

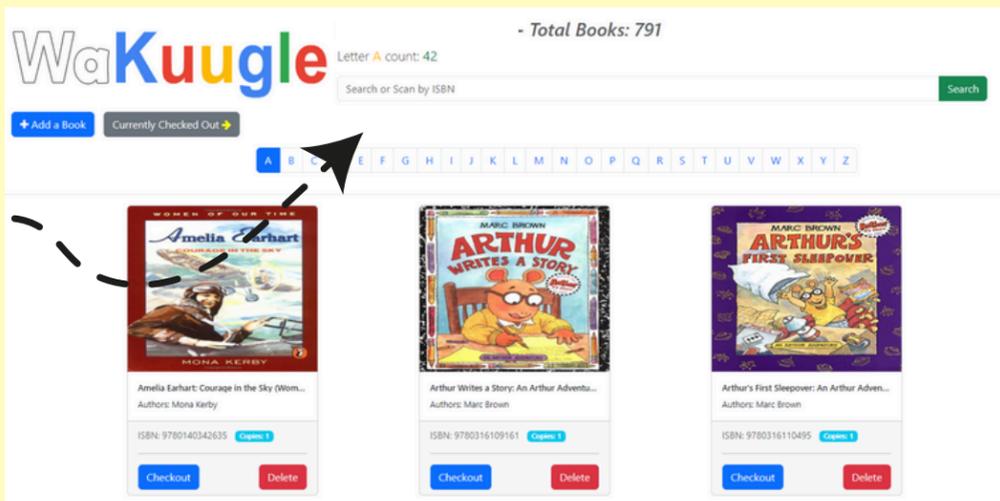
Classroom Library QUICK GUIDE

VIEW BOOKS



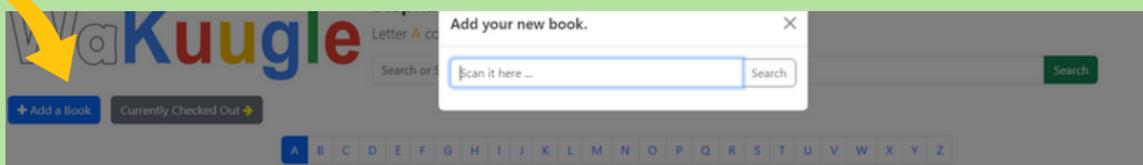
Teachers can access their classroom libraries through WCSB's Classlink.

Search books by typing in the title in the search bar, scanning the ISBN, or clicking on the first letter of the title.

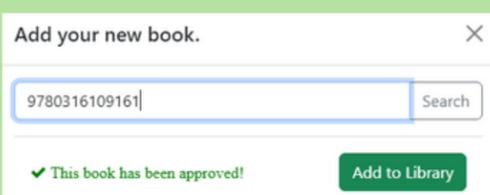


ADD BOOKS

To add a book, click "Add a Book" and scan or type the book's ISBN. Scanners are available for check-out in the media center.

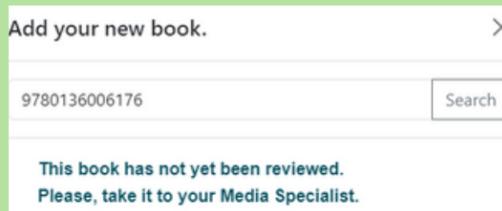


Once scanned or entered, there will be one of three outcomes:



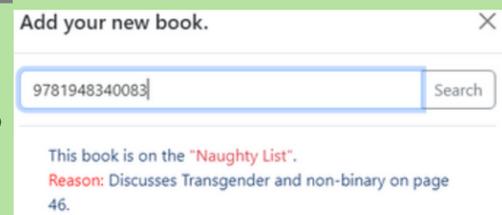
The book has already been approved in our system. You can click "Add to Library". No further action needed.

OR



The book has not been reviewed yet. This book must be approved/added by the media specialist.

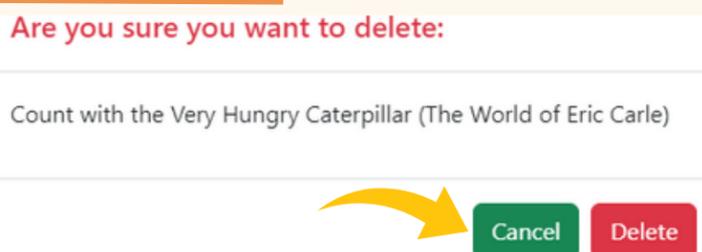
OR



The book is denied and cannot be added. If desired, resubmit the book to the media specialist for reconsideration.

DELETE BOOKS

To delete a book, simply click "Delete".



Confirm by choosing "Delete" again or choose "Cancel" to keep the book.

Libraries should be carefully curated, taking into account student interest, how each title supports the standards and aligned curriculum, and the readability and appropriateness for the students using the collection.



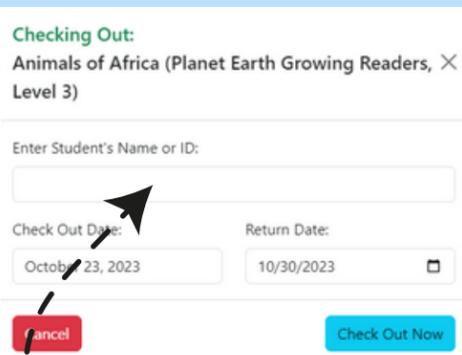
CHECK-OUT/IN BOOKS

To check-out a book, click "Checkout" and enter the student's name or ID and the return date. Then, choose "Check Out Now". The timeframe automatically populates to 1 week.

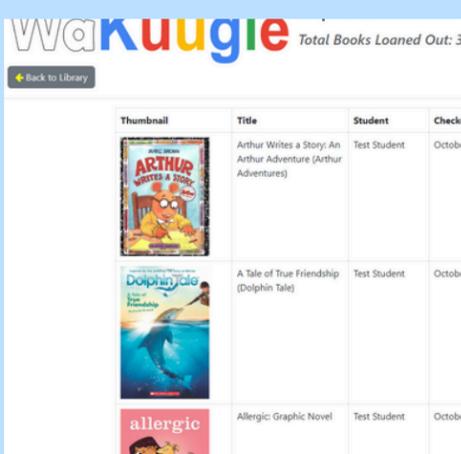
To view checked-out books, click "Checkout History".



Wakuugle tracks books with multiple copies, allowing teachers to check-out each individual book.



To check-in a book, click "Return This Book", then "Return Now"



[Return This Book](#)

