2021-22 Back-to-School Checklist
for Librarians, Educators, & Tech Staff

In a Web Browser

- ☐ Bookmark and review NEOMIN's library group meeting website - http://neolibrary.weebly.com/
- ☐ Create a NEOMIN Web Help Desk account – http://www.neomin.org
- ☐ Navigate INFOhio's website - http://www.infohio.org/
- ☐ Explore and share INFOhio's Educator Tools - https://www.infohio.org/educator-tools
- ☐ Print or email 2021-22 Digital Resource Flyers - https://infohio.org/document-library/item/flyer-teach-learn
- ☐ Bookmark INFOhio's "Teach with INFOhio" Blog - https://www.infohio.org/blog
- ☐ Learn with INFOhio Webinars – "See What's New" 2021-22 Resource Spotlights - https://www.infohio.org/campus/webinars
- ☐ Gain professional development through a self-paced Learning Pathway - https://www.infohio.org/campus/learning-pathways
- ☐ Explore RemotEdx Exchange powered by INFOhio resources and services to support students and their parents with remote learning - https://remotedx.infohio.org/
- ☐ Collaborate and contribute Open Educational Resources on INFOhio's Open Space platform - https://openspace.infohio.org/
- ☐ Subscribe to INFOhio's Email List - https://www.infohio.org/about/connect
- ☐ Bookmark WorkFlows Handbook - http://www.infohio.org/library/workflows-handbook

To Do List

- ☐ Review and share INFOhio's Back to School Slide Presentation
- ☐ Obtain BLUECloud login and MobileStaff Kiosk login from NEOMIN via help ticket and explore MobileStaff, BLUEcloud Circulation, BLUEcloud Cataloging (BLUEcloud Course Lists – Coming soon!)
- ☐ Prepare bookmarks and handouts for INFOhio resources (posters, flyers, presentations, etc)
- ☐ Register for NEOMIN library trainings and user group meetings (in-person and online this year!)
- ☐ Test and ensure ISearch and Fetch links are working properly
- ☐ Customize Fetch and landing pages via helpdesk ticket
- ☐ Sign-up to be an INFOhio User Council member who represents NEOMIN users (contact Autumn)
- ☐ Request a Holds Questionnaire, via helpdesk ticket, if you plan to use Holds
- ☐ How can/does your library *Support, Share, Encourage, Learn, Grow, Laugh* other libraries, teachers, and students? Each month NEOMIN's library user group will focus on one area: Oct – *Support,* Nov – *Share*, Dec - *Encourage,* Jan – *Learn*, Feb – *Grow*, Mar – *Laugh* **Districts encouraged to contribute monthly!**

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 3.7.1**
- ☐ 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
- ☐ If your software was recently installed, enable "Multiple windows mode" and "Tabbed windows". Select Preference > Desktop > Desktop Setup and check Multiple windows mode and Tabbed Windows. Logout and login again.
- ☐ Review back-to-school reports (Workflows Handbook > Reports > Favorite Reports) for tips on creating class lists, student barcodes, etc.
- ☐ Verify student emails are loaded in Workflows if you plan to email overdue notices