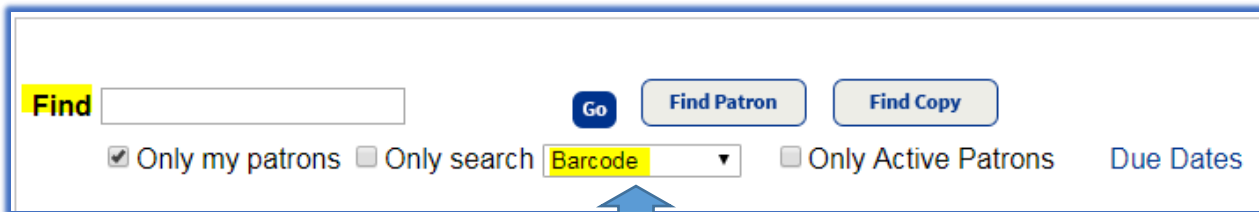# Check Out

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.

To review the default Due Dates. Click on the Due Dates link

Due dates for items checked out today to...

Patron Type Student ▾

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

Check Out 7/2018 - VR