Work with the School Directory 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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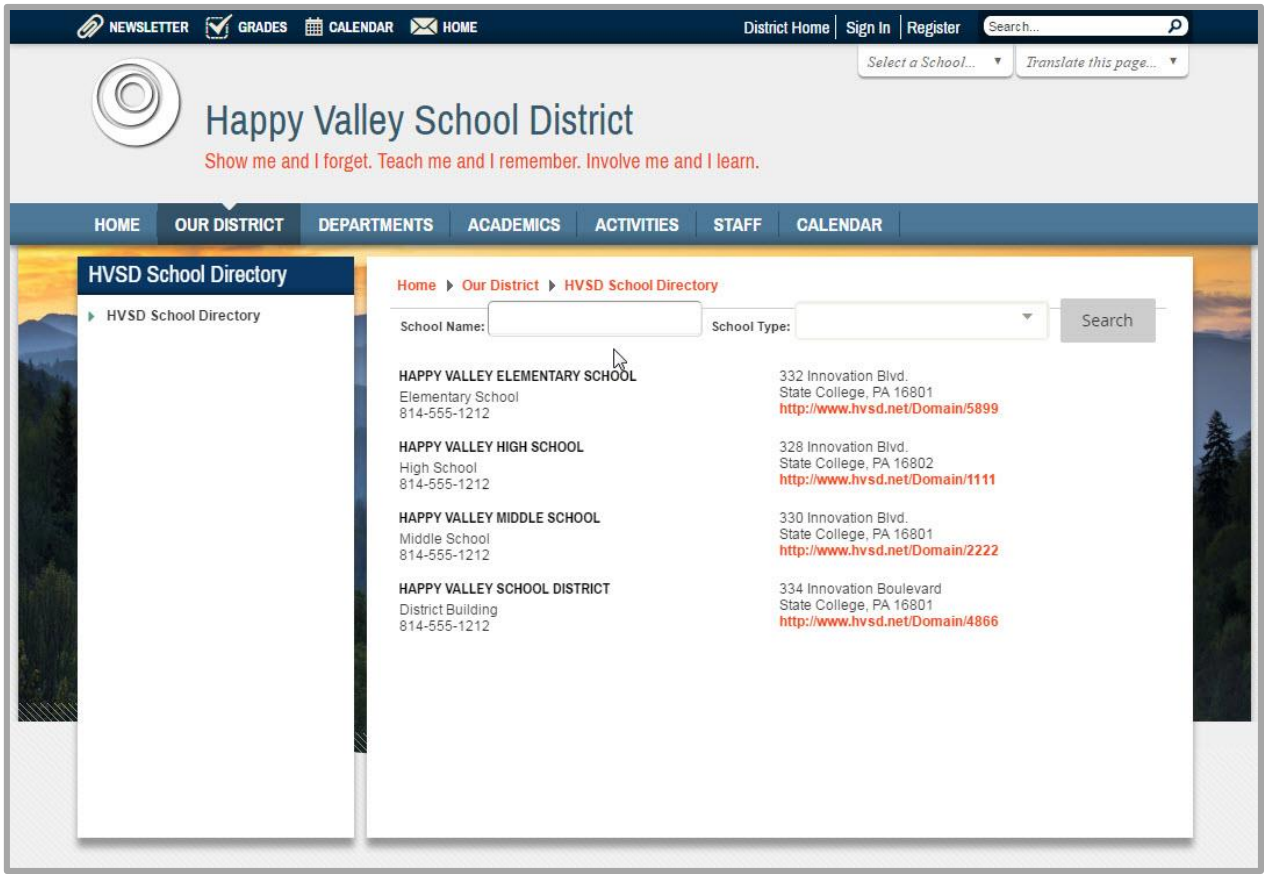
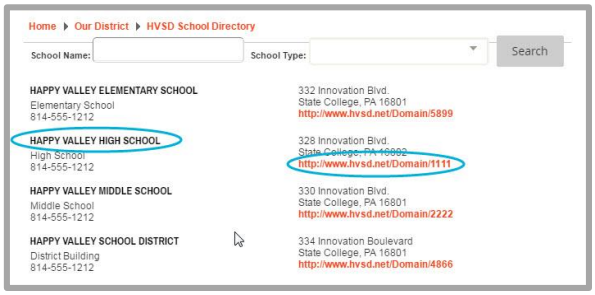
Introduction

The School Directory App allows you to add and maintain information about each of your schools and the District site. You can include information such as the school name, school type, contact information and even upload a picture of your school or your mascot. You can create school records manually or you can import them using a CSV file. You can export information from the app into a CSV file. Modify this file and use it to update school information or import into a new School Directory App.

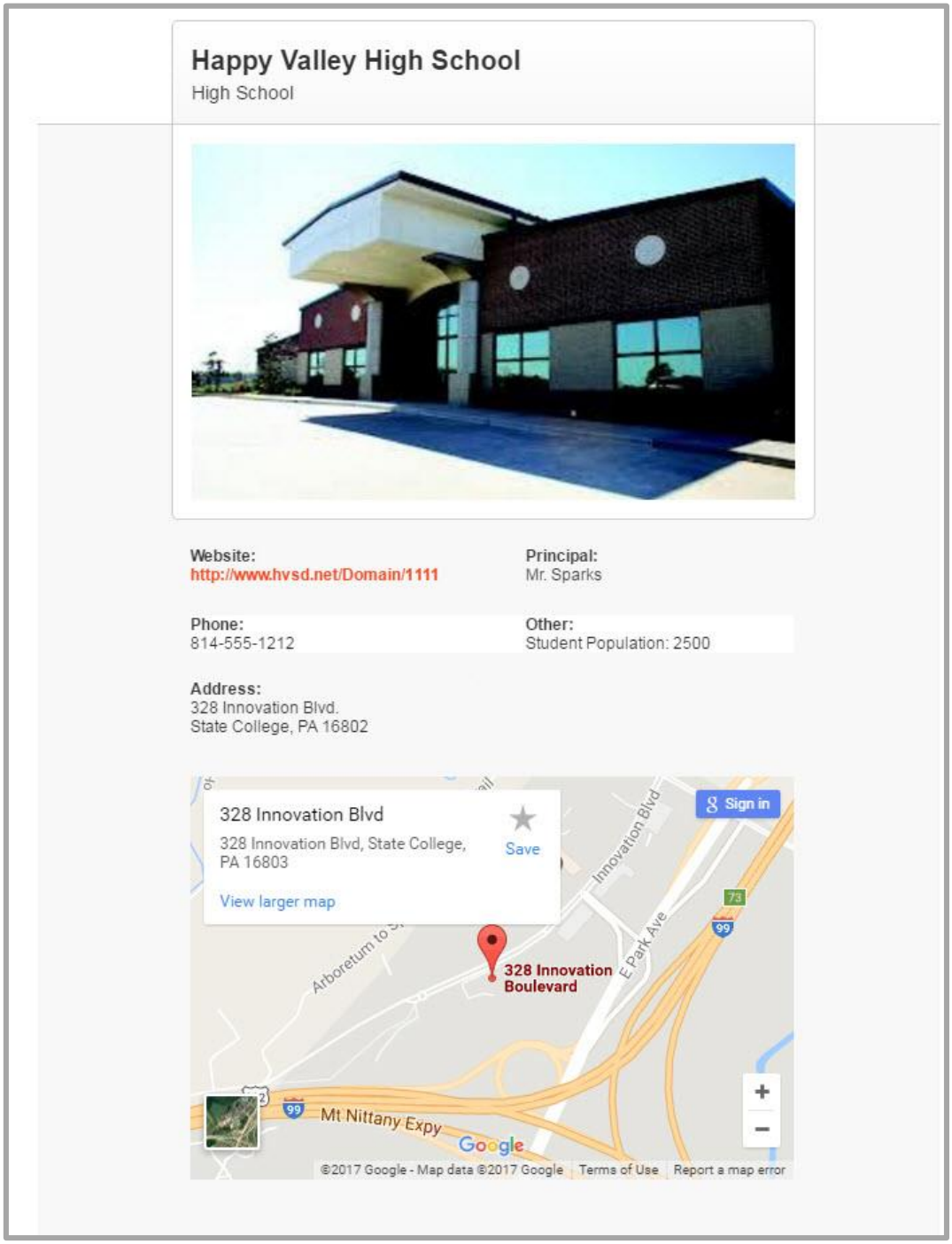
When you navigate to a page on the end-user website which includes a School Directory App, all active schools display. You can filter the list by entering all or part of the school name or select a school type from the School Type drop-down list and click **Search**.



Click the name of a school in the list to display more information. Click the link to navigate to the site.



When you click on the name of a school in the list you also see a map. You can view a larger map and have the option to Sign in and save the map.



Working with the School Directory App

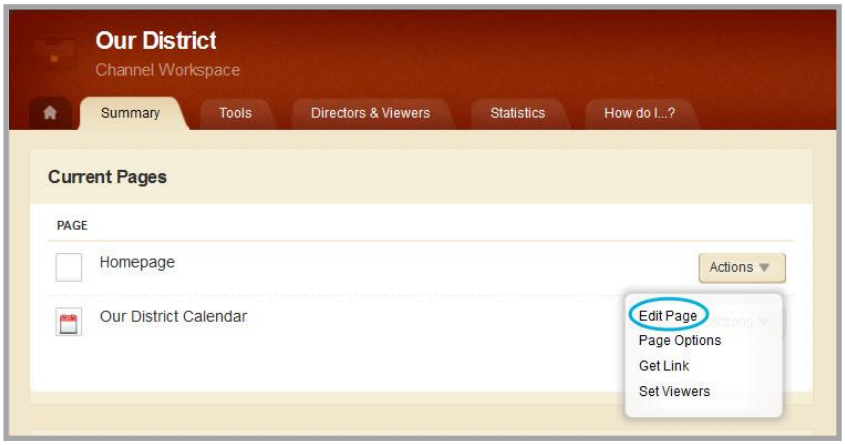
Once you have collected information for each of your schools, you are ready to add a School Directory App to your page. Once added, you can create individual school records manually or use **Import** to add multiple school records at once. Use **Export** to send app records to a CSV file. You can modify the exported CSV file records and then import the file to update your school records. You can remove the app from your page. You can permanently delete the app using *App Manager*.

Note that the School Directory App was designed specifically for use with the Mobile Native (Smartphone) App. Because of this, the app contains select data fields. If you wish to capture additional information regarding your schools, we recommend that you create a school directory using MiniBase.

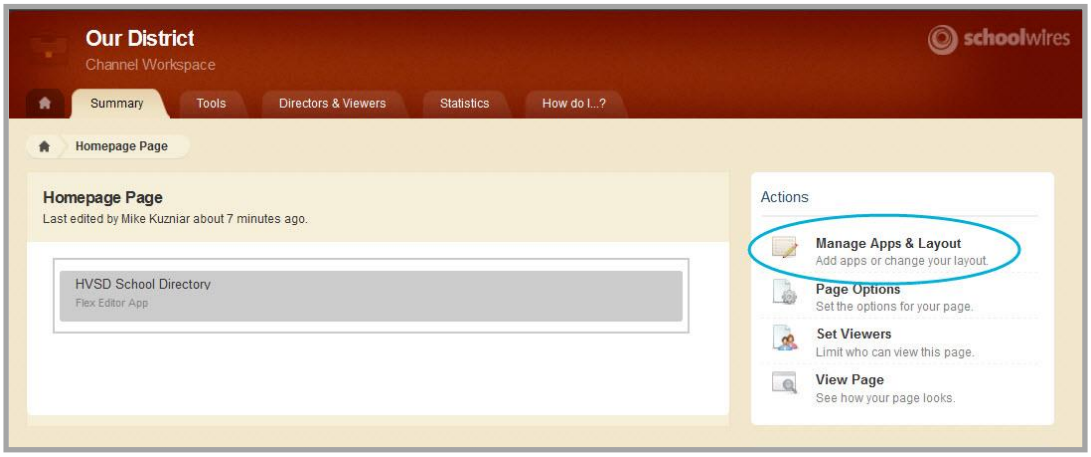
Add a School Directory App to a Page

Here's how you add a School Directory App to a page.

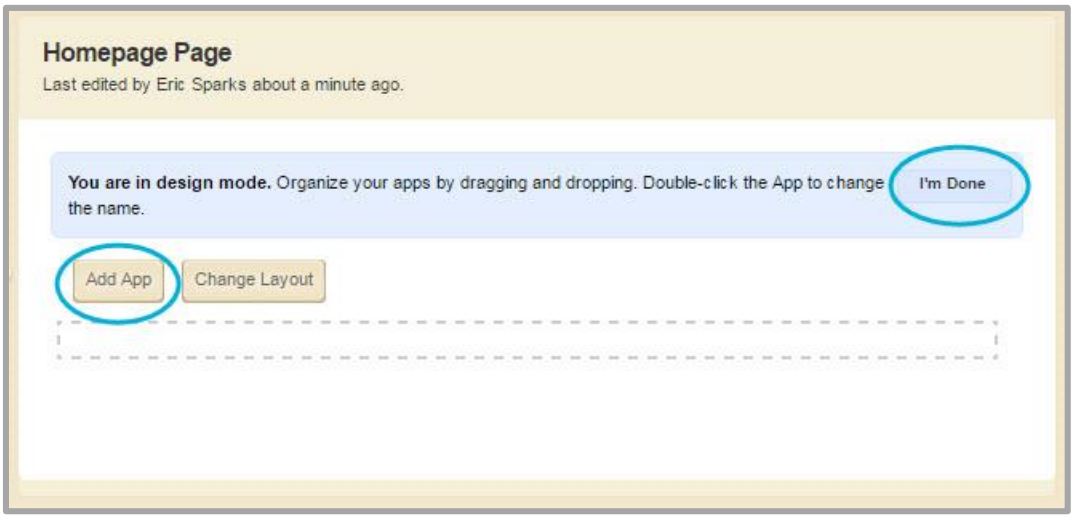
1. In *Site Manager*, navigate to the workspace containing the page to which you wish to add the app.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit mode.



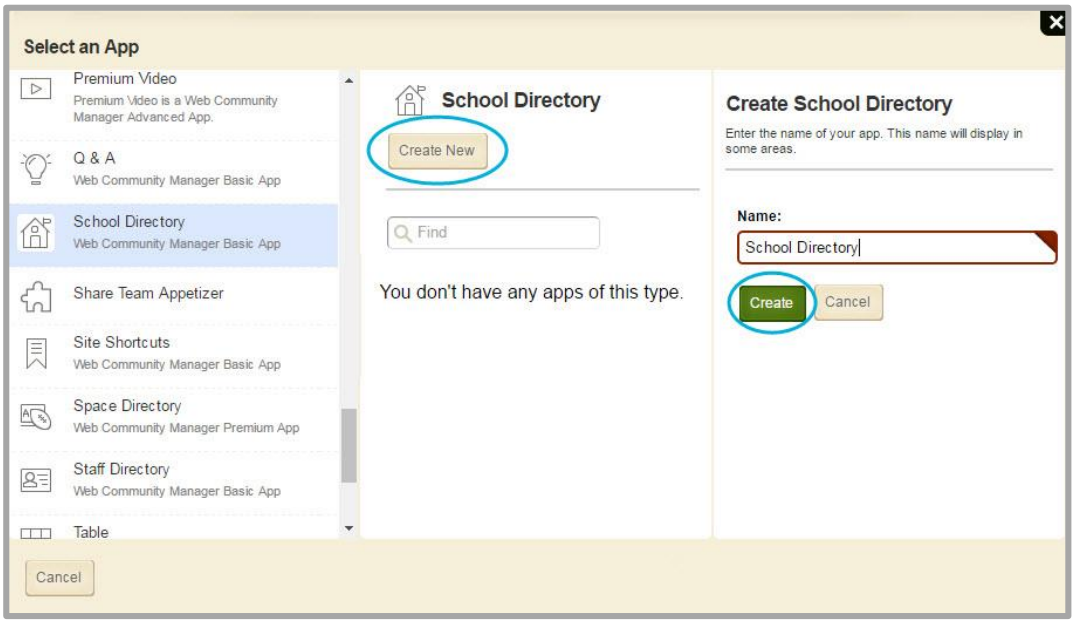
3. In Actions, click *Manage Apps & Layout*. The page opens in Design mode.



4. Click **Add App**.



The Select an App dialog displays.



5. Click **School Directory App**. Then click **Create New** and enter a name for the app.
6. Click **Create**. You are returned to the page in Design mode.
7. Click **I'm Done.** You are returned to the page in Edit Mode.

You are now ready to edit the app and add information about your schools.

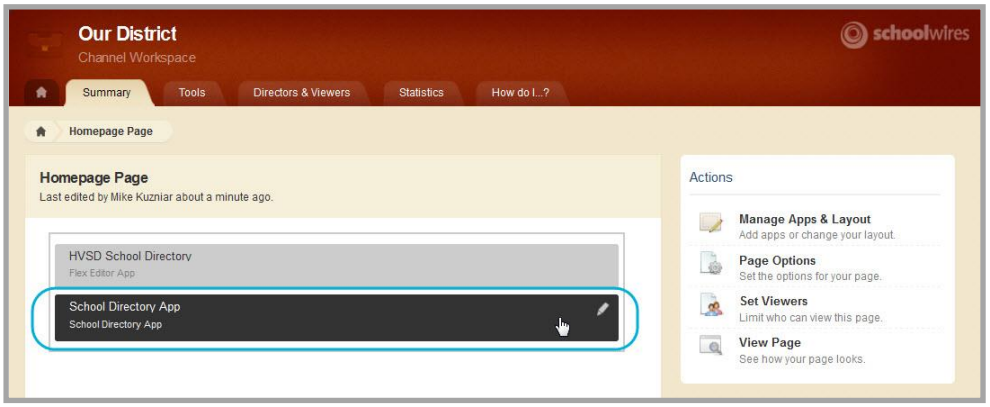
Manage School Directory App Records

Once you have added the app to your page, edit the app to manage school records. You edit the app to add new records or to modify existing ones. You can also delete records from the app.

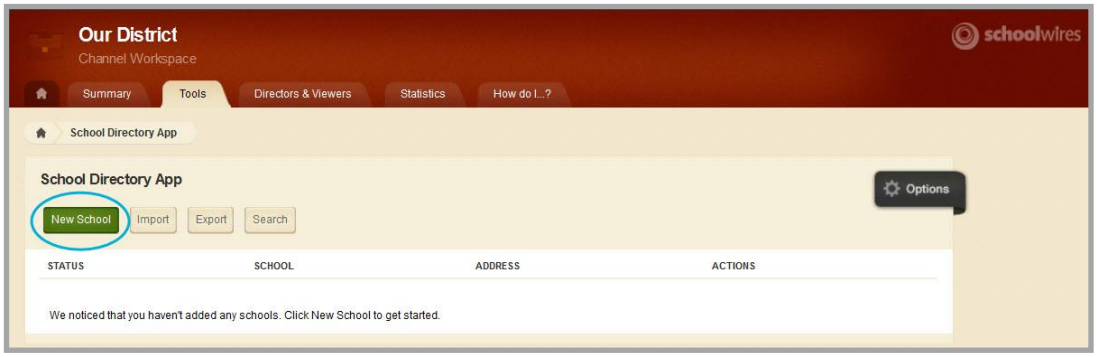
Add a New School Record

Here's how you add a new school record to the app. Saved records are displayed in ABC order.

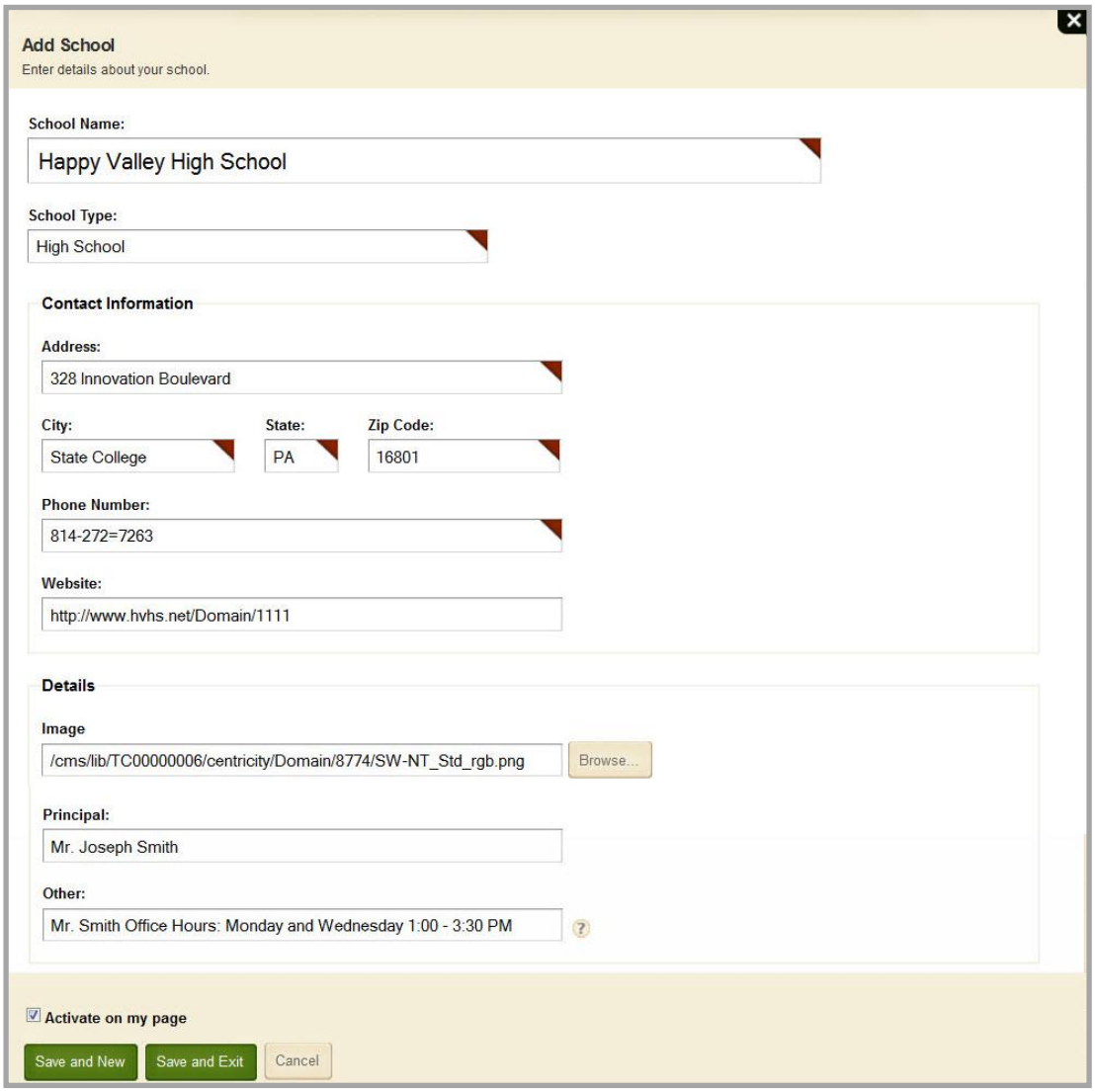
1. In *Site Manager*, navigate to the page containing the app you wish to edit.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit mode.



3. Click on the app that you wish to edit. The Edit window displays. Note that when you position the cursor on the app, the background color changes and a pencil displays.



4. Click **New School**. The Add School dialog displays.



5. Enter information into the fields. Note that fields flagged with a red triangle are mandatory and must be completed.
6. Click **Browse** to launch the Insert Image wizard to upload a picture of your school or perhaps your school mascot. This image displays on the end-user website.

   Select an image from your computer or network, an image already uploaded or an image from the shared library. We recommend that you choose an image already-sized to 450 x 265 pixels because the image will be automatically adjusted to these dimensions for display on the end-user website. If smaller or larger images are auto-adjusted, they may not display as expected on the end-user website.

7. Use the Other field to add any additional information you wish to display.
8. By default, the *Activate on my page* check box is activated for the school record. Uncheck the box to stop the display of the school record on the page.
9. Click **Save and Exit**. You are returned to the School Directory App in Edit mode. Or, click **Save and New** to save the school record and launch another Add School dialog.

Import School Records

Use **Import** to add multiple school records at a time to your School Directory App. You can also use **Import** to update existing school records. Before you launch the Import Wizard, prepare the CSV file you will use to import your school records.

Prepare the CSV File

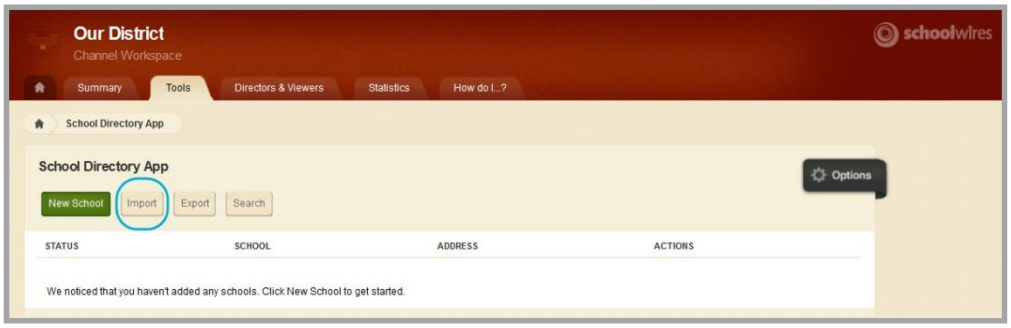
Create a CSV file and include columns for each of the fields you wish to import. Here are the fields you can include in the School Directory App import file.

Column	***Description***
System ID	*Use this field when you are updating existing school records. It is NOT required for a new school record. When a new school record is added to the School Directory App, it is assigned a System ID number. When updating school records using **Import**, you need to include the System ID in the CSV file— It is used to identify the school to which modifications are to be applied.* *You obtain the System ID numbers for each of your schools by exporting the school records for the app.* *Again, if you are importing new school records, there is no need to include the System ID in your CSV file.*
School	*Enter the name of the school. This is a required field.*
Phone	*Enter the telephone number of the school. This is a required field.*
Address	*Enter the street address of the school. This is a required field.*
City	*Enter the city of the school. This is a required field.*
State	*Enter the two-digit state abbreviation of the school. This is a required field.*
Zip	*Enter the zip code of the school. This is a required field.*
Type	*Enter the type of school (e.g., Elementary, Middle, High, etc.). This is a required field. Note that the types that you enter for each school are used to populate the drop-down list of values for School Type for **Search**.*
Principal	*Enter the name of the school principal.*
Website	*Enter the full URL of the school site.*
Other	*Use this field to enter any additional information about the school you wish to display in your school directory.*
Image	*Enter the full URL for the picture that you wish to display on the end-user website for the school. We recommend that you create a folder in Files & Folders in the workspace where you have created the School Directory App, upload your school pictures to that folder and then use Get Link for each picture to obtain the full URL.*
Image Width	*Enter the width of the image, in pixels. Because the image auto-adjusts to a width of 265 for end-user website display, we recommend you use an image already sized to this width.*
Image Height	*Enter the height of the image, in pixels. Because the image auto-adjusts to a height of 450 for end-user website display, we recommend you use an image already sized to this height.*
Active	*Enter TRUE to flag the school record as active. Enter FALSE to flag the school record as inactive.*

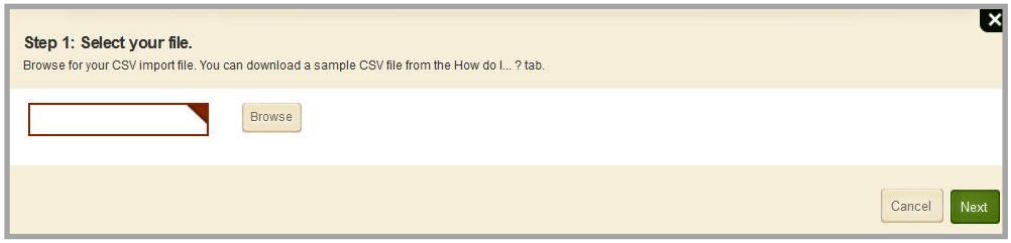
Import—New School Records

Here's how you import school records.

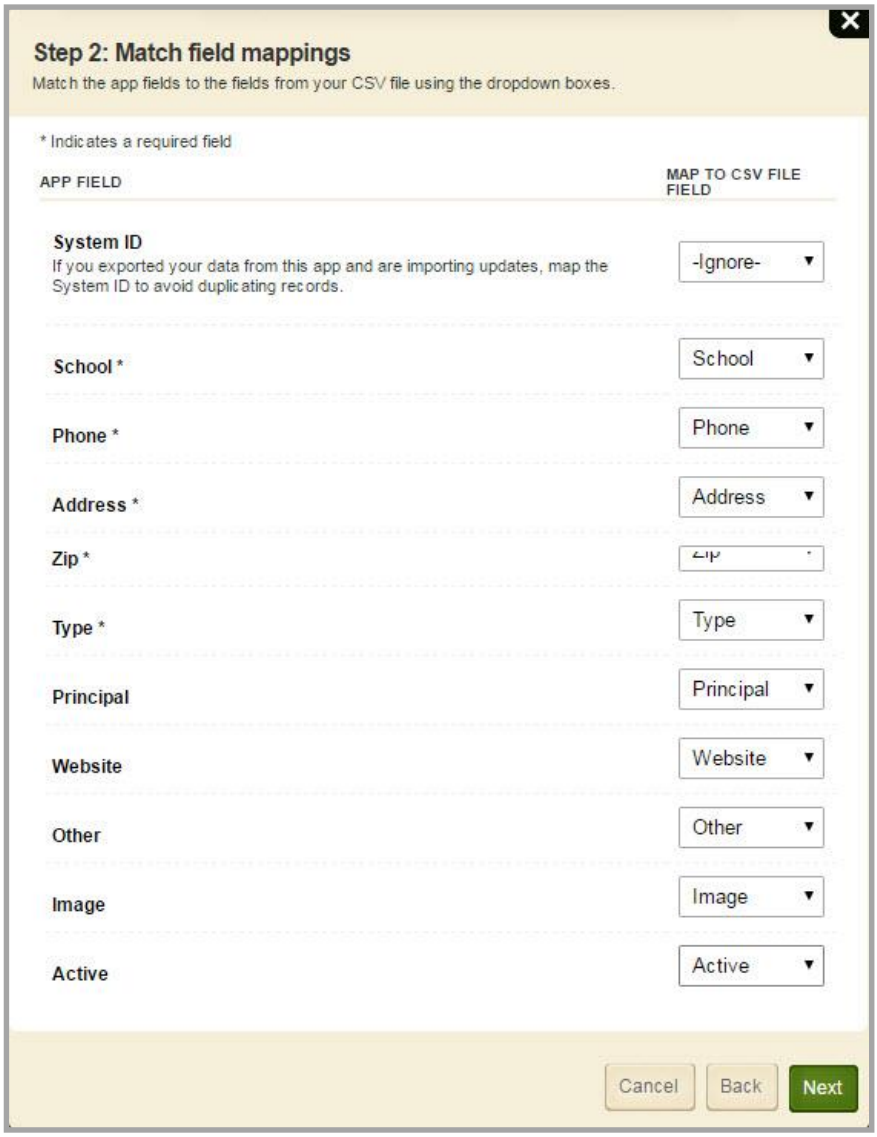
1. In *Site Manager*, navigate to the page containing the app to which you wish to import to which you wish to import school records.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit mode.
3. Click on the app that you wish to edit. The Edit window displays.



4. Click **Import**. The Import wizard launches and displays *Step 1: Select your file*.
5. Click **Browse** and locate your School Directory App import CSV file.

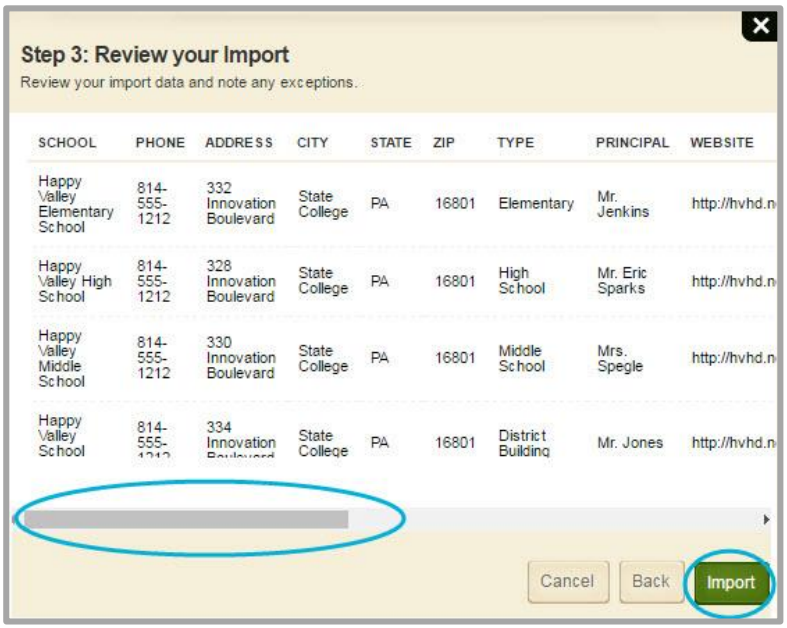


6. Click **Next**. *Step 2: Match field mappings* of the Import wizard displays. Map each field that you wish to include in the import by clicking the Ignore drop-down and match the field to the column name within the CSV file.



7. Click **Next**. *Step 3: Review your Import* of the Import Wizard displays. Here you review your import data end and ensure that you mapped the import CSV file correctly.

   Use the slider to scroll the dialog. Note the *Action* column which indicates if the school record is a *New* one or if the school record is an *Update*. Note also the *Exceptions* column. The wizard checks your records for irregularities and displays what it finds, one exception per record at a time in this column. Note that if you run the import, records with exceptions are not imported. Some exceptions you may see include *Active must be TRUE or FALSE* and *Image Width must be numeric*.



8. Click **Import**. School records are imported and you are returned to the app in Edit mode.

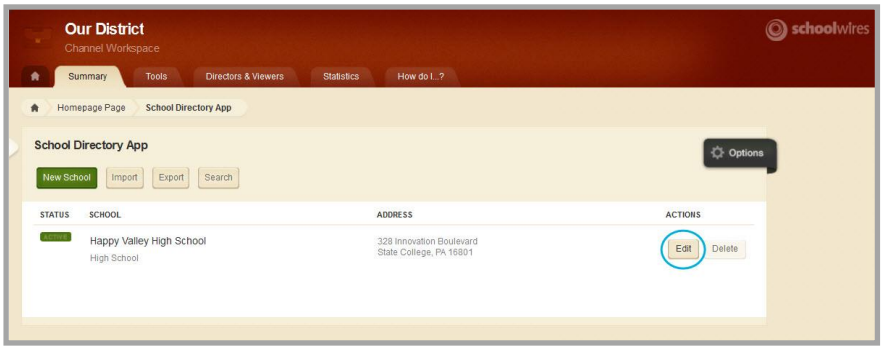
Import—Update School Records

Use **Import** to update existing school records in your School Directory App. Follow the same steps as you would to import new school records with one exception—when preparing the CSV file, you must include a column for the *System ID* and then include the System ID value assigned to each school whose record you wish to update. We recommend that you **Export** your School Directory App records, modify the CSV file that the export creates and then **Import** that file to update the school records. Be sure to map System ID, all required fields and any fields that you wish to modify.

Edit a School Record

Here's how you edit a school record.

1. In *Site Manager*, navigate to the page containing 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 app that you wish to edit. The Edit window displays. Note that when you position the cursor on the app, the background color changes and a pencil displays.
4. Click **Edit** to the right of the school you wish to modify. The Edit School dialog displays.

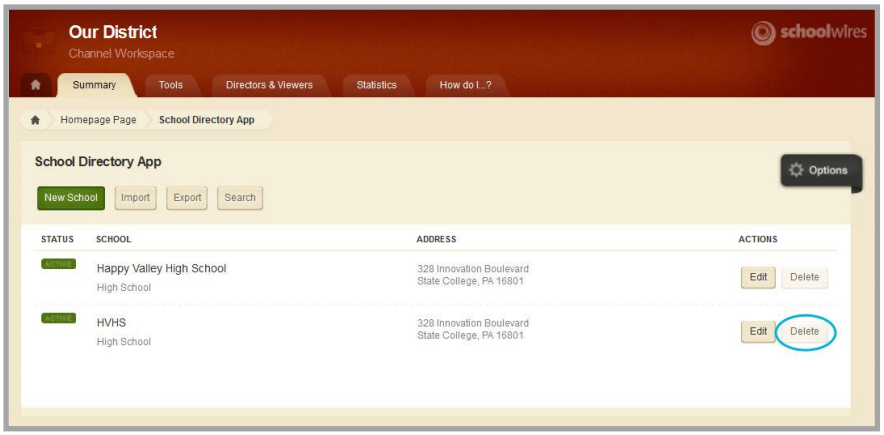


5. Make modifications to your school record.
6. Click **Save**. You are returned to the app in Edit mode.

Delete a School Record

Here's how you delete a school record.

1. In *Site Manager*, navigate to the page containing the app from which you wish to delete a school record.
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 app that you wish to edit. The Edit window displays. Note that when you position the cursor on the app, the background color changes and a pencil displays.
4. Click **Delete** to the right of the school you wish to permanently remove.



5. Click **Yes** on the Confirmation dialog. You are returned to the app in Edit mode.

Export School Records

Use **Export** to create a CSV file that contains all the school records from your School Directory App. Each line in the file contains all data for a school record including the System ID assigned to it. The CSV file created when you export is named the same as the School Directory App you exported. For example, if your app is name Happy Valley School District Directory, *HappyValleySchoolDistrict.csv* is the name of the file created.

The fields included in the export file are: System ID, School, Phone, Address, City, State, Zip, Type, Principal, Website, Other, Image and Active.

Here's how you export school records.

1. In *Site Manager*, navigate to the page containing the app to which you wish to import to which you wish to import school records.
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 app that you wish to edit. The Edit window displays.

4. Click **Export**.
5. You can choose to **Open** or **Save** the export file.

Again, we recommend that you use **Export** to create your import CSV file to use when running an update import. Make changes to the school records in the file and then **Import** it. Be sure to map System ID, all the required fields and any fields that you wish to modify.

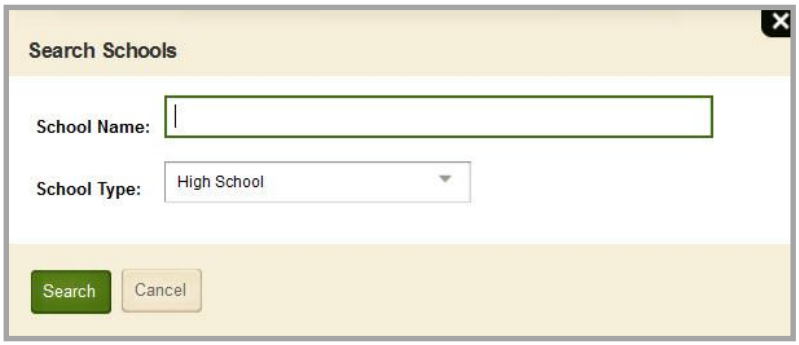
Search Schools

Use **Search** to filter the display of schools within your School Directory App.

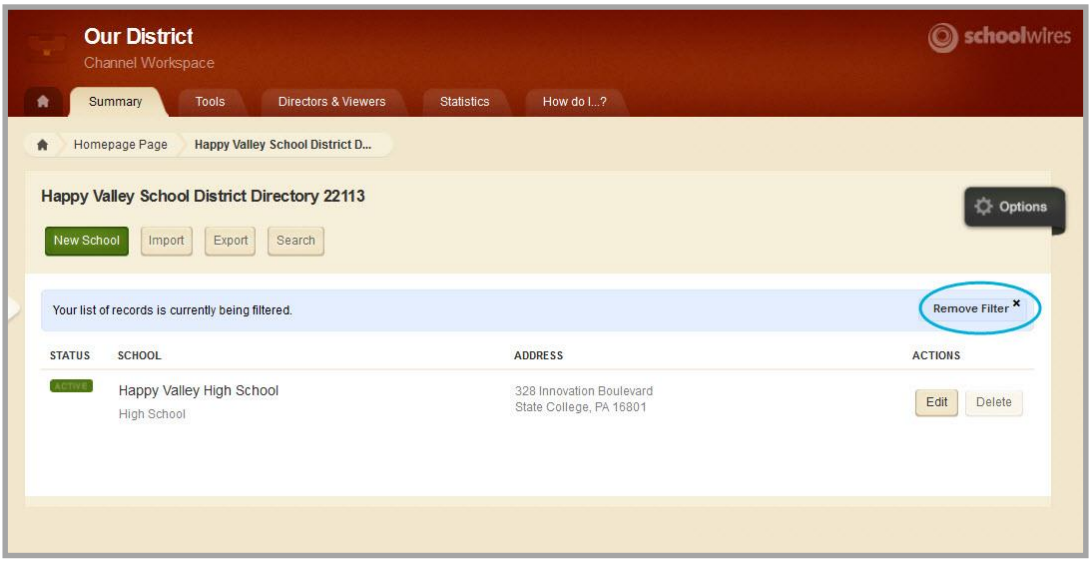
Here's how you search and filter the list of schools that display in the School Directory App Edit window.

1. In *Site Manager*, navigate to the page containing the app you wish to search.
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 app that you wish to search. The Edit window displays.

4. Click **Search**. The Search Schools dialog displays.



5. You can filter the list by School Name, by School Type or by both fields.
   - Enter all or part of the name of a school in School Name.
   - Select a School Type from the drop-down list.
6. Click **Search**. You are returned to the Edit window which now displays only those schools matching your search criteria.

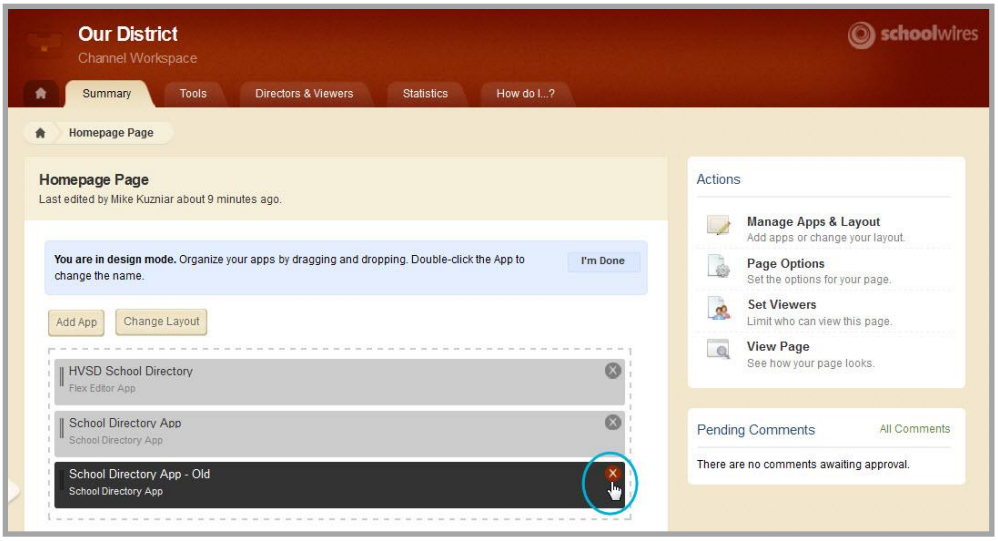


7. Click **Remove Filter** to clear the search results and display all schools.

Remove a School Directory App from a Page

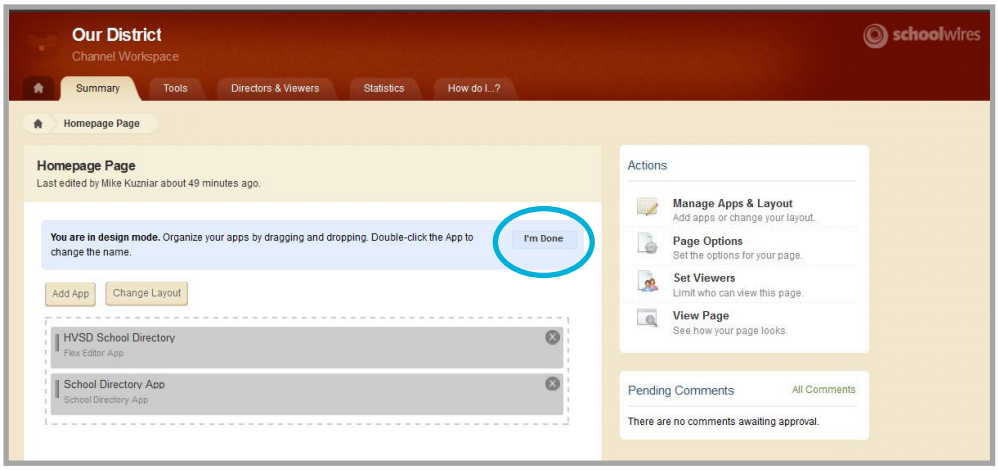
Here's how you remove a School Directory App from a page.

1. In *Site Manager*, navigate to the page containing 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. In Actions, click *Manage Apps & Layout*. The page opens in Design mode.



4. Position the cursor on the app you wish to remove. Note that the background color changes.
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.

   Note that the app is removed from the page but not permanently deleted. The app is available in the local *App Manager*. Click **Tools** in the current workspace and can be permanently deleted from there.

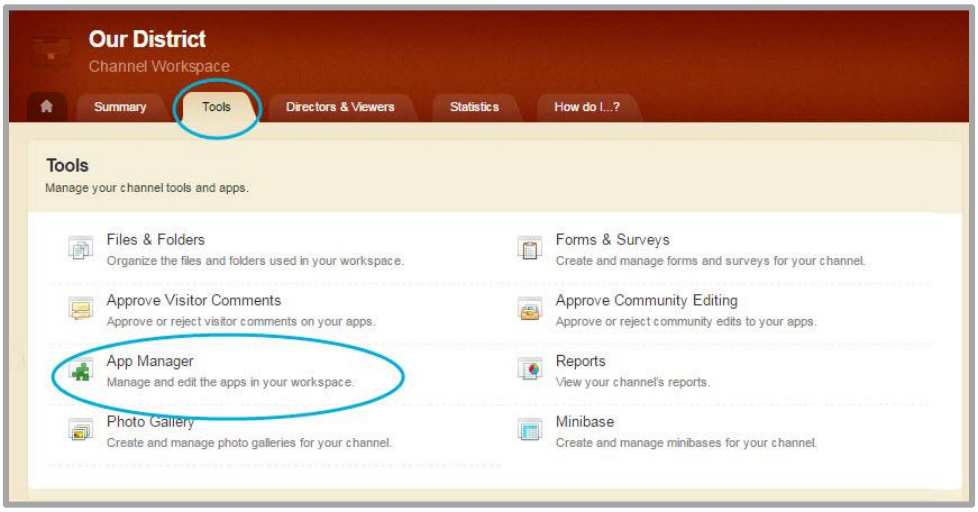


7. Click **I'm Done** to return to the page in Edit mode.

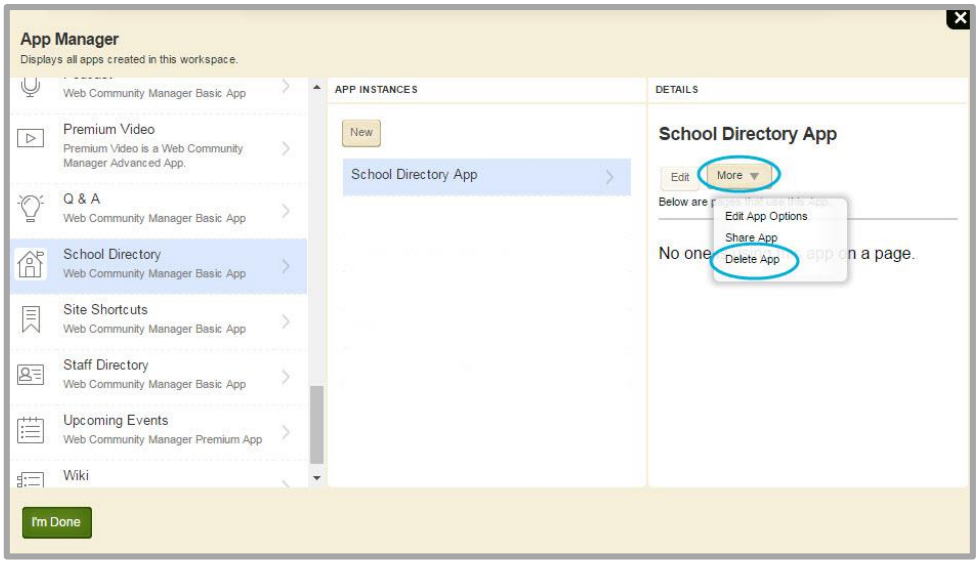
Permanently Delete a School Directory App

Here's how you permanently delete a School Directory App.

1. In *Site Manager*, navigate to the workspace containing the page with the School Directory App that you wish to permanently delete.
2. Click **Tools.** Workspace tools display.

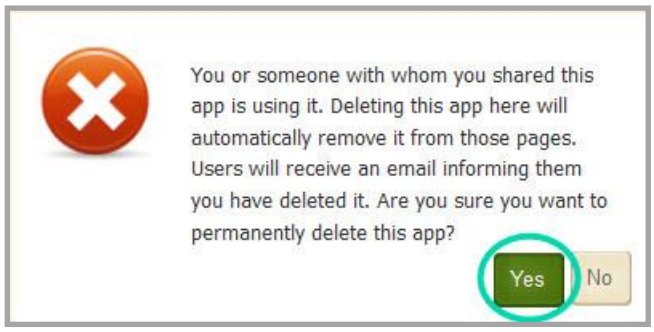


3. Click *App Manager*. App Manager displays.



4. In the first column, locate and click the type of the app that you wish to delete. In this instance, the School Directory 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. The app instance is highlighted.
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.

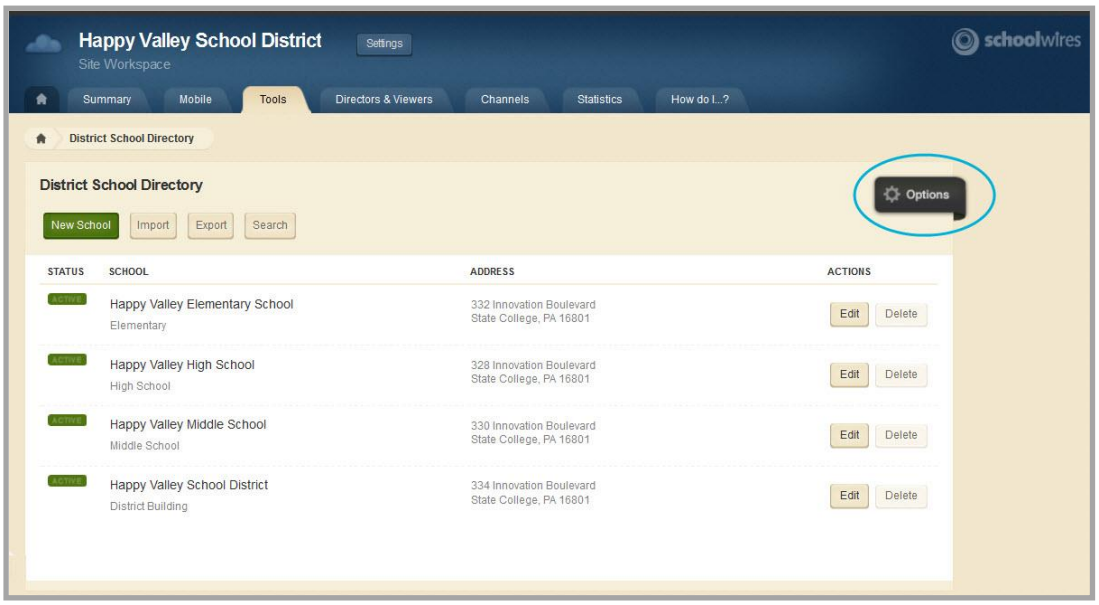
Note that when you permanently delete an app from App Manager, it is removed from your pages and the pages of any user with whom you shared the app. Shared users receive an email indicating that you have deleted the app.

Setting App Options

Web Community Manager allows you to modify the default options for an app that you create. Options for the School Directory App are grouped on two tabs, **General** and **Sharing**.

Here's how you set options for a School Directory App.

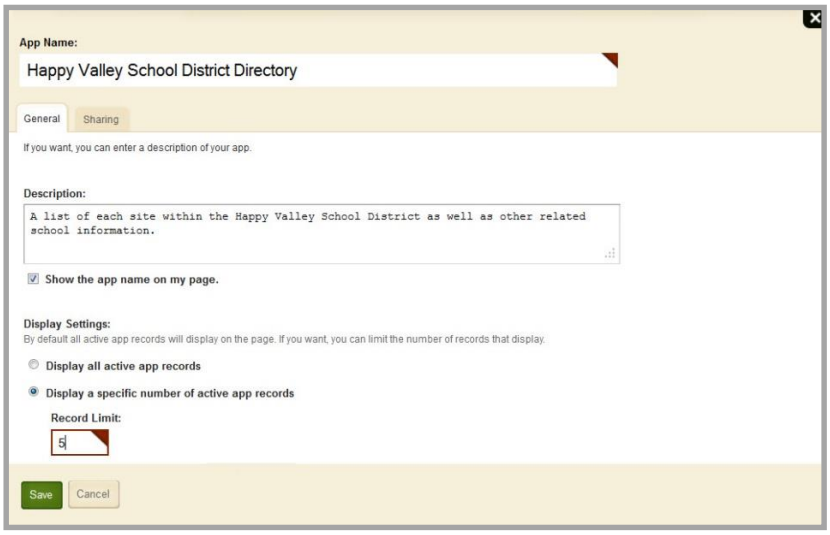
1. In *Site Manager*, navigate to the page containing the app you wish to edit.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit mode.



3. Click **Options**. The App Options dialog displays.
4. Make changes on each of the tabs, **General** and **Sharing**.
5. Click **Save**. You are returned to the app in Edit mode.

General Tab Options

Use the **General** tab options to change the name of your app as well as add or modify a description for your app. You may choose to activate the *Show the app name on my page* check box for the app so that the App Name displays as a title for the app on the end-user website.

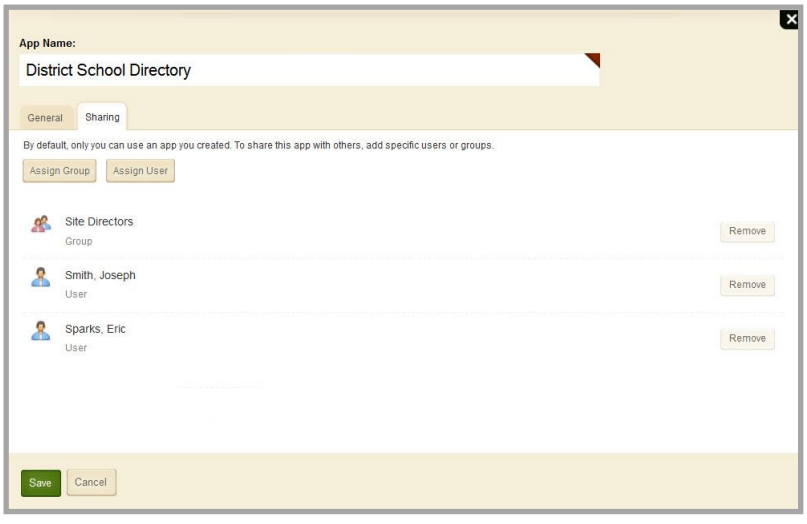


If you click the *Display a specific number of active app records* radio button, a Record Limit field displays. Here you indicate the number of school records to display on the page. If there are additional school records in the app, a **more** link displays on your end-user website. Visitors must click the **more** link to view all the school records in the app.

Sharing Tab Options

By default, only you have access to an app that you create. If you would like other editors to be able to place your app on their pages, you must share it with them.

On the **Sharing** tab, click **Assign Group** or **Assign User** and search for and select specific users and groups with whom you would like to share your app.

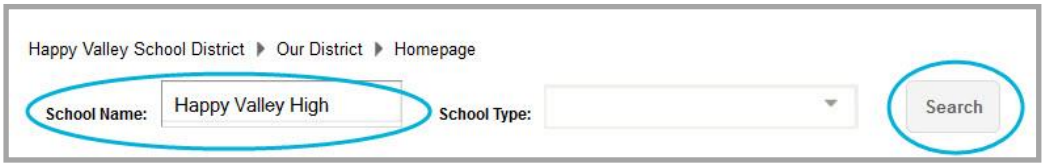


School Directory App Best Practices

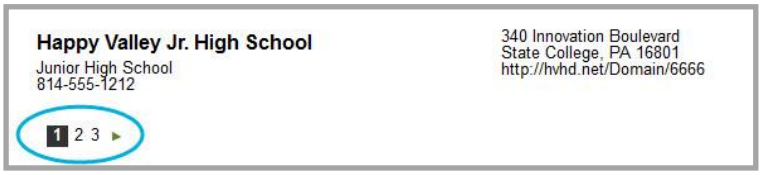
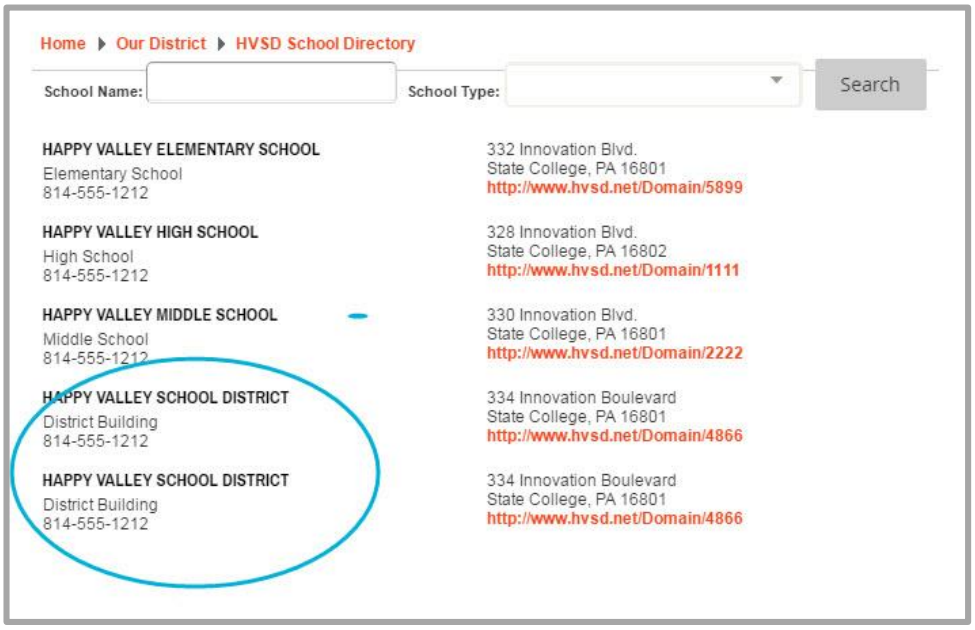
Here are some practices you should consider when working with the School Directory App.

- Place the app in a single column location, such as a one-column page or a homepage with a region that spans across the page, such as a channel homepage. Do not add the app to a multiple column page or to a homepage whose regions share the page width.

- To identify the app on your end-user website page, edit the app options and activate the *Show the app name on my page* check box. Be sure to enter a meaningful name for your app within the App Name field.
- If you have a large number of schools displaying on the end-user website, use search to find your school of interest. Enter the name of the school you wish to locate and click **Search**.



If you have multiple pages of school records displaying, scroll through the pages using the Pagination controls.



Be careful to not create duplicate school records! When you import a CSV file and the import does not include a mapped System ID column, the app assumes that the file contents are new records and it creates them, even if the those records already exists.