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

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.