

Creating a Bookmark or Wishlist

The Learning Partners database (www.bigthought.org/LearningPartners) allows users to create a saved list of favorite programs. While searching, click **Bookmark** to save programs that look interesting. Review all bookmarked programs as a grade level team to determine final choice. When your grade level team has identified your final selection click on the **Add to Wishlist** option in ArtBiz following the steps outlined below. Your payment voucher will only be created from your wishlist entry.

Use a bookmark when shopping for a program

1. While browsing programs on the Learning Partners website, click on the **Bookmark** or **Add to Wishlist** buttons located under the provider logo on programs that your team may be interested in selecting.
 - a. If you click **Bookmark**, the program will be added to your list of bookmarked items for easy reference at a later date. This can be used as an early list for programs that interest you or may be shared with others at your school. Only you can view your bookmarked selections.
 - b. If you click **Add to Wishlist**, you are indicating this program or field trip is your final choice and will be prompted to add additional information required to create your payment voucher. Detailed instructions about this process are found on the next page. All fields in the wishlist section must be completed before a voucher can be created.
2. When you are ready to view your bookmarked programs or Wishlist items:
 - a. Click **My Stuff**, and then **My Bookmarks** or **My Wishlist** to view an alphabetized list of your saved programs.
 - b. To add a bookmarked program to your wishlist, click on the green plus (+) icon located to the right of the program listing. Then, complete all of the required text fields and click **Save** at the bottom of the page.
 - c. To delete programs from **My Bookmarks**, click on the **Trash** icon also located to the right of the program listing.

Making your final selections

1. Before making your final programming decision, consider your school's calendar, your learning objectives, program details, pricing, and policies, as well as conversations you have had with your teaching team, site coordinator and LP Rep.
2. Once you have decided upon a program, access your wishlist by clicking on the **My Stuff** tab on the main tool bar. Then select **My Wishlist**. Edit a program by clicking the **Pencil** icon next to the program you have chosen.
3. On the next screen, fill out each section including the grade level, learning objectives, number of students and adults, calculated program costs and dates, whether transportation will be funded by Learning Partners and your contact information.
4. Click **Save** after making any changes.

Bookmark

Add To Wishlist



The program will be added to your list of bookmarked items for fast reference later



The wishlist is a list of your final program choices