examples of apps in action
- Manuals and presentations to download

Welcome to the Blackboard Web Community Manager Experience

Tour of a New School Homepage

fl50010989.schoolwires.net/ees

Other bookmark

High Contrast OFF ON

DISTRICT HOME SCHOOLS » TRANSLATE » EMPLOYEE ACCESS » Search

Escambia County PUBLIC SCHOOLS

Ensley Elementary School

Home Our School Departments Classrooms Student & Family Resources

Family Literacy Night

October 4, 2022 - Families enjoyed pizza and literacy activities

- Quick Links
- Students
- Families
- Staff
- Community
- CORE
- FOCUS
- Gmail
- Kronos
- Skyward

Office Hours: 6:50 A.M. - 2:00 P.M.

School Start Time: 7:10 A.M.

Drop off/Breakfast Time: 6:50 A.M. - 7:05 A.M.

Tardy Bell rings at 7:10 A.M.

Dismissal Time: 1:25 P.M.

Buses leave campus: 1:30 P.M.

1:00 P.M. is the latest time students may be checked out in order for us to safely prepare for dismissal.

22-23 School out-of-field teachers

Cathy Gibson - Guidance Counselor

Francheska Knight - 4th Grade

Debra Bridges - 4th Grade

Back-to-School Information

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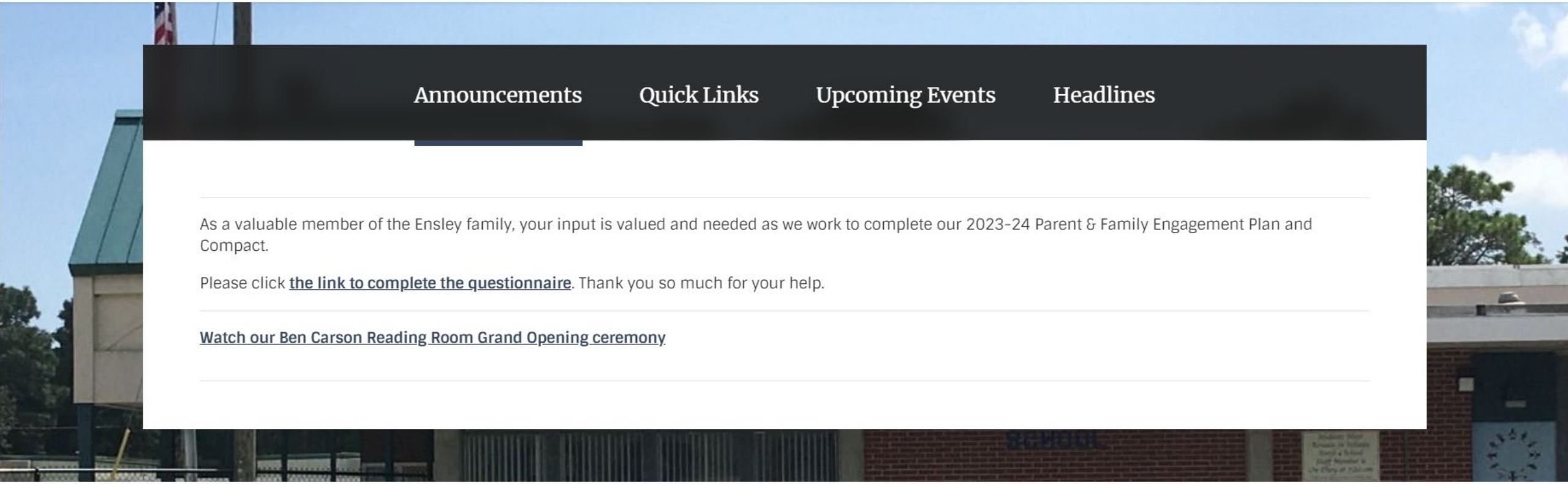
Ensley is a strictly enforced uniform school - (Navy or khaki pants, skirt, or shorts & red, navy, or white polo; tennis shoes are to be worn each day of the week so that your child can safely enjoy recess.) Thank you for keeping your child in uniform compliance each day.

•Escambia County Core Elementary Supply List 2022-2023



Announcements Quick Links Upcoming Events Headlines

As a valuable member of the Ensley family, your input is valued and needed as we work to complete our 2023-24 Parent & Family Engagement Plan and Compact.

Please click **the link to complete the questionnaire**. Thank you so much for your help.

Watch our Ben Carson Reading Room Grand Opening ceremony

Our Partners in Education

First 9 Weeks Newsletter

Second 9 Weeks Newsletter

In accordance with Florida State Statute, the Escambia County School Districts has made its School Financial Reports available to the public. You may visit the school to

Family Math Night 2022

Our Partners in Education

[First 9 Weeks Newsletter]

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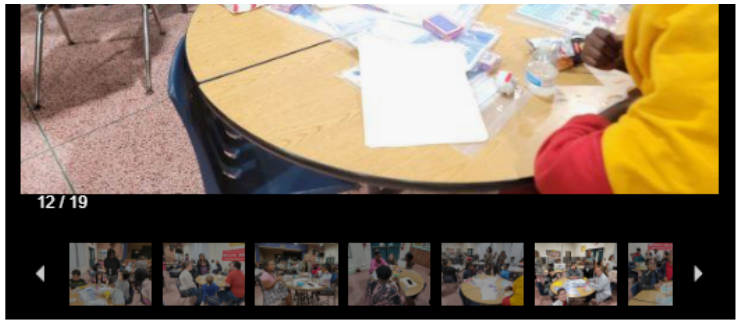
Family Math Night 2022



Visit Us

501 East Johnson Avenue
Pensacola , FL 32514

View Map »

Contact Us

Phone: 850-494-5600
Fax: 850-494-5603

Email Us »

Important Links

Site Map
Accessibility Information
Policy of Nondiscrimination
Public Records Process

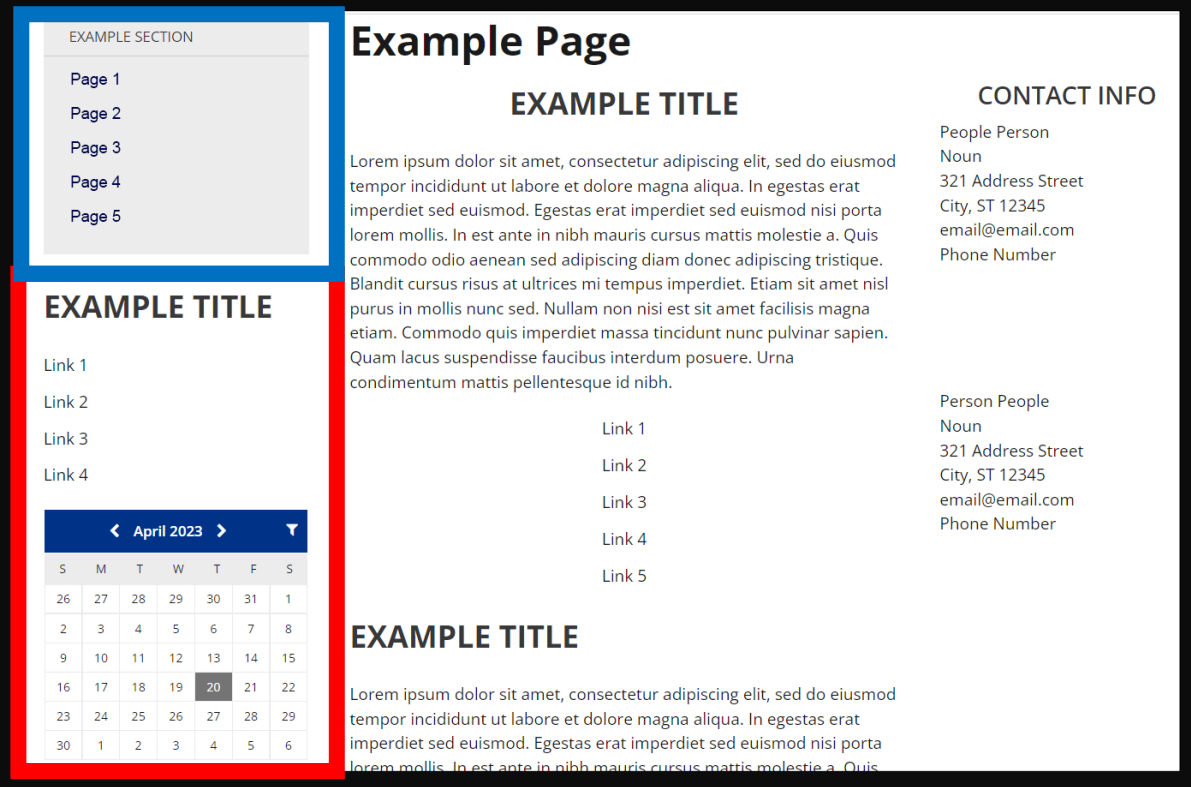
Stay Connected

Blackboard Questions or Feedback? · Terms of Use · Blackboard Web Community Manager Privacy Policy (Updated)
Copyright © 2002-2023 Blackboard, Inc. All rights reserved.

WCM vs School Loop – FIGHT!

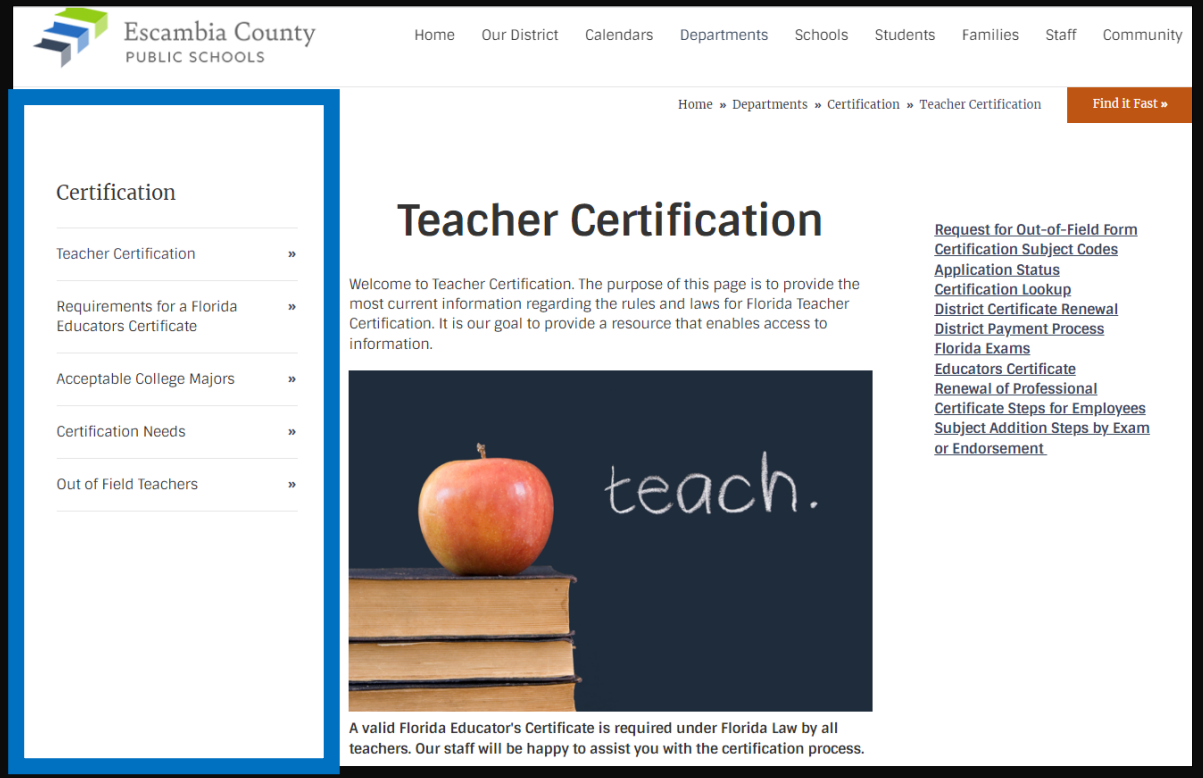
Differences to keep in mind:

- The entire left side of individual pages is reserved for the navigation menu. Items currently on the lower left side of your School Loop page will have to be moved on to the rest of the page.
- No drafts in WCM – pages remain live even as you work on them. Workaround: create a copy of the page, hide it from navigation, then swap new page for old when finished.



School Loop: Widgets, images, etc. could be placed under the left side menu

WCM: Left column reserved for navigation menu only



Consistency Is the Key

Or, Please Don't Change These Settings

A Banner Event

Put IMPORTANT NOTICE banner at the top of your current SchoolLoop site. Suggested message:

IMPORTANT NOTICE
Escambia County Public Schools are transitioning to new websites. Each school will have a new address. Visit escambiaschools.org and click “Schools” in the top menu bar to find your new school site.
THIS SITE WILL EXPIRE JUNE 30, 2023.

We will send out a tutorial on how to do this in SchoolLoop ASAP

What's in a Name?

Current SchoolLoop school addresses:

https://phs-ecsd-fl.schoolloop.com/

New Blackboard school addresses:

https://www.escambiaschools.org/phs

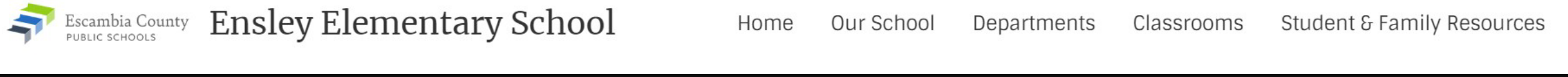
Go Mighty Walruses!

If your school has an alternate domain,
such as
https://www.sampleschoolwalruses.org,
we can map that domain to your school's website.

HOWEVER, you will still have the address
https://www.escambiaschools.org/shs, and all schools
will be using their initials at the end of the url.
No exceptions.

Navigation Menus across the Board

- SchoolLoop system – wide variety of navigation menus across the district
- Blackboard Template – consistent navigation menu for elementary, middle, and high schools
- Current SchoolLoop pages should be arranged to fit within the menu channels as you're building the new site
- Utilize Global Icons if you need to draw attention to sections/pages


Escambia County
PUBLIC SCHOOLS
Ensley Elementary School
Home
Our School
Departments
Classrooms
Student & Family Resources

Escambia County
PUBLIC SCHOOLS
Brown-Barge Middle School
Home
Our School
Student & Family Resources
Athletics

Escambia County
PUBLIC SCHOOLS
West Florida High School
Home
Our School
Career Academies
Athletics
Student Life

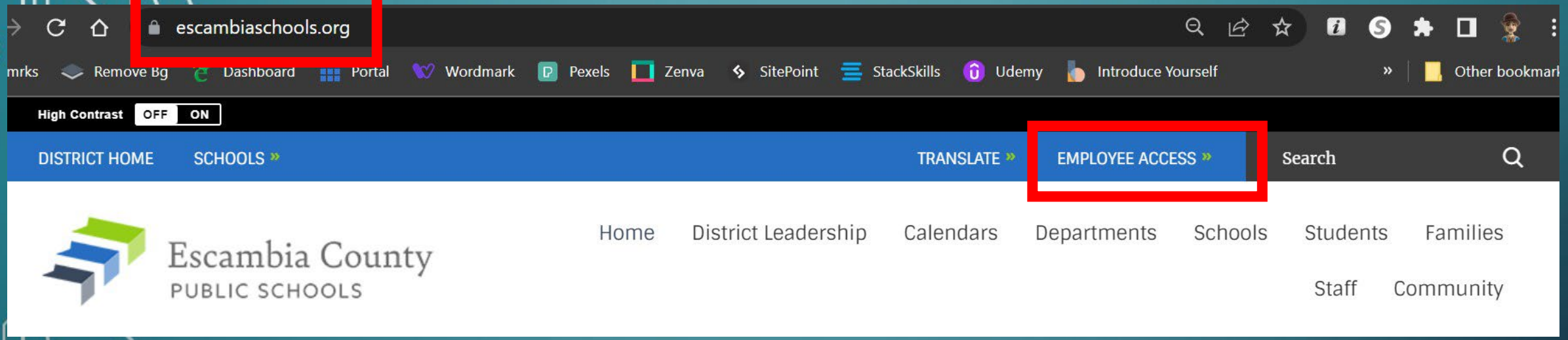
A Request from on High

We recognize that you have the ability to change the menu and your school's friendly web address.

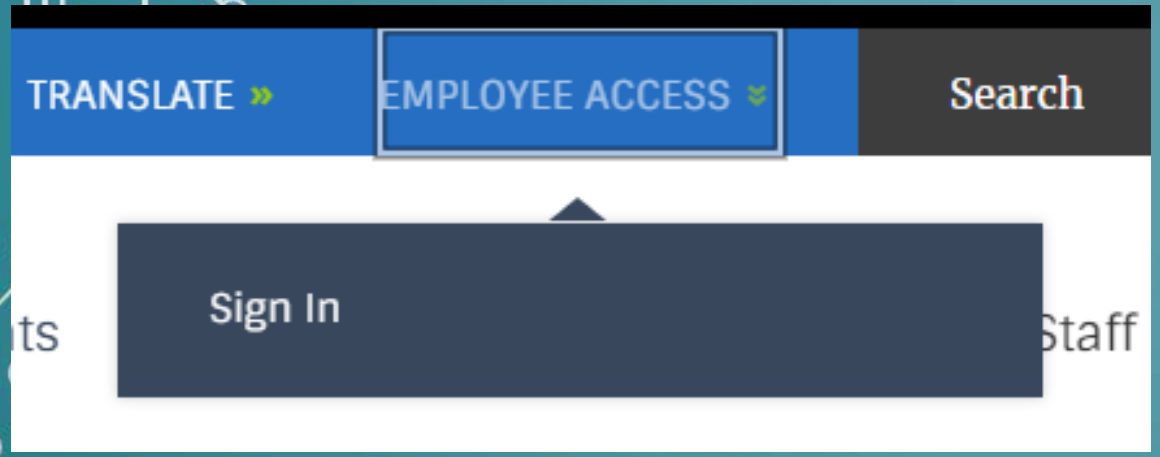
We are asking you **not** to.

Site Manager – Working Under the Hood

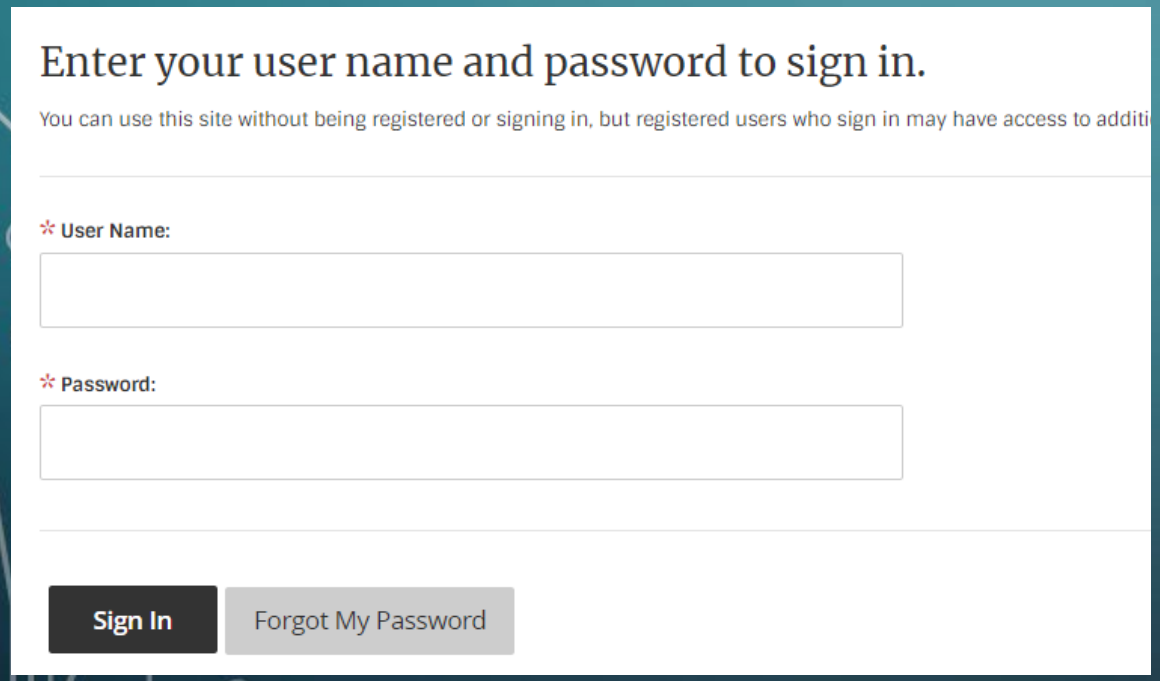
Signing In
Terms to Know



Every page in the district will have the blue navigation bar at the top of the page, no matter the school's color. Click Employee Access to log in to WCM.

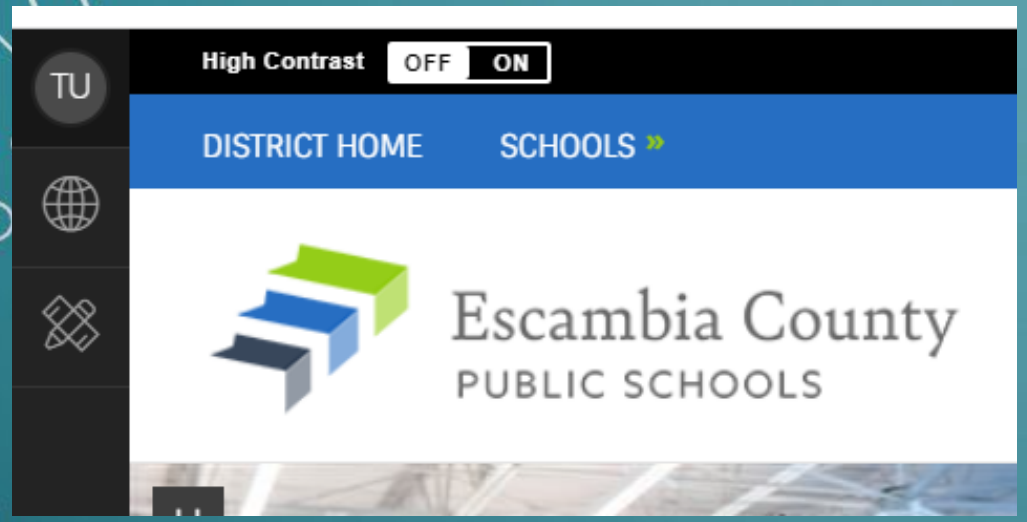


3. The Sign In button will appear; click it.

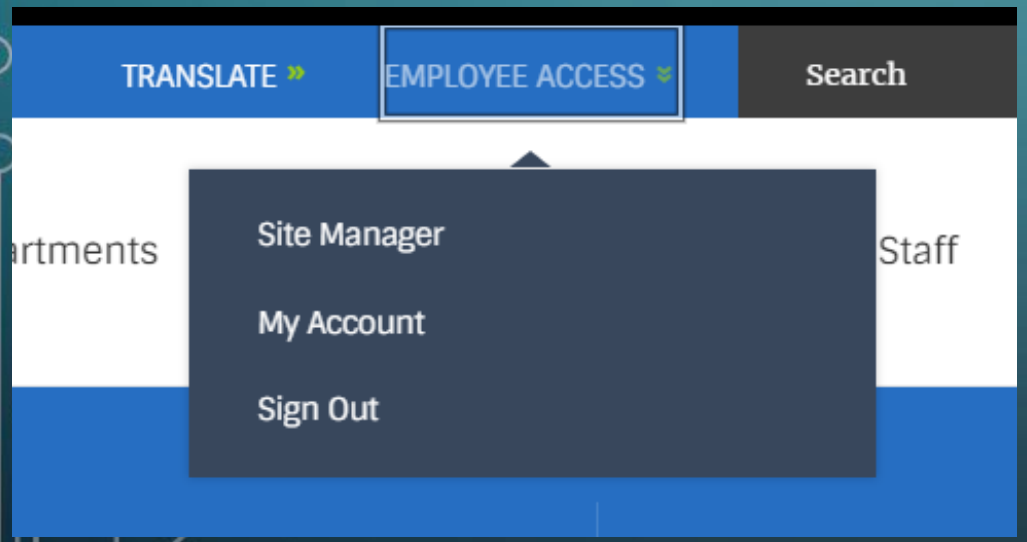


4. Enter your ECPS credentials in the page that appears.

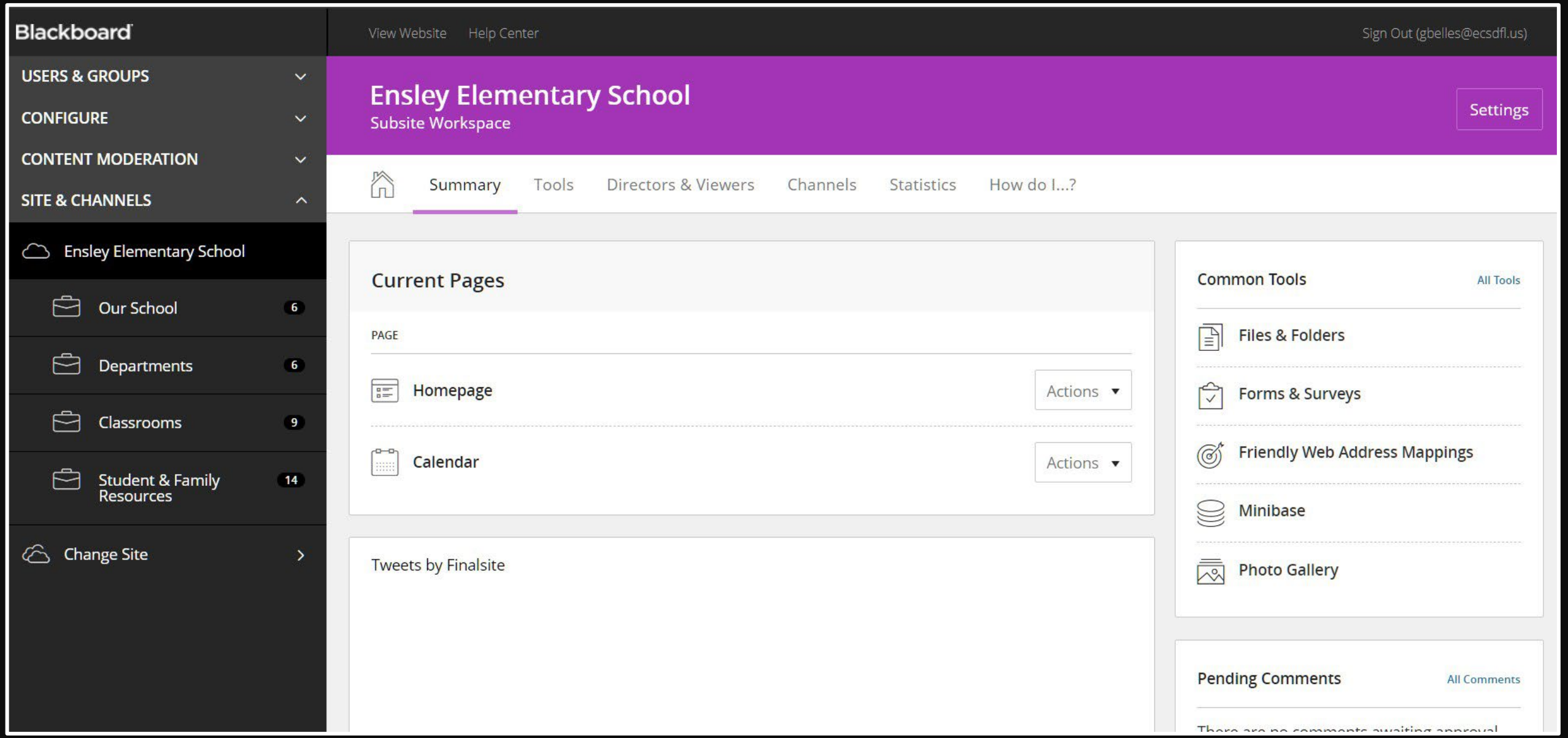
Opening Site Manager



On the left margin of the district homepage a black vertical toolbar will be present.



Clicking EMPLOYEE ACCESS again will reveal a new menu where you can choose Site Manager, My Account, or Sign Out.

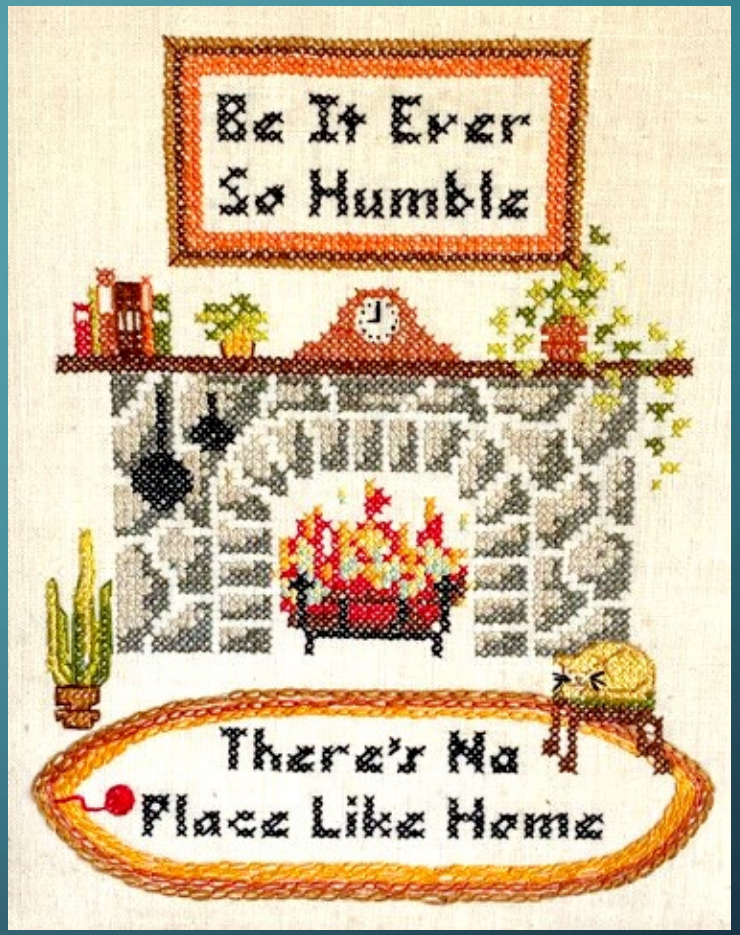

Blackboard
View Website
Help Center
Sign Out (gbelles@ecsdfl.us)
USERS & GROUPS
CONFIGURE
CONTENT MODERATION
SITE & CHANNELS
Ensley Elementary School
Our School 6
Departments 6
Classrooms 9
Student & Family Resources 14
Change Site
Ensley Elementary School
Subsite Workspace
Settings
Summary
Tools
Directors & Viewers
Channels
Statistics
How do I...?
Current Pages
PAGE
Homepage
Actions
Calendar
Actions
Tweets by Finalsite
Common Tools
All Tools
Files & Folders
Forms & Surveys
Friendly Web Address Mappings
Minibase
Photo Gallery
Pending Comments
All Comments

WCM Terminology

- **SUBSITE –** Ensley Elementary
  - **CHANNELS –** Our School, Departments, Classrooms, Student & Family Resources. The main navigation menu options.
    - **SECTIONS** – Smaller parts of Channels. Example: Kindergarten and First Grade could be Sections of the Classrooms Channel.
      - **PAGES** – Individual pages make Sections. Example: Math, Science, Art pages in First Grade Section.

There's No Place Like Home

Formatting Your School's Homepage



Blackboard

SITE & CHANNELS

Weis Elementary Scho

Our School

Departments

Classrooms

Student & Family Resources

Homepage

Last edited by Schoolwires Administrator on September 28, 2022.

A

B

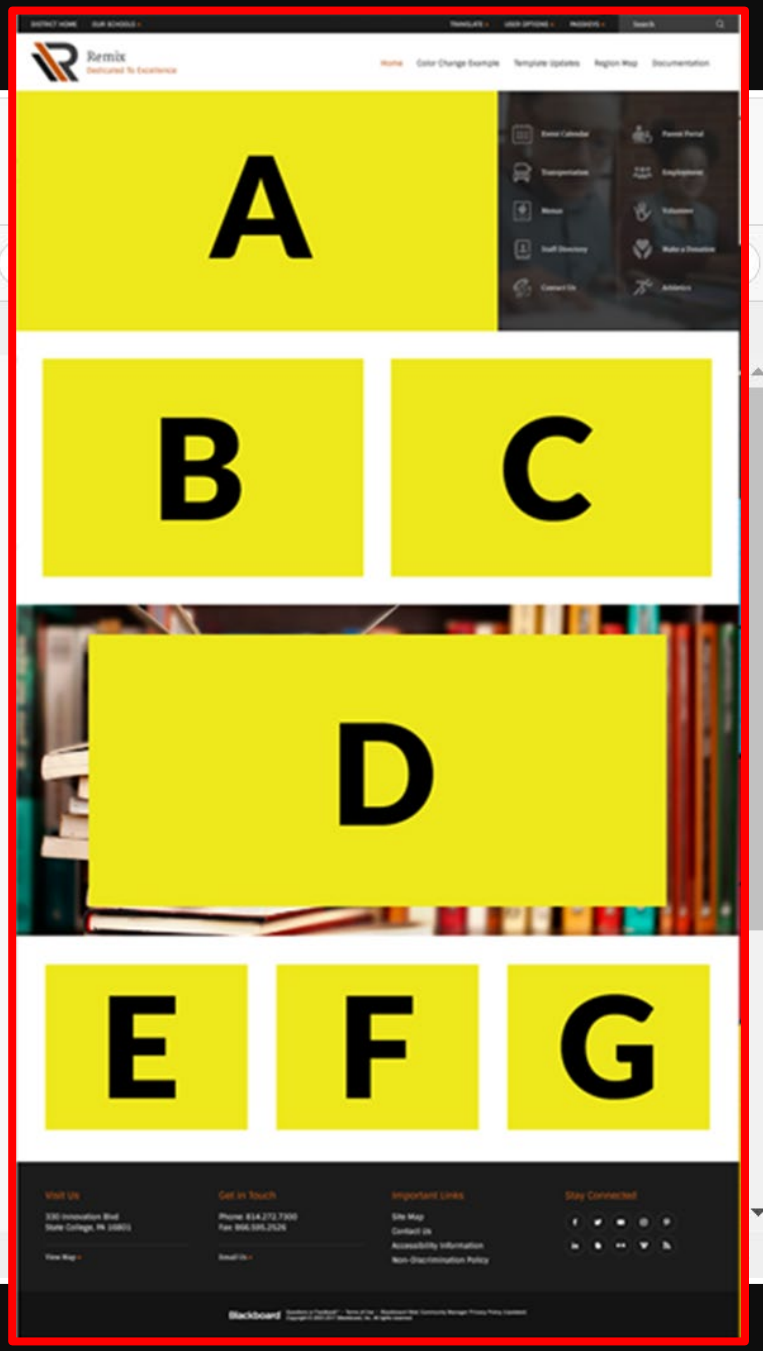
C

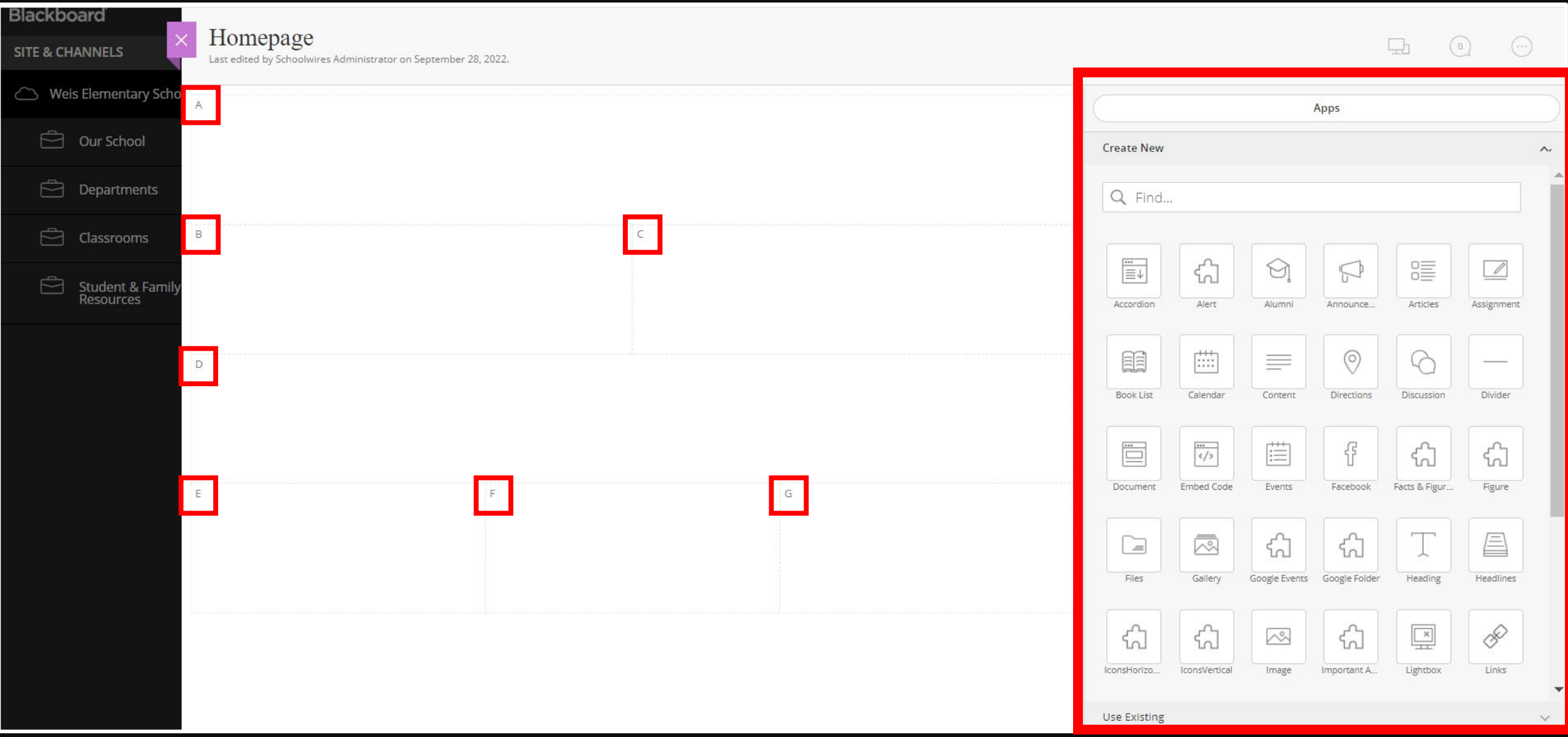
D

E

F

G

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A
B
C
D
E
F
G
Apps
Create New
Find...
Accordion
Alert
Alumni
Announce...
Articles
Assignment
Book List
Calendar
Content
Directions
Discussion
Divider
Document
Embed Code
Events
Facebook
Facts & Figur...
Figure
Files
Gallery
Google Events
Google Folder
Heading
Headlines
IconsHorizo...
IconsVertical
Image
Important A...
Lightbox
Links
Use Existing

Homepage

Last edited by Jeffrey Jordan on April 10, 2023.

Multimedia Gallery

B

Office Hours: 6:50 A.M. - 2:00 P.M.

School Start Time: 7:10 A.M.

Drop off/Breakfast Time: 6:50 A.M. - 7:05 A.M.

Tardy Bell rings at 7:10 A.M.

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Buses leave campus: 1:30 P.M.

1:00 P.M. is the latest time students may be checked out in order for us to safely prepare for dismissal.

22-23 School out-of-field teachers

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Francheska Knight - 4th Grade

Debra Bridges - 4th Grade

C

Back-to-School Information

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Ensley is a strictly enforced uniform school - (Navy or khaki pants, skirt, or shorts & red, navy, or white polo; tennis shoes are to be worn each day of the week so that your child can safely enjoy recess.) Thank you for keeping your child in uniform compliance each day.

•Escambia County Core Elementary Supply List 2022-2023

D

Announcements

Homepage

Last edited by Jeffrey Jordan on April 10, 2023.

Quick Links

Upcoming Events

Headlines

E

Our Partners in Education

Our Partners in Education

F

First 9 Weeks Newsletter

Second 9 Weeks Newsletter

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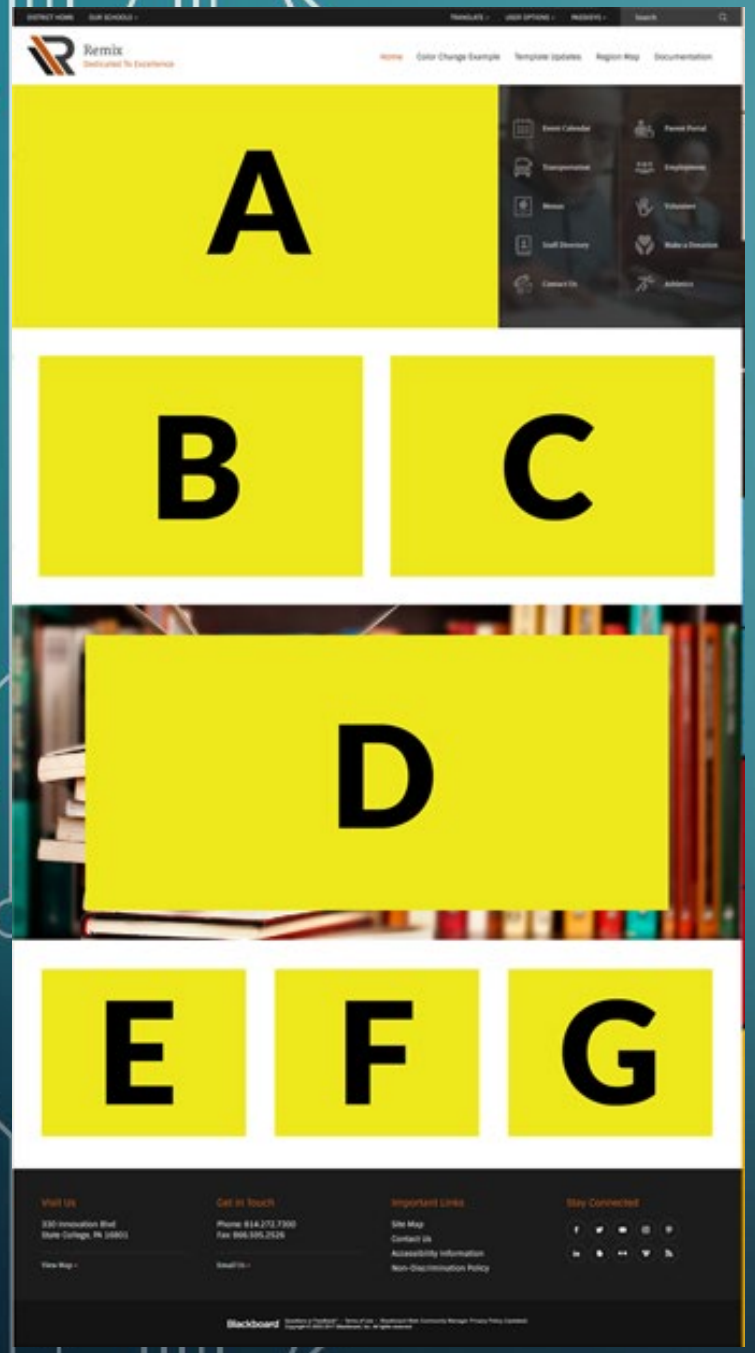
G

Family Math Night 2022

Family Math Night 2022

Multimedia Gallery

Formatting
Upkeep



Homepage Image Dimensions

- Region A Multimedia Gallery: 1500px x 750px
- Regions B, C, D: 340px x 200px
- Region D Background Image: 1500px x 915px
- Regions E, F, G: 120px x 90px

Homepage

Last edited by Jeffrey Jordan on April 10, 2023.

Multimedia Gallery

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Announcements

A

Multimedia Gallery

When viewing the website, your Multimedia Gallery will display here.

Multimedia Gallery

Multimedia Gallery

App Options

New Record | Sort Records

STATUS	RECORD	ACTIONS
ACTIVE	Ensley School Uniform Policy	Edit Delete
ACTIVE	**Pensacola Interstate Fair Student Art Exhibit** Ensley student artwork exhibit at Pensacola Interstate Fair	Edit Delete
ACTIVE	**Ensley 22-23 teacher of the year** Congratulations to Ensley's 2022-23 teachr of the year, Ms. Dean. Pictured left to right - Dr. Everette, Ms. Dean, Mrs. Shuford	Edit Delete
ACTIVE	**Family Literacy Night** October 4, 2022 - Families enjoyed pizza and literacy activities	Edit Delete
ACTIVE	**Family Math Night** February 7,2023 - Family Math Night was a big success	Edit Delete

Edit Record

Enter your record information.

Record | Tags | Display Duration | Viewers

* Title: ☐ Hide

Ensley School Uniform Policy

Caption: ☐ Hide

* Image:

SELECT FILE /cms/lib/FL50010989/Centricity/Domain/

* Image Alt Text:

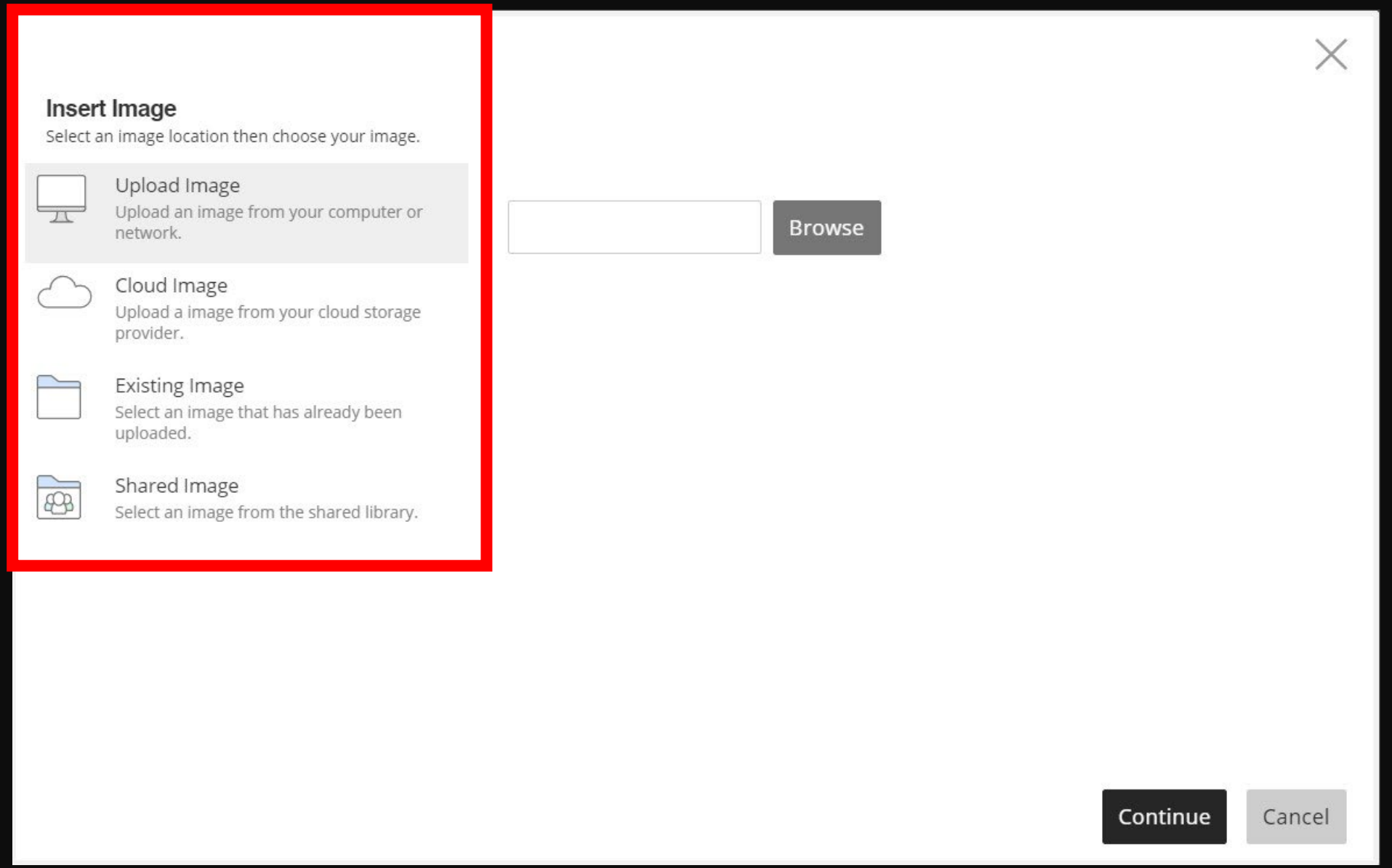
Ensley Uniform Policy. Collared shirts in white, red, or nav

☐ Link Record

☐ Embed a Video

☑ Activate on my page

Save Cancel


Insert Image
Select an image location then choose your image.
Upload Image
Upload an image from your computer or network.
Cloud Image
Upload a image from your cloud storage provider.
Existing Image
Select an image that has already been uploaded.
Shared Image
Select an image from the shared library.
Browse
Continue
Cancel

Sort

Sort your data by dragging and dropping the records.

Sort Alphabetically

- Ensley School Uniform Policy
- Pensacola Interstate Fair Student Art Exhibit
- Ensley 22-23 teacher of the year
- Family Literacy Night
- Family Math Night

Save Cancel

Global Icons

(Besides Cher) Making the Most of Shortcuts

Escambia County
PUBLIC SCHOOLS

Home | District Leadership | Calendars | Departments | Schools | Students | Families | Staff | Community

- Quick Links
- School Bus
- Careers
- School Menus
- Enrollment Services
- CORE
- FOCUS
- Gmail
- Kronos
- Skyward

School Picture

Quick Links

Students

Families

Staff

Community

CORE

FOCUS

Gmail

Kronos

Skyward

Global Icons

- **Up to 10** – arranged left to right, not up and down

1	2
3	4
5	6
7	8
9	10

- **Icon Library** – https://cerc.blackboard.com/LibraryIcons

- **Name** – short name is best, but can be split into two lines

School Website Finishing Touches

Congratulations on building your new school website! Before the site goes live, there are a few more features we need to activate.

School Colors

Please list your school colors so that we can customize certain areas of your site. (If you know the color's hex code that's a bonus, but not necessary)

Primary Color:

Secondary Color (if applicable):

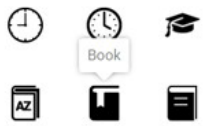
Global Icons

The Global Icons are the icons on the right side of your homepage, next to the slideshow. These should be used for your most used resources like FOCUS or any pages you'd like to highlight better. These icons also show up whenever you visit another page outside of the homepage under the Find It Fast button.

A maximum of ten icons can be chosen, and are displayed in this order:

1	2
3	4
5	6
7	8
9	10

The icons available for selection can be found here: https://cerc.blackboard.com/LibraryIcons. Hover over the icon you would like to use to see the name of the image, as shown in the sample below.



Please provide the following information so that we can activate your Global Icons:

Icon 1
Name of chosen icon:

Title text – appears next to the icon:

Link to page – use entire address (ex. https://www.escambiaschools.org):

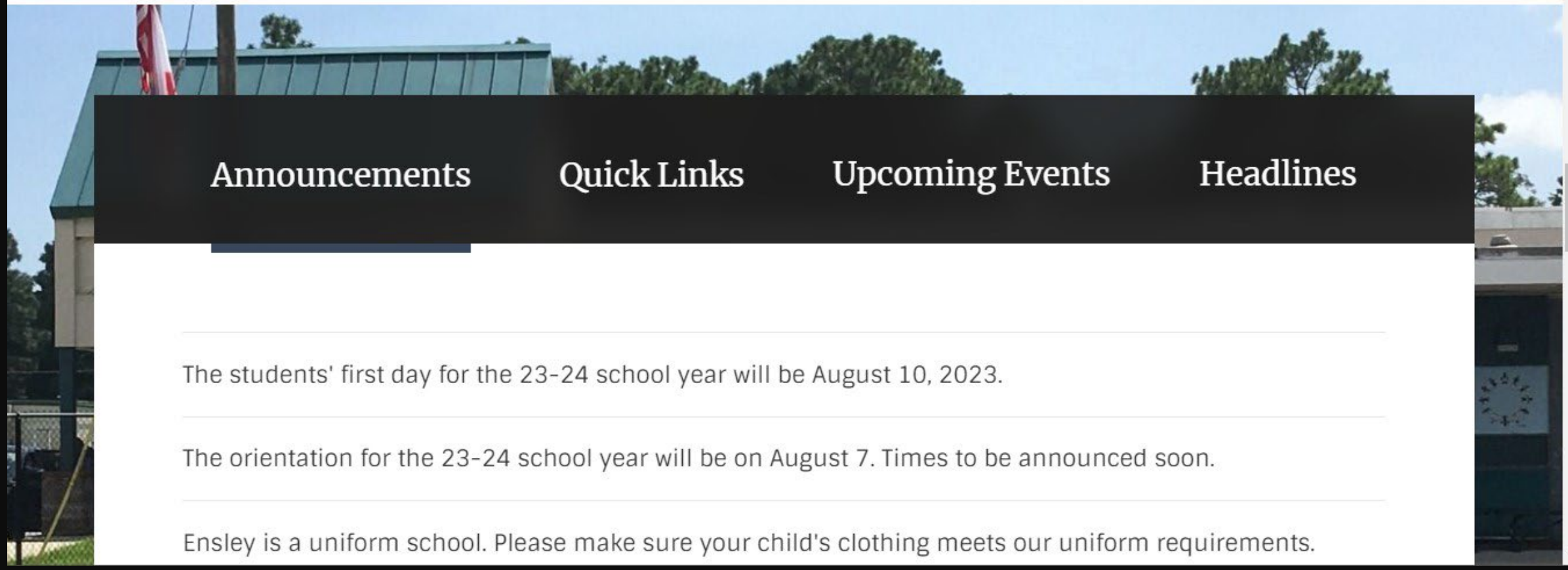
Activating Icons

- Complete and return Global Icons checklist.docx (Be sure to indicate school name)
- Put in a Help Desk ticket, use "Web – Global Icon Activation" in subject line

Have Some Tabs!

Adding Layers of Information to Your Page Using Section D

Home Our School Departments Classrooms Student & Family Resources



Announcements Quick Links Upcoming Events Headlines

The students' first day for the 23-24 school year will be August 10, 2023.

The orientation for the 23-24 school year will be on August 7. Times to be announced soon.

Ensley is a uniform school. Please make sure your child's clothing meets our uniform requirements.

Homepage

Last edited by Jeffrey Jordan on Wednesday at 8:02 AM.

Announcements

Quick Links

Upcoming Events

Headlines

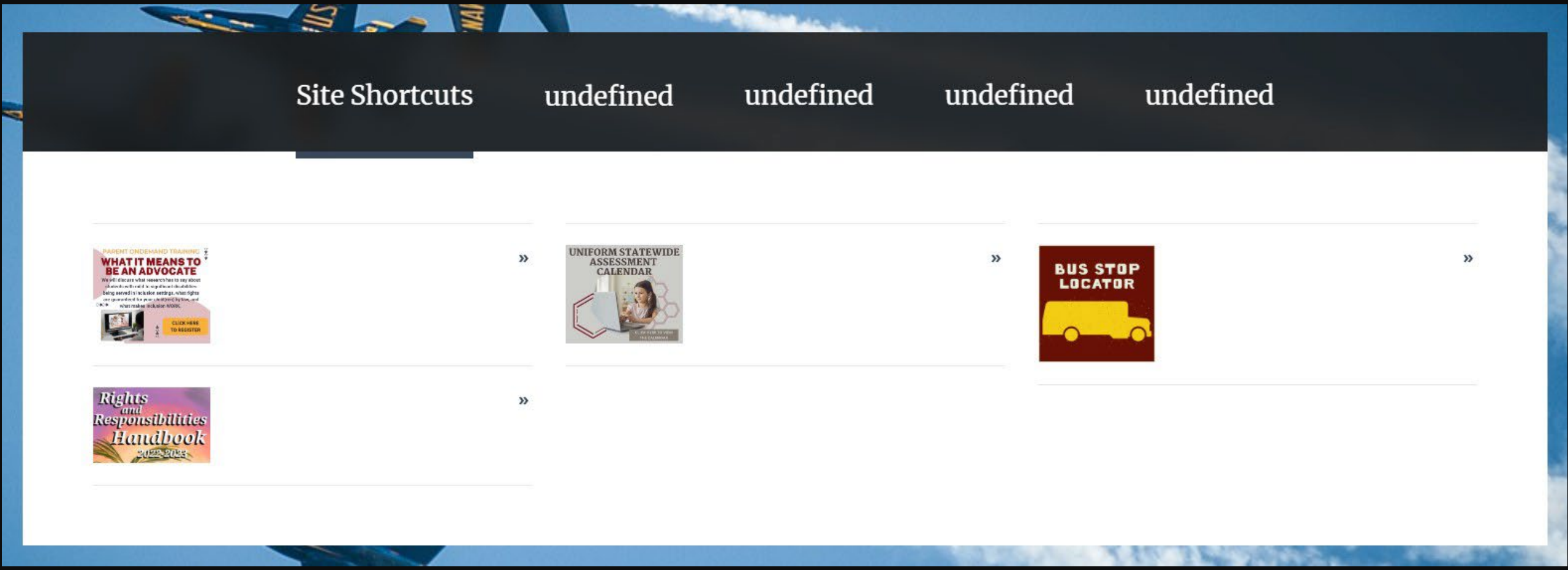
Apps

Create New

Find...

Accordion
Alert
Alumni
Announce...
Articles
Assignment
Blog
Book List
Calendar
Content
Directions
Discussion
Divider
Document
Embed Code
Events
Facebook
Facts & Figur...
Figure
Files

Use Existing



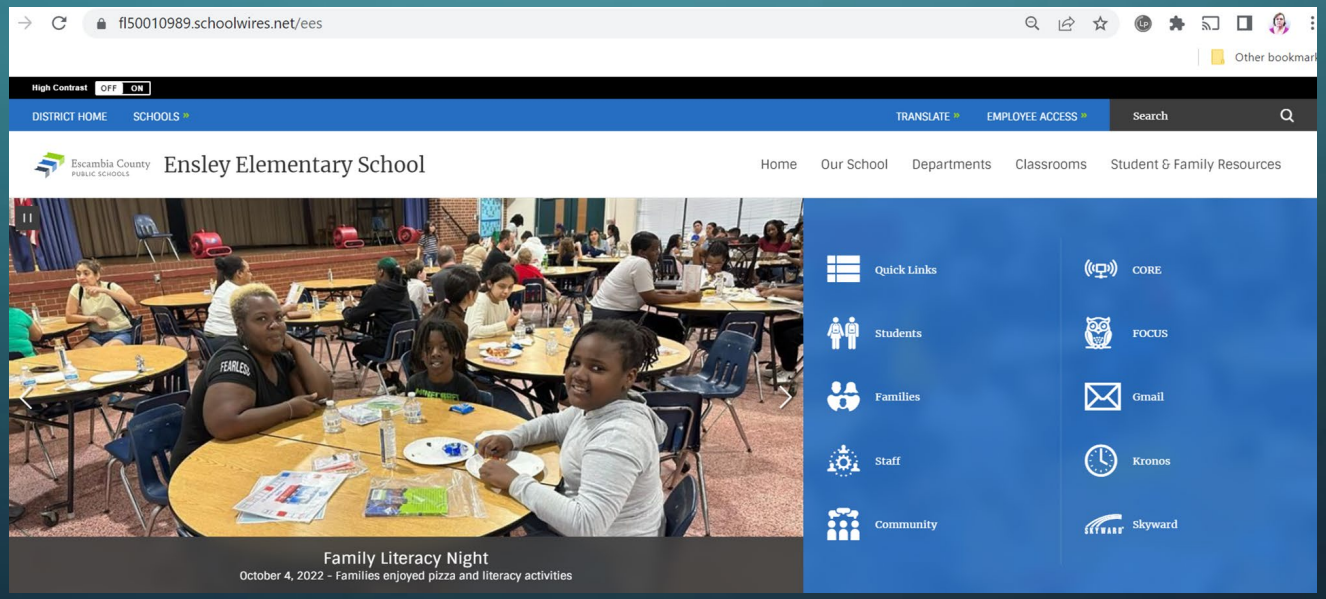
Page 33 in the Website Creation and Maintenance manual takes you step-by-step through the renaming process.

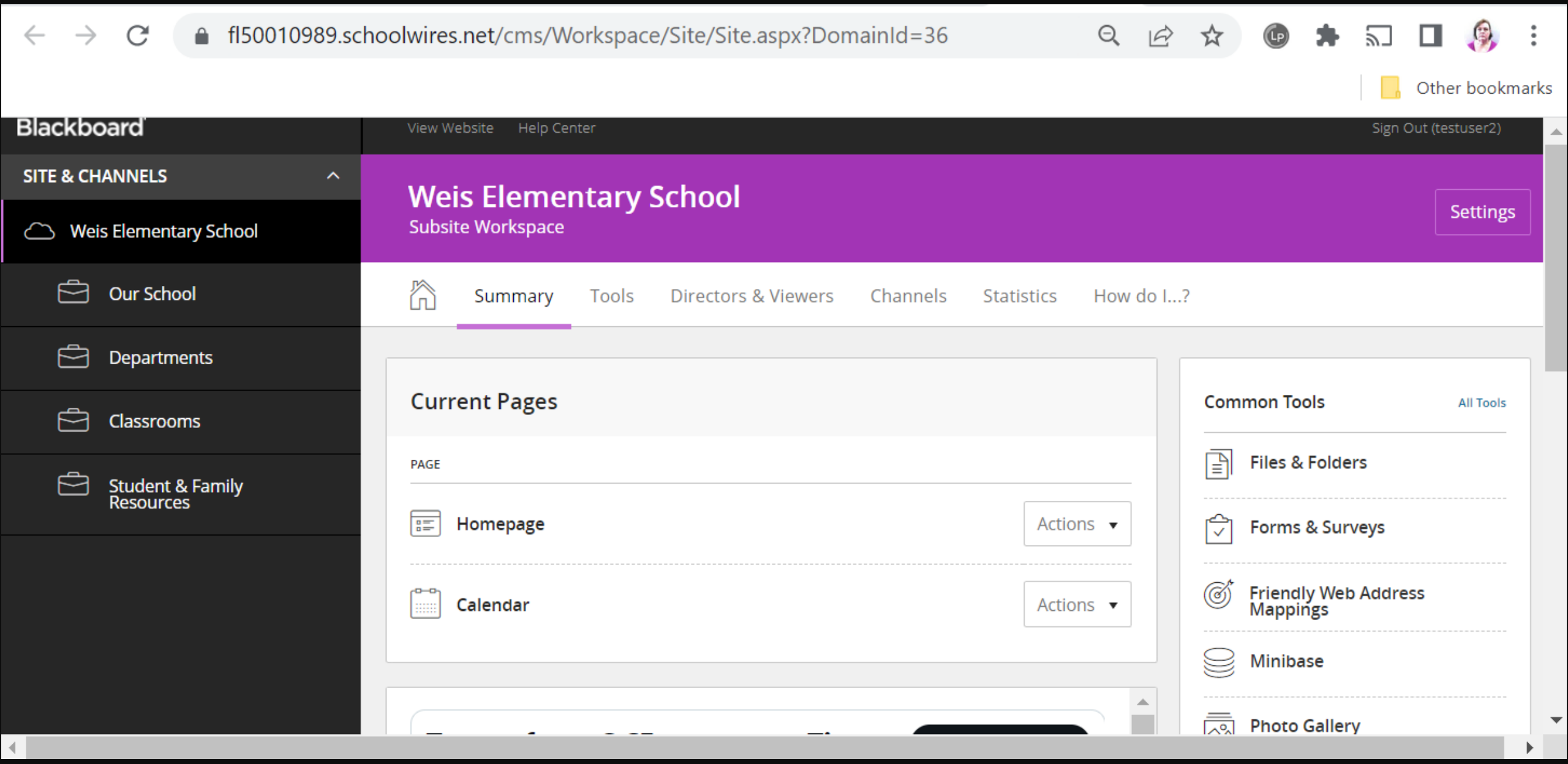
Building the Rest of the Site

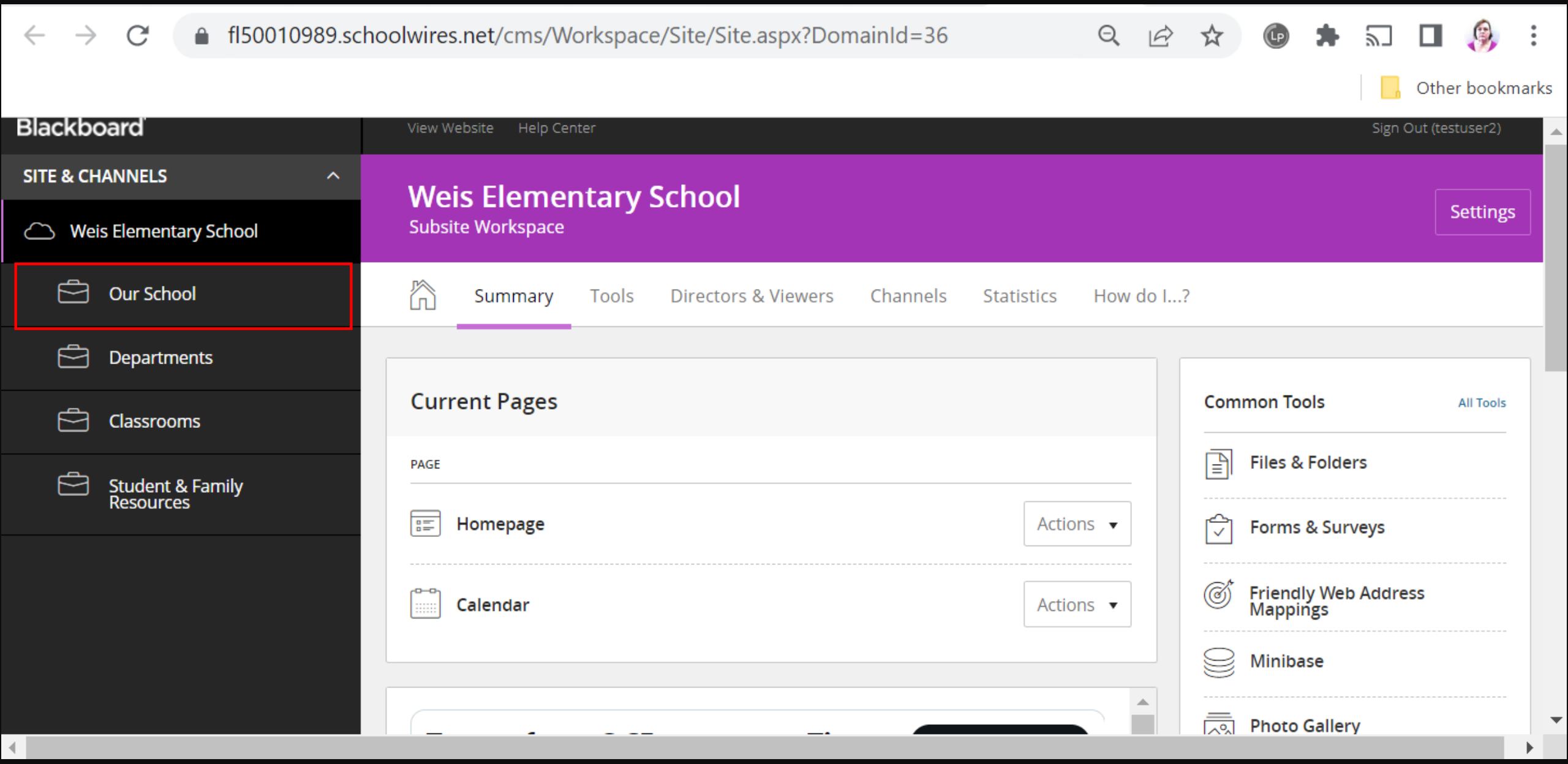
The World Is Your Playground

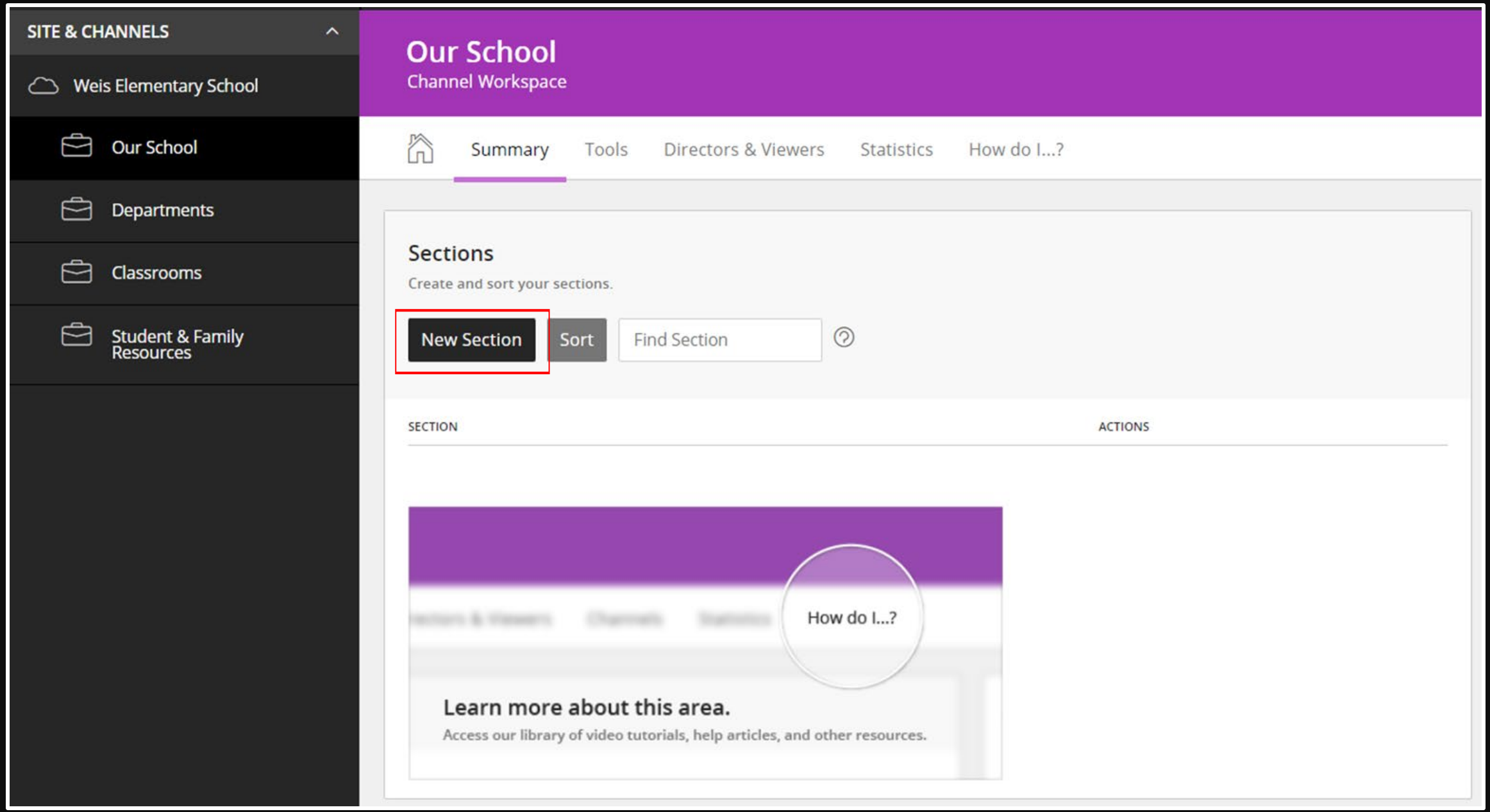
Setting a Good Example

- Ensley Elementary School
- https://www.escambiaschools.org/ees
- Won't see Site Manager, but you can study how he has his menus/pages set up




fl50010989.schoolwires.net/cms/Workspace/Site/Site.aspx?DomainId=36
Other bookmarks
Blackboard
View Website
Help Center
Sign Out (testuser2)
SITE & CHANNELS
Weis Elementary School
Our School
Departments
Classrooms
Student & Family Resources
Weis Elementary School
Subsite Workspace
Settings
Summary
Tools
Directors & Viewers
Channels
Statistics
How do I...?
Current Pages
PAGE
Homepage
Actions
Calendar
Actions
Common Tools
All Tools
Files & Folders
Forms & Surveys
Friendly Web Address Mappings
Minibase
Photo Gallery


fl50010989.schoolwires.net/cms/Workspace/Site/Site.aspx?DomainId=36
Other bookmarks
Blackboard
View Website
Help Center
Sign Out (testuser2)
SITE & CHANNELS
Weis Elementary School
Our School
Departments
Classrooms
Student & Family Resources
Weis Elementary School
Subsite Workspace
Settings
Summary
Tools
Directors & Viewers
Channels
Statistics
How do I...?
Current Pages
PAGE
Homepage
Actions
Calendar
Actions
Common Tools
All Tools
Files & Folders
Forms & Surveys
Friendly Web Address Mappings
Minibase
Photo Gallery


SITE & CHANNELS
Weis Elementary School
Our School
Departments
Classrooms
Student & Family Resources
Our School
Channel Workspace
Summary
Tools
Directors & Viewers
Statistics
How do I...?
Sections
Create and sort your sections.
New Section
Sort
Find Section
SECTION
ACTIONS
How do I...?
Learn more about this area.
Access our library of video tutorials, help articles, and other resources.

New Section

Complete the general and advanced options for your new section.

General | Advanced

* **Section Name:**
The section name appears in Site Manager and anywhere the section name ActiveBlock is used on the site.

Sample Section

* **Menu Name:**
The menu name appears in the navigation on the end-user website.

Sample Section

Section Configuration:

Select a section configuration or choose Blank Section to create your own.

Default Section Configuration

This is the basic configuration used when creating miscellaneous sections.

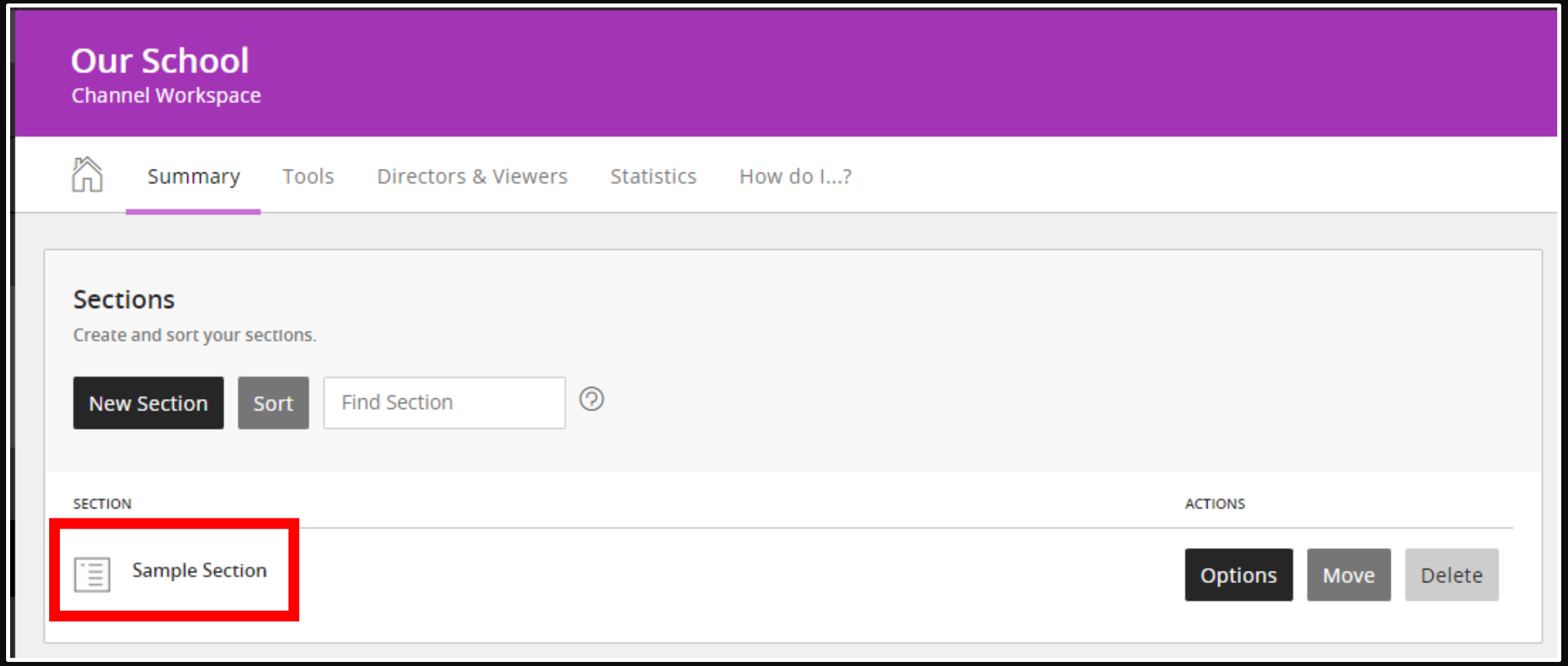
Blank Section

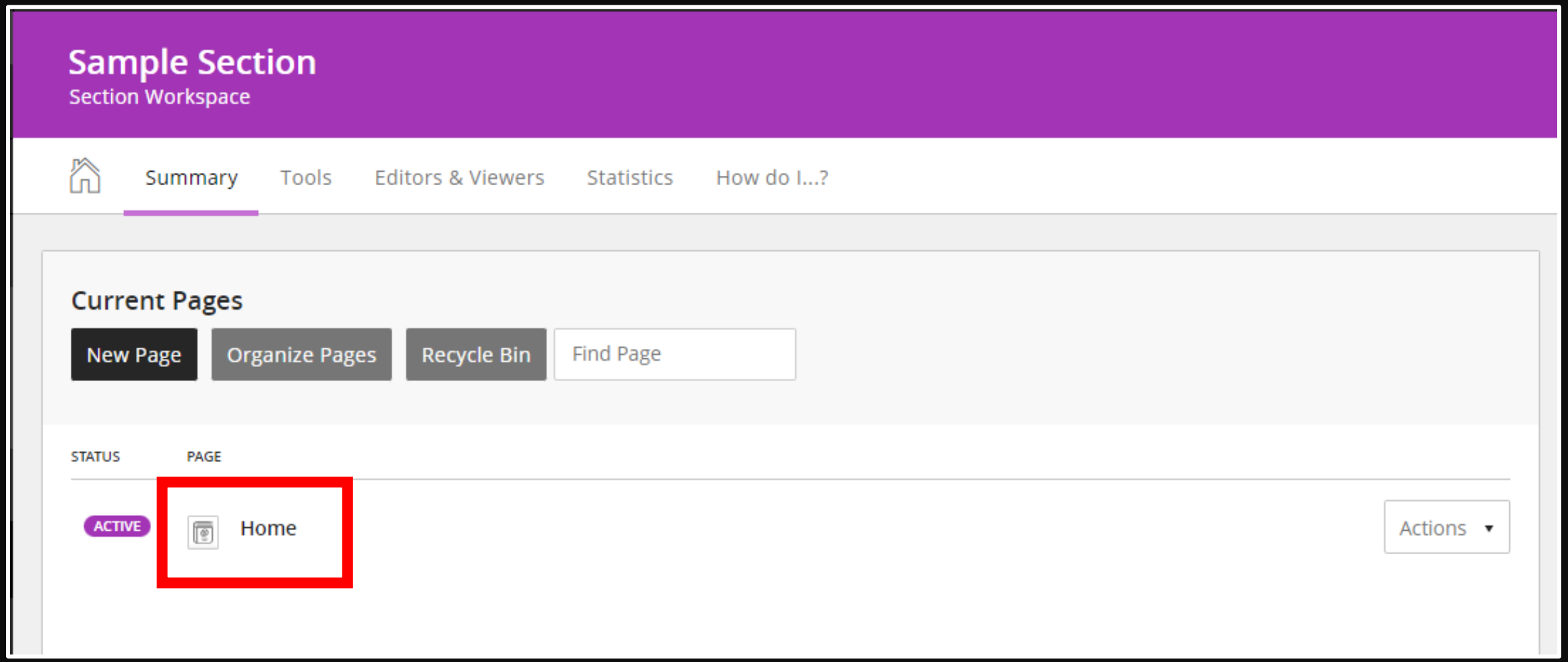
Contact Name:
Users will see this contact information in general messages from the section.

Email Address:

Phone #:

Calendar Notification Email:


Our School
Channel Workspace
Summary
Tools
Directors & Viewers
Statistics
How do I...?
Sections
Create and sort your sections.
New Section
Sort
Find Section
SECTION
ACTIONS
Sample Section
Options
Move
Delete


Sample Section
Section Workspace
Summary
Tools
Editors & Viewers
Statistics
How do I...?
Current Pages
New Page
Organize Pages
Recycle Bin
Find Page
STATUS
PAGE
ACTIVE
Home
Actions

Home

Last edited by Georgia Belles about a minute ago.

Content App

Your text will display here. There are many types of content displayed in areas like this one. Some examples are overviews, introductions, descriptions, details about specific topics etc.

Apps | Layout

Create New

Find...

Accordion | Alert | Alumni | Announce... | Articles | Assignment

Blog | Book List | Calendar | Content | Directions | Discussion

Divider | Document | Embed Code | Events | Facebook | Facts & Figur...

Figure | Files | Gallery | Google Events | Google Folder | Heading

Headlines | IconsHorizo... | IconsVertical | Image | Important A... | Lightbox

Links | Lunch Menu | Minibase | MMG | Podcast | Q & A

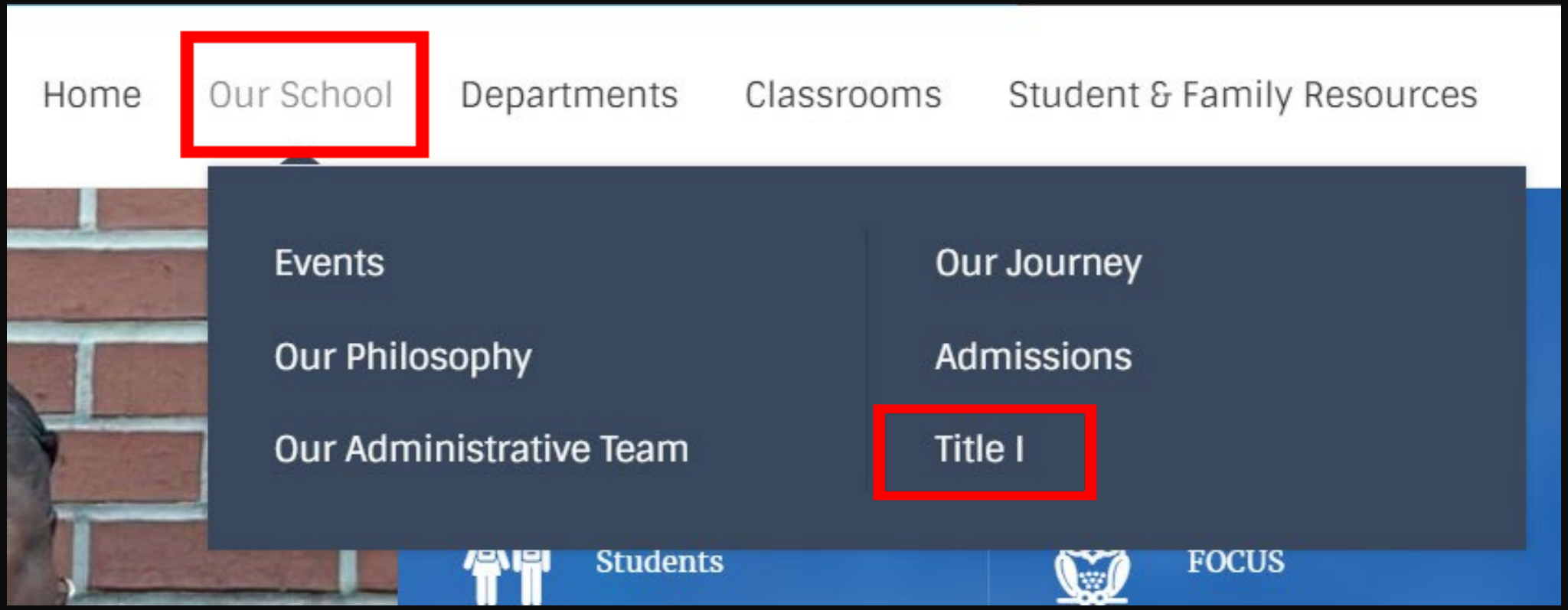
Use Existing

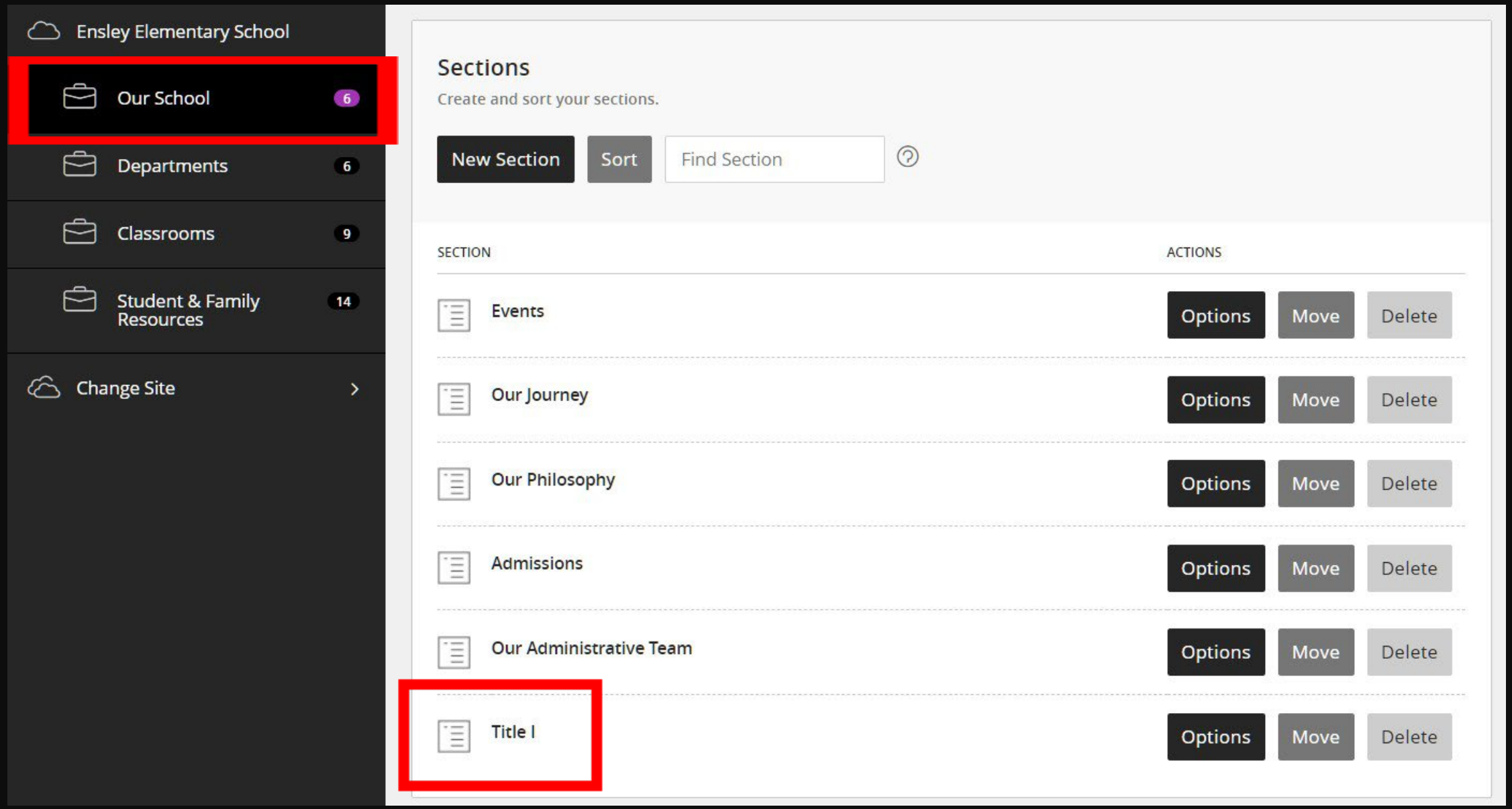
Good News, Everyone!

Title I Pages Updated for You

If Your School Is a Title I School

To keep Title I information consistent and current across the district, Gary James and Paul Costanzo from the Title I department are going to manage that section for you.


Home
Our School
Departments
Classrooms
Student & Family Resources
Events
Our Philosophy
Our Administrative Team
Our Journey
Admissions
Title I
Students
FOCUS


Ensley Elementary School
Our School 6
Departments 6
Classrooms 9
Student & Family Resources 14
Change Site
Sections
Create and sort your sections.
New Section
Sort
Find Section
SECTION
ACTIONS
Events
Options
Move
Delete
Our Journey
Options
Move
Delete
Our Philosophy
Options
Move
Delete
Admissions
Options
Move
Delete
Our Administrative Team
Options
Move
Delete
Title I
Options
Move
Delete

You've Got Questions?

We've Got Answers

Getting website technical support

- Submit a ticket – support@ecsd.zendesk.com
- Describe the problem you're having
- Include a link to the page you need help with
- Include details about any app that's causing problems
- If you're having trouble with an image, include it in your ticket

Getting website technical support

Items that must be configured by the Admin Team, via a ticket:

- Large picture in the background of your homepage
- Adding school colors to template
- Adding contact email to footer
- Configuring social media accounts on footer

The Biggest Immediate Tasks

- Put the IMPORTANT NOTICE banner at the top of your current SchoolLoop website. Start getting the word out through newsletters, posters at school, email to staff and parents, etc. Work with school administration if needed to accomplish this.
- Remove all files and images from School Loop locker
- Save all images on your current pages
- Start building your new site, especially the homepage
- Check **every** link to an outside webpage to confirm it is still valid

Secondary Considerations

- Update links/upload documents in any document that has a School Loop link in it.
- Update instructional documents containing screenshots of SchoolLoop
- If you have documents that say, “Click the back button to return to the previous page,” you’ll have to remove that. 99% of pdfs are set up to open in a new window.

TAKEAWAYS

JUNE 10, 2023
Target date for new site activation

JUNE 30, 2023
School Loop disappearing forever

https://www.escambiaschools.org – New ECPS website address

Submit tickets – support@ecsd.zendesk.com