Template Configuration Guide

Blackboard Web Community Manager

Blackboard

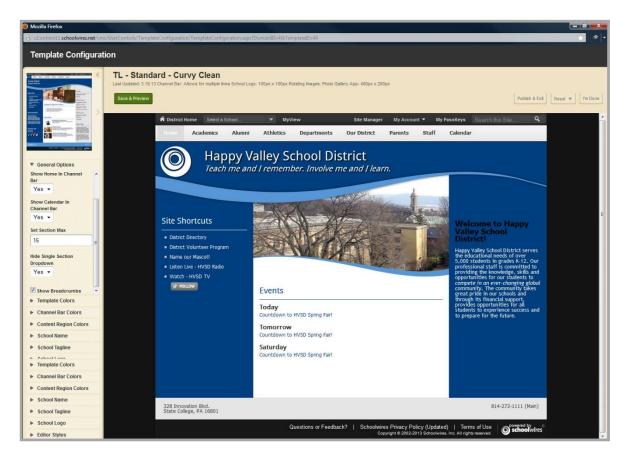
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Introduction

If you are a Site Director or a Subsite Director, you can access the Template Configuration Window to change templates for your site. If you are a user with a Passport having the extended privilege to manage sites, you can also change templates for a site within the Sites Workspace. You may choose a template from a set of standard templates. If you have the Subscription Template Library or have obtained templates using individual template licenses, you will have additional templates from which you may choose.



You can also modify the elements of templates downloaded from the Template Library. Elements are options that you can set. For example, you might choose to change the Primary and Secondary colors of your template or the School Tagline and Tagline Color—these are all elements. It is important to note that templates may contain different elements. Some templates may contain more elements than others.

This guide shows you how to apply a template to a site and modify template elements.

Using the Color Picker

Before you begin configuring template elements, many of which are color related, become familiar with using the Color Picker.

Here's how you choose a color using the Color Picker.

1. In the Template Configuration window, expand the Element set containing a color element, for example, Template Colors.



- 2. Click on the color square of the element. The Color Picker displays.
- 3. Hover over a color to preview it. Click a color to select it.



4. Click **Select Color** to choose the color. You are returned to the Template Configuration window.

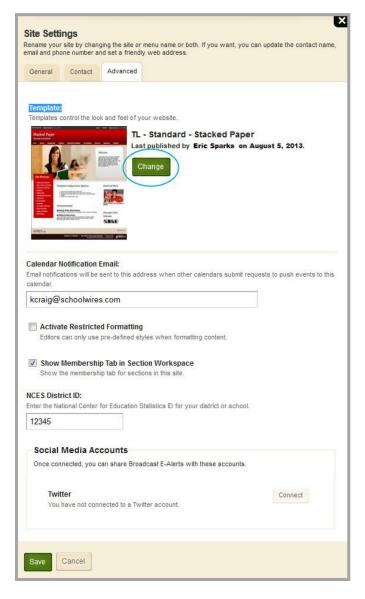
Accessing the Template Configuration Window

Here's how you access the Template Configuration window.

- 1. In Site Manager, navigate to a site.
- 2. Click **Settings**. The Site Settings dialog displays on the **General** tab.



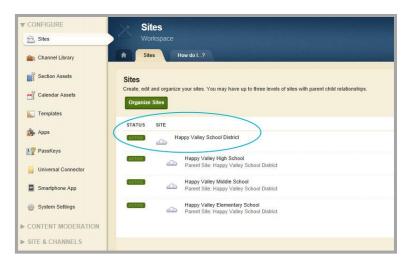
3. Click Advanced.



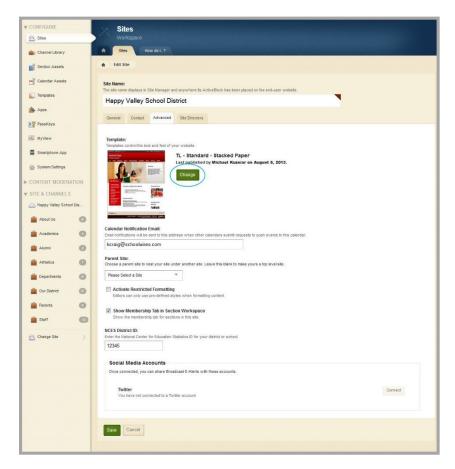
4. Click Change. The Template Configuration window displays

Here's another way that you can access the Template Configuration window provided you have a Passport with the Extended Privilege *Manage sites in Configure* activated.

- 1. In *Site Manager*, expand CONFIGURE in the Content Browser by clicking on the arrow and select Sites. The Sites Workspace displays.
- 2. Click on a site. The site opens on the **General** tab.



- 3. Clicked **Advanced**.
- 4. Click **Change**. The Template Configuration window displays.



General Options

► Template Colors

Mystart Bar Colors

► Channel Bar Colors

Template Configuration Window and Configuration Browser

The Template Configuration window consists of the Configuration Browser located on the left side of the window. Use the Configuration Browser to change templates and template elements.



At the top of the Configuration Browser you see the Template Thumbnail. Use the thumbnail to select a different template.

Below the thumbnail, you see Element Sets. Each set contains elements, or options for which you may specify values. It is important to note that templates may contain different elements. Some templates may contain more elements than others.

When you first launch the Template Configuration widow, the General Options Element Set is open. Click the arrow in front of a set to expand it. Only one Element set can be expanded at a time.

When you Save & Preview the changes you made to the template, you see them in the window.

At the top of the window you see the name and a description of the template currently selected. The description includes Channel bar information, required School Logo image size and the image size for images used in the Photo Gallery app used to display rotating images.



Below the template name you see buttons you use to control the Template Configuration window.

Template Configuration Window Buttons

There are four buttons you use to control the template and the Template Configuration window.



Click **Save & Preview** to create a temporary or *working copy* of the template. The modifications you made to the template are saved to the temporary file. You see those modifications in the Preview window. Note that saved modifications are held in the temporary file until you *publish* the template.



Click **Publish & Exit** to push the saved modifications to the live template and the end-user website. This also purges the temporary copy of the template and dismisses the Template Configuration window.



Click **Reset** to revert the modifications you made to the template. From the drop-down list, select *Current Live Version* to restore the template



element settings to match those of the currently active template. Select *Default Version* to restore the template element settings to match those of the default template found in the Template Library. When you **Reset** there is no need to click **Save & Preview**.



Click **I'm Done** to dismiss the Template Configuration window without publishing the template. Any changes you made since the last time you clicked **Save & Preview** are lost.

Remember to always exit the Template Configuration window by either clicking **Publish & Exit** or **I'm Done**. If you click ⊗ to close it, a Preview Mode bar will display when you navigate to the end-user website. If you see the Preview Mode bar, click **End Preview Mode** to dismiss it.

Select a Template

The top element you see in the Configuration Browser is the Template thumbnail. It reflects the template currently selected for the site.

Here's how you select a different template for the site.

- 1. Display the Template Configuration window.
- Click the Template thumbnail. The Template dialog displays. Note that a green border surrounds the currently selected template.
- Click a template to select it. You are returned to the Template Configuration window.
- Homepage content is displayed in the Preview window using the format of the selected template.



General Options

Here you set general elements of the template.

District Button

Use this element to display a **District Home** Button on the MyStart Bar of the end-user website. Activate the check box to display the button. Deactivate the check box to remove it.

Show Home in Channel Bar

Use this element to display a **Home** button in the Channel Bar on the end-user website. Accept the default of *Yes* or click the drop-down and select *No* to remove it.

Show Calendar in Channel Bar

Use this element to display a Calendar button in the Channel Bar on the end-user website. Accept the default of *Yes* or click the drop-down and select *No* to remove it.

Set Section Max

Use this element to set the number of sections threshold within a channel to cause a *Directory Page* to display instead of a drop-down list on the end-user website. Note that the default is 15.

Hide Single Section Drop-Down

Use this element to hide the Channel drop-down list for a channel when it contains only one section. Accept the default of *Yes* or click the drop-down and select *No* to display it.

Show Breadcrumbs

Use this element to display breadcrumbs for the site. Activate the Breadcrumbs check box to display breadcrumbs. Deactivate the check box to remove them.

Template Colors

Here you set Template Color elements. Color elements include Primary, Secondary, Accent, Background, Link and Footer Text.

You can manually enter a Color Code (e.g., a hexadecimal color code, RGB color code or a CSS color name) for each element or select a color using the Color Picker.

You can also set Link Decoration. Choose the Link Decoration drop-down option *Underline* so that all links on the end-user website display underlined.

MyStart Bar Colors

Here you set colors for the MyStart Bar. Color elements include MyStartBar, MyStartBar Text, MyStartBar Text Hover, MyStart Bar Button and MyStart Bar Button Hover.

You can manually enter a Color Code (e.g., a hexadecimal color code, RGB color code or a CSS color name) for each element or select a color using the Color Picker.

Channel Bar Colors

Here you set colors for the Channel Bar. Color elements include Channel Bar, Channel Active, Channel Text and Channel Text Active.

You can manually enter a Color Code (e.g., a hexadecimal color code, RGB color code or a CSS color name) for each element or select a color using the Color Picker.

Link Decoration

underline -

none

Channel Bar Drop-Down Colors

Here you set colors for Channel Bar Drop-Downs. Color elements include Channel Drop-Down, Channel Drop-down Hover, Channel Drop-Down Text and Channel Drop-Down Text Hover Color.

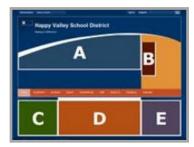
You can manually enter a Color Code (e.g., a hexadecimal color code, RGB color code or a CSS color name) for each element or select a color using the Color Picker.

Content Region Colors

Here you set font colors for the various regions of the template. For each region you can set the Header Color, the Body Color and the Link Color. The number of elements you can set depends upon the number of regions within your template.

You can manually enter a Color Code (e.g., a hexadecimal color code, RGB color code or a CSS color name) for each element or select a color using the Color Picker.

To see the template region locations, publish the template then in *Site Manager* navigate to and edit the Site Homepage. The region thumbnail, which maps the regions within the template, displays at the top right of the page.



School Name

Here you set your School Name and School Name Color. You will most likely use the *ActiveBlock* [\$SiteName\$] for the school name. This pulls the value entered in the Site Name field of the Site Settings **General** tab of a site into the template.

You can manually enter a Color Code (e.g., a hexadecimal color code, RGB color code or a CSS color name) for the School Name Color or select a color using the Color Picker.

School Tagline

Here you set your School Tagline, or slogan and the School Tagline Color. Be sure that the value you enter for this element fits within the space allotted for the tagline in the template.

You can manually enter a Color Code (e.g., a hexadecimal color code, RGB color code or a CSS color name) for the School Tagline Color or select a color using the Color Picker.

School Logo

Here you activate and select your School Logo. Activate the Show School Logo check box. Click the word *icon* to display the Choose Image dialog.

Logos that display in the dialog are found in the *image* subfolders of Files & Folders found on the **Template Library** or **Custom Templates** tab. To learn how to set up Files & Folders to include school logos, reference the guide *Working with Templates*.



Global Icons



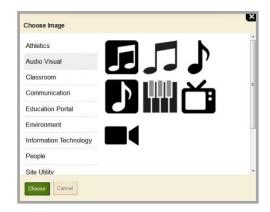
If the template you are working with includes Global Icons, you may opt to select alternate ones. On the left you see examples of some common used Global Icons. When you click on one of these icons, you are taken to the location associated with the icon.

To change Global Icon elements, expand the Global Icons Element Set. The first element you see is Icon Color. Choose one color for all of your icons. You can manually enter a Color Code (e.g., a hexadecimal color code, RGB color code or a CSS color name) or select a color using the Color Picker.

The last element you see is Number of Icons. This indicates the number of icons to display on your template. Click the drop-down and select a value. You may have up to four icons in your template.

For each Icon, you complete these elements.

- 1. Click the icon. The Choose Image dialog displays.
- 2. Choose an icon from one of the standard categories of icons such as



Athletics or Information Technology. Click a category name to display the icons for the category. Or select the Custom category and choose from icons uploaded to the icons folder of the Templates Workspace Files & Folders.

To learn more about Global Icons and Files & Folders, see the *Working with Templates Guide*.

- 3. Enter the text that displays under the icon on the end-user website.
- 4. Enter a link to follow when the icon is clicked on end-user website.
- 5. Indicate whether the link should open in the same window (_self) or in a new window (_blank).

In addition to entering a web address for an Icon link, you may also use these ActiveBlocks.

Value	Description
[\$SITECALENDARLINK\$]	Pulls the location of the site homepage calendar
[\$SITEALIAS\$]	Pulls the value from the Friendly Web Address field set for a site

Note that you cannot change the location of the Global Icons within the template.

