

Template Configuration

- The Template Configuration Window is where you can preview the template and configure many of the settings and features.

Accessing the Template Configuration Window (TCW)

Click Configure › Sites › the site you want to edit › Advanced › Change › click on the template thumbnail in the upper left corner › choose the appropriate template

Using the TCW

- Within the TCW, you will see multiple accordion bars in the left column
- 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
- If you are an existing Blackboard client and are not yet ready to go public with your new template, do NOT click Publish & Exit, as that will apply the new template to your website
- 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

Unexpected Character Error

Some characters are not accepted in the TCW. We suggest you add one URL at a time and click save and preview during setup to ensure URLs are accepted. If you receive an error message, use tinyurl.com/app to create a simplified url for your link destination.

Setting Colors

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 white or light gray areas are not configurable. This has been done intentionally as part of the overall design aesthetic. We suggest that you preview the template before licensing to ensure it will be a perfect fit for your organization.

Streaming Video Best Practices & Recommendations

- - Videos need to be hosted on YouTube, Vimeo or MyVRSpot
 - A 16:9 aspect ratio is recommended
 - 720p has dimensions of 1280 x 720 (16:9)
 - 1080p (recommended) has dimensions of 1920 x 1080 (16:9)

- There is no limit or minimum for video length
- If text is included in the video, keep it centrally located and avoid placing it close to the edge of the video
 - On some monitors a small portion of the video may be cropped at the top or bottom due to the responsive nature of the site
 - On some templates, content may overlay the video. Keep your template layout in mind if including text as part of your video
- If your video includes sound, turning on the volume control button is recommended
 - The user can still control volume via their computer, but the video volume control button turns sound on/off for the video only, rather than all computer sound

Template Resources | Files & Folders

- Uploading imagery/graphics to a folder will make them available for application in the Template Configuration Window.

Accessing Files & Folders

Click Configure › Templates › Files & Folders › Site Files

- Here you will see the folders that pertain to your template assets
- Find resources for custom icons, stock photography, photo editing and color schemes [here](#)

Custom Icons (Global + Facts & Figures)

Icon Dimensions: 79PX width x 79PX height

- Icons need to be PNG's with a transparent background, and sized to the correct dimensions prior to upload
- The color of the icon should be the desired color you would like on the site since custom icons are not color changing
- Upload your icons into the Icons folder (This folder is built by the system and will already be in place for you)

Logos

Logo (Only) Dimensions: Max width of 260PX x flexible height

Logo (+ Site Name/Tagline) Dimensions: Max width of 180PX x flexible height

- Logos need to be PNG's with a transparent background, and sized to the correct dimensions prior to upload
- Upload your logos into the Logos folder (Create a Logos folder under Site Files > Images if this folder does not already exist)

Section Dropdown Accent Images

Section Dropdown Accent Image Dimensions: 300PX X flexible height (Recommended size: 300PX X 217PX)

- Accent images need to be JPG's and sized to the correct dimensions prior to upload
- Upload your accent images into the accent images folder (Create an Accent-Images folder under Site Files > Images if this folder does not already exist)

Background Images (Behind Global Icons & Facts and Figures)

Background Image Dimensions: 1500PX width x 700PX height

- Background images need to be JPG's and sized to the correct dimensions prior to upload
- Upload your background images into the background images folder (Create a Background-Images folder under Site Files > Images if this folder does not already exist)

Watermark Images (Shows in featured headline box)

Watermark Image Dimensions: 398PX width x 330PX height

- Watermark images need to be PNG's and sized to the correct dimensions prior to upload
- Upload your watermark images into the watermark images folder (Create a Watermark-Images folder under Site Files > Images if this folder does not already exist)

Homepage Content & Apps

- This is the recommended app placement based on the homepage region map

Region A | Content or Announcements App (only)

- This is a hidden app region that only shows when content is made active
- The App Name will not show in this region, even if turned on

Region B | Multimedia Gallery App (only)

Multimedia Gallery Photo Dimensions: 1500PX width x 700PX height

- Need assistance? Our [Creative Services Image Editor](#) makes cropping and sizing photos easy!

Region C | Any App

Headline Accent Image Dimensions: 900PX width x 522PX height

Multimedia Gallery Photo Dimensions: 900PX width x 522PX height

- Content in this region displays horizontally
- Upcoming Events go into a Content Slider
- Multimedia Gallery displays in a custom slider format
- Headlines & Features displays 4 articles with one larger "feature" article

Region D | Any App

Recommended Headline Accent Image Dimensions: 170PX width x 110PX height (Dimensions are flexible, but this is recommended)

- Content in this region displays vertically

Region E | Any App

Recommended Headline Accent Image Dimensions: 170PX width x 110PX height (Dimensions are flexible, but this is recommended)

- Content in this region displays vertically

Region F | Any App

Headline Accent Image Dimensions: 900PX width x 522PX height

Multimedia Gallery Photo Dimensions: 900PX width x 522PX height

- Content in this region displays horizontally
- Upcoming Events go into a Content Slider
- Multimedia Gallery displays in a custom slider format
- Headlines & Features displays 4 articles with one larger "feature" article

Notable Features

Cascade is designed with these Interactive Elements built in:

- Multimedia Gallery App
- Streaming Video
- Color Configurability
- Content Slider
- Second Multimedia Gallery App
- High Contrast Toggle

Maximum number of global icons:

6

Font Information:

- Body copy is size 16
- Fonts used are Merriweather and Manrope

- App Names

To turn on an app name:

- Click on the app
- Click the Options banner and check the box that says "Show the app name on my page"

- Contact Info

To add or edit the address, phone, fax or email in the footer:

- Click Configure › Sites › the site you want to edit › Contact
- Add/edit the information and then hit Save

- Publishing a New Template

New Blackboard Clients:

- To publish your new template on your incubation site, go into each site's Template Configuration Window and click the Publish and Exit button
- When you are ready to go public with your new website, follow the instructions listed [here](#)

Existing Blackboard Clients:

- To publish your new template on your live site, go into each site's Template Configuration Window and click the Publish and Exit button
- Once your new template has been published, you may need to visit the content on each site's homepage to reorganize apps as necessary. You can accomplish this by clicking and dragging apps from one region to another.