

Mapping School Locations

Blackboard Web Community Manager

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

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Introduction

Using a Custom View in a [MiniBase](#), you can create a directory of school buildings that provide the visitors to your website not only with the address of each building, but also with a link to a map to that school.

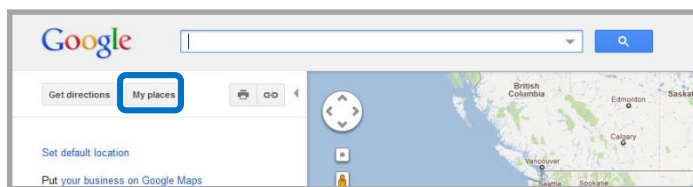
In this guide, we specifically explain how to link to a map in Google Maps™ mapping service.

Linking to a Location in Google Maps

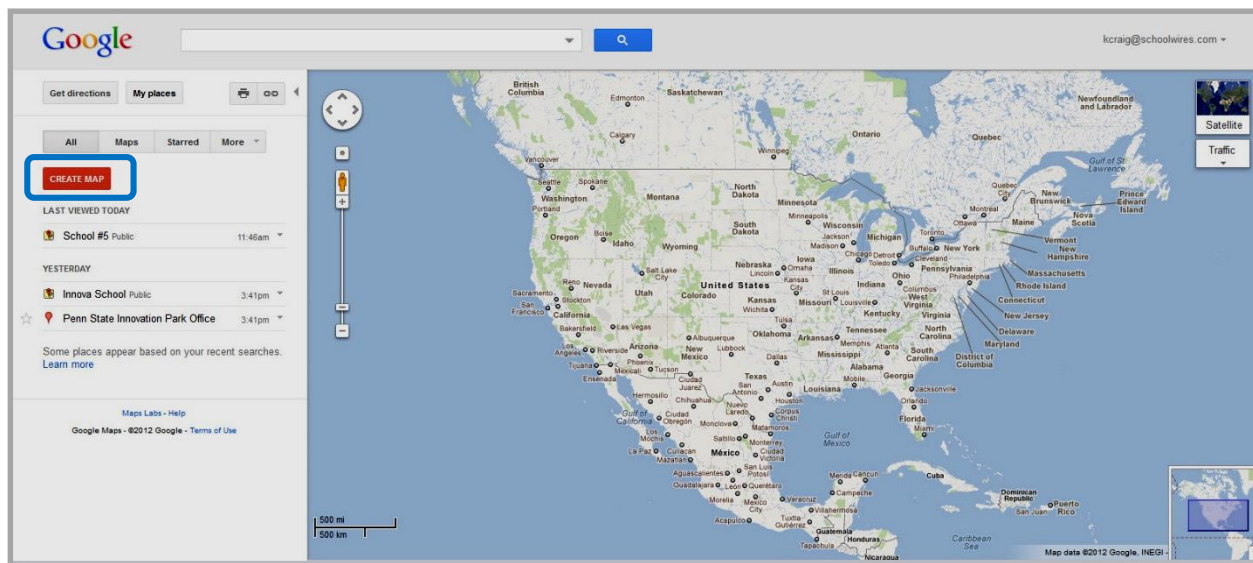
Before you begin, you need to create a MiniBase for your schools using Custom View. Enter the records for all your schools and other district locations. You will need to create an HTML Linking Field within your custom MiniBase.



To learn more about creating a MiniBase, see [MiniBase App Guide](#).

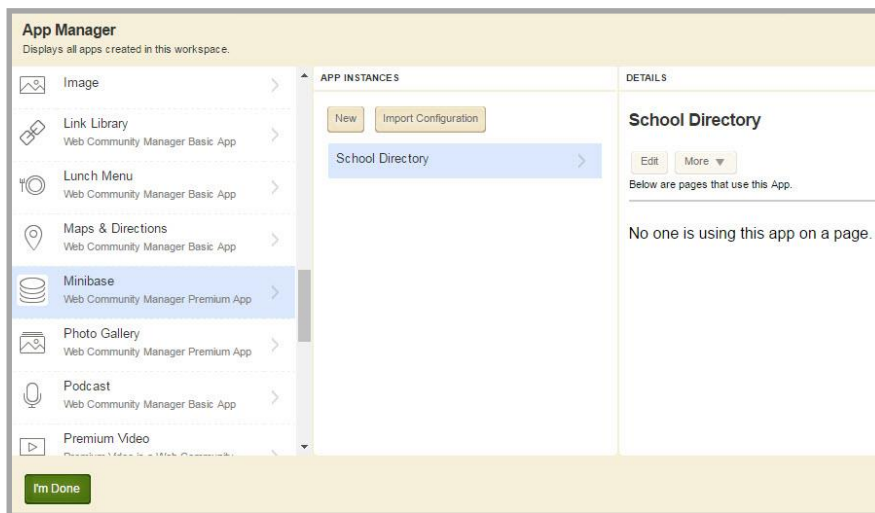
Here is how you link to a location in Google Maps.



1. Navigate to <http://maps.google.com/maps?hl=en&tab=wl>.
2. Click **My Places**. If you signed in, places you've added are visible. If you have not signed in, you are prompted to do so.
3. Click **Create Map**. The Map Tool displays.
4. Enter the name of the school in the Title field.
5. Enter the full address of the school in the Description field.
6. Click in the appropriate radio button for your desired privacy settings.
7. Click **Save**.



8. Copy the school's full address into the search box.
9. Click the search icon . A map of your school's location displays.
10. Click the link icon  to the left of the map. A URL window displays.
11. Copy the full URL (web address).



12. Edit the School Directory MiniBase using *App Manager* on the **Tool** tab.
13. Edit the record for your school.
14. Paste the URL for the school's location in the appropriate field in the record.
15. Click **Save**. Once you have deployed your MiniBase on the end-use website, the link to the map displays for each school.