Textbook Inventory Program -- Textbook Check in -- Teacher Instructions
2016-2017

1. <u>In Google Chrome</u> (not IE) (Shortcuts on your desktop may not work) Go to SD2 Website
    Under Quick Links, select ***Textbook Inventory Program***.

2. <u>Login to Textbook Inventory Program</u> using your district username and password. (Do not use @billingsschools.org).

3. <u>Print 1st Report Before checking in books:</u>
    a. Click the ***Reports*** tab.
    b. Click the link under ***Books Assigned*** that shows the number of books you have assigned to you. If you have no books assigned to you, it will say…***None***. *Print a copy of the screen,* ***right click – then print.***
    c. If you have books assigned to you, click the ***Print*** tab at the top right of the blue drop down menu.

4. <u>Check in books:</u>
    a. Click the ***check-In*** tab.
    b. Scan the book's barcode. If the barcode is missing, click the link…***Enter Barcode ID Manually*** (You will find the barcode number on page 25 or 26 for Elementary and Middle School, or on the center right side page for High School).
    c. Click on ***Assessed Condition***. Choose the appropriate fine and add notes if necessary (pg. #, damage, etc.).
    d. Click the ***Check-In*** button. This will create a fine in the Textbook Inventory Program. A reminder will appear to notify the student of their fine. If multiple types of damage are noted, the sum total of all fines will appear in the reminder. There is an option to print a copy of the reminder. An e-mail will be sent to the person responsible for the Textbook Inventory program at your school notifying them of the fine.
    e. If you have multiple titles to check-in, you will need to scan books of the same title, click ***check-in***, then move on to the next title. ***You cannot check-in multiple titles in one session.***

5. <u>After books are checked in, print a 2nd Report:</u>
    a. Click the ***Reports*** tab.
    b. Click the link under ***Books Assigned*** that shows the number of books you have assigned to you.
    c. Click the ***Print*** tab at the top right of the blue drop down menu.

6. Assess Lost Book fine. Books that have not been checked-in will continue to show up in the ***Reports*** screen. ==ASSESS LOST BOOK FINES FOR ALL BOOKS NOT RETURNED.==
    a. Click the ***Reports*** tab
    b. Click the link under ***Books Assigned*** that shows the number of books you have assigned to you.
    c. Under the student's name, click ***Check-In From Student***. This will take you to the check-in screen.
    d. Choose ***Lost/Unusable*** to assess the fine.
    e. Click the ***Check-In*** *button*. This will create a fine in the Textbook Inventory Program. A reminder will appear to notify the student of their fine. If multiple types of damage are noted, the sum total of all fines will appear in the reminder. There is an option to print this reminder. An e-mail will be sent to the person responsible for the Textbook Inventory program at your school notifying them of the fine.

7. Once you've assessed the appropriate fines for all books not returned, ***Print a 3rd and final Report showing all books are checked-in from your students.***
    a. *****A copy of this report*** needs to be turned in at the end of the year to the person responsible for the Textbook Inventory program.

8. ***NO student names should appear on the final report***. If so, repeat step #6 until there are no student names listed. Keep a copy of the first two Reports you printed out in case there is an issue with the program.

==IF YOU WILL NOT BE ASSIGNED TO THE SAME SCHOOL OR CLASS NEXT YEAR, YOU WILL NEED TO:==

9. <u>Check-in all books assigned to you</u> after they have been checked in from the student.
    a. Click the ***Check-in*** tab
    b. Click ***Check-in Your books***
    c. Scan your books. If you have multiple titles to check-in, you will need to scan books of the same title, click check-in, then move on to the next title. ***You cannot check-in multiple titles in one session.***

10. <u>Print a Final Report</u> that shows no textbooks are assigned to you.
    a. Click ***reports -right click – print***. A copy of the screen will print showing you have no books assigned to you. If you are still showing books assigned to you, be sure to locate and scan those books to check them in. The final report should show no books assigned to you.
    b. *****A copy of this report*** needs to be turned in at the end of the year to the person responsible for the Textbook Inventory program.