

File Library 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.

Table of Contents

Introduction 1

Manage Files in a File Library 2

 Add a File to a File Library App 2

 General Tab 3

 Display Duration Tab 4

 Viewers Tab 5

 Edit a File in a File Library App 6

 Sort Files in a File Library App 7

 Delete a File in a File Library App 8

Set File Library App Options 9

 General Tab 9

 Sharing Tab 10

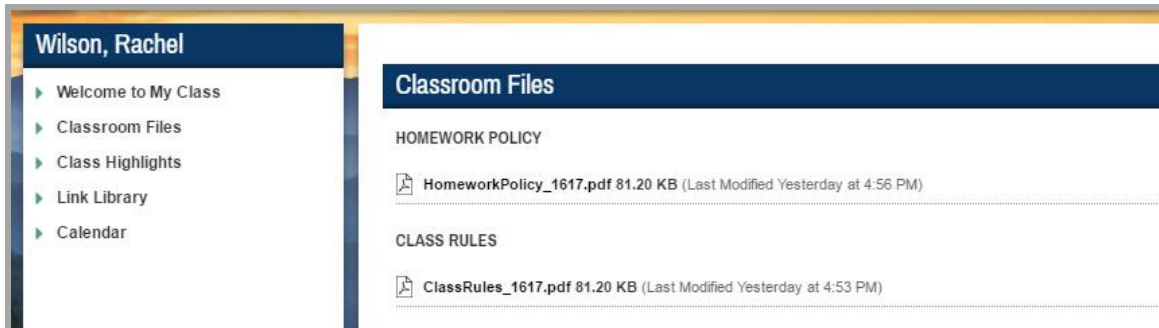
 Social Settings Tab 11

Additional Resources 12

Introduction

You use a File Library App to build collections of files that generally have the same topic or theme. For example, you might use this app to create and organize classroom resources such as reading materials, class handouts and the like.

You create a File Library App by [creating a new page](#) and selecting the File Library App Page Type. This creates a page containing one File Library App in a one column page layout.



Alternatively, you can [add a File Library App to a page](#) in Design mode.

Manage Files in a File Library

Once you have added a File Library App to a page you can add, edit, sort and delete articles.

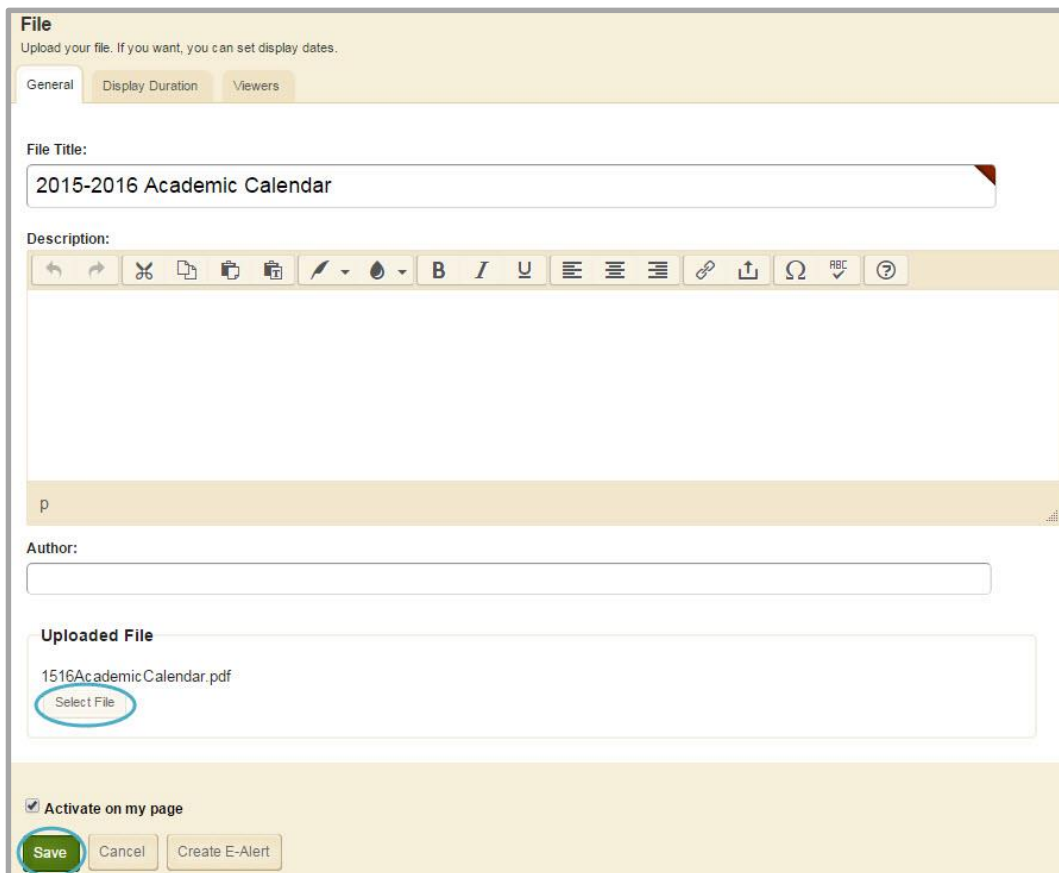
Add a File to a File Library App

Here's how you add a file to a File Library App.

1. Access the workspace containing the app to which you wish to add a file.
2. Click **Actions** to the right of the page containing the app and select *Edit Page* from the drop-down list. The page opens in Edit Mode.
3. Click **New File**. A New File window displays.



4. Enter a title for your file.
5. Click **Select File** and choose a file to upload.



6. Click **Save**. The file is added to the File Library App and you are returned to the workspace.

General Tab

On the **General** tab you can enter a title, description and author for the file. By default, the *Activate on my page* check box is selected, flagging your file for immediate display on your website once you save it.

The screenshot shows the 'General' tab of the Blackboard File Library App. At the top, there are three tabs: 'General' (selected), 'Display Duration', and 'Viewers'. Below the tabs, there are three input fields: 'File Title:', 'Description:', and 'Author:'. The 'Description:' field has a rich text editor toolbar with icons for undo, redo, cut, copy, paste, link, unlink, bold, italic, underline, bulleted list, numbered list, indent, link, unlink, refresh, and help. Below the description field is a 'p' placeholder. Underneath the author field is an 'Uploaded File' section with the text 'You have not uploaded a file.' and a 'Select File' button. At the bottom, there is a checked checkbox for 'Activate on my page' and three buttons: 'Save', 'Cancel', and 'Create E-Alert'.

Display Duration Tab

On the **Display Duration** tab you can specify start and end dates and times to control when your file displays on your website as long as the file and the page are both active.

When you click in either the Start Date or the End Date field, a Calendar Date Picker displays. Use the Date Picker to select a date. You may also enter date values manually.

To specify a value for the Start and End Date Time fields, click on the Hour and Minute drop-downs associated with each date field and select a time from the list. Hours are specified with AM and PM designations; Minute options begin at 00 and are incremented by units of five.

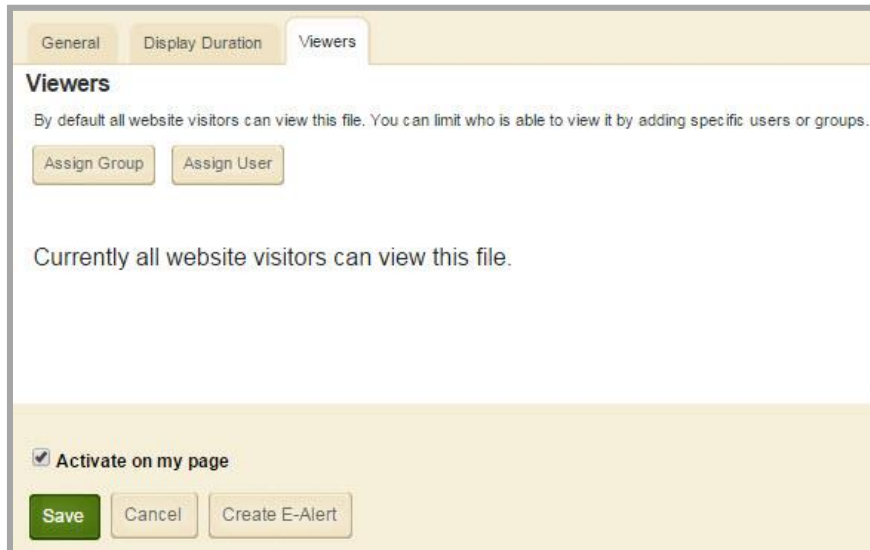
If you specify only dates, the start time is set to 12:00 AM and the end time is set to 12:00 PM internally.

Here are some things to keep in mind when working with Display Duration.

- If you enter no dates and times, the file always displays.
- If you enter both start and end dates and times, the file displays on your site within the specified date and time ranges.
- If you enter only a start date and time, the file displays on your site from the date and time specified forward.
- If you enter only an end date and time, the file displays on your site immediately until the specified end date and time.

Viewers Tab

On the **Viewers** tab you can assign specific viewers to your file. By default, all of your website visitors will see the file. Use the **Assign Group** or **Assign User** buttons to search for and select specific users and groups.



The screenshot shows the 'Viewers' tab interface. At the top, there are three tabs: 'General', 'Display Duration', and 'Viewers'. Below the tabs, the title 'Viewers' is displayed. A light blue box contains the text: 'By default all website visitors can view this file. You can limit who is able to view it by adding specific users or groups.' Below this text are two buttons: 'Assign Group' and 'Assign User'. Further down, the text reads: 'Currently all website visitors can view this file.' At the bottom of the interface, there is a checkbox labeled 'Activate on my page' which is checked. Below the checkbox are three buttons: 'Save' (highlighted in green), 'Cancel', and 'Create E-Alert'.

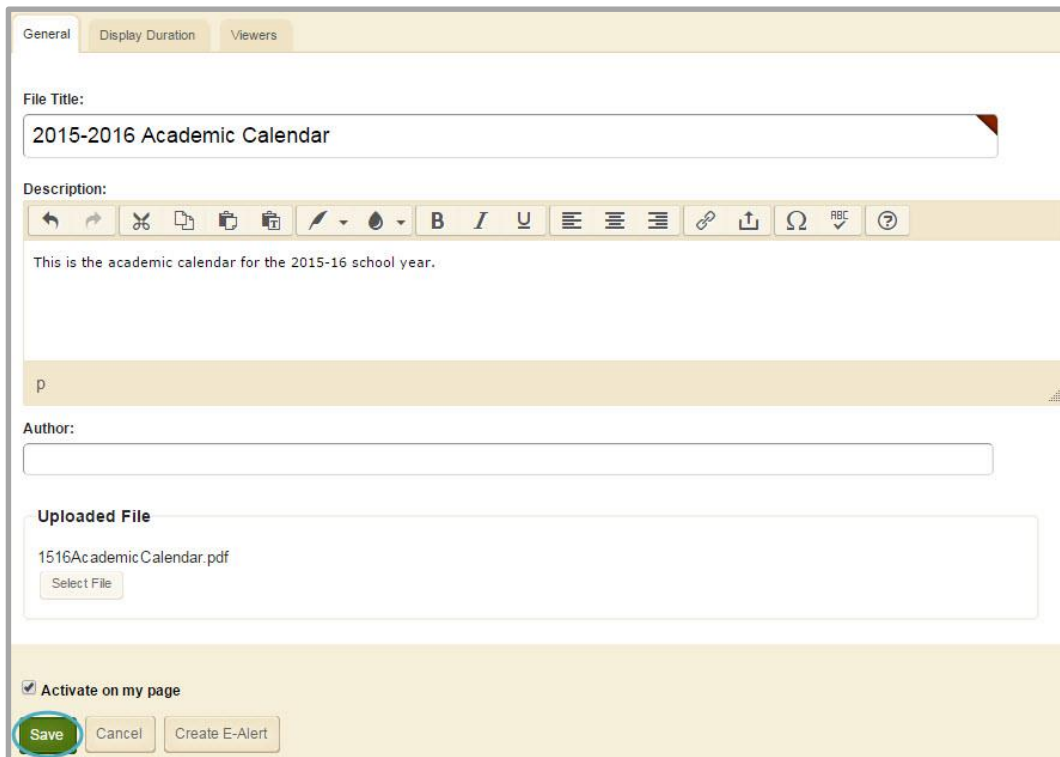
Edit a File in a File Library App

Here's how you edit a File Library App file.

1. Access the workspace containing the app you wish to edit.
2. Click **Actions** to the right of the page containing the app and select *Edit Page* from the drop-down list. The page opens in Edit Mode.
3. Click on the File Library App. The app opens.
4. Click **Edit** to the right of the file.



5. Make the desired changes to your file.



General | Display Duration | Viewers

File Title:
2015-2016 Academic Calendar

Description:
This is the academic calendar for the 2015-16 school year.

Author:

Uploaded File
1516AcademicCalendar.pdf

Activate on my page

6. Click **Save**. The file is updated and you are returned to your app in Edit Mode.

Sort Files in a File Library App

Here's how you sort files within a File Library App.

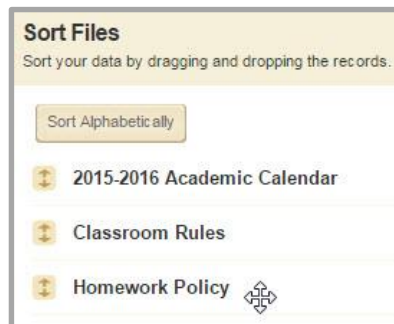
1. Access the workspace containing the app you wish to edit.
2. Click **Actions** to the right of the page containing the app and select *Edit Page* from the drop-down list. The page opens in Edit Mode.
3. Click on the File Library App. The app opens.



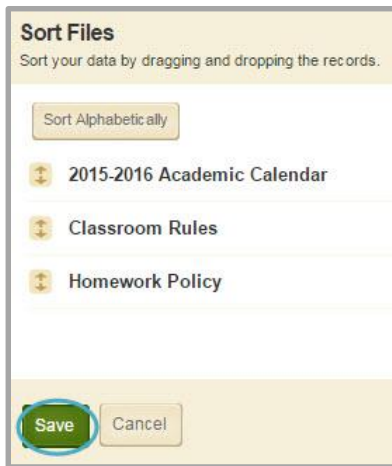
4. Click **Sort Files**. The Sort Files window displays.
 - a. To sort the files in alphabetic order, click **Sort Alphabetically**.



- b. To sort the files manually, you drag and drop them to a new location. Click and hold on the name of the file you wish to move. Drag the file to a new location within the list and drop it by releasing the mouse.



5. Click **Save**. The files are saved in their new order and you are returned to the workspace.



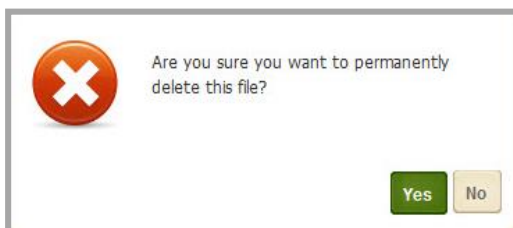
Delete a File in a File Library App

Here's how you delete a file from a File Library App.

1. Access the workspace containing the app you wish to edit.
2. Click **Actions** to the right of the page containing the app and select *Edit Page* from the drop-down list. The page opens in Edit Mode.
3. Click on the File Library App. The app opens.
4. Click **Delete** to the right of the file you wish to delete. A confirmation dialog box displays.



5. Click **Yes** to delete the file. The file is removed from your website and you are returned to the Section Workspace.



When you click **Yes** the file is permanently deleted. It cannot be recovered. Be certain this is what you want to do before you click **Yes**.

Set File Library App Options

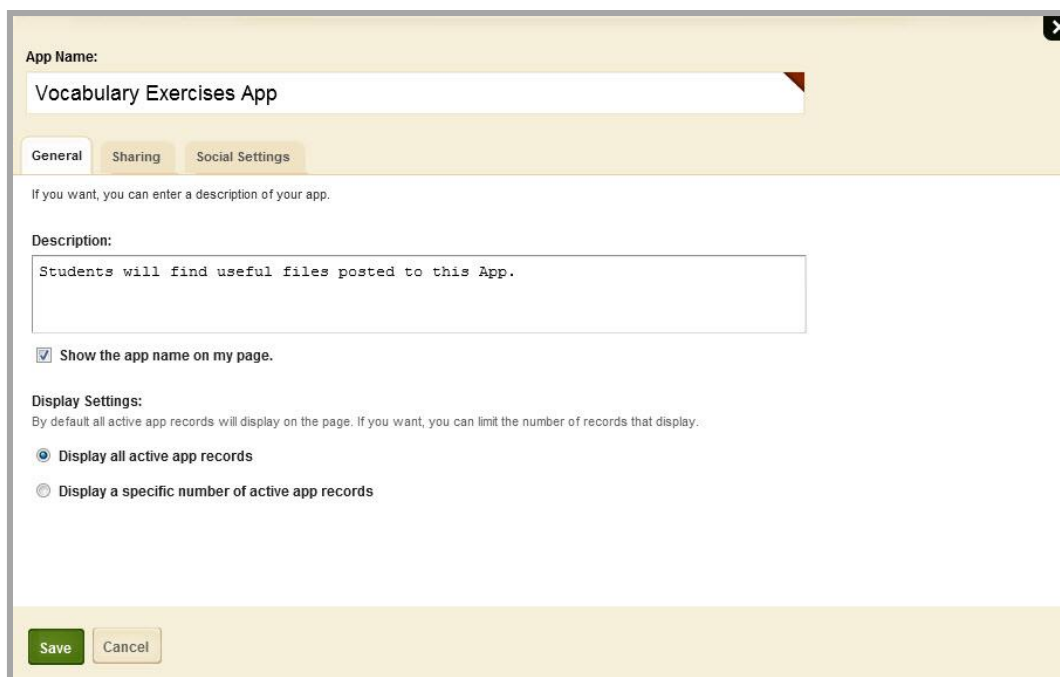
You can modify the default options set for an app that you create. Options for a File Library App are grouped into three categories, **General**, **Sharing**, and **Social Settings**.

To make app option modifications, edit the app and click **Options**.



General Tab

Use the options on the **General** tab to change the name of your app as well as add or modify a description for your app. The App Name is required.

A screenshot of the "File Library App Options" dialog box, specifically the "General" tab. The dialog has a title bar with a close button (X). The "App Name:" field contains "Vocabulary Exercises App". Below the name field are three tabs: "General" (selected), "Sharing", and "Social Settings". A message says: "If you want, you can enter a description of your app." Below that is a "Description:" label and a text area containing "Students will find useful files posted to this App." There is a checked checkbox labeled "Show the app name on my page." Under "Display Settings:", there is a note: "By default all active app records will display on the page. If you want, you can limit the number of records that display." Two radio buttons are present: "Display all active app records" (selected) and "Display a specific number of active app records". At the bottom are "Save" (green) and "Cancel" (light grey) buttons.

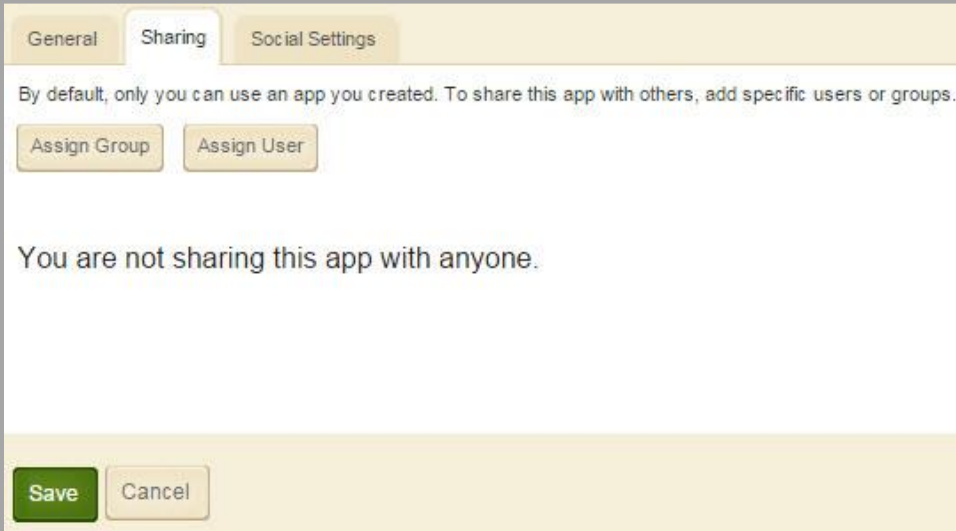
If you click the *Show the app name on my page* check box, the name of the app displays on the page on your website.

If you click the *Display a specific number of active app records* radio button, a Record Limit field displays where you indicate the number of articles you want to display on the page before a *More* link appears.

Sharing Tab

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

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.



The screenshot shows a web interface for managing app sharing. At the top, there are three tabs: "General", "Sharing" (which is selected), and "Social Settings". Below the tabs, a message reads: "By default, only you can use an app you created. To share this app with others, add specific users or groups." Underneath this message are two buttons: "Assign Group" and "Assign User". Below these buttons, the text states: "You are not sharing this app with anyone." At the bottom of the interface, there are two buttons: "Save" (highlighted in green) and "Cancel".

Social Settings Tab

On the **Social Settings** tab, you can apply social media elements to your File Library App.

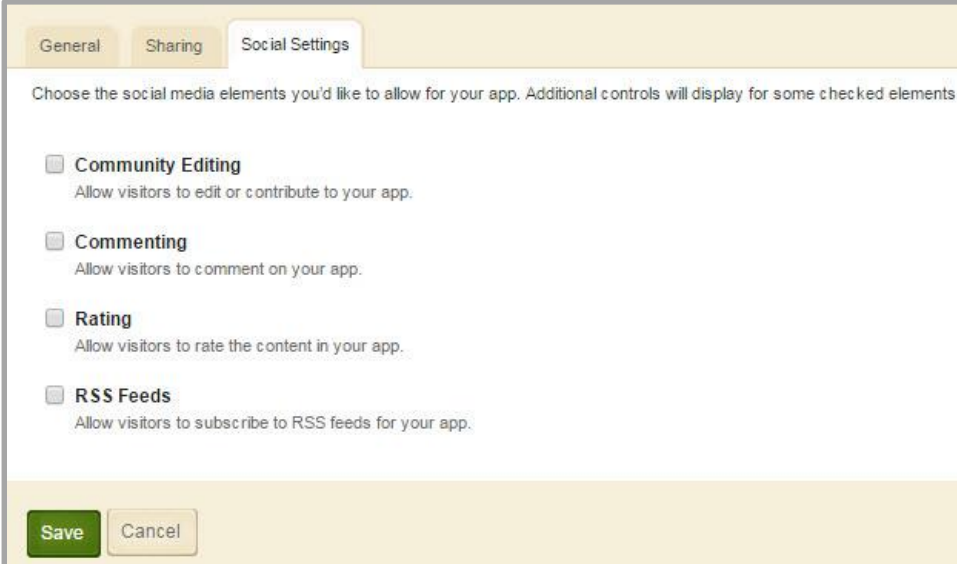
If your district uses Social Media Framework, you may be able to add one or all of these social media elements to your apps. Whether you can add a particular element depends on which settings and elements your Site Administrator has enabled. Site Administrators may enable RSS feeds regardless of whether your district has Social Media Framework.

Here are the [Social Media elements](#) that may be available for your File Library Apps.

- **Community Editing:** allows visitors to your website to contribute to your app.
- **Visitor Commenting:** Allows visitors to comment on your app.
- **Visitor Rating:** Allows visitors to rate your app.
- **RSS Feeds:** Allows visitors to subscribe to Really Simple Syndication (RSS) feeds for your app.

You enable social media elements on the **App Options** for each app. When enabled, Community Editing and RSS Feeds apply to the entire app and not to individual records within that app. For example, Community Editing and RSS Feeds apply to the entire File Library rather than to each file within that File Library. So once enabled for that File Library app, visitors can add files to the File Library and if they use the RSS Feed, they will see the entire File Library on their homepages.

A Site Administrator must enable RSS Feeds for the entire website through a global setting in System Settings in order for you to enable it for your apps.



The screenshot shows the 'Social Settings' tab in the Blackboard Web Community Manager interface. The tab is selected, and the page displays a list of social media elements that can be enabled for the app. Each element has a checkbox and a brief description of its function. At the bottom of the form, there are 'Save' and 'Cancel' buttons.

Choose the social media elements you'd like to allow for your app. Additional controls will display for some checked elements.

- Community Editing**
Allow visitors to edit or contribute to your app.
- 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.

Save **Cancel**

Additional Resources

Here are some additional resources you may find helpful.

- [Add a File Library App to a Page](#)
- [Set Display Duration for Apps](#)
- [Social Media Framework](#)
- [Manage Apps & Layouts](#)
- [Manage Pages](#)
- [App Showroom](#)
- [Core Resources](#)
- [Hot Topics](#)
- [Workspaces in Site Manager](#)