

# **Content App Guide**

**Blackboard Web Community Manager**

**Blackboard®**

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

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## Introduction

The Content App is used to add text, images and links to your page. It also pulls styles from your template and provides you with a simple, clean editing experience.

**Happy Valley High School**  
*Show me and I forget. Teach me and I remember. Involve me and I learn.*


Home About Us Our School Administration Athletics **Teachers** Alumni Departments Calendar

*Wilson, Rachel*

- [Welcome!](#)
- [About Ms. Wilson](#)
- [Welcome](#)

[Happy Valley High School](#) ▶ [Teachers](#) ▶ [Wilson, Rachel](#)

### Welcome to Algebra!



#### Classroom Information

Welcome to my class! My name is Ms. Wilson, I teach Algebra at Happy Valley High School. I have been a teacher for 5 years at the HVHS, and teaching for a total of 7 years.

#### Homework Policy

I give my students homework three nights a week. All homework is due at the beginning of class the next day. If homework is forgotten or incomplete, I allow students to hand in homework one day late.

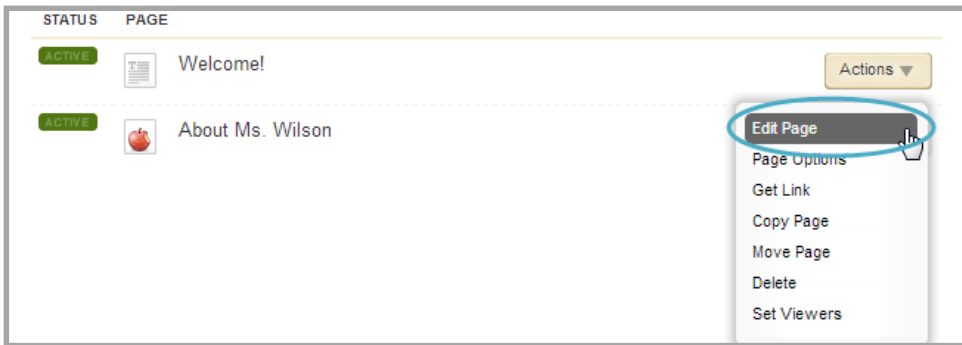
#### Calculator Returns

If you need a calculator for class, you are allowed to sign one out at the beginning of class. Please return all calculators before the end of the class period.

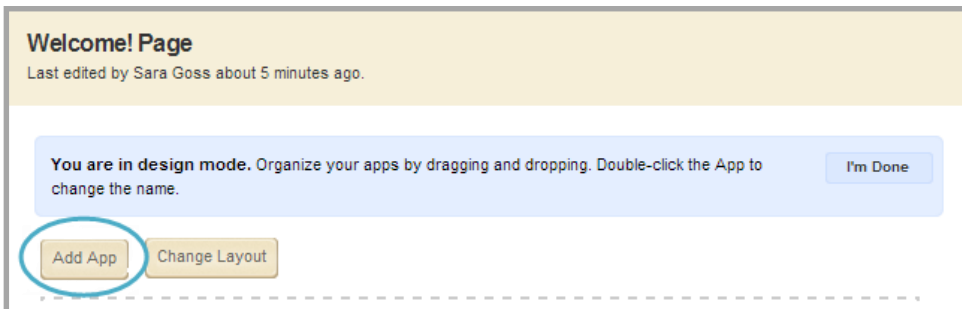
## Add a Content App to a Page

Here's how you add a Content App to a page.

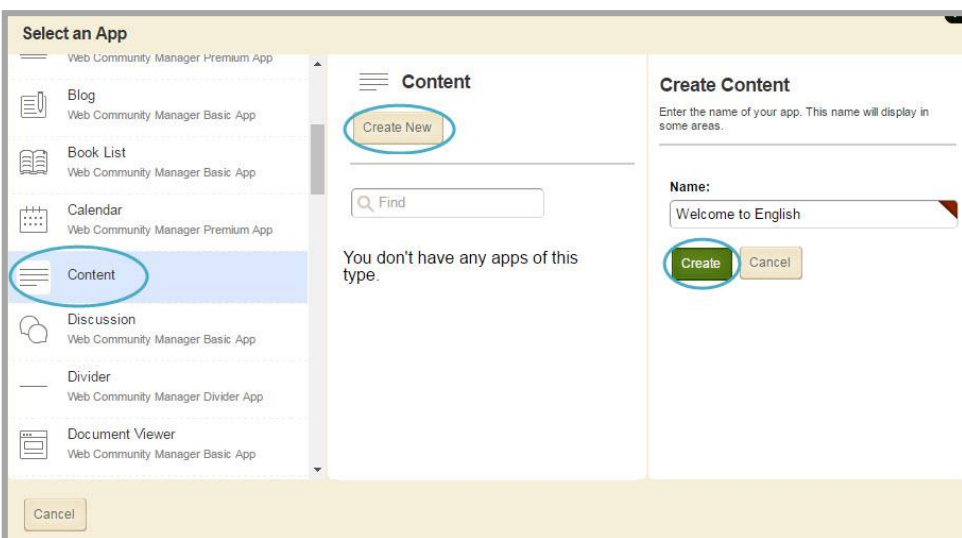
1. In *Site Manager*, navigate to the workspace containing the page to which you wish to add a Content App.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit mode.



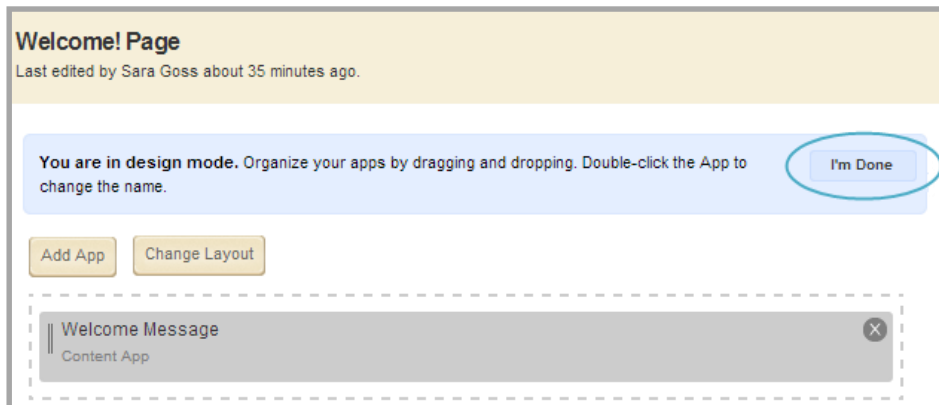
3. In the Actions pane, click *Manage Apps & Layout*. The page opens in Design mode.
4. Click **Add App**. The Available Apps dialog displays.



5. Click **Content App**. Then click **Create New**.



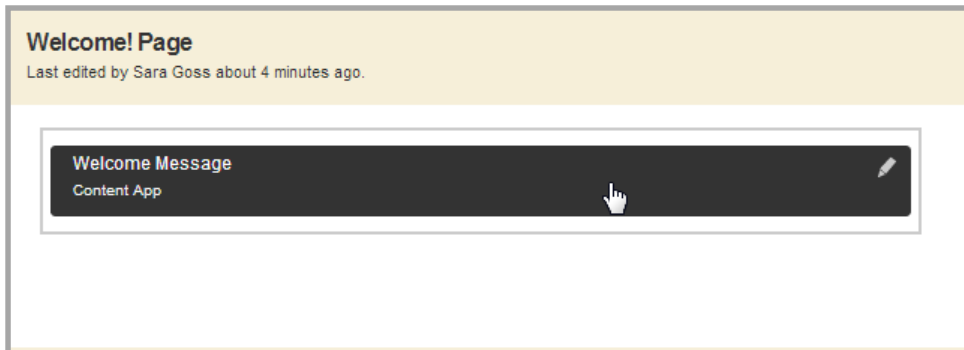
6. Enter a name for your app.
7. Click **Create**. You are returned to the page in Design mode.
8. Click **I'm Done** to return to the page in Edit mode.



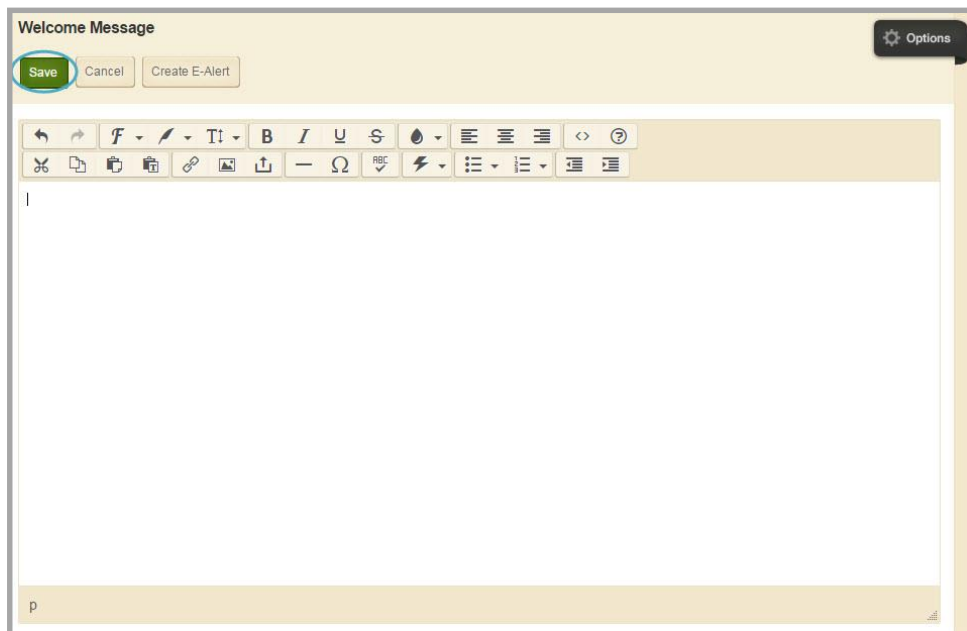
## Edit a Content App

Here's how you edit a Content App.

1. In *Site Manager*, navigate to the page containing the app you wish to edit.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit mode.
3. Click on the app that you wish to edit. The Edit dialog displays. Note that when you position the cursor on the app, the background color changes and a pencil displays.



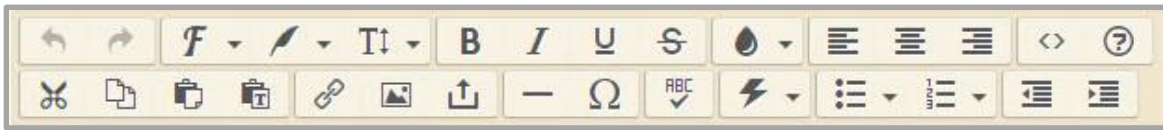
4. Make your desired changes to your Content App.
5. Click **Save**. You are returned to your Content App in Edit mode.





## Content App Tools

Here are the tools available in the Content App. Use the icons to format your text, align your text, view and edit source code, add links, add photos, add links to files, add a horizontal rule, add special characters, check spelling, insert toolbox items and insert bulleted and numbered lists.



### Insert Text

Position the cursor in the Content Area and enter text. You can then format the text using one of many formatting options available.



### Undo and Redo



You can undo a change you have made to your Content App by clicking on the **Undo** icon.

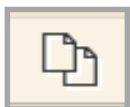


If you wish to redo your changes, you can click on the **Redo** icon.

### Cut, Copy and Paste Text



Using the **Cut** icon you can cut text from the Content App.



Using **Copy** icon you can copy text from the Content App.

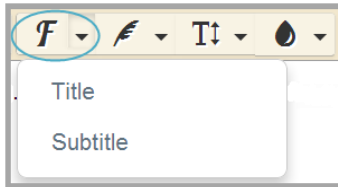


Using the Paste icons will retain some formatting.

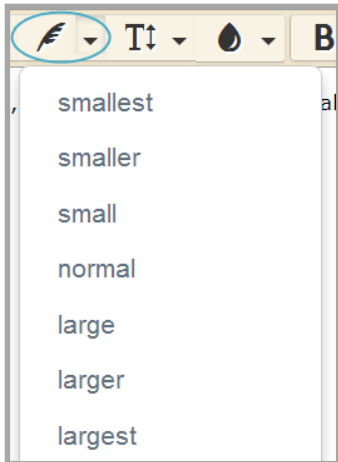


Using the Past Plain Text icon removes all formatting and pastes plain text.

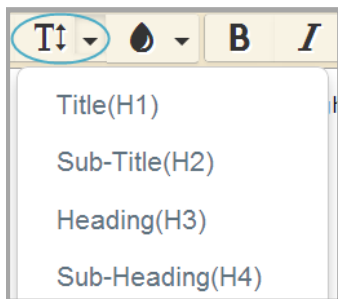
Format Text



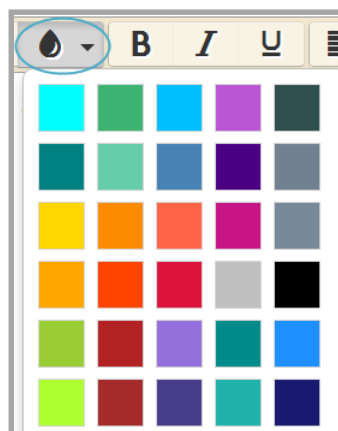
**Template Styles** allows you to add a Title or Subtitle style—format is pulled from your site’s template.



**Styles** allow you to choose a size for your font.



**Headings** allow you to change your text to different Heading Styles. The styles are pulled from your template.



**Text Color** allows you to change the color of your text.



**Bold, Italicized, Underlined and Strikethrough** allow you to Bold, Italics, Underline or Strikethrough your text.

## Align Text



Using **Align Left** will left justify your text. Left Align is the default text alignment.



Using **Align Center** will center your lines of text.



Using **Align Right** will right justify your text.

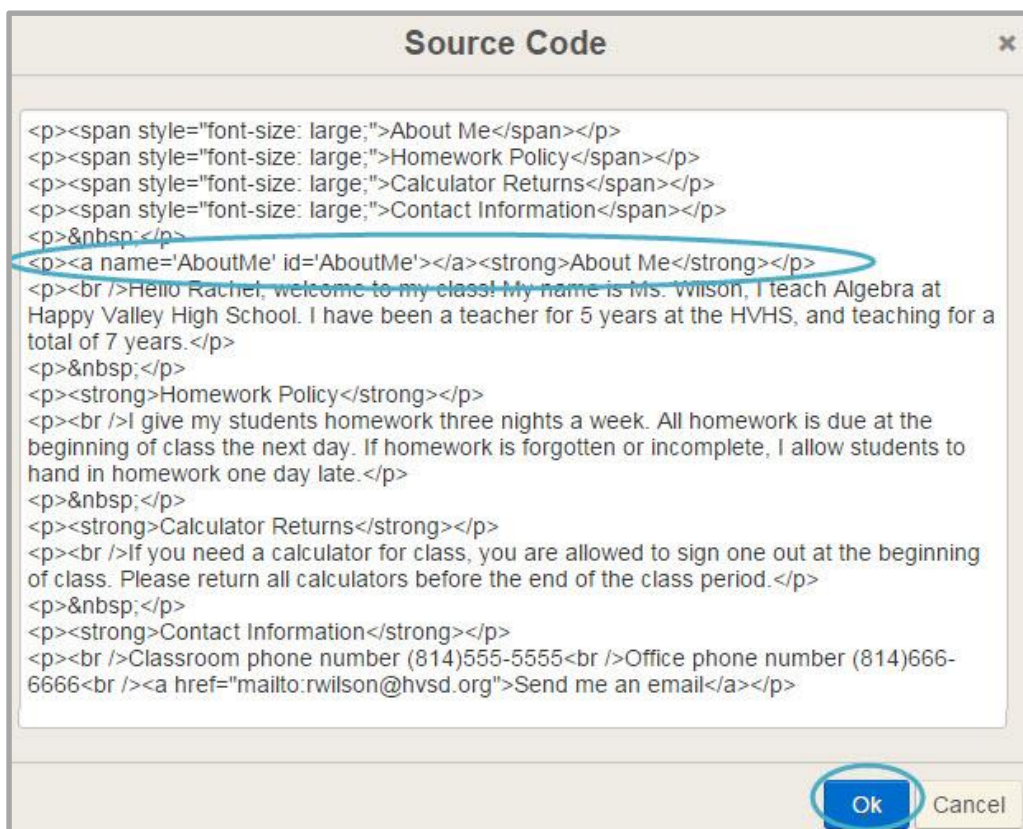
## Create a Bookmark

Bookmarks allow your visitors to jump to a specific area in your Content App by clicking on a link. To add a bookmark to your Content App, you will first need to create it, then link to it.

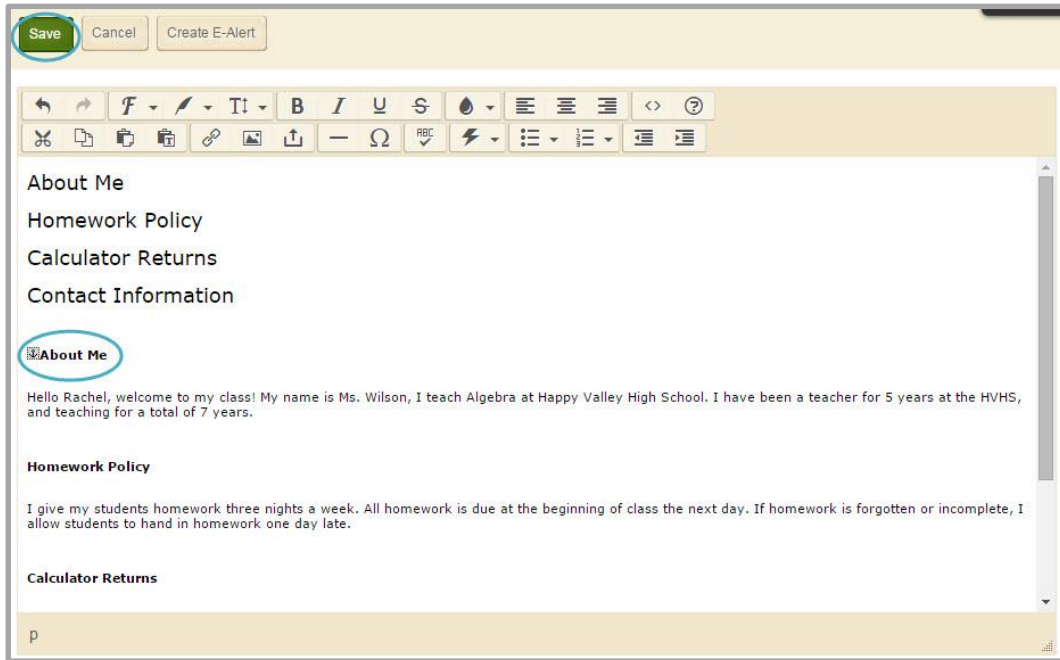
Here's how you insert a bookmark.

1. Click on the **Source Code** icon. The Source Code window will display.
2. Find the line of text where you wish to place your bookmark and enter the following code in front of it. This will be the area your visitors will be taken when they click on the bookmark link.  

```
<a name='BookmarkName' id='BookmarkName'></a>
```
3. Click **Ok**. You are returned to your Content App in Edit Mode



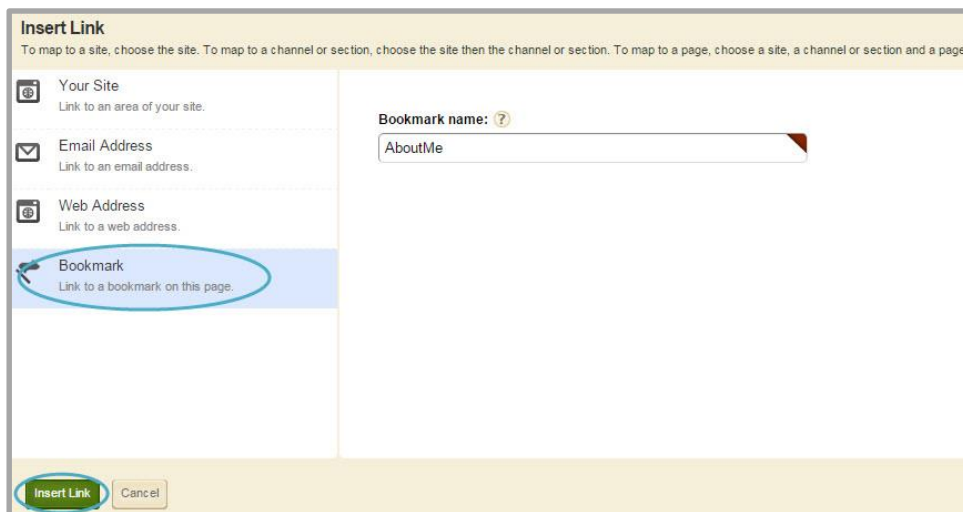
4. Click **Save**.



After you have created your bookmark, you will need to create a link to it. When users click on your bookmark link, they will be taken to the area in your content where you have created the bookmark.

Here's how you insert a link to a bookmark.

1. Enter the text you wish to display for the link and highlight it.
2. Click the **Insert Link** icon. The Insert Link wizard displays.
3. Choose to insert a link to a Bookmark and enter the bookmark name.



4. Click **Insert Link**. You are returned to your Content App in Edit Mode.
5. Click **Save**.

## Insert a Link



Use this icon to insert a link.

To learn more about inserting link, see [Insert Link Wizard](#).

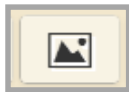
## Insert a File Link



Use this icon to insert a file link.

To learn more about inserting file links, see Insert [File Link Wizard](#).

## Insert an Image



Use this icon to add an image to your Content App.

To learn more about inserting images, see [Insert Image Wizard](#).

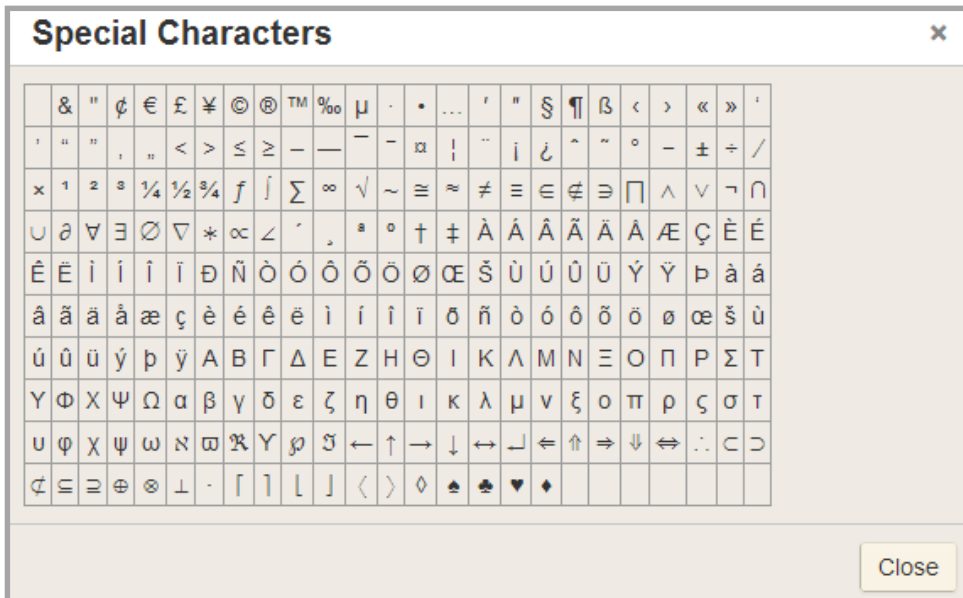
### Add Special Characters



Use this icon to add special characters in your Content App.

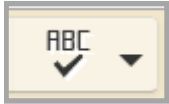
Here’s how you add special characters in the Content App.

1. Place your cursor where you wish to add the Special Character.
2. Click the **Special Characters** icon. The Special Character window displays.
3. In the Special Characters window, click the character you wish to add.



4. Click **Close**.
5. Click **Save**.

### Use Spell Check

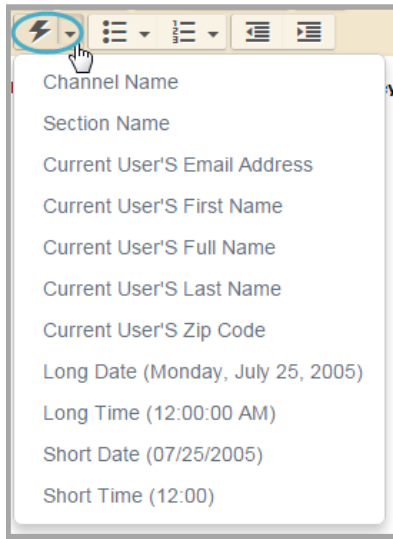


To use spell check in the content app, click on the **Spell Check** icon. To change the language, click the drop-down to the right of the **Spell Check** icon and select your desired language.

Spell Check will search your Content App for misspelled words and incorrect grammar. When finished, click **Finish Checking** and you will return to your Content App in Edit mode.



## Add an ActiveBlock™



Use the **Toolbox** icon to add an ActiveBlock™ in your Content App.

Here's how you add an ActiveBlock.

1. Place your cursor in the Content App where you wish to insert the ActiveBlock.
2. Click on the drop-down arrow beside the **Toolbox** icon.
3. Select the ActiveBlock you wish to display. After you select the ActiveBlock code similar to `[$ActiveBlockName$]` is inserted into the Editor.

Hello `[$FirstName$]`, welcome to my class! My name is Ms. Wilson, I teach Algebra at Happy Valley High School. I have been a teacher for 5 years at the HVHS, and teaching for a total of 7 years.

[Click Here for Algebra Help](#)

4. The actual value for the ActiveBlock is rendered on the end-user website.

### **Classroom Information**

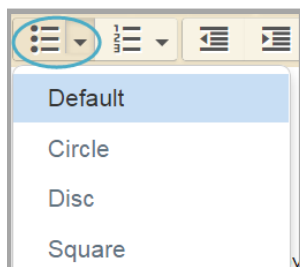
Hello Rachel, welcome to my class! My name is Ms. Wilson, I teach Algebra at Happy Valley High School. I have been a teacher for 5 years at the HVHS, and teaching for a total of 7 years.

[Click Here for Algebra Help](#)

5. Click **Save**.



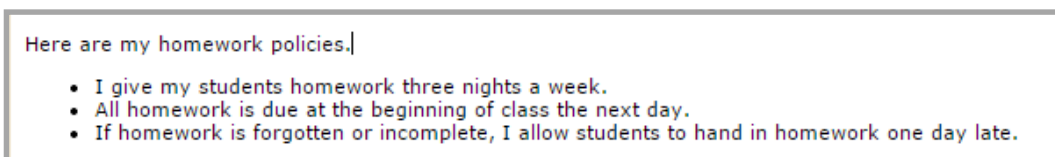
## Insert a Bulleted List



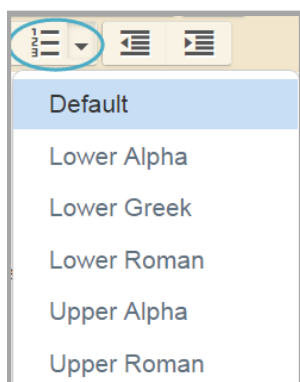
Use this icon to add a bulleted list in your Content App.

Here's how you add a bulleted list in the Content App.

1. Place your cursor where you wish to add the bulleted list.
2. Click the arrow next to the **Bulleted List** icon and select the bullet type you wish to use.
3. Enter the content of your bulleted list.
4. Click **Save**.



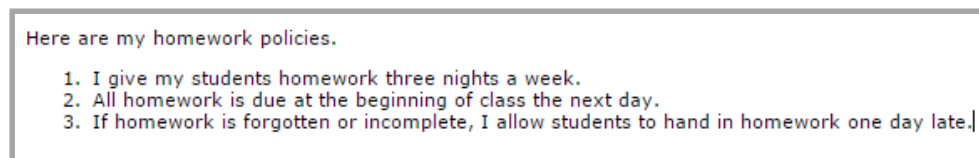
## Insert a Numbered List



Use this icon to add a numbered list in your Content App.

Here's how you add a numbered list in the Content App.

1. Place your cursor where you wish to add the numbered list.
2. Click the arrow next to the **Numbered List** icon.
3. Select the number type you wish to use.
4. Enter the content of your numbered list.



5. Click **Save**.

## Decrease Indent



Use this icon to decrease the indent of your text or list.

## Increase Indent



Use this icon to increase the indent of your text or list.

## Insert a Rule



Use this icon to insert a horizontal rule where you have placed your cursor.

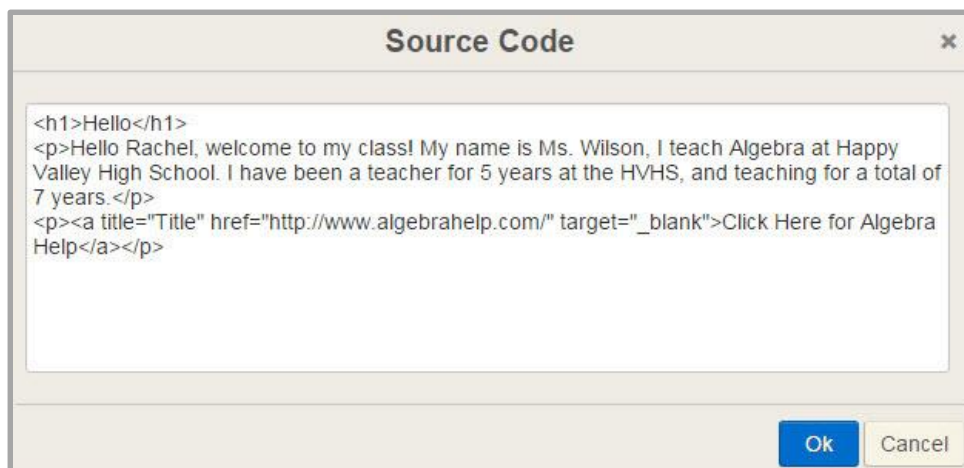
## Source Code



Use this icon to view and edit the Source Code.

Here's how to edit the source code in a Content App.

1. Click on the **Source Code** icon. The Source Code window will display.
2. Make the desired changes to the source code.



3. Click **Ok**. You are returned to your Content App in Edit mode.
4. Click **Save**.

## About

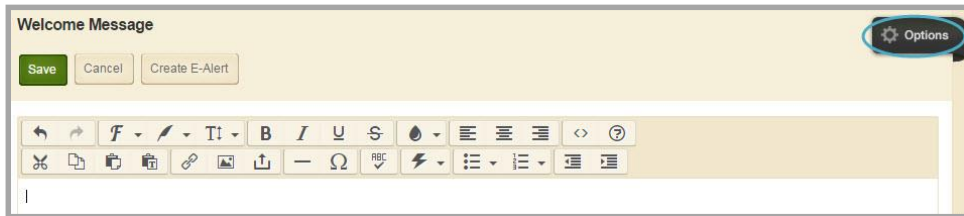


The **About** icon gives you more information about the editor in the Content App.

## Set Content App Options

Here's how you edit your App Options.

1. In *Site Manager*, navigate to the workspace containing the app you wish to modify.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit mode.
3. Select the Content App you wish to edit.
4. Click **Options**. The App Options dialog displays.



5. Make changes on each of the tabs as necessary.
6. Click **Save**. You are returned to your Content App in Edit mode.

## General Tab

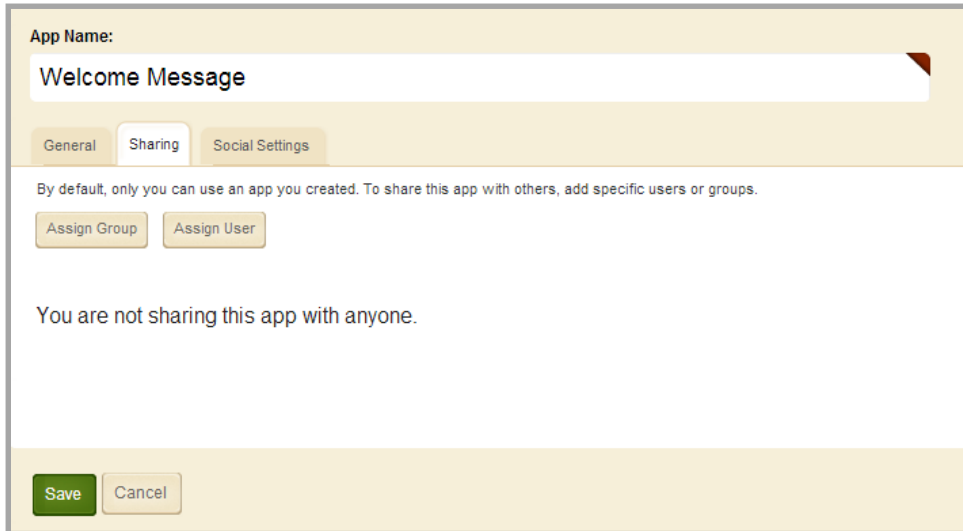
Use the **General** tab options to change the name of your app as well as add or modify a description for your app.

Use only the default Display Setting of *Display all active app records for the app*. Each Content App will contain only one record.

## Sharing Tab

By default, only you have access to an app that you create. If you would like other editors to be able to place your app on their pages, you must share it with them.

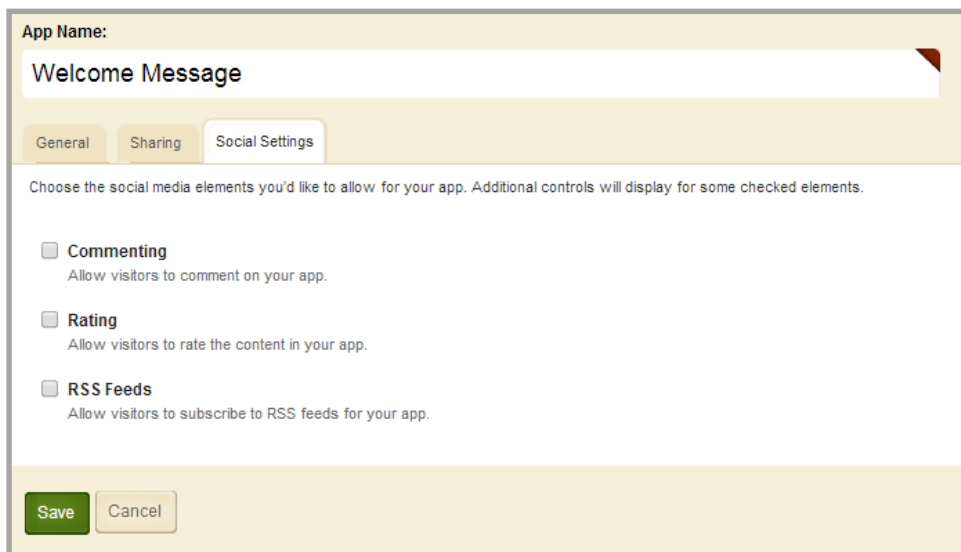
On the **Sharing** tab, click **Assign Group** or **Assign User** and search for and [select specific users and groups](#) with whom you would like to share your app.



The screenshot shows the 'Sharing' tab of the 'App Name: Welcome Message' configuration page. The 'Sharing' tab is selected, and the 'Assign Group' and 'Assign User' buttons are visible. Below the buttons, the text reads: 'By default, only you can use an app you created. To share this app with others, add specific users or groups.' At the bottom of the tab, it says 'You are not sharing this app with anyone.' The 'Save' and 'Cancel' buttons are at the bottom of the page.

## Social Settings Tab

If you have *Social Media Framework*, you may be able to add social media elements to your app. Whether you can add a particular element depends on which settings and elements your Site Administrator has enabled.



The screenshot shows the 'Social Settings' tab of the 'App Name: Welcome Message' configuration page. The 'Social Settings' tab is selected, and the following options are listed with checkboxes:

- Commenting**  
Allow visitors to comment on your app.
- Rating**  
Allow visitors to rate the content in your app.
- RSS Feeds**  
Allow visitors to subscribe to RSS feeds for your app.

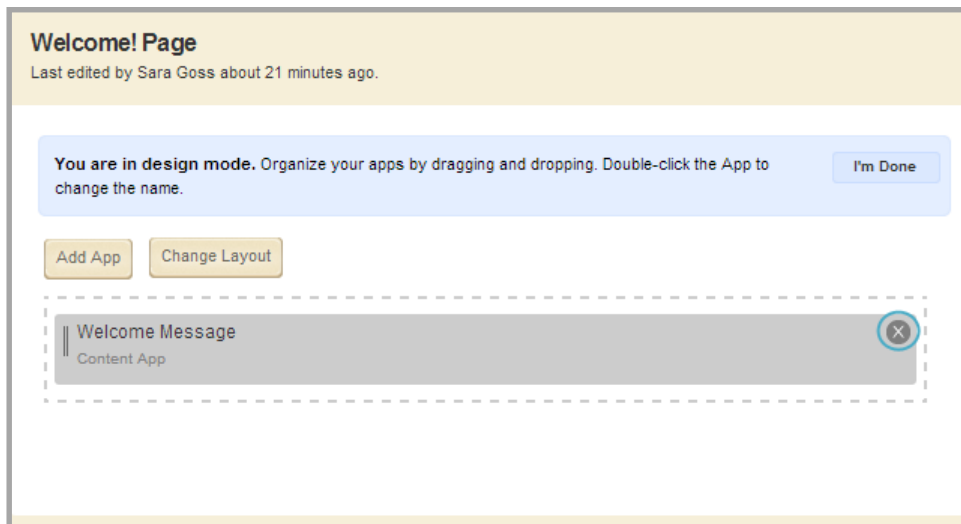
The 'Save' and 'Cancel' buttons are at the bottom of the page.

For more on social settings, see the [Social Settings](#) guide.

## Remove a Content App from a Page

Here's how you remove a Content App.

1. In *Site Manager*, navigate to the page containing the app you wish to remove.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit mode.
3. In Actions, click Manage Apps & Layout. The page opens in Design mode.
4. Position the cursor on the app you wish to remove. Note that the background color changes.
5. Click the ⊗ icon to remove the app from the page. Note that the background color of the icon changes to red. A confirmation dialog displays.

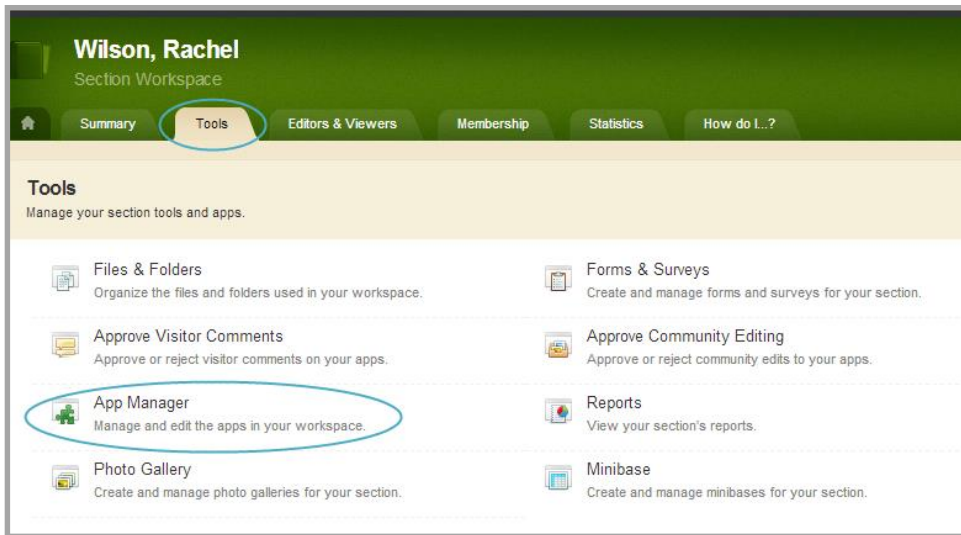


6. Click **Yes**. You are returned to the page in Design Content App Tools

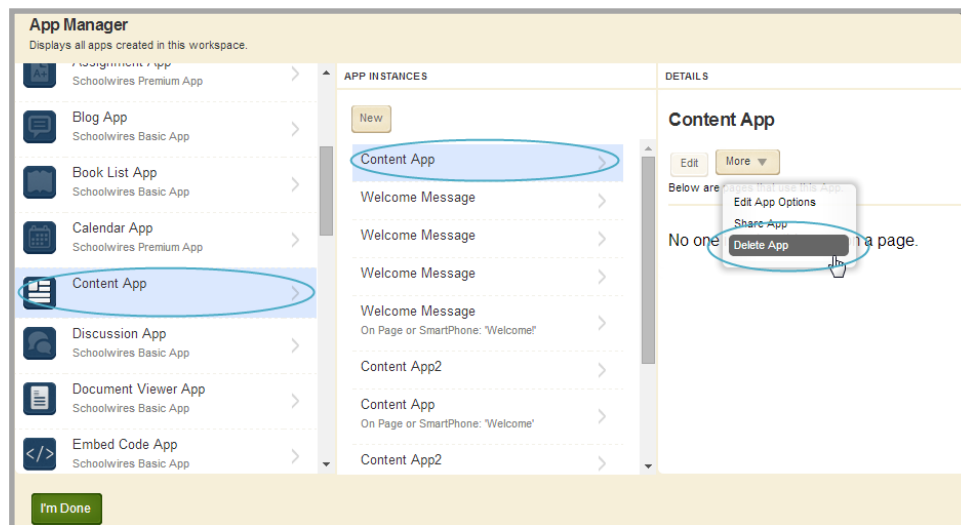
## Permanently Delete a Content App

Here's how you permanently delete a Content App.

1. In *Site Manager*, navigate to the workspace containing the page with the Content 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 app that you wish to delete. In this instance, Content App. 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.
6. In the third column, click **More** and select *Delete App* from the drop-down list. A confirmation dialog displays.



7. Click **Yes**. The app is permanently deleted from App Manager.
8. Click **I'm Done**. You are returned to the **Tools** tab.

Note that when you permanently delete an app from App Manager, it is removed from your pages and the pages of any user with whom you shared the app. Users sharing the app receive an email indicating that you have deleted the app.