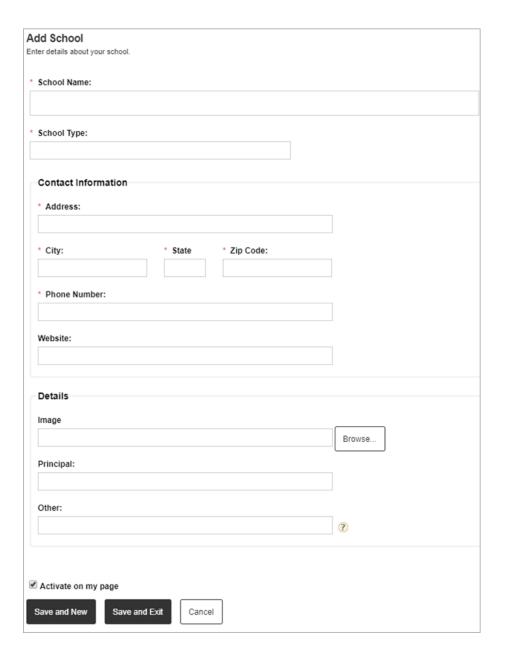
School Directory App User Guide

The School Directory app allows you to add and maintain information about each of your schools and the district site. You can include information like the school name, type, and contact information. You can even upload a picture of your school or mascot.



Add the School Directory app

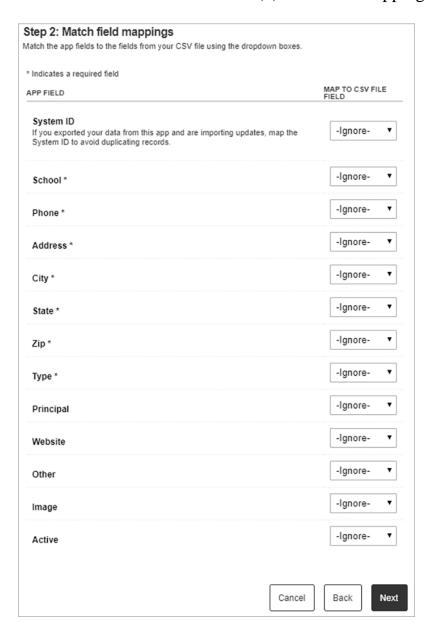
Drag the Schools app onto your page.



- 1. Select New School to add a new entry.
- 2. Enter the School Name and School Type.
- 3. Enter the *Contact Information*, including the required *Address, City, State*, and *Zip Code* and optional school *Website*.
- 4. Provide the school *Details* including an *Image*, the *Principal*'s name, and *Other* important school information.
- 5. Select Activate on my page to display the information on your page.
- 6. Select *Save and New* to add another school or *Save and Exit* to return to your page.

Import schools to the directory

You can import your school information from a .csv file. Required fields for the file are marked with an asterisk (*) in the file mappings.



- 1. Select *Import* and search for the file to upload.
- 2. Select Next.
- 3. Map the required field mappings.
- 4. Select Next.
- 5. Review your import data.
- 6. Select Import.