

Objective: To provide the Site Director and other key personnel with the Knowledge, Skills, and Ability (KSAs) to understand and perform the editorial functions of the Blackboard Web Community Manager.

Outcomes: By the end of this training you will be able to:

- Contrast the differences between Administrative Privileges and Editing Privileges
- Lay out a homepage using typical homepage apps
- Use the functionality of the Calendar App
- Understand the tools available in the Site Workspace
- Build the navigational structure of Channels and Sections
- Assign various Editing Privileges to Users

Who should attend? Site Administrators (Webmasters) and other key personnel responsible for developing the site

How many should attend? 1-5 is the recommended number

How long will training last? 2 hours

How is training conducted? Audio: conference call. Video: Online Go-To-Meeting session displayed on a projector for all to see. Each attendee wishing to participate in the hands-on exercises needs their own computer.

1. Editorial Privileges

- Site Director
- Subsite Director
- Channel Director
- Section Editor
- Homepage Editor

2. Site Workspace (Blue Workspace)

- Summary Tab
 - Homepage
 - Calendar
- Tools
 - Files & Folders
 - On-Screen Alerts
 - Friendly Web Address Mappings
 - Broadcast E-Alerts
 - Forms & Surveys
 - Section Robot
 - Approve Visitor Comments
 - App Manager
 - Reports
- Directors & Viewers
- Channels
- Statistics
- How do I...?

3. Channel Workspace (Red Workspace)

- Summary Tab
- Tools
- Directors & Viewers
- Statistics
- How do I...?

4. Creating Sections

- Manually
- Section Robot