

How to Check Out an Item from the WISD Online Catalog

From the <u>WISD Online Catalog</u> home page:

- 1) Select "Login to your account"
- 2) Enter your username and password

Washtena	w Intermediate S	chool District						
Home	Catalog							
					Welcom	e to the W	ashtenaw	ISD Online Catalog
		Browse by	Collection			Logir	n to your acco	ount Request an Account
	F	Problems, Questions, Comments				Ch	item Frequently Asked Questions	
Washten	aw Intermediate	School Distric	t					Lisa Pignotti
Home	Dashboard	Catalog	Circulation	Reports	Back Office	My Info	F-	
Login								
						I	User Name:	pignotti
							Password:	
							Log In	Cancel

Once you are logged in, your name will appear in the upper-right corner of the website. If you know the item you would like to check out:

- 3) Select the "Catalog" tab in the upper-left corner
- 4) Search for items in the "Find" box using keywords/titles

Washten	aw Intermediate S	chool District										Lisa Pignotti	➔ Log Out	() Help
Home	Dashboard	Catalog	Circulation	Reports	Back Office	My Info	F-							
Library S	earch													
Top 10									Basic	Power	Visual	Copy Categories	Number	Barcode
									_					
				Find						C	leset All			
					a í	T				1=				
				Ke	yword	Title	Author	Subject	J	Series				
				Narrow	your search to					Show L	ess 🔺			
					I	Location Wa	shtenaw Intermediate Sch	nool District 🔻]					
					Mat	terial Type A	ny Type		'					
						Reading Le	evel From to		_					
					Inter	est Level From	m Unlimited v to U	Inlimited •	?					

Once you search for your keyword, a list of related items will appear in alphabetical order. The item title and description, as well as the item's availability, will be displayed.

5) Click on the title of a relevant item to view the details

Home	Dashboard	Catalog	Circulation	Reports	Back Office	My Info	F1		Messages
Library	Search > Search Result	s							
								Titles	How do I ?
Sea	rched for (Go Talk)	. Searched in	: Washtenaw Inte	ermediate Sch	ool District.				Printable
[No	what you're looking fo	or? Refine your	search? Browse S	ubjects?]				Selected List: My Personal List	Add Page
Titl	es: 1 - 23 of 23				Sort B	y Title	▼ Go		
Fo	ul Shot Detail: Call #: 50-1361-	s 30 Jacke	l, Molly T.						1 of 1 available Add to This List
G	● Talk 4 Details	Attainme	nt.	1					2 of 4 available (Add to This List)
G	o Talk 4+ Advanced	model 28 Attain	Details ment.						1 of 2 available Add to This List
G	Talk 9 Details	Attainme	nt.						10 of 14 available Add to This List
G	● Talk 9+: Advanced	I model Attainme	Details nt.						2 of 5 available Add to This List

If you are not quite sure what you are looking for, you can also search the catalog via "Copy Categories," which will give you a list of categories of different items available.

Washter	naw Intermediate S	chool Distric	t									Lisa Pignotti	➔ Log Out	⑦ Help
Home	Dashboard	Catalog	Circulation	Reports	Back Office	My Info	P1							
Library S	earch													
Top 10)			Find	yword y your search to	Title Location Wa	Author	School District V	Basic	Power Vis C Rese Series Show Less	sual et All	Copy Categories		
					м	laterial Type A	Any Type	•	'					
					Inte	Reading L	ever From om Unlimited ▼ to	o Unlimited V						

You can click on the relevant category, and a list of titles, like in Step 5, will appear.

- Library Copy Categories
Name 🔻
AAC-High Tech View
AAC-Low Tech View
AAC-Mid Tech View
AACMisc./Unique View
Academic aids View
Activities of Daily Living View
Alternate Mouse View
Arm and Wrist Supports View
AssistiveTechnology Collection View
AT hearing View
AT vision View
Auditory Processing View
Augmentative Alternative comm
Cause and effect View
Computer Peripheral View
Diverse Lending Library View
Eye Tracking Devices View
Head Control Devices View

6) After clicking on the title of the item you wish to check out, click "Hold It!" at the bottomright corner to reserve the item

lome	Dashboard	Catalog	Circulation	Reports	Back Office	My Info	F .			Mee	sages
ibrary Sear	ch > Search Result	s > "Go Talk 4"									
										Ho	w do l 🕥
									Title Details MARC View	Reviews	Copies
🤗 Go	Talk 4									Edi	t Title
Att	ainment.									Dun	icate It
Cal	l #: 100 .086				Local copies There are no	available: 2 of off-site copies	4. of this title	· See all		Dele	te Title
The por time, gir use larg	table, easy-to-us ving a generous je, clear picture o	e, very durable 16 seconds pe cues. The entire	e GoTalk4 is an id r message. Plus, e message area i	eal beginning A an extra messa s active, so use	AAC device. It can age (yellow button, ers can touch any p Selecte	also be used a below the har part of the imag d List: My Per	s a teachir dle) is avai le to comm sonal List	ng tool that kids can use independently! Go Talk4 has four levels lable for frequent communications or as a personal ID. Messag- unicate. A light touch is all that needed. (Add to This List)	with 4.5 minutes of total recording e keys are big (3" square), letting y	OU Add	Copies Wish List
						<i>.</i>			Explore! Additional I	nfo Reco	mmend
 Explore Viev 	ore!	in Titlewave	Find It							Edit	Quiz Info
• Illus	tration of item									Site S	iubjects
Addi	tional Info									Digital	Resources
•	Early Child Hood	l, Primary (1-3)	, Intermediate (4-	6), Junior High	(7-9), Senior High	(10-12), Adult	(EPIJSA.		•		
·	Contents: Assist Daily Living; Acc	ve technology; essibility-Scho	Communication ol; Accessibility-w	Device; Langua ork; Accessibili	age; Life Skills; Co ity-home; Commur	gnitive Impairn nication-symbo	ent; Physi Is and pictu	cal Impairment; Augmentative Alternative Communication (AAC ures.); Speaking Im	р ^и не	old It
										f	Y
										- +	

(Unavailable items are items that are currently checked out to other patrons. Clicking "Hold It!" will place you on a waiting list for that item.)

After your click "Hold It!" a screen confirming when you would like the item will appear. Choose when you would like your item from the drop-down menu and click "Save."

		How do I 🕖
- Requesting-		
•	Go Talk 4 Attainment As soon as possible Copies: 4 (2) Hold 1	Save Cancel

A confirmation screen will appear. <u>Please disregard this automated message indicating your item</u> <u>is ready for pickup</u>. Your item will be sent to you via WISD van delivery (which is every Wednesday). If you wish to pick up your item from the WISD, please send an email request to <u>library@washtenawisd.org</u>. The ATAC Lab is open Tuesday, Wednesdays (remote), and Thursdays, 7:30 am to 3:30 pm.

			Hold requested for "Go Talk 4". "Go Talk 4" is available now. Please pick up before 2/1/2019.	iews Conies
6		1		Edit Title
	Attainmen	→ t.		Eule Hele
	Call #•	100.086		Duplicate It
	can #.	100.000	Local copies available: 0 of 4. Estimated wait in days: 147 to 150. There are no off-site copies of this title. See all	Delete Title
Th tin us	ne portable, e ne, giving a g e large, clear	asy-to-use, ve enerous 16 se picture cues.	ery durable GoTalk4 is an ideal beginning AAC device. It can also be used as a teaching tool that kids can use independently! Go Talk4 has four levels with 4.5 minutes of total recording econds per message. Plus, an extra message (yellow button, below the handle) is available for frequent communications or as a personal ID. Message keys are big (3" square), letting you The entire message area is active, so users can touch any part of the image to communicate. A light touch is all that needed.	Add Copies
			Selected List: My Personal List	
	volorel		Explorel Additional Info	Recommend
	View all sim	ilar titles in Titl	tlewave Find It	Edit Quiz Info
•	Illustration o	fitem		Site Subjects
- F	dditional	Info		Digital Resources
	 Early Cl 	hild Hood, Prin	imary (1-3), Intermediate (4-6), Junior High (7-9), Senior High (10-12), Adult (EPIJSA.	
	 Content Daily Live 	ts: Assistive te ving; Accessib	echnology; Communication Device; Language; Life Skills; Cognitive Impairment; Physical Impairment; Augmentative Alternative Communication (AAC); Speaking Impairment; Activities of bility-School; Accessibility-work; Accessibility-home; Communication-symbols and pictures.	Hold It
			Тор	f У