1. INDIVIDUAL STUDENT

2. CLASS with class barcodes

Checkout Scenario #1

Individual Student comes to bookroom to check out books



page is shown	Black, Sirius (Student: P 123475)	View Classes	∦ Edit Patron		
	Checked Out Textbooks: 0		Grade Level 8		
	Overdue Textbooks: 0		Homeroom McGonagall		
	Fines Library: \$0.00 / Text	tbooks: \$0.00			
	Patron: \$0.00		Only today's check outs		
	- Items Out				
		There are no materials checked out to this	patron		
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			• Te Patron By Class To Teacher		
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		Only search Patron Names -			
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Step 3 - Scan d	lesired Textbook's barcode	Black, Sirius (Student: P123475)	Grade Level 8		
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Checkout Scenario #2

Teacher brings her class to the textbook room to check out their books.



List class barcodes				Step 4 - Click 'Select' button
Include	Selected Teacher 🝷	Undefined Select		
Sections	Click Select to cho	oose a Teacher		
	Include barcode	number		
	Include Textbook	Circulation command barcodes	3	
			Run Report	
Find Patron Snape	in All	Search	Cancel	<u>Step 5 - Enter Teacher's name in</u> <u>the 'Find Patron' window,</u> <u>Click 'Search'</u>
Searched All for "snape" Patrons 1 - 1 out of 1			<u>Step 6 -</u>	C lick 'Select ' button on the right
Last 🔻 , First Middle	Barcode			
Snape, Severus	PG23456	68 View 🕈 Select		
Patrons 1 - 1 out of 1				

In the 'List Class Barcodes' window-

class barcodes	· · · · · · · · · · · · · · · · · · ·	Step 7 - C lick on the arrow on the 'Selec
Include	Selected Teacher	Section' drop down menu
Sections	Select a Section	Step 8 - Choose individual section or choo
	Select a Section All Current Sections All Future Sections 3th Grade Algebra - (Starts: 8/8/2011) Period 4 / Section 1	'All Current Sections'
	Run Report	
class barcodes		-Make sure 'include barcode number' box i
class barcodes Include	Selected Teacher - Snape, Severus Select	-Make sure 'include barcode number' box i checked
class barcodes Include Sections	• Selected Teacher • Snape, Severus 8th Grade Algebra - (Starts: 8/8/2011) Period 4 / Section 1 •	-Make sure 'include barcode number' box i checked
class barcodes Include Sections	• Selected Teacher ▼ Snape, Severus ♥ Select 8th Grade Algebra - (Starts: 8/8/2011) Period 4 / Section 1 ▼ ♥ Include barcode number	-Make sure 'include barcode number' box i checked

If Status is 'In Process' or 'Pending'

ow All]

When Status is 'Completed'

Step 11 - Click 'View'	Jobs 1 - 25 out of 712		Jobs 1 - 25 out of 712			1 <u>2 3 4 10 19 29 [Next >>] [Show All</u>]	
	al I	Job	al d	Job	Status	\frown	
		Class Barcodes		Class Barcodes	Completed (6/12/2011 12104 PM)	View 🛍	

(continued on next page)

The following page with barcodes will appear:



Step 12 - Print out class Barcode pages

To check Textbooks out to Students with Class Barcode List

Check Out Text

Catalog Circulation

Step 1 - C lick 'Circulation tab'

In 'Circulation' window-



Reports Back Office

-Make sure cursor is showing in the 'Find' window

Step 2 - Scan Barcode directly under Student's Name



-Student's Account page is shown

Black, Sirius	(Student: <u>P 123475</u>)			🖌 Edit Patron		
Checked Out Textbooks: 2		Grade Level 8				
	Overdue Textbooks: 0	Homeroom McGonagall				
	Library: \$0.00 / Textbooks: \$0.00 Patron: \$0.00					
Itoms Out		Only today's check outs				
Due Date	Title	Price	Checked Out			
8/8/2012	Glencoe Teen Health, Course 1 (Copy: 4000000000001)	\$53.32	8/12/2011	Renew		
8/8/2012	Holt California Geometry (Copy: 400000000061) Class: 8th Grade Algebra 00001/Section: 1; Period: 4 (Severus Snape)	\$76.60	8/12/2011	Renew Lost		

Step 3 - Scan desired Textbook's barcode

-Item scanned will show up on Student's Account page



Make certain that cursor is again showing in the 'Find' window, repeat steps 2 and 3 for remainder of Students in class

TRANSACTION IS COMPLETE