Work with the Peachjar App

Blackboard Web Community Manager

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This guide covers all available features and functionality. Features included in your contract may vary.

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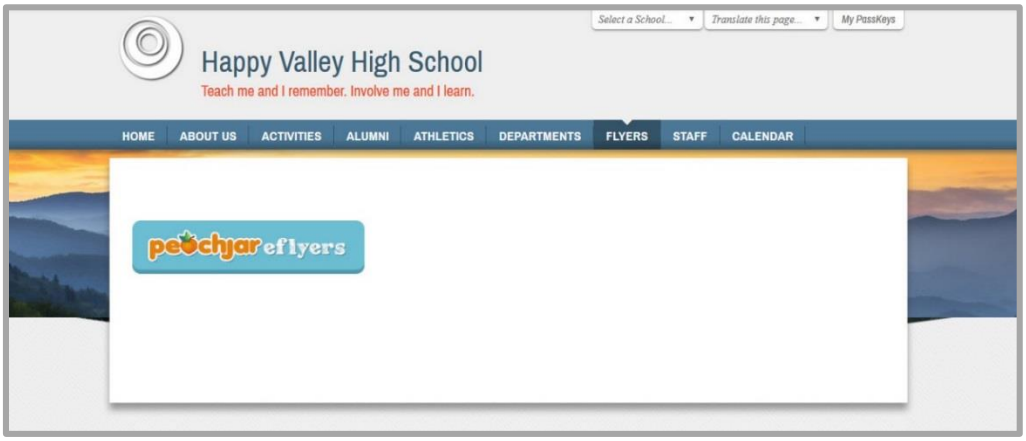
Introduction

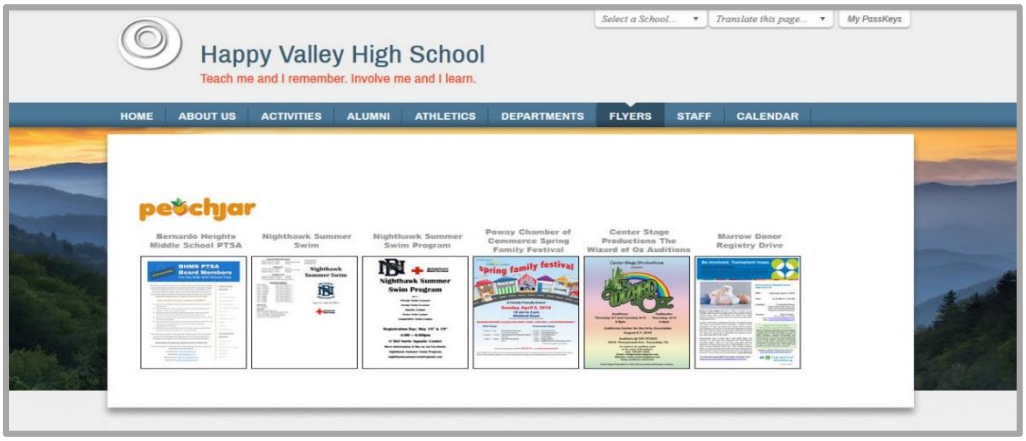
Paper flyers such as newsletters and other handouts can originate from many different sources within your district making it difficult to gather, store, scan and deliver them to their intended audience. Peachjar is a digital flyer management system that makes it easy for school districts to deploy and manage *eflyers*.

The Peachjar App provides information for districts and schools who have an agreement in place with Peachjar and are implementing or already using the Peachjar system to post and send district-approved flyers to parents. If you are not implementing or using Peachjar, learn more by emailing gogreen@peachjar.com or visit www.peachjar.com."

With the Peachjar App, you can add a button on your school webpages that parents can click to view eflyers at their children's school.



Or, you may choose to configure the app so that it displays your schools' Peachjar eflyers as thumbnails on a school webpages. Parents click a thumbnail to view the eflyer. The eflyer opens in a new window.



This guide shows you how to add a Peachjar App to your school websites and manage the app.

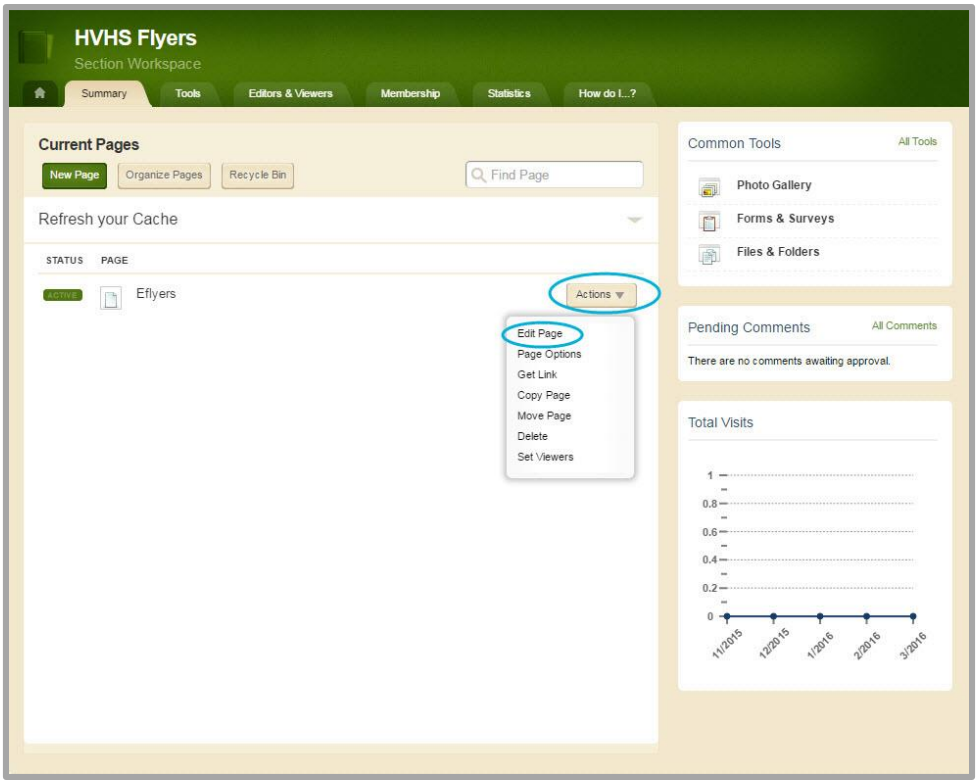
Work with the Peachjar App

Use the Peachjar App to provide easy access to your Peachjar eflyers from your school websites. You'll add the app to a page and then edit it to set display options and other settings. Once added, you can edit the app, remove it from the page and permanently delete it from the website.

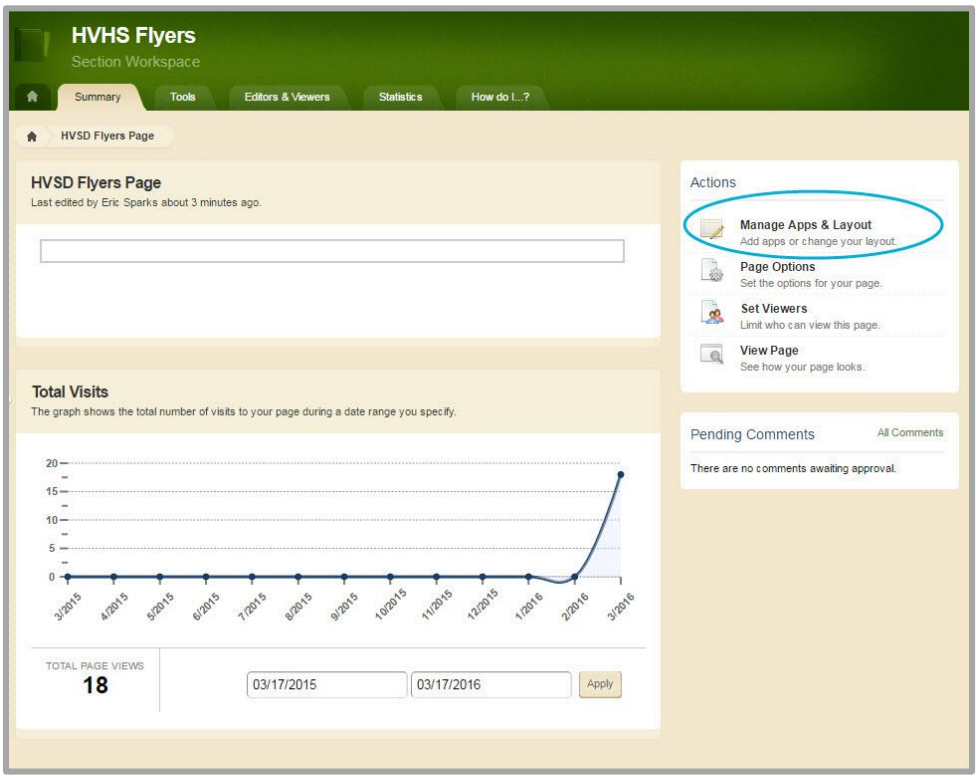
Add a Peachjar App to a Page

Here's how you add a Peachjar App to a page.

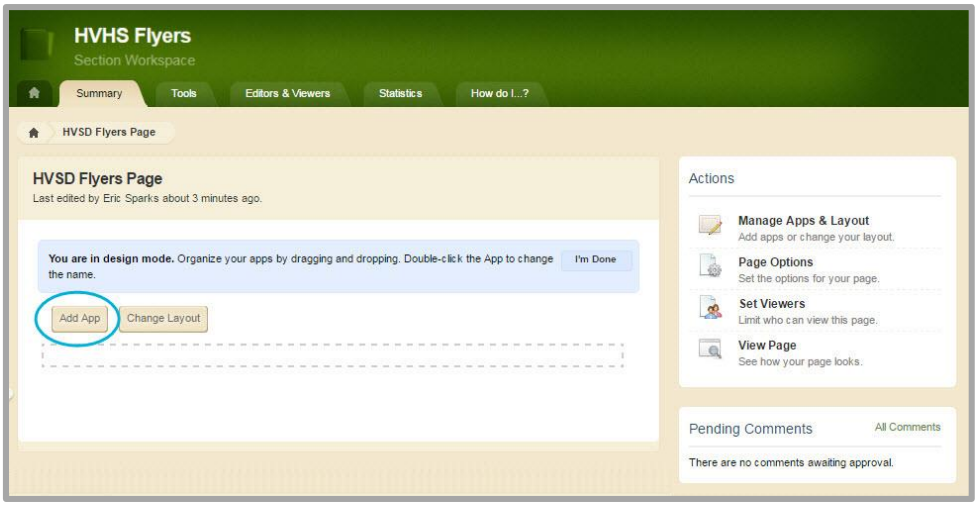
1. In *Site Manager*, navigate to the workspace containing the page to which you wish to add the app.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit mode.



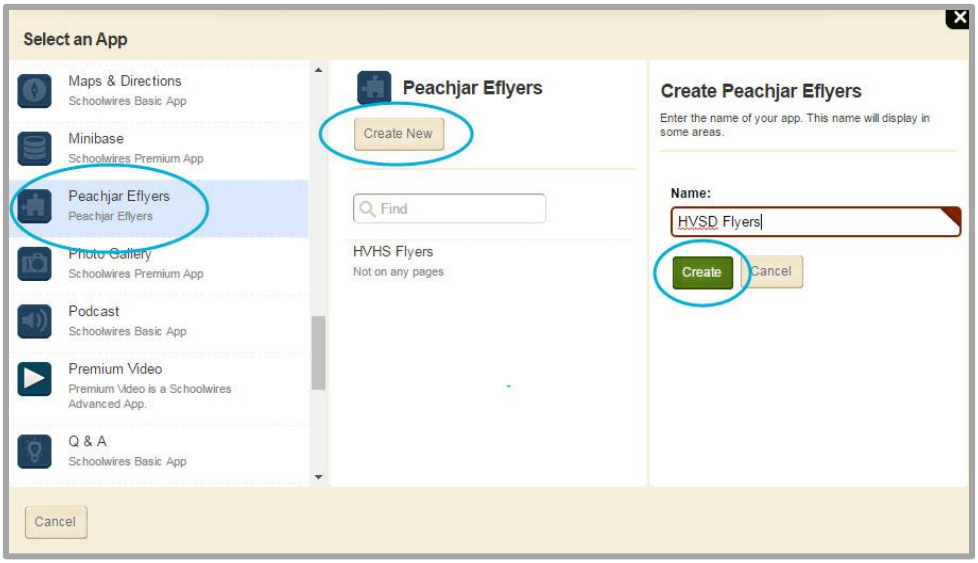
3. Under Actions, click *Manage Apps & Layout*. The page opens in Design mode.



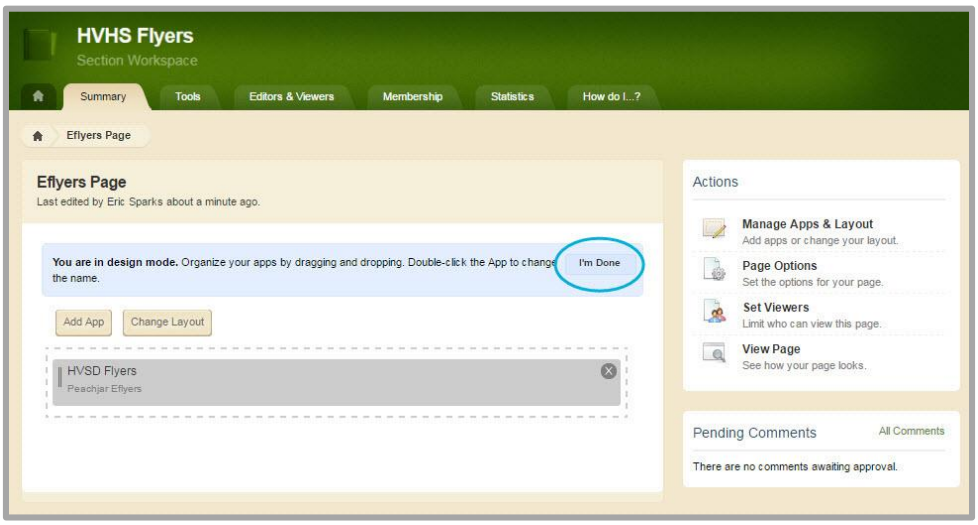
4. Click **Add App**.



The Select an App screen displays.



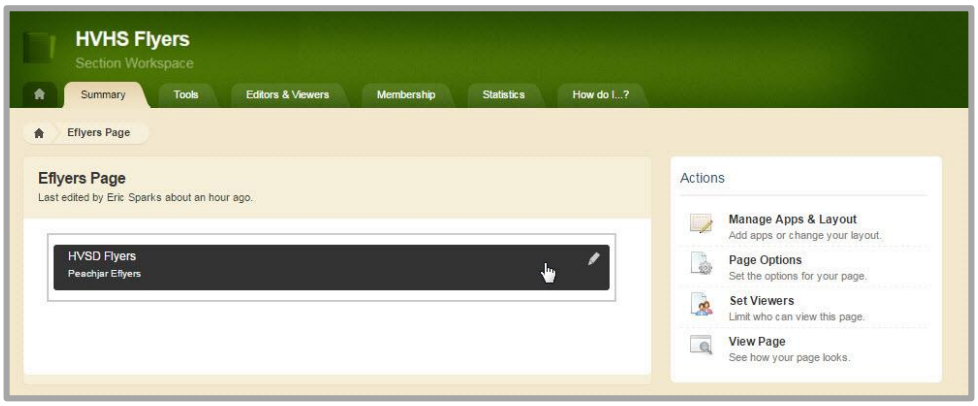
5. In the first column, click *Peachjar Eflyer*.
6. In the second column, you may see a list of existing Peachjar Eflyer Apps. You can select an app in the list or click **Create New**, enter a name for the app in column three and click **Create**.



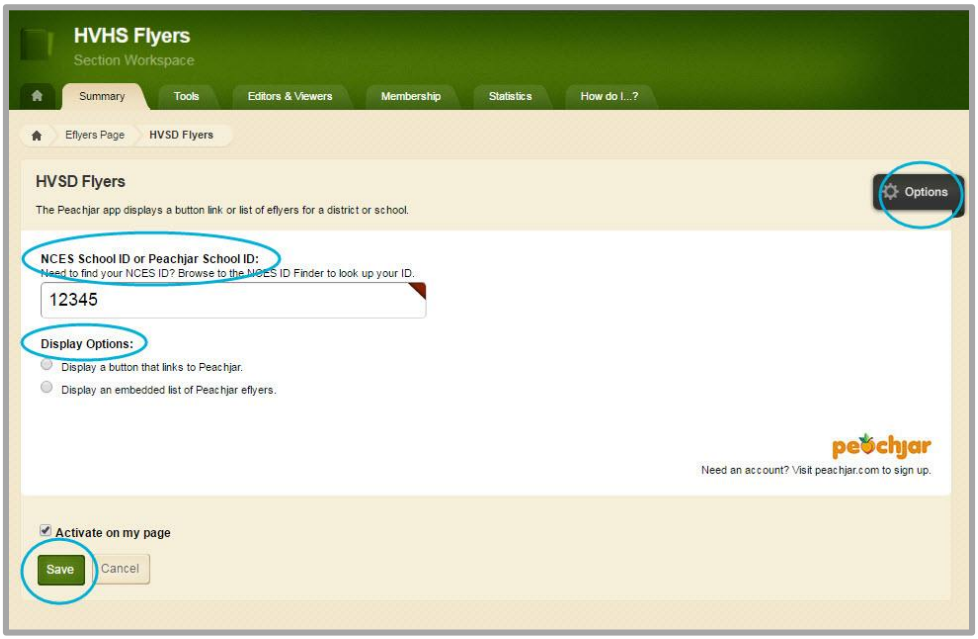
7. Click **I'm Done**. You are returned to the page in Edit mode.

With the app added to the page, edit it and configure app settings.

8. Position the cursor on the Peachjar Eflyer App. Note that the background color changes and you see the pencil icon.



9. Click the app. The edit app screen displays.



10. Enter the school's National Center for Education Statistics (NCES) School ID or your Peachjar School ID. This is a mandatory field that ensures eflyers for the correct school are displayed.

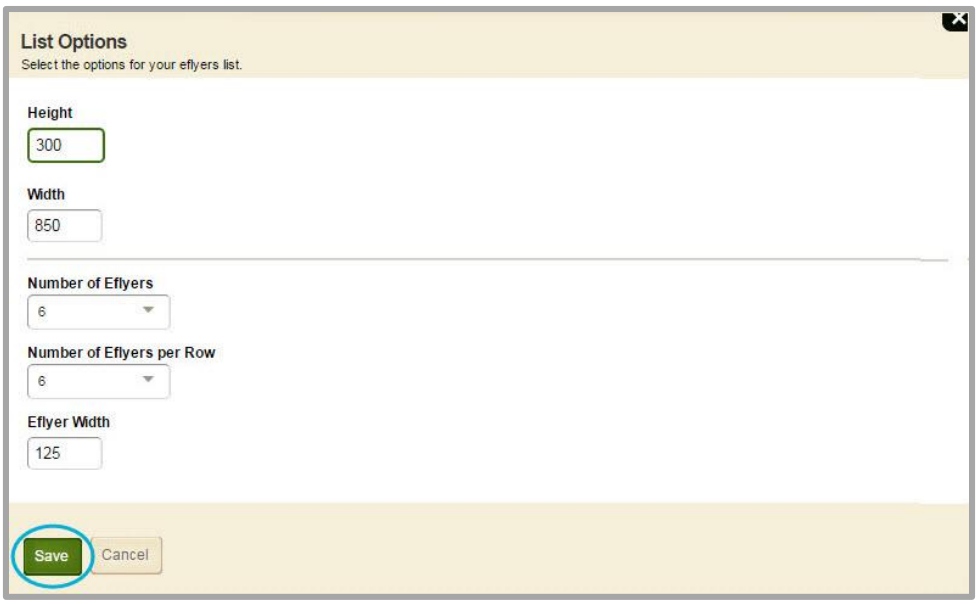
    If the NCES ID's are not working, contact support@peachjar.com or call 858-997-2117, Ext. 2 and request the list of Peachjar School ID's for your district.

11. Select one of two display options.

- Click *Display a button that links to Peachjar*. The Button Options screen displays.

Click the radio button to the left of the button image that you wish to display on the page and click **Save**.

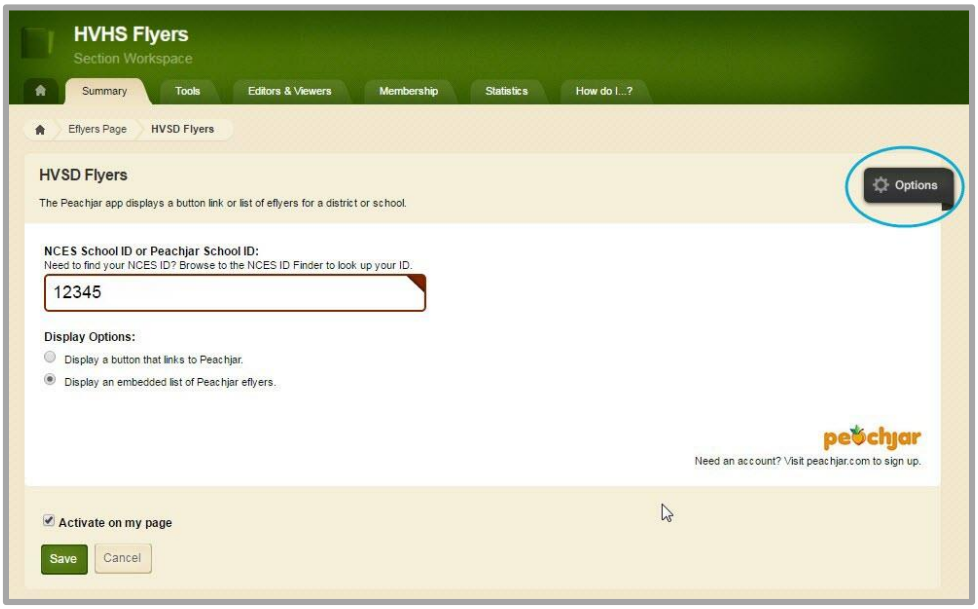
- Click the *Display an embedded list of Peachjar eflyers*. The List Options screen displays.



On the List Options screen, you can edit these settings.

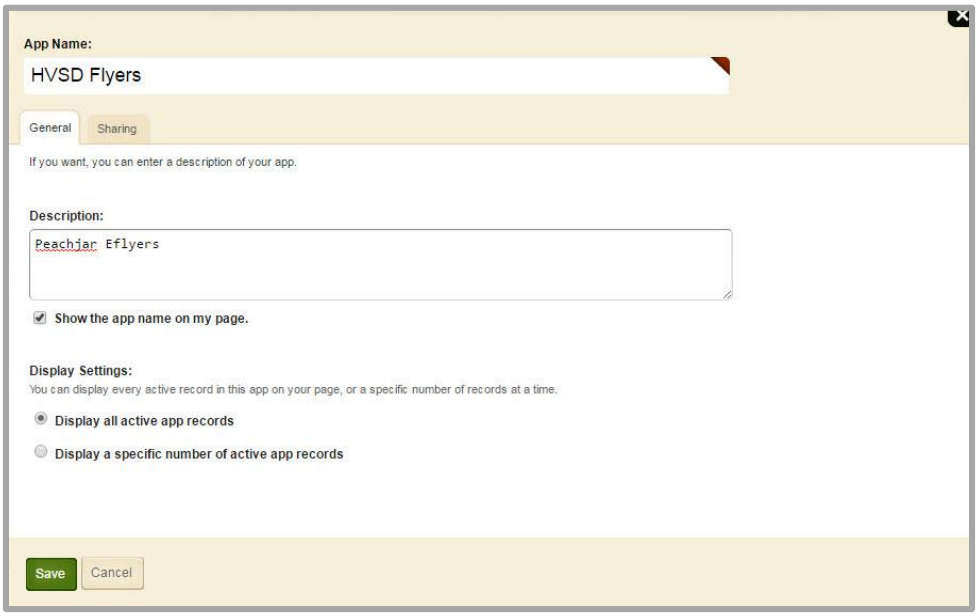
Option	***Description***
Height	*Use this option to specify the height of the eflyer display area—the default setting is 300 pixels.*
Width	*Use this option to specify the width of the eflyer display area—the default setting is 850 pixels.*
Number of Eflyers	*Use this option to specify the total number of eflyer thumbnails to include on the page—the default is six.*
Number of Eflyers per Row	*Use this option to specify the total number of eflyer thumbnails to display in each row of the display—the default is six.*
Eflyer Width	*Use this option to specify the width the eflyer thumbnails that display. The default is 125 pixels.*
If the Number of Eflyers, Number of Eflyers per Row and the Eflyer Width you specify falls outside of the Height and Width set for the display area, you'll see vertical and horizontal slide bars.	

12. Click **Save**. You are returned to the app edit screen.

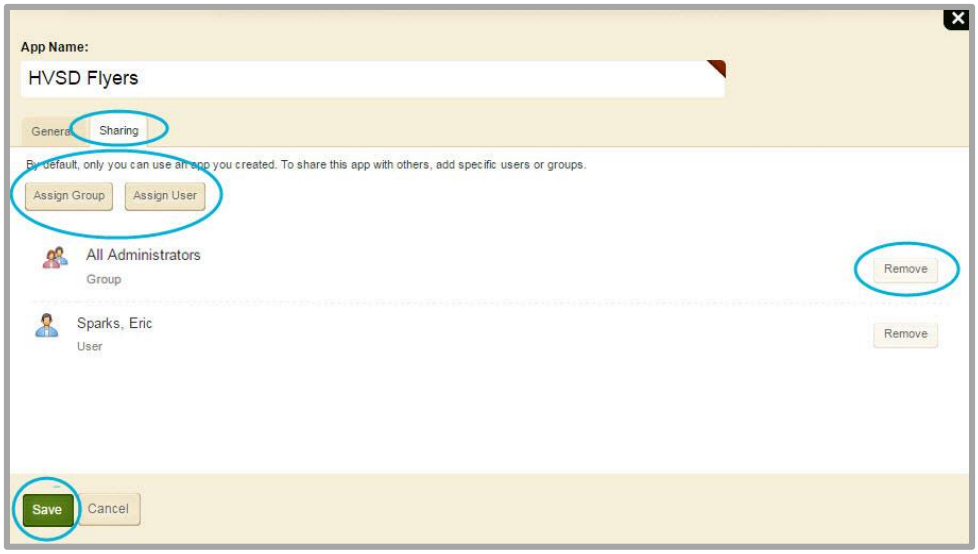


13. Click **Options** to access general and sharing rights app settings. The **General** tab opens.

14. On the **General** tab, you can change the App Name, add a Description and activate the *Show the app name on my page* check box.

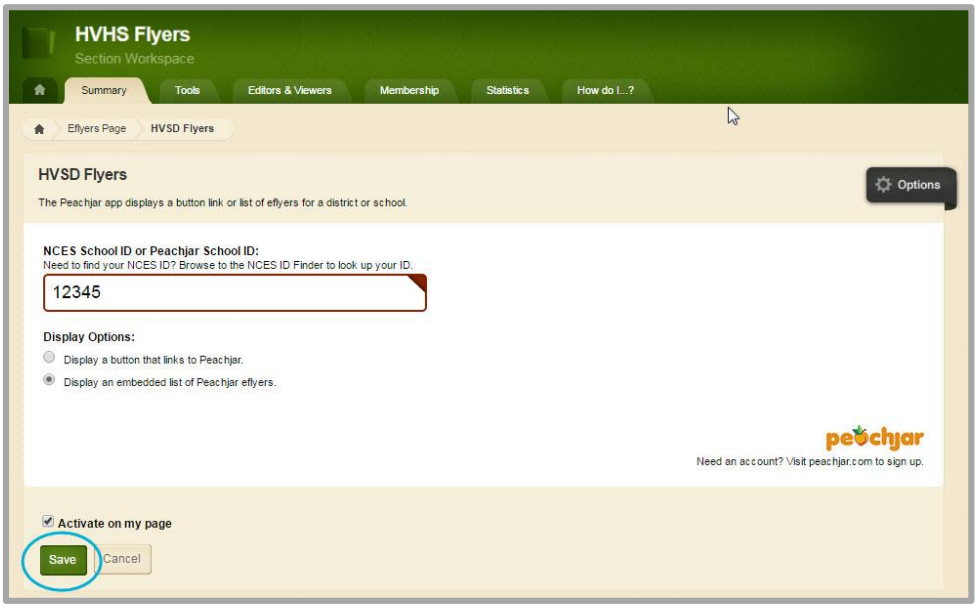


15. On the **Sharing** tab, you can allow other users to place the app on their pages. They can only place the app on their pages. They cannot edit the app.



16. Click the **Assign Group** or **Assign User** buttons to assign sharing rights for select users and groups. Click **Remove** to delete sharing rights for a user or group.
17. Click **Save** to retain your settings. You are returned to the edit app screen.

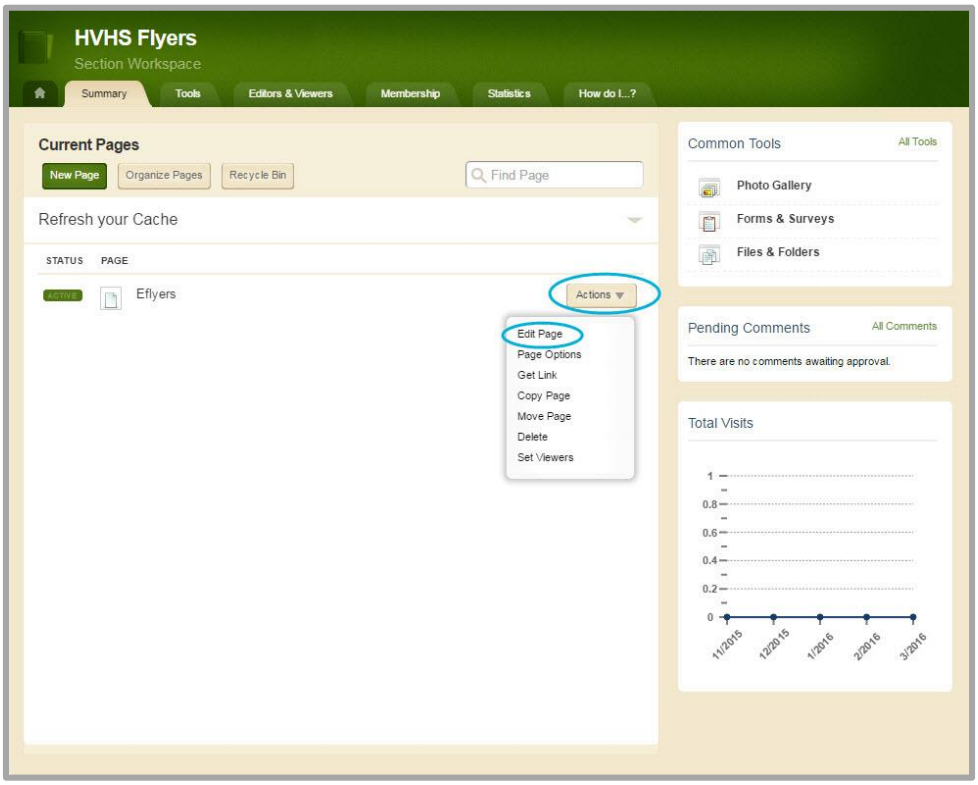
18. Click **Save.**



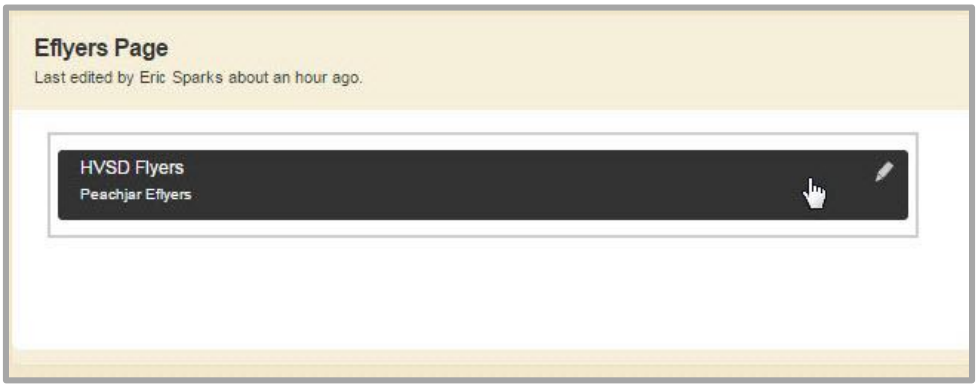
Edit a Peachjar App

Here's how you edit a Peachjar App.

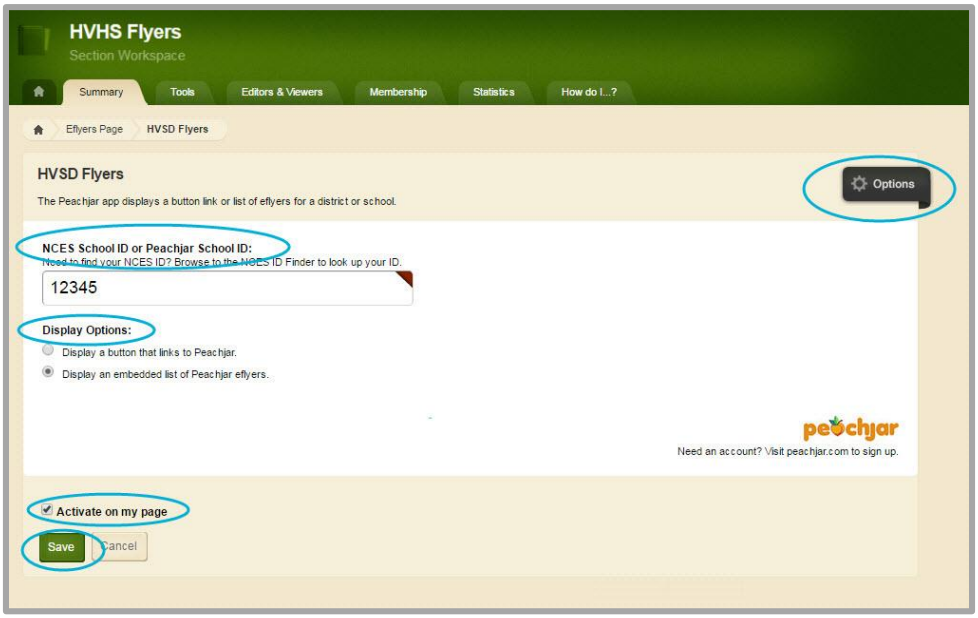
1. In *Site Manager*, navigate to the workspace containing the page with the app you wish to edit.



2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit mode.
3. Click on the Peachjar App. The edit app screen opens.



4. You can change your NCES School ID or Peachjar School ID and the Display Options. You can edit App Options and activate or deactivate the app on the page.

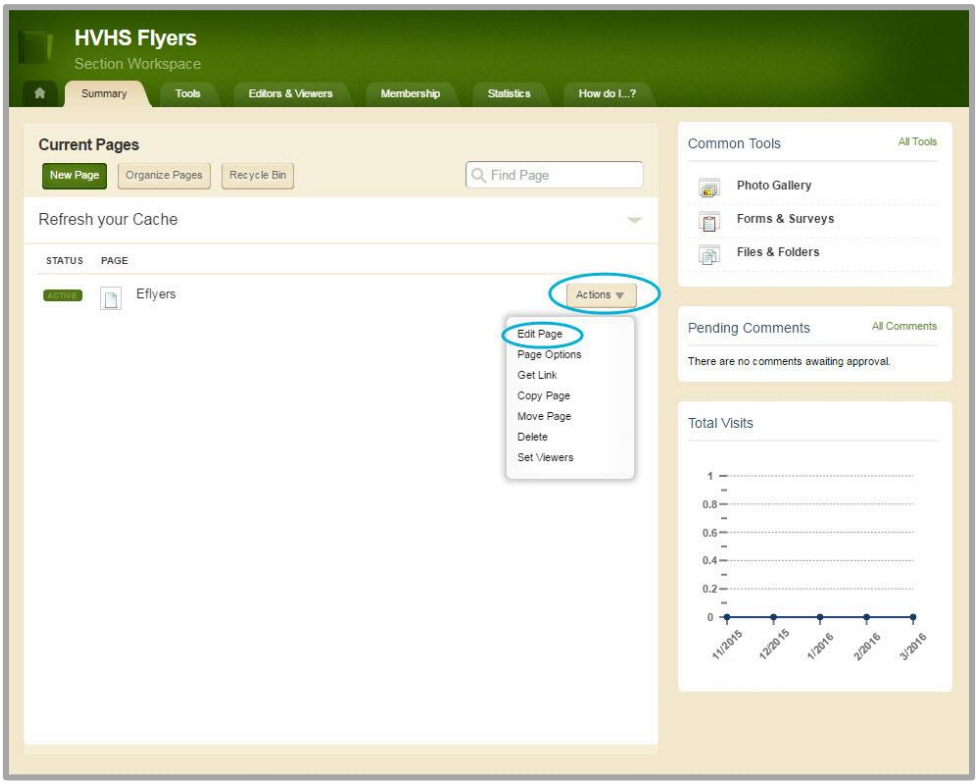


5. Click **Save**.

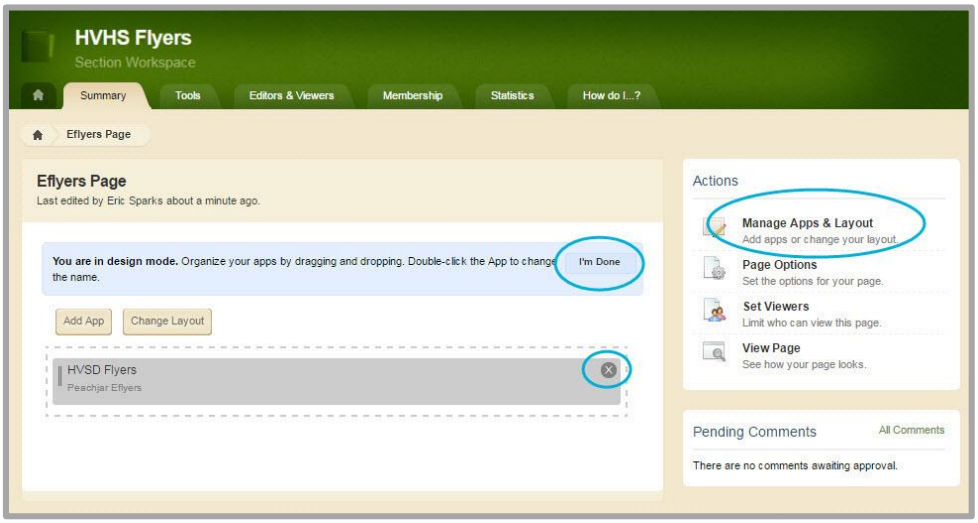
Remove a Peachjar App from a Page

Here's how you remove a Peachjar App from a page.

1. In *Site Manager*, navigate to the workspace containing the page with the app you wish to remove.



2. Click *Actions* to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit mode.
3. Under *Actions*, click *Manage Apps & Layout*. The page opens in Design mode.
4. Positon the cursor on the app you wish to remove.



5. Click the ⊗ icon to remove the app from the page.
6. Click **Yes** on the Confirmation dialog. The app is removed from the page and you are returned to the page in Design mode.

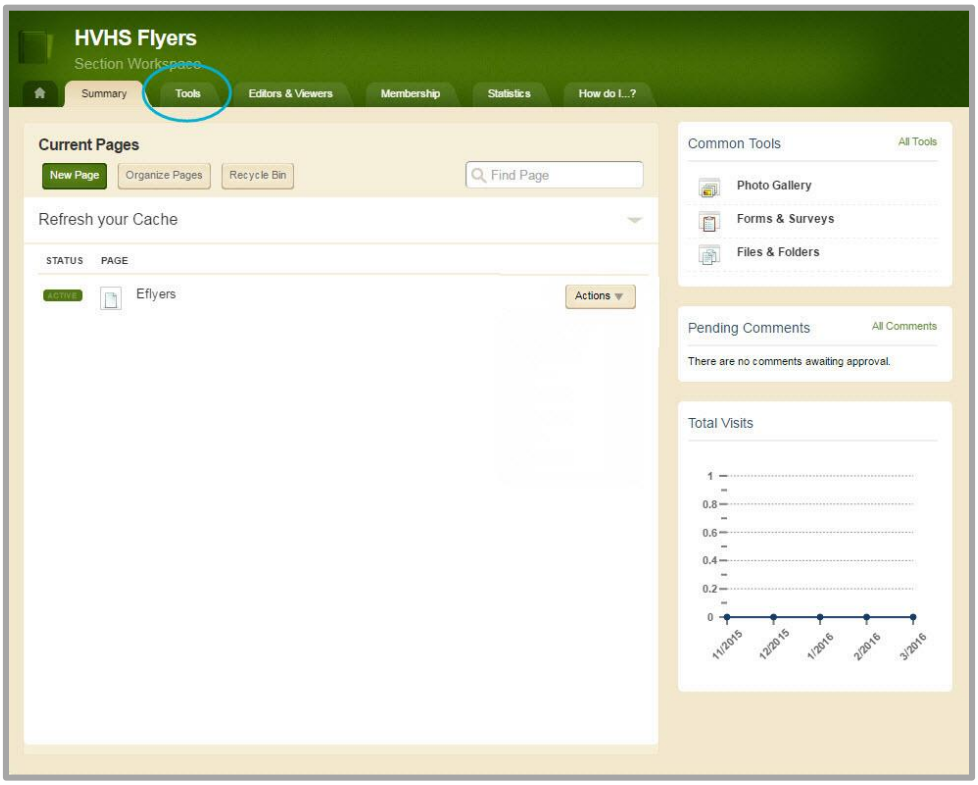
7. Click **I'm Done** to return to the page in Edit mode.

Note that the app is removed from the page but not permanently deleted. The app is still available in your workspace *App Manager*. Click **Tools** in the current workspace, select App Manager and choose *Peachjar Eflyer* in the first column. You'll see the app in the list within the second column.

Permanently Delete a Peachjar App

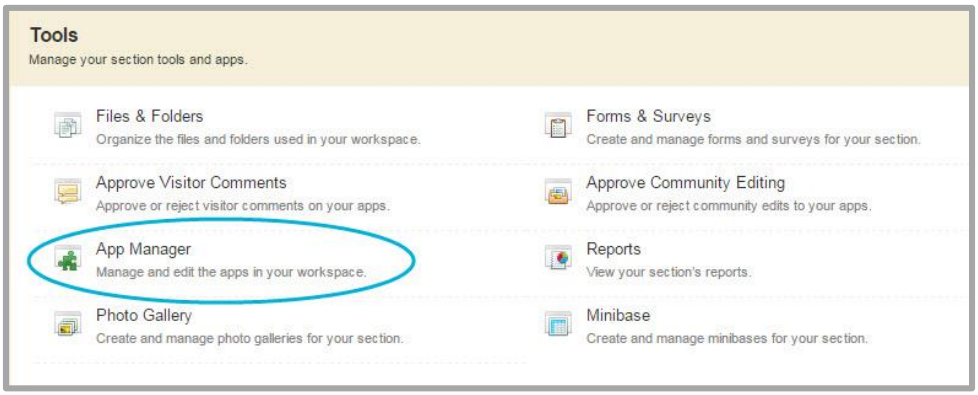
Here's how you permanently delete a Peachjar App.

1. In *Site Manager*, navigate to the workspace containing the page with the app that you wish to permanently delete.

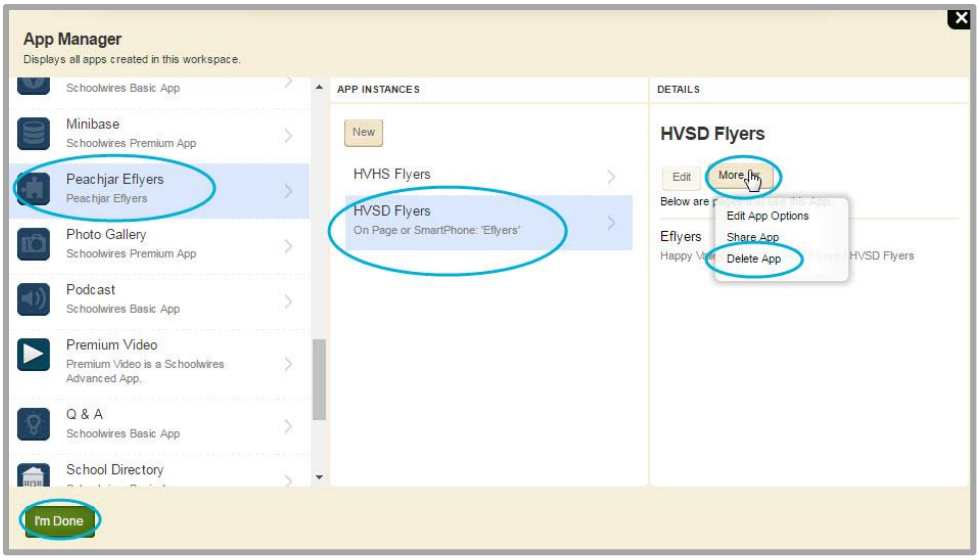


2. Click **Tools.** Workspace tools display.

3. Click *App Manager*. App Manager displays.



4. In the first column, locate and click the type of the app that you wish to delete. In this instance, the Peachjar Eflyers App. All apps of this type within the current workspace display in the second column.
5. Locate and click the name of the app you wish to delete.



6. In the third column, click **More** and select *Delete App* from the drop-down list. A confirmation dialog displays.
7. Click **Yes**. The app is permanently deleted from App Manager.
8. Click **I'm Done** to exit App Manager.

When you permanently delete an app, it is removed from your pages and the pages of any user with whom you shared the app. Shared users receive an email indicating that you have deleted the app.

If you permanently delete a page in your Section Workspace Recycle Bin with an app that is used only on that page, the app is permanently deleted. The app is also removed from the pages of any user with whom you shared the app. Shared users receive an email indicating that you have deleted the app.