The Blackboard Web Community Manager now has a new look and feel for content editors that provides a streamlined editing experience that requires fewer clicks in order to make changes to a page. The District has postponed the release of the New Page Editing Experience for the majority of users up to this point, but must now begin to migrate all editors into the new experience as the current editing experience will be removed by Blackboard sometime this summer.

Log-In To Site Manager

1. Visit https://www.neisd.net and click on the LOGIN link located in the upper right-hand corner of the screen just below the Search bar
2. Click LOGIN on the screen that appears
   a. If prompted, enter your normal NEISD Active Directory Credentials to login
3. Click on the SITE MANAGER link that now appers below the Search bar in the upper right-hand corner of the screen.

Classic Editing Experience (if you are not quite ready for a change)

You can continue to use the Classic Editing Experience until such time that it is removed by Blackboard, which has indicated an end-of-life on the Classic Editing Experience sometime during the Summer of 2019. However, learning the new experience as soon as possible is recommended!

NOTE: The process described below must be repeated every time you want to edit a page using the Classic Editing Experience and cannot be “locked in”.

To Edit in the Classic Editing Experience

1. Left click on the ACTION button located to the right of the page of interest
2. Left click on CLASSIC EDIT in the menu that appears
3. Proceed to edit the page as normal. You can review the user guide located at https://www.neisd.net/userguide-classic
Blackboard Editor – Classic Edit vs. New Page Editing Experience

New Page Editing Experience ("The best learning is doing!")

There are two ways to access the New Page Editing Experience. This new experience offers conveniences such as drag-and-drop functionality, fewer clicks to accomplish tasks, and access to editing via an on-screen button (provided that you are logged into the website!).

Two ways to access the New Page Editing Experience

1. After logging-in to the website, browse to the page of interest as if you were a site visitor and click on the EDIT PAGE button located near the upper right-hand corner of the page...just below the black menu bar, OR
2. After logging-in to the website, click on the SITE MANGER link that appears below the Search bar in the upper right-hand corner of the screen and then click on the page of interest.

A “window overlay” slides out from the right to reveal the new three-panel Editing Workspace.

PAGE INFORMATION provides the name of the page you are editing, the last editor, and the last edit time. On the far right, there are icons that allow you to Preview the Page, View Pending Comments (Rare), and Access More Options, such as Page Options, Set Viewers, Total Visits, and What’s New.

CURRENT LAYOUT is a visual representation of how the page is currently oriented as well as the APPS that occupy different space within that orientation.

AVAILABLE APPS / LAYOUTS shows the applications and layouts that are available for your use on this page. (Remember that the Teacher Welcome Page layout is set for all teachers in the District, has been approved by Executive Staff, and SHOULD NOT BE CHANGED!!)

This “window overlay” slides out from the right whenever you are in the New Editing Experience.
Blackboard Editor – Classic Edit vs. New Page Editing Experience

Apps and Layout

a. Additional Apps can be added to a page by dragging the App directly into the workspace.
   - Select the app to be added from the “Apps” list on the right, click and hold on the App and drag it into the desired location within the Layout on the left.

b. The layout can be changed simply by clicking on the “Layout” tab and selecting the appropriate layout.
   - Once a layout has been selected, the current apps in the workspace may need to be moved around to adjust for the new layout.
   - **Important:** Remember that the Teacher home page layout has been approved by Executive Staff and should not be altered. Any other pages within the teacher site can utilize whatever layout is appropriate for the content.

c. To change the name of an App, click on the white pencil icon located to the right of the current App name.
Blackboard Editor – Classic Edit vs. New Page Editing Experience

The New Editing Experience introduces some new icons that will help you add and edit various aspects of the selected App. Hovering over an App within your current layout will reveal the functions that are available to you within that App.

**Edit Icons:**

![Edit Icon](image) and ![Edit Icon](image) allow you to edit content within the APP. The color of the icon is not important.

**Add Entry Icon:**

![Add Entry Icon](image) allows you to add a new entry to an APP, such as a new entry within the Headline & Feature App, or a new Link within the Link App.

**App Options Icons:**

Each App provides different options that you may want to engage at your discretion. Some Apps, like the Content App, display the APP OPTIONS button in the upper right-hand corner of the screen when the App has been opened for editing. Other Apps, like Headlines & Features, display an Options tab at the top of the screen when the App has been opened for editing.

**Save Icons:**

Whether you are editing existing content or adding new content you want to be sure to click on the SAVE button so that your work is preserved. Much like App Options icons, the SAVE button may look a little bit different between select Apps, but the function is the same.

**Exit Icons:**

![Exit Icon](image) and ![Exit Icon](image) are displayed within different Apps depending on the type of App. Apps that require larger editing field typically have a window that slides out and covers the majority of the page. This type of App uses the purple X to close out the new window overlay. Other apps that don’t need as much editing space will only occupy the right portion of the screen and will show the I’m Done button, which allows you to close out the editing window overlay.