

# Back to School Checklist



## On Your Computer's Browser:

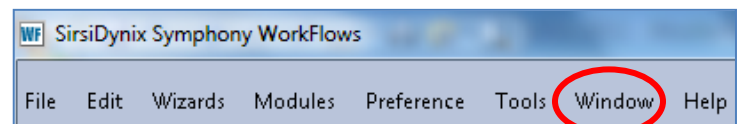
- Bookmark the INFOhio website – [www.infohio.org](http://www.infohio.org)
- Bookmark the Sirsi manual – <http://www.infohio.org/educators/library/workflows-handbook>
  - Not password protected if you are accessing from school, otherwise
  - Use your schools INFOhio ER login or the statewide generic of
    - User name: infohio
    - Password: power

## For Students and Teachers:

- Prepare bookmarks and handouts for INFOhio resources (Toolkit on INFOhio website > Library staff tab > INFOhio toolkit or <http://www.infohio.org/educators/library/toolkit> )
- If using My Account in CAT, plan instruction (Use Sirsi Manual Public Portal My Account in Cat tip sheet and customize to meet your needs). Contact NEOnet if you want to customize CAT / CAT Jr. for your school.
- INFOhio has a great Core Collection of resources to support the Common Core. Go to the following trail for Quick Start guides, PowerPoints, and other tools to familiarize you with key features and assist in instruction. The bread crumb trail for these are:  
***Library Staff / INFOhio Toolkit / Presentations  
Educators / Tools & Resources / Curriculum Toolbox***
- Check out and “like” INFOhio’s Facebook page. Check it frequently to keep up to date on the latest developments in education, libraries, Common Core, and much more!

## In Sirsi:

- Workflows was updated this year. After logging into WorkFlows at the top click on **Help** and select **About**. The current version is 3.5.0.0.1259
- Check your properties! Tech people often reimage computers over the summer. Try to print a report. If you get an error, you’ll need to reset your printer pathway. The Setting the Print Pathway manual section bread crumb trail is ***Library Staff / Workflows Handbook / Reports***
- If you got a new computer or a fresh install of Sirsi, locate the word “Window” at the top of your screen. If it’s **not** there, click Preference > Desktop > Desktop Setup and check Multiple Windows Mode and Tabbed Windows at the bottom of the pop up screen.



- Create any new report templates you will need. Contact NEOnet for assistance.
- Check Back to School Reports for tips on creating class lists, barcodes, etc. Found on the INFOhio website at the breadcrumb trail of ***Library Staff / Workflows Handbook / Reports / Favorite Reports***