TRAINING GUIDE

How to set-up a Customized Resource Listing URL for your School District’s website


Go to ‘Tools’ > ‘Customized Resource Listing URL’.

The Customized Resource Listing URL option is only available to School Districts.

It is the quickest and easiest way for School Districts to provide transparency to teachers and parents on the applications currently in use within their organization.

No login is required to view this page, unless you have set specific permissions on your website.

One benefit of participating in the Online Database system is that you have access to include a customized listing of your agreement information on your website. To create the customized page, follow these quick and simple instructions:

STEP 1: Add Agreement Information to the System

STEP 2: Modify Account Information
- Click on Edit District Account Information and add a custom page title for the page and introduction.

STEP 3: Add Link
- You can access your custom page at https://sdpc.a4l.org/district_listing.php?districtID=

Click on ‘STEP 2: Edit District Account Information’
Complete the following information:

**NEW functionality**

**Custom Resource Listing Page Options**

1. Enter your District name
2. Enter the City, Address and County
3. Enter your District website URL
4. Enter the name (in full) of your District Admin (this is the person who will receive email notifications for renewals and new requests)
5. Upload your District logo (please ensure logos are max 100px x 100px)
6. Select if you wish to show the privacy policy and terms of service links for vendors (this information is taken from Agreement listing)

7. Select if you will have an alternate staff member (from the District Admin listed) sign any Exhibit E’s for your District. Make sure you setup an account for this person with specific role ‘Exhibit E Signer’.

8. Select if you wish to show the ‘Request A Resource’ link on your webpage
   a. If your School District or Alliance has an internal procedure to process these requests outside of the SDPC processes, then you may wish to remove the link from your page.

9. Select if you wish to show the ‘Staff Login’ link on your webpage
   a. If you do not wish or need your Staff to login, then you may wish to remove the link.

10. Include a page title

11. Include a page description

Once you have completed all information in Step 2, continue to Step 3: Add Link. Copy your customized Resource Listing URL and add to your website.

Any Agreements that are listed as a ‘New Request’ or ‘Renewal Pending’ will not show on your Customized Resource Listing page.

If ‘Renewal Pending (Public)’ is set as the status of the Agreement, it will be displayed on the Customized Resource Listing page.

Complete webpages should look like this:

<table>
<thead>
<tr>
<th>Resource Name</th>
<th>Company Name</th>
<th>Agreement Status</th>
<th>Agreement Type</th>
<th>Agreement Dates</th>
<th>Grade Level</th>
<th>Content Area</th>
<th>Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arduino</td>
<td>Arduino</td>
<td>Approved</td>
<td>Agreement</td>
<td>Approved: 05/02/2022 Expires: 05/02/2023</td>
<td>6,7,8,9,10,11,12</td>
<td>Computer Science</td>
<td></td>
</tr>
<tr>
<td>Math</td>
<td>Math</td>
<td>Not Approved</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>90Math</td>
<td>90Math</td>
<td>Approved</td>
<td>Agreement</td>
<td>Approved: 05/02/2022 Expires: 05/02/2023</td>
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