



## 2022-23 Back-to-School Checklist for Librarians, Educators, & Tech Staff

Updated 9/7/2022

### 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 updated 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 - <https://www.infohio.org/campus/webinars>
- Gain professional development through a self-paced Learning Pathway - <https://www.infohio.org/campus/learning-pathways>
- Collaborate and contribute Open Educational Resources on INFOhio's Open Space platform - <https://openspace.infohio.org/>
- Subscribe to INFOhio's Newsletter - <https://www.infohio.org/about/connect>
- Bookmark WorkFlows Handbook - <http://www.infohio.org/library/workflows-handbook>
- Log in to MobileStaff using the Mobile Circ Kiosk account if you use self-check in/out (MCK\_buildingcode, MOBILE) - <https://na3.bc.sirsidynix.net/mobilecirc/>

### To Do List

- Review and share INFOhio's 2022-23 Back to School Slide Presentation
- Obtain BLUECloud login and MobileStaff Kiosk login from NEOMIN via help ticket and explore MobileStaff, BLUEcloud Circulation, BLUEcloud Cataloging, and BLUEcloud Course Lists
- Prepare bookmarks and handouts from INFOhio resources (posters, flyers, presentations, etc)
- Register for NEOMIN library trainings and user group meetings (in-person and online)
- 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
- If filling holds on available items, review the process for trapping holds and running a report for a list of students that have items available and ready for checkout

### 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](http://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