

# Template Documentation

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## Editorial Enhancement

### MyWay Template

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**Blackboard**

**Support**

855.742.5952 M-F 8:30-5 EST / [wcmsupport@blackboard.com](mailto:wcmsupport@blackboard.com)

# 01 FEATURES

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## MyWay Premium Features

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- › Add your colors
- › Upload your School Logo
- › Show/Hide District Home Button
- › Show/Hide Google In-page translation
- › Show/Hide Site home on channel Bar
- › Show/Hide Site Calendar on Channel Bar
- › Set the section max in the channel bar dropdown
- › Show/Hide Singe section dropdown in channel bar
- › Turn on/off View full site buttons on smaller devices
- › Editor Styles
- › Add disclaimer text to the Footer

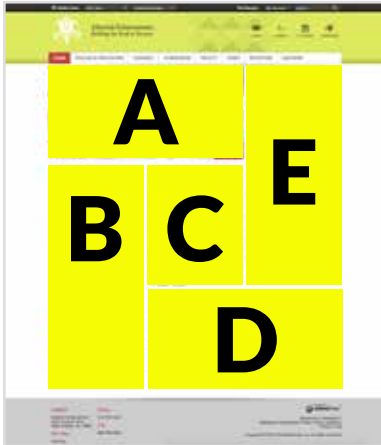
## Editorial Enhancement - Template Features

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- › **Responsive Design:**
  - 1024px X 768px desktop view
  - Smaller views include (template will adapt to every device):*
  - 768px X 1024px
  - 640px X 768px
  - 480px X 640px
  - 320px X 480px
- › Supports logos on mobile views
- › Equipped with up to 4 Global Icons
- › Content above the fold
- › Show/hide header graphic
- › Right side navigation on interior pages

## 02 CONTENT / APPS

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### Add Additional Apps to the homepage

- › Click Homepage › Manage Apps and Layout › Add App
- › Turn on the App headers by clicking Options for that App and checking the box that says “Show the App name on my page”
- › Apps can be moved into different regions by clicking and dragging
- › App names can be changed by double clicking on the App name or by clicking on Options

### To add/edit the address information in footer

- › Click Configure › Sites › the site you want to edit › Contact
- › Add/Edit the address phone and fax and then hit Save

### Region A › Photo Gallery / PHOTO DIMENSIONS: 637PX X 304PX

- › This region will only accept the Photo Gallery App. If any other App is placed here, it will not show on your site.

### Region B › Left Column / STANDARD CONTENT REGION

### Region C › Center Column / STANDARD CONTENT REGION

### Region D › Lower Right Column / STANDARD CONTENT REGION

### Region E › Top/Right Column / STANDARD CONTENT REGION.

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### SETTING UP A PHOTO GALLERY APP

- › Click Homepage › Manage Apps and Layout › Add App
- › Click Create New › Name the App › Click Create › Click I'm Done
- › Next, Click on the App to open it › Type in the Gallery width › Click Let's get started
- › Next, Click Options › here you will change the Gallery Type from JavaScript (Recommended) to JSON Object (Advanced - Additional coding required) using the dropdown menu. Here, you can also set the Transition Delay to set the amount of time each photo will display before rotating.

- Note:** If you set up a photo gallery for a specific template, it cannot be used on any other template. A new gallery will need to be created and photos will need to be upload again.

### UPLOADING PHOTOS TO THE PHOTO GALLERY APP

- › Click on the Photo Gallery App to edit it
- › Click Upload Photos and upload your correctly sized image
- › You must title your photo or type in the word 'HIDE' to hide the photo title. A caption is optional
- › Check the link image box and insert a URL to set a link
- › Any updates made to the Photo Gallery App will need to be Published to make them live.

## 02 TEMPLATE RESOURCES / FILES & FOLDERS

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### Accessing Files & Folders

Uploading assets to a directory will make them available for application in the template configuration window

- › Click Configure › Templates › Files & Folders › Site Files
- › Here you will see two folders you will use: icons & images

### Uploading Custom Icons

#### ICON DIMENSIONS: 25PX X 25PX

- › Icons should be sized prior to upload and have a transparent background
- › The color of the icon should be the desired color you would like on the site since custom icons are not color changing
- › Images should be saved as a transparent .png prior to upload
- › Upload your icons into the icons folder

### Uploading Logos

#### MAXIMUM LOGO ONLY SIZE: 640PX X 131PX

- › The width of the logo should be determined by the length of the site name to ensure longer names have ample space in the header. The maximum logo size can be used when the School Name and Tagline have been turned off in the Template Configuration window.
- › Logos should be sized prior to upload
- › Logos should be saved as a transparent .png if they are going on a solid background or a .jpg if they are going on a white background prior to upload
- › Inside the images folder you will create a folder called logos
- › Upload your logos into the logos folder

#### What's Next?

- › See Template Configuration on the next page on how to apply logos, icons, etc. to the new template

#### About Custom Icons

- › Custom icons are uploaded as graphics. Graphics cannot be color changing. All of the pre-designed icons included in our icon library have the ability to change color. Any templates that have color changing properties on hover will not apply when using custom icons.

## 03 TEMPLATE CONFIGURATION

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### How to Access the Template Configuration Window

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- › While in Site Manager, in the left hand column, Click Configure › then down to Sites › the site you want to edit › navigate to the third tab called Advanced › Click the green Change button
- › The Template Configuration window should now be open. To change out a template with a new one you have licensed, click on the template thumbnail in the upper left corner › choose the new template

### Using the Template Configuration Window

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- › Here you will see multiple accordion bars in the left panel.
- › Within each bar are areas where you can make changes/insert URLs/apply logos/etc.
- › Enter the appropriate information and then click Save & Preview to view your changes.
- › To publish updates you have made click Publish & Exit.
- › **Click Publish & Exit to Publish your template to your site.**
- › If you want to make changes after the new template is live you can still click Save & Preview to preview your changes, but then you can also click Publish & Exit to make your changes live.

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### Setting Colors

- › Make it yours! Each template comes with varying levels of configuration. As a rule of thumb, if a particular area has a color, then that color can be changed. There are some circumstances, however, where bright white or light gray areas are not configurable. This has been done intentionally as part of the overall design. We always suggest you preview the template before licensing to ensure it will be a perfect fit for your organization.
- › There are two ways to set a color:
  - Manually type in a HEX code value or
  - Click on the color swatch and choose from our user friendly color palette.
- › Keep in mind that each template will group colors throughout the template differently based on its design.

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### Global Icons and Global Links

- › Choose the number of links you would like to display on the page
- › If this area includes icons, you will click on the icon (in the accordion menu) and select a new icon from the icon library
- › Name the icon/link by typing in the link name field
- › Set a link destination by clearing the '#' symbol from the field and pasting in the desired URL
- › Set a target by choosing self (opens in the same window) or blank (opens in a new window)

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### Applying Logos or Background photos

- › Once the desired logo or background photo has been uploaded to files and folders, at the appropriate size for the template, you can add a logo by clicking on the logo (in the accordion menu) then selecting it from the pop-up window.
- › Keep in mind that not all templates support a background photo. See template features to see if this template allows for a background photo upload.

# 04 PUBLISHING / GOING PUBLIC

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## New to Blackboard?

### PUBLISHING YOUR NEW TEMPLATE TO YOUR INCUBATION SITE

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- › Publishing your new template is just a matter of clicking Publish & Exit in the template configuration window. You just have to go into each site's window and click that button.

## Already Public with Blackboard?

### PUBLISHING YOUR NEW TEMPLATE TO YOUR EXISTING SITE

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- › When you are ready to switch out your existing template with your new Template, it is just a matter of clicking Publish & Exit in the Template Configuration Window on every site. Once you Publish your new template you may need to visit the content on each homepage and reorganize the Apps as necessary. Photo rotators will need to be published at this time to ensure they are displaying correctly on the homepage.

### Additional Assistance

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- › The normal operating hours for support are 8:30-5 p.m. EST Monday – Friday. For urgent issues that significantly impact the functionality of the site, you can contact the After Hours service at the same number listed below.
- › [wcmsupport@blackboard.com](mailto:wcmsupport@blackboard.com)
- › 855.742.5952

## 05 ADDITIONAL RESOURCES

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### Cropping and resizing imagery & logos

If you have trouble sizing or cropping images, we recommend the site: <http://pixlr.com>

- › On the Pixlr website, choose the Express (Efficient) program option
- › Click Browse and open your image
- › Click Adjustments and then Resize
- › In the little box at the bottom put in your width (do not enter a height)
- › Make sure the toggle for Keep Proportions is turned on (blue)
- › Hit Apply
- › Click Crop and put in your image dimensions
- › Drag the box to the position on the photo that you think looks best
- › Hit Apply and then click Save
- › Now your image should be sized correctly and ready to upload into your Photo Gallery App or Multimedia Rotator App

### Template Guides

- › Working with Templates: <http://tinyurl.com/jnrkrlc>
- › Template Configuration Guide: <http://tinyurl.com/jng4h6w>

Visit Us Online for Additional Resources: [share.schoolwires.com](http://share.schoolwires.com)

### Stock Photo Resources

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- › [istockphoto.com](http://istockphoto.com)
- › [splashbase.co](http://splashbase.co)
- › [freeimages.com](http://freeimages.com)
- › [shutterstock.com](http://shutterstock.com)

### Color Resources

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- › [htmlcolorcodes.com](http://htmlcolorcodes.com)
- › [color.adobe.com](http://color.adobe.com)
- › Use this eye dropper from Chrome Extensions to extract existing colors from your site:  
<http://tinyurl.com/ot4gd42>

### Custom Icon Resource

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- › [iconfinder.com](http://iconfinder.com)