

ISearch for Librarians Trainer Guide

4.5 Contact Hours



Optional Training Activities

- Optional training activities are estimated to add 95 minutes to the original training time and include the minutes indicated for the original activity.

Learning Objectives

Participants in the ISearch for Librarians class will achieve the following objectives:

- Learn what ISearch is, its role in the library, and how to access.
- Explore the ISearch interface and understand which content collections are available in ISearch.
- Learn how to create a widget, bookmark, or link for ease of access.
- Create a book river to highlight collections in your library and increase use and circulation.
- Develop strong search skills using advanced search, limiters, and filters.
- Learn how to find ISearch statistics.
- Learn how to create customized access to ISearch to fit the needs of students, teachers, and parents.
- Learn what ISearch Mobile is, its role in the library, and how to access.
- Explore the ISearch Mobile interface.
- Identify best practices for using ISearch in the classroom.
- Consider methods for sharing ISearch with teachers, tech coordinators, administrators, and parents.
- Reflect on learning by sharing information with others.

In this course, participants will work through several lessons to learn more about ISearch, INFOhio's discovery search interface. Participants will learn how to use ISearch to find resources for students and how to teach students, colleagues, and parents to use ISearch. Upon successful completion of this class, participants will earn a certificate for four and a half (4.5) 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

Pre-test

- **Lesson Content**

Take a quiz to find out what you know or need to know about ISearch. (5 minutes)

Welcome to the ISearch for Librarians Class

- **Lesson Content**

Review the course objectives and the course overview. (5 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. (5 minutes)

Using Open Space Groups

- **Lesson Content**

Join the ISearch Users group in Open Space. In this group, discuss and reflect on the integration of technology with like-minded adults. (5 minutes)

How to Use ISearch

Getting to Know ISearch

- **Lesson Content**

Learn about ISearch, what it is and what it includes. Explore the homepage and search screen. (20 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 ISearch for Librarians Guided Notes throughout this training to help participants engage in learning. (time included in lesson)
- Answer the discussion questions from the lesson in the [ISearch Users](#) Open Space group. Find the *Getting to Know ISearch* post in the Discussions tab. (5 minutes)

Finding ISearch on the INFOhio Website

- **Lesson Content**

Learn how to access ISearch. (15 minutes)

Optional Training Activity

- Conduct a live demonstration describing how to access ISearch at www.infohio.org. If participants have a device, they can practice and follow along with you. (10 minutes)

Search Basics

- **Lesson Content**

Develop good search strategies and learn about some advanced search strategies that are easy to use to get good results. (15 minutes)

Optional Training Activity

- Do a live presentation of the information found in this lesson. Participants can follow along as you lead if they have a device. (10 minutes)

Getting the Results You Want

- **Lesson Content**

Develop strong search skills and strategies. Learn how applying limiters under each tab can give you better results. (15 minutes)

Optional Training Activities

- Do a live presentation of the information presented in this lesson. Participants can follow along on a device if they have access to one. (10 minutes)
- In small groups, discuss the discussion questions. Share with the larger group. (10 minutes)
- Answer the discussion questions from the lesson in the [ISearch Users](#) Open Space group. Find the *Getting the Results You Want* post in the Discussions tab. (5 minutes)

Saving Items

- **Lesson Content**

Learn about the different options available for saving and sharing items you find in ISearch. (15 minutes)

Optional Training Activities

- Do a live presentation using My Account and My Lists. (10 minutes)
- As a group, discuss best practices for making sure students and teachers know their user id and pin to access My Account. (10 minutes)

What Have You Learned So Far?

- **Lesson Content**

Take a short quiz to check what you know. (5 minutes)

Applying What You Have Learned

- **Lesson Content**

Complete at least one of the lesson exercises. (10 minutes)

ISearch Mobile

Getting to Know ISearch Mobile

- **Lesson Content**

Learn what ISearch Mobile is and how to access it. (10 minutes)

Optional Training Activity

- Demonstrate the different ways to access ISearch Mobile. (5 minutes)
- Do a live presentation using a device and encourage participants to follow along with their own device, as well. (time included in lesson)

Searching in ISearch Mobile

- **Lesson Content**

Learn best practices for searching within ISearch Mobile as well as some advanced search techniques, including using limiters. (10 minutes)

Optional Training Activity

- Participants should spend time familiarizing themselves with the different tabs, how to access them, and the limiters available. Present possible search terms and have participants share how they arrived at the resource they chose. (15 minutes)

Accessing My Account from ISearch Mobile

- **Lesson Content**

Learn how to access and use the available My Account features within ISearch Mobile. (10 minutes)

Optional Training Activity

- Have participants practice logging into My Account. Share examples of schools that have different features, like holds or renewals, turned on. (10 minutes)
- Discuss best practices for teaching students how and when to access and use My Account. (10 minutes)

Making ISearch Easy to Find

ISearch Customizations

- **Lesson Content**

Learn how to create customized access to ISearch. (15 minutes)

Optional Training Activity

- Participants should look at their version of ISearch and make a list of the customizations they would like to add. (10 minutes)

Linking to Your ISearch Landing Page

- **Lesson Content**

Learn how to use buttons and URLs to link users to ISearch from a webpage. (10 minutes)

Optional Training Activity

- Demonstrate creating a button and have participants make a plan to add a link, button or widget on their website. (15 minutes)

Embedding the ISearch Widget on a Webpage

- **Lesson Content**

Learn how to create a widget for easy access to ISearch from a webpage. (10 minutes)

Optional Training Activity

- Demonstrate creating a widget and have participants make a plan to add a link, button, or widget on their website. (15 minutes)

ISearch Use Data

- **Lesson Content**

Learn how to find ISearch statistics. (10 minutes)

Optional Training Activities

- Do a live presentation on accessing the INFOhio Resource Use Data page. Demonstrate locating statistics for a specific district. (5 minutes)
- Brainstorm ways to report your data to your Administrators. Share with the group. (10 minutes)

Helping Students and Staff Use ISearch

Teaching Students to Search the My Library Tab

- **Lesson Content**

Teach students and staff how to use the My Library tab within ISearch.
(15 minutes)

Optional Training Activities

- Demonstrate lesson content. (10 minutes)
- Read and discuss the Failing Forward article mentioned in the lesson. (10 minutes)
- Discussion Questions – Use a strategy from the [Cult of Pedagogy](#) to discuss the questions. (10 minutes)
- Answer the discussion questions from the lesson in the [ISearch Users](#) Open Space group. Find the *Teaching Students to Search the My Library Tab* post in the Discussions tab. (5 minutes)

Teaching Students to Find Just the Right Text

- **Lesson Content**

Teach students and staff how to find the best tab for the information they need.
(15 minutes)

Optional Training Activities

- Demonstrate lesson content. (10 minutes)
- Break participants up into two groups. One group will read the SLJ article, [Where Did Leveling Go Wrong?](#) and the other will read Timothy Shanahan's blog post, [The Instructional Level Concept Revisited](#). Groups will then share information learned with each other. (10 minutes)
- Discussion Questions – Use a strategy from the [Cult of Pedagogy](#) to discuss the questions. (10 minutes)

Finding Resources for Research Projects

- **Lesson Content**

Teach users how to find resources for research projects. (15 minutes)

Optional Training Activities

- Demonstrate lesson content. (10 minutes)
- Discussion Questions – Use a strategy from the [Cult of Pedagogy](#) to discuss the questions. (10 minutes)
- Answer the discussion questions from the lesson in the [ISearch Users](#) Open Space group. Find the *Finding Resources for Research Projects* post in the Discussions tab. (5 minutes)

Sharing ISearch with Teachers, Tech Coordinators, and Administrators

- **Lesson Content**

Learn ways to share ISearch with teachers, your tech coordinator, and administrators. (10 minutes)

Optional Training Activity

- Discuss ways in which librarians could reach out to colleagues, tech coordinators, and administrators. Create an editable and shareable list of the ideas that are mentioned using Google Docs or another online platform. (10 minutes)

Sharing ISearch with Parents

- **Lesson Content**

Learn ways to help parents support their children as they use ISearch. (10 minutes)

Optional Training Activities

- Discuss ways in which librarians can share ISearch with Parents. Create an editable and shareable list of the ideas that are mentioned. (10 minutes)
- Lead participants through creating an Open Space account. Access the ISearch Information for Parents Discussion and reply to the original post with ideas. (20 minutes)
- Answer the discussion questions from the lesson in the [ISearch Users](#) Open Space group. Find the *ISearch Information for Parents* post in the Discussions tab. (5 minutes)

Checking Your Learning

Self-Assessments

- **Lesson Content**

Answer questions to reflect on what you learned. (15 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 [ISearch Users](#) Open Space group. Find the *Reflect on ISearch Learning* post in the Discussions tab. (5 minutes)

Contact Hours Quiz and Certificate

- **Lesson Content**

Take a quiz to earn a certificate for 4.5 contact hours. (5 minutes)