

# School List Management (New)

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How To Guide

# OVERVIEW

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The original School List Management solution utilized a Minibase app in WCM. In an effort to move beyond the Minibase functionality and to further improve the performance of all district websites, the School List Management solution will now be managed through a brand new, more user-friendly interface along with a configuration file.

## MANAGING THE SCHOOL LIST

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- Navigate to <https://YOURDOMAIN.COM/SLMConfig>.
  - Your school data will automatically be pulled into the interface from the configuration file and be ready for editing.
- In the left sidebar, the “Search School Name” input can be used to filter the list of schools in order to pinpoint the exact desired school(s).
  - Click “Clear Search” to reset the school list.
- At the bottom of the left sidebar, the “Add School” button adds a new school entry to the bottom of the list.
- After locating the desired site in the list, update all necessary fields.
  - The "School Name" field is the name of the school.
  - The "School Type" field specifies what category the school belongs to if applicable. (e.g. Elementary, Middle, High, etc)
  - The "School Url" field is the school URL to be used.
  - The "School Alias" field is the Friendly Web Address used for the school that is set in the sites contact information in WCM.
  - The "School Visible" field controls the visibility of the school in the school list. (i.e. "True" shows the site and "False" hides it).
- Click “Remove This School” button to remove the school from the list.
- Once all sites are edited, click “Download Text File” at the bottom of the left sidebar. The file will download to your computer and is the updated configuration file for your school list.
- Sign in to WCM from the district site.
- Click “Tools” > “Files & Folders”.
- Click “Site Files” > “SLM”. **Note: Never rename or move this folder.**
- Upload the generated “school-list-config.txt” text file. The updated file will replace the existing file. **Note: Never rename or move this file. The file name must be exactly “school-list-config.txt”.**