

# MiniBase App User Guide

With the MiniBase app, you can design your own database. You can store specific information that visitors can search. Blackboard has designed several pre-configured databases that you can include on your web pages, such as Bus Routes, Course Catalogs, and Staff Directory.

The screenshot shows the Happy Valley School District website. The header includes the district logo, name, and tagline: "Happy Valley School District. Tell me and I forget. Teach me and I remember. Involve me and I learn." The navigation menu includes Home, Academics, Alumni, Athletics, Departments, Curriculum, Parents, Staff, and Calendar. The "Staff" menu item is selected, leading to a profile for Carl Jackson. The profile includes a list of links on the left: Information, School Supply List, French Club, Blog, Book List, Article Library, Content Page, Discussion and such, Beth Hopkins Homework, Paris Unit Wiki, and Documents. The main content area features a heading "Should cell phones be allowed in classrooms?" followed by a paragraph of text. Below this is a "Minibase" section with a table of staff members.

First Name	Last Name	Grade Level
Peter	Parker	Freshman
Jessica	Rabbit	Freshman
Daffy	Duck	Junior
Mickey	Mouse	Senior
Steve	Rogers	Sophomore

328 Innovation Blvd.  
State College, PA 16801

814-272-1111 (Main)

## Add the MiniBase app

Drag the Minibase app onto your page.

× Minibase

**Start by setting up your fields**

Add some fields to your new Minibase. You can change your fields later if you need to. Leave any unused fields blank.

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Field Name:

Field Name:

Field Name:

Field Name:

Field Name:

1. Enter the field names for your database. For example, First Name, Last Name, Email Address, etc.
2. Select *Add More Fields* to add additional fields. The maximum number of fields per database is 30.
3. Select *Set Fields & Continue*.

## Create new records

Add records to the database by manually creating each one or importing the information.

Minibase				App Options	
<input type="button" value="New Record"/> <input type="button" value="Import..."/> <input type="button" value="Export..."/> <input type="button" value="Purge All"/> <input type="button" value="Create E-List"/>					
FIRST CATEGORY	SECOND CATEGORY	THIRD CATEGORY	ACTIONS		
Peter	Parker	Freshman	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	
Jessica	Rabbit	Freshman	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	
Duffy	Duck	Junior	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	
Mickey	Moose	Senior	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	
Steve	Rogers	Sophomore	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	

**To create each record manually:** Select *New Record* and enter the information in each field.

**To import records:** Select *Import* and search for your file to upload. You must save your file as a .csv file.

**To export the information into a spreadsheet:** Select *Export* to create the .csv file.

**To clear the database:** Select *Purge All*. This feature deletes all records.

## Set additional options

\* App Name:

Minibase

General   Sharing   Fields

If you want, you can enter a description of your app.

Show the app name on my page.

\* Records Per Page:

25

Display Format:

Table View  
  List View  
  Custom View

Last Name	First Name
Doe	John
Doe	Jane
Doe	Jack

Last Name: Doe First Name: John Building: High School
Last Name: Doe First Name: Jane Building: High School

John Doe Teacher ph: 444 1234 Lakepark School <input type="button" value="Email"/>
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1. Select *App Options*.
2. Enter the *App Name* to use as the title.
3. Enter the *Description*.
4. Select *Show the app name on my page* to display the updated app name.
5. Enter the number of *Records Per Page* to display and choose your *Display Format*.
6. Select *Save*.

## Sorting settings

App Name: Minibase

General Sharing **Fields**

FIELD NAME	VIEWERS	FILTER TYPE	SORT ORDER	SORT LEVEL
First Name	Viewers	None	None	None
Last Name	Viewers	None	None	None
Grade Level	Viewers	None	None	None
	Viewers	None	None	None
	Viewers	None	None	None
	Viewers	None	None	None
	Viewers	None	None	None

Save Cancel

1. Select how to display the *Fields* by typing the *Field Name* in the order you'd like the to appear.
2. Determine the *Viewers* for each field.
3. Select the *Filter Type* for each field.
4. Select the *Sort Order* and *Sort Level* for each field.
5. Select *Save*.

## [Sample MiniBase configuration files](#)