



Official Materials Update Form

INSTRUCTIONS, PLEASE READ:

1. **There are three sections in this file which you can find below - Instructions, Supplies, and Hardware & Software.**
 - a. Please fill out "Supplies" section for required and optional art supplies. This is separated into two sub-sections (scroll down): Blick store items, and non-Blick store items. Fill out accordingly.
 - b. Please fill out the "Hardware & Software" section for hardware and software to be listed for each course.-Use forms as needed, but please send whole file with all three sections remaining. Leave unused areas blank.
 - c. **Use one form per course.** If two or more courses are using the exact same list, one form may be used. If you choose, you may send a zip file of all the forms.
 - d. **Please label file with course acronyms and number only**, i.e. FA123, IAD100, ILL101. Eliminate any other words, underscores, and dates in file name. If same supply list is used for more than one course, place dashes to separate course numbers. i.e., AE100-ANM100

2. **All cells are mandatory unless not applicable or otherwise stated.**
 - a. Please fill out course and contact information at the top of the "Supplies" section. **This entire section is mandatory.**
 - b. **Onsite(OC) or Online(OL) cell:** indicate whether this materials update is for an onsite course or an online course. If the updates are exactly the same for both OC and OL, you may use one form.
 - c. **"Semester Effective" cell:** Indicate the semester which the updates will be implemented. Usually an upcoming semester, not the current semester.
 - d. **"New List or Update" cell:** A new list means it's a new course, there isn't an existing list, and/or all items on the current list need to be removed/replaced. Otherwise it's an update of a list already --visible online.
 - e. Your department director **must** approve updates. Please obtain a signature (left portion of designated box for typed signature; right portion for electronic/digital ID) and the date signed.

3. **Blick items:**
 - a. List new Blick items to be added in the "Blick Store Items" section. Copying and pasting store item name and number is preferable for accuracy.
 - b. List Blick items to be removed, replaced, changed in requirement and/or changed in quantity. Fill in cells as indicated.
 - c. "Item Notes" cell: A note to accompany a specific item that students can see in the LMS, ie. "Students may buy this product in blue or black." This cell is not required. AAU staff may change wording as necessary.
 - d. "OL only" cell: For any changes to materials list, please indicate which module assignment or reading is effected for Online courses to ensure content will also be updated accordingly. **This cell is mandatory for any OL changes.**
 - e. Per AAU policy, **materials should be sourced from Blick** whenever possible. Use other vendors as a secondary source when an item is not available at Blick.

4. **Non-Blick store items:**
 - a. List supplies not available from the Blick store under "Non-Blick Store Items & Specialty Items" section. Provide an item-specific URL, SKU number, and item description for each non-Blick item so that availability can be verified.
 - b. Remember to check the Blick website at dickblick.com before listing Amazon, and/or other websites.

5. **Final reminders:**
 - a. Please make sure the item number and item description matches.
 - b. Be careful of listing numerous sets of an item. For example: Verithin Colored Pencils - 12 set... quantity 3. Do you need three individual pencils? Or three sets of 12? Please double-check.
 - c. Be careful to not list duplicates.
 - d. Can't find an item? Contact Sheila Mihardja at ext. 8464 OR SMihardja@academyart.edu
 - e. Any questions? Do not hesitate to contact us! We are happy to help!

6. **Last but not least...**
 - a. Make sure you have your department director's signature on the form and that date signed.
 - b. Email completed form(s): **for ONSITE** to materials@academyart.edu and **for ONLINE** to: courseupdates@academyart.edu
 - c. Please name this file with COURSE + NUMBER ONLY please :)

NON-BLICK STORE ITEMS & SPECIALTY ITEMS

Action (Choose One) - Add - Remove - Replace - Change Quantity - Change from REQ. to OPT. - Change from OPT. to REQ.	Vendor, Item Name/Number, & URL Note: URL is not necessary for household items (paper towels, toothbrush, etc.) or "found" items (driftwood, tree leaves, etc.). Please provide a URL for all other new items to be added. Thank you.	Replacement Vendor, Item Name/Number, & URL Note: URL is not necessary for household items (paper towels, toothbrush, etc.) or "found" items (driftwood, tree leaves, etc.). Please provide a URL for all other new items to be added. Thank you. (If applicable)	Quantity	Required or Optional?	Item Notes (if applicable) To be seen by students in LMS	OL only Which module assignment or reading is effected?
	Vendor	Vendor				
	Item # & Name	Item # & Name				
	Item specific URL	Item specific URL				
	Vendor	Vendor				
	Item # & Name	Item # & Name				
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