

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

328 Innovation Boulevard
State College, PA 16803

814-555-1212

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.

HomeAbout UsOur SchoolAlumniAthleticsActivities**Staff**Calendar



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HIGH SCHOOL**
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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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C2Tagging_032113

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.

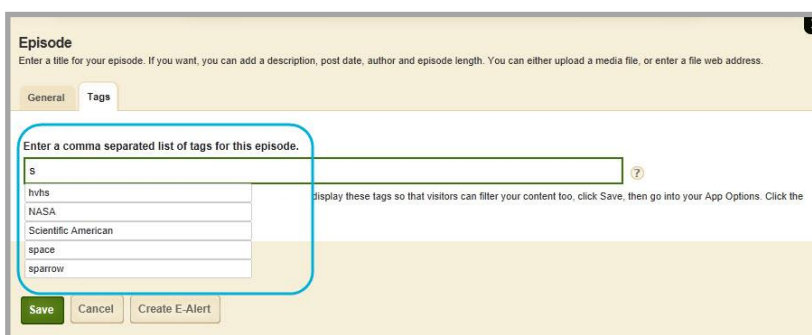
Unassigned(8)

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 text field is a list of suggestions: 'S', 'hills', 'NASA', 'Scientific American', 'space', and 'sparrow'. The 'S' suggestion is highlighted with a blue box. To the right of the list is a small question mark icon. Below the list 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.

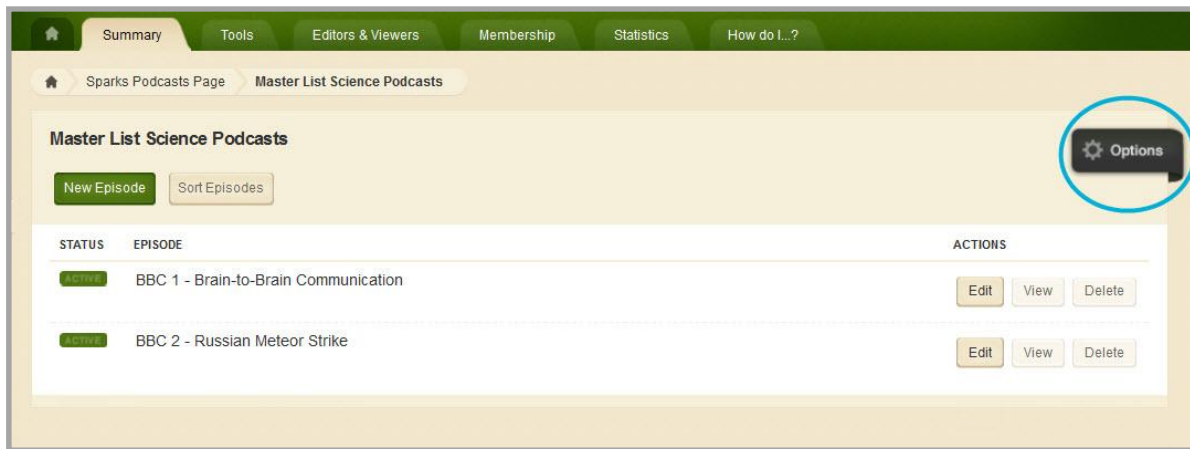


The screenshot shows the 'Episode' form with the 'Tags' tab selected. The text field is labeled 'Enter a comma separated list of tags for this episode.' and contains the text 'BBC, London, Hyde Park'. A small question mark icon is visible to the right of the text field.

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.

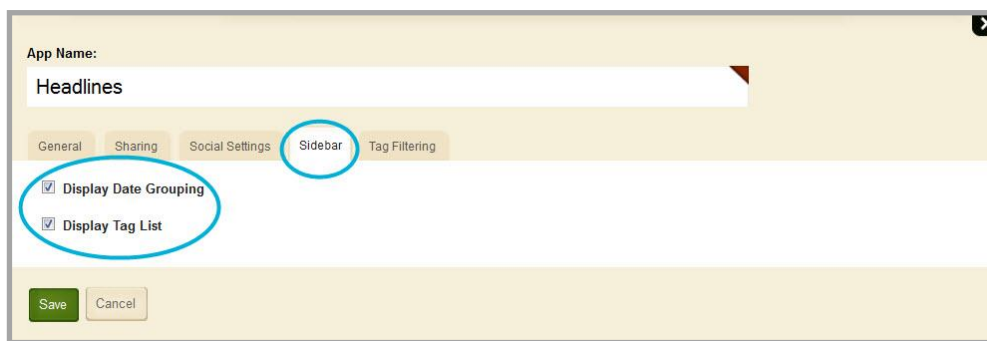


Sidebar

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

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

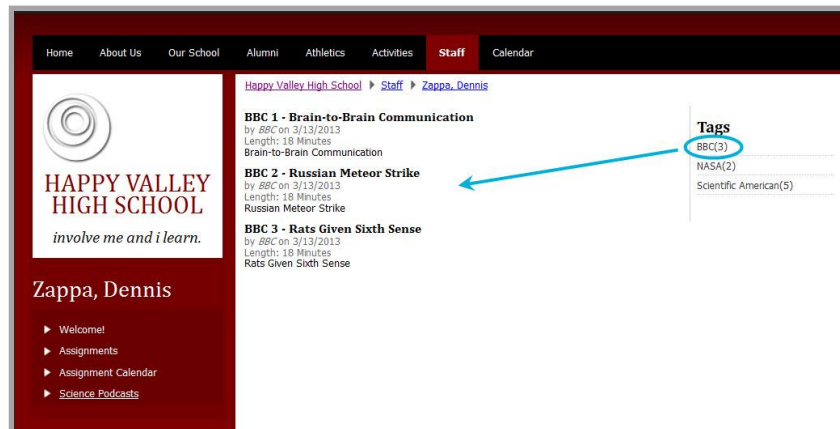
1. In *Site Manager*, navigate to the app to which you wish to set **Sidebar** options.
2. Edit the app and click *Options*. The App Options window displays.
3. Click **Sidebar**. The Sidebar dialog displays.



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.

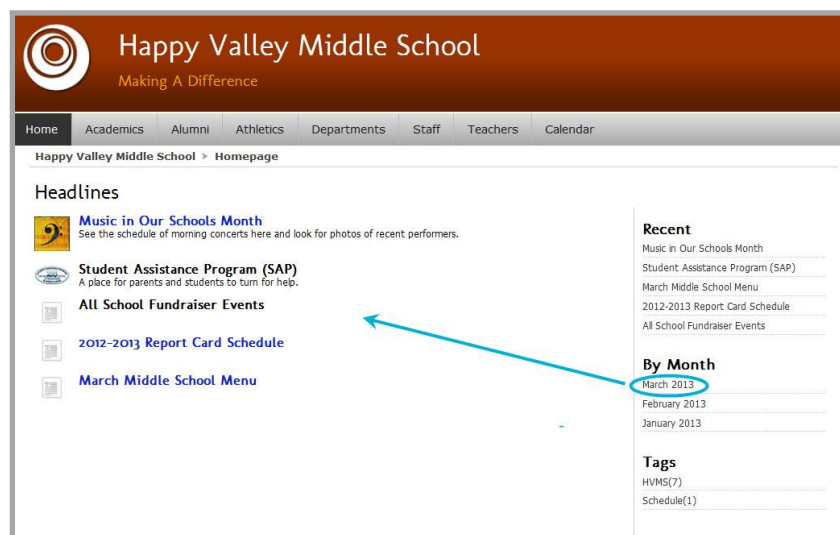


It is important to note that the *Display Tag List* check box displays on the **Sidebar** tab when the app you are editing is placed on a page. If you create an app and edit it in App Manager without placing it on a page, the *Display Tag List* check box option does not display on the **Sidebar** tab.

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.

The screenshot shows the 'Tag Filtering' tab in the 'App Options' window for the app 'Master List Science Podcasts'. A text input field contains 'BBC' and a green 'Add' button is to its right. Below the input field is a scrollable list of tags: 'BBC', 'hvhs', and 'Hyde Park'. A blue circle highlights the drop-down arrow on the right side of the 'BBC' tag in the list.

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.

This screenshot shows the 'Tag Filtering' dialog after the 'NASA' tag has been added. The 'NASA' tag now appears in the filter list below the input field, circled in blue. The input field now contains 'NASA' and the 'Add' button. At the bottom of the dialog are 'Save' and 'Cancel' buttons.

6. Click **Save** when you have finished adding tags. You are returned to the app in Edit mode.

Remove Tag Filters

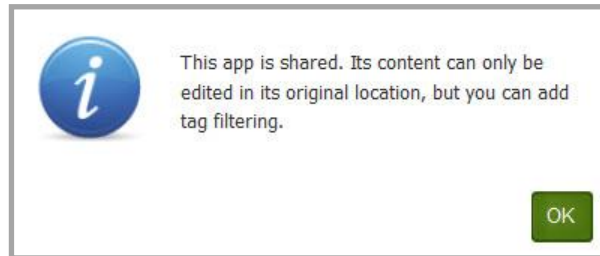
Here's how you remove filter tags applied to an app.

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.

The screenshot shows the filter list at the bottom of the 'Tag Filtering' dialog. It contains two tags: 'NASA' and 'space'. Each tag has a small 'x' button to its right, used for removing the tag from the filter list.

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

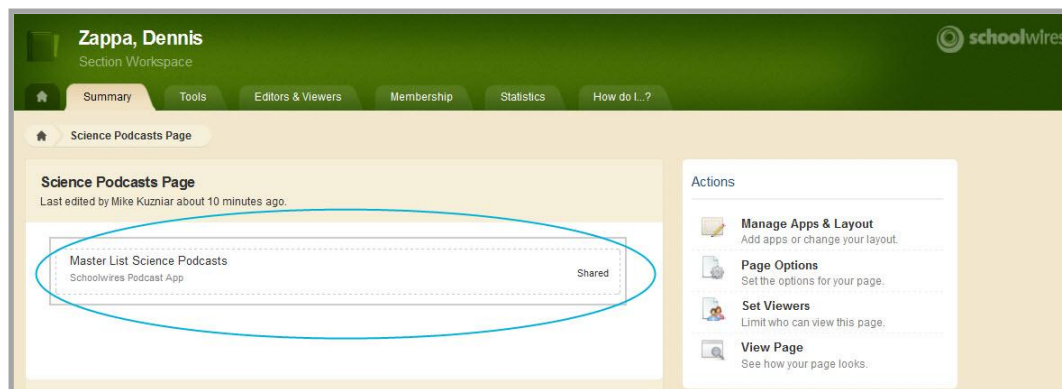
Here's how you share an app.

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 dialog box titled 'Tag Filtering' with a close button (X) in the top right corner. At the top, there is a label 'App Name:' followed by a text input field containing 'Master List Science Podcasts'. Below this is a section titled 'Tag Filtering' with a sub-header. The sub-header text reads: '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 input field containing 'Scientific American' and a green 'Add' button. At the bottom of the dialog, there is a list of tags: 'NASA x', 'space x', and 'Scientific American x'. At the very bottom are two buttons: 'Save' (green) and 'Cancel' (light gray).

- 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 month "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)

Posts by month

Posts by tags

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 content area features a large banner with the school's logo and the motto "INVOLVE ME AND I LEARN." Below the banner, there are three main sections: Announcements, Site Shortcuts, and Upcoming Events. The Announcements section includes a notice about HVAC technicians and a "FOLLOW" button. The Site Shortcuts section lists links to District Policy, Staff Directory, District Photo Albums, Elementary Album, Middle School Gallery, High School Album, and District Volunteer Program. The Upcoming Events section lists 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. The Headlines & Features app is located on the right side of the page, displaying a list of headlines. The "Headlines" section is circled in blue. 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 visible at the bottom of the headlines list, also circled in blue.

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 items: "NASA 1 - Animation of Landing on Mars" (by NASA on 3/11/2013, Length: 5 minutes) and "NASA 2 - Curiosity on Mars" (by NASA on 3/4/2013, Length: 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)". The "NASA(2)" tag is circled in blue.

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 the "NASA 1 - Animation of Landing on Mars" episode selected. The left sidebar is the same as in the previous screenshot, but the "Science Podcasts" link is circled in blue. The main content area displays the episode title "NASA 1 - Animation of Landing on Mars" and a video player showing a Mars landing animation. The "Tags" list on the right is the same as in the previous screenshot, with "NASA(2)" 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.