Teacher Orientation to the Learning Resource Center

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Available Programs

- Nath: Medical Terminology
- Microsoft Suite (Word, PowerPoint, Excel and Publisher)
- R2Library.com
- LIRN databases
Nath: Medical Terminology

- This program helps students to correctly pronounce medical terms and review their meanings.
- There is a labeling exercises section that students can use to test themselves.
- There are also animations available with this program.
Experiment with home screen icons

- Upper right corner of screen - click on “restore down” - 2 superimposed boxes between the dash and the red x.
- This reduces the slideshow size so you can see the home screen.
- Click on Nath icon center top. Looks like a circle with a red “d”. Explore.
- X out of Nath and you return to PowerPoint.
Explore Library Website

Restore down these instructions. Click on Google Chrome (Multicolored circle) The homepage is the library website. Libguides.yourlrc.info/cincinnati Accessible from your phone or anywhere you have internet.
Explore the home page.
Librarything is the online catalog - find a book in your field.
Print out a google calendar for yourself to fill in your class and activities schedule.
Explore your own department tab.
Explore the other tabs.
Open Teacher Review Library
Orientation

Click orientation quiz icon next to orientation slide on left home screen. It is the white square with blue “W”.

This is open book. Fill it in as you go. The answer to anything you don’t know is “Ask your librarian” 😊

As part of the quiz, when you search for something interesting, write one paragraph about what you find.
Minimize the orientation quiz. Upper right of screen, see 3 boxes. “-” “” “x” “.

Click on “-” to minimize- the icon will appear in the tray along the bottom of the screen. Click on it to reopen. Minimize again.

Click on the 3 Office Suite icons on the home screen middle left side. Explore Microsoft Word, Excel and PowerPoint.
Bookmarks Toolbar

- Click Google Chrome.
- Along the top of the screen is the bookmarks toolbar.
- Starts on the upper left with ADP.
- Campus Portal links to CampusVue
- Citation Machine formats citations.
- Library & Information Resources Network (LIRN) = electronic databases
Accessing Online databases

- Large number of specialized databases available.
  - Click Google Chrome.
  - Go to LIRN tab on bookmarks toolbar to login
  - Our login # = 27999
- Main search box = large # diverse results. Shows # of results/each database.
- Choose specific database to search for targeted results. Explore.
Specific databases

Choose “subject view”

- Health & Medical = 21 databases
- Dental = 8 databases
- Building and Construction = 11 databases
- News and current events = 13 databases

Each has a different focus
Search techniques

- Indexing terms - more specific = fewer targeted relevant results
- They show what the indexer thought was most important.
- Subject = General
- Keyword = more specific
- Author = all published by one person
- Title = any article with those words
- “Title” = those specific words in that order
Boolean Searching

- Boolean terms= String together search terms to be more specific
- x OR y= finds synonyms
- x AND y= results with both x and y
- x NOT y= only x which does not include y

Run a search on something of interest to you. Note the difference in number and type of results
Limiting Searching

- Quotation marks- Limit to exactly those words in that order
- Limiters- usually available on the side of the screen- by language, source type, date
- Limit your search in various ways
- Note what makes a difference
- Run your search again with limiters
Active tabs

- On top of your internet screen, now have 2 tabs- left=campus Cincinnati right=“LIRN”
- Greyed out= not active
- Lighter= the page you are on
- Click on new tab- the small parallelogram to the right of “LIRN”= new page
- Type the site you want- hit enter.
Publicly Accessible databases

- Just google it- Be as specific as possible- see what comes up.
- Define: search term = instant definition
- Searchterm filetype:pdf limits to pdf documents
- Searchterm filetype:ppt limits to PowerPoints
- “Google scholar” returns academic/scientific journal results
Wikipedia

Wikipedia.com –

- Crowd sourced. Up to date but easily slanted to personal opinions.
- Good overview of topics- track down the references THEY cite at the bottom of the article. You cite the original documents.

PubMed, MedlinePlus, Medscape
On-site collection:

- 30 Paper Journals
- NCLEX review flash cards
- Book collection targets course offerings. Materials are specific to curriculum needs, covering all required subject areas.

Go look around.

Suggest Useful materials.

We have connections with Cincinnati Public Library, UC and OhioLink. We can usually bring in desired resources.
Online full-text books

- LIRN- Books 24x7 well-being topics 1500 titles
- PubMed Bookshelf- 4723 titles
  https://www.ncbi.nlm.nih.gov/books/browse/
- R2Library.com
  http://r2library.com/Browse#include=1&type=publications - 104 books
- Google books- snippets of pages
  http://www.gutenberg.org/
  https://en.wikibooks.org/wiki/Subject:Health_science
Videos, DVD’s

Media- We have instructional videos and DVD’s available for faculty. Loan time is 2 days, renewable. Explore the media cabinet behind the librarian desk.

Go to youtube.com- search for curriculum topics.

Go to khanacademy.com or quizlet.com – for videos, flashcards, practice quizzes, learning games.
LRC Manager’s Role

I am here to assist you in teaching your content.

- I can find topical classroom resources.
- Provide tutoring to students who could benefit.
- Assist students and faculty with technology.
- Literature Searches for articles you may be working on.
- Find and deliver articles in full text.
- Specializing in literacy and learning differences.
Class presentations

- We can present to your class---
  - Search and research techniques
  - Writing and proofreading
  - APA style, plagiarism avoidance
  - Time management
  - Stress /relaxation techniques
  - Computer skills
  - On-line access, password resets
  - Blackboard help
Email Access

Corporate email is available at
https://mail.edaff.com

Your email address is
firstinitiallastname@fortiscollge.edu

Default password is Password1

You must change your password every 30 days.

Student emails usually go to their personal email addresses
Campus Portal

Available at www.mycampuslink.com

Used to document students: reasons for being absent, etc.

This system feeds into CampusVue which all administrators can access. This helps them to stay aware of student issues.

Also, used to record end of term grades so the Registrar does not have to hand-enter every grade

Student login is firstnamelastname

no spaces, no capitals no punctuation
Reserving the LRC

- There are 17 student computers in the LRC
- Bring your class in to work on a project. Please notify us a day in advance.
- The library will still be open to other students but your students will have priority computer access.
Printing

The small copy machine in the LRC and the printers are available for student use for free up to 10 pages a day.

This machine will scan paper materials into electronic copies, and send faxes.

To copy PowerPoint presentations, please put six slides on a page and remove colored backgrounds.

Default printing is two-sided
Copyright regulations prevent us from copying consumable materials like workbooks or quizzes.

Individuals are permitted to copy almost anything for their personal use.

Copies in color are only available through the director of education.
Faculty copiers

There are 2 heavy duty copy machines available for instructors (one in the faculty workroom and one in the coffee room). I can show you how to operate these.

If they are malfunctioning, contact the DOE Terri Lynn Brosseau.
Thanks for being here!

Let me know what resources can make your job and life easier and more successful.

Click on the orientation quiz Microsoft Word icon on home screen next to orientation slide show. Complete and turn in to librarian to receive your orientation credit.