

# INFOhio

## BLUEcloud Learning Pathway

### Course Syllabi

7 Classes. 18.5 Contact Hours.



**BLUE**cloud

# BLUEcloud Learning Pathway

## Course Overview

### Target Audience

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The BLUEcloud Learning Pathway is intended for all Library Staff using INFOhio's Library Services Platform (LSP). Whether you have used Workflows or not, BLUEcloud provides the tools librarians need to help students and teachers discover school library and INFOhio resources quickly and easily.

### Prerequisites

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To successfully participate and complete the activities in the Learning Pathway, participants should have a general knowledge of their library setup and a basic understanding of how libraries catalog and circulate materials.

### Introduction

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#### INFOhio's Vision

Each Ohio PreK-12 student has equal access to high quality digital resources for a successful education and future.

#### INFOhio's Mission

INFOhio transforms student learning by providing equitable access to quality resources and cost-effective instructional and technical support for each student, educator, and parent in Ohio.

### Learning Pathway Description

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The BLUEcloud Learning Pathway provides technical and instructional training for digital content available on-demand from INFOhio in an online format at no cost. The training can be self-paced or trainer-led. The BLUEcloud Pathway is made up of 7 individual classes for a total of 18.5 contact hours. Each class allows time for participants to interact with the software and engage in thoughtful reflection throughout the training.

### Learning Pathway Course Objectives

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Participants in the BLUEcloud Learning Pathway will achieve these objectives:

- Successfully use and implement BLUEcloud Circulation into daily library operations.
- Successfully use and implement BLUEcloud Cataloging into daily library operations.
- Successfully use and implement ISearch as the online library catalog.
- Successfully use and implement MobileStaff as an additional circulation option.
- Successfully use and implement BLUEcloud Course Lists as a resource management tool.

### Additional Resources

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Open Space is Ohio's premier Open Educational Resources (OER) creation and collaboration space for Ohio's PreK-12 educators. In Open Space, Ohio's educators collaborate, build, and



share open educational resources and best practices in implementation to address student learning needs. INFOhio recommends creating a free account for this resource. The INFOhio Learning Pathway classes feature Open Space groups where participants can share and reflect on their learning. For more information on Open Space, watch the [Community and Collaboration with Open Space Groups](#) webinar.

## **Course Relation to Ohio Standards for HQPD, ISTE, CCSS, and Technology**

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The classes in this Learning Pathway address educator learning outcomes by extending educators' knowledge of content-specific learning standards in Ohio. By promoting the value of active engagement and technology-based learning designs, educators learn to coordinate resources related to digital literacy and technology integration.

More on the Ohio Standards for professional development can be found at [http://education.ohio.gov/getattachment/Topics/Teaching/Professional-Development/Organizing-for-High-Quality-Professional-Development/Finalstandards-professional-development\\_FINAL.pdf.aspx](http://education.ohio.gov/getattachment/Topics/Teaching/Professional-Development/Organizing-for-High-Quality-Professional-Development/Finalstandards-professional-development_FINAL.pdf.aspx)

## **Outline of Learning Pathway Course Content and Activities**

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### **Introduction to INFOhio**

Learn more about INFOhio, Ohio's PreK-12 Digital Library, available at no cost to Ohio students, parents, and educators. This class will help participants identify the resources and tools on the website and navigate the site easily. After passing a quiz, a certificate for two contact hours is awarded. (2 hours)

### **Introduction to Cataloging**

Develop a more complete understanding of how and why we catalog the way we do. This class is for new Ohio school librarians or Ohio school library staff who have not completed a graduate program in library science. After successfully completing the final quiz, earn a certificate for one (1) contact hour.

### **Cataloging**

Learn more about BLUEcloud Cataloging, SirsiDynix's next-generation, browser-based, cataloging software. This class will teach school library staff how to use and incorporate BLUEcloud Cataloging into their own unique library environment. After successfully completing the final quiz, earn a certificate for three (3) contact hours.

### **Circulation**

Learn how BLUEcloud Circulation can help to manage your library check-ins, checkouts, holds, and more from any supported device with an internet connection. After successfully completing the final quiz, earn a certificate for three (3) contact hours.

### **ISearch for Librarians**



Learn more about ISearch, INFOhio's discovery search interface with this class created specifically for school library staff. This class provides instruction on how to use ISearch, make ISearch easily accessible to students and colleagues, and teach others how to use ISearch effectively. After successfully completing the final quiz, earn a certificate for four and a half (4.5) contact hours.

### MobileStaff

Learn more about MobileStaff, a mobile-based circulation application that integrates directly with your existing library catalog. Features include circulation, inventory, weeding, managing holds, and much more. After successfully completing the final quiz, earn a certificate for three (3) contact hours.

### BLUEcloud Course Lists

Learn more about BLUEcloud Course Lists, a resource list management tool enabling librarians and teachers to work together to build lists of library and online resources relevant to what students are studying. After successfully completing the final quiz, earn a certificate for two (2) contact hours.

### Grades/Evaluation

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This pathway is worth 18.5 contact hours. Completion of each class is required to earn the full 18.5 contact hours. Participants who complete the pathway will earn a digital badge. The pathway and its classes are not currently available for graduate credit.

# Introduction to INFOhio Class Syllabus

## 2 Contact Hours



### Class Description

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Participants in the Introduction to INFOhio class will learn more about INFOhio, Ohio's PreK-12 Digital Library, available at no cost to Ohio students, parents, and educators. This class will help participants identify the resources and tools on the website and navigate the site easily. After passing a quiz, a certificate for two contact hours is awarded.

### Class Objectives

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Participants in the Introduction to INFOhio class will achieve the following ten objectives:

- Identify the vision and mission of INFOhio.
- Understand the four services INFOhio provides for Ohio schools.
- Understand the authentication process used for Ohio access to the INFOhio digital content.
- Successfully change log in accounts based on location when accessing the INFOhio digital content.
- Navigate the INFOhio website to find the content you need.
- Understand the different types of searches on the INFOhio website and the results you will get for each.
- Identify INFOhio's resources which provide digital content.
- Identify INFOhio's web tools for teaching and learning.
- Locate INFOhio's support page for questions or concerns.
- Understand how to stay connected to INFOhio via email, newsletter, or social media.

### Outline of Class Content and Activities

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#### Getting Started

- **Pretest**  
Take a quiz to find out what you know or need to know about INFOhio. (5 minutes)
- **Welcome to the Introduction to INFOhio Class**  
Review the course objectives and the course overview. (5 minutes)



## What is INFOhio?

- **INFOhio's Mission and Vision**  
Learn more about INFOhio's purpose. (5 minutes)
- **INFOhio's Four Services**  
Learn about the services that INFOhio provides to Ohio schools, students, parents, and teachers. Answer questions to reflect on learning. (15 minutes)

## How to Use INFOhio

- **How to Access INFOhio Digital Content**  
Learn about the INFOhio authentication process and what you need to do to ensure seamless access to its digital content. (5 minutes)
- **How to Navigate the INFOhio Website**  
Identify the best search to use on the INFOhio website to find the resource or tool you need quickly and easily. (15 minutes)
- **INFOhio's Digital Content**  
View the resources which provide digital content and learn more about our funding partners. Answer discussion questions to reflect on learning. (15 minutes)
- **INFOhio's Web Tools**  
Explore the web tools INFOhio has created to help students, teachers, and parents use our digital content. Answer discussion questions to reflect on learning. (15 minutes)
- **What Have You Learned So Far?**  
Take a short quiz to test what you have learned. (5 minutes)
- **Applying What You Have Learned**  
Do a short activity to practice what you have learned. (20 minutes)

## Checking Your Learning

- **Self-Assessments**  
Create a mind map to reflect on what you learned. (15 minutes)
- **Contact Hour Quiz and Certificate**  
Take a quiz to earn a contact hour certificate. (5 minutes)

## Grades/Evaluation

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This class is worth 2 contact hours and is evaluated by taking a summative quiz to receive a certificate of completion. It is not currently available for graduate credit. Learners are expected to fully complete all classwork and activities to pass the class.

# Introduction to Cataloging Class Syllabus

1 Contact Hour



## Class Description

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In this course, participants will work through several lessons to learn more about how and why we catalog the way we do. After passing a quiz, a certificate for one (1) contact hour is awarded.

## Class Objectives

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Use the following objectives to check your learning as you proceed through the course:

- Understand the MARC record specifications for vendors.
- Understand the cataloging record structure.
- Learn best practices for assigning call numbers.
- Discover available INFOhio Item Groups and Material Types.
- Print barcodes and spine labels using a report template.

## Outline of Class Content and Activities

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### Getting Started

- **Your Assignment**  
Review the course objectives and the course overview. (5 minutes)

### Introduction to Cataloging

- **INFOhio Vendor Spec Sheet**  
Download the INFOhio Vendor Specifications worksheet. Read over the information provided. (10 minutes)
- **Cataloging Record Structure**  
Read the lesson material, download the Catalog Record Structure document, and read the information contained in the document. (10 minutes)
- **Assigning Call Numbers**  
Download and read the available documents: Call Number and Item Maintenance Tip Sheet and the Item Maintenance Tip Sheet on the Dewey Decimal System. (10 minutes)
- **INFOhio Item Groups and Material Types**

**INFOhio**

Questions? Contact [support@infohio.org](mailto:support@infohio.org).

Download and review the information on Item Groups and Material Types. (10 minutes)

- **Printing Barcode and Spine Labels**

Read the lesson material. View the Guide, Tip Sheet, and included video if needed. (10 minutes)

## Checking Your Learning

- **Contact Hour Quiz and Certificate**

Take a quiz to earn a contact hour certificate. (5 minutes)

## Grades/Evaluation

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This class is worth one (1) contact hour and is evaluated by taking a summative quiz to receive a certificate of completion. It is not currently available for graduate credit. Learners are expected to fully complete all classwork and activities to pass the class.



# BLUEcloud Cataloging Class Syllabus

## 3 Contact Hours



### Class Description

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In this course, participants will work through several lessons on BLUEcloud Cataloging: how to access, use, and integrate into your library. After passing a quiz, a certificate for three (3) contact hours is awarded.

### Class Objectives

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Use the following objectives to check your learning as you proceed through the course:

- Successfully log in to BLUEcloud Central
- Set into the correct institution (school building).
- Search multiple targets and use facets to limit your search.
- Edit bibliographic data manually, using the MARC Editor.
- Edit bibliographic data using shortcuts/drag and drop.
- Update/improve bibliographic records by merging or overlaying from other databases.
- Create/edit call number and item/copy records.
- Use a z39.50 target to import a record.
- Create and Modify records in batch.
- Add a new record using a template.
- Reflect on learning by sharing information with others.

### Outline of Class Content and Activities

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#### Getting Started

- **BLUEcloud Cataloging Pretest**  
Take a quiz to find out what you know or need to know about BLUEcloud Cataloging. (5 minutes)
- **Welcome to the BLUEcloud Cataloging Class**  
Review the course objectives and course overview. (10 minutes)
- **Using Open Space Groups**  
Join the BLUEcloud Library Services group in Open Space. In this group, discuss and reflect on the integration of this resource into the classroom with like-minded educators. (5 minutes)
- **How to Navigate BLUEcloud**  
Learn how to access and navigate BLUEcloud. (15 minutes)

#### Searching with BLUEcloud Cataloging



- **BLUEcloud Search: Find Titles and Copies**  
Learn about the basic functions of BLUEcloud cataloging. (10 minutes)
- **Applying What You Have Learned**  
Complete the lesson exercises. (5 minutes)

### Editing Bib Data

- **Editing Bib Data**  
Learn how to easily edit bib data using the MARC editor. (15 minutes)
- **Smart Search**  
Learn how to compare records, add tags, and merge or replace an existing record with a new one. (15 minutes)
- **Applying What You Have Learned**  
Complete the lesson exercises. (10 minutes)
- **Mid-Class Quiz**  
Test your knowledge of what you have learned so far in this mid-class quiz. (5 minutes)

### Manage Holdings

- **Adding an Item and Call Number**  
Using Manage Holdings, learn how to add items and call numbers. (10 minutes)
- **Batch Modification**  
Modify multiple items for the same record at once. (10 minutes)
- **Batch Creation**  
Create multiple items for the same record in batch. (10 minutes)
- **Applying What You Have Learned**  
Complete the lesson exercises. (10 minutes)

### Adding New Records Manually

- **Importing Bibliographic Records**  
Import bibliographic records from available z39.50 sources. (10 minutes)
- **Original Cataloging with Templates**  
Create new records using the available templates. (15 minutes)
- **Applying What You Have Learned**  
Complete the lesson exercises. (10 minutes)

### Checking Your Learning

- **Self-Assessments**  
Answer questions to reflect on what you learned. (10 minutes)
- **Contact Hour Quiz and Certificate**  
Take a quiz to earn contact hours. (5 minutes)

### Grades/Evaluation

This class is worth three (3) contact hours and is evaluated by taking a summative quiz to receive a certificate of completion. It is not currently available for graduate credit. Learners are expected to fully complete all classwork and activities to pass the class.

# BLUEcloud Circulation Class Syllabus

3 Contact Hours



## Class Description

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In this course, participants will work through several lessons on BLUEcloud Circulation: how to access, use, and integrate into your library. After passing a quiz, a certificate for three (3) contact hours is awarded.

## Class Objectives

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Use the following objectives to check your learning as you proceed through the course:

- Successfully log in to BLUEcloud Central.
- Set into the correct institution (school building).
- Search for an existing patron.
- Create a new patron record.
- Check out an item.
- Check an item in.
- Renew an item.
- Explore special circulation features such as check item status and mark items used.
- View an existing bill.
- Make a partial and full payment on an existing bill.
- Place a hold on an item for a patron.
- View an existing hold.
- Reflect on learning by sharing information with others.

## Outline of Class Content and Activities

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### Getting Started

- **BLUEcloud Circulation Pretest**  
Take a quiz to find out what you know or need to know about BLUEcloud Circulation. (5 minutes)
- **Welcome to the BLUEcloud Circulation Class**  
Review the course objectives and course overview. (10 minutes)
- **Using Open Space Groups**  
Join the BLUEcloud Library Services group in Open Space. In this group, discuss and reflect on the integration of this resource into the classroom with like-minded educators. (5 minutes)
- **How to Navigate BLUEcloud**



Learn how to access and navigate BLUEcloud. (15 minutes)

### Patron Management

- **Patron Search**  
Learn how to locate a patron record. (15 minutes)
- **Patron Registration**  
Learn how to add a new patron to BLUEcloud. (10 minutes)
- **Applying What You Have Learned: Patron Management**  
Complete the lesson exercises. (10 minutes)

### Basic Circulation

- **Check In**  
Learn how to check in materials with BLUEcloud Circulation. (10 minutes)
- **Check Out**  
Learn how to check out and circulate materials from a patron record. (10 minutes)
- **Renew an Item**  
Learn how to renew items that a patron has checked out. (10 minutes)
- **Special Circulation Functions**  
Learn how to check an item's status, mark items used, and receive transits. (10 minutes)
- **Applying What You Have Learned: Basic Circulation**  
Complete the lesson exercises. (10 minutes)
- **What Have You Learned So Far? Mid-Class Quiz**  
Test your knowledge of what you have learned so far in this mid-class quiz. (5 minutes)

### Bills

- **Viewing and Paying Bills**  
Using the available Bills panel, learn how to view and pay for unpaid bills. (10 minutes)
- **Applying What You Have Learned: Bills**  
Complete the lesson exercises. (5 minutes)

### Holds

- **Viewing Holds**  
Learn how to view holds. (10 minutes)
- **Placing Holds and Searching the Catalog**  
Learn the different ways you can place a hold. (15 minutes)
- **Applying What You Have Learned: Holds**  
Complete the lesson exercises. (10 minutes)

### Checking Your Learning

- **Self-Assessments**  
Answer questions to reflect on what you learned. (10 minutes)
- **Contact Hour Quiz and Certificate**  
Take a quiz to earn contact hours. (10 minutes)



## Grades/Evaluation

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This class is worth three (3) contact hours and is evaluated by taking a summative quiz to receive a certificate of completion. It is not currently available for graduate credit. Learners are expected to fully complete all classwork and activities to pass the class.

# ISearch for Librarians Class Syllabus

4.5 Contact Hours



## Class Description

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In this course, participants will work through several lessons to learn more about ISearch, INFOhio's discovery search interface. Participants will learn how to use ISearch to find resources for students and how to teach students, colleagues, and parents to use ISearch. Upon successful completion of this class, participants will earn a certificate for four and a half (4.5) contact hours.

## Class Objectives

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Use the following objectives to check your learning as you proceed through the course:

- Learn what ISearch is, its role in the library, and how to access.
- Explore the ISearch interface and understand which content collections are available in ISearch.
- Learn how to create a widget, bookmark, or link for ease of access.
- Create a book river to highlight collections in your library and increase use and circulation.
- Develop strong search skills using advanced search, limiters, and filters.
- Learn how to find ISearch statistics.
- Learn how to create customized access to ISearch to fit the needs of students, teachers, and parents.
- Learn what ISearch Mobile is, its role in the library, and how to access.
- Explore the ISearch Mobile interface.
- Identify best practices for using ISearch in the classroom.
- Consider methods for sharing ISearch with teachers, tech coordinators, administrators, and parents.
- Reflect on learning by sharing information with others.

## Outline of Class Content and Activities

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### Getting Started

- **Pretest**  
Take a quiz to find out what you know or need to know about ISearch. (5 minutes)
- **Welcome to the ISearch for Librarians Class**  
Review the course objectives and the course overview. (10 minutes)
- **Using Open Space Groups**



Join the ISearch Users group in Open Space. In this group, discuss and reflect on the integration of this resource into the classroom with like-minded educators. (5 minutes)

### How to Use ISearch

- **Getting to Know ISearch**  
Learn about ISearch, what it is and what it includes. Explore the homepage and search screen. (20 minutes)
- **Finding ISearch on the INFOhio Website**  
Learn how to access ISearch. (15 minutes)
- **Search Basics**  
Develop good search strategies and learn about some advanced search strategies that are easy to use to get good results. (15 minutes)
- **Getting the Results You Want**  
Develop strong search skills and strategies. Learn how applying limiters under each tab can give you better results. (15 minutes)
- **Saving Items**  
Learn about the different options available for saving and sharing items you find in ISearch. (15 minutes)
- **What Have You Learned So Far?**  
Take a short quiz to check what you know. (5 minutes)
- **Applying What You Have Learned**  
Complete at least one of the lesson exercises. (10 minutes)

### ISearch Mobile

- **Getting to Know ISearch Mobile**  
Learn what ISearch Mobile is and how to access it. (10 minutes)
- **Searching in ISearch Mobile**  
Learn best practices for searching within ISearch Mobile as well as some advanced search techniques, including using limiters. (10 minutes)
- **Accessing My Account from ISearch Mobile**  
Learn how to access and use the available My Account features within ISearch Mobile. (10 minutes)

### Making ISearch Easy to Find

- **ISearch Customizations**  
Learn how to create customized access to ISearch. (15 minutes)
- **Linking to Your ISearch Landing Page**  
Learn how to use buttons and URLs to link users to ISearch from a webpage. (10 minutes)
- **Embedding the ISearch Widget on a Webpage**  
Learn how to create a widget for easy access to ISearch from a webpage. (10 minutes)



- **ISearch Use Data**  
Learn how to find ISearch statistics. (10 minutes)

### Helping Students and Staff Use ISearch

- **Teaching Students to Search the My Library Tab**  
Teach students and staff how to use the My Library tab within ISearch. (15 minutes)
- **Teaching Students to Find Just the Right Text**  
Teach students and staff how to find the best tab for the information they need. (15 minutes)
- **Finding Resources for Research Projects**  
Teach users how to find resources for research projects. (15 minutes)
- **Sharing ISearch with Teachers, Tech Coordinators, and Administrators**  
Learn ways to share ISearch with teachers, your tech coordinator, and administrators. (10 minutes)
- **Sharing ISearch with Parents**  
Learn ways to help parents support their children as they use ISearch. (10 minutes)

### Checking Your Learning

- **Self-Assessments**  
Answer questions to reflect on what you learned. (15 minutes)
- **Contact Hour Quiz and Certificate**  
Take a quiz to earn a certificate for 4.5 contact hours. (5 minutes)

### Grades/Evaluation

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This class is worth four and a half (4.5) contact hours and is evaluated by taking a summative quiz to receive a certificate of completion. It is not currently available for graduate credit. Learners are expected to fully complete all classwork and activities to pass the class.



# MobileStaff Class Syllabus

3 Contact Hours



## Class Description

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In this course, participants will work through several lessons to learn more about MobileStaff. Upon successful completion of this class, participants will earn a certificate for three (3) contact hours.

## Class Objectives

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Use the following objectives to check your learning as you proceed through the course:

- Understand your Setup options.
- Successfully search for users and items using MobileStaff.
- Check items in and out.
- Renew items.
- Add and modify user records.
- Manage holds and generate a “holds pull list.”
- Inventory an item.
- Generate a list of items to be weeded with Deselect.
- Use MobileStaff in Offline mode.
- Use MobileStaff Kiosk as a self-checkout station.
- Use MobileStaff to track event attendance.
- Reflect on learning by sharing information with others.

## Outline of Class Content and Activities

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### Getting Started

- **Pretest**  
Take a quiz to find out what you know or need to know about MobileStaff.  
(5 minutes)
- **Welcome to the MobileStaff Class**  
Review the course objectives and the course overview. (10 minutes)
- **Using Open Space Groups**  
Join the BLUEcloud Library Services group in Open Space. In this group, discuss and reflect on the integration of this resource into the classroom with like-minded educators. (5 minutes)
- **Getting Started with MobileStaff**  
Learn how to access and set your defaults before you use MobileStaff.  
(10 minutes)

## MobileStaff Search

- **Searching with MobileStaff**  
Learn how to use MobileStaff to search for both users and items. (15 minutes)

## Circulation

- **Check In**  
Learn how to check in materials with MobileStaff. (10 minutes)
- **Check Out**  
Learn how to check out materials to students and staff with MobileStaff. (10 minutes)
- **Renewing Items**  
Learn how to renew materials by item and user. (10 minutes)

## Item Maintenance

- **Holds**  
Learn how to manage holds and generate a "holds pull list." (20 minutes)
- **Inventory**  
In combination with Workflows, learn how to inventory your collection with MobileStaff. (20 minutes)
- **Deselect**  
Learn how to generate a list of items to be weeded and/or discarded. (15 minutes)

## User Management

- **Adding and Modifying Users**  
Learn how to add users and modify user information. (10 minutes)

## Special Functions

- **Kiosk**  
With MobileStaff Kiosk, learn how to create a self-checkout/check-in station. (10 minutes)
- **Offline**  
Learn how to use offline mode in case of an internet outage. (10 minutes)
- **Events**  
Learn how to track event attendance with MobileStaff Events. (10 minutes)

## Checking Your Learning

- **Self-Assessments**  
Answer questions to reflect on what you learned. (10 minutes)
- **Contact Hour Quiz and Certificate**  
Take a quiz to earn a certificate for 3 contact hours. (5 minutes)



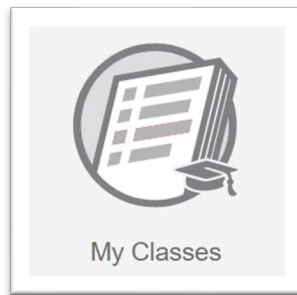
## Grades/Evaluation

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This class is worth three (3) contact hours and is evaluated by taking a summative quiz to receive a certificate of completion. It is not currently available for graduate credit. Learners are expected to fully complete all classwork and activities to pass the class.

# BLUEcloud Course Lists Class Syllabus

2 Contact Hours



## Class Description

In this course, participants will work through several lessons to learn more about BLUEcloud Course Lists. Upon successful completion of this class, participants will earn a certificate for two (2) contact hours.

## Class Objectives

Use the following objectives to check your learning as you proceed through the course:

- Successfully log in to BLUEcloud and access BLUEcloud Course Lists.
- Identify the benefits of using BLUEcloud Course Lists.
- Learn about the different ways students and teachers can access a class list.
- Create and manage class lists.
- Find a class and mark it as a favorite.
- Add the bookmarklet tool to your preferred browser.
- Add resources to classes manually and with the bookmarklet tool.
- Familiarize yourself with the structure of a class list.
- Run reports for ongoing maintenance needs.
- Reflect on learning by sharing information with others.

## Outline of Class Content and Activities

### Getting Started

- **Pretest**  
Take a quiz to find out what you know or need to know about BLUEcloud Course Lists. (5 minutes)
- **Welcome to the BLUEcloud Course Lists Class**  
Review the course objectives and the course overview. (10 minutes)
- **Using Open Space Groups**  
Join the BLUEcloud Course Lists group in Open Space. In this group, discuss and reflect on the integration of this resource into the classroom with like-minded educators. (5 minutes)

- **How to Navigate BLUEcloud**  
Learn how to access and navigate BLUEcloud. (15 minutes)

### Accessing Course Lists

- **Accessing Course Lists for Library Staff**  
Learn how school library staff access BLUEcloud Course Lists. (15 minutes)
- **Teacher and Student Access**  
Learn how teachers and students can access BLUEcloud Course Lists.  
(15 minutes)

### Adding Resources

- **Create a Class Catalog**  
Learn how to create a class catalog. (15 minutes)
- **Locating a Class and the Bookmarklet Tool**  
Learn how to find a class, mark it as a favorite, and add the bookmarklet tool.  
(15 minutes)
- **Adding Resources to Classes**  
Learn how to add resources to a class in multiple ways. (5 minutes)

### Course Lists Maintenance

- **Reports**  
Learn how to track and maintain resources within classes with available reports.  
(10 minutes)

### Checking Your Learning

- **Self-Assessments**  
Answer questions to reflect on what you learned. (10 minutes)
- **Contact Hour Quiz and Certificate**  
Take a quiz to earn a certificate for two (2) contact hours. (5 minutes)

### Grades/Evaluation

This class is worth two (2) contact hours and is evaluated by taking a summative quiz to receive a certificate of completion. It is not currently available for graduate credit. Learners are expected to fully complete all classwork and activities to pass the class.