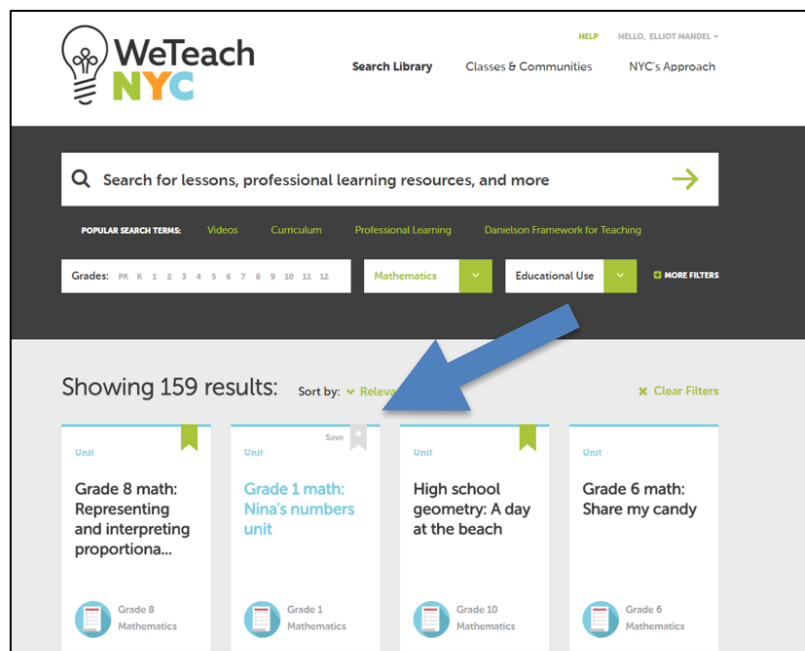


Adding and Saving Lists on WeTeachNYC

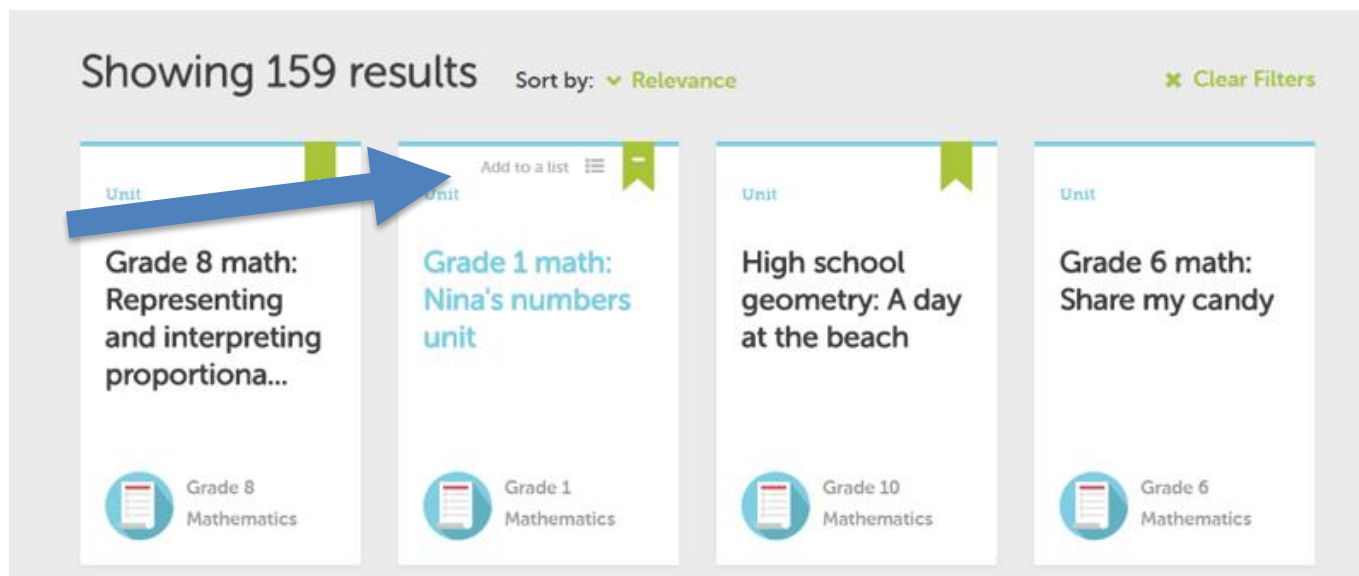
To add a resource to a list, first login with your NYCDOE or partner credentials on the WeTeachNYC home page (weteachnyc.org).



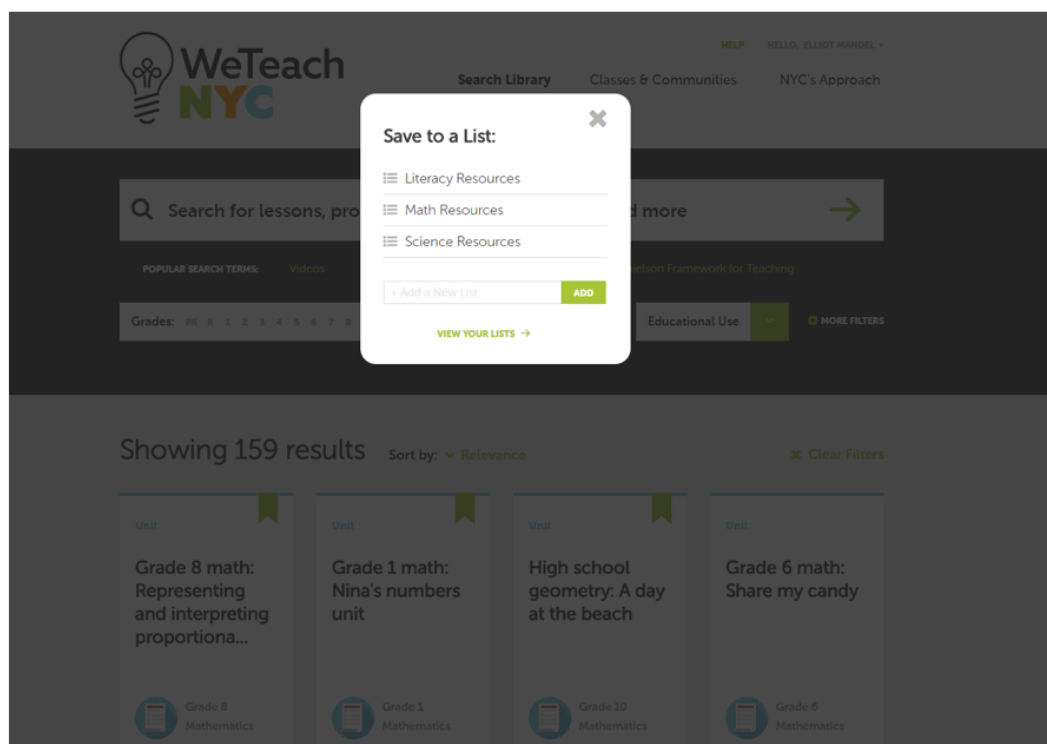
Search the WeTeachNYC library to find a resource you would like to save. Hover over the resource to see the gray “Save” bookmark. Click the “Save” bookmark to save the resource to your profile.



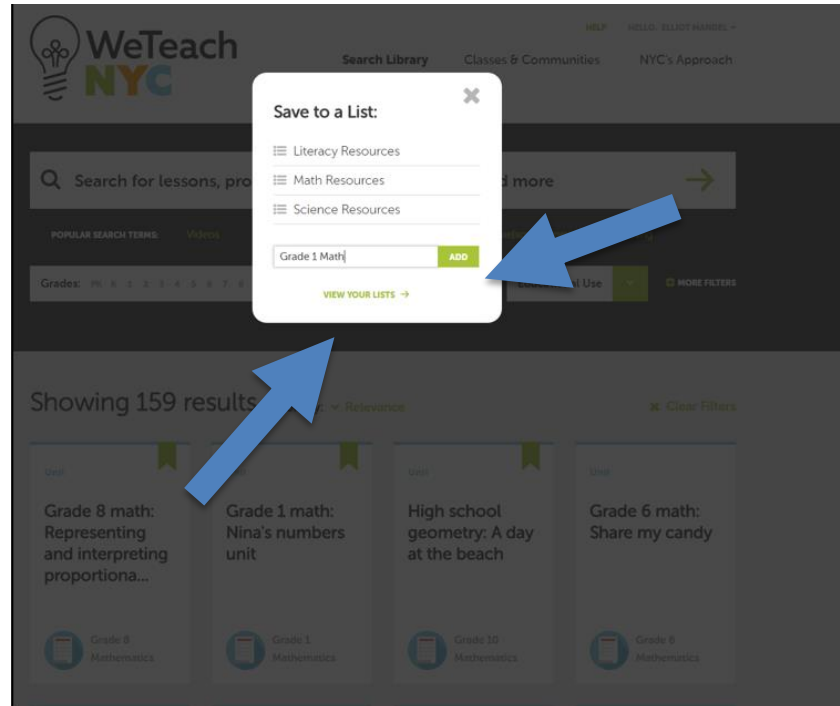
When you hover over a resource, “Add to a list” will appear in gray to the left of the green bookmark. Clicking “Add to a list” brings up the “Save to a List” menu.



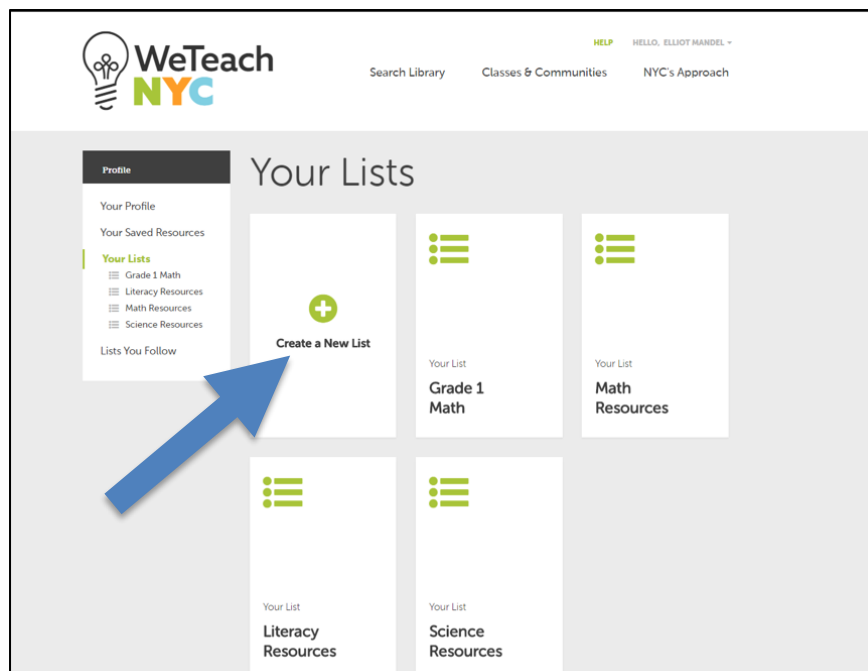
You can either add the resource to an existing list or create a new list. To add the resource to existing lists, click on the name of the list(s). A green checkmark will appear next to all the lists that the resource has been saved to.



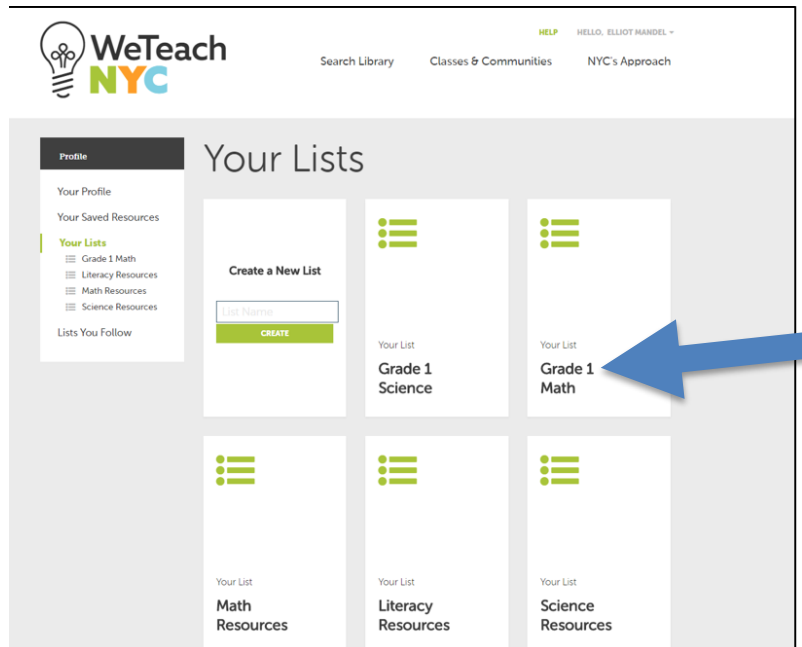
You can also create a new list by typing the name of the list. Click “Add” to create the new list and save the resource to the list you’ve just created. Click “View Your Lists” to be taken to Your Lists page.



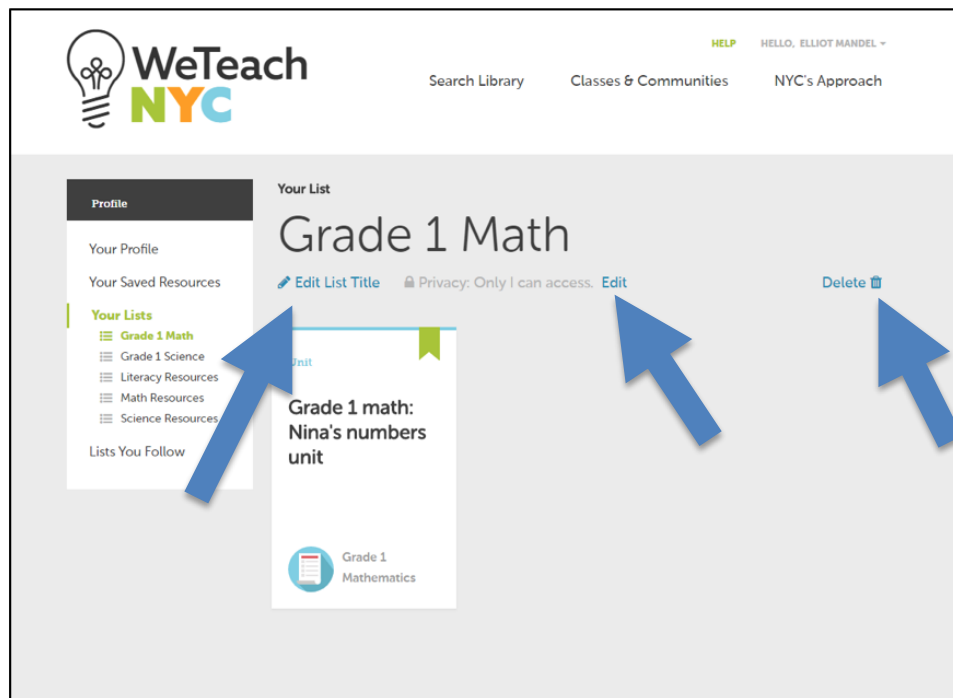
You can also create a new list on “Your Lists” page by clicking “Create a New List.”



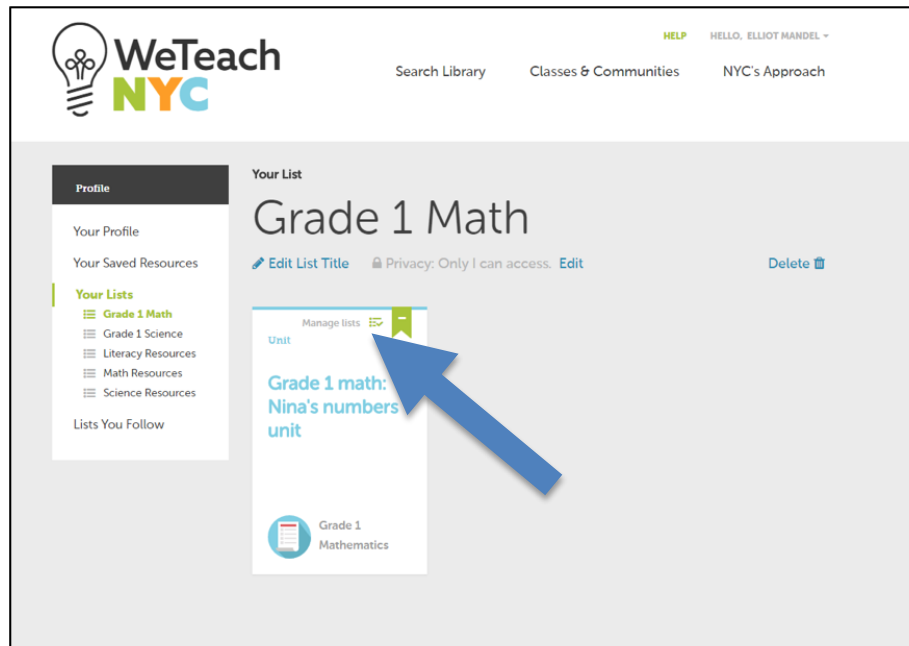
To see the individual resources in a list, click the list's name.



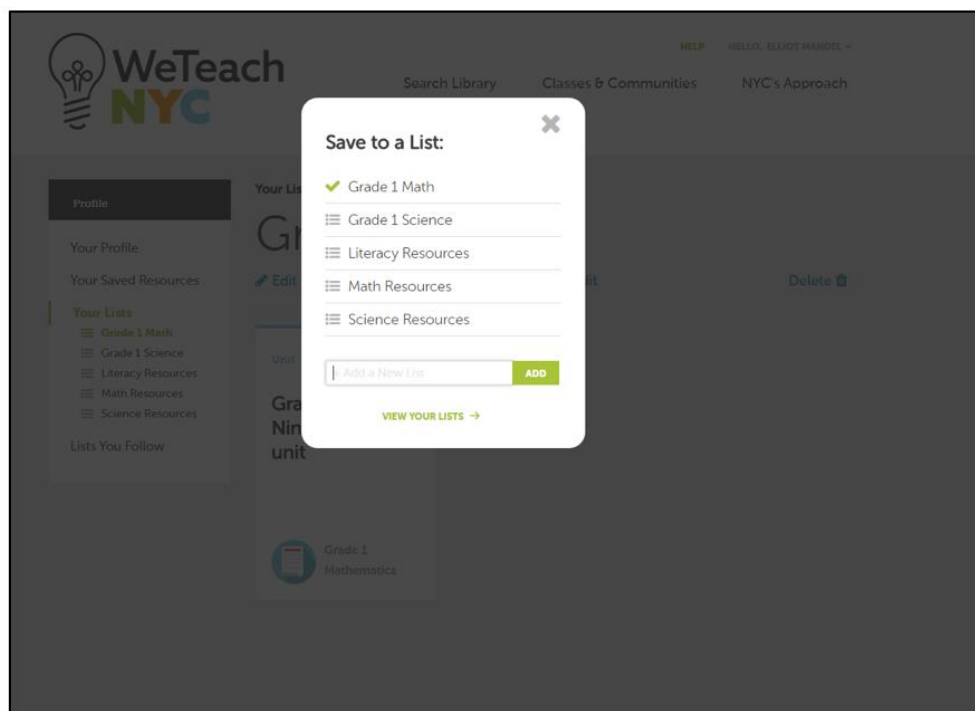
On the list's detail page, you can see all of the resources contained within the list. You can edit the title of the list by clicking "Edit List Title". You can delete the list by clicking "Delete". You can also change the privacy settings of the list by clicking "Edit" next to "Privacy".



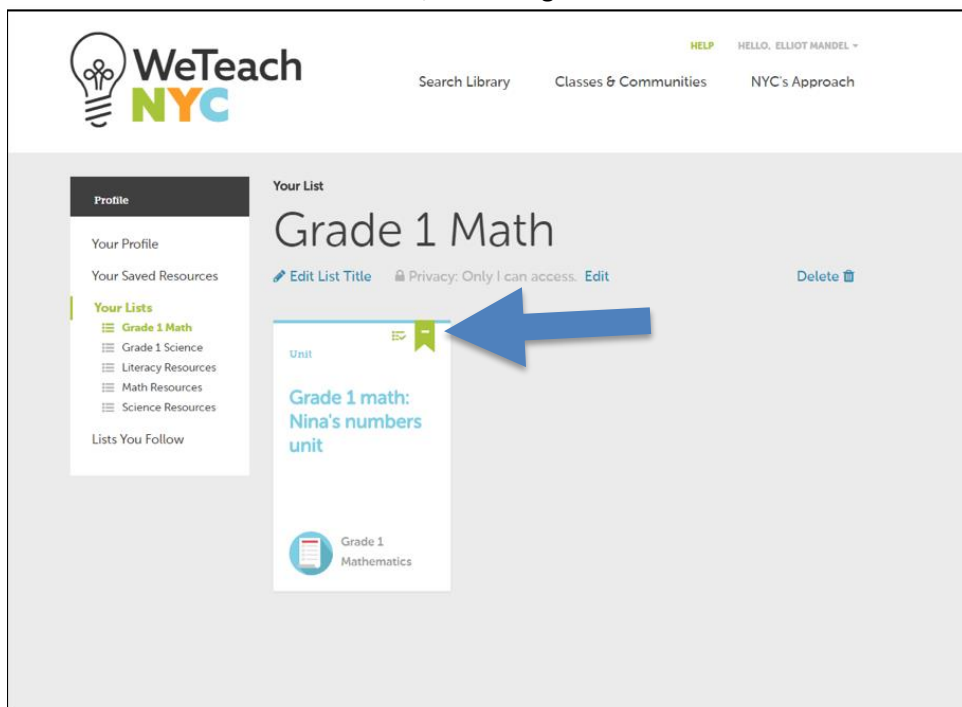
When you hover over individual saved resources, you can manage the lists they are a part of by clicking the gray “Manage lists” link.



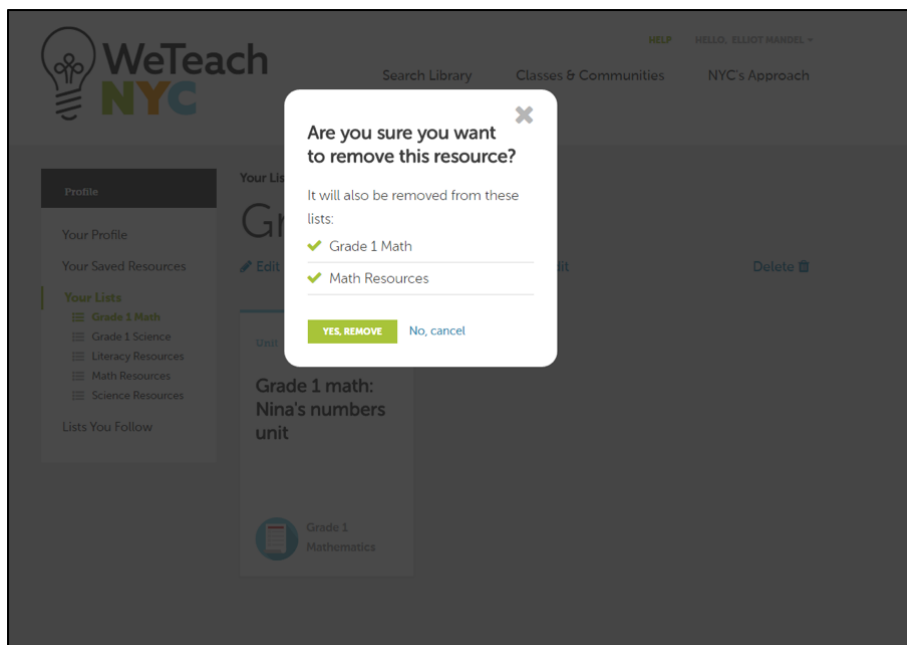
When you click “Manage lists”, you can see the names of all of your lists and select which lists the resource should be saved to. The green checkmarks show which list(s) the resource has been saved to.



To remove an individual resource from all lists, click the green bookmark icon.



This will show all lists the resource is a part of. Clicking “No, cancel” will bring you back to the list detail page.



For questions or comments about WeTeachNYC, please contact at WeTeachNYC@schools.nyc.gov.