

# Blackboard Web Community Manager: Site Administrator Workshop Part II

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## Objective:

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
- Begin building the navigational structure of Channels and Sections
- Assign various Editing Privileges to Users

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**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 Collaborate or 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.

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### A. Editorial Privileges

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

### B. Site Workspace (Blue Workspace)

- Summary Tab
  - Homepage
  - Calendar
- Tools
  - Files & Folders
  - Friendly Web Address Mapping
  - On-Screen Alerts
  - App Manager
  - Reports
- Directors & Viewers
- Channels
- Statistics
- How do I...?

### C. Channel Workspace (Red Workspace)

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