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.

Add the MiniBase app

Drag the Minibase app onto your page.

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.

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

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

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