

## Technology Instruction Page

### Library Online Catalog

1. Click on to the "Eddins' Library Search" icon in your Novell window when at school or go through the McKinney Independent School District website. Go to the Eddins Website and scroll down to "Visit Website".

The screenshot shows the Eddins Elementary website. On the left, there is a navigation menu with links for Learning Centers, DEPARTMENTS, NEWS & EVENTS, and CALENDARS. Below the menu is a tree graphic and the school's address: One Duvall Street, McKinney, TX 75069, 469-742-4000. The main content area features a 'Campus Statistics' table. A red arrow points to the 'Visit School Web site' link in the table, which is circled in red. The footer contains copyright information, legal statements, and links to the Info Center, Staff Directory, Contact Us, and RSS.

Campus Statistics	
Year Opened:	2010
School Enrollment:	
TEA Rating:	
School Mascot:	Marshals
School Colors:	Red, Blue and Silver
School Hours:	8:00 a.m. - 3:00 p.m.
School Menu:	<a href="#">View Menu</a>
School Website:	<a href="#">Visit School Web site</a>
Campus Improvement Plans	No current improvement plans

2. A new page will pop up showing Eddins Elementary Wildcats. Click on the "Library" tab on the top right side of the screen.
3. The Eddins Library Page will be on the screen. Click on the Library Search link.
4. The next screen will open to the Destiny page for the Eddins library. You are able to search our library and other MISD libraries to find the needed materials.

**Eddins Elementary** Login

**Catalog**  
Library Search

Library Search How do I... ?

Destiny Quest  
Resource Lists

**Find**

**Narrow your search to...**

Location

Format

Award Winner  ?

Reading Level From  to

Interest Level From  to  ?

Reading Programs  ?

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5. Click on "Add to this List" for the requested titles of the books that you want to check out of the library. Repeat this process for each book.

Search All Words

Searched for (Clifford) in

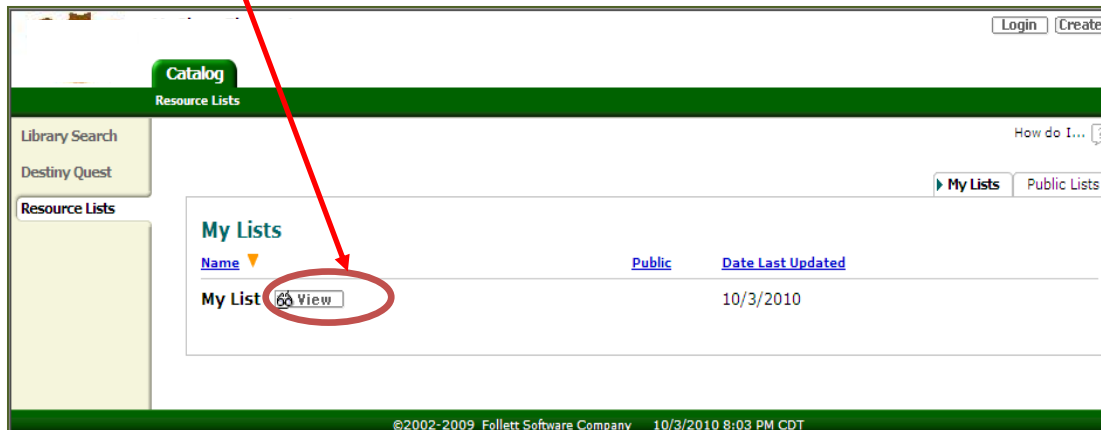
[\[ Refine your search \]](#) My List

Titles 1 - 25 out of 59 Sort By   1 2 3 [ Next >> ] [ Show All ]

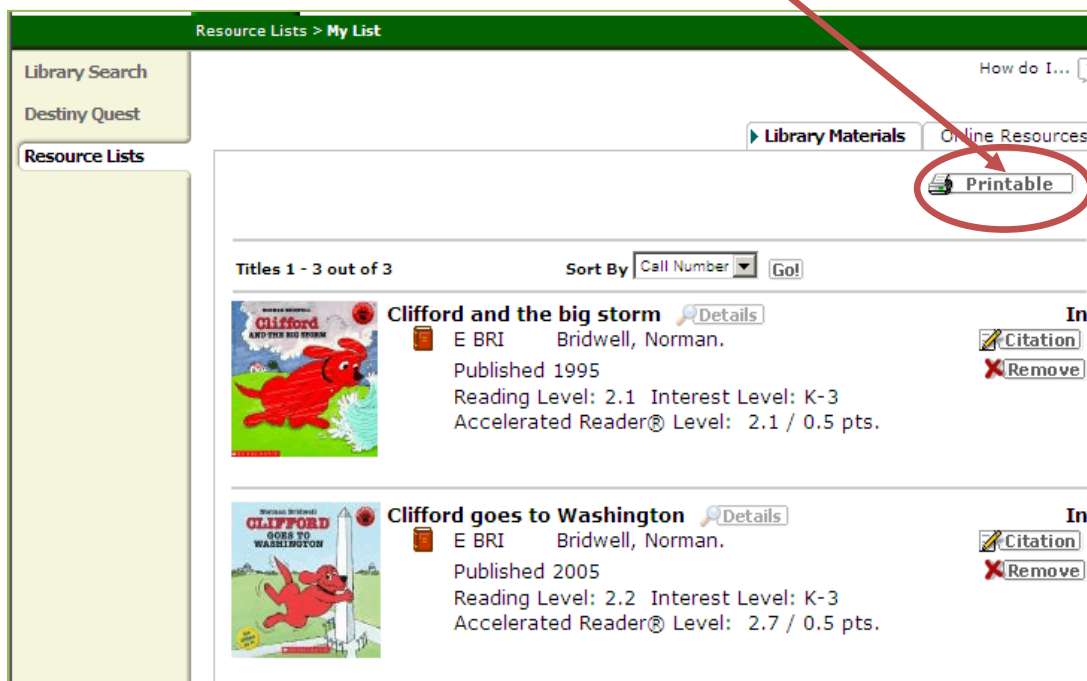
	<b>Clifford goes to Washington</b> <input type="button" value="Details"/> E BRI Bridwell, Norman. Published 2005 Reading Level: 2.2 Interest Level: K-3 Accelerated Reader® Level: 2.7 / 0.5 pts.	2 of 2 available <input checked="" type="button" value="Add to this List"/>
	<b>Clifford goes to Hollywood</b> <input type="button" value="Details"/> E BRI Bridwell, Norman. Published 1980 Reading Level: 1.5 Interest Level: K-3 Accelerated Reader® Level: 2.0 / 0.5 pts.	2 of 2 available <input checked="" type="button" value="Add to this List"/>
	<b>Clifford to the rescue</b> <input type="button" value="Details"/> E BRI Bridwell, Norman. Published 2000 Reading Level: 2.3 Interest Level: K-3 Accelerated Reader® Level: 1.6 / 0.5 pts.	2 of 2 available <input checked="" type="button" value="Add to this List"/>

6. When your list is complete, click on the "Resource Lists" on the top left side of the screen. Then the Resource Lists will be the next screen that you will see. Click on "View" button and the list of all the books that you requested will be shown with their citations.

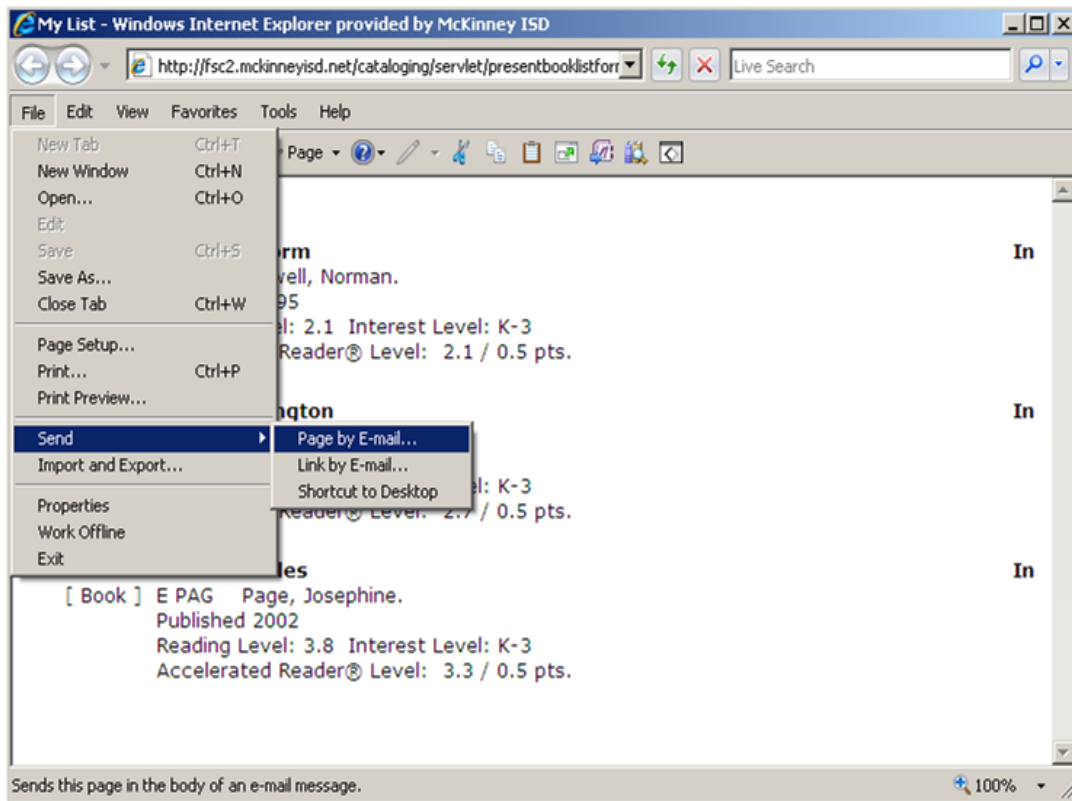
©LPPH



7. Select the "Printable" button on the right side of the page.



8. Then a new window will pop up showing you "My List". On the top left side of your screen, click "File>Send>Page By E..mail".



9. The final window will connect to the "Mail to..." and you will need to type in Jan Peaden. She will pull the requested materials and deliver them to your mailbox.

10. Please allow 24 hours for your request and it will take 3 days if you chose books from another campus.

Name \_\_\_\_\_ Date \_\_\_\_\_

Grade Level \_\_\_\_\_

## Documentation Page

### Library Online Catalog/Book Lists

I have completed five different Online Library Search Book Lists using my grade level curriculum/TEKS. The five book lists were made by me and not by the students. I will print the emails/ documentation sheet and place them into my Technology Folder.

Every one of my students has created a book list to be placed in their library folder (which shows the appropriate range of their reading). The students will come to the library with their printed out book list to help them find and check out new books.

Signature \_\_\_\_\_