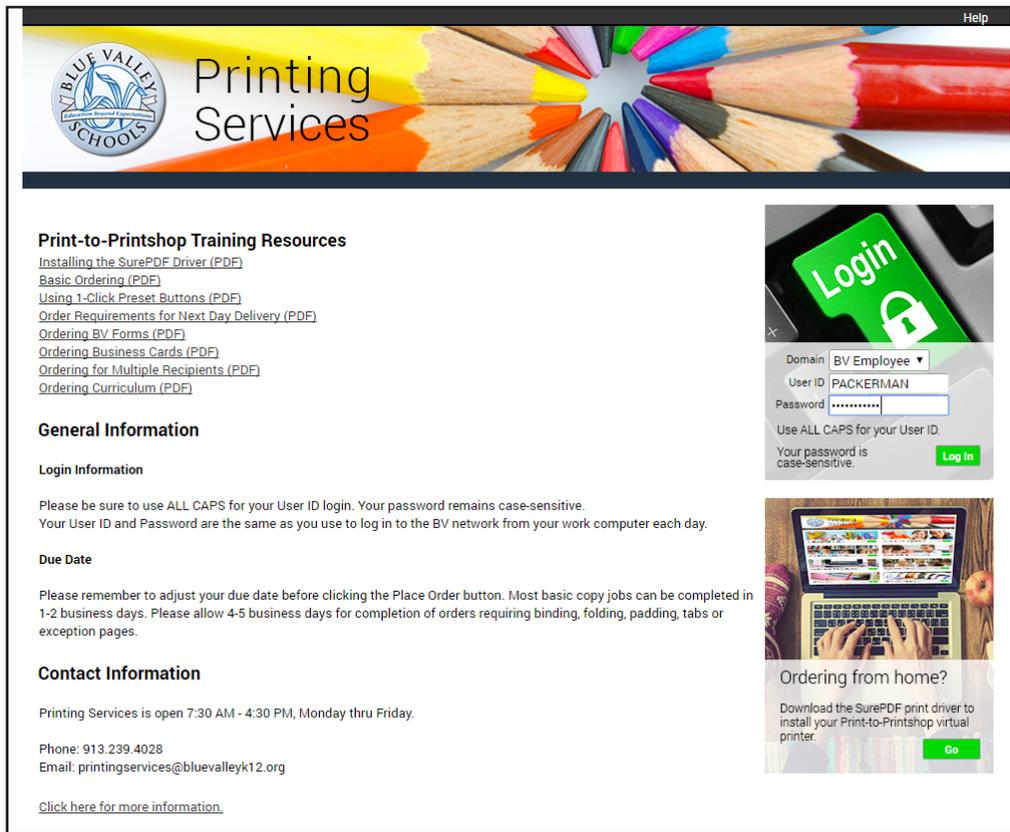


Printing Services • Ordering Curriculum



The screenshot shows the Blue Valley Schools Printing Services website. At the top left is the Blue Valley Schools logo. The main heading is "Printing Services". Below this, there are sections for "Print-to-Printshop Training Resources" with links to PDFs for installing the SurePDF driver, basic ordering, using preset buttons, order requirements, BV forms, business cards, multiple recipients, and curriculum. There is also a "General Information" section with "Login Information" (instructions on using ALL CAPS for User ID and case-sensitive passwords) and "Due Date" (instructions on adjusting due dates). A "Contact Information" section provides hours (7:30 AM - 4:30 PM, Monday thru Friday), phone (913.239.4028), and email (printingservices@bluevalleyk12.org). On the right side, there is a "Login" form with fields for Domain (BV Employee), User ID (PACKERMAN), and Password, along with a "Log In" button. Below the login form is a section titled "Ordering from home?" with a "Go" button to download the SurePDF print driver.

1. Log in to the Printing Services site at <https://printshop.bluevalleyk12.org>



The screenshot shows the Blue Valley Schools Printing Services website home screen after login. The top navigation bar includes "Roles", "Ordering", and "Proxy". The main heading is "Printing Services". Below this, there are several menu items: "Order History & Reorders", "Book Builder", "Manage My Files", and "Pending Orders [2]". The main content area features eight tiles, each with a "Go" button. The tiles are: "Upload PDF files", "Curriculum Materials" (highlighted with a green circle), "Order from My Files", "Book Builder for custom workbooks", "Letterhead & Envelopes", "Business Cards", "BV Forms", and "Hardcopy Orders".

2. From the Home screen, click on the Curriculum Materials 'Go' button.

Select By Workgroup

Browse for items by selecting a Workgroup, or search for items using the search bar. Click Home to select items outside the Catalog.

Item Search

Search

Show Advanced Search Criteria

Workgroup	Location
ABC Books	Location
BVForms	Location
BusinessCards	BVPS
CAPS	CAPS
Counseling	Location
DIBELS Next Benchmark	Location
DIBELS Next Progress Monitorin	Location
Early Childhood Music Therapy	Location
LEAD21	Location
Letterhead_Envelopes	BVPS
Little Books	Location
Math	Location
Math - Common Core	Location
Math - enVision	Location
Math Assessments	Location
Math Flash Cards	Location
Math Vocabulary Cards	Location
Occupational Therapy	Location
PAT	Location
Pre-K Reading	Location
Read Well 1 & Plus	Location
Read Well K Homework	Location
ocial_Studies_Book	Location

[1-23] of [23]

Select By Folder

Browse for items by selecting a folder from the list below, or search for items using the search bar. Use the Catalog link to select a different Workgroup or click Home to select items outside the Catalog.

Item Search

Search

Show Advanced Search Criteria

Rows Per Page 100

Sort By Item A-Z

Folders	Items
1st Grade - Assessments	7
1st Grade - DCCR	16
1st Grade - EN	16
1st Grade - OC	16
2nd Grade - DCCR	16
2nd Grade - EN	16
2nd Grade - OC	16
3rd Grade - DCCR	16
3rd Grade - EN	16
3rd Grade - OC	16
4th Grade - DCCR	16
4th Grade - EN	16
4th Grade - OC	16
5th Grade - Assessments	7
5th Grade - DCCR	16
5th Grade - EN	16
5th Grade - OC	16
Kindergarten - Assessments	6
Kindergarten - Fishbooks	16
Kindergarten - Math Stories	16

[1-20] of [20]

3. Click on the links for the category you'd like to order from. Some categories have a second level of folders for grouping by grade level and content.

Select Items

Add items to your Order by entering quantities and clicking Add to Order at the bottom. For template documents, click Configure to set up the template and add it to your order. All items with quantities are added to your order first.

Item Search

Search

Show Advanced Search Criteria

Rows Per Page 100

Sort By Item A-Z

Fourth Grade Topic 01-DCCR_booklet.pdf Fourth Grade Topic 01-DCCR_booklet.pdf	Qty <input type="text"/>	Add to Cart
Located in Math - enVision / 4th Grade - DCCR		
Fourth Grade Topic 02-DCCR_booklet.pdf Fourth Grade Topic 02-DCCR_booklet.pdf	Qty <input type="text"/>	Add to Cart
Located in Math - enVision / 4th Grade - DCCR		
Fourth Grade Topic 03-DCCR_booklet.pdf Fourth Grade Topic 03-DCCR_booklet.pdf	Qty <input type="text"/>	Add to Cart
Located in Math - enVision / 4th Grade - DCCR		
Fourth Grade Topic 04-DCCR_booklet.pdf Fourth Grade Topic 04-DCCR_booklet.pdf	Qty <input type="text"/>	Add to Cart
Located in Math - enVision / 4th Grade - DCCR		

4. Enter the quantity desired in the "Qty" box on the right of each item listing. You can order multiple items at the same time by simply entering quantities for each item you need.

Roles Ordering Proxy Home | My Account | Help | Logout

Order History & Reorders Book Builder Manage My Files

Select Items

Add items to your Order by entering quantities and clicking Add to Order at the bottom.
For template documents, click Configure to set up the template and add it to your order. All items with quantities are available for ordering.

Item Search

Search

Show Advanced Search Criteria

Fourth Grade Topic 01-DCCR_booklet.pdf
Fourth Grade Topic 01-DCCR_booklet.pdf
Located in Math - enVision / 4th Grade - DCCR

Fourth Grade Topic 02-DCCR_booklet.pdf
Fourth Grade Topic 02-DCCR_booklet.pdf
Located in Math - enVision / 4th Grade - DCCR

Fourth Grade Topic 03-DCCR_booklet.pdf
Fourth Grade Topic 03-DCCR_booklet.pdf
Located in Math - enVision / 4th Grade - DCCR

Fourth Grade Topic 04-DCCR_booklet.pdf
Fourth Grade Topic 04-DCCR_booklet.pdf
Located in Math - enVision / 4th Grade - DCCR

Qty **Add to Cart**

5. Clicking on the thumbnail image of each item will open the file in a larger window, so you can make sure it's the one you need.

Located in Math - enVision / 4th Grade - DCCR

Fourth Grade Topic 11-DCCR_booklet.pdf
Fourth Grade Topic 11-DCCR_booklet.pdf
Qty **Add to Cart**

Located in Math - enVision / 4th Grade - DCCR

Fourth Grade Topic 12-DCCR_booklet.pdf
Fourth Grade Topic 12-DCCR_booklet.pdf
Qty **Add to Cart**

Located in Math - enVision / 4th Grade - DCCR

Fourth Grade Topic 13-DCCR_booklet.pdf
Fourth Grade Topic 13-DCCR_booklet.pdf
Qty **Add to Cart**

Located in Math - enVision / 4th Grade - DCCR

Fourth Grade Topic 14-DCCR_booklet.pdf
Fourth Grade Topic 14-DCCR_booklet.pdf
Qty **Add to Cart**

Located in Math - enVision / 4th Grade - DCCR

Fourth Grade Topic 15-DCCR_booklet.pdf
Fourth Grade Topic 15-DCCR_booklet.pdf
Qty **Add to Cart**

Located in Math - enVision / 4th Grade - DCCR

Fourth Grade Topic 16-DCCR_booklet.pdf
Fourth Grade Topic 16-DCCR_booklet.pdf
Qty **Add to Cart**

Located in Math - enVision / 4th Grade - DCCR

Add All to Cart

6. When you are finished entering quantities for the items you'd like to order, scroll to the bottom of the page and click 'Add All to Cart'.

Roles | Ordering | Proxy | Home | My Account | Help | Logout

Order History & Reorders | Book Builder | Manage My Files | Pending Orders [5]

Home > Catalog > Math - enVision / 4th Grade - DCCR

Select Items

Add items to your Order by entering quantities and clicking Add to Order at the bottom.
For template documents, click Configure to set up the template and add it to your order. All items with quantities are added to your order first.

Item Search Search Clear

Search Rows Per Page 100 ▾
 Show Advanced Search Criteria Sort By Item ▾ A-Z ▾

 Fourth Grade Topic 01-DCCR_booklet.pdf Fourth Grade Topic 01-DCCR_booklet.pdf Located in Math - enVision / 4th Grade - DCCR	Qty <input type="text"/> Add to Cart
 Fourth Grade Topic 02-DCCR_booklet.pdf Fourth Grade Topic 02-DCCR_booklet.pdf Located in Math - enVision / 4th Grade - DCCR	Qty <input type="text"/> Add to Cart
 Fourth Grade Topic 03-DCCR_booklet.pdf Fourth Grade Topic 03-DCCR_booklet.pdf Located in Math - enVision / 4th Grade - DCCR	Qty <input type="text"/> Add to Cart

7. Once the screen refreshes, click the 'Pending Orders' link at the top right.

Your selected items will be listed out so that you can double-check and make sure the order is accurate.

Roles | Ordering | Proxy | Home | My Account | Help | Logout

Order Cart

Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order. Cart ID 206667

Order name Order 206667 (Reorder of Order 206665) ✎

Item 1 Add Another File to Order  Fourth Grade Topic 06-DCCR_booklet.pdf Fourth Grade Topic 06-DCCR_booklet.pdf 4 Pages Preview Document Enter special instructions for this item.	Quantity 25
Item 2 Add Another File to Order  Fourth Grade Topic 09-DCCR_booklet.pdf Fourth Grade Topic 09-DCCR_booklet.pdf 4 Pages Preview Document Enter special instructions for this item.	Quantity 25
Item 3 Add Another File to Order	

 [Preview Document](#)

Enter special instructions for this item.

Item 3
Add Another File to Order



Fourth Grade Topic 10-DCCR_booklet.pdf
Fourth Grade Topic 10-DCCR_booklet.pdf
6 Pages

 [Preview Document](#)

Quantity

Enter special instructions for this item.

Shipping Information
Add Recipient

I would like my order shipped by: **Wednesday, September 28, 2016**  *Note: Only dates when the print center is open may be selected.*

Paul Ackerman
SERVICE CENTER

Select a Shipping Method

▼
Pick up during business hours

Delivery Estimate
Thursday, September 29, 2016

	Ordered Items	Quantity
1	[Fourth Grade Topic 06-DCCR_booklet.pdf] Fourth Grade Topic 06-DCCR_booklet.pdf	25
2	[Fourth Grade Topic 09-DCCR_booklet.pdf] Fourth Grade Topic 09-DCCR_booklet.pdf	25
3	[Fourth Grade Topic 10-DCCR_booklet.pdf] Fourth Grade Topic 10-DCCR_booklet.pdf	25

Enter shipping instructions for this recipient

Billing Information

Paul Ackerman
SERVICE CENTER

Select Billing Codes for Payment

Click Quick Key

Materials Quick Key

Enter billing instructions for this order

Start a New Order

Add Another File to Order

Place Order

8. To complete your order, scroll down to the bottom of the screen and click 'Place Order.' An order confirmation screen will appear, providing the order number and a printable receipt.