# Portal administration in Blackboard

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Parts of a Portal page

**Top level tab**
At School or Department level: Visible to all Staff and Students in that School / Department.

**Secondary tabs**
Although these may be labelled 'UG Student', 'PG Student', 'Staff' etc., all of the Secondary Tabs are in fact visible to anyone who can see the top level tab i.e. to all Staff and Students in the School or Department.

**Portal modules**
Where content is delivered: The visibility of these modules can be restricted to specific roles within the School e.g. Staff, UG Students, PG Students.
Setting up Tabs

Setting up the top level and secondary tabs has to be done by a Blackboard administrator in IT or the CQSD TEL team.

IT will set the permissions so that the correct Tabs appear to the right users. For the most part, once set up, these permissions are assigned automatically

- Students – data drawn from RISIS
- Staff – data drawn from the HR database, Trent.

Managing Tabs

Staff within Schools can be assigned the role of Portal Administrator.

Once assigned this role, you will see the System Admin tab in Blackboard.

From here, under Communities, click on Tabs and Modules then Tabs.
Initially, you will probably see a blank screen. Click on **List View** to see all of the Tabs over which you have control.

Hover over the name of a Tab, and click on the down-arrow to see a list of options:

**Edit**

Allows you to:

- edit the title of the Tab
- set the number of columns to display (by default Tabs display 3 columns)
- control whether the Tab is available to users
Default Content

Choose the Portal modules which will appear on the Tab.

Default Layout

Control the width of the columns on the page, and which modules appear where.

Hot Spots and Hot Links

Typically (but optionally) these are lists of useful links displayed on the left of the Portal page – use this option to edit those links.

More detail on these options below, after looking at how you create and edit Portal modules.
Creating and editing Portal modules

From System Admin > Communities > Tabs and Modules go to Modules.

You will see a list of the modules which have been assigned to your School or Department (in Blackboard jargon, to your ‘Domain’).

How to create a Portal Module

Click on Create Module

On the Module Properties page you can:

• provide a Title for the module – what will display to users on the Portal page

• select the Module Type
In almost every case you will select HTML i.e. an empty space into which you can type, insert images etc. Please log a call with the IT Service Desk for advice on other types of portal module.

• select a Category – typically ‘News and Events’ or ‘Help and Support’

• enter a Reference Name – this is for administrative convenience, and you can type whatever you like, but please use your School or Department prefix e.g. LW for Law, TY for Typography.
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It is also useful – for you and others involved in administering the Portal – to enter a brief description.

Other settings:
- Allow Users to Personalise the Module – usually No
- Allow Users to Detach the Module – usually No
- Set System Availability to Yes once you are ready to make the module visible to users
- Available to – this depends on whether you want to restrict access to a specific group of users. If you select Everyone then the Portal administrator in another School could select it for display on their page – this is not necessarily a problem. If you want to restrict access, tick Specific Roles then choose the appropriate role(s) on the left, then click the arrow to move that role to the right-hand column.

A note on Roles
All users in Blackboard have one Primary Role. This nearly always corresponds to the user’s School e.g. School of Law. The same School-level role will be applied to both staff and students.

Users can also have multiple secondary roles e.g.
- Staff / Student
- Law Staff / Law Undergraduate / Law Postgraduate
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These roles are assigned automatically from RISIS or Trent, but there are some roles which are assigned manually by Blackboard administrative staff.

When restricting access to a Portal module you thus have considerable flexibility in assigning permissions to one or more set of users.

As with most other Blackboard content, you can also set Display After and Display Until dates.

Finally, you can assign editing access to the module to yourself, and to other colleagues.

Staff with delegated admin rights to edit a module do not necessarily need to have full Portal Admin access. But even if they are administrators, having delegated admin rights provides quick access to edit and update modules.

When you press Submit you are taken to the standard Blackboard editing screen. On this page, enter the content which will display to users.

Submit when done.
Please note

When you first create a new module, you won’t actually be able to see it listed via the SysAdmin tab, because it won’t yet have been assigned the correct Category.

Please contact the IT Service Desk when you need to have a new module categorised as belonging to your School or Department ‘Domain’. If you are creating a batch of new modules, it would help IT if – in the short term at least – you set them all to have names which begin with your School / Department prefix (e.g. TY for Typography).

How to edit a Portal Module

Editing a module from the System Admin tab

Under Communities, click on Tabs and Modules then Modules.

Hover over the module you want to edit. Click on the grey down-arrow and choose Edit Properties or Edit Content.

Edit Properties will allow you to change

- the name of the module
- the availability of the module
- which Blackboard roles are allowed to view the module

and to assign editing permissions to colleagues.

Choose Edit Content when you want to edit what displays to users.

When you first enter the editing screen, you may see the compact, single-line version of the formatting toolbar. To get access to the full range of formatting and editing features, click here.
You will then see the full three-line formatting toolbar.

**EDIT MODULE**

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Rules and Regulations

*Postgraduate Taught Students:*
Postgraduate Programme Handbook 2015-16 (LLM, M Res, M St)

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Click Submit to proceed. Click Cancel to go back.

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**Editing modules from your Portal page**

You can edit any modules for which you have delegated admin rights by clicking on **Module Administrator** on your School Portal page, or on the Enrolments tab.

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If there are staff who do not have Portal Admin access, but have been assigned editing rights on specific portal modules, this is how they will access those modules to edit them.

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From here you can edit modules as shown above.
How to deploy modules on your Portal page

Having created or edited the module, you need to deploy it on your Portal page, so that users can see it.

Go to SysAdmin > Communities > Tabs and Modules then Tabs.
Click on List View to see the tabs you are managing.

Select which modules display on the tab

Hover over the tab name, click on the grey down-arrow and select Default Content.

You will see a list of all the modules which can be displayed – this will include modules created in other Schools which are potentially accessible to all users.

The list is displayed alphabetically by module name.

Scroll down and tick the modules which you want to display on the tab.

Hint: just tick the REQUIRED box (the second column) and the DISPLAYED box (first column) will be filled in automatically.

When done, press Submit.
Control the layout of modules on the tab

When you add new modules to a portal page, Blackboard will automatically display them at the bottom of the page. To specify exactly where modules should display on the page, you now need to select Default Layout.

Column Widths

By default Blackboard portal pages have three columns, a narrow left-hand column and two wider columns.

Set Header

You can if you wish set a module to display at the top of the page across all three columns (this is how we displayed the messages about the move to Managed Hosting, and the subsequent Blackboard upgrade, in Summer 2015). This could be a banner image for the School. By default, this is set to ‘No Header’.
N.B.

If you are setting a module to display as the Header, you do not need to have previously selected it under 'Default Content'.

When you select a module to display as the Header, the title of that module does not display — i.e. if you choose a banner image as the header, users will see just the image, without a title bar saying 'School of Law UG banner'.

**Set Content Layout**

This is where you set which module is to display in which column.

For each column, you can set a **Fixed Module** i.e. a module to be anchored at the top of that column.

N.B. If you are setting a module to display as a Fixed Module, you do not need to have previously selected it under 'Default Content'.

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Normally, you will position modules using the controls under **Other Modules**. Highlight the module you want to move, then use the right and left arrows to move it to a different column.

Use the up and down arrows to position it within that column.

**Set Footer**
This works exactly the same as Set Header, but controls what is to display at the bottom of the portal page.
Please do not edit the final item, Module Theme.
When done, press **Submit** to save your changes. You will be able to view them on the relevant portal tab.

**Hot Links and Hot Spots**
These are modules which you can display on your Portal tabs, but which are edited in a slightly different way. To edit them, go to **SysAdmin > Communities >Tabs and Modules** then **Tabs**. Select the tab which you want to edit, and choose either **Hot Link Content** or **Hot Spots Content**.

**Hot Links**
This tool allows you to create a list of weblinks to display on the portal.
To create a new link, click on **Create Web Link**.
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This operates the same way as web links within a course. Provide a Name, the URL (including https://) and, optionally, some descriptive text. When done, press Submit.

You can of course Edit previously created web links (for instance if the web address needs to be changed).

Hot Spots

These are rarely used. Blackboard’s description is “Hot Spot Content displays advertisements or other images that are relevant to your institution” – see https://en-us.help.blackboard.com/Learn/9.1_2014_04/Administrator/060_Application_Management_and_Support/User_Interface_Management/010_Tabs/100_Managing_Hot_Spots

Hot Spots are off by default. If you think you might like to use them on your portal tabs, please log an IT support call to ask for advice.

Further help

Please see additional guides on Portal administration located on the Support for Staff tab in Blackboard.

Further help can be found on the Blackboard Help site at: https://help.blackboard.com/Learn/Administrator/Hosting/User_Interface_Management/Modules

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