

Fetch Trainer Guide

2 Contact Hours



Optional Training Activities

- Optional training activities are estimated to add 50 minutes to the original training time and include the minutes indicated for the original activity.

Learning Objectives

Participants in the Fetch class will achieve the following nine objectives:

- Learn what Fetch is, its role in the library, and how to access.
- Explore the Fetch interface and understand what content and features are available.
- Consider methods for sharing Fetch with students, teachers, tech coordinators, administrators, and parents.
- Develop strong search skills.
- Learn how to create customized access to Fetch to fit the needs of students, teachers, and parents.
- Learn how to create a widget, button, or link for ease of access.
- Learn how to find Fetch statistics.
- Identify best practices for using Fetch in the classroom.
- Reflect on learning by sharing information with others.

In this course, participants will work through several lessons to learn more about Fetch, INFOhio's basic library catalog search. Below is a description of each lesson and the amount of time it should take for participants to complete each one.

Getting Started

Pretest

- **Lesson Content**

Take a quiz to find out what you know or need to know about Fetch.
(5 minutes)

Welcome to the Fetch Class

- **Lesson Content**

Review the course objectives and the course overview. (5 minutes)

Using Open Space Groups

- **Lesson Content**

Join the INFOhio School Library Basics group in Open Space. In this group, discuss and reflect on the integration of technology with like-minded educators. (5 minutes)

Optional Training Activity

- Create a "Parking Lot" for questions that arise throughout the training, either with chart paper or in a shared digital document like Google Docs, Jamboard, or Padlet. (5 minutes)

How to Use Fetch

Getting to Know Fetch

- **Lesson Content**

Learn about Fetch, what it is, and what it includes. Explore the homepage and search screen. (15 minutes)

Optional Training Activities

- In small groups, participants should discuss the reflection questions and share their responses with the larger group. (10 minutes)
- Use the Fetch Guided Notes throughout this training to help participants engage in learning. (time included in lesson)
- Answer the discussion questions from the lesson in the [INFOhio School Library Basics](#) Open Space group. Find the *Features of Fetch* post in the Discussions tab. (5 minutes)

Finding Fetch

- **Lesson Content**

Learn how to access Fetch. (10 minutes)

Optional Training Activity

- Conduct a live demonstration describing how to access Fetch at www.infohio.org. If participants have a device, they can practice and follow along with you. (5 minutes)

Searching with Fetch

- **Lesson Content**

Develop good search strategies and learn about some advanced search strategies found in Fetch. (10 minutes)

Optional Training Activity

- Do a live presentation of the information found in this lesson. Participants can follow along as you lead if they have a device. (10 minutes)

What Have You Learned So Far?

- **Lesson Content**

Take a short quiz to check what you know. (5 minutes)

Applying What You Have Learned

- **Lesson Content**

Complete at least one of the lesson exercises. (10 minutes)

Making Fetch Easy to Find

Fetch Customizations

- **Lesson Content**

Learn how to create customized access to Fetch. (10 minutes)

Optional Training Activity

- Participants should look at their version of Fetch and note any customizations they would like to add. Discuss how the changes would improve the search experience. (5 minutes)

Linking to Fetch

- **Lesson Content**

Learn about the different ways users can access Fetch. (5 minutes)

Optional Training Activity

- Demonstrate creating a button and have participants make a plan to add a link, button or widget on their website. (10 minutes)

Using the Fetch Widget

- **Lesson Content**

Learn how to create a widget for easy access to Fetch from a webpage.
(5 minutes)

Optional Training Activity

- Demonstrate creating a widget and have participants make a plan to add a link, button, or widget on their website. (15 minutes)

Fetch Use Data

- **Lesson Content**

Learn how to find Fetch statistics. (5 minutes)

Optional Training Activities

- Brainstorm ways to report your data to your Administrators. Share with the group. (10 minutes)

Helping Students and Staff Use Fetch

Teaching Students to Use Fetch

- **Lesson Content**

Teach students and staff how to use Fetch. (15 minutes)

Optional Training Activities

- Demonstrate lesson content. (10 minutes)
- Read and discuss the Failing Forward article mentioned in the lesson. (10 minutes)
- Discussion Questions – Use a strategy from the [Cult of Pedagogy](#) to discuss the questions. (10 minutes)
- Answer the discussion questions from the lesson in the [INFOhio School Library Basics](#) Open Space group. Find the *Students and Fetch* post in the Discussions tab. (5 minutes)

Linking to ISearch

- **Lesson Content**

Learn how to teach users how to access ISearch through Fetch. (5 minutes)

Optional Training Activities

- Demonstrate lesson content. (10 minutes)
- Discussion Questions – Use a strategy from the [Cult of Pedagogy](#) to discuss the questions. (10 minutes)
- Answer the discussion questions from the lesson in the [INFOhio School Library Basics](#) Open Space group. Find the *Linking in ISearch* post in the Discussions tab. (5 minutes)

Checking Your Learning

Self-Assessment

- **Lesson Content**

Answer questions to reflect on what you learned. (10 minutes)

Optional Training Activity

- Take a few minutes to review any “Parking Lot” questions. (5 minutes)
- Answer the discussion questions from the lesson in the [INFOhio School Library Basics](#) Open Space Group. Find the *Reflecting on Fetch Learning* post in the Discussions tab. (5 minutes)

Contact Hours Quiz and Certificate

- **Lesson Content**

Take a quiz to earn a certificate for two (2) contact hours. (5 minutes)