# Work with the TeacherLists School Supply Lists App

Blackboard Web Community Manager Blackboard

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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.

	EWSLETTER 🧭 GRADES	CALENDAR			District Home	Site Manage	r My Acco	unt V Search	Q	
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HON	ME ABOUT US	ACTIVITIES	ALUMNI	ATHLETICS	DEPARTMENTS	FLYERS	STAFF	CALENDAR		
Activ 9 Bar 9	vity Supply Lists ack to School and New S and orrus gh School Sports wspaper eeator	Students	Home ) Acti Back to Sc Back to Ists 9th Grade Grade(s) 9th 5 Spiral M 5 Spiral M 1 #2 Yello 1 BIC® P 4 1.5° 3.6 4 Filler P. 2 5 Tab P	vities > Activity thool S New S e School Su All Teachers - 20 Notebook College pow/Wood Pencils ens, 8 Pack Ring Binder, with 1 aper, College Rule age Dividers	Supply Lists Students Supply List IDE-2017 Ruled Sharpened with Erases Inside Pockets ad	rs, 12 Pack			Buy this list:	

## 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.

Activity Supply Lists Section Workspace Summary Tools Editors & Vewers Membership Statistics P	tow do L.?
Current Pages           New Page         Organize Pages         Recycle Bin         Q. Find Page           Featured Appetizer         status         PAGE	Common Tools All Tools Common Tools All Tools Photo Gallery Forms & Surveys Files & Folders Files & Folders
Image: Section of a sectio	Actions V Pending Comments All Comments There are no comments awaiting approval. Total Visits
	TOPIC TOPIC DIESE STREE

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

Activity Supply Lists Section Workspace	
Summary Tools Editors & Viewers Membership Statistics How do I?	
A Back to School and New Students Page	
Back to School and New Students Page Last edited by Eric Sparks about 5 minutes ago.	Actions Manage Apps & Layout
	Add apps or change your layout           Add apps or change your layout           Set the options for your page.
	Set Viewers Limit who can view this page. View Page See how your page looks.
Total Visits The graph shows the total number of visits to your page during a date range you specify.	Pending Comments All Comments
6	There are no comments awaiting approval.
тотац раде views 6 04/15/2015 04/15/2016 Арруу	

4. Click Add App.



The Select an App dialog displays.

Premium Video Premium Video is a Schoolwires Advanced App.	School Supply Lists	Create School Supply Lists
Q & A Schoolwires Basic App	Create New	Enter the name of your app. This name will displa in some areas.
School Directory Schoolwires Basic App	Q. Find	Name: Back To School & New Students
School Supply Lists School Supply Lists	Sparks Science Supply List Happy Valley High School / Staff / Sparks, Eric / Mr. Soarks Science Supplies	Create
Share Team Appetizer		
Site Shortcuts Schoolwires Basic App		
Staff Directory Schoolwires Basic App		
Table		

- 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**.

Activity Supply Lists Section Workspace	
Sumimary Tools Editors & Viewers Membership Statistics How do I?	
Back to School and New Students Page	
Back to School and New Students Page Last edited by Eric Sparks about 5 minutes ago.	Actions
	Manage Apps & Layout Add apps or change your layout.
You are in design mode. Organize your apps by dragging and dropping. Double-click the App to change I'm Done the name.	Page Options Set the options for your page.
Add App Change Layout	Set Viewers Limit who can view this page.
Back To School & New Students	View Page See how your page looks.
	Pending Comments All Comments
	There are no comments awaiting approval.

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

Back To School	8 New Students		
School Supply List	s App		

#### **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.* 

Activity Supply Lists Section Workspace
Summary Tools Editors & Viewers Membership Statistics How do I?
Back to School and New Students Page Back to School & New Students
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.
First, TeacherLists needs your lists. Simply click on the "Upload Lists" button to submit them, TeacherLists accepts Microsoft Word, Microsoft Excel, PDF and more. Within 24 hours, your lists will be digitized and ready to publish.
If you already have a list, simply select some lists and add to your page.
Display Amazon Shopping Button
Veed help with your lists? Visit teacherlists.com
Activate on my page     Save     Cancel

#### **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.

Upload Lists Use the below form to upload a list to TeacherLists	E
Enter NCES School ID: Need to find your NCES ID? Browse to the NCES ID Finder to look up your ID.	
Search	

Upload back-to-school s	upply lists for Happy Valley High School	Having trouble?
STEP 1: PLEASE ASSI	SN LIST MANAGER. This person will be able to access y	your lists to easily update or delete them.
FIRST NAME	LAST NAME EMAIL	
BELOW ARE ALL THE	SUPPLY LISTS THAT HAVE ALREADY BEEN UPLOAD	ED FOR YOUR SCHOOL:
Sparks Tenth Grade So	ience Supply List   Mr. Sparks	
Sparks Senior Science	Supply List   Mr. Sparks	
STEP 2: UPLOAD YOU	R LIST(S). Once all your lists are uploaded, click done.	
S List #1 HOW MA	NY CLASSROOM	
		UPLOAD AND THER LIST

The Uploader dialog displays.

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

Upload back-to-school	ol supply lists for Happy Valley Hig	gh School Having tro	ıble?
STEP 1: PLEASE AS	SIGN LIST MANAGER. This per	son will be able to access your lists to easily update or delete them.	
List Manager:			
Eric	Sparks	esparks@hvsd.org	]

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.	tion can be character of
	2.045

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 List Manager:	delete them.
Eric Sparks esparks@hvsd.org	
STEP 2: UPLOAD YOUR LIST(S). Once all your lists are uploaded, click done.	
Sparks rentriGradeScience.oocx UPLOAD LIST	
UPLOAD	ANOTHER LIST
	DONE

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



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



8. You are returned to the list uploader. Click the 🔛 to dismiss the Upload Lists dialog.

aload Lists	
the below form to upload a list to TeacherLists	
er NCES School ID: to find your NCES ID? Browse to the NCES ID Finder to look up your ID.	
0603767	
0000101	
Bearch	
appy Valley High School, State College, PA 🗸	
Upload back-to-school supply lists for Test School	Having trouble?
STEP 1: PLEASE ASSIGN LIST MANAGER. This person will be able to a	ccess your lists to easily update or delete them.
List Manager:	
	7
FIRST NAME LAST NAME EMAIL	
testing admin edit   Dyanne	
STEP 2: UPLOAD YOUR LIST(S). Once all your lists are uploaded, click of	lone.
List #1 HOW MANY CLASSROOM	
	UPLO/ 0 AMOTHER CIST
	WPLO/ Ø AMOTHER UST
	JIPLO/ 02480 THER USY
	UPLOAD AND THEN UST
	UPLOAD AND THEN UST
	UPLOAD AND THEM CIST
	UPLOAD ANTO THEM UPST
	UPLOAD AND THEN UST
	UPLO/ 0.4MO THER UST
	UPLOAD ANNO THEM CLIST
	JPLOADANNOTHER (557

#### **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.

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.
First, TeacherLists needs your lists. Simply click on the "Upload Lists" button to submit them, TeacherLists accepts Microsoft Word, Microsoft Excel, PDF and more. Within 24 hours, your lists will be digitized and ready to publish. Upload Lists
If you already have a list, simply select some lists and add to your page.
Display Amazon Shopping Button
Ved help with your lists? Visit teacherlists.com

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

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	
Search	
Select List Cancel	

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

-			
earci	h by NGES ID		
r NC	ES School ID: ad your NCES ID? Browse to the <u>NCES ID Finder</u> to look up your ID.		
000	0000		
arch			
arch			
-			
10.007			
ору	Valley High School, State College, PA		
рру	Valley High School, State College, PA	GRADES	YEAR
opy	Valley High School, State College, PA	GRADES 9th	YEAR 2016-2017
opy	Valley High School, State College, PA	GRADES 9th 10th	YEAR 2016-2017 2016-2017
ppy	Valley High School, State College, PA	GRADES Sth 10th	YEAR 2016-2017 2016-2017
opy	Valley High School, State College, PA	GRADES 9th 10th 11th	YEAR 2016-2017 2016-2017 2016-2017
opy 3 3	Valley High School, State College, PA	GRADES 9th 10th 11th 12th	YEAR 2016-2017 2016-2017 2016-2017 2016-2017

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 downloa Using their Smartphones, Parents can view their children's supply lists.	ding files or making copies.	🗘 Option
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
Display Amazon Shopping Button		
ma amazon	Need 1	TeacherLists
Activate on my page		

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.

earc	h by NCES ID		
earc	h by Zip Code		
r Zip	Code:		
234	5		
earch			
-			
nnv			
рру	Valley High School, State College, P		
арру	Valley High School, State College, PA	GRADES	YEAR
	Valley High School, State College, P	GRADES 9th	YEAR 2016-2017
	Valley High School, State College, P	GRADES 9th	YEAR 2016-2017
	Valley High School, State College, P	GRADES 9th 10th	YEAR 2016-2017 2016-2017
	Valley High School, State College, P NAME 9th Grade School Supply List 9th Grade School Supply List 10th Grade School Supply List 10th Grade School Supply List	GRADES 9th 10th	YEAR 2018-2017 2016-2017
	Valley High School, State College, P NAME 9th Grade School Supply List 9th Grade School Supply List 10th Grade School Supply List 10th Grade School Supply List 11th Grade Schools Supply List	GRADES 9th 10th 11th	YEAR 2016-2017 2016-2017 2016-2017
	Valley High School, State College, P	GRADES 9th 10th 11th	YEAR 2016-2017 2016-2017 2016-2017

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

Back to School & New Students arents can view and shop for their child's school supply lists directly from your site — no more downloading files or making copies. Jaing their Smartphones, Parents can view their children's supply lists.				
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		
Display Amazon Shopping Button     amazon				
	Need f	telp with your lists? Visit teacherlists.com		
Activate on my page				

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**.

Activity Supply Lists Section Workspace
Summary Tools Editors & Viewers Membership Statistics How do I?
Back to School and New Students Page Back to School & New Students
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.
First, TeacherLists needs your lists. Simply click on the "Upload Lists" button to submit them, TeacherLists accepts Microsoft Word, Microsoft Excel, PDF and more. Within 24 hours, your lists will be digitized and ready to publish.
If you already have a list, simply select some lists and add to your page.           Select List(s)
Display Amazon Shopping Button
Veed help with your lists? Visit teacherlists.com
Activate on my page

## **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.

urrent	tPages	Common Tools	All Too
New Pag	ge Organize Pages Recycle Bin	Q Find Page Photo Gallery	
eature	ed Appetizer	Forms & Surveys	
STATUS	PAGE	Files & Folders	
ACTIVE	Back to School and New Students	Actions v	
AGTIVE	Band	Edit Page Pending Comments All	Commen
CTWE	Chorus	Page Options There are no comments awaiting approve Get Link	al.
	Lish School Sports	Copy Page Move Page Total Visits	
GTIVE .	right school sports	Delete Sat Vieware	
OTIVE ]	Newspaper		1
AGTIVE	Theater	Actions w _	
	(Amot.)	0.6-	1
		0.4	/
		0 <sup>16</sup> 16 16 16	

- 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.

Summary Tools Editors & Vewers Membership Statistics How do	o I?
Back to School and New Students Page	
ack to School and New Students Page	Actions
st edited by Eric Sparks about 2 minutes ago.	Manage Apps & Layout Add apps or change your layout.
st edited by Eric Sparks about 2 minutes ago. Back To School & New Students School Supply Lists App	Manage Apps & Layout Add apps or change your layout: Page Options Set the options for your page.
st edited by Eric Sparks about 2 minutes ago. Back To School & New Students School Supply Lists App	Manage Apps & Layout Add apps or change your layout. Page Options Set the options for your page. Set Viewers Limit who can view this page.

4. 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):		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	
☑ Display Amazon Shopping Button			
	Need I	telp with your lists? Visit teacherlists.com	
Activate on my page Save Cancel			

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

ch by	zipcode of NGL3 ID to find a school and related lists.		
Searc Searc	h by NCES ID h by Zip Code		
ed to fi	ind your NCES ID? Browse to the NCES ID Finder to look up your ID.		
000	0000		
earch	h )		
_			
appy	Valley High School, State College, PA		
appy	Valley High School, State College, PA		
appy	Valley High School, State College, PA	GRADES	YEAR
appy	Valley High School, State College, PA	GRADES Sth	YEAR 2016-2017
appy	Valley High School, State College, PA	GRADES 9th	YEAR 2016-2017 2016-2017
appy	Valley High School, State College, PA	GRADES Sth 10th	YEAR 2016-2017 2016-2017
	Valley High School, State College, PA	GRADES 9th 10th 11th	YEAR 2016-2017 2016-2017 2016-2017
	Valley High School, State College, PA	GRADES Sth 10th 11th	YEAR 2016-2017 2016-2017 2016-2017
	Valley High School, State College, PA	GRADES Sth 10th 11th 12th	YEAR 2016-2017 2016-2017 2016-2017 2016-2017

- 6. 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.
- 7. 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 dow Using their Smartphones, Parents can view their children's supply lists.	nloading files or making copies.	🗘 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
☑ Display Amazon Shopping Button		
	Need I	TeacherLists
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.

	×
App Name:	
Back to School and New Students Supply List	
General Sharing	
If you want, you can enter a description of your app.	
Description:	
Student Supply List for Back to School and for new students who enroll in the district.	
Show the app name on my page.	
Display Settings:	
You can display every active record in this app on your page, or a specific number of records at a time.	
Display all active app records	
Display a specific number of active app records	
~	
Cancel	

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.

App Name:	×
Back to School and New Students Supply List	
General Sharing	
By default, only you can use an app you created. To share this app with others, add specific users or groups.           Assign Group         Assign User	
All Parents Group	Remove
Sparks, Eric User	Remove
Cancel	

- 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.

Activity Supply Lists Section Workspace Summary Tools Editors & Viewers Membership	Statistics How do L.?
Current Pages           New Page         Organize Pages         Recycle Bin         C           Featured Appetizer         STATUS         PAGE	Find Page Common Tools All Tools
Back to School and New Students Band Common Chorus Chorus	Actions v  Actions v  Page Options Get Link Copy Page Mens Page
High School Sports      Newspaper      Newspaper      Theater	Actions v 0.6
	0.4 0.2 0 0 10 <sup>10</sup> 10 <sup>10</sup> 10 <sup>10</sup> 10 <sup>10</sup> 10 <sup>10</sup> 10 <sup>10</sup>

- 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. Positon the cursor on the app you wish to remove.

Activity Supply Lists Section Workspace	
Summary Tools Editors & Viewers Membership Statistics How do L?	
Back to School and New Students Page	
Back to School and New Students Page Last edited by Eric Sparks on Monday at 4:31 PM.	Actions
You are in design mode. Organize your apps by dragging and dropping. Double-click the App to change I'm Done the name.	Add apps or change your layout           Page Options           Set the options for your page.
Add App Change Layout	Set Viewers Limit who can view this page.
Back to School & New Students	View Page See how your page looks.
1	Pending Comments All Comments
	There are no comments awaiting approval.

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

8	Are you sure you want to remove this app from the page?
	Yes No

7. 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.

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

Activity Supply Lists Section Workspace	ip Statistics How do L.?
Current Pages New Page Organize Pages Recycle Bin Featured Appetizer	Common Tools All Tools
STATUS PAGE Back to School and New Students	Actions y
Band Chorus	Edit Page Page Options Get Link Copy Page
High School Sports	Move Page Delete Set Viewers
Theater	Actions w 0.8

2. 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.

Photo Gallery Schoolwires Premium App	>	APP INSTANCES	DETAILS
Podcast Schoolwires Basic App	>	New Band On Page or SmartPhone: 'Band' Chorus On Page or SmartPhone: 'Chorus'	Back to School & New Students
Premium Video Premium Video is a Schoolwires Advanced App.	>		
Q & A Schoolwires Basic App	>	Back to School & New Students On Page or SmartPhone: 'Back to School and	
School Directory Schoolwires Basic App	>	New Students*	
School Supply Lists School Supply Lists	>		
Site Shortcuts Schoolwires Basic App	>		

- 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.