

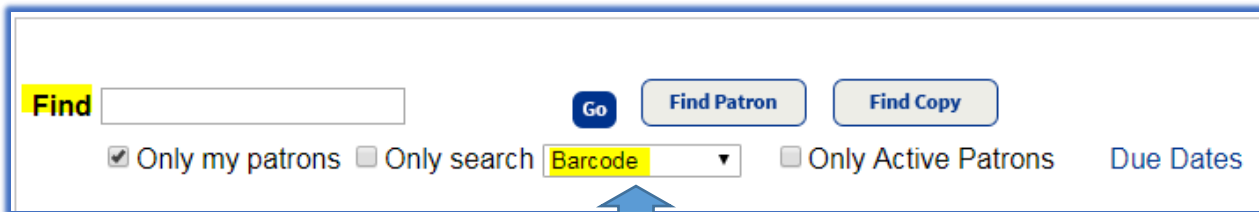
# Check Out

Go the Circulation Tab



From the Options Menu select Check Out

One way to check out materials to student is with the Patron Check Out. In the Find field, scan or type the patrons barcode.



Note: if you don't have the patron's barcode number you can search on another patron field. From the drop down menu select patron name, first name, last name, grade level or homeroom.



Click on the student's name

Scan the barcode on the material to be checked out. Mark the due date inside slip if applicable.

Find

Only my patrons  Only search   Only Active Patrons [Due Dates](#)

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**Colton Matthew** (Student: **222222759**)

Checked Out Library: 0 Grade Level 10  
 Overdue Library: 0 Homeroom M Schrand  
 Holds Ready 0  
 Fines Library: \$0.00  
 Patron: \$0.00

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[Items Out](#)

**There are no materials checked out to this patron**

To review the default Due Dates. Click on the [Due Dates](#) link

**Due dates for items checked out today to...**

**Patron Type**

Circulation Type	Loan Period	Due Date
Books on Tape	Days: 14	8/6/2018
eBook	Hours: 5	7/23/2018
Equipment	Days: 0	7/23/2018
Magazines	Days: 14	8/6/2018
Regular	Days: 14	8/6/2018
Videos/DVD	Days: 30	8/22/2018