

# Blackboard Essentials

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FWISD

Division of Communication



**Fort Worth**  
INDEPENDENT SCHOOL DISTRICT



# Logging In

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1. Navigate to [www.fwisd.org](http://www.fwisd.org)
2. At the the bottom of the homepage, click “Sign In” on the left
3. You will be prompted to enter your username/password. Use your active directory to log in. **Make sure you do not add “@fwisd.org”** when entering your user name, it will just be your first and last names.
4. If it is your first time logging in, contact Thomas Ketchersid to grant you editing rights after steps 1, 2 and 3.

*\*Screenshots on next slide*

## READY TO READ, READY TO LEAD

100% of all Fort Worth third graders will read on grade level by 2025



### FORT WORTH ISD

100 N. University Fort Worth, TX 76107

[SIGN IN](#)

[SITE MAP](#)

Preparing **ALL** students for success in college, career and community leadership.

### CONTACT US

Phone 817-814-2

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## ENTER YOUR USER NAME AND PASSWORD TO SIGN IN.

You can use this site without being registered or signing in, but registered users who sign in may have access to additional features.

\* User Name:

first.last

\* Password:

.....

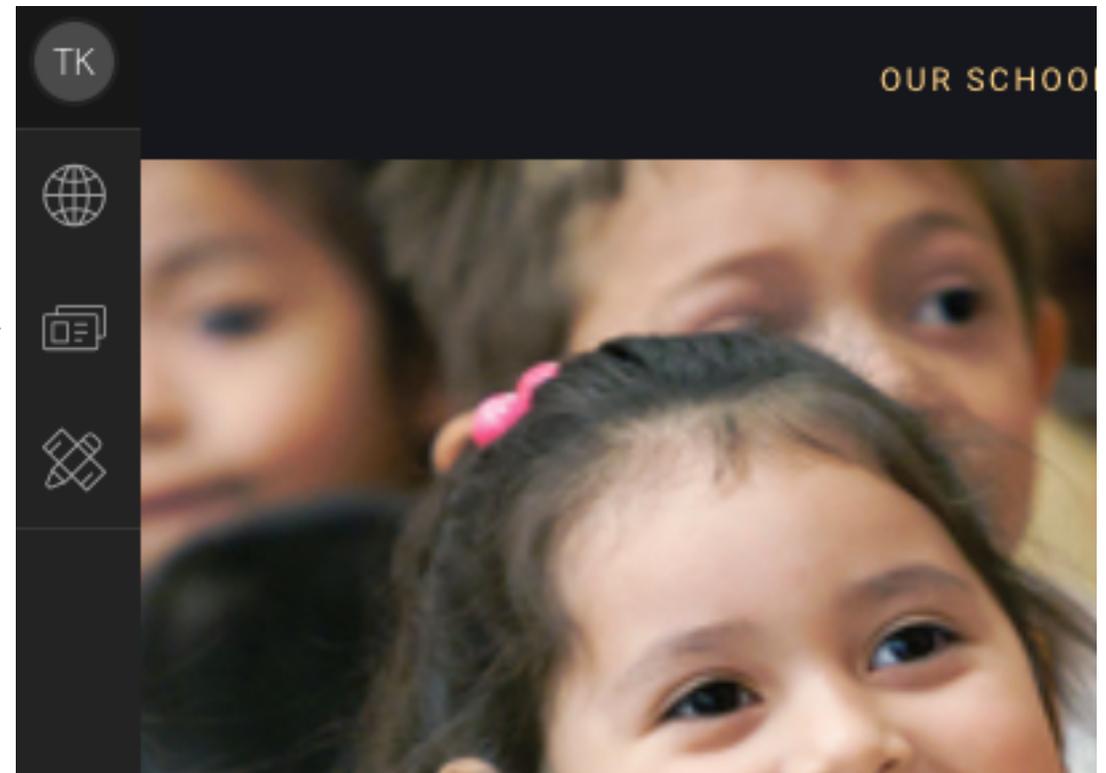
Sign In

[Forgot My Password](#)

# Site Manager

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1. Now that you have successfully logged in, you will see a thin, black menu bar on the left-hand side. At the top should be your initials followed by three other icons
2. “Streams” allows you to select which sites you wish to follow
3. “Passkeys” are not important
4. “Site Manager” is how you access the editing side of your site. Click it!



# Site Manager

- In Site Manager there are two areas to be familiar with: *Current Pages* and *Sites & Channels*

The image displays a screenshot of the Blackboard Site Manager interface for the 'Alice Carlson Applied Learning Center' Subsite Workspace. The interface is divided into several sections:

- Left Navigation Menu:** Contains categories like 'USERS & GROUPS', 'CONFIGURE', 'CONTENT MODERATION', and 'SITE & CHANNELS'. Under 'SITE & CHANNELS', there is a list of site elements: About Our School (5), Library (3), Faculty (13), Families (5), Clubs/Programs (9), and Photos.
- Main Content Area:** Features a 'Current Pages' section with a table of pages (Homepage, Calendar) and a 'Common Tools' section with options like Files & Folders, Forms & Surveys, Friendly Web Address Mappings, and Minibase.
- Right Panel:** A vertical sidebar titled 'SITE & CHANNELS' showing a list of site elements with counts: About Our School (5), Library (3), Faculty (13), Families (5), Clubs/Programs (9), and Photos. At the bottom is a 'Change Site' button.

Two red arrows highlight key features: one points from the 'Current Pages' section in the main content area to the 'Current Pages' section in the right panel, and another points from the 'Current Pages' section in the main content area to a detailed view of the 'Current Pages' table below.

PAGE	Actions
<input type="checkbox"/> Homepage	Actions ▼
<input checked="" type="checkbox"/> Calendar	Actions ▼

PAGE	Actions
<input type="checkbox"/> Homepage	Actions ▼
<input checked="" type="checkbox"/> Calendar	Actions ▼

# Current Pages

- **Homepage**

- The homepage of your website is organized by a series of “Apps” in the backend that push content to the homepage
- Whenever you want to add a date to the calendar, publish a news item, create an announcement or a link, you go to “Homepage” in Site Editor to manage the corresponding app

The screenshot shows the Site Editor interface for the 'Homepage Page'. At the top, there is a navigation bar with tabs for 'Summary', 'Tools', 'Directors & Viewers', 'Channels', 'Statistics', and 'How do I...?'. Below this, the page title 'Homepage Page' is displayed, along with the text 'Last edited by John Cope about an hour ago.' The main content area is divided into five sections, labeled A through E, each containing a different app:

- A**: An empty rectangular box.
- B**: 'Upcoming Events' app, showing 'Upcoming Events'.
- C**: 'Campus News' app, showing 'Headlines & Features', 'District News', and 'Headlines & Features' with a 'Shared' button.
- D**: 'Quick Links' app, showing 'Site Shortcuts' and 'Announcements'.
- E**: An empty rectangular box.

On the right side, there is a sidebar with a preview image of a bus and three action items:

- Manage Apps & Layout**: Add apps or change your layout.
- Page Options**: Set the options for your page.
- View Page**: See how your page looks.

At the bottom of the sidebar, there is a 'Pending Comments' section with a link to 'All Comments' and the text 'There are no comments awaiting approval.'

# Current Pages

- **Homepage**

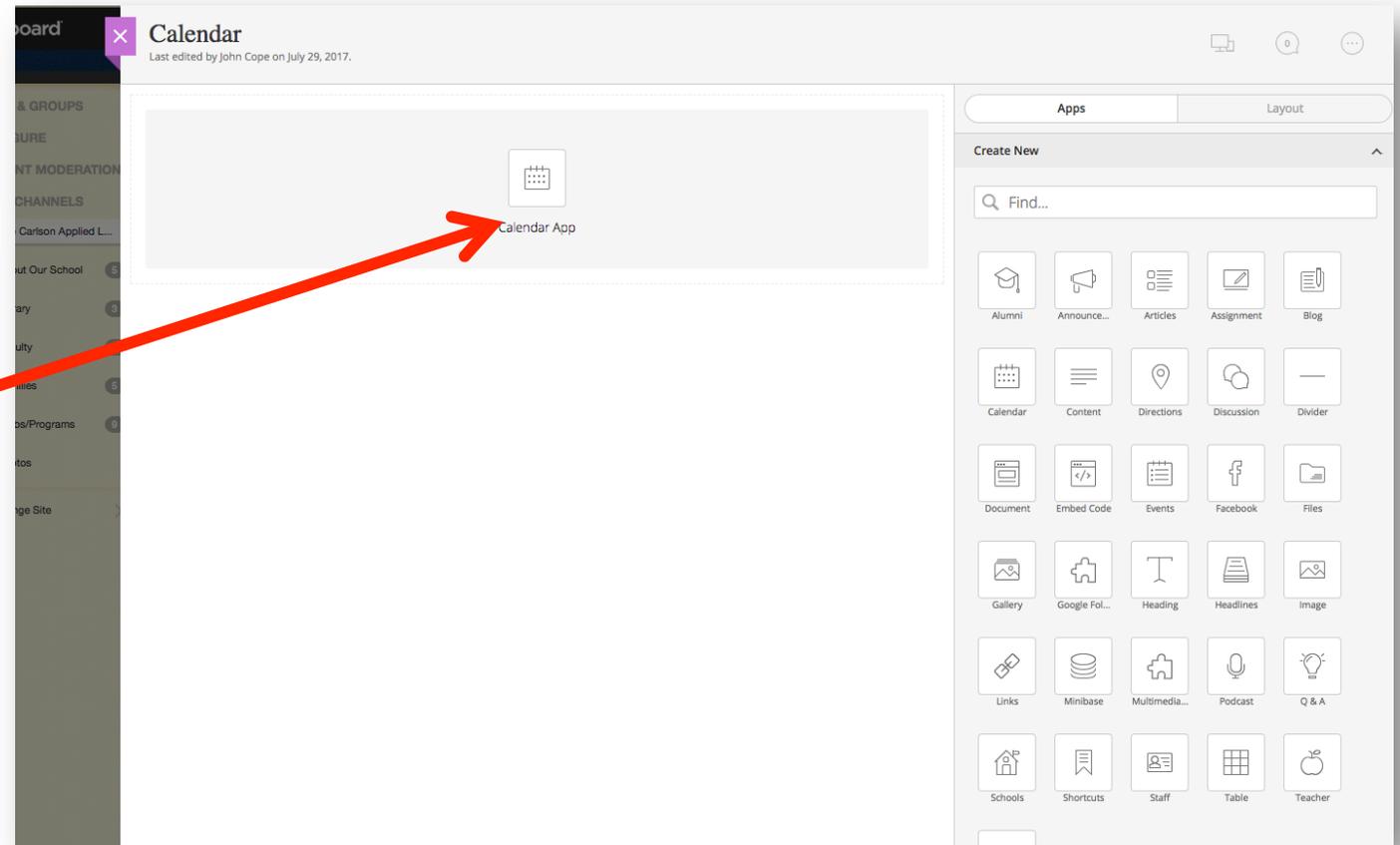
- **Manage Apps & Layout**
  - Click this first to access the app
- **Apps**
  - Then click the app you want to access
  - “District News” and “Upcoming Events” can not be accessed here
    - Upcoming Events feeds from your calendar

The screenshot shows a web page editor interface for a "Homepage Page". The page is divided into five sections labeled A through E. Section A is empty. Section B is "Upcoming Events". Section C contains "Campus News" and "District News". Section D contains "Quick Links" and "Announcements". Section E is empty. On the right side, there is an "Actions" panel with three options: "Manage Apps & Layout", "Page Options", and "View Page". Below that is a "Pending Comments" section showing no comments. A red arrow points from the "Manage Apps & Layout" option in the Actions panel to the "Upcoming Events" app in section B. Another red arrow points from the "District News" app in section C to the "Manage Apps & Layout" option in the Actions panel.

# Current Pages

- **Calendar**

- Whenever you click “Calendar” under Current Pages you will be directed to the calendar section.
- To add and edit events click the “Calendar App” In the center of the page.



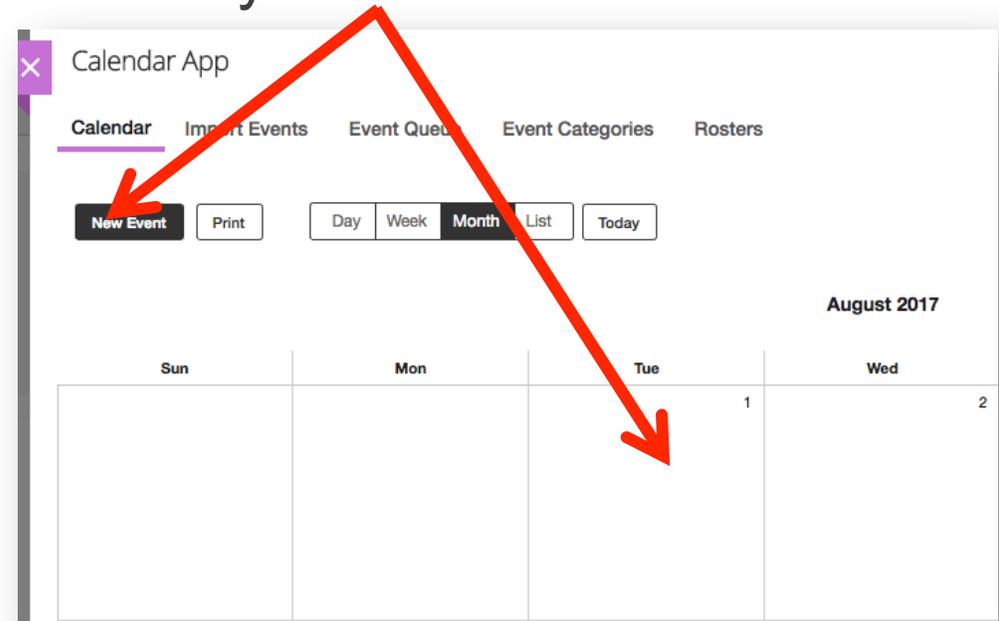
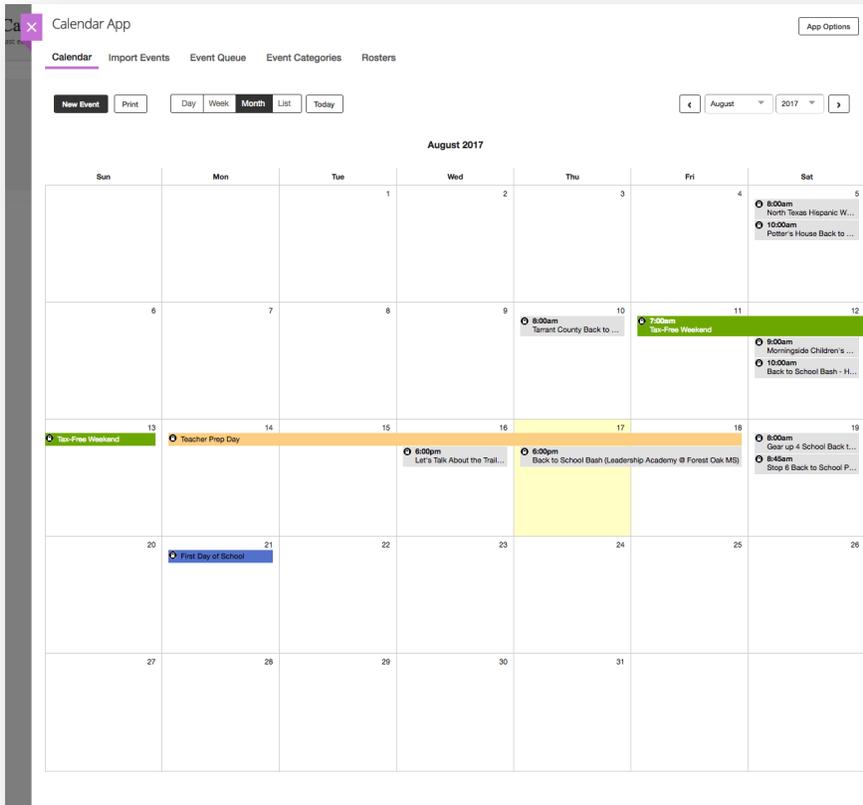
The screenshot displays a web application interface for a 'Calendar' page. The page title is 'Calendar' and it shows it was last edited by John Cope on July 29, 2017. The main content area features a large, light gray rectangular box with a calendar icon and the text 'Calendar App' below it. A red arrow points from the text 'click the “Calendar App”' in the list to this icon. To the right of the main content area is a 'Create New' sidebar with a search bar and a grid of various app icons, including 'Calendar', 'Content', 'Directions', 'Discussion', 'Divider', 'Document', 'Embed Code', 'Events', 'Facebook', 'Files', 'Gallery', 'Google Fol...', 'Heading', 'Headlines', 'Image', 'Links', 'Minibase', 'Multimedia...', 'Podcast', 'Q & A', 'Schools', 'Shortcuts', 'Staff', 'Table', and 'Teacher'.

# Current Pages

- **Calendar**

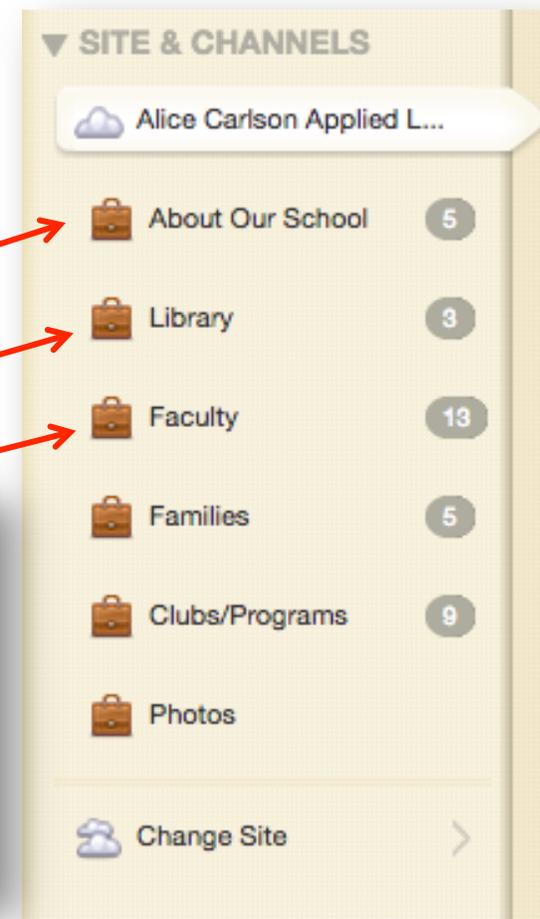
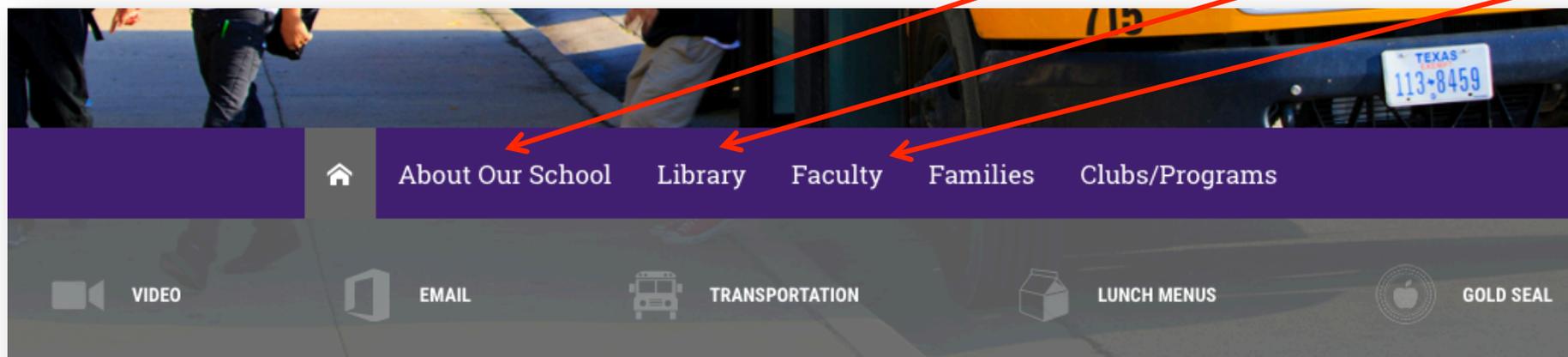
- In the Calendar App there are two ways to add an event:

1. Click “New Event” in the top left
2. Double-click the date you wish to edit or add your event to



# Sites & Channels

- On the left hand side of your Site Manager you will find the “Sites & Channels” area
- Your site’s channels are listed below your campus name
- The channels correspond with the menu items on your homepage



# Sites & Channels

- To edit/add content to any of the channels, simply click it and you can add, edit and organize apps the same way we covered earlier on the homepage
- Each channel can have it's own organizational sections. Sections can be added by clicking "New Section" in the middle of your selected channel page.

The screenshot displays the 'About Our School' Channel Workspace. The left sidebar lists various channels under the 'SITE & CHANNELS' category, including 'About Our School', 'Library', 'Faculty', 'Families', 'Clubs/Programs', and 'Programs'. The main content area shows the 'About Our School' channel page. At the top, there's a navigation bar with 'Summary', 'Tools', 'Directors & Viewers', 'Statistics', and 'How do I...?'. Below this, the 'Current Pages' section lists 'Homepage' and 'About Our School Calendar', each with an 'Actions' dropdown. The 'Sections' section has a 'New Section' button, a 'Sort' button, and a search box labeled 'Find Section'. Below this is a table of sections with columns for 'SECTION' and 'ACTIONS'.

SECTION	ACTIONS
Our History	Options Move Delete
Calendar	Options Move Delete
State Accountability	Options Move Delete
Programs of Choice	Options Move Delete
Parking Lot Safety	Options Move Delete

# Apps, Pages and Additional Resources

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- [www.fwisd.org/training](http://www.fwisd.org/training)
  - The site linked above provides additional training cards, videos and manuals
  - Examples of all all available apps and page types are available to give you an idea of what they will look like on the page so you can find exactly what you need
  - Email or call Thomas Ketchersid anytime
    - [thomas.ketchersid@fwisd.org](mailto:thomas.ketchersid@fwisd.org)
    - 817-814-1938

ABOUT TEACHER APP



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## TIPS AND SHORTCUTS

Resize Your Images for "Campus News"

- **Image Editor Tool** (click "Select New Image" and find your photo, then click "Download Cropped Image")

Examples of Page Types and Apps

- **What does a "\_\_\_ Page" look like?**
- **What does a "\_\_\_ App" do/look like?**



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