



Library User Group

September 13, 2016

1:00 PM

Presented by Autumn Roper

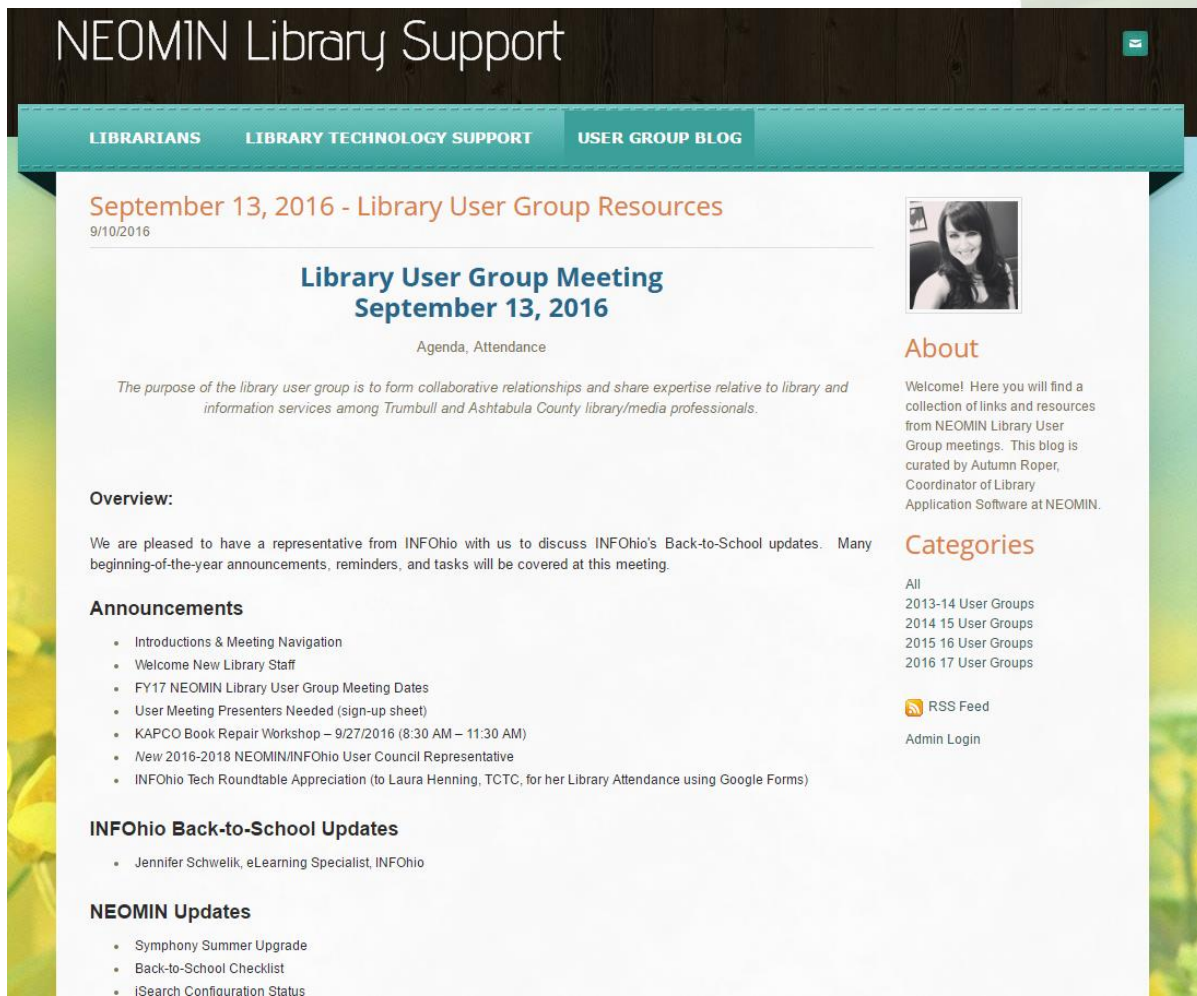
Northeast Ohio Management Information Network

Introductions

- **Autumn Roper,**
Coordinator of Library Application Software,
Coordinator of Special Education Services (NEW)
NEOMIN
- **What's your Name & Building?**

Meeting Navigation

- <http://neolibrary.weebly.com/user-group-blog>



NEOMIN Library Support

LIBRARIANS LIBRARY TECHNOLOGY SUPPORT USER GROUP BLOG

September 13, 2016 - Library User Group Resources

9/10/2016

Library User Group Meeting September 13, 2016

Agenda, Attendance

The purpose of the library user group is to form collaborative relationships and share expertise relative to library and information services among Trumbull and Ashtabula County library/media professionals.

Overview:

We are pleased to have a representative from INFOhio with us to discuss INFOhio's Back-to-School updates. Many beginning-of-the-year announcements, reminders, and tasks will be covered at this meeting.

Announcements


- Introductions & Meeting Navigation
- Welcome New Library Staff
- FY17 NEOMIN Library User Group Meeting Dates
- User Meeting Presenters Needed (sign-up sheet)
- KAPCO Book Repair Workshop – 9/27/2016 (8:30 AM – 11:30 AM)
- New 2016-2018 NEOMIN/INFOhio User Council Representative
- INFOhio Tech Roundtable Appreciation (to Laura Henning, TCTC, for her Library Attendance using Google Forms)

INFOhio Back-to-School Updates

- Jennifer Schwelik, eLearning Specialist, INFOhio

NEOMIN Updates

- Symphony Summer Upgrade
- Back-to-School Checklist
- iSearch Configuration Status




About


Welcome! Here you will find a collection of links and resources from NEOMIN Library User Group meetings. This blog is curated by Autumn Roper, Coordinator of Library Application Software at NEOMIN.

Categories

- All
- 2013-14 User Groups
- 2014 15 User Groups
- 2015 16 User Groups
- 2016 17 User Groups

 RSS Feed

[Admin Login](#)



FY17 User Group Meetings

- Eight meetings this school year
- **NEEDED: Volunteer meeting presenters**
 - Two presenters per meeting
 - Sign-up sheet



Welcome New Library Staff

- **Stacey Biery**, Bascom ES, LaBrae
- **Robin Williams**, Conneaut MS
- **Karen Mannion**, Gateway ES, Conneaut
- **April Watts**, Lakeshore Primary, Conneaut
- **Christina Kittle**, Jefferson K-8, Warren



Library Staff Changes

- **Jane Snowberger, Hubbard HS/MS**
 - Temporary assignment while Megan Phiel is on maternity
- **Joy Angelo**
 - Moved to Warren G. Harding Library
 - *NEW* 2016-2018 NEOMIN/INFOhio User Council Representative



KAPCO Book Repair Workshop



Kary Barth, Regional Sales Manager
for [Kapco Library Products](#).

- This workshop addresses specific, common repairs:
 - Re-inserting loose pages
 - Broken spines
 - Torn header caps
 - Ripped and torn pages

Date/Time: Tue 9/27/2016 from 8:30 AM to 11:30 AM

[**REGISTER**](#)

INFOhio Tech Roundtable Appreciation

**“There were literal “oohs”
and “aahs,” and within
seconds the other providers
furiously started typing
emails to share the idea
with their users.”**

Theresa M. Fredericka
Executive Director, INFOhio

Google Forms/Sheets for Library Attendance and Usage Statistics Reporting



Google Forms/Sheets by:

Laura Henning, Media Specialist

Trumbull Career and Technical Center

laura.henning@tctchome.com

(330) 847-0503 x1410

Presented by:

Autumn Roper,

Coordinator of Library Application

Software, NEOMIN

2015-2016 Media Center Sign-In

Please sign in. You can also sign out by using this form, or you can just let Mrs. Henning know you're leaving. IF YOU DON'T SIGN IN, YOU WERE NEVER HERE IF SOMEONE ASKS.

* Required

Last Name *

Your answer

First Name *

Your answer

Program Name *

Choose

Whose class are you coming from? *

Choose

What are you working on? *

Choose all that apply

Printing

Google
Form

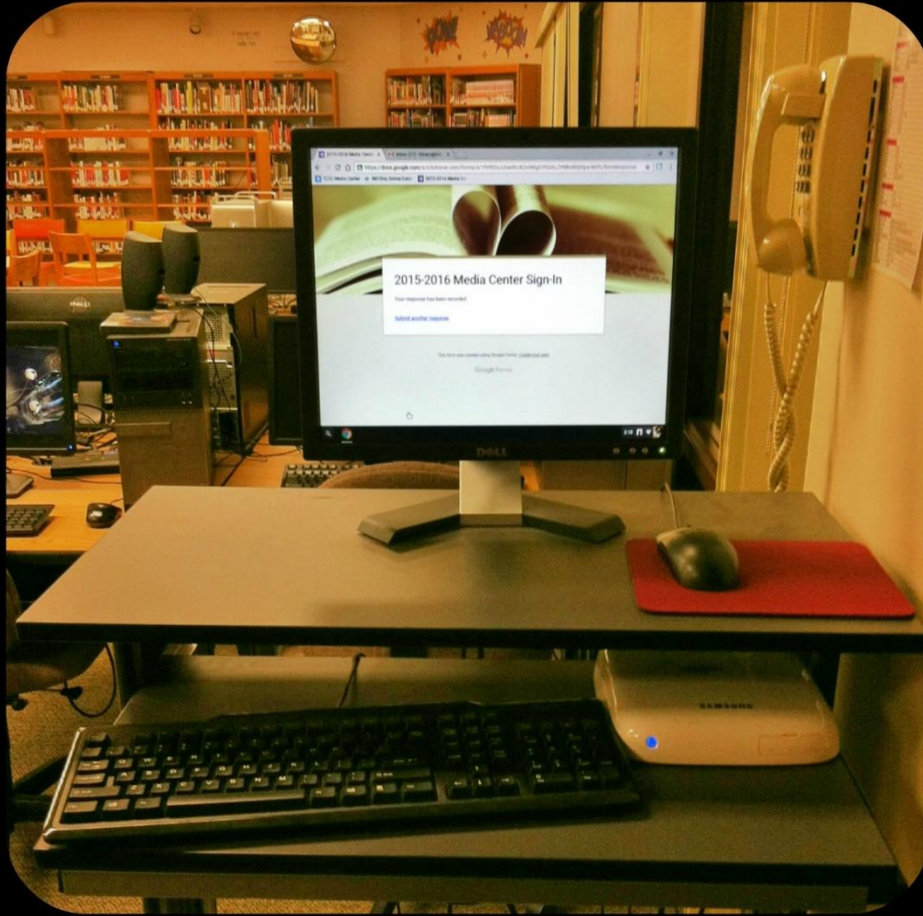
Saves

Google
Sheet

Viewable by all
teachers!
*Via iPad, Phone, or
Computer*

2015-2016 Media Center Sign-In (Responses)					
File Edit View Insert Format Data Tools Form Add-ons Help					
fx =query('Form Responses 1'!A:Z, "select * order by A desc", 1)					
	A	B	C	D	E
1	5/20/2016 11:11	Mary	Jones	Biotechnology	Bindas
2	5/20/2016 11:01	Smith	Jon	Biotechnology	Burton
	5/20/2016 11:01			Electrical Techn	Antenucci
	5/20/2016 11:01			Animal Science-	Billock
	5/20/2016 11:01			Exercise Scienc	Bettura
	5/19/2016 10:50			AFJROTC	Adams
	5/19/2016 10:50			Engineering Tec	Adams
8	5/19/2016 10:50	Stitt	Patrick	Landscape & De	Lunch
9	5/19/2016 10:50				Deuble
10	5/18/2016 13:25				Sommers,
11	5/18/2016 13:25				Sommers,
12	5/18/2016 13:25				Deuble
13	5/18/2016 13:25				Miller, Jane
14	5/18/2016 13:25				Miller, Jane
15	5/18/2016 13:25				Lunch
16	5/18/2016 13:25				Lunch
17	5/17/2016 13:25	Hayford	Lymon	AFJROTC	Russell, Le
18	5/17/2016 13:24	Collins	Krista	Cosmetology	Russell, Le
19	5/17/2016 13:24	Lewis	Katelyn	Animal Science-	Russell, Le
20	5/17/2016 13:12	roberts	taylor	Animal Science-	Miller, Jane
21	5/17/2016 13:02	Lowry	Nicholas	Welding & Cuttin	Wright
22	5/17/2016 13:01	Lowry	Nicholas	Welding & Cuttin	Wright
23	5/17/2016 9:02:3	zetterquist	jacob	Construction Tec	Sommers,

TCTC Student Sign In/Out Stations



Google Forms/Sheets for Library Attendance and Usage Statistics Reporting

- Laura created an Overview Video using Screencast:
<https://drive.google.com/a/neomin.org/file/d/0B-gBeZJANbftTmd4NII1Y0xhbzQ/view> (8 min)
- Link to formula for reverse sorting:
<https://productforums.google.com/forum/#!topic/docs/MUNxz64Lo0Q>
- Usage Statistics:
Google Sheets Menu > Form > Show Summary of Responses

Back-to-School Updates



Jennifer Schwelik,
INFOhio eLearning Specialist



NEOMIN Updates

Symphony Summer Upgrade

- Log into Workflows, go to Help, Contents...
Version 3.5.1.1
- No notable changes
- Any problems upgrading, reference Page 10 of the Installation guide



Back-to-School Checklist



FY17 Back-to-School Checklist for Librarians

Review and Complete Necessary Tasks

On Your Computer's Browser

- Bookmark the NEOMIN Library website - <http://neolibrary.weebly.com>
- Try logging into NEOMIN's Helpdesk Portal - <https://support.oecd.org>
- Bookmark and review the INFOhio website - <http://www.infohio.org/>
- Check for INFOhio Toolkit/Handbook updates - <https://www.infohio.org/educators/library>
- Bookmark and reference the WorkFlows Handbook - <http://www.infohio.org/educators/library/workflows-handbook>



Handout

For Students and Teachers

- INFOhio's username and password did change this year. UN: [infohio](http://www.infohio.org/) PW: _____ Also know your *District username/password* to access electronic resources from home.
- Prepare bookmarks and handouts for INFOhio resources (posters, flyers, presentations, etc)

Isearch Configuration Status

- The remaining NEOMIN schools are now configured to use Isearch.
- **URL format:**

Descriptive Name

Joseph Badger
Badger ES
Badger MS/HS

Isearch URL for Provider

http://isearch4.infohio.org/client/neom_bad
http://isearch4.infohio.org/client/neom_bad_bades
http://isearch4.infohio.org/client/neom_bad_badmh

- **NOTE:** “**isearch2**” – first wave, “**isearch4**” – second wave

Isearch Presentation in October

- **Trish Baker**, *INFOhio Super iCoach*, will present at our October Library User Group meeting
 - “Strategies for using Isearch in your Classroom”



Training & Meeting Schedule



**NEOMIN Library Services:
Course Catalog & Meeting Schedule**
FY 2013-14

Created by Autumn Roper
Coordinator of Library Application Software, NEOMIN
Modified 8/22/2013



This Word Cloud was created at <http://www.wordle.com>

Register at
<http://neomin.enrollware.com/>

INFOhio's Professional Development



INFOhio Webinars

www.infohio.org/educators/pd/lwi



Professional Development Tools & Resources Library Staff Advocacy Site Search

Professional Development

- ★ Prof. Dev. Home
- 👁️ INFOhio Webinars
- 📅 Coming Soon
- 📺 Recordings
- 🔍 Search Webinars
- 📄 Help
- ✅ Success in Six
- 📣 ICoach Program
- ✅ My Assessments
- ✅ CAM Online Course
- 📖 Ohio As America eTextbook

What's coming next

[📅 Coming Soon](#) [📺 Recordings](#) [🔍 Search](#) [📄 Help](#)

Coming Soon

Online Assessment Resource Forecast: Strong Gusts Become Easy Breezes - Finding the Best Resources for Your Learners
Thursday, September 22, 2016

Are you blown away by the number of online formative testing tools available? Then join INFOhio Integration Librarian Brandi Young in this webinar to compare three of the most popular free options available: Formative, ExitTicket, and Edpuzzle. You'll learn: Which tool works best for each grade level and subject area The type of assessments each tool offers The pros and cons of each i...


[More Info](#) [Register](#)



📺 Recent Recordings

Archived webinars

CEUs available, even archived ones.



Remember:
**You can watch recorded
webinars!**

Yes, you can still get credit for them.

<http://webinars.infohio.org>

Helpdesk User Portal

- Login Information:

yourdomain\firstname.lastname

Domains:

districtland
lakeview
acesc
blmf

(Majority of NEOMIN users)
(all Lakeview users)
(only users with a PC in the main building)
(only users at Mespo)

Example: districtland\autumn.roper

- Password is your **NEOMIN E-mail password**. If you don't use NEOMIN e-mail, your password is your **ProgressBook password**.
- Click "**Sign-in**".

Helpdesk User Portal

- Or send email to
["infohio.support@neomin.org"](mailto:infohio.support@neomin.org)
- Do NOT change the subject line, as this is the link back to Cherwell

Open Discussion

- Continue Annual Library Reports topic this year?

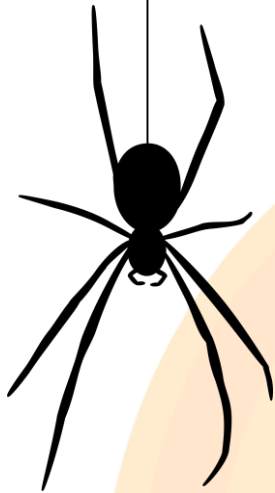




We're
Engaged!

Future
Mrs.
Dodson





Adjourn

**Next Meeting:
October 12, 2016
1:00 PM**

Have a great year!