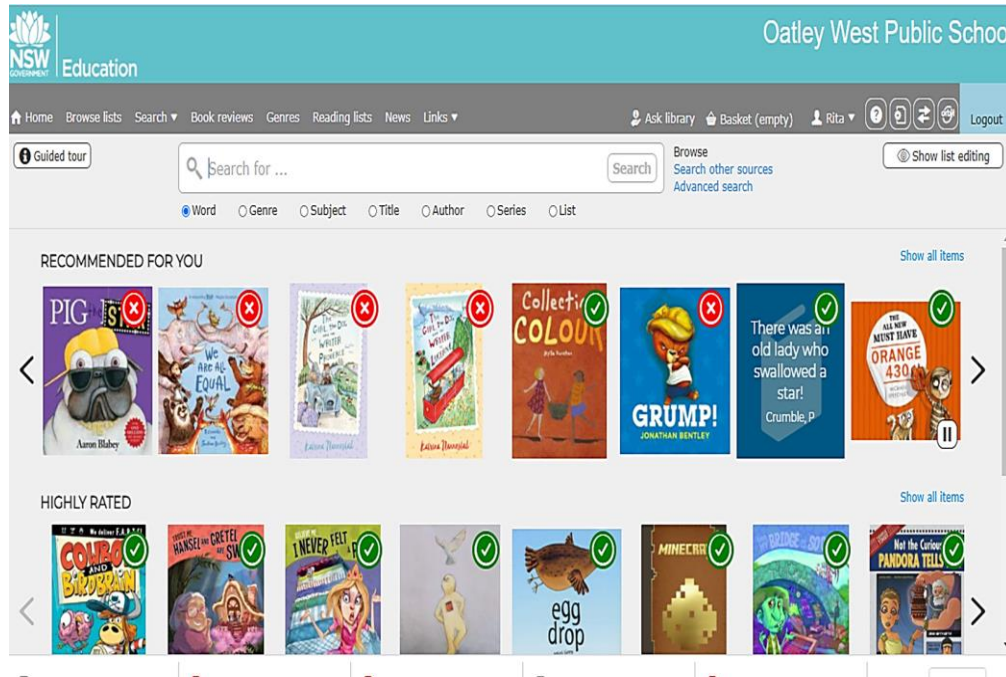


# HOW TO:

- RESERVE A BOOK IN *OLIVER LIBRARY*
- POST A BOOK REVIEW IN *OLIVER LIBRARY*



# 1.

## THE STUDENT PORTAL

- Open your internet browser

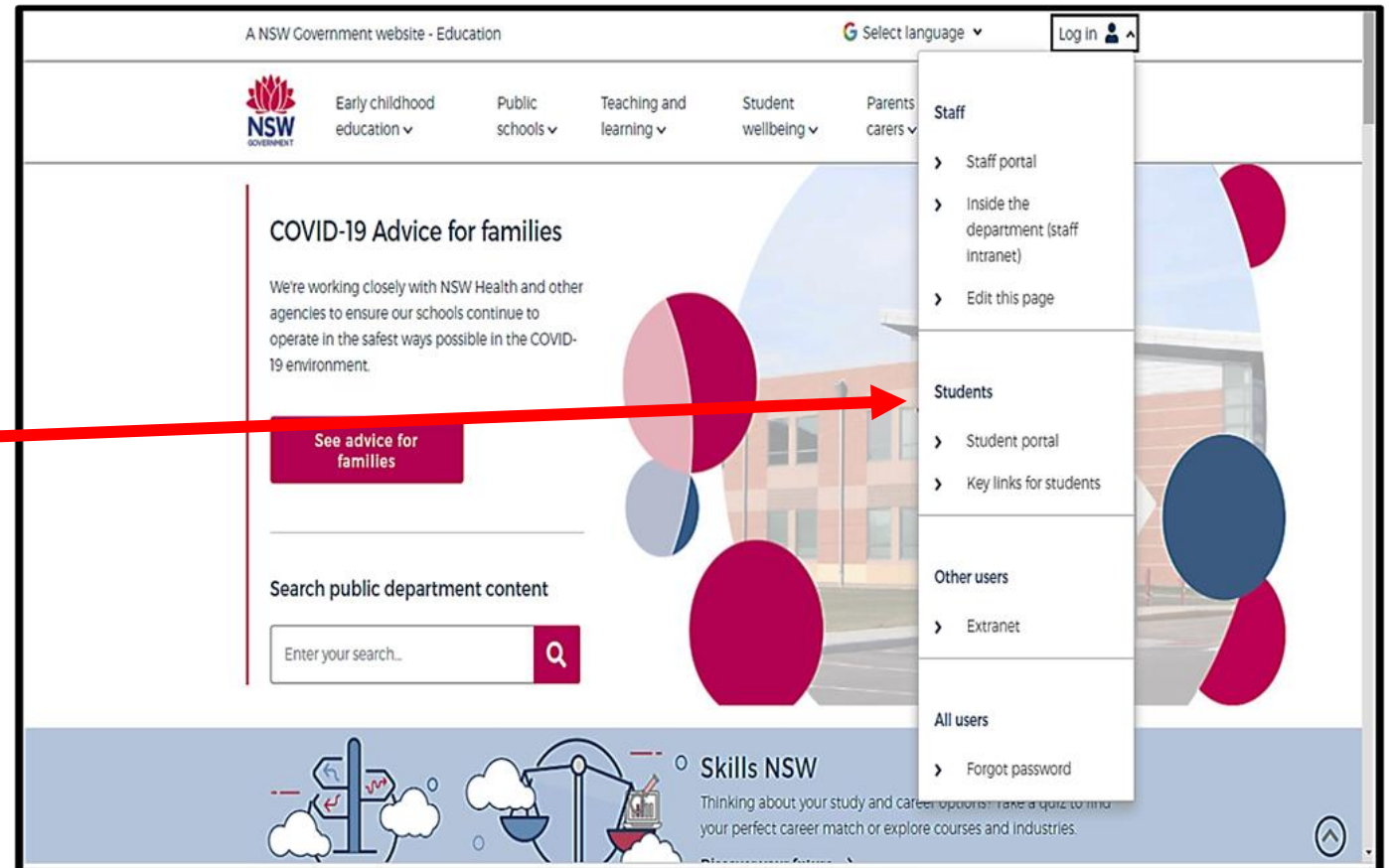


- Search in Google

Department of Education NSW

[www.education.nsw.edu.au](http://www.education.nsw.edu.au)

- Login – Student Portal



# 2.

## THE STUDENT PORTAL

### Login with your DoE Account

**Student User ID and Password are the ones that you use at school.** Please contact your teacher if you have a problem with your Username or Password, and you are unable to login.

**Student User ID** – firstname.lastname (number if you have one)  
@det.nsw.edu.au

**Password** – enter your individual password

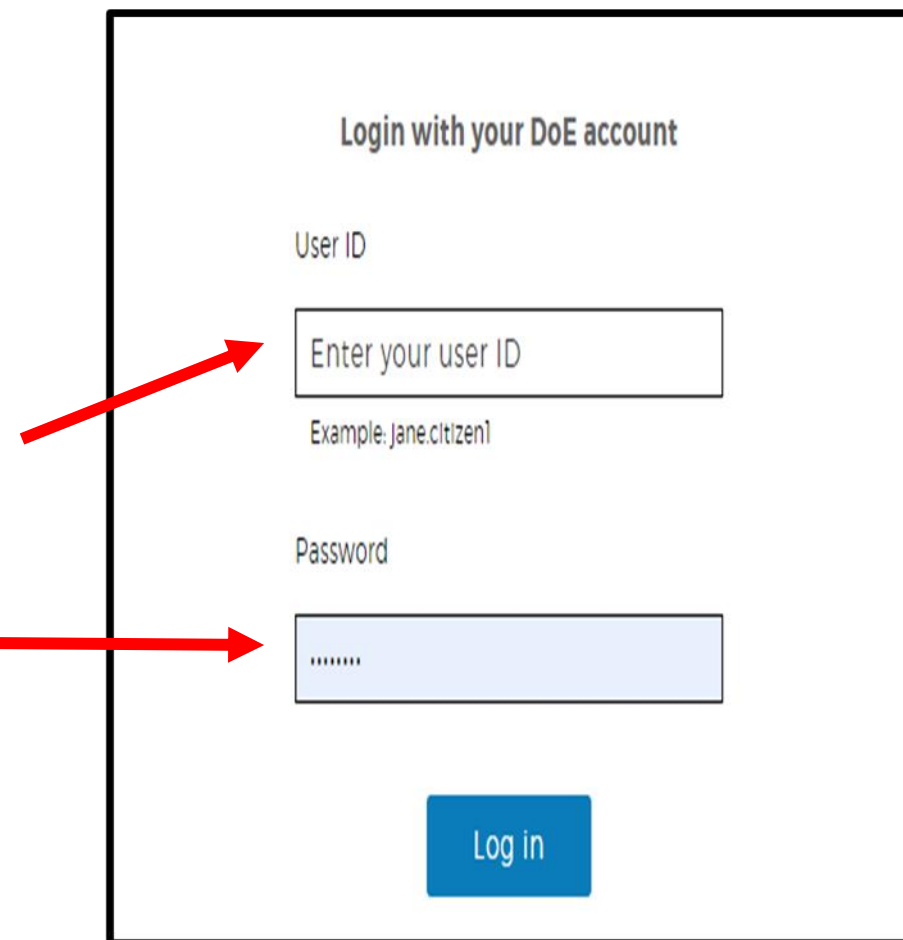
Example

**User ID**

jane.citizen3@det.nsw.edu.au

**Password**

.....



The screenshot shows a login form titled "Login with your DoE account". It contains two input fields: "User ID" and "Password". The "User ID" field has a placeholder text "Enter your user ID" and an example "Example: jane.citizen1". The "Password" field has a placeholder text "Password" and a masked input area with ".....". A blue "Log in" button is at the bottom right. Two red arrows point from the text on the left to the "User ID" and "Password" fields respectively.

Login with your DoE account

User ID

Enter your user ID

Example: jane.citizen1

Password

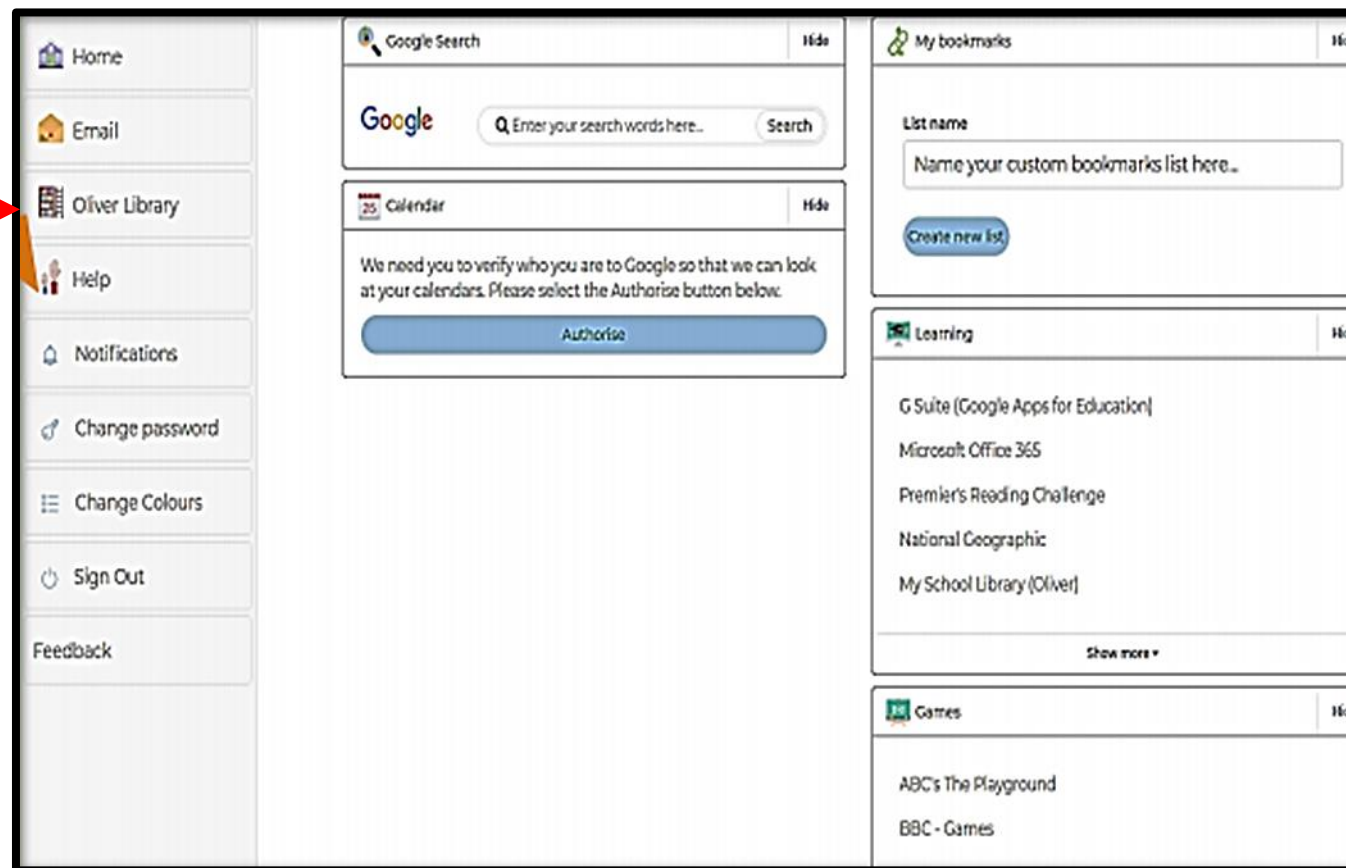
.....

Log in

# 3.

## THE STUDENT PORTAL: OLIVER LIBRARY

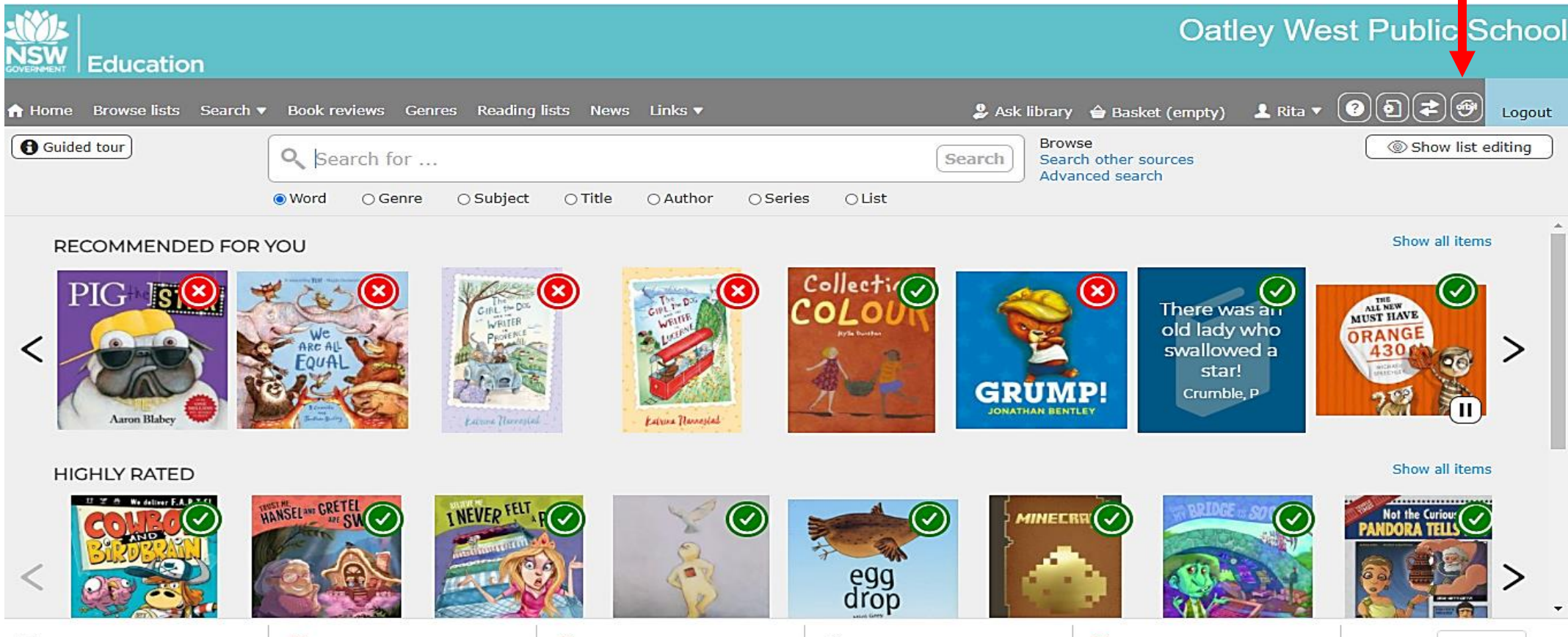
Click on OLIVER  
LIBRARY



4.

## OLIVER LIBRARY: HOME SCREEN

Click on **ORBIT** to go to the ORBIT screen



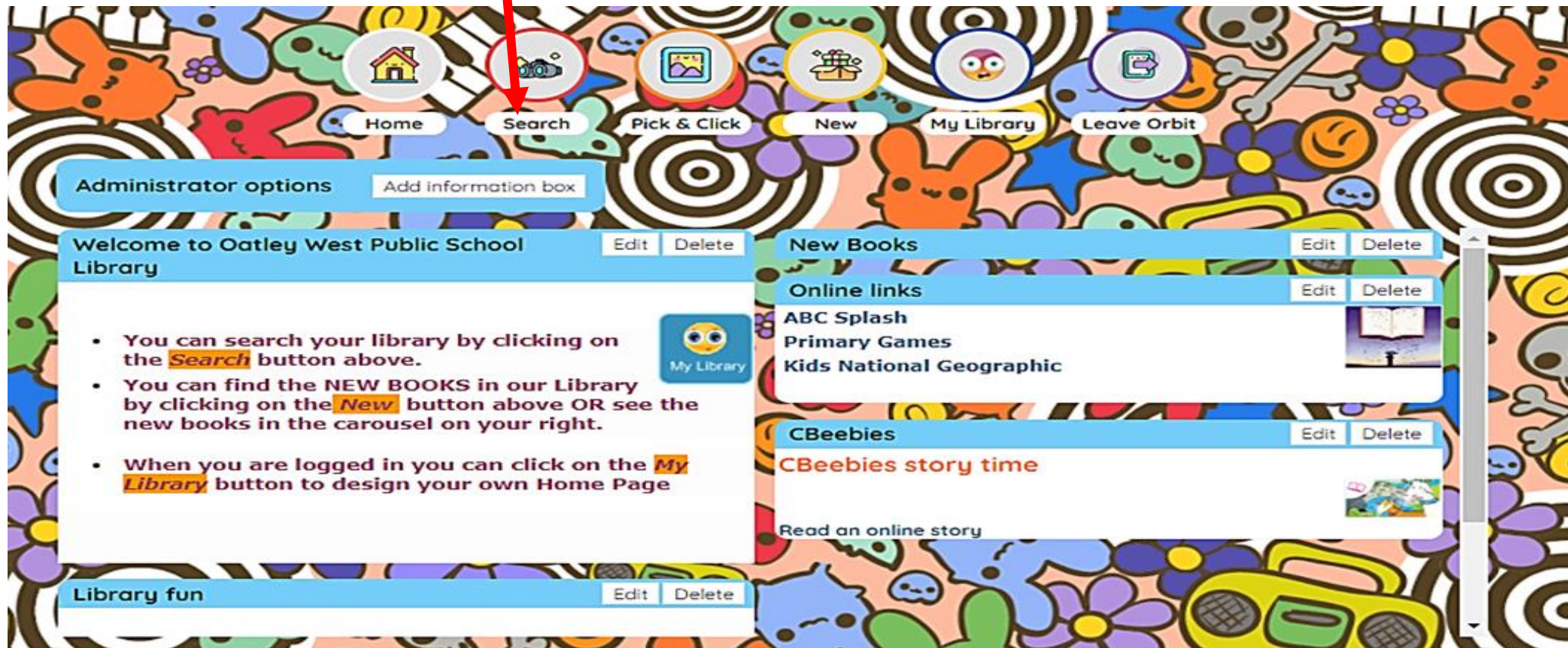
The screenshot shows the Oliver Library Home Screen. At the top, there is a teal header with the NSW Government Education logo on the left and the text "Oatley West Public School" on the right. Below the header is a navigation bar with links: Home, Browse lists, Search, Book reviews, Genres, Reading lists, News, and Links. On the right side of the navigation bar are icons for Ask library, Basket (empty), Rita, and a Logout button. A red arrow points to the Logout button. Below the navigation bar is a search bar with the text "Search for ..." and a Search button. To the right of the search bar are links for Browse, Search other sources, and Advanced search. Below the search bar is a row of radio buttons for filtering results: Word, Genre, Subject, Title, Author, Series, and List. The main content area is divided into two sections: "RECOMMENDED FOR YOU" and "HIGHLY RATED". Each section displays a row of book covers. In the "RECOMMENDED FOR YOU" section, the first four covers have a red 'X' icon, and the last three have a green checkmark icon. In the "HIGHLY RATED" section, all seven covers have a green checkmark icon. To the right of each row is a "Show all items" link. The bottom of the screen shows a partial view of the next row of book covers.



5.

## OLIVER LIBRARY: ORBIT SCREEN

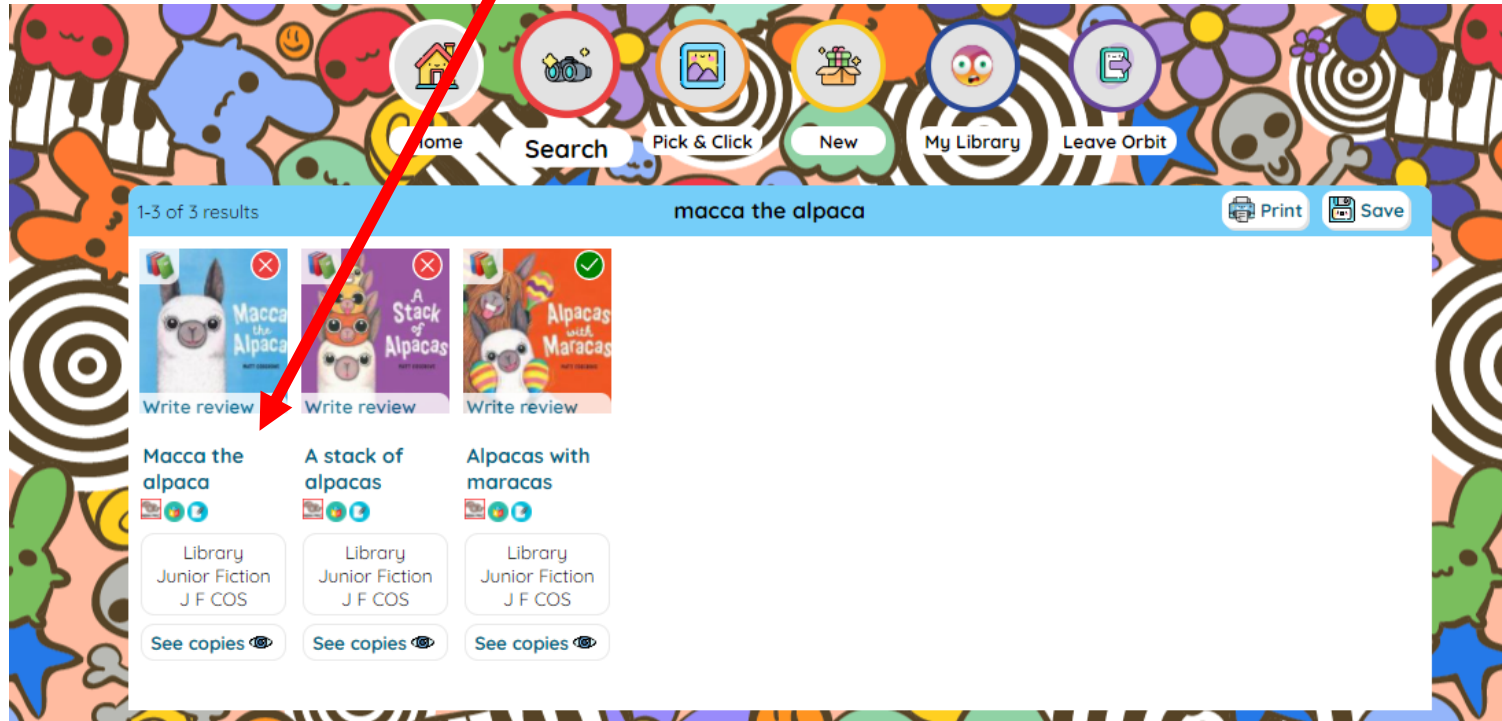
Click on **Search** to look for a book



6.

## OLIVER LIBRARY: ORBIT SCREEN

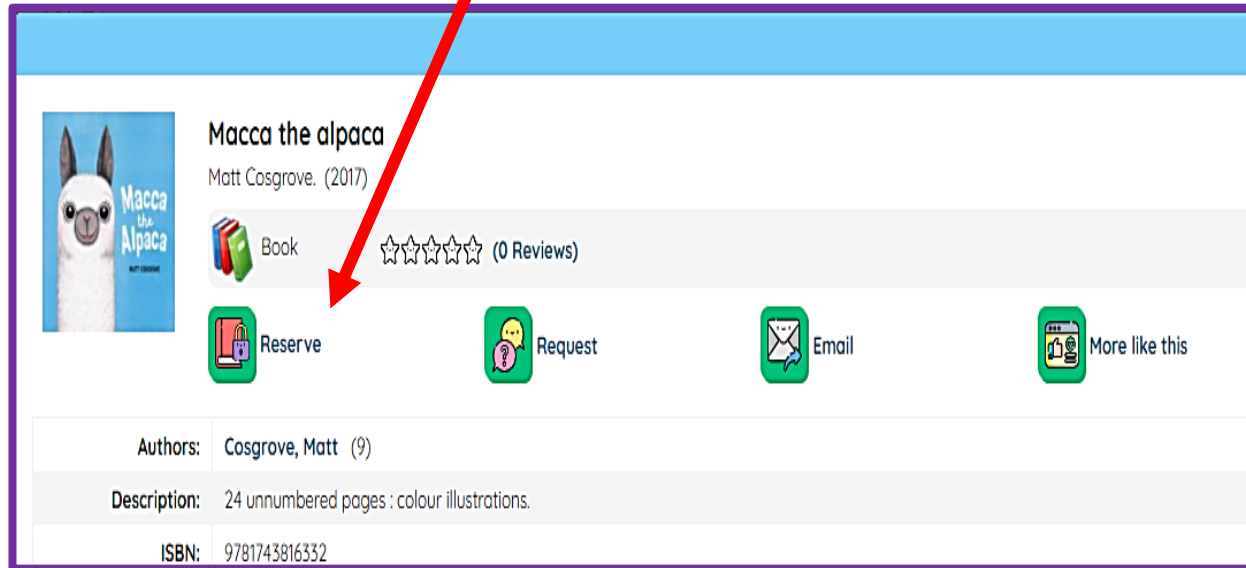
Click on the **Title** of your book to Reserve or Review



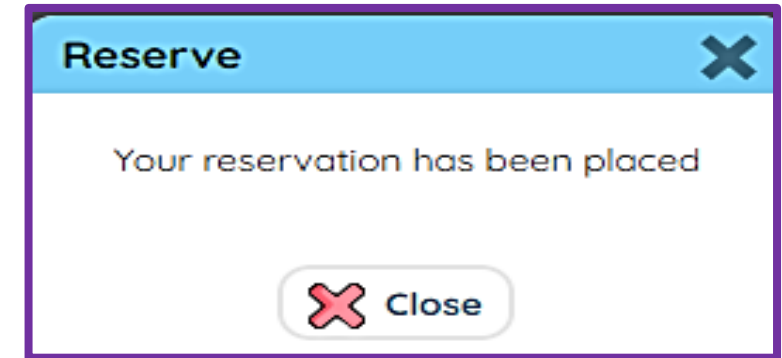
7.

## OLIVER LIBRARY: RESERVE A BOOK

Click on **Reserve** to reserve the book in your name



This message will appear telling you that you have reserved this book



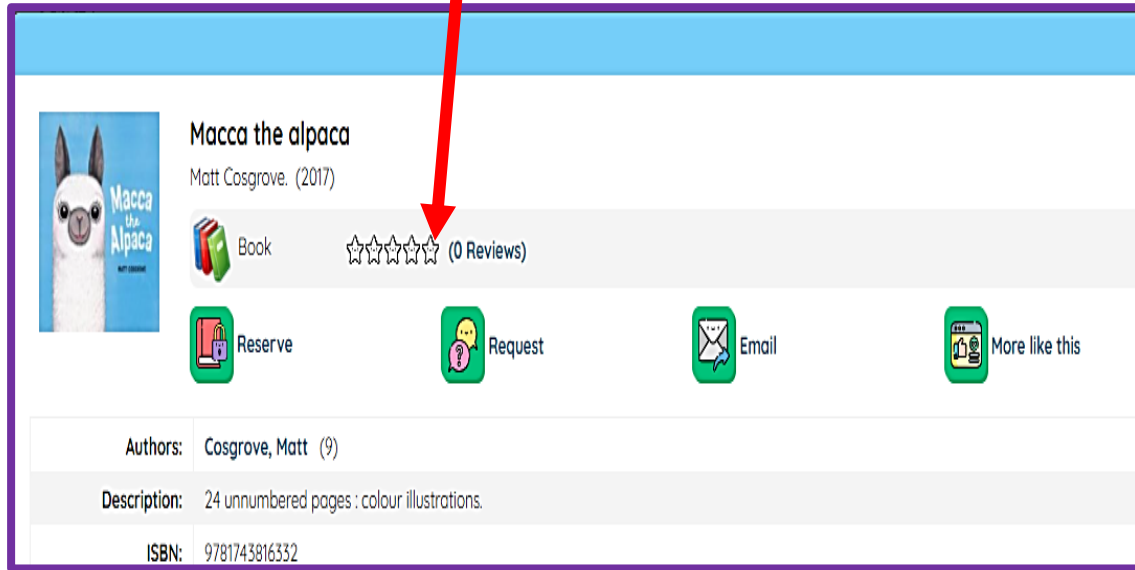
Your book will be waiting for you in the **Reserved Books tub** next to the Enquiry terminal when it has been returned.



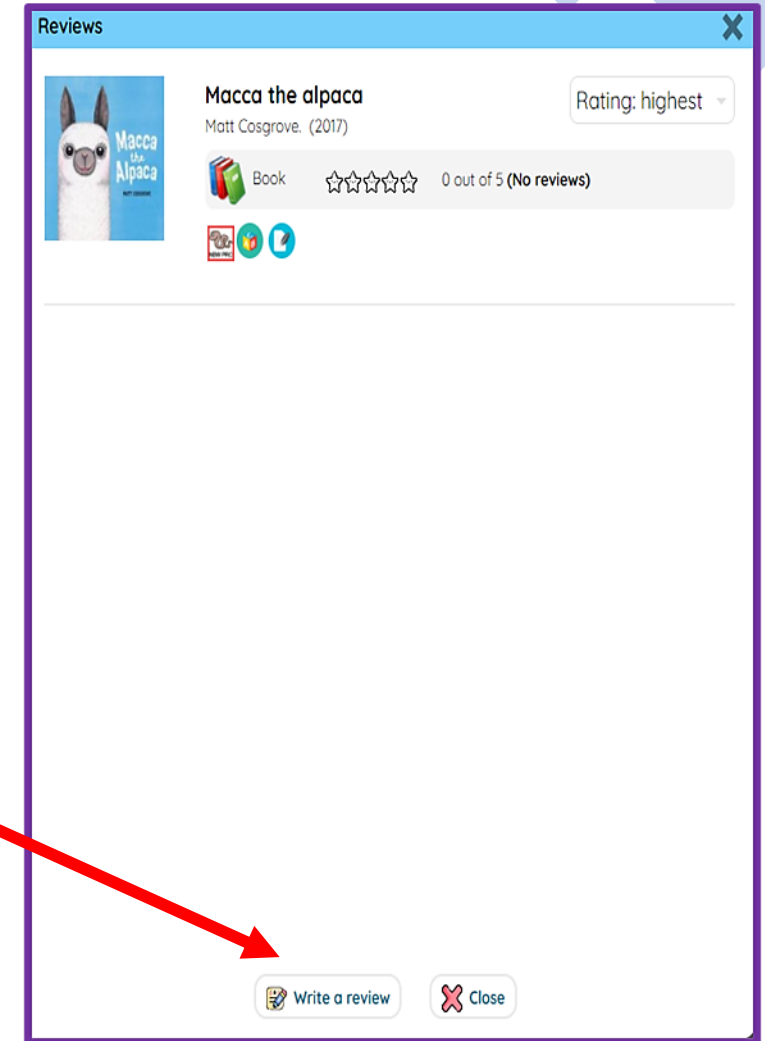
8.

# OLIVER LIBRARY: WRITE A BOOK REVIEW

Click on **Reviews** to write your Book Review



Click on **Write a Review**




# OLIVER LIBRARY: BOOK REVIEW

**Type in your  
review giving it  
a Star Rating –  
and a Headline**


# Save your work






Reviews






Macca the alpaca

Matt Cosgrove. (2017)






 Book



0 out of 5 (No reviews)




Rating:


Lowest  Highest

Review Headline:

Review:

Reviews may be moderated by the library staff before they appear for other users. Your review may be shown in other libraries around the world.

 Save

 Cancel

**Your Book Review will  
be reviewed by the  
Teacher Librarian and  
then posted in OLIVER  
LIBRARY for everyone  
to read.**