



2017-18 Back-to-School Checklist for Librarians, Educators, & Tech Staff

Updated 8/14/2017

On Your Computer's Browser

- Bookmark the NEOMIN Library website - <http://neolibrary.weebly.com/>
- Try logging into NEOMIN's Helpdesk Portal - <https://support.oecn.org/cherwellportal/neomin>
- 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>

For Students and Educators

- INFOhio's username and password will not change this year. *District username/password should be set!*
- Ensure that your OPAC (CAT, Cat Jr., or iSearch) is easily accessible from school web pages.
- Review the new 'Educator Tools' website: <https://www.infohio.org/educator-tools>
- Prepare bookmarks and handouts for INFOhio resources (posters, flyers, presentations, etc). From the INFOhio home page, select Educators > Educator Tools
- Watch/Forward INFOhio's Back-to-School recorded webinars (Bundled 1-3)
 - 1 – INFOhio 101
 - 2 – Classroom Teacher Edition
 - 3 – Library Staff Edition<https://www.infohio.org/educators/pd/lwi/recordings>

In SirsiDynix Symphony Workflows

- Confirm that you are running the correct version of the Workflows client. Go to the Help menu > About. You should see: version 3.5.1.1.1071, dated 2016-02-02.
- Enter closed dates for each building in Workflows (Common Tasks > Library Calendar)
- Try to print a report. If you get an error, you'll need to reset your printer pathway – www.infohio.org > Workflows Handbook > Reports > Understanding Reports > Setting the Print Pathway > Guide
- Enable "Multiple windows mode" and "Tabbed windows". Select Preference > Desktop > Desktop Setup and check Multiple windows mode and Tabbed Windows. Logout and login again.
- Create new report templates and/or schedule overdue reports.
- Review back-to-school reports (Workflows Handbook > Reports > Favorite Reports) for tips on creating class lists, student barcodes, etc.
- If barcode images do not display, download and install the PC barcode font from the Workflows Handbook > Setup page.