



# CAMPION RESOURCE LIST BUILDER USER GUIDE

SCHOOL USERS

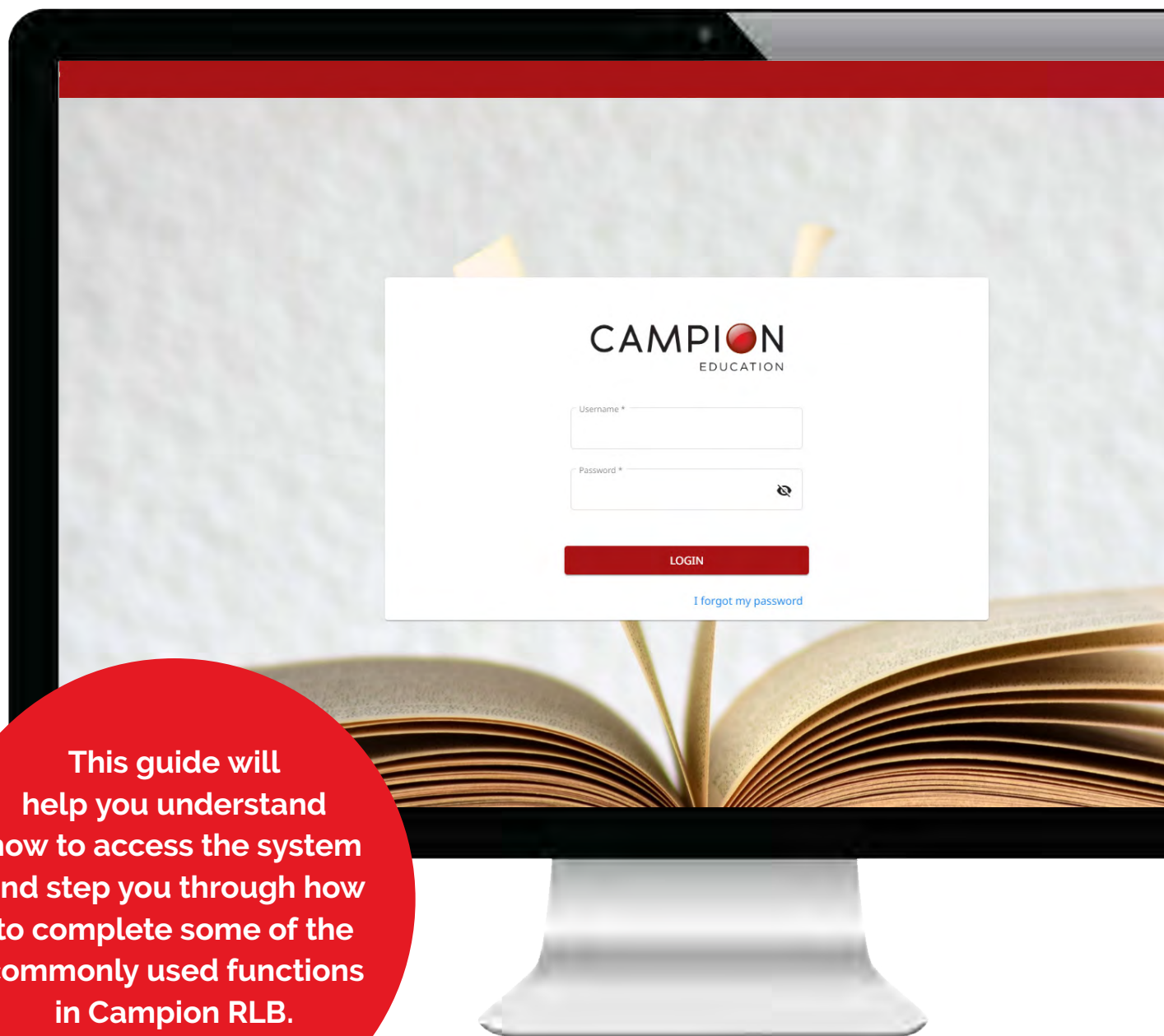


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# WELCOME & INTRODUCTION TO THE CAMPION RESOURCE LIST BUILDER

Welcome to the Campion Resource List Builder (RLB).  
One simple and intuitive platform for all your education resource list requirements for the coming year.



**This guide will help you understand how to access the system and step you through how to complete some of the commonly used functions in Campion RLB.**

# LOGGING INTO CAMPION RESOURCE LIST BUILDER

Visit the Campion Resource List Builder website:

<https://app.campion.com.au/login>

1

## Login Details

Enter your **Username** and **Password** in the areas provided.

Then select '**Login**'.

*The first time you log in you will be asked to set a password.*

2

## Trouble signing in?

Select the '**I forgot my password**' link and you will be sent an email with details to reset your password.



# CAMPION RESOURCE LIST BUILDER OVERVIEW

Understanding the Campion Resource List Builder dashboard

1

## Navigation

Displays available navigation items and is used to move around the system. This can be collapsed to allow more working area on the screen.

2

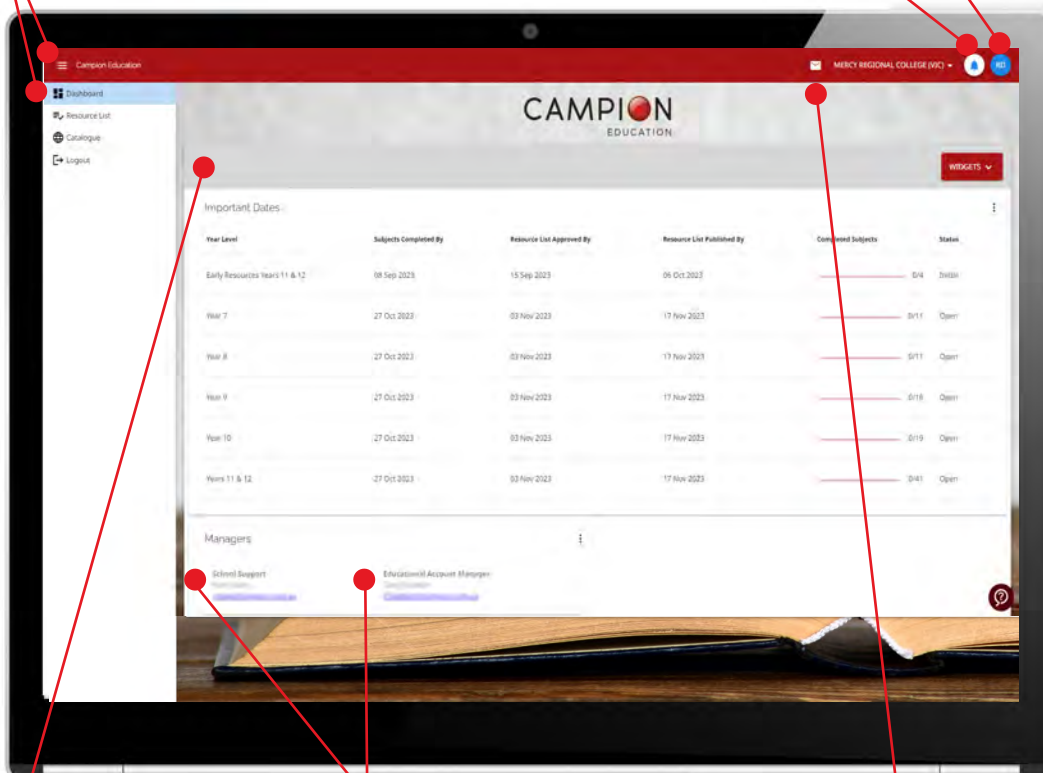
## Notifications

Notification display

3

## Your Profile

Allows you to log out, edit your profile and view system information.



4

## Main Dashboard

The main dashboard area displays items like notifications, important dates, and completed subjects.

5

## Contact Details

Contact details for your **School Support** person and **Educational Account Manager**.

6

## Support

Contact your school support coordinator via email.



# EDIT A RESOURCE LIST

Access a Resource List to make updates and changes

1

## Resource List Navigation

Click on the year level showing in your Dashboard or Navigate to the dashboard panel.

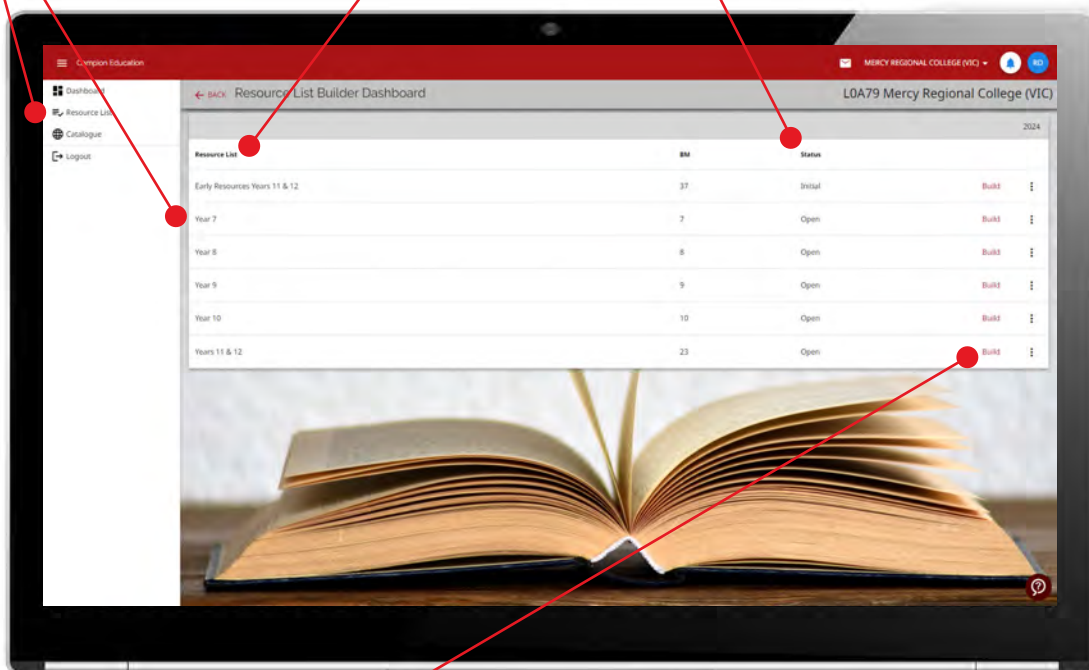
Select 'Resource Lists'.

2

## Display

This will display the available Resource Lists under the heading 'Resource List'.

View the status of a Resource List under the 'Status' heading. The status indicates the stage of the Resource List.



3

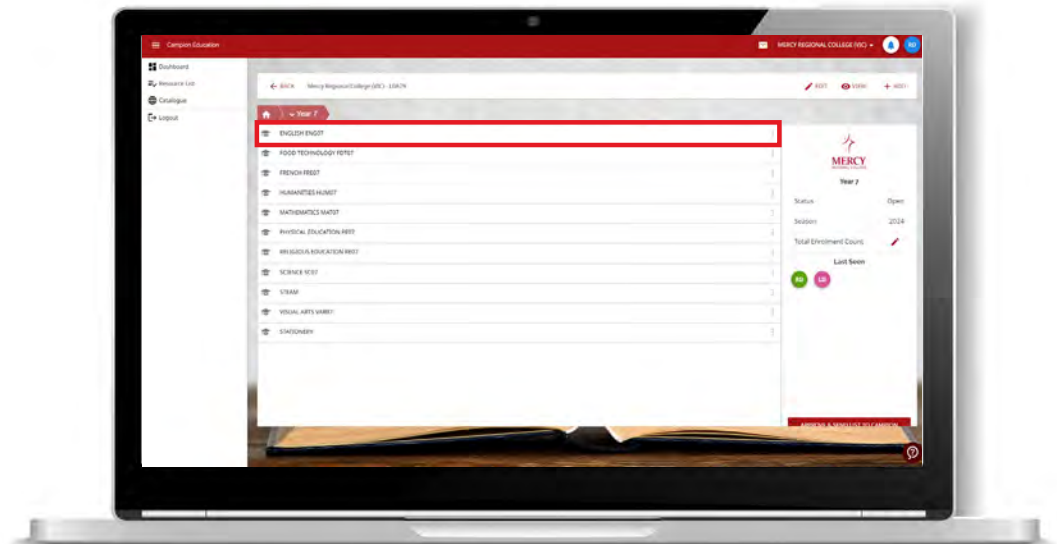
## Update a Resource List

To view or make changes to a Resource List, choose the Resource List you wish to open and select 'Build'.

## How do I make changes within a subject in the Campion RLB?

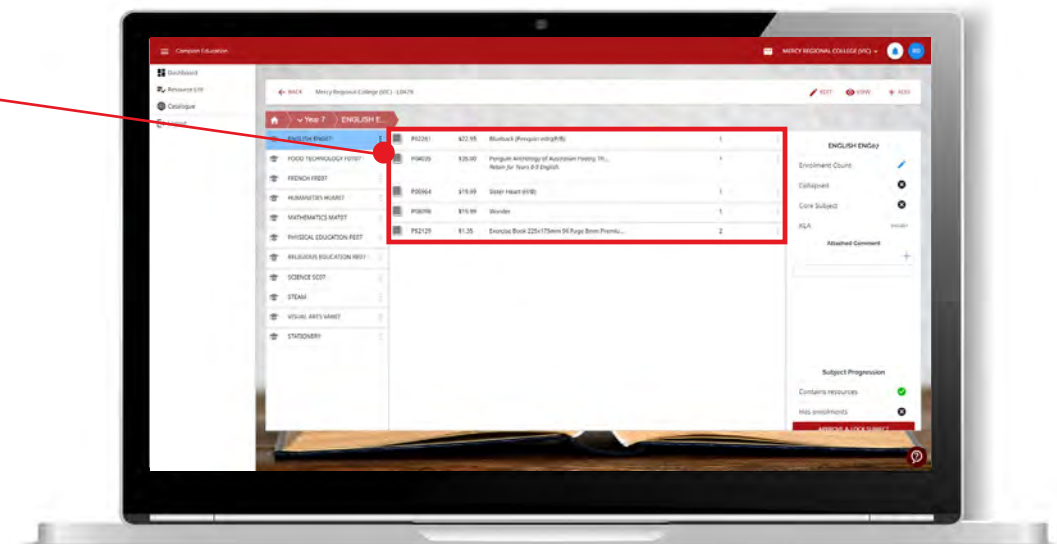
All subjects will be displayed for the selected year level.

Click on the subject to view or edit



4

Once a subject is selected, a list of items assigned to this subject will be displayed.



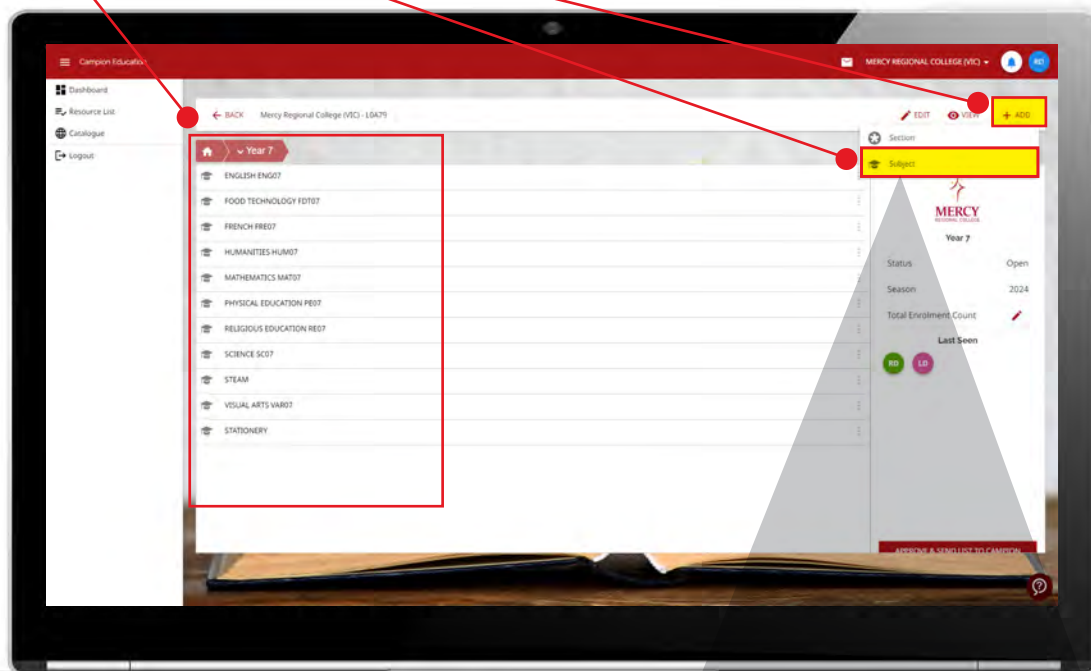
# ADD A SUBJECT TO A RESOURCE LIST

1

## Add a Subject to a Year Level Resource List

Navigate to the year level to make changes.  
All current subjects will be displayed on the main dashboard.  
To add a subject, select the **+Add** icon.

From the dropdown menu, select **'Subject'**.



2

A pop-up window will appear.

Fill in the **'Subject Name'**, select **'Resource List'** from the **'Parent'** drop-down, and the KLA (e.g. HIS: History) from the **'KLA search'** area. Check the **'Core Subject'** box if required.

Select the **'Add'** button to add the subject to a current Resource List.

Add Subject

Subject Name \*

Parent \*

History

Resource List

KLA Search (C)

HUM: HUMANITIES

Core Subject ☐

CANCEL

ADD

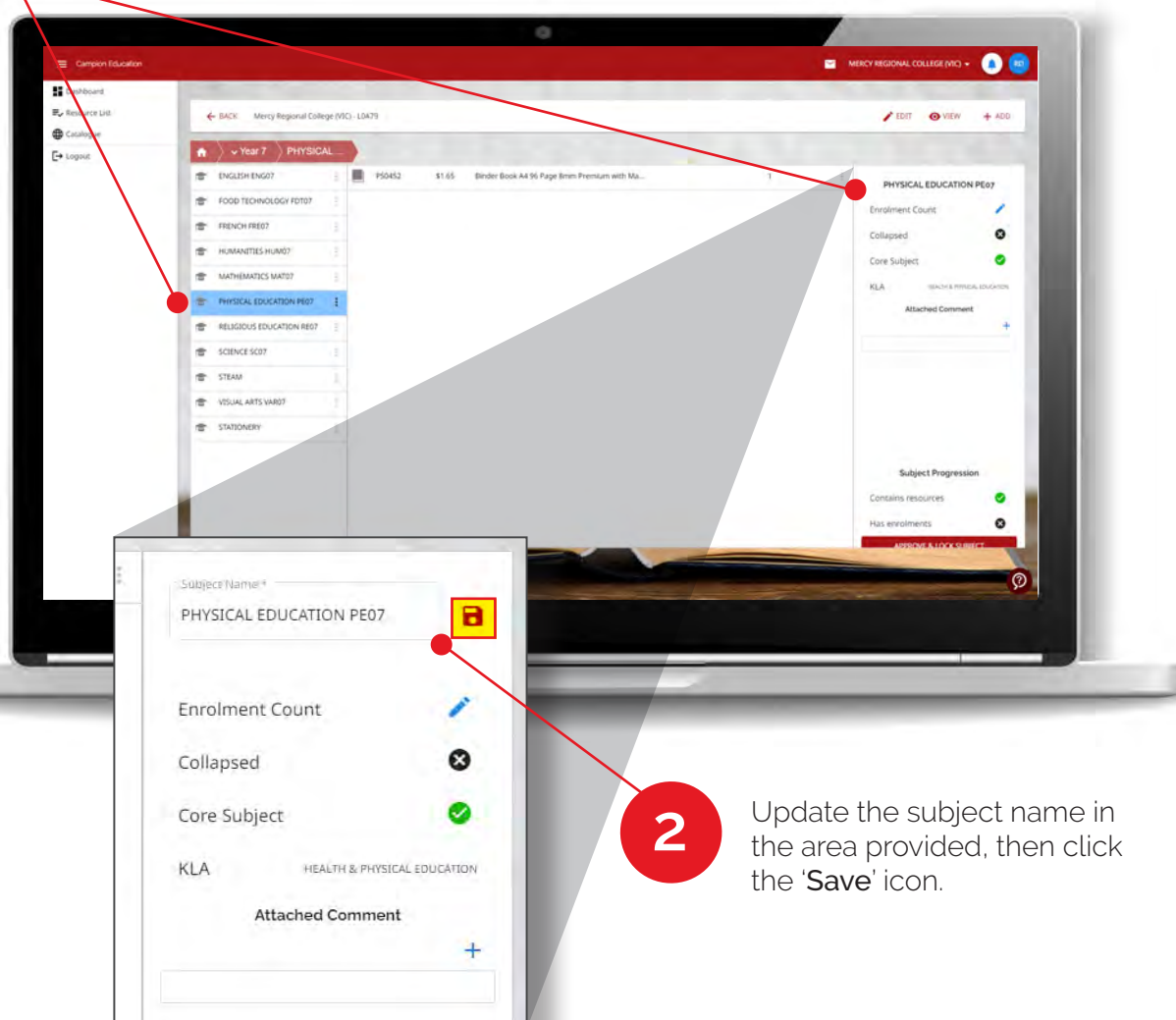


## EDIT A SUBJECT NAME

1

To change the name of a subject:

With a subject selected, click on the subject name showing on the right-hand panel in bold.



2

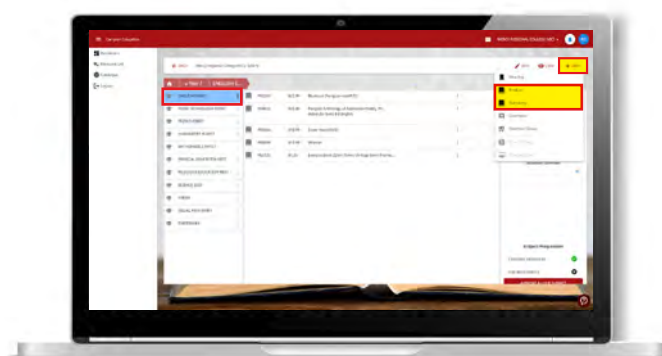
Update the subject name in the area provided, then click the 'Save' icon.

# ADD A PRODUCT TO A RESOURCE LIST

1

To add a product to a Resource List, first click on the subject.

Select the '+Add' button, a drop-down list will appear and select the item you would like to add (*Stationery or Product*).



2

A pop-up window will display the Catalogue and search options.

3

Use the search function to find a product. Type in the search term (e.g. binder) and all items related to the search term will display in the main dashboard.

4

Select the 'Add' button to add a product to a current Resource List.

5

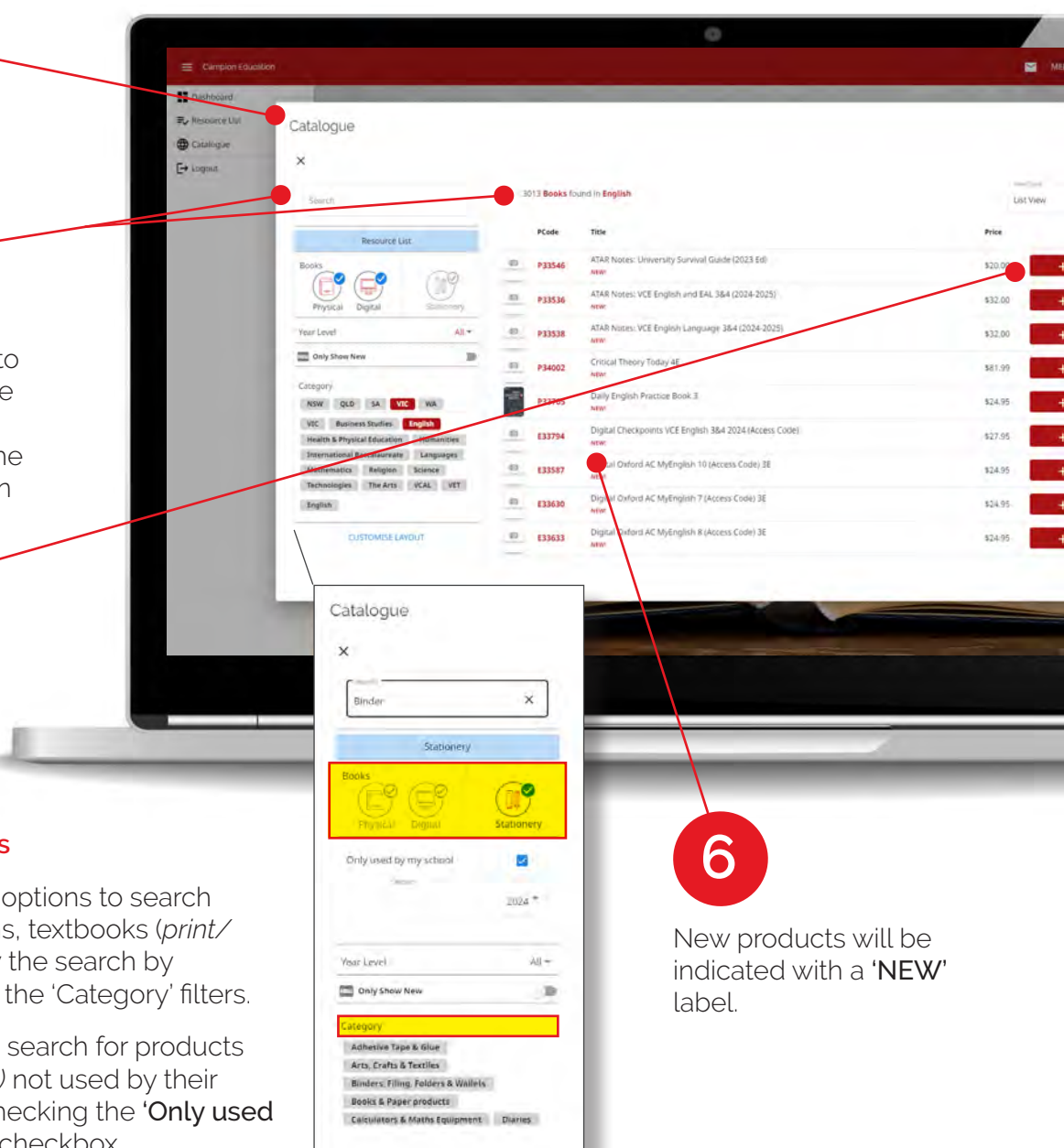
## Search options

These include options to search stationery items, textbooks (*print/digital*). Narrow the search by choosing from the 'Category' filters.

Users can also search for products (*stationery only*) not used by their school by unchecking the 'Only used by school' checkbox.

6

New products will be indicated with a 'NEW' label.



# VIEW & EDIT A SELECTION GROUP OF PRODUCTS

1

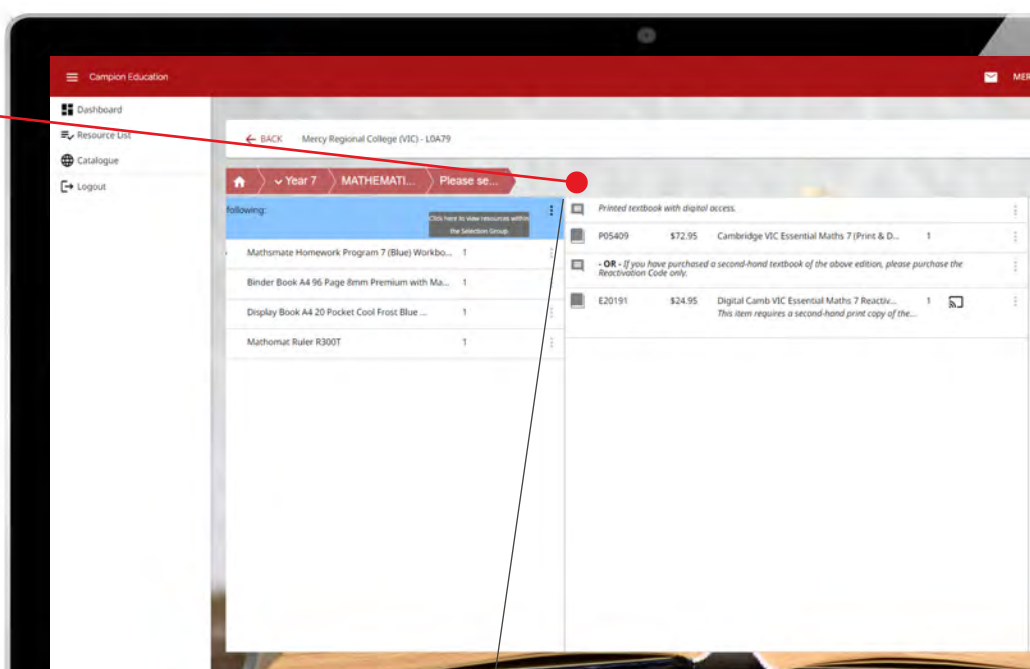
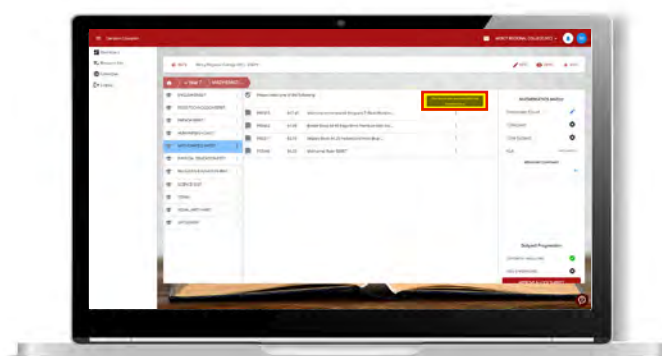
To view and edit a selection group on the Resource List, click the grey prompt to open the listing.

2

To edit the selection group, follow the steps on page 10 to add a product, or on page 14 to delete a product.

3

The purpose of a selection group provides students a choice of products. This ensures students purchase only 1 product if different choices are provided, preventing students from purchasing both options.



Printed textbook with digital access.				
	P05409	\$72.95	Cambridge VIC Essential Maths 7 (Print & D...	1
- OR - If you have purchased a second-hand textbook of the above edition, please purchase the Reactivation Code only.				
	E20191	\$24.95	Digital Camb VIC Essential Maths 7 Reactiv... This item requires a second-hand print copy of the...	1

# VIEWING, EDITING AND SUBMITTING PACKS

Schools utilising custom packs can view and edit their contents within Campion's Resource List Builder.

1

Select a subject containing a custom pack. These pack items are shown in the subject component listing with a briefcase icon.



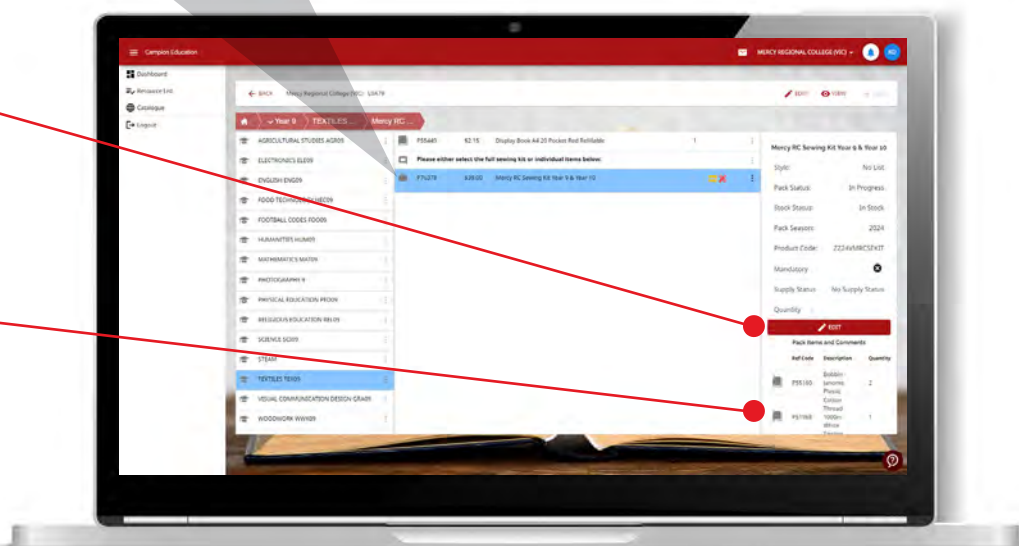
2

Select the custom pack from the subject component listing.

3

Click the 'Edit' button to make amendments to the pack.

Pack components can be viewed within the right-hand information panel, scroll to see any additional components.



4

Make any necessary changes.

Select 'Add' to add additional items to your.

Click the three dots to the right of an items row to amend the quantity or remove an item.

5

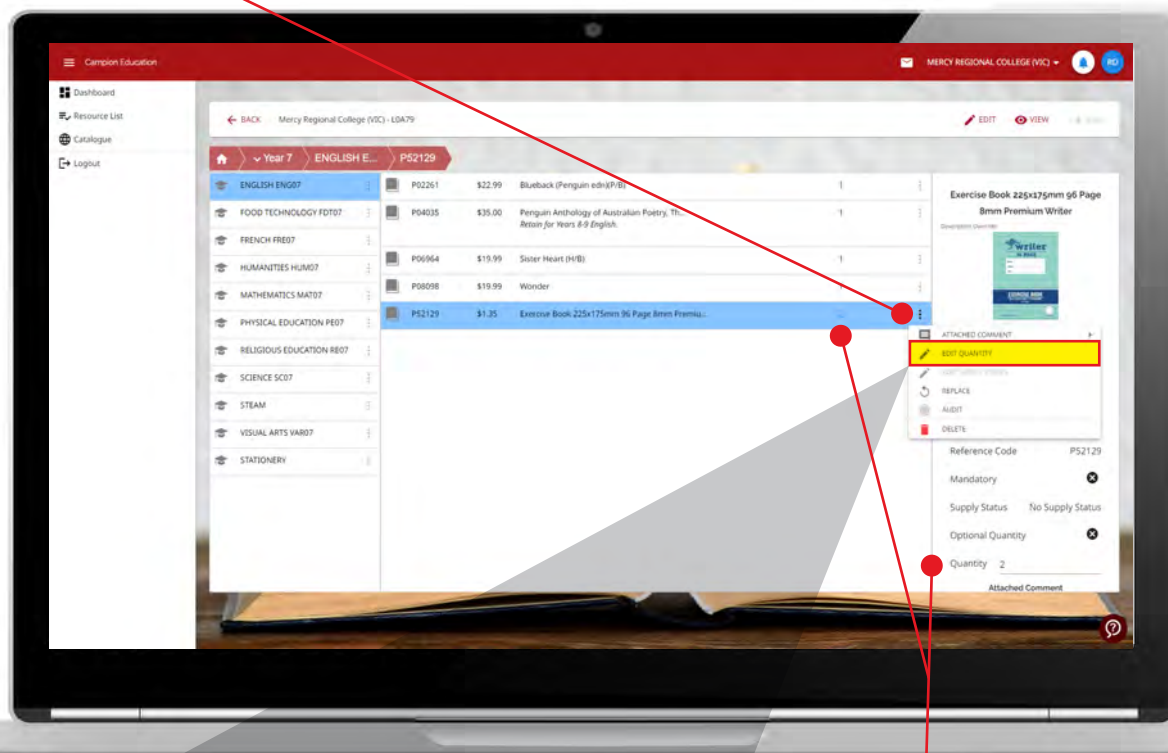
Once your pack component list is correct, click 'Submit'. Please be aware that no further changes can be made to a pack once it has been submitted.



# EDIT PRODUCT QUANTITY IN A RESOURCE LIST

1

Select the product and click on the three dots, this will display a drop-down menu with available options. Select 'Edit Quantity'.

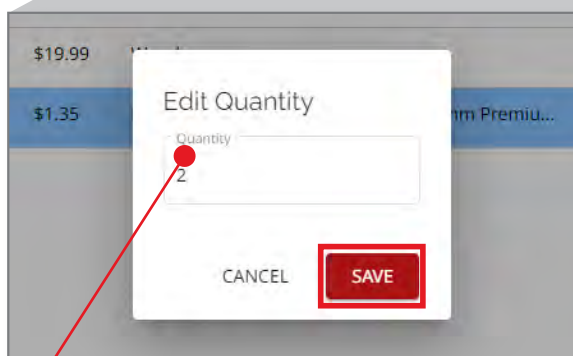


3

The updated quantity will be displayed against the item and on the right-hand information panel.

2

Update the quantity in the area provided, then click the 'Save' button.

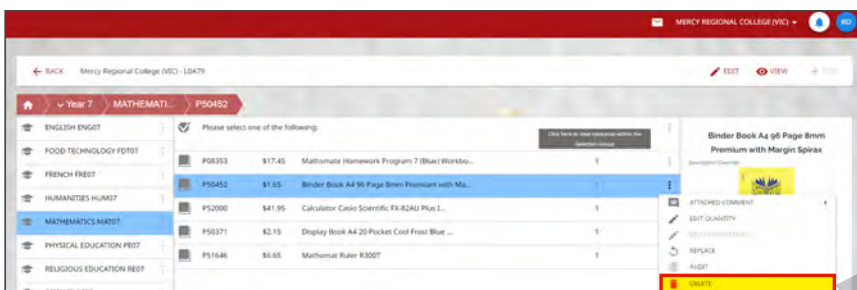
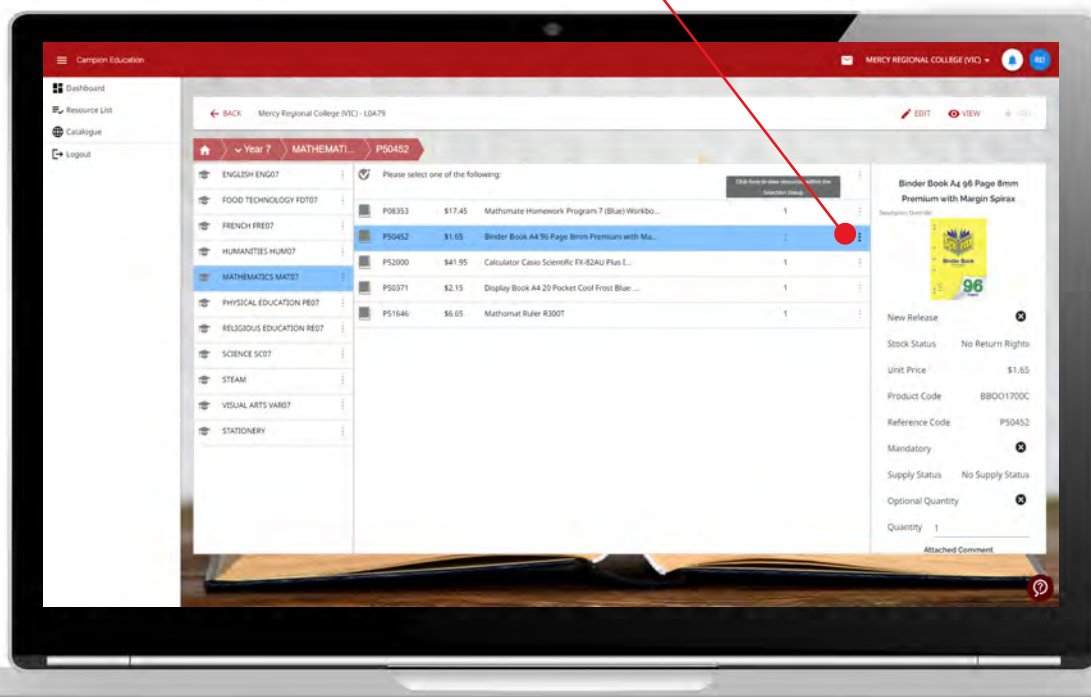




# DELETE A PRODUCT IN A RESOURCE LIST

1

To delete a product from your Resource List, click on the item which you wish to delete, then click the **three dots** to the right of the row.



2

A drop-down menu will appear. Navigate to '**delete**' and select.

## Warning

Are you sure you want to continue with this action?

[CANCEL](#)

[CONTINUE](#)

3

A pop-up window will display a warning. Click the '**Continue**' button to delete the product.

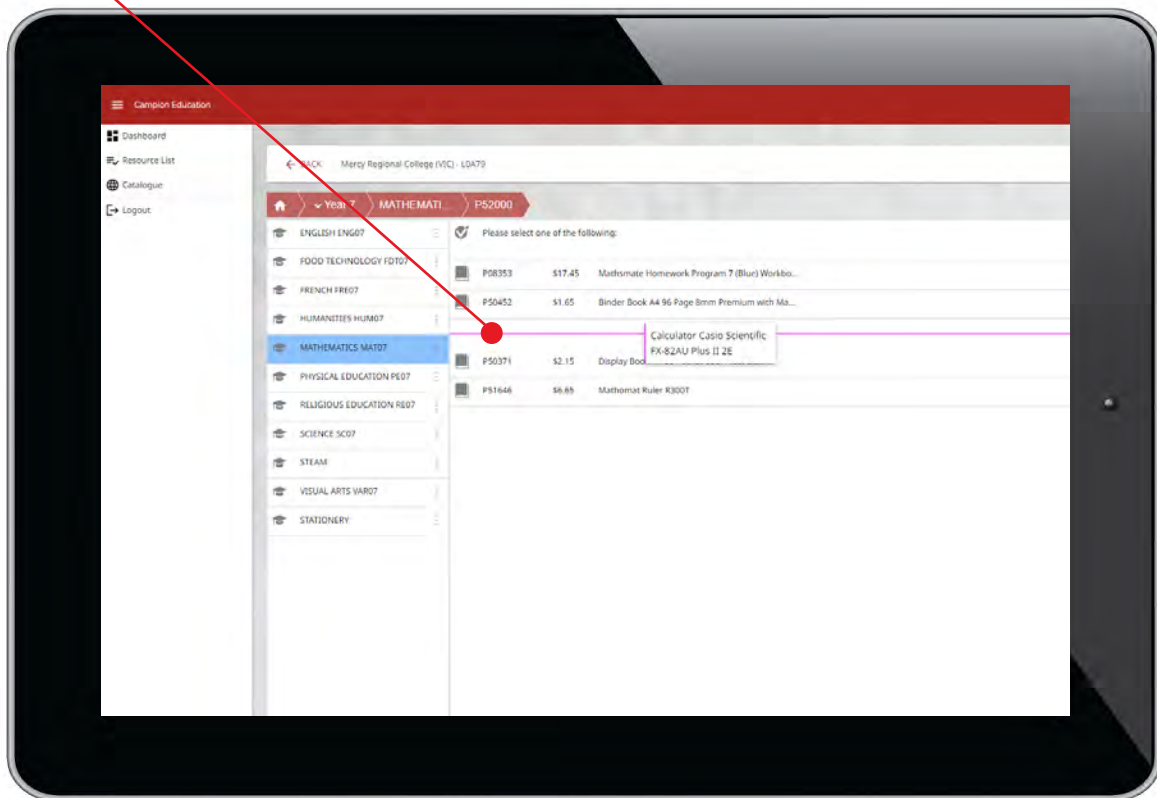
# REARRANGE THE ORDER USING 'DRAG AND DROP'

Users can rearrange the order of products within a Resource List - it's simple!

1

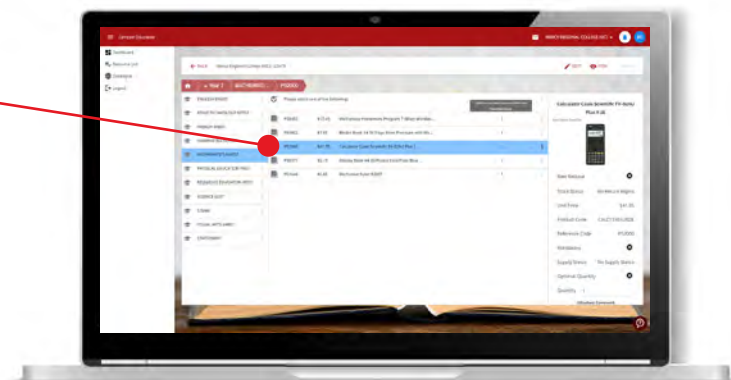
## Drag and Drop

Highlight and click the item you would like to move.  
Then simply drag it to the preferred position.



2

The item will now  
be displayed in the  
preferred order.



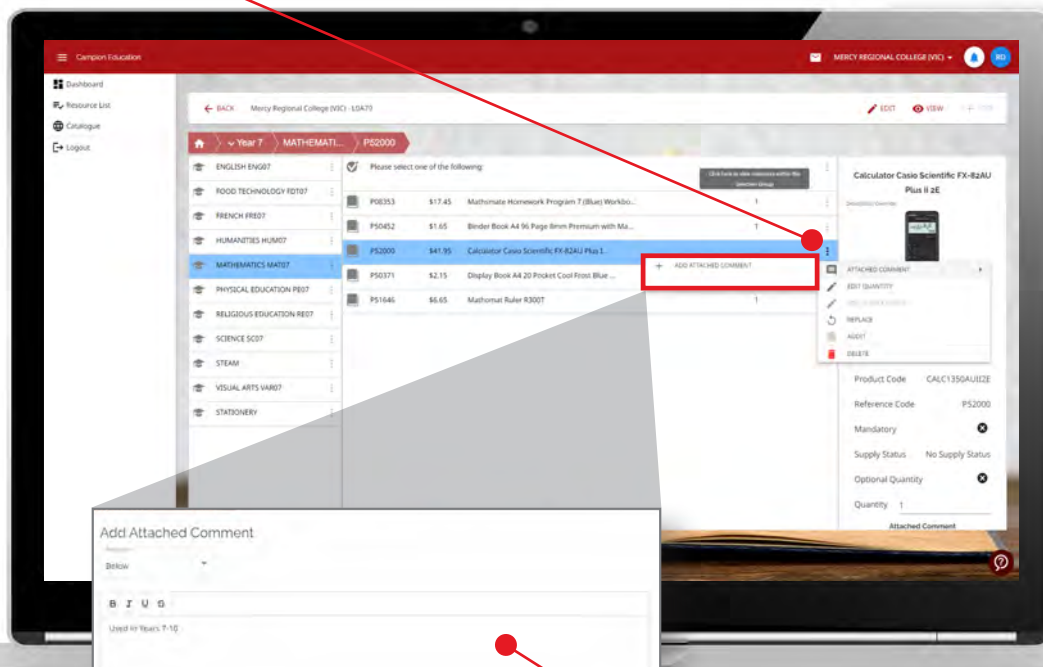
# ADD AN ATTACHED COMMENT TO A PRODUCT OR SUBJECT

Campion Resource List Builder allows a user to attach a comment to a product or subject.

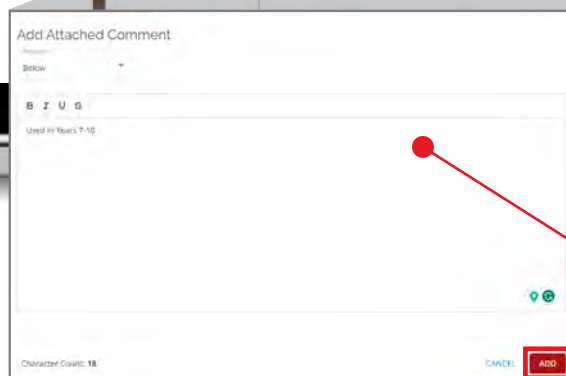
1

To add an attached comment to a product

Select the product and click on the three dots, this will display a drop-down menu with available options. Select 'Add Attached Comment'.



2



3

The attached comment will display within the product.

P50452	\$1.65	Binder Book A4 96 Page 8mm Premium with Ma...	1	
P52000	\$41.95	Calculator Casio Scientific FX-82AU Plus I... Used in Years 7-10	1	
P50371	\$2.15	Display Book A4 20 Pocket Cool Frost Blue ...	1	

A pop-up box will appear. Type in the comment.

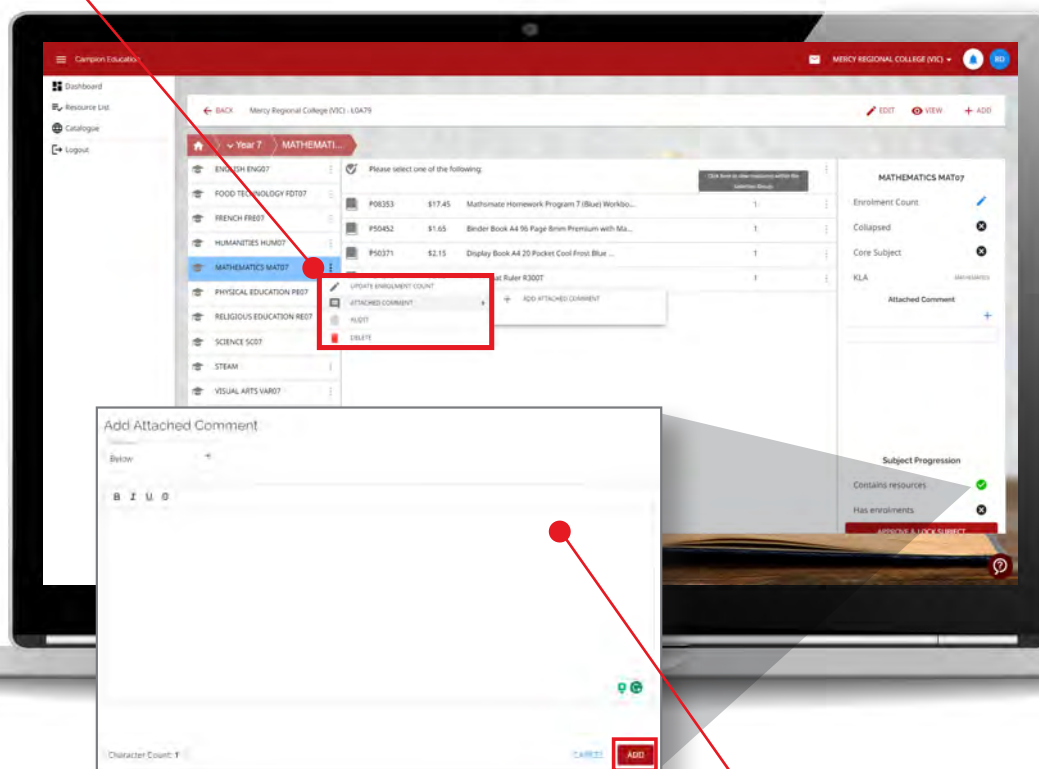
Users have the ability to format the comment using the options in the top panel of the pop-up box (*bold*, *italic*, *underline*, *strike-through*).

Click the 'Add' button to add the comment to the product.

1

### To add an attached comment to a subject

Highlight a subject within the Resource List, click the three dots in the subject row and a drop-down list will appear. Select 'Attached Comment', then click the '+ Add Attached Comment'.



2

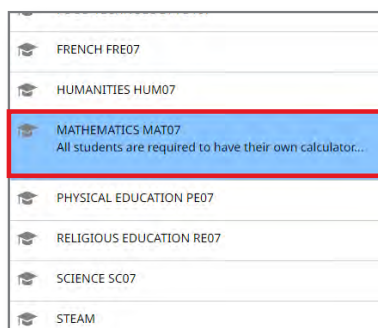
A pop-up box will appear. Type in the comment.

Users have the ability to format the comment using the options in the top panel of the pop-up box (*bold*, *italics*, underline, ~~strike-through~~).

Click the 'Add' button to add the comment to the subject.

3

The attached comment will display within the subject.

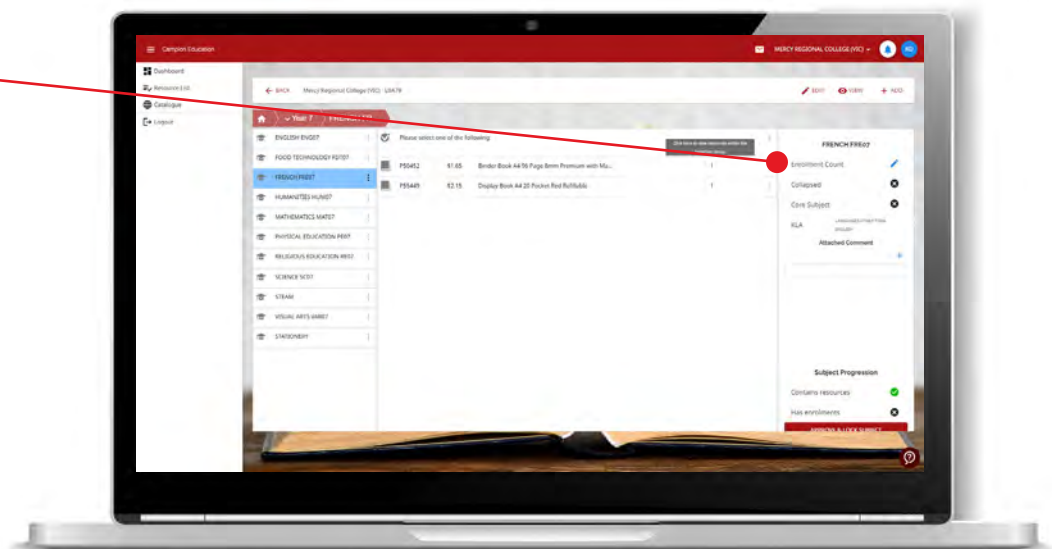


# SET ENROLMENT COUNT IN A RESOURCE LIST

It is important to set the Enrolment Count to help with the most accurate ordering for your school and ensure sufficient stock supply during the busy back-to-school season.

1

'Enrolment Count' is located in the right hand panel. Click the pencil icon to make changes.

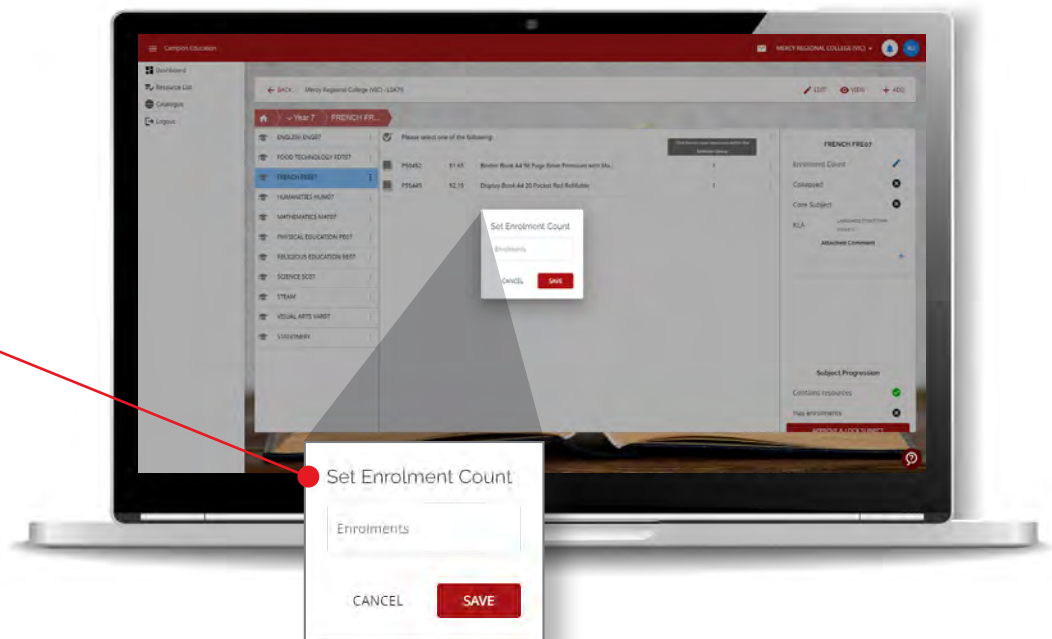


2

A pop-up box will appear.

Enter the number of enrolments and then click the 'Save' button.

*If you are a Head of Department and unsure of the enrolment count, you can still finish and close a subject. It is recommended that you provide an approximate count.*





# RENAMING AND SETTING AN ENROLMENT COUNT FOR HEADINGS WITHIN A SUBJECT

Where headings are used to break up subjects, enrolments are set at a heading level as well as the subject level.

Headings are shown with a Banner Icon

1

Select a heading.

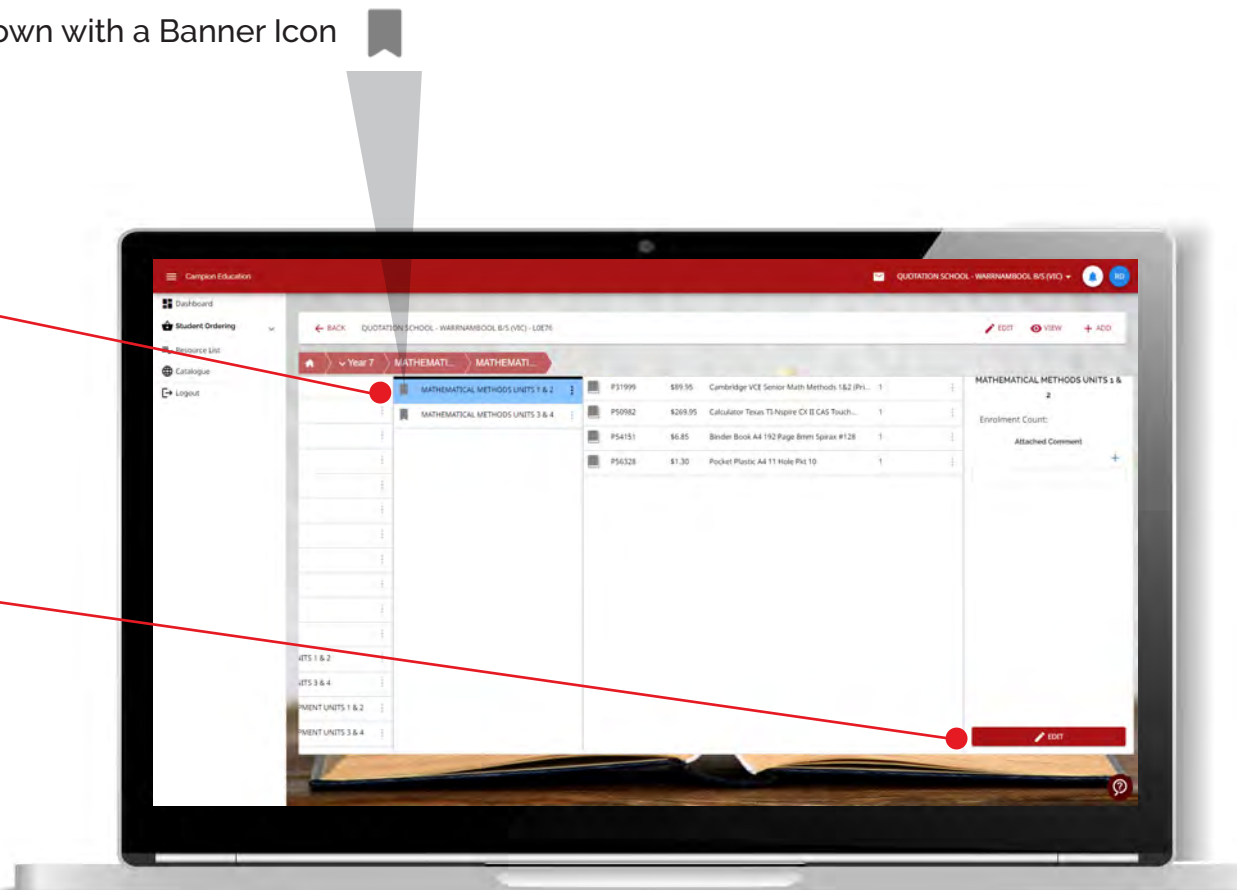
2

Select 'Edit'.

3

A pop-up box will appear.

Enter the updated Heading name and/or number of enrolments and then click the 'Save' button.

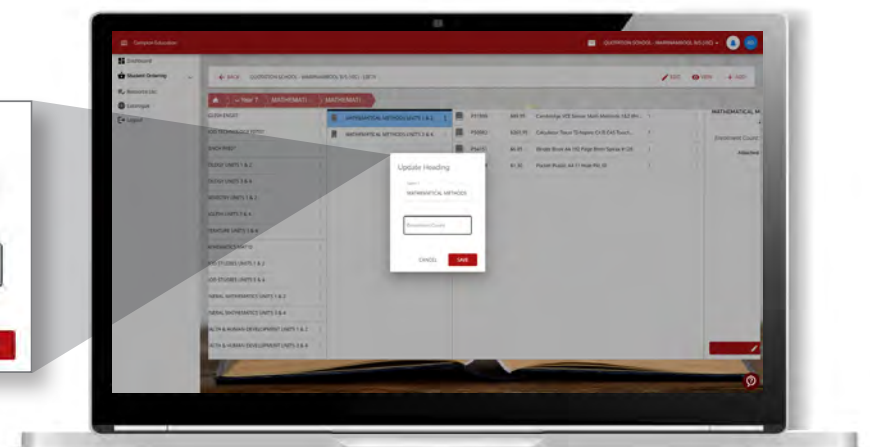


Update Heading

MATHEMATICAL METHODS

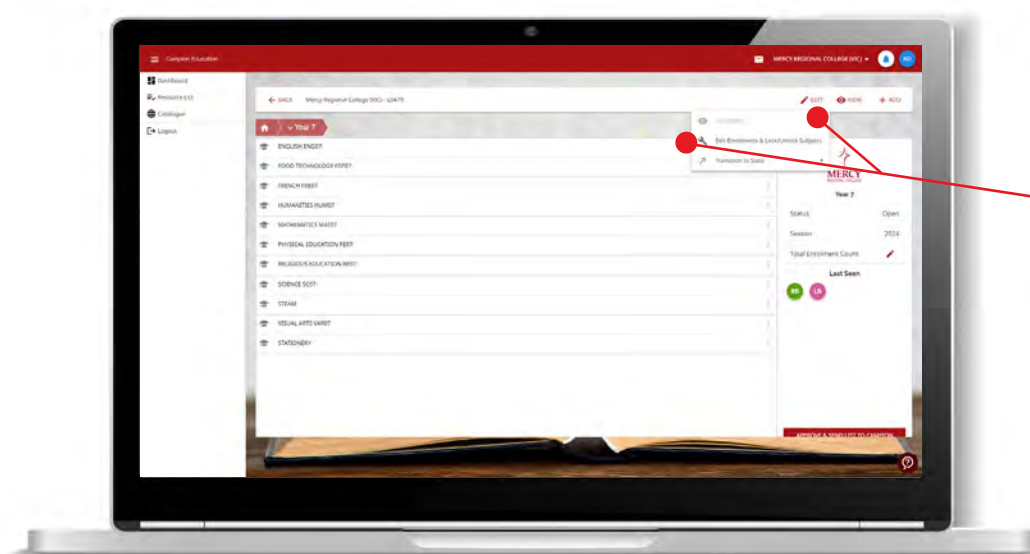
Enrolment Count:

CANCEL SAVE



# SET ENROLMENTS FOR MULTIPLE SUBJECTS LISTED ON A RESOURCE LIST

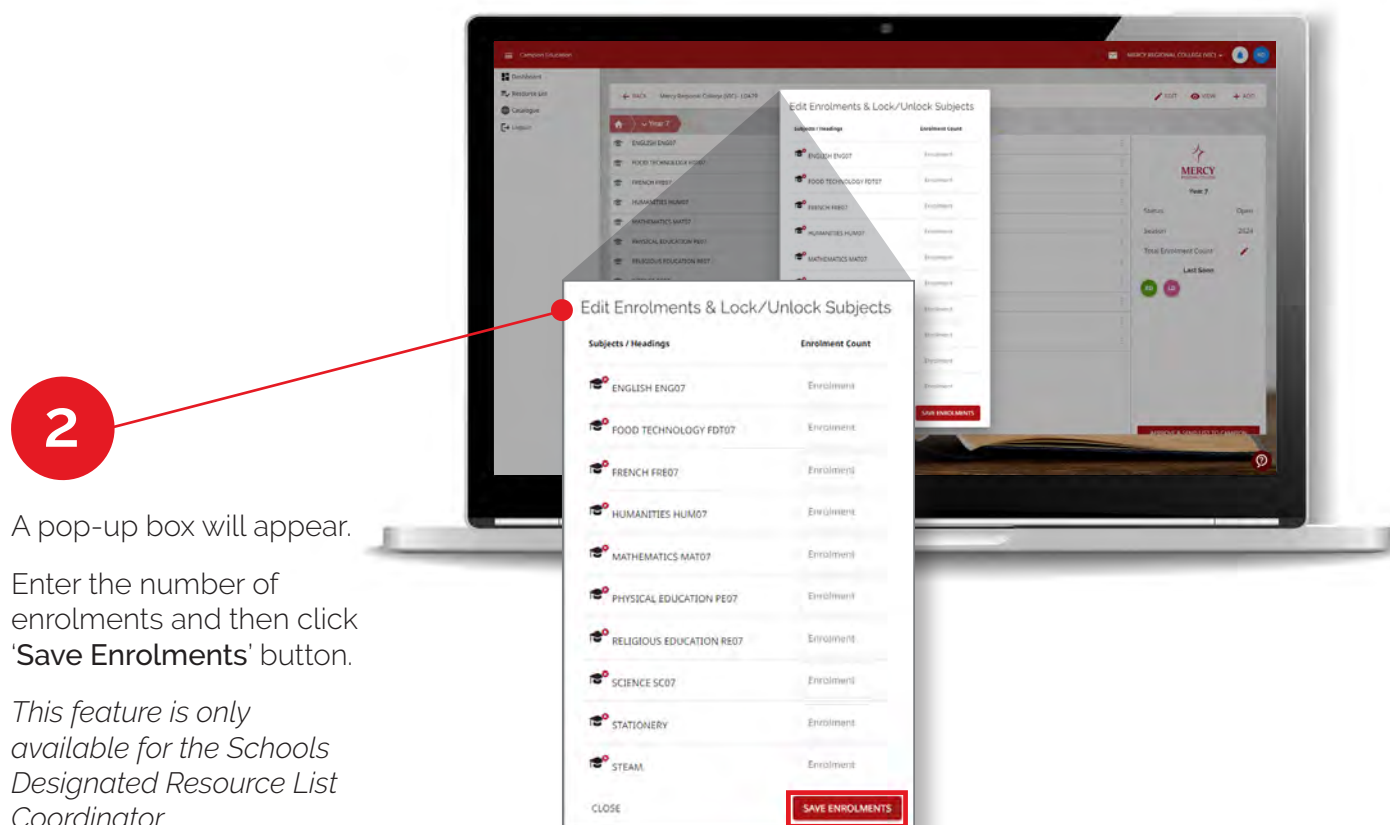
Resource List Coordinators can update multiple subjects Enrolment Counts.



1

Click the pencil icon next to the **EDIT** button in the top pane to make changes.

From the dropdown menu, select 'Edit Enrolments & Lock/Unlock Subjects'.



2

A pop-up box will appear.

Enter the number of enrolments and then click 'Save Enrolments' button.

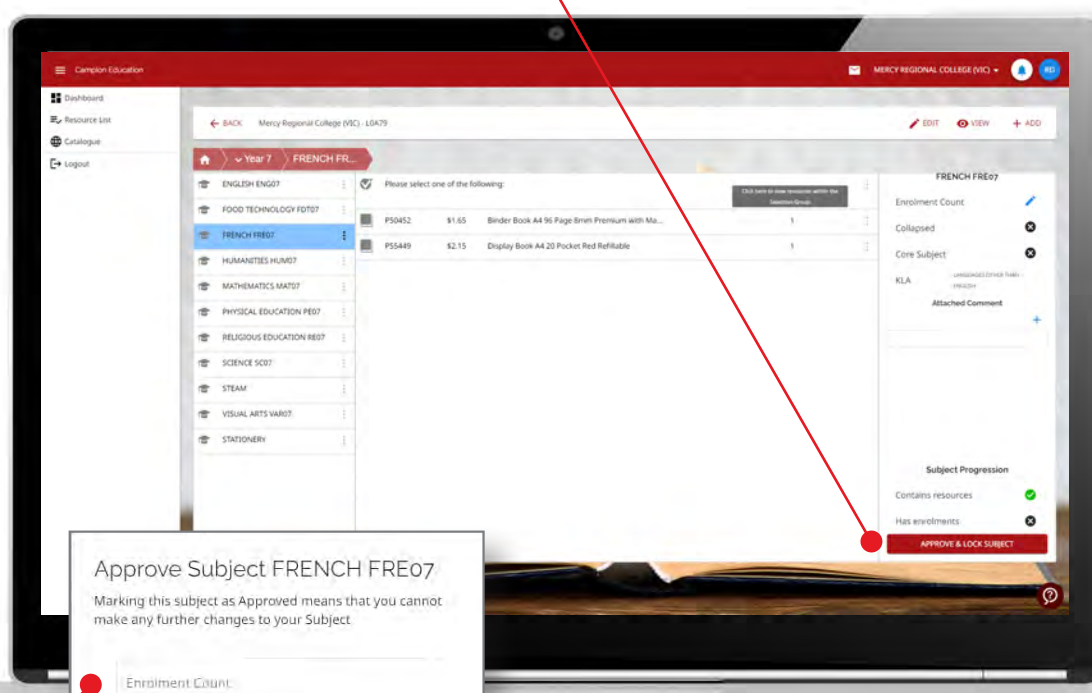
*This feature is only available for the Schools Designated Resource List Coordinator.*

# APPROVE & LOCK A SUBJECT IN A RESOURCE LIST

A subject will need to be approved and locked once a user has finished making all changes.

1

Select the 'Approve & Lock Subject' button in the right hand panel on the dashboard.



## Approve Subject FRENCH FRE07

Marking this subject as Approved means that you cannot make any further changes to your Subject

Enrolment Count:

CANCEL

APPROVE & LOCK

2

A pop-up window will prompt users to add or reconfirm the final '**Enrolment Count**' for the subject. If an Enrolment Count is unknown, please provide an approximate count.

Click the 'Approve & Lock' button.

*If you have any further changes to the subject prior to the final publication of your school list, please contact your dedicated School Support Coordinator.*

3

A small green tick will be displayed next to the subject to indicate the subject has been finalised.



# UNLOCK A SUBJECT

Subjects that have been '**Approved and Locked**' can be unlocked for further changes by the School's Designated Resource List Coordinator up until the coordinator clicks '**Approve & Send List to Campion**' for that list.

**1**

Select the subject to be unlocked.

**2**

On the right-hand side information panel, scroll down and click '**Unlock Subject**'.

**3**

A pop-up box will appear to confirm that you wish to unlock this subject, click the '**Unlock**' button.

**Warning**  
Are you sure you want to unlock ENGLISH ENG07? You will need Approve the subject again.

CANCEL UNLOCK

Once a subject has been unlocked, all users with editing access will be able to edit this subject again. Once all necessary changes have been made, this subject will need to be re-locked.

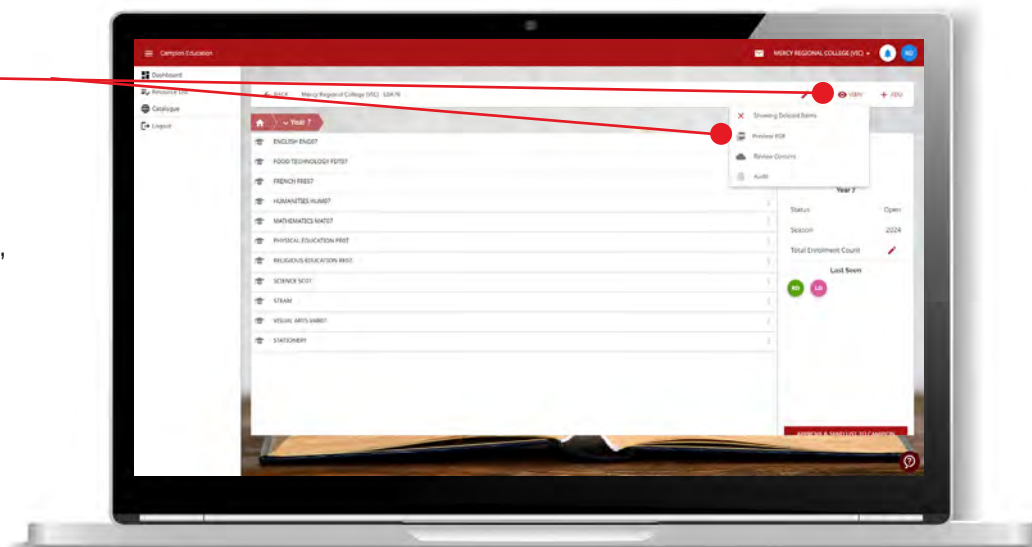


# VIEW A PDF OF A RESOURCE LIST

1

Select the 'View' icon as shown.

Navigate to 'Preview PDF' in the drop-down list.

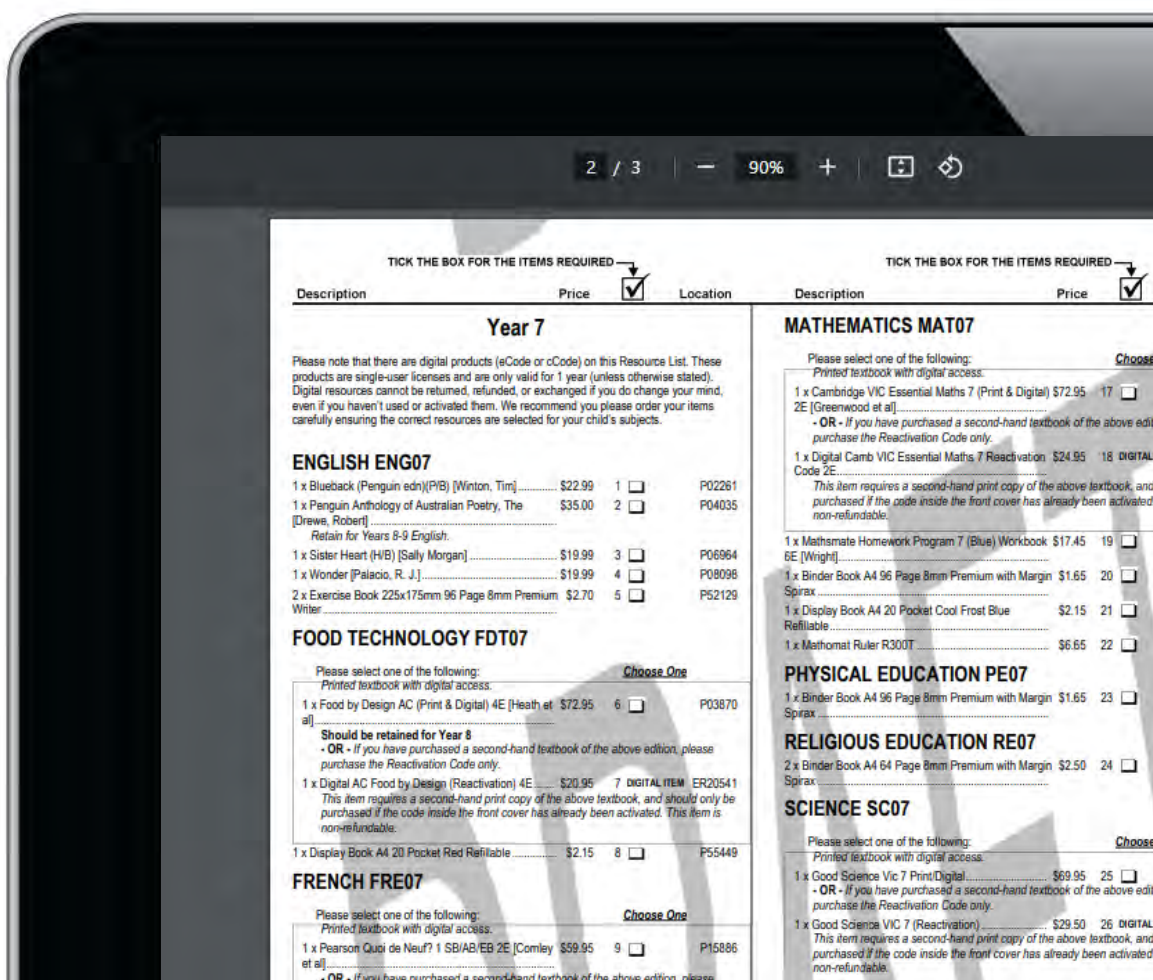


2

A PDF will automatically download.

A user can then display or choose to print a copy of the Resource List.

*Note: The PDF is a draft and displays a 'DRAFT' watermark..*

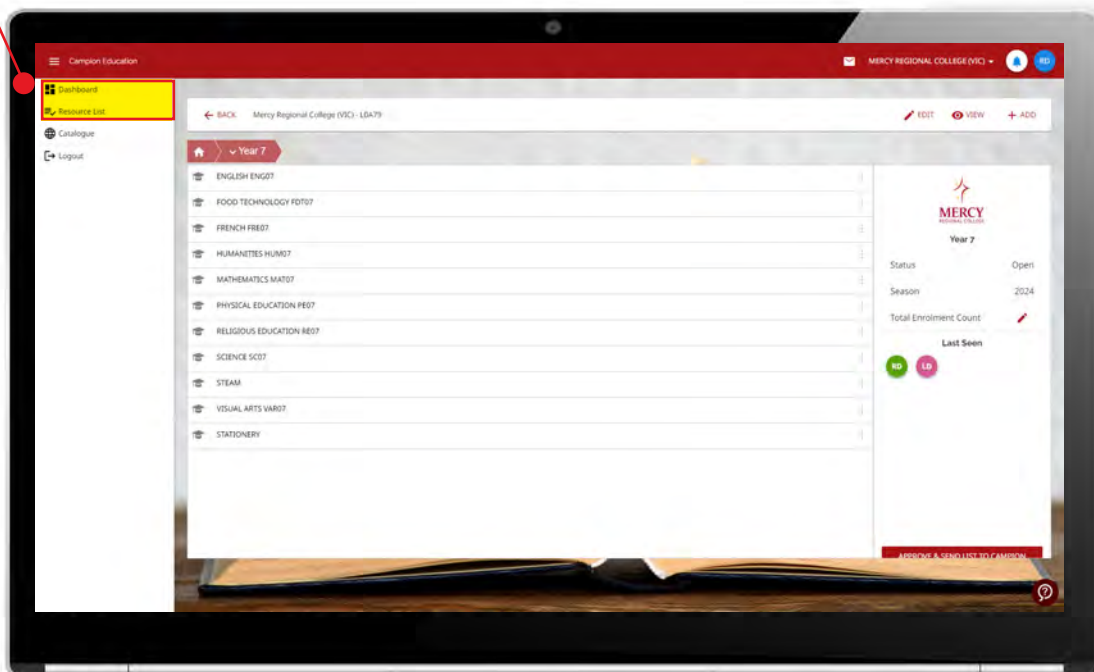




## MOVE TO ANOTHER YEAR LEVEL

1

To move to another year level, select either "Dashboard" or "Resource List" from the left-hand navigation panel.

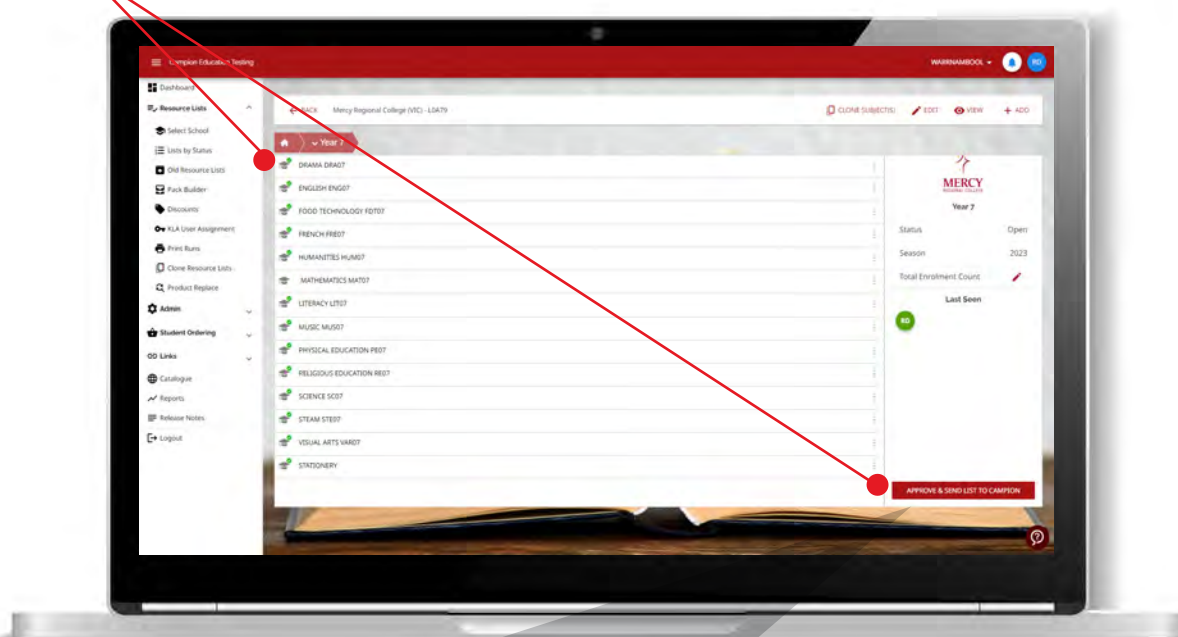


# COMPLETING A RESOURCE LIST

1

When a subject is complete, a small green tick will be displayed next to the subject.

Once all the subjects in a year level are complete, the school Resource List Coordinator will select 'Approve & Send List to Campion'.



## Warning

Would you like to finalise and complete the Year 7 resource list?

CANCEL

COMPLETE

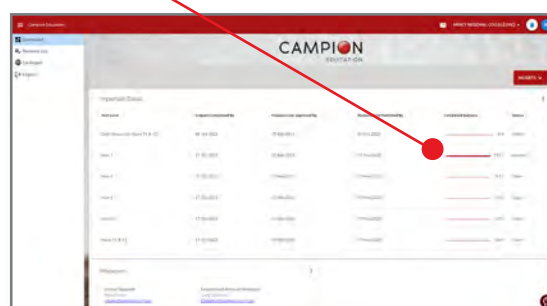
2

A warning dialogue box will appear.

Select 'complete' to continue.

3

The Resource List will then display on the dashboard as 'Finished'.





## Need more information or support?

### Additional support

- To view our **video guide** and step-by-step instructions on how to start using the Campion Education Resource List Builder visit: <https://youtu.be/hEBRG2PnjVM>
- To **have your questions answered** email us by clicking on the envelope icon on the main user dashboard and we will get back to you as soon as we can.
- To **view your support team's contact information** select 'Dashboard' from the left-hand navigation panel. These details show under the heading 'Managers'



Step-by-step video guides on the  
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