

Work with Tagging

Schoolwires® Centricity2™



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This guide covers all available Centricity2 features and functionality. Features included in your contract may vary.

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Introduction

You add *tags* to categorize the individual records of a Blog, Headlines & Features, Podcast or Premium Video app. You use these tags to filter which app records display on the end-user website. If you choose, you can display the tags by which you filtered an app as clickable links on the end-user website or simply display the filtered records without displaying the tags.

The way you tag Blog, Headlines & Features, Podcast and Premium Video app records is the same. How you use tagging for each app can vary.

Here you see a Podcast app filtered by the tags *BBC*, *NASA* and *Scientific American*. Because the **Sidebar** option *Display Tag List* is activated for the app, you see the **Tags** heading and the specific tags used to filter the app records. Note that there are three records tagged with *BBC*, two records tagged with *NASA* and five records tagged with *Scientific American*. You click each link to see the records associated with the tag.

The screenshot shows a website for Happy Valley High School. The navigation bar includes links for Home, About Us, Our School, Alumni, Athletics, Activities, Staff, and Calendar. The main content area displays a list of three podcast items, each with a title, author, date, length, and topic. A sidebar on the right, titled 'Tags', is circled in blue and shows three filterable tags: BBC(3), NASA(2), and Scientific American(5). The footer contains the school's address and phone number.

Here you see the same Podcast app filtered by the same tags, however, the **Sidebar** option *Display Tag List* is off. All records with the tags BBC, NASA and Scientific American display.

The screenshot shows a web browser displaying the Happy Valley High School website. The top navigation bar includes links for Home, About Us, Our School, Alumni, Athletics, Activities, Staff, and Calendar. The 'Staff' link is highlighted. Below the navigation bar, there is a breadcrumb trail: [Happy Valley High School](#) > [Staff](#) > [Zappa, Dennis](#). The main content area features a list of science podcasts, each with a title, source, date, and length. The sidebar on the left contains the school logo and the name 'Zappa, Dennis' with a list of menu items: Welcome!, Assignments, Assignment Calendar, and Science Podcasts. The footer of the page provides the school's address and phone number.

Home About Us Our School Alumni Athletics Activities **Staff** Calendar

[Happy Valley High School](#) > [Staff](#) > [Zappa, Dennis](#)

NASA 1 - Animation of Landing on Mars
by *NASA* on 3/11/2013
Length: 5 minutes
NASA 1 - Animation of Landing on Mars

NASA 2 - Curiosity on Mars
by *NASA* on 3/4/2013
Length: 3 minutes
NASA 2 - Curiosity on Mars

BBC 1 - Brain-to-Brain Communication
by *BBC* on 3/13/2013
Length: 18 Minutes
Brain-to-Brain Communication

BBC 2 - Russian Meteor Strike
by *BBC* on 3/13/2013
Length: 18 Minutes
Russian Meteor Strike

BBC 3 - Rats Given Sixth Sense
by *BBC* on 3/13/2013
Length: 18 Minutes
Rats Given Sixth Sense

Scientific American 1 - Jilted Rock Sparrow Sing Loudest
by *Scientific American* on 3/6/2013
Length: 1 minute
Jilted Rock Sparrow Sing Loudest

Scientific American 2 - Whales Sing When and Where They Wanna
by *Scientific American* on 3/6/2013
Length: 1 minute
Whales Sing When and Where They Wanna

Scientific American 3 - Whale Mimics Human Speech
by *Scientific American* on 3/6/2013
Length: 1 minute
Whale Mimics Human Speech

Scientific American 4 - Milky Way May Contain 100 Billion Planets
by *Scientific American* on 3/6/2013
Length: 1 minute
Milky Way May Contain 100 Billion Planets

Scientific American 5 - Earth-Like World May be Just 13 Light-Years Away
by *Scientific American* on 3/6/2013
Length: 1 minute
Earth-Like World May be Just 13 Light-Years Away

HAPPY VALLEY HIGH SCHOOL
involve me and i learn.

Zappa, Dennis

- ▶ Welcome!
- ▶ Assignments
- ▶ Assignment Calendar
- ▶ [Science Podcasts](#)

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Tagging

Tagging is available for the Blog, Headline & Features, Podcast and Premium Video apps. The process you use to tag and filter records within each of these apps is the same. You add the app to a page, add records to the app and tag each individual app record.

To filter the records of your app, in app **Options**, select the **Tag Filtering** tab and add tag filters. If you share the app with other editors, they can place the app on pages under their control and choose the tags by which they wish to filter the app records.

To show the tags by which you filtered your app records on the end-user website, select the **Sidebar** tab and activate the *Display Tag List* check box. For Blog, Headlines & Features and Premium Video apps, you can also choose to activate the *Display Date Grouping* check box. With this option selected you see a *Recent* heading with the names of the last ten active records added. You also see a *By Month* heading with records categorized by the month in which they were posted.

Tag App Records

Here's how you tag an app record. Note that if you do not tag a record, it is associated with the *Unassigned* tag on the end-user website.

Unassigned(8)

1. In *Site Manager*, navigate to the app to which you wish to apply tagging.
2. Add or edit an app record.
3. Click **Tags**. The Tag window displays.

The screenshot shows a window titled 'Episode' with a close button (X) in the top right corner. Below the title is a subtitle: 'Enter a title for your episode. If you want, you can add a description, post date, author and episode length. You can either upload a media file, or enter a file web address.' There are two tabs: 'General' and 'Tags', with 'Tags' being the active tab. Below the tabs is a text input field for 'Episode Title' containing the text 'BBC 2 - Russian Meteor Strike'.

4. Click in the field and enter tags for the record. As you enter text, a list displays showing the current tags containing or matching text entered into the field. Click a tag in the list to select it or enter a new tag.

This screenshot shows the same 'Episode' window, but now the 'Tags' tab is active and a dropdown menu is open. The input field contains the text 's'. The dropdown list shows several tags: 'inits', 'NASA', 'Scientific American', 'space', and 'sparrow'. Below the list is a 'Save' button, a 'Cancel' button, and a 'Create E-Alert' button. A small help icon (?) is visible next to the input field.

5. If you have more than one tag for the record, use commas to separate them.
6. Click **Save**. You are returned to the app in Edit mode.

Set App Options

You use App Options to set **Sidebar** and **Tag Filtering** preferences for your app.



Sidebar

Sidebar options allow you to determine the appearance of your app on the end-user website.

Here's how you set **Sidebar** options.

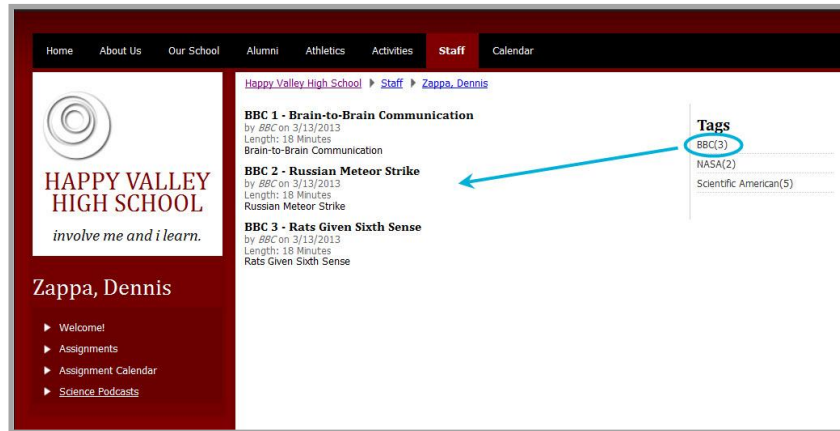
1. In *Site Manager*, navigate to the app to which you wish to set **Sidebar** options.
2. Edit the app and click *Options*. The App Options window displays.
3. Click **Sidebar**. The Sidebar dialog displays.



4. Select options on the dialog by activating the option check boxes.
5. Click **Save**. You are returned to the app in Edit mode.

Display Tag List

For Blogs, Headlines & Features, Podcasts and Premium Video apps, you can select the **Sidebar** option *Display Tag List*. With this option, you see a *Tags* heading on the end-user website. The tags that show in the list are those selected as filters on the app **Options Tag Filtering** tab. Tags display in alphabetical order. You click a tag in the *Tags* list to display the records associated with it. You click a record to view it in its entirety.

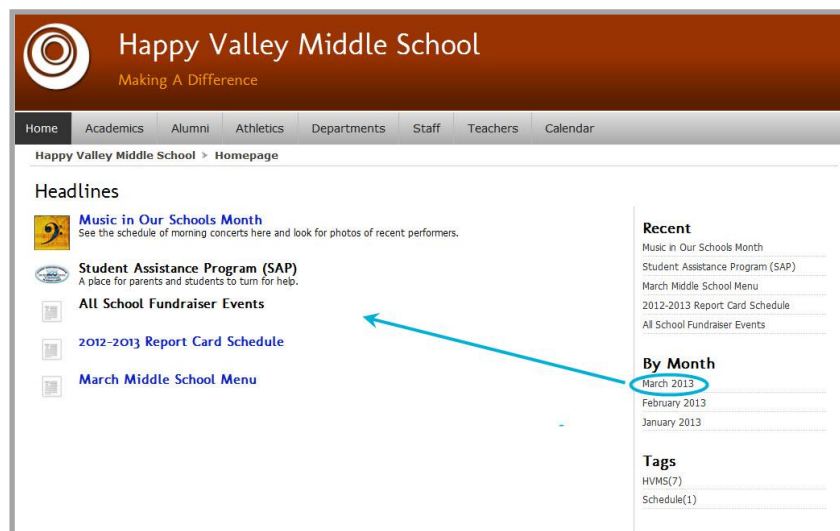


It is important to note that the *Display Tag List* check box displays on the **Sidebar** tab when the app you are editing is placed on a page. If you create an app and edit it in App Manager without placing it on a page, the *Display Tag List* check box option does not display on the **Sidebar** tab.

Display Date Grouping

For Blogs, Headlines & Features and Premium Video apps, in addition to the **Sidebar** option *Display Tag List*, you can also select the *Display Date Grouping* option.

If you select the *Display Date Grouping* option, you see a *Recent* heading on the end-user website, which displays the last ten active records added to the app. You click an item in the list to display the record. You also see a *By Month* heading. You click a month in the list to display the records associated with that month. You click a record to view it in its entirety.



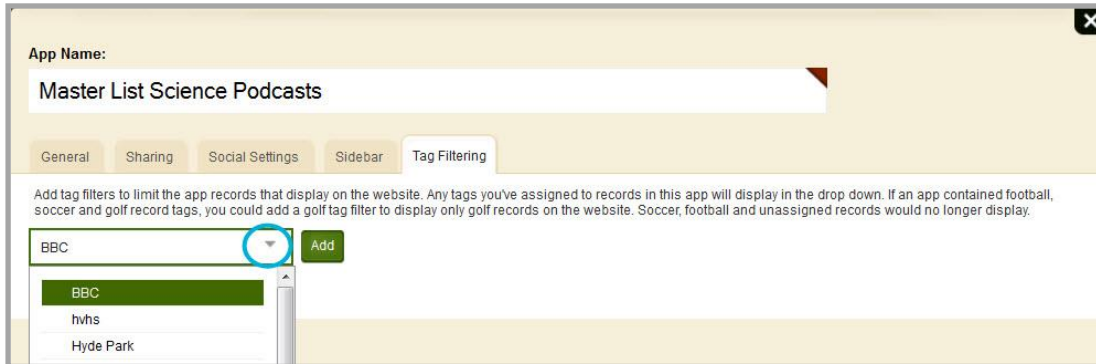
Tag Filtering

Tag Filtering allows you to choose which records display for an app on the end-user website. You select and add the tags you associated with the app records as filters.

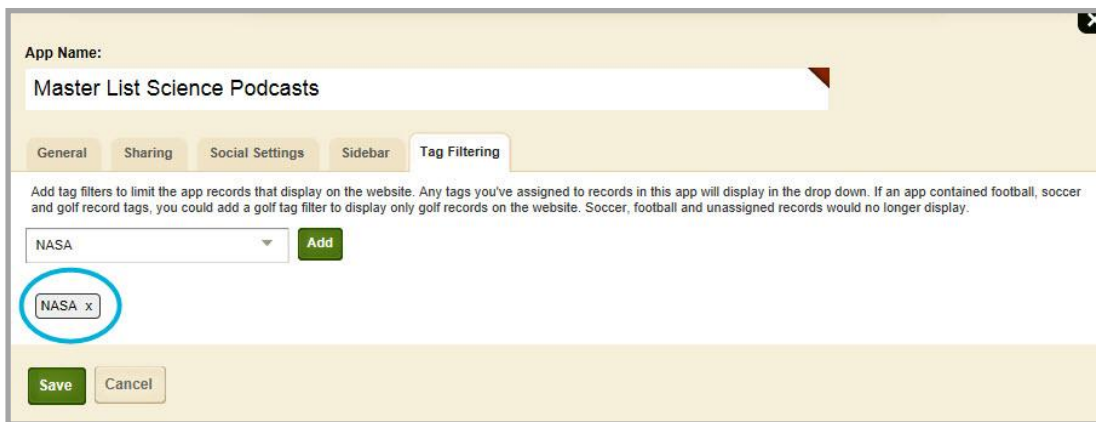
Add Tag Filters

Here's how you select and apply filter tags for an app.

1. In *Site Manager*, navigate to the app to which you wish to set **Tag Filtering** options.
2. Edit the app and click Options. The App Options window displays.
3. Click **Tag Filtering**. The Tag Filtering dialog displays and you see the first tag in the field.



4. Click the drop-down arrow to see a complete list of tags used to categorize app records.



5. Click a tag in the list and click **Add**. The tag you added displays in the filter list.
6. Click **Save** when you have finished adding tags. You are returned to the app in Edit mode.

Remove Tag Filters

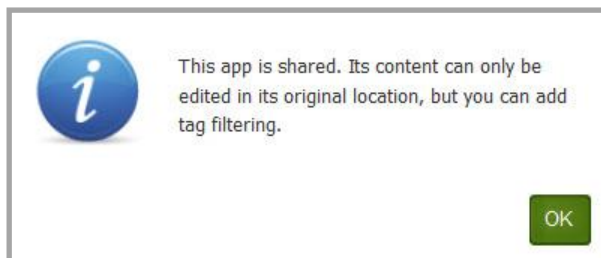
Here's how you remove filter tags applied to an app.

1. In *Site Manager*, navigate to the app to which you wish to set **Tag Filtering** options.
2. Edit the app and click Options. The App Options window displays.
3. Click **Tag Filtering**. The Tag Filtering dialog displays.
4. Click the **x** to the right of the tag you no longer wish to use as a filter.
5. Click **Save**. You are returned to the app in Edit mode.



Share App with Editors

When you share an app with tagging active with editors, those editors can add the app to pages under their control and add tag filtering to the app.



Share an App

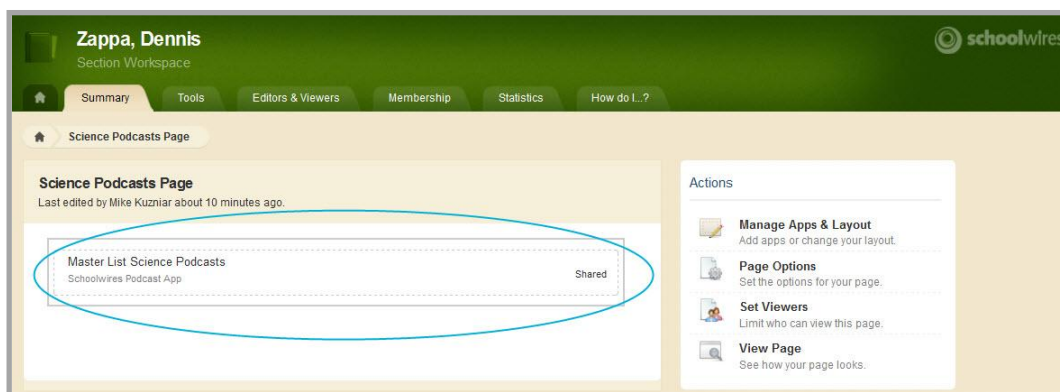
Here's how you share an app.

1. In *Site Manager*, navigate to the app to which you wish to share.
2. Edit the app and click Options. The App Options window displays.
3. Click **Sharing**. The Sharing dialog displays.
4. Click **Assign User** to share the app with individual users. Click **Assign Group** to share the app with groups of users.
5. Search for individual users or for groups by entering part of the name and clicking **Search**. Note that when sharing with a group, you can filter groups by category.
6. Click **Select** to the right of a user or group to move them to the selected list.
7. Click **Add**. Your selection is added to the app.
8. Click **Save**. You are returned to the app in Edit mode.

Add Tag Filtering to a Shared App

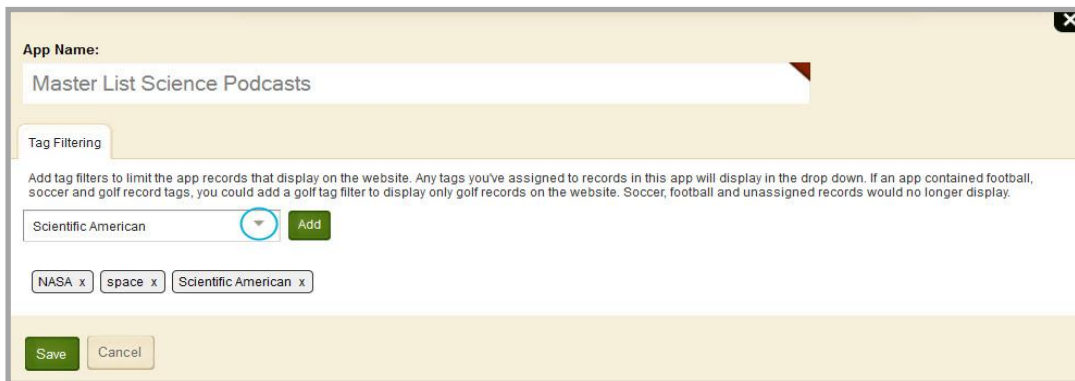
Here's how an editor adds tag filtering to a shared app they have placed on their page.

1. In *Site Manager*, navigate to and edit the page with the shared app. The page opens in Edit mode.



2. Click on the app. A dialog displays indicating that the app is shared, it can only be edited in its original location, but you can add tag filtering.
3. Click **OK**. The dialog is dismissed and the app options window opens on **Tag Filtering**.

- Click the drop-down arrow to see a complete list of tags used to categorize app records.



The screenshot shows a user interface for editing an app. At the top, the 'App Name' is 'Master List Science Podcasts'. Below this is a 'Tag Filtering' section. A text box explains: 'Add tag filters to limit the app records that display on the website. Any tags you've assigned to records in this app will display in the drop down. If an app contained football, soccer and golf record tags, you could add a golf tag filter to display only golf records on the website. Soccer, football and unassigned records would no longer display.' Below the text is a search box containing 'Scientific American' and an 'Add' button. At the bottom of the filter list, three tags are shown: 'NASA x', 'space x', and 'Scientific American x'. At the very bottom of the interface are 'Save' and 'Cancel' buttons.

- Click a tag in the list and click **Add**. The tag you added displays in the filter list.
- Click **Save** when you have finished adding tags. You are returned to the app in Edit mode.

Note that editors with whom an app is shared can place the shared app on multiple pages under their control. You can set different filter tags each time you add the shared app to a page.

Blog Example

In this example, the **Sidebar** tab options *Display Tag List* and *Display Date Grouping* are activated. When you first display the blog, you see the blog posts associated with the tag filters you chose for the app. In this instance *clean, décor, food, staff* and *vending*. You click a title in the *Recent* list to display the blog post. You click a month in *By Month* list to display blog posts associated with the month you selected. You click a tag in the *Tags* list to display blog posts associated with the tag.

The screenshot shows a web interface for a school district blog. At the top is a navigation bar with links: Home, Our District, Staff, Departments, Academics, Activities, Alumni, and Calendar. Below this is a red sidebar on the left with the heading "Blogs" and a sub-link "Cafeteria Ratings". The main content area displays a list of blog posts, each with a title, author, date, and star rating. The posts are: "HVHS - Cafeteria Staff" (6 stars), "HVMS - Cafeteria Staff" (7 stars), "HVHS - Snack Machine Selections" (0 stars), "HVMS - Snack Machine Selections" (0 stars), "HVHS - Cafeteria Food Quality" (5 stars), "HVMS - Cafeteria Food Quality" (7 stars), "HVHS - Cafeteria Decor" (0 stars), "HVMS - Cafeteria Decor" (0 stars), "HVHS - Cafeteria Cleanliness" (3 stars), and "HVMS - Cafeteria Cleanliness" (4 stars). To the right of the posts are three navigation options: "Blog post list" with a left-pointing arrow, "Posts by month" with a right-pointing arrow, and "Posts by tags" with a right-pointing arrow. On the far right is a "Last ten active posts" section containing three sub-sections: "Recent" with a downward arrow and a list of ten post titles; "By Month" with a list showing "March 2013"; and "Tags" with a list of tags and their counts: clean(2), decor(2), food(2), staff(2), and vending(2).

Headlines & Features Example

When you land on a page containing a Headlines & Features app with tagging applied, you see the first fifteen headlines and a **more** link. You can change the number of headlines that initially display by changing the App Options *Record Limit* field.

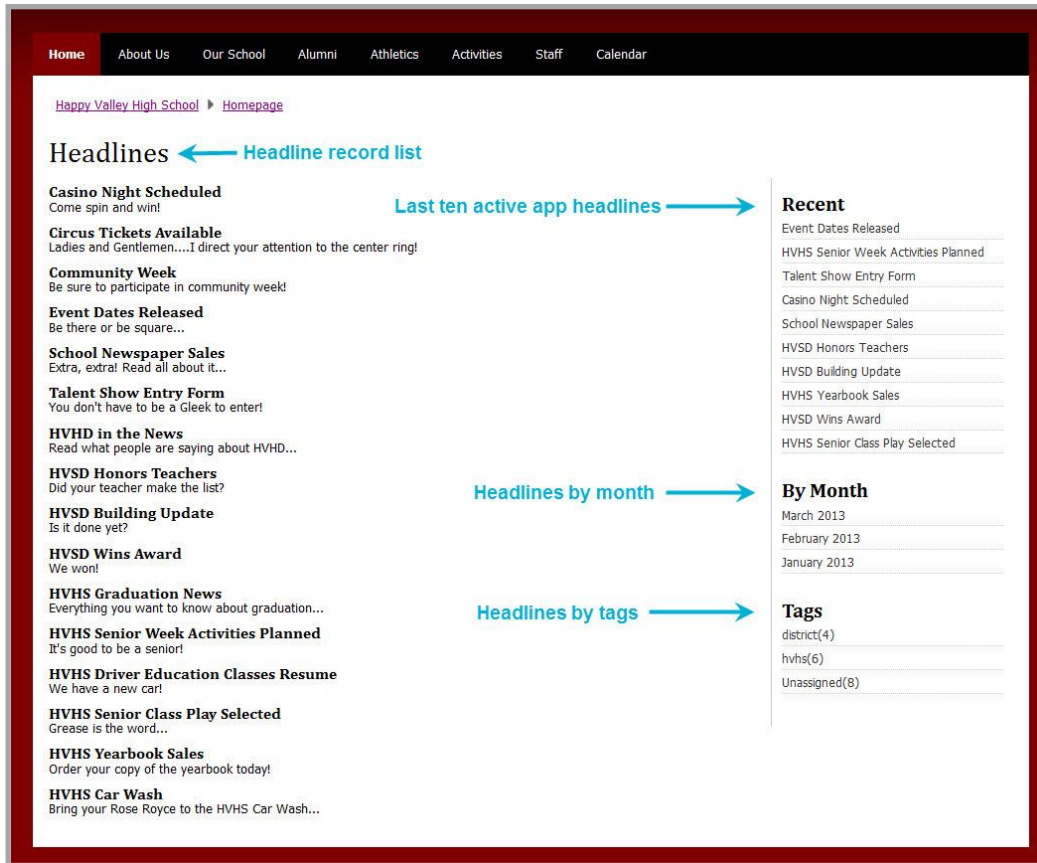
The screenshot shows the Happy Valley High School website interface. At the top is a navigation menu with links: Home, About Us, Our School, Alumni, Athletics, Activities, Staff, and Calendar. Below the menu is a header area with the school logo and the motto "INVOLVE ME AND I LEARN." To the right of the header is a large photograph of a school building.

The main content area is divided into several sections:

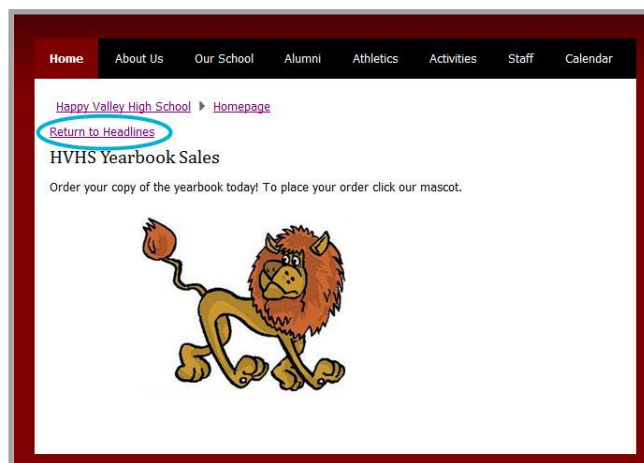
- Announcements:** A notice about HVAC technicians with a "FOLLOW" button.
- Site Shortcuts:** A list of links including District Policy, Staff Directory, District Photo Albums, Elementary Album, Middle School Gallery, High School Album, and District Volunteer Program, with another "FOLLOW" button.
- Upcoming Events:** A list of events for tomorrow (10:00 AM - 11:00 AM Social Studies Presentation) and Wednesday (9:00 AM - 10:00 AM Math Presentation), with a "View Calendar" link.
- Welcome to Happy Valley High School!:** A central message box with an "Edit" button, containing a paragraph about the school's commitment to its students.
- Headlines:** A vertical list of news items, each with a title and a short description. The "Headlines" section title is circled in red. The last item, "HVHS Yearbook Sales", includes a "more" link, which is also circled in red.

You click the **more** link to show the *More* view.

In this example, the **Sidebar** tab options *Display Tag List* and *Display Date Grouping* are activated. When you first display the *More* view, you see all headlines associated with with the tag filters you chose for the app, namely *district* and *hvhs*. You click a title in the *Recent* list to display the headline. You click a month in the *By Month* list to display the headlines associated with the month you selected. You click a tag in the *Tags* list to display headlines associated with the tag.

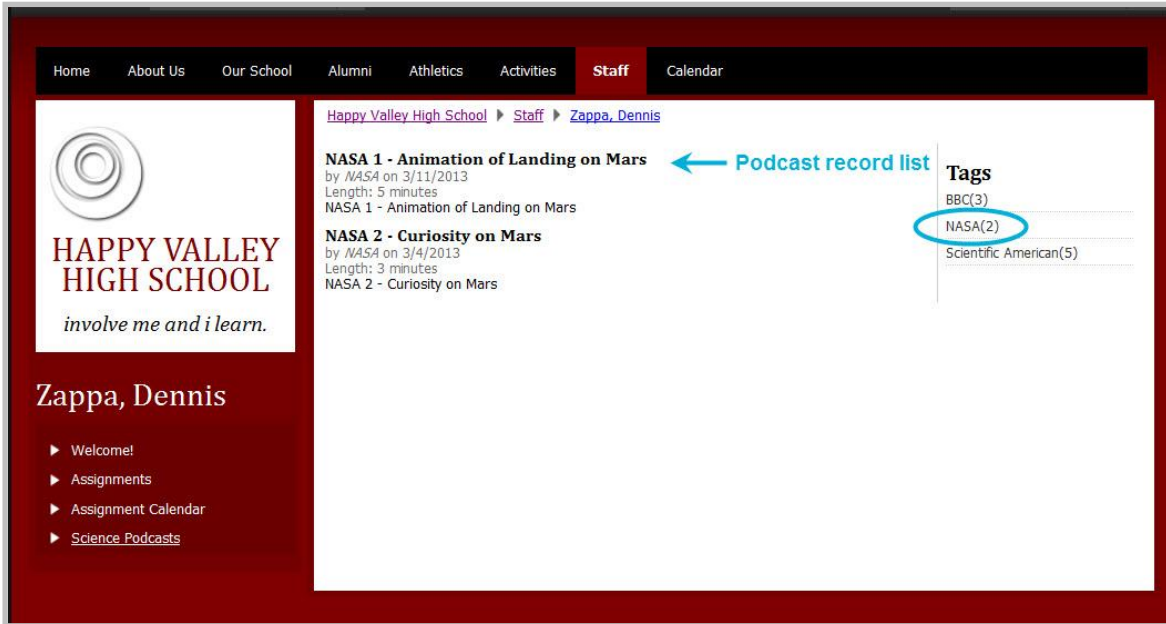


You click a title to display the entire headline. To return to the *More* view, click *Return to Headlines*.

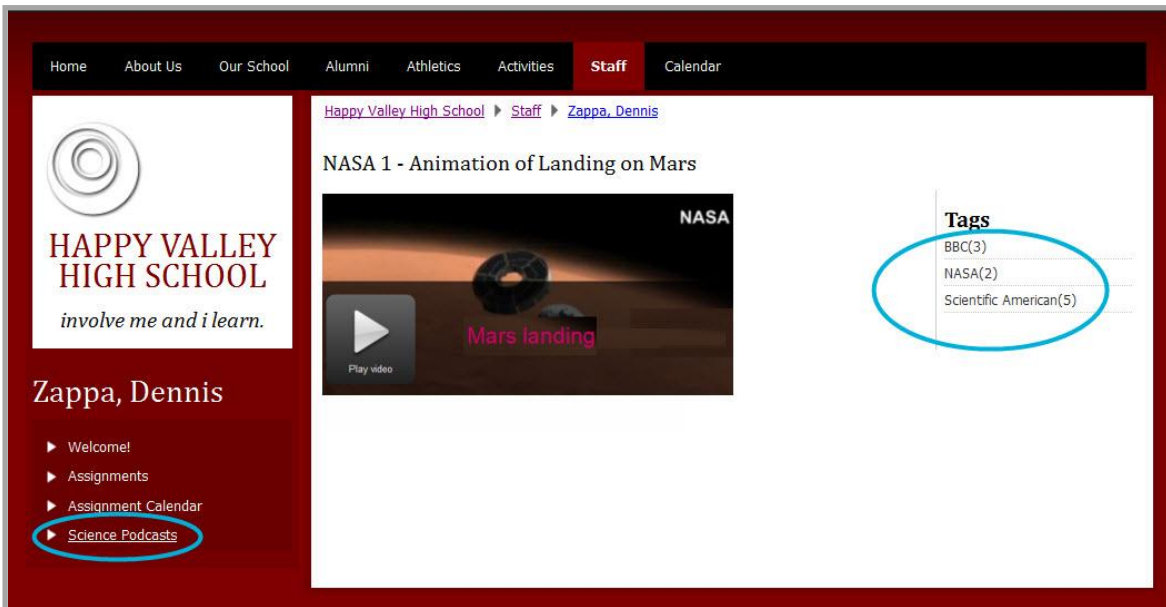


Podcast Example

In this example podcast episodes are being filtered by the tags *BBC*, *NASA* and *Scientific America*. When you click on the NASA tag in the *Tags* list, you see the two podcasts associated with that tag.



You click an episode title to display the entire episode. To return to the list of episodes, you click the page link in the Left Navigation pane. Or, you can click another tag in the *Tags* list and show its associated episodes.



Premium Video App Example

In this example, the **Sidebar** tab options *Display Tag List* and *Display Date Grouping* are activated. When

The screenshot shows the Happy Valley High School website. The header includes the school logo and name, along with navigation links like Home, About Us, Our School, Administration, Programs of Study, Athletics, Teachers, Alumni, and Calendar. The main content area is titled "Cheesy Space Movie Trailers" and lists several trailers with their respective authors, lengths, and comment counts. A sidebar on the left contains a "Sparks, Eric" section with various links. On the right, there are sections for "Recent" and "By Month" videos, and a "Tags" section listing various tags like "alien attack(3)", "mars(3)", "space monster(2)", "space travel(5)", "super cheesy(5)", and "UFO(1)".

you click on the *alien attack* tag, videos indexed with that tag display.

Tagging Best Practices

Here are some practices to consider when working with tagging.

- The maximum number of characters allowed for a tag is 20.
- Special characters such as quotes will be automatically removed from the name of your tag; you can use spaces within the tag name if you like.
- Follow the guidelines specified in the *Best Practice for Apps on a Page Guide* for each of the apps.