

Manage Site and Subsite Homepages

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

Each of your websites have Homepages that you can provide your visitors with current information. The Web Community Manager standard template gives you the ability to add apps to your Homepage. If you have a custom template, the number and locations of the editable regions will be determined by the design of the custom template.



Site Directors can add content to all Homepages and Subsite Directors can add content to the Homepage on their assigned subsites. Homepage Editors can add content to the Site or Subsite Homepage to which they have been given access.

Here are some apps you may want to consider for your homepages.

- [Homepage Photo Rotator](#)—If your template supports the Homepage Photo Rotator you can use it to display rotating photos on your Site and Subsite Homepages.
- [Multimedia Rotator](#)—If your template supports the Multimedia Rotator you can add photos and embed YouTube, Vimeo, SchoolTube and TeacherTube videos to your Site and Subsite Homepages.
- [Content App](#)—The Content App can be used to insert Welcome Text to create a customized message to your visitors.
- [Announcements App](#)—Announcements generally include information that you only want to display on your homepage for a few days. They should be brief and to the point. For information that will remain on your website for a longer period or requires more detail, we recommend that you use Headlines & Features.
- [Headlines & Features App](#)—Headlines enable you to link to items on your homepage that are lengthy or require images or formatting. For information that will remain on your website for a shorter period that is not lengthy, we recommend that you use Announcements.
- [Site Shortcuts App](#)—Site Shortcuts can be used to provide users with quick links to content areas within your own site or to external websites.
- [Upcoming Events](#)—The Upcoming Events app automatically pulls events from a site calendar and adds them to your homepage.
- [Embed Code App](#)—The Embed Code App allows you to add social media feeds to your homepage.

Site and Subsite Homepages

The Site Homepage is the first page visitors see when they navigate to your website. The Subsite Homepage is the first page visitors see when they navigate to one of your Subsites. Your Homepage content is made up of apps.

Access the Site or Subsite Homepage

Here’s how you access a Site or Subsite Homepage.

1. In *Site Manager*, navigate to the Site or Subsite Workspace.

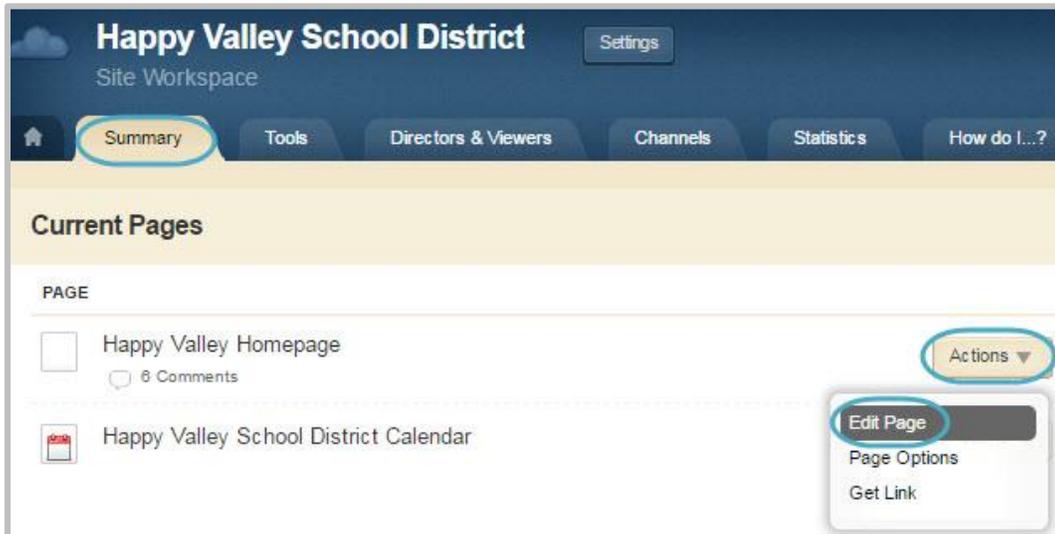


2. On the **Summary** tab, click **Actions** to the right of your homepage and select *Edit Page*. Your Homepage opens in Edit Mode.

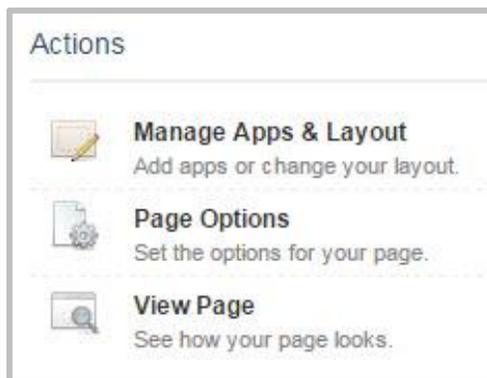
Edit the Site or Subsite Homepage

Here's how to edit the Site or Subsite Homepage.

1. In *Site Manager*, navigate to the Site or Subsite Workspace.
2. On the **Summary** tab, click **Actions** to the right of your homepage and select *Edit Page*. Your Homepage opens in Edit Mode.



3. Under Actions, you can manage the apps and layout, edit page options and view your Homepage.



- Click **Manage Apps & Layout** to open your Homepage in Design Mode. In Design Mode you can add, move and remove apps from your Homepage. Once you're finished, click **I'm Done** to return to your Homepage in Edit Mode.



- Click **Page Options** to enter Meta Data for your content or enable caching for your Homepage. Once you're finished, click **Save** to return to your Homepage in Edit Mode.
- Click **View Page** to view your Homepage.

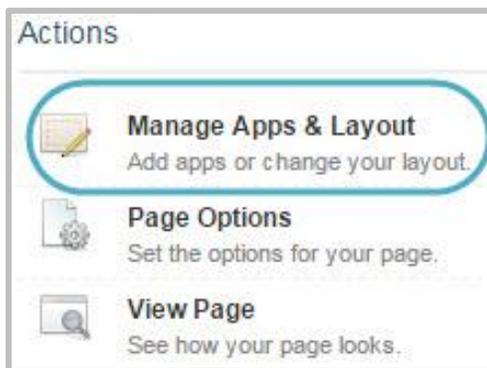
Add an App to the Site or Subsite Homepage

Here's how to add an app to the Site or Subsite Homepage.

1. In *Site Manager*, navigate to the Site or Subsite Workspace.
2. On the **Summary** tab, click **Actions** to the right of your homepage and select *Edit Page*. Your Homepage opens in Edit Mode.



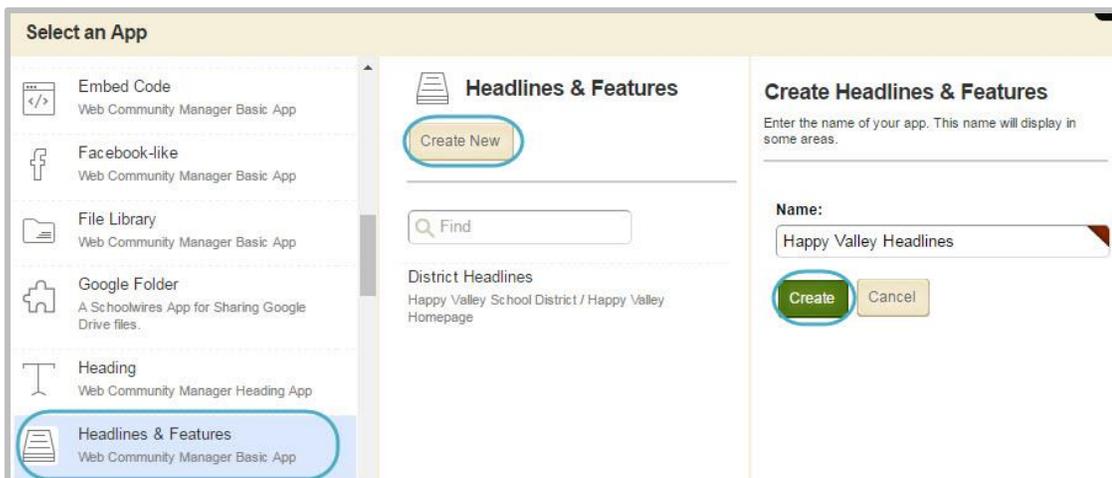
3. Click **Manage Apps & Layout** to open your Homepage in Design Mode.



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



- Select the App you wish to add in the first column. A list of existing Apps along with a **Create New** button display in the second column.



- Click **Create New**. In the third column, enter a name for the app.
- Click **Create**. You are returned to the page in Design Mode.
- Once finished, click **I'm Done**. You are returned to your Homepage in Edit Mode.



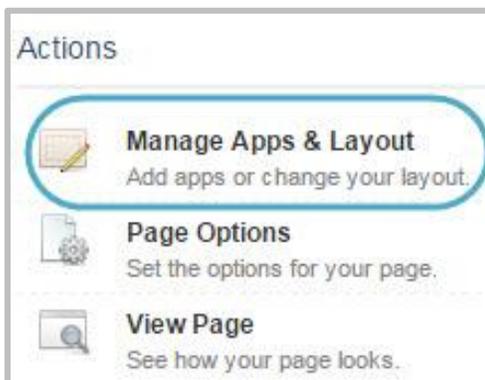
Remove an App from the Site or Subsite Homepage

Here's how to remove an app from the Site or Subsite Homepage.

1. In *Site Manager*, navigate to the Site or Subsite Workspace.
2. On the **Summary** tab, click **Actions** to the right of your homepage and select *Edit Page*. Your Homepage opens in Edit Mode.



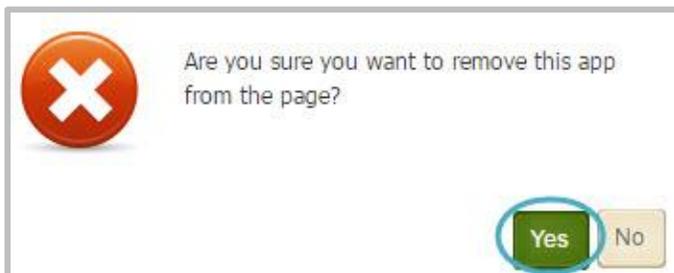
3. Click **Manage Apps & Layout** to open your Homepage in Design Mode.



4. Locate the app in the list and click the **x** to the far right of the app name. A confirmation message will display.



5. Click **Yes**. The App is removed.



6. Once finished, click **I'm Done**. You are returned to your Homepage in Edit Mode.

