

# 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.



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 Directory page is active, displaying a search interface with fields for "School Name" and "School Type", and a "Search" button. Below the search fields, a list of schools is shown:

School Name	School Type	Address
Happy Valley Elementary School	Elementary School	328 Innovation Blvd State College, PA 16801
Happy Valley High School	High School	328 Innovation Blvd State College, PA 16801
Happy Valley Middle School	Middle School	328 Innovation Blvd State College, PA 16801
Happy Valley School District Office	District Office	328 Innovation Blvd State College, PA 16801

## Add the School Directory app

Drag the Schools app onto your page.

**Add School**  
Enter details about your school.

\* **School Name:**

\* **School Type:**

**Contact Information**

\* **Address:**

\* **City:**                      \* **State**                      \* **Zip Code:**  
                                           

\* **Phone Number:**

**Website:**

**Details**

**Image**

**Principal:**

**Other:**

**Activate on my 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.

**Step 2: Match field mappings**  
Match the app fields to the fields from your CSV file using the dropdown boxes.

\* Indicates a required field

APP FIELD	MAP TO CSV FILE FIELD
<b>System ID</b> If you exported your data from this app and are importing updates, map the System ID to avoid duplicating records.	-Ignore- ▼
<b>School *</b>	-Ignore- ▼
<b>Phone *</b>	-Ignore- ▼
<b>Address *</b>	-Ignore- ▼
<b>City *</b>	-Ignore- ▼
<b>State *</b>	-Ignore- ▼
<b>Zip *</b>	-Ignore- ▼
<b>Type *</b>	-Ignore- ▼
<b>Principal</b>	-Ignore- ▼
<b>Website</b>	-Ignore- ▼
<b>Other</b>	-Ignore- ▼
<b>Image</b>	-Ignore- ▼
<b>Active</b>	-Ignore- ▼

Cancel Back Next

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*.

