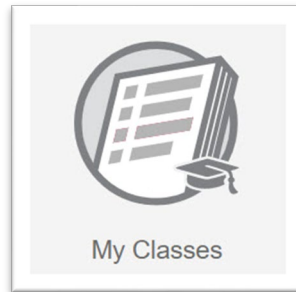


BLUEcloud Course Lists Trainer Guide

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 BLUEcloud Course Lists class will achieve the following objectives:

- Successfully log in to BLUEcloud and access BLUEcloud Course Lists.
- Identify the benefits of using BLUEcloud Course Lists.
- Learn about the different ways students and teachers can access a class list.
- Create and manage class lists.
- Find a class and mark it as a favorite.
- Add the bookmarklet tool to your preferred browser.
- Add resources to classes manually and with the bookmarklet tool.
- Familiarize yourself with the structure of a class list.
- Run reports for ongoing maintenance needs.
- Reflect on learning by sharing information with others.

In this course, participants will work through several lessons to learn more about BLUEcloud Course Lists. Upon successful completion of this class, participants will earn a certificate for two (2) contact hours. 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 BLUEcloud Course Lists. (5 minutes)

Welcome to the BLUEcloud Course Lists Class

- **Lesson Content**

Review the course objectives and the course overview. (10 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)

Using Open Space Groups

- **Lesson Content**

Join the BLUEcloud Course Lists group in Open Space. (5 minutes)

How to Navigate BLUEcloud

- **Lesson Content**

Learn how to access and navigate BLUEcloud. (15 minutes)

Optional Training Activity

- Verify that each participant has the correct URL, BLUEcloud Staff ID, and password to log into BLUEcloud. Practice logging in and finding Course Lists in the Staff Menu. Contact your ITC's Library Support Staff with any errors. (5 minutes)

Accessing Course Lists

Accessing Course Lists for Library Staff

- **Lesson Content**

Learn how school library staff access BLUEcloud Course Lists. (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 BLUEcloud Course Lists Guided Notes throughout this training to help participants engage in learning. (time included in lesson)

Teacher and Student Access

- **Lesson Content**

Learn how teachers and students can access BLUEcloud Course Lists.
(15 minutes)

Optional Training Activity

- Discuss how BLUEcloud Course Lists will be shared with teachers and students using the lesson reflection questions. (10 minutes)

Adding Resources

Create a Class Catalog

- **Lesson Content**

Learn how to create a class catalog. (15 minutes)

Optional Training Activities

- Demonstrate how to create a class catalog for the group. (5 minutes)
- Participants should create their own class catalog if one is not already created. Once a class catalog has been created, participants should create a test class. This class will be used in later lessons. (20 minutes)

Locating a Class and the Bookmarklet Tool

- **Lesson Content**

Learn how to find a class, mark it as a favorite, and add the bookmarklet tool.
(15 minutes)

Optional Training Activity

- Participants should practice marking the test class they created in the last lesson as a favorite and add the bookmarklet tool to a browser window. (15 minutes)

Adding Resources to Classes

- **Lesson Content**

Learn how to add resources to a class in multiple ways. (5 minutes)

Optional Training Activities

- Ask participants to practice adding resources to their test class manually from ISearch as well as with the bookmarklet. (30 minutes)
- Discuss what fields would be most helpful when adding item details for a resource. (5 minutes)

Course Lists Maintenance

Reports

- **Lesson Content**

Learn how to track and maintain resources within classes with available reports. (10 minutes)

Optional Training Activity

- Participants should run each of the three available reports and discuss the benefits of the findings as well as any issues in the process. (20 minutes)

Checking Your Learning

Self-Assessments

- **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 [BLUEcloud Course Lists](#) Open Space group. Find the *Your Reflections on BLUEcloud Course Lists* 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)