

Work with the TeacherLists School Supply Lists App

Blackboard Web Community Manager

Blackboard®

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

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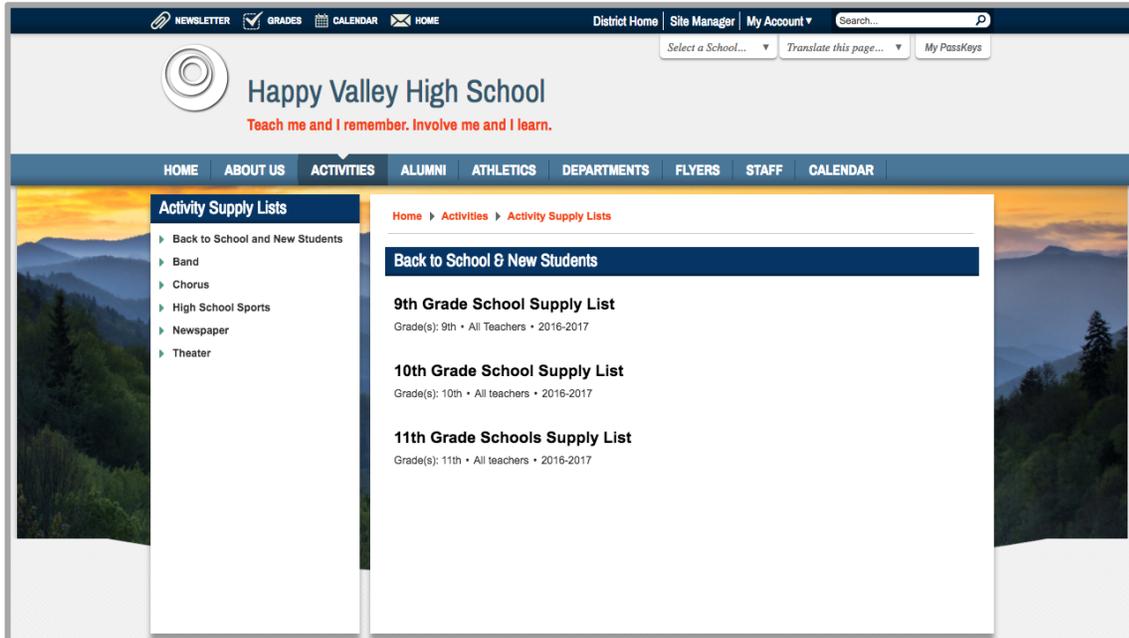
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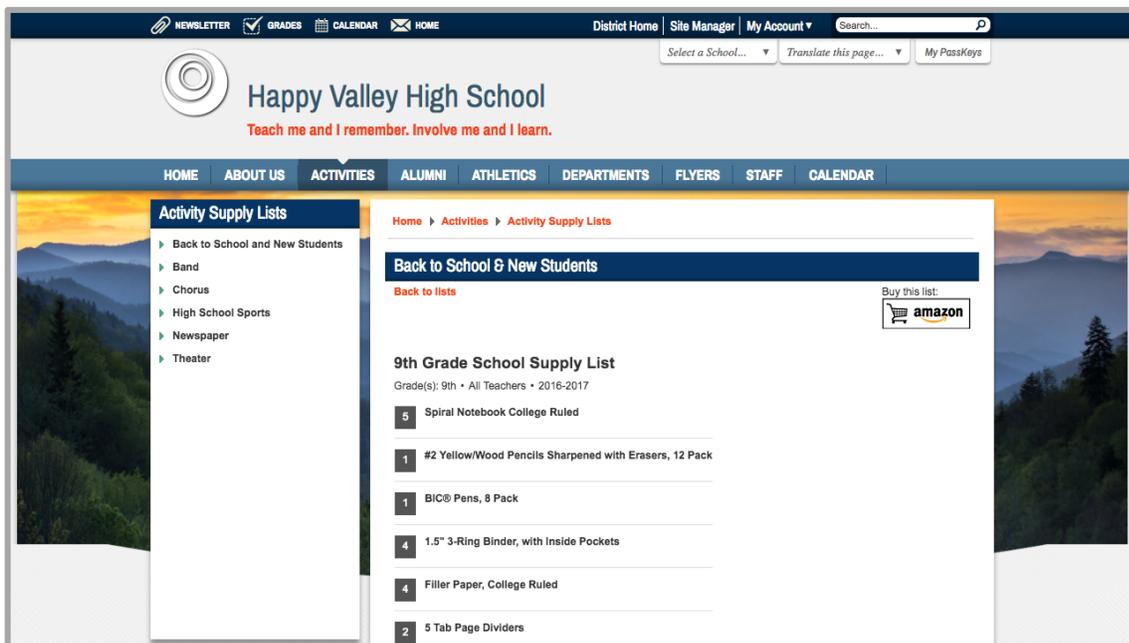
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Introduction

TeacherLists makes it easy to manage, find and share school supply lists. With the Blackboard Web Community Manager TeacherLists *School Supply Lists* custom app, teachers and other school personnel can display their TeacherLists supply lists on their webpages. They can also upload new lists to TeacherLists using the app.



Teachers can also display an option on the Supply List page to buy the list on Amazon.



Work with the School Supply Lists App

Use this app to display your TeacherLists supply lists on your webpages. You'll add the app to a page, edit it and select the list that you wish to display. You can also use the app to upload new lists to TeacherLists.

Once the app is added to a page, you can change the list that you are displaying as well as remove the app from the page and permanently delete it from the website.

Add a School Supply List App to a Page

Here's how you add a School Supply List App to a page.

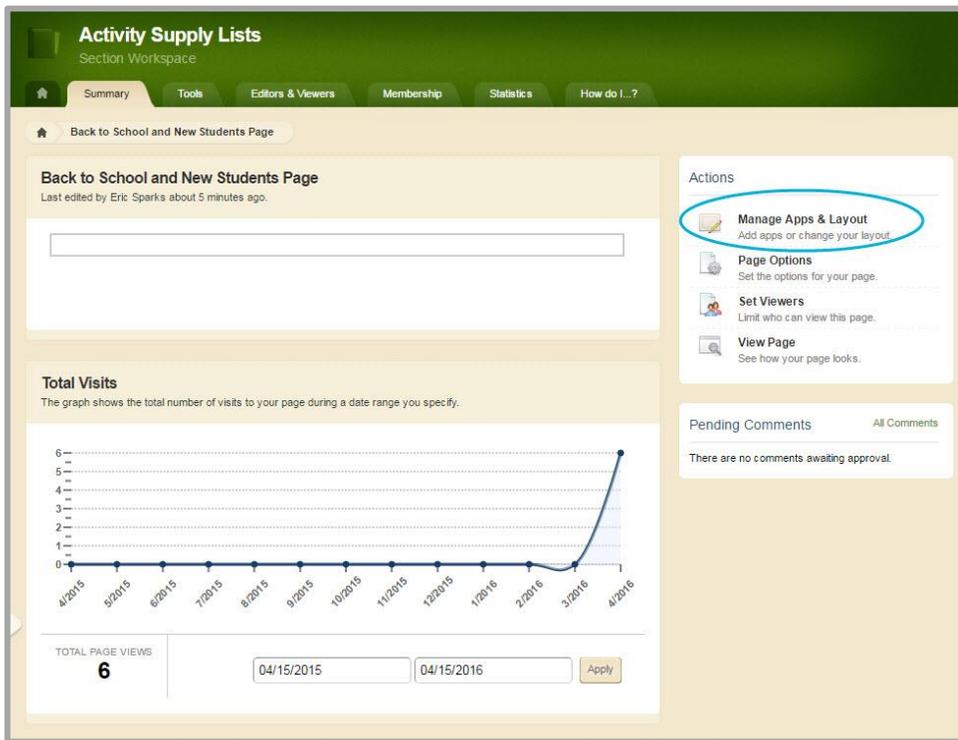
1. In *Site Manager*, navigate to the workspace containing the page to which you wish to add the app.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit mode.

The screenshot displays the Blackboard Web Community Manager interface for the 'Activity Supply Lists' app. The top navigation bar includes 'Summary', 'Tools', 'Editors & Viewers', 'Membership', 'Statistics', and 'How do I...?'. The main content area is titled 'Current Pages' and features a 'Featured Appetizer' section with a table of pages. The 'Actions' dropdown menu is open, highlighting the 'Edit Page' option. The right sidebar contains 'Common Tools' (Photo Gallery, Forms & Surveys, Files & Folders), 'Pending Comments', and 'Total Visits' (a line graph showing a sharp increase in visits starting in late 2015).

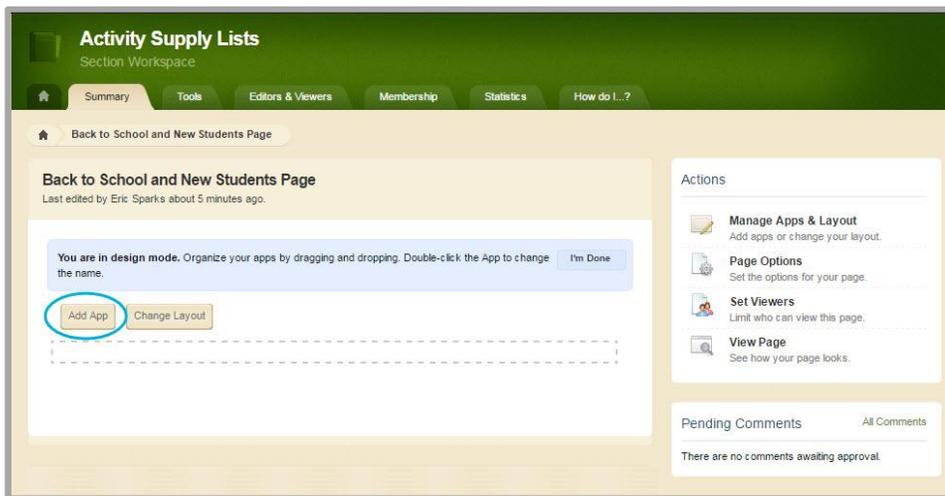
STATUS	PAGE
Active	Back to School and New Students
Active	Band
Active	Chorus
Active	High School Sports
Active	Newspaper
Active	Theater

Date	Total Visits
12/2015	0.0
1/2016	0.0
2/2016	0.0
3/2016	0.0
4/2016	1.0

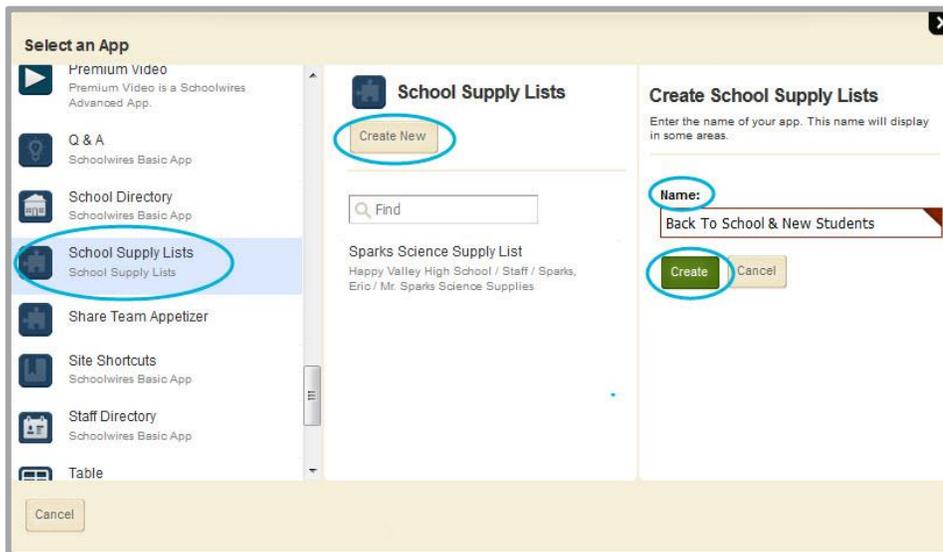
- 3. Under Actions, click *Manage Apps & Layout*. The page opens in Design mode.



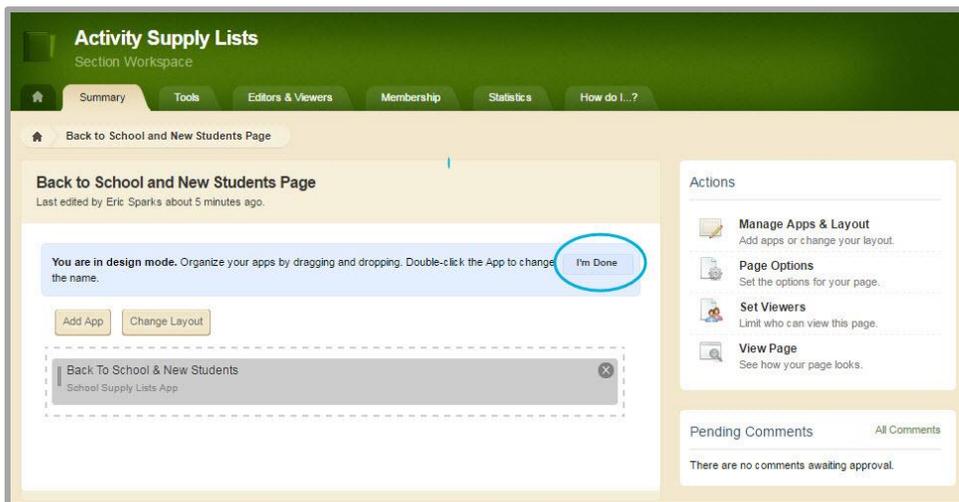
- 4. Click **Add App**.



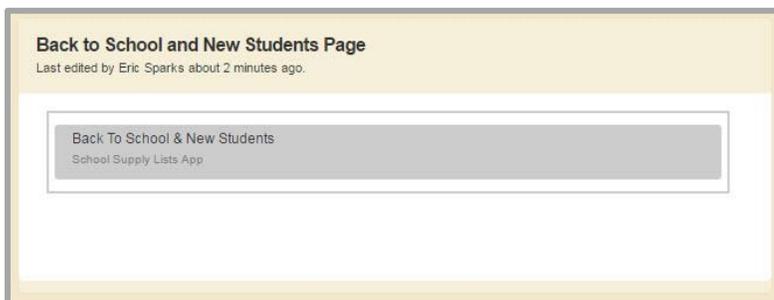
The Select an App dialog displays.



5. In the first column, click *School Supply Lists App*.
6. In the second column, you may see a list of existing School Supply Lists Apps. You can select an app in the list or click **Create New**, enter a name for the app in column three and click **Create**.



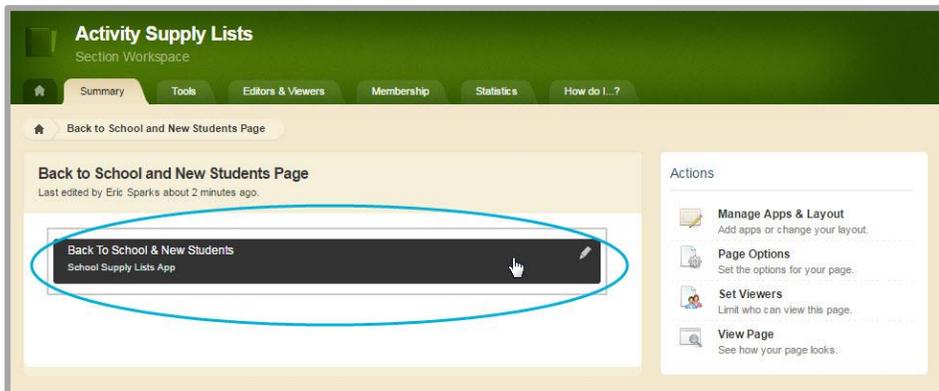
7. Click **I'm Done**. You are returned to the page in Edit mode.



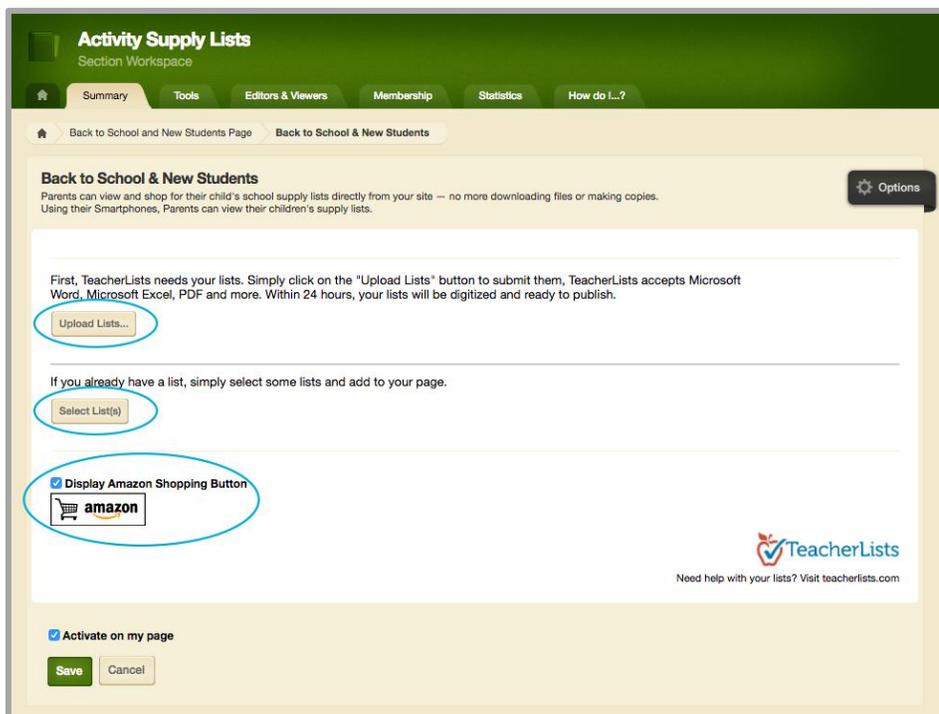
Edit and Configure the App

With the app added, edit it and configure app settings.

1. Position the cursor on the School Supply List App. Note that the background color changes and you see the pencil icon.



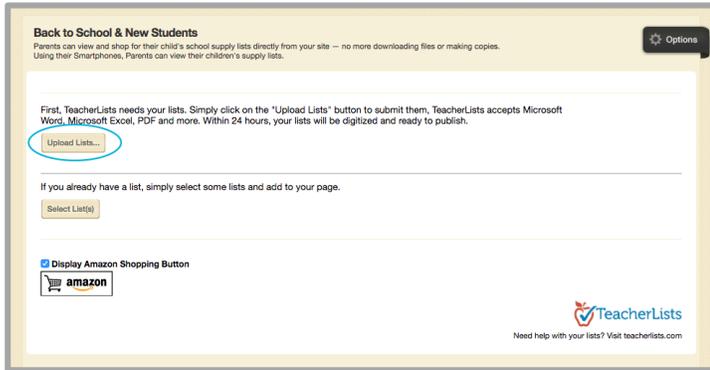
2. Click the app. The edit app dialog displays. You have three options—*Upload Lists*, *Select List(s)*, and *Display Amazon Shopping Button*.



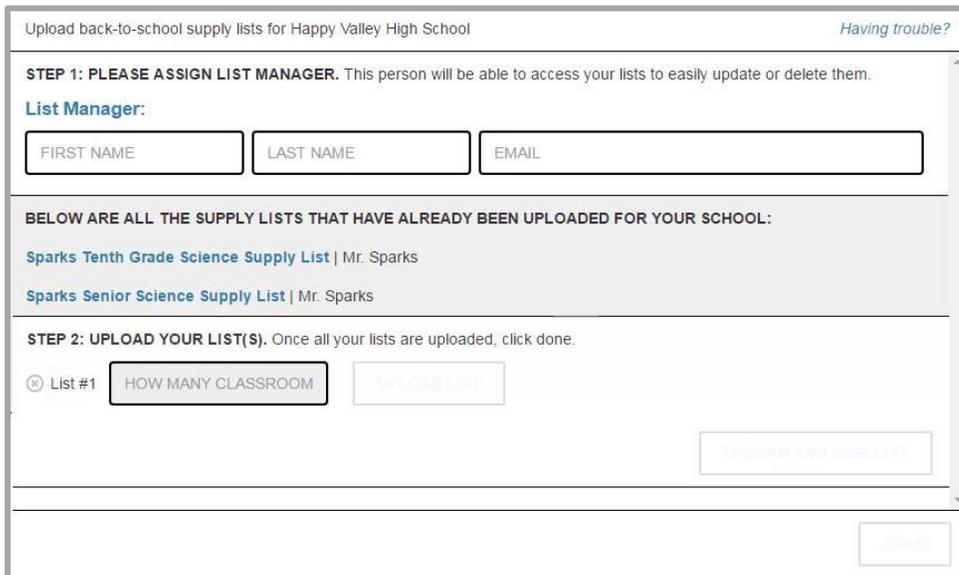
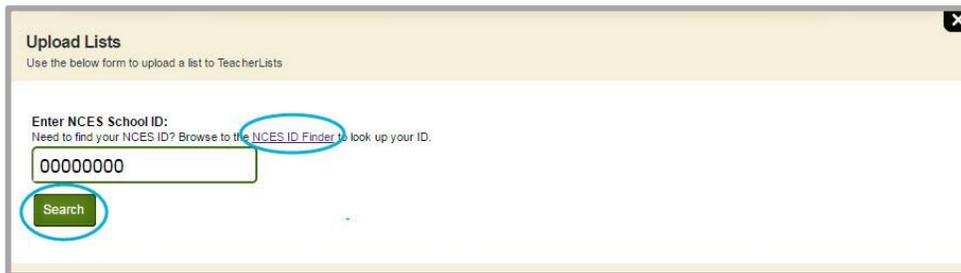
Upload Lists

Here’s how you upload a list. Use this option to add new lists to TeacherLists.

1. Click **Upload Lists**. The Upload Lists dialog displays.



2. Enter your National Center for Education Statistics (NCES) School ID number and click **Search**. If you are unsure of your NCES ID number, click the *NCES ID Finder* link and look up your ID number.



The Uploader dialog displays.

- 3. Complete *Step 1* and assign a list manager.

Upload back-to-school supply lists for Happy Valley High School [Having trouble?](#)

STEP 1: PLEASE ASSIGN LIST MANAGER. This person will be able to access your lists to easily update or delete them.

List Manager:

Eric	Sparks	esparks@hvvd.org
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- 4. Complete *Step 2* and add the number of classrooms using the list and click **UPLOAD LIST**. Browse for and select the list that you wish to upload. The list can be in Microsoft Word, Microsoft Excel, PDF format and more.

STEP 2: UPLOAD YOUR LIST(S). Once all your lists are uploaded, click done.

List #1 **UPLOAD LIST**

[BROWSE FOR FILES](#)

[Done](#)

- 5. Click **UPLOAD ANOTHER LIST** to add more lists. When all the lists that you wish to upload have been added, click **DONE**.

Upload back-to-school supply lists for Happy Valley High School [Having trouble?](#)

STEP 1: PLEASE ASSIGN LIST MANAGER. This person will be able to access your lists to easily update or delete them.

List Manager:

Eric Sparks

STEP 2: UPLOAD YOUR LIST(S). Once all your lists are uploaded, click done.

List #1

- 6. Check **YES** or **NO** to the question that displays.

[Having trouble?](#)

Do you know that the TeacherLists solution is made possible by the generous support of many of the most trusted brands in back-to-school? And that many of them have offers and even free supplies for participating schools?

If you have some generic items on your lists (like glue), would it be ok for us to list the trusted brand name (like Elmer's Glue) instead?

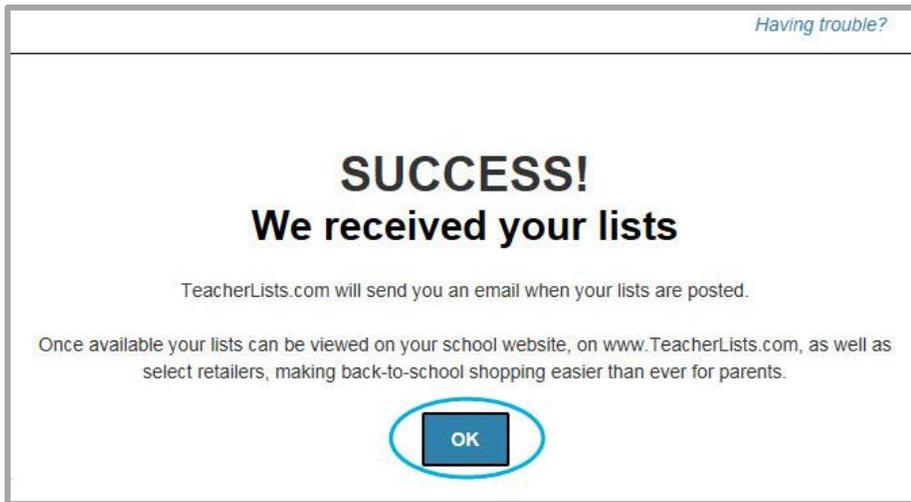
YES NO

 For each "yes" we'll donate \$1 to the Kids in Need Foundation to help provide free school supplies to needy children.

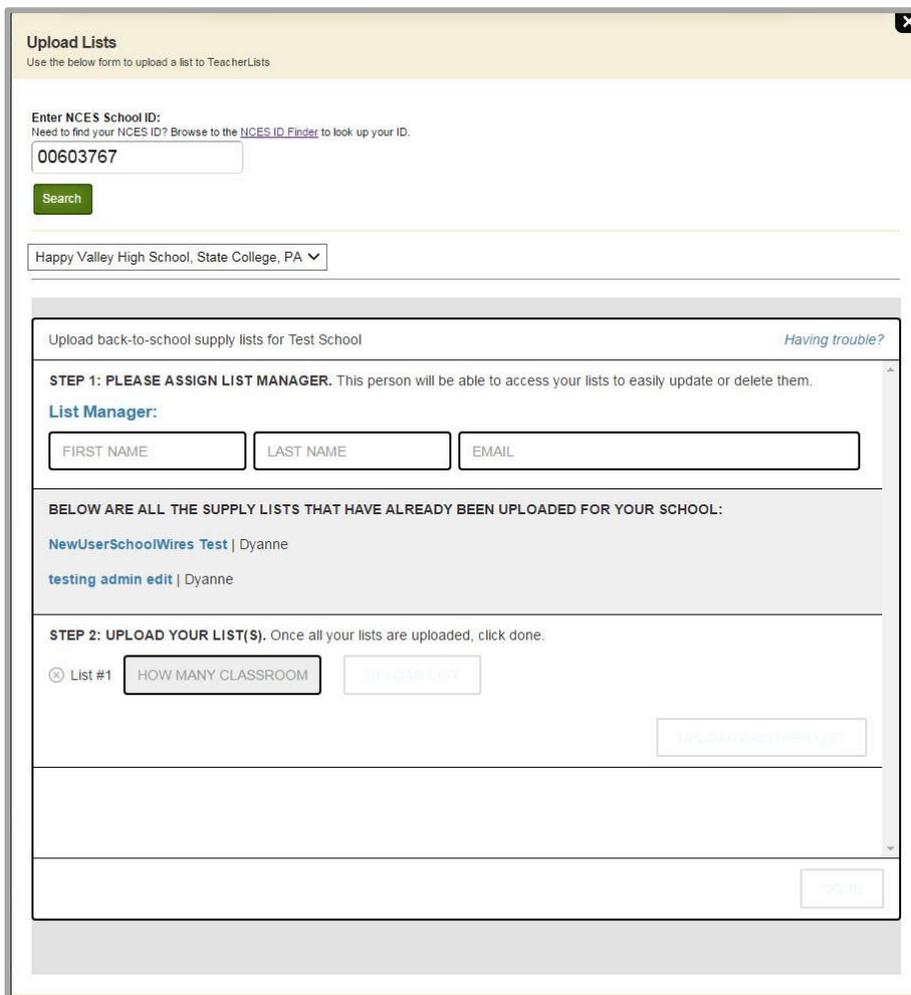
     



- On the SUCCESS! Dialog, click **OK**. TeacherLists will send you an email when lists are posted.



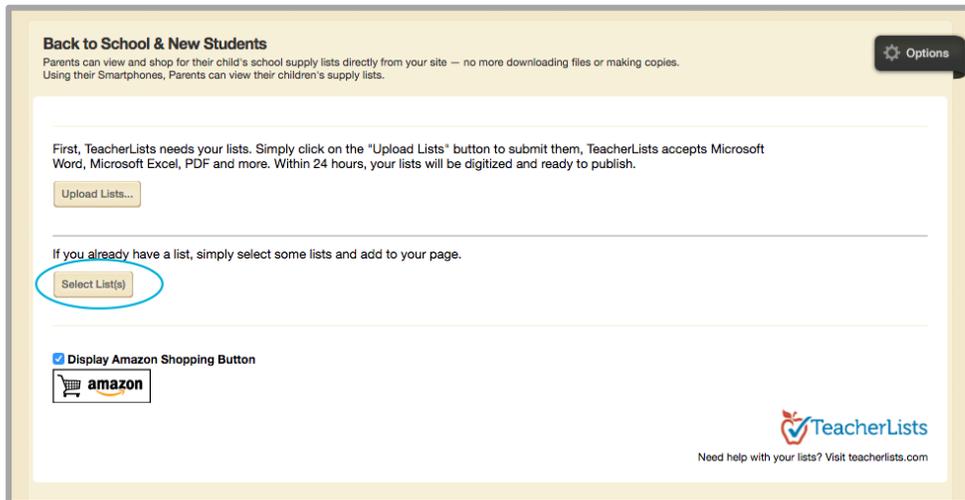
- You are returned to the list uploader. Click the **✕** to dismiss the Upload Lists dialog.



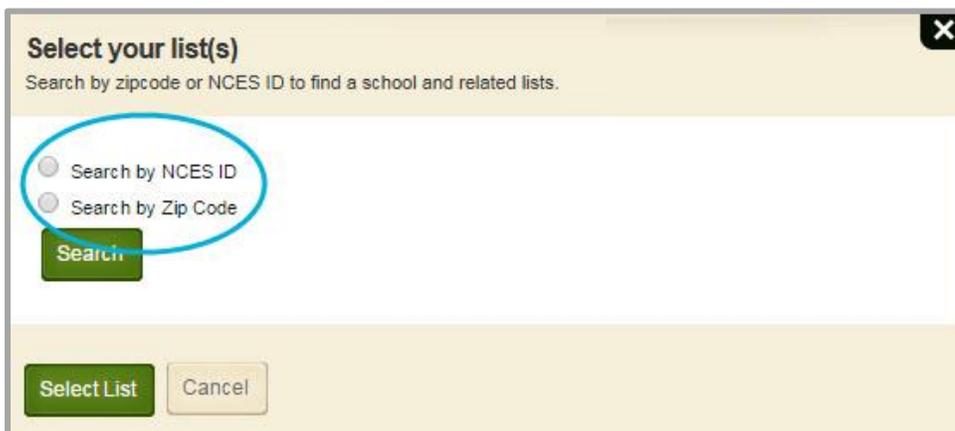
Select Lists

Here's how you select lists. Use this option to display TeacherLists list on your webpage.

1. Click **Select a List(s)...** The Select your list(s) dialog displays.



2. Click a radio button to search for your school either by NCES ID or by zip code.



To search by **NCES ID**, enter your NCES School ID and click **Search**. Your school and related lists display.

Select your list(s)
Search by zipcode or NCES ID to find a school and related lists.

Search by NCES ID
 Search by Zip Code

Enter NCES School ID:
Need to find your NCES ID? Browse to the [NCES ID Finder](#) to look up your ID.

00000000

Search

Happy Valley High School, State College, PA

NAME	GRADES	YEAR
<input checked="" type="checkbox"/> 9th Grade School Supply List 9th Grade School Supply List	9th	2016-2017
<input checked="" type="checkbox"/> 10th Grade School Supply List 10th Grade School Supply List	10th	2016-2017
<input checked="" type="checkbox"/> 11th Grade Schools Supply List 11th Grade Schools Supply List	11th	2016-2017
<input type="checkbox"/> 12th Grade School Supply List 12th Grade School Supply List	12th	2016-2017

Select List(s) Cancel

Click the check box to the left of each list that you wish to display. Click **Select List(s)**.

Back to School & New Students
Parents can view and shop for their child's school supply lists directly from your site — no more downloading files or making copies. Using their Smartphones, Parents can view their children's supply lists.

Options

Happy Valley High School supply list(s): Change...

NAME	GRADES	YEAR
9th Grade School Supply List	9th	2016-2017
10th Grade School Supply List	10th	2016-2017
11th Grade Schools Supply List	11th	2016-2017

Simply click on the "Upload Lists" button to submit more lists, TeacherLists accepts Microsoft Word, Microsoft Excel, PDF and more. Within 24 hours your lists will be digitized and ready to publish.

Upload Lists...

Display Amazon Shopping Button

amazon

TeacherLists
Need help with your lists? Visit teacherlists.com

Activate on my page

Save Cancel

Click **Save**. The lists you selected will display on your webpage.

To search by **Zip Code**, enter your school’s zip code and click **Search**. A drop-down list of schools within the zip code entered displays. Click the arrow and select your school from the list.

Select your list(s)
Search by zipcode or NCES ID to find a school and related lists.

Search by NCES ID
 Search by Zip Code

Enter Zip Code:
12345
Search

Happy Valley High School, State College, PA

NAME	GRADES	YEAR
<input checked="" type="checkbox"/> 9th Grade School Supply List 9th Grade School Supply List	9th	2016-2017
<input checked="" type="checkbox"/> 10th Grade School Supply List 10th Grade School Supply List	10th	2016-2017
<input checked="" type="checkbox"/> 11th Grade Schools Supply List 11th Grade Schools Supply List	11th	2016-2017
<input type="checkbox"/> 12th Grade School Supply List 12th Grade School Supply List	12th	2016-2017

Select List(s) Cancel

Click the check box to the left of each list that you wish to display. Click **Select List(s)**.

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Happy Valley High School supply list(s):

NAME	GRADES	YEAR
9th Grade School Supply List	9th	2016-2017
10th Grade School Supply List	10th	2016-2017
11th Grade Schools Supply List	11th	2016-2017

Simply click on the "Upload Lists" button to submit more lists, TeacherLists accepts Microsoft Word, Microsoft Excel, PDF and more. Within 24 hours your lists will be digitized and ready to publish.

Upload Lists...

Display Amazon Shopping Button
amazon

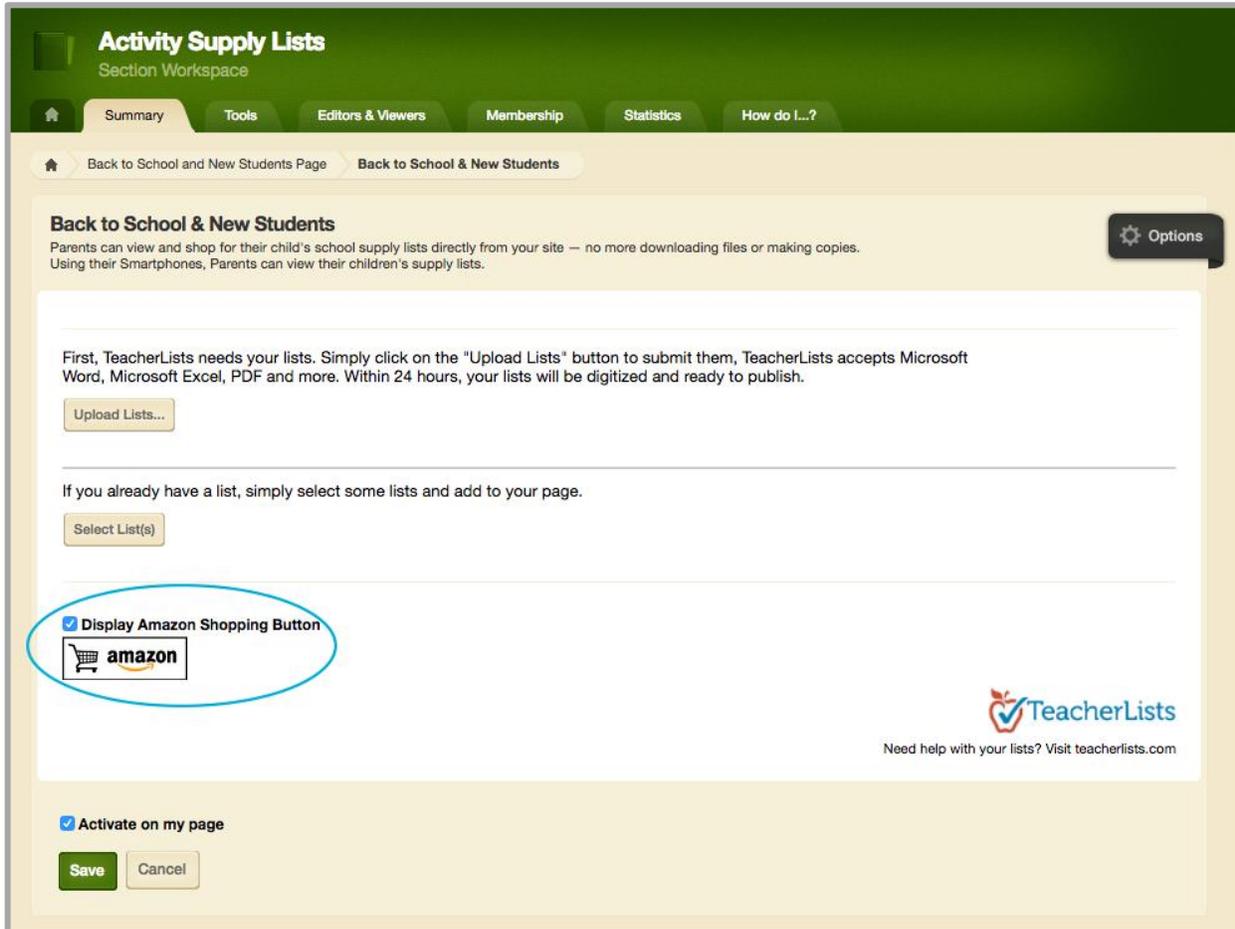
Activate on my page
Save Cancel

TeacherLists
Need help with your lists? Visit teacherlists.com

Click **Save**. The lists you selected will display on your webpage.

Display Amazon Shopping Button

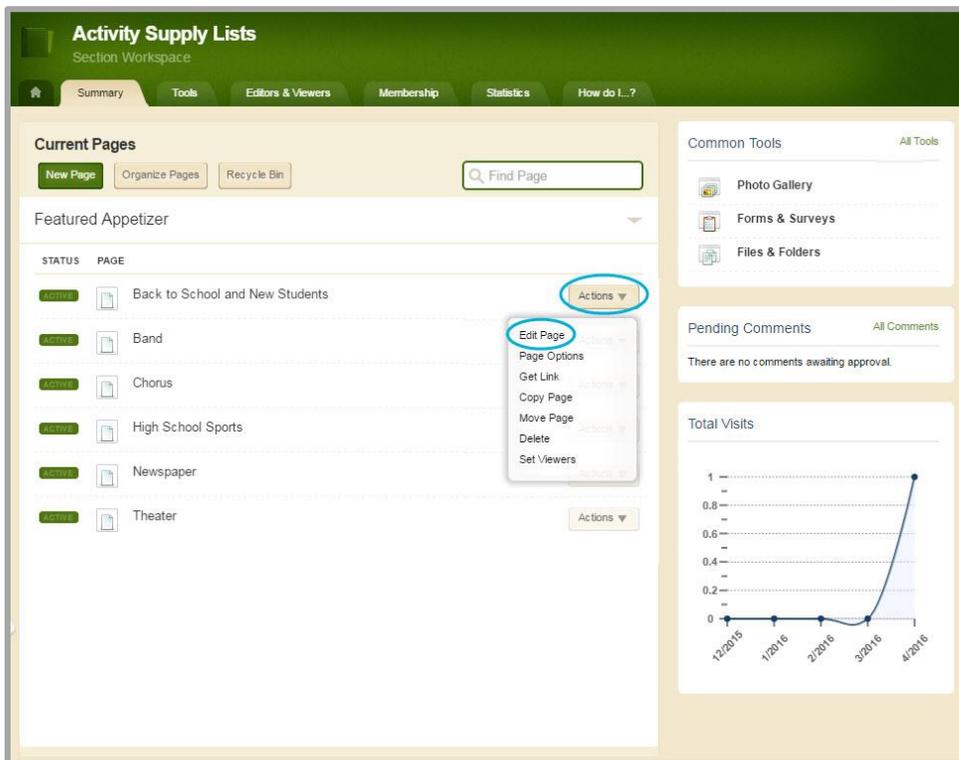
By default, the **Display Amazon Shopping Button** option is active. When active, this option displays a button on the supply list page allowing users to buy the items on the list directly from Amazon. To disable this button on the supply list page, clear the checkbox, and click **Save**.



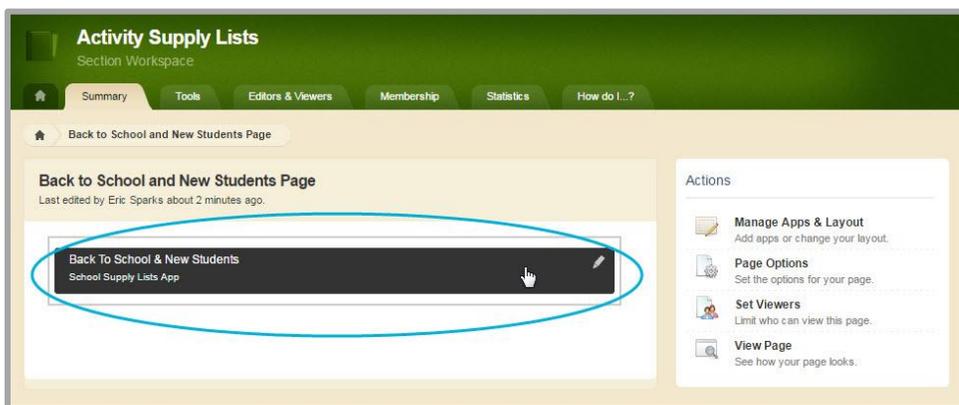
Change a List

Here's how you swap out TeacherLists lists that are displaying on your webpage.

1. In *Site Manager*, navigate to the page containing the app you wish to modify.



2. Click **Actions** and select *Edit Page* from the list. The page opens in Edit mode.
3. Click on the School Supplies List App. The Edit App dialog opens.



- Click **Change**. The Select your list(s) dialog displays.

Back to School & New Students
 Parents can view and shop for their child's school supply lists directly from your site -- no more downloading files or making copies. Using their Smartphones, Parents can view their children's supply lists.

Happy Valley High School supply list(s):

NAME	GRADES	YEAR
9th Grade School Supply List	9th	2016-2017
10th Grade School Supply List	10th	2016-2017
11th Grade Schools Supply List	11th	2016-2017

Simply click on the "Upload Lists" button to submit more lists, TeacherLists accepts Microsoft Word, Microsoft Excel, PDF and more. Within 24 hours your lists will be digitized and ready to publish.

Upload Lists...

Display Amazon Shopping Button

Activate on my page
 Save Cancel

TeacherLists
 Need help with your lists? Visit teacherlists.com

- Search for your lists using your school's zip code or NCES ID number. Your TeacherLists lists display.

Select your list(s)
 Search by zipcode or NCES ID to find a school and related lists.

Search by NCES ID
 Search by Zip Code

Enter NCES School ID:
 Need to find your NCES ID? Browse to the [NCES ID Finder](#) to look up your ID.

00000000
 Search

Happy Valley High School, State College, PA

NAME	GRADES	YEAR
<input checked="" type="checkbox"/> 9th Grade School Supply List 9th Grade School Supply List	9th	2016-2017
<input checked="" type="checkbox"/> 10th Grade School Supply List 10th Grade School Supply List	10th	2016-2017
<input checked="" type="checkbox"/> 11th Grade Schools Supply List 11th Grade Schools Supply List	11th	2016-2017
<input type="checkbox"/> 12th Grade School Supply List 12th Grade School Supply List	12th	2016-2017

Select List(s) Cancel

- Click the check box to the left of a list you wish to display on your webpage. Uncheck a check box to stop a list from displaying on your webpage.
- Click **Select List(s)**. You are returned to the Edit dialog.

8. Click **Save**.

Back to School & New Students

Parents can view and shop for their child's school supply lists directly from your site — no more downloading files or making copies. Using their Smartphones, Parents can view their children's supply lists.

Options

Happy Valley High School supply list(s): Change...

NAME	GRADES	YEAR
9th Grade School Supply List	9th	2016-2017
10th Grade School Supply List	10th	2016-2017
11th Grade Schools Supply List	11th	2016-2017

Simply click on the "Upload Lists" button to submit more lists, TeacherLists accepts Microsoft Word, Microsoft Excel, PDF and more. Within 24 hours your lists will be digitized and ready to publish.

Upload Lists...

Display Amazon Shopping Button



Need help with your lists? Visit teacherlists.com

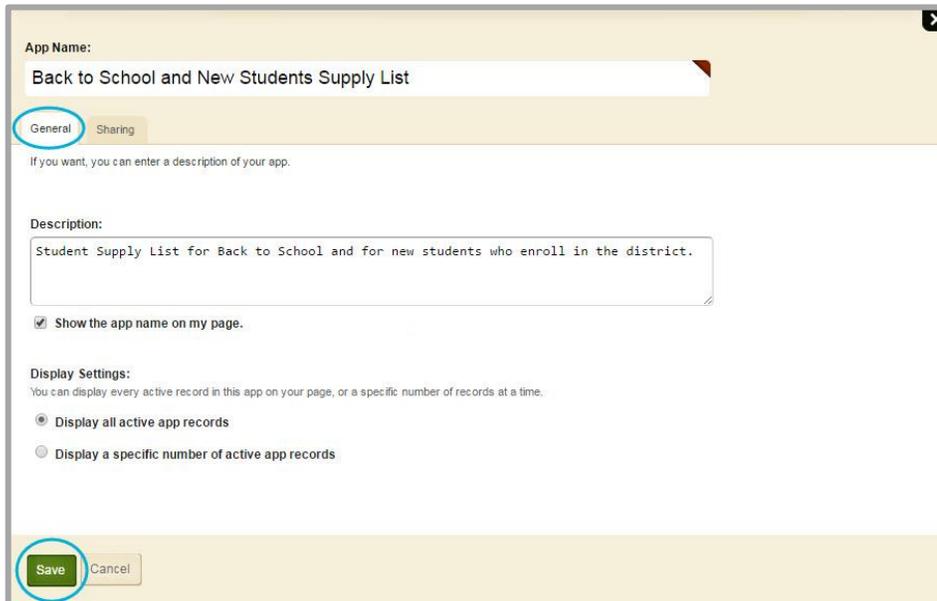
Activate on my page

Save Cancel

App Options

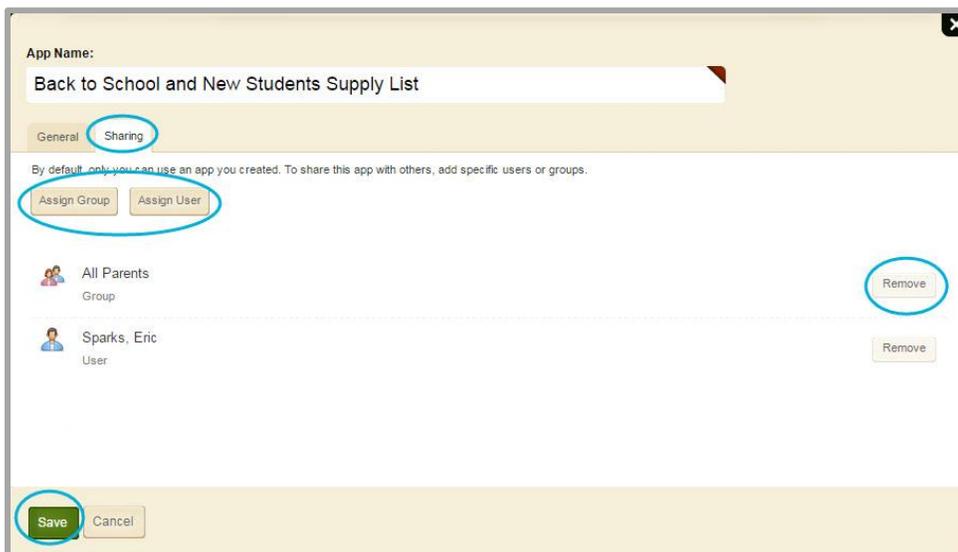
Here's how you set options for the app.

1. On the **General** tab, you can change the App Name, add a Description and activate the *Show the app name on my page* check box.



The screenshot shows the 'General' tab of the app settings dialog. The 'App Name' field is set to 'Back to School and New Students Supply List'. The 'Description' field contains the text 'Student Supply List for Back to School and for new students who enroll in the district.'. The 'Show the app name on my page' checkbox is checked. Under 'Display Settings', the radio button for 'Display all active app records' is selected. The 'Save' button is circled in blue.

2. On the **Sharing** tab, you can allow other users to place the app on their pages. They can only place the app on their pages. They cannot edit the app.



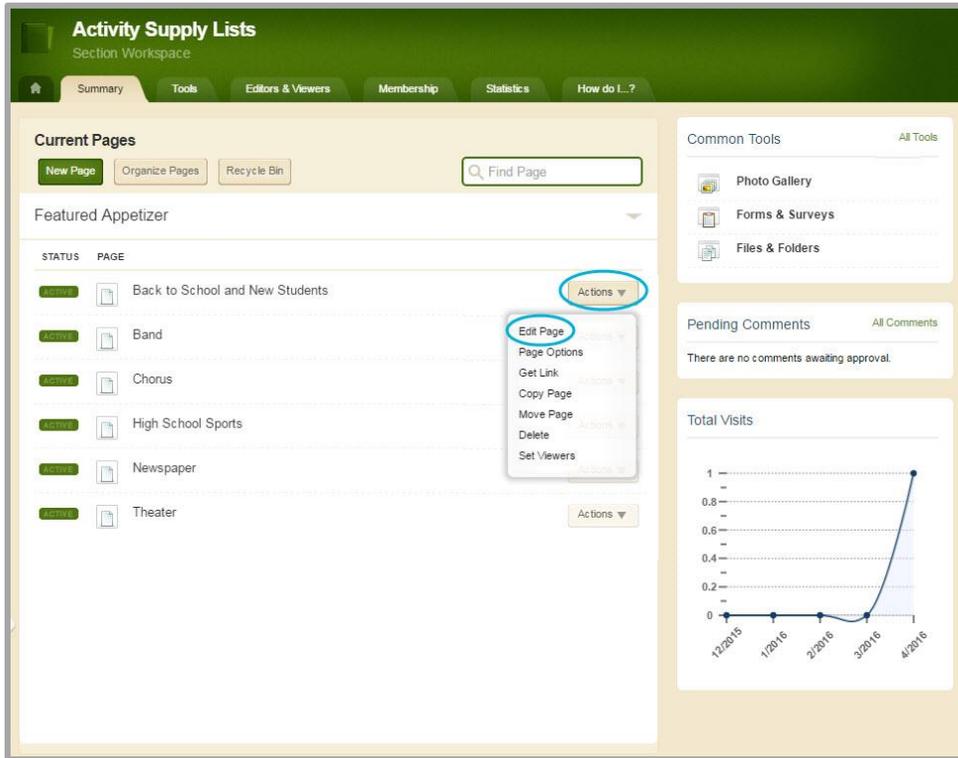
The screenshot shows the 'Sharing' tab of the app settings dialog. The 'App Name' field is set to 'Back to School and New Students Supply List'. The 'Assign Group' and 'Assign User' buttons are circled in blue. Below, the 'All Parents' group and 'Sparks, Eric' user are listed, each with a 'Remove' button circled in blue. The 'Save' button is also circled in blue.

3. Click the **Assign Group** or **Assign User** buttons to assign sharing rights for select users and groups. Click **Remove** to delete sharing rights for a user or group.
4. Click **Save** to retain your settings. You are returned to the edit app dialog.

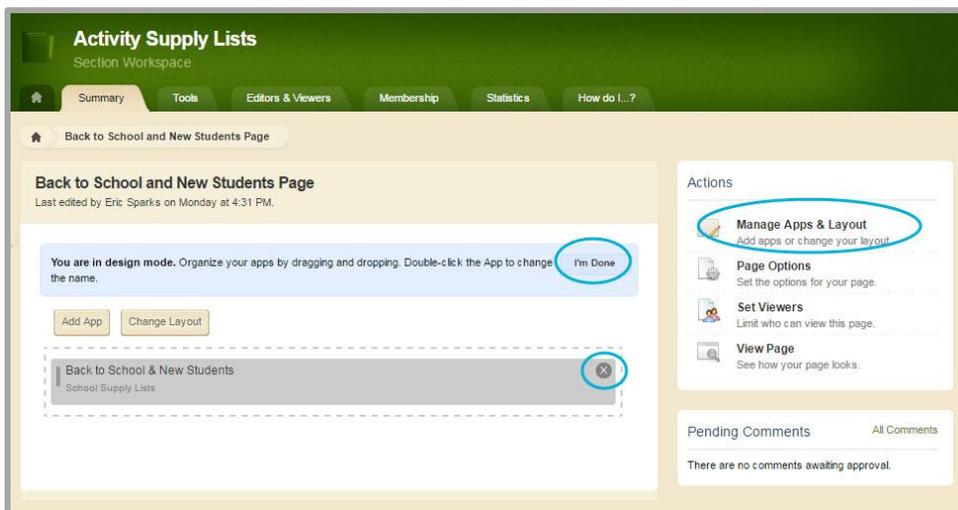
Remove a Student Supply List App from a Page

Here's how you remove a Student Supply List App from a page.

1. In *Site Manager*, navigate to the workspace containing the page with the app you wish to remove.



2. Click *Actions* to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit mode.
3. Under *Actions*, click *Manage Apps & Layout*. The page opens in Design mode.
4. Position the cursor on the app you wish to remove.



- Click the  to remove the app from the page.
- Click **Yes** on the Confirmation dialog. The app is removed from the page and you are returned to the page in Design mode.



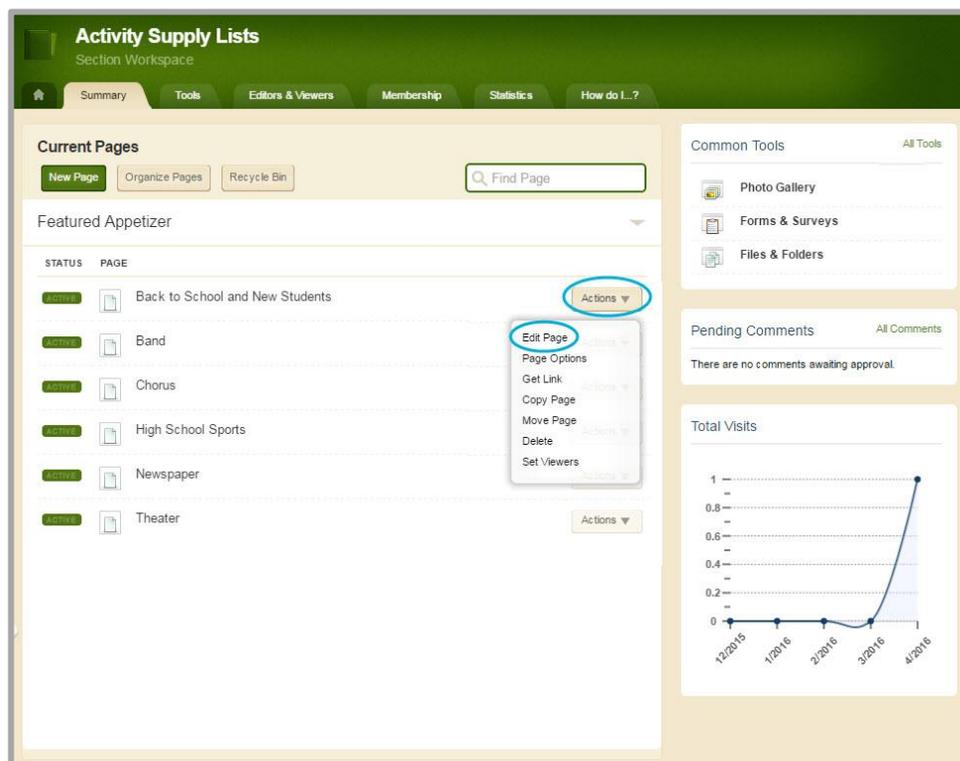
- Click **I'm Done** to return to the page in Edit mode.

Note that the app is removed from the page but not permanently deleted. The app is still available in the workspace *App Manager*. Click **Tools** in the current workspace, select *App Manager* and choose *School Supply Lists* in the first column. You'll see the app in the list within the second column.

Permanently Delete a Student Supply List App

Here's how you permanently delete a TeacherLists App.

- In *Site Manager*, navigate to the workspace containing the page with the app that you wish to permanently delete.



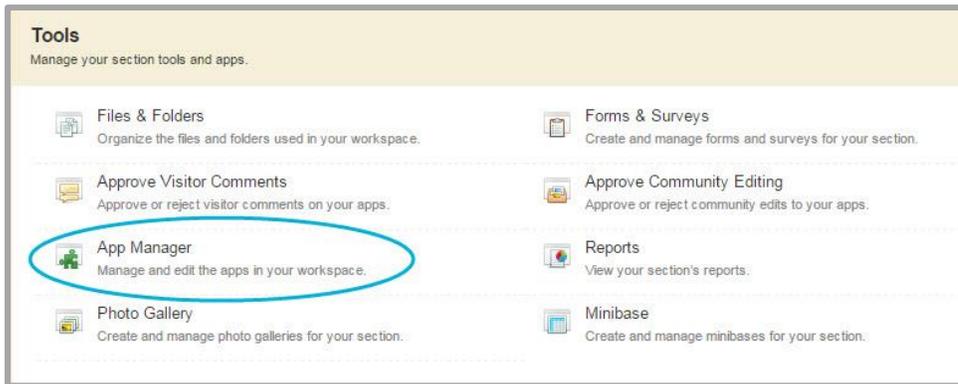
The screenshot shows the Blackboard workspace interface for 'Activity Supply Lists'. The top navigation bar includes 'Summary', 'Tools', 'Editors & Viewers', 'Membership', 'Statistics', and 'How do I...?'. The 'Tools' menu is open, showing options like 'Edit Page', 'Page Options', 'Get Link', 'Copy Page', 'Move Page', 'Delete', and 'Set Viewers'. The 'Delete' option is circled in blue. The main content area displays a 'Featured Appetizer' section with a table of pages:

STATUS	PAGE
	Back to School and New Students
	Band
	Chorus
	High School Sports
	Newspaper
	Theater

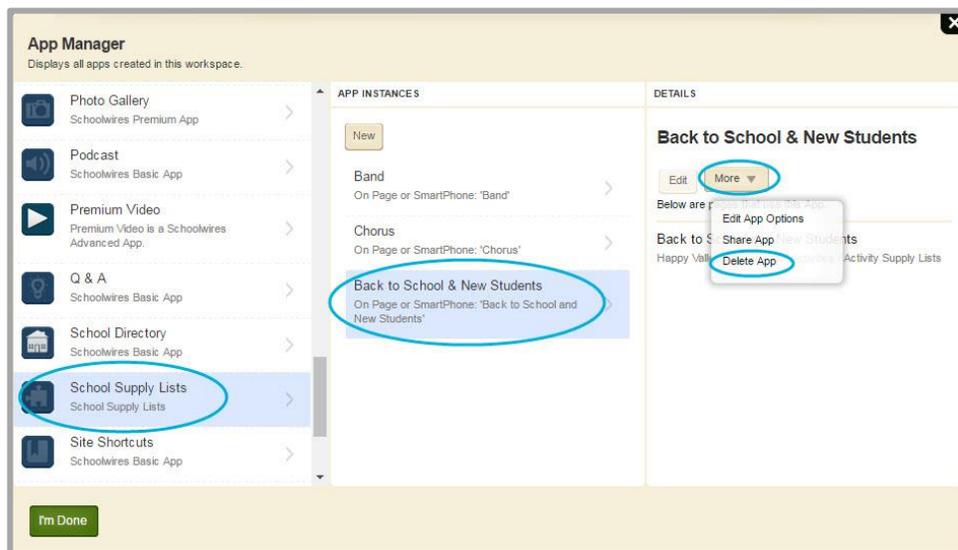
On the right side, there are sections for 'Common Tools' (Photo Gallery, Forms & Surveys, Files & Folders), 'Pending Comments' (All Comments), and 'Total Visits' (a line graph showing visits from 12/2015 to 4/2016).

- Click **Tools**. Workspace tools display.

3. Click *App Manager*. App Manager displays.



4. In the first column, locate and click the type of the app that you wish to delete. In this instance, School Supply Lists. All apps of this type within the current workspace display in the second column.
5. Locate and click the app you wish to delete.



6. In the third column, click **More** and select *Delete App* from the drop-down list. A confirmation dialog displays.
7. Click **Yes**. The app is permanently deleted from App Manager.
8. Click **I'm Done** to exit App Manager.

When you permanently delete an app, it is removed from your pages and the pages of any user with whom you shared the app. Shared users receive an email indicating that you have deleted the app.

If you permanently delete a page in your Section Workspace Recycle Bin with an app that is used only on that page, the app is permanently deleted. The app is also removed from the pages of any user with whom you shared the app. Shared users receive an email indicating that you have deleted the app.