

# Work with Tagging

Schoolwires® Centricity2™





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## Introduction

You add *tags* to categorize the individual records of a Blog, Headlines & Features or Podcast 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 and Podcast 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.

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

Happy Valley High School ▸ Staff ▸ Zappa, Dennis

**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

**Tags**  
BBC(3)  
NASA(2)  
Scientific American(5)

**HAPPY VALLEY HIGH SCHOOL**  
*involve me and i learn.*


**Zappa, Dennis**

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

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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.



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HIGH SCHOOL**  
*involve me and i learn.*

**Zappa, Dennis**

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**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

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## Tagging

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

To filter the records of your app, select and add **Tag Filtering** tags. 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, set the **Sidebar Display Tag List** option. For Blog and Headlines & Features apps, you can display a tag list, choose the **Sidebar** option *Display Date Grouping* to show date categories or choose to display both options.

## 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.

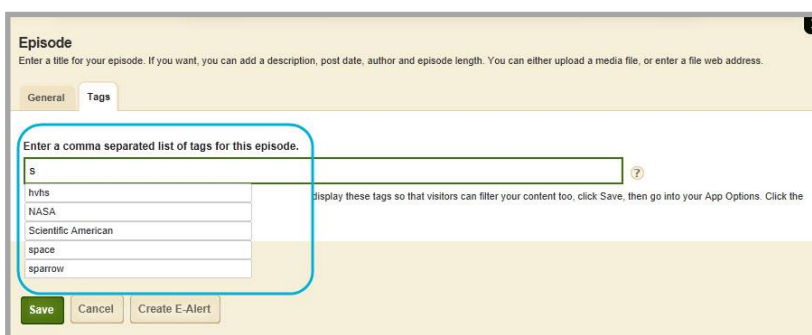
Unassigned(8)

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 form titled 'Episode' with 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.' Below the subtitle are two tabs: 'General' and 'Tags'. The 'Tags' tab is selected and highlighted with a blue circle. Under the 'Tags' tab, there is a text field labeled '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.



The screenshot shows the 'Episode' form with the 'Tags' tab selected. A text field is labeled 'Enter a comma separated list of tags for this episode.' Below the field, a list of suggestions is displayed: 'S', 'hills', 'NASA', 'Scientific American', 'space', and 'sparrow'. A blue box highlights the suggestion list. To the right of the list, there is a small question mark icon. Below the list, there are three buttons: 'Save', 'Cancel', and 'Create E-Alert'.

5. If you have more than one tag for the record, use commas to separate them.

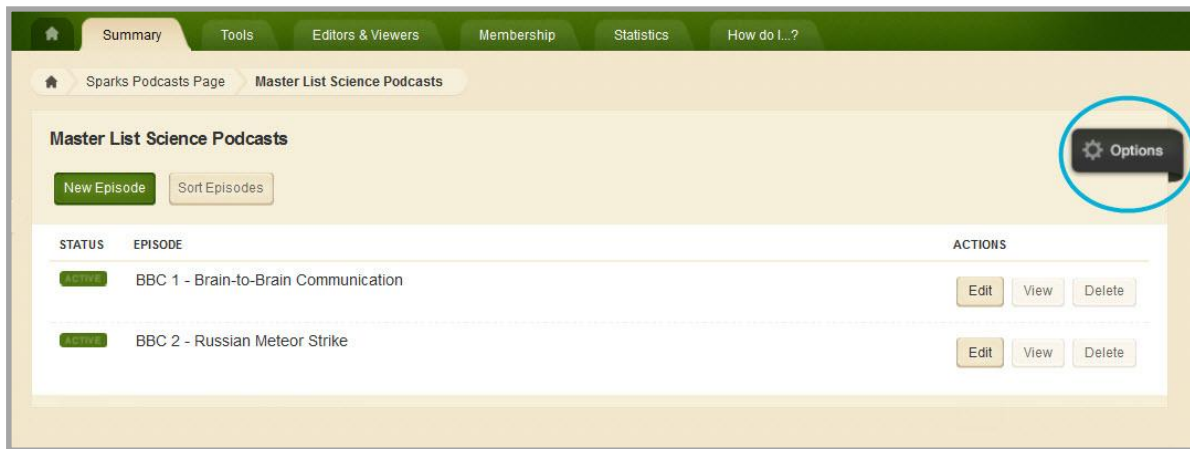


The screenshot shows the 'Episode' form with the 'Tags' tab selected. The text field is labeled 'Enter a comma separated list of tags for this episode.' and contains the text 'BBC, London, Hyde Park'. A small question mark icon is visible to the right of the field.

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.

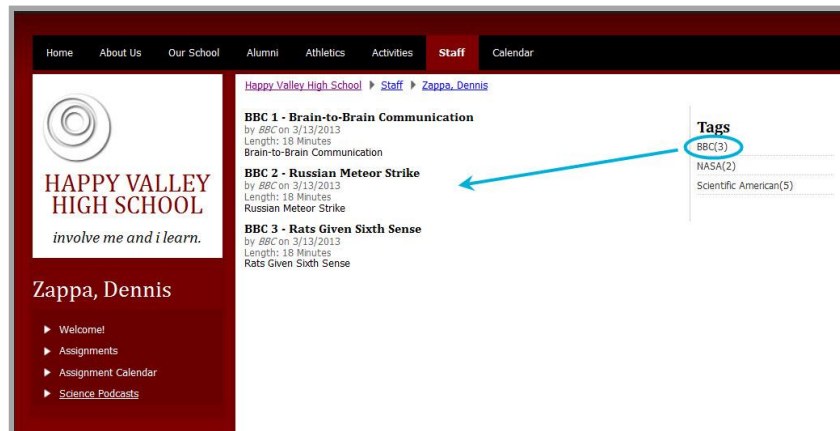
1. In *Site Manager*, navigate to the app to which you wish to set **Sidebar** options.
2. Edit the app and click *Options*. The App Options window displays.
3. Click **Sidebar**. The Sidebar dialog displays.



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 and Podcasts 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.

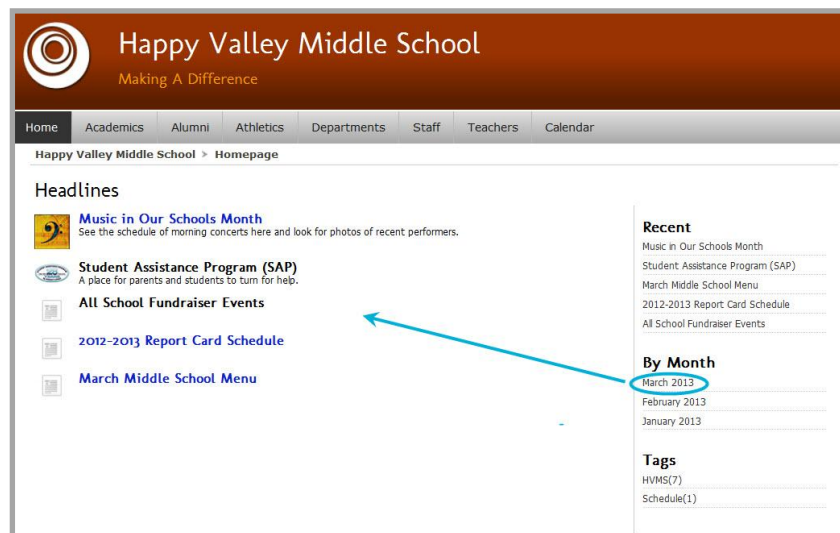


It is important to note that the *Display Tag List* check box displays on the **Sidebar** tab when the app you are editing is placed on a page. If you create an app and edit it in App Manager without placing it on a page, the *Display Tag List* check box option does not display on the **Sidebar** tab.

### Display Date Grouping

For Blogs and Headlines & Features 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.



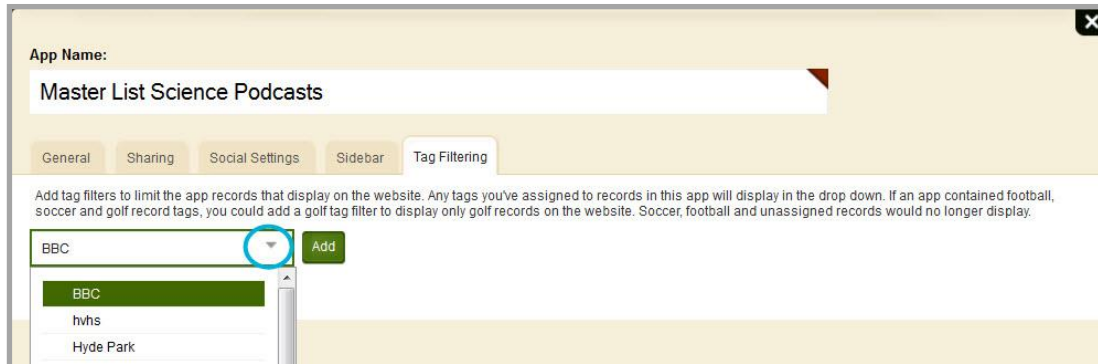
### Tag Filtering

**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.

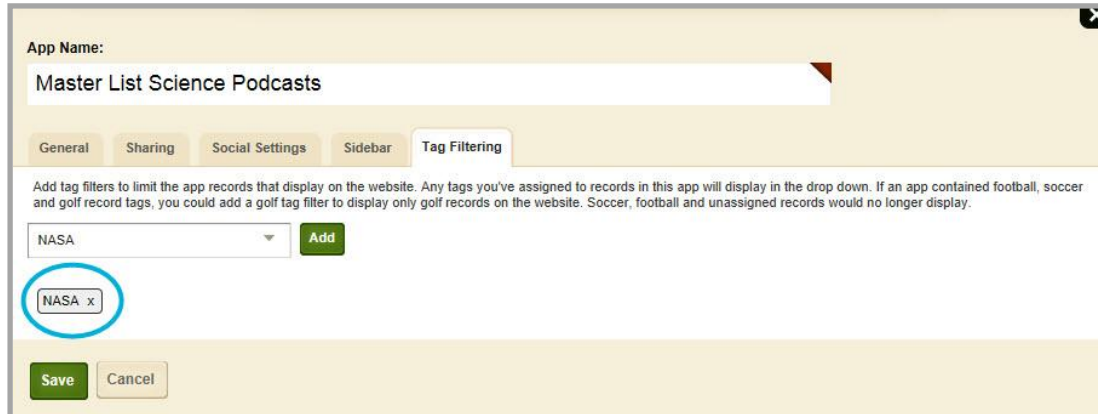
### Add Tag Filters

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

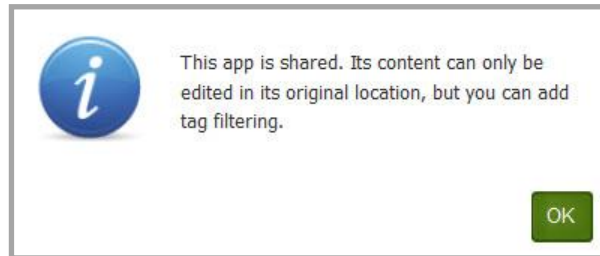
Here's how you remove filter tags applied to an app.

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, editors can add the app to pages under their control and add tag filtering to the app.



## Share an App

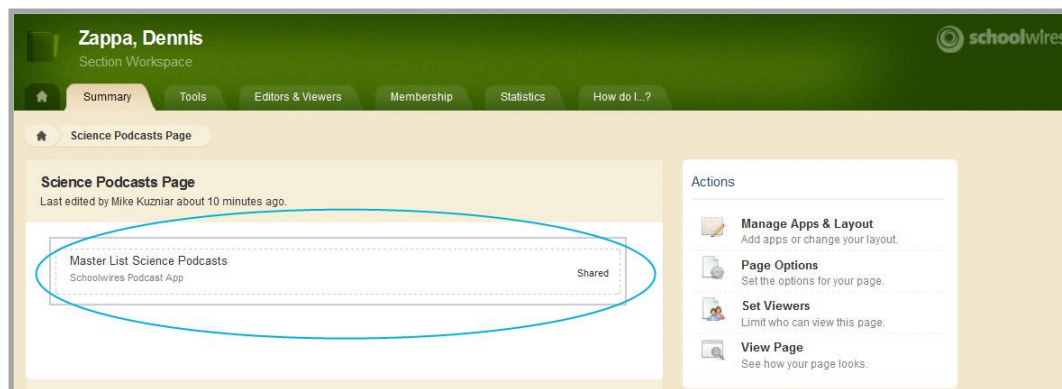
Here's how you share an app.

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

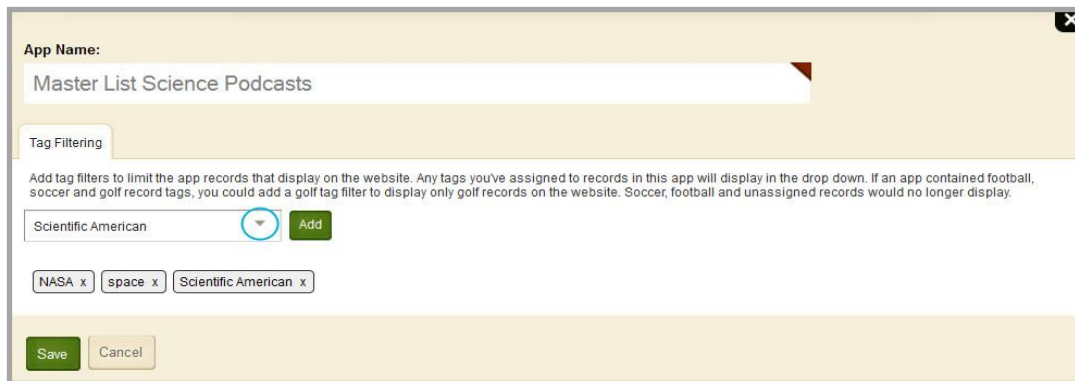
Here's how an editor adds tag filtering to a shared app they have placed on their page.

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 'Tag Filtering' dialog box. At the top, there is a text field labeled 'App Name:' containing 'Master List Science Podcasts'. Below this is a section titled 'Tag Filtering' with a sub-header '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 bar containing 'Scientific American' and a green 'Add' button. At the bottom, there are three tags: 'NASA x', 'space x', and 'Scientific American x'. At the very bottom 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 displays the Schoolwires Centricity2 interface. The top navigation bar includes links for Home, Our District, Staff, Departments, Academics, Activities, Alumni, and Calendar. The main content area is titled "Blogs" and features a list of blog posts. The sidebar on the right contains three sections: "Last ten active posts", "Recent", and "By Month". The "Recent" section lists the last ten active posts, including "HVMS - Snack Machine Selections", "HVMS - Cafeteria Decor", and "HVMS - Cafeteria Food Quality". The "By Month" section shows the current month as "March 2013". The "Tags" section lists tags such as "clean(2)", "decor(2)", "food(2)", "staff(2)", and "vending(2)".

**Blog post list**

Happy Valley School District ▶ Departments ▶ Blogs

**HVHS - Cafeteria Staff**  
Posted by Eric Sparks at 3/20/2013  
★★★★☆ (6)

**HVMS - Cafeteria Staff**  
Posted by Eric Sparks at 3/20/2013  
★★★★☆ (7)

**HVHS - Snack Machine Selections**  
Posted by Eric Sparks at 3/20/2013  
☆☆☆☆☆ (0)

**HVMS - Snack Machine Selections**  
Posted by Eric Sparks at 3/20/2013  
☆☆☆☆☆ (0)

**HVHS - Cafeteria Food Quality**  
Posted by Eric Sparks at 3/20/2013  
★★★★☆ (5)

**HVMS - Cafeteria Food Quality**  
Posted by Eric Sparks at 3/20/2013  
★★★★☆ (7)

**HVHS - Cafeteria Decor**  
Posted by Eric Sparks at 3/20/2013  
☆☆☆☆☆ (0)

**HVMS - Cafeteria Decor**  
Posted by Eric Sparks at 3/20/2013  
☆☆☆☆☆ (0)

**HVHS - Cafeteria Cleanliness**  
Posted by Eric Sparks at 3/20/2013  
★★★★☆ (3)

**HVMS - Cafeteria Cleanliness**  
Posted by Eric Sparks at 3/20/2013  
★★★★☆ (4)

**Last ten active posts**

**Recent**

- HVMS - Snack Machine Selections
- HVMS - Snack Machine Selections
- HVMS - Cafeteria Decor
- HVHS - Cafeteria Decor
- HVMS - Cafeteria Staff
- HVMS - Cafeteria Food Quality
- HVHS - Cafeteria Food Quality
- HVMS - Cafeteria Cleanliness
- HVHS - Cafeteria Cleanliness

**By Month**

- March 2013

**Tags**

- clean(2)
- decor(2)
- food(2)
- staff(2)
- 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. The navigation bar includes links for Home, About Us, Our School, Alumni, Athletics, Activities, Staff, and Calendar. The main header features the school's logo and the motto "INVOLVE ME AND I LEARN." Below the header, the website is divided into three main sections: Announcements, Site Shortcuts, and Upcoming Events. The Announcements section includes a notice about HVAC technicians. The Site Shortcuts section lists various resources like District Policy, Staff Directory, and Photo Albums. The Upcoming Events section lists presentations for tomorrow and wednesday. The Headlines & Features app is prominently displayed on the right side, showing a list of fifteen headlines. The headlines include "Casino Night Scheduled", "Circus Tickets Available", "Community Week", "Event Dates Released", "School Newspaper Sales", "Talent Show Entry Form", "HVHD in the News", "HVSD Honors Teachers", "HVSD Building Update", "HVSD Wins Award", "HVHS Graduation News", "HVHS Senior Week Activities Planned", "HVHS Driver Education Classes Resume", "HVHS Senior Class Play Selected", and "HVHS Yearbook Sales". A "more" link is located at the bottom of the headlines list, circled in blue. The app also includes an "Edit" button for the welcome message.

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 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.

**Headlines** ← **Headline record list**

**Casino Night Scheduled**  
Come spin and win!

**Circus Tickets Available**  
Ladies and Gentlemen....I direct your attention to the center ring!

**Community Week**  
Be sure to participate in community week!

**Event Dates Released**  
Be there or be square...

**School Newspaper Sales**  
Extra, extra! Read all about it...

**Talent Show Entry Form**  
You don't have to be a Gleek to enter!

**HVHD in the News**  
Read what people are saying about HVHD...

**HVSD Honors Teachers**  
Did your teacher make the list?

**HVSD Building Update**  
Is it done yet?

**HVSD Wins Award**  
We won!

**HVHS Graduation News**  
Everything you want to know about graduation...

**HVHS Senior Week Activities Planned**  
It's good to be a senior!

**HVHS Driver Education Classes Resume**  
We have a new car!

**HVHS Senior Class Play Selected**  
Grease is the word...

**HVHS Yearbook Sales**  
Order your copy of the yearbook today!

**HVHS Car Wash**  
Bring your Rose Royce to the HVHS Car Wash...

**Recent**

- Event Dates Released
- HVHS Senior Week Activities Planned
- Talent Show Entry Form
- Casino Night Scheduled
- School Newspaper Sales
- HVSD Honors Teachers
- HVSD Building Update
- HVHS Yearbook Sales
- HVSD Wins Award
- HVHS Senior Class Play Selected

**By Month**

- March 2013
- February 2013
- January 2013

**Tags**

- district(4)
- hvhs(6)
- Unassigned(8)

← **Last ten active app headlines**

→ **Headlines by month**

→ **Headlines by tags**

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

**Return to Headlines**

**HVHS Yearbook Sales**

Order your copy of the yearbook today! To place your order click our mascot.

## Podcast Example

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

The screenshot shows the Happy Valley High School website. The navigation bar includes links for Home, About Us, Our School, Alumni, Athletics, Activities, Staff, and Calendar. The left sidebar features the school logo, the name "HAPPY VALLEY HIGH SCHOOL", the tagline "involve me and i learn.", and a list of links: Welcome!, Assignments, Assignment Calendar, and Science Podcasts. The main content area displays a list of podcasts under the heading "Happy Valley High School > Staff > Zappa, Dennis". The list includes two entries: "NASA 1 - Animation of Landing on Mars" (by NASA on 3/11/2013, 5 minutes) and "NASA 2 - Curiosity on Mars" (by NASA on 3/4/2013, 3 minutes). A blue arrow points to the "Podcast record list" text. On the right, a "Tags" list shows "BBC(3)", "NASA(2)", and "Scientific American(5)".

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.

The screenshot shows the Happy Valley High School website with a single podcast episode displayed. The navigation bar and left sidebar are the same as in the previous screenshot. The main content area displays the title "NASA 1 - Animation of Landing on Mars" above a video player. The video player shows a NASA logo and a "Mars landing" title. A "Play video" button is visible. On the right, the "Tags" list shows "BBC(3)", "NASA(2)", and "Scientific American(5)". The "Science Podcasts" link in the left sidebar is circled in blue.

## 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.