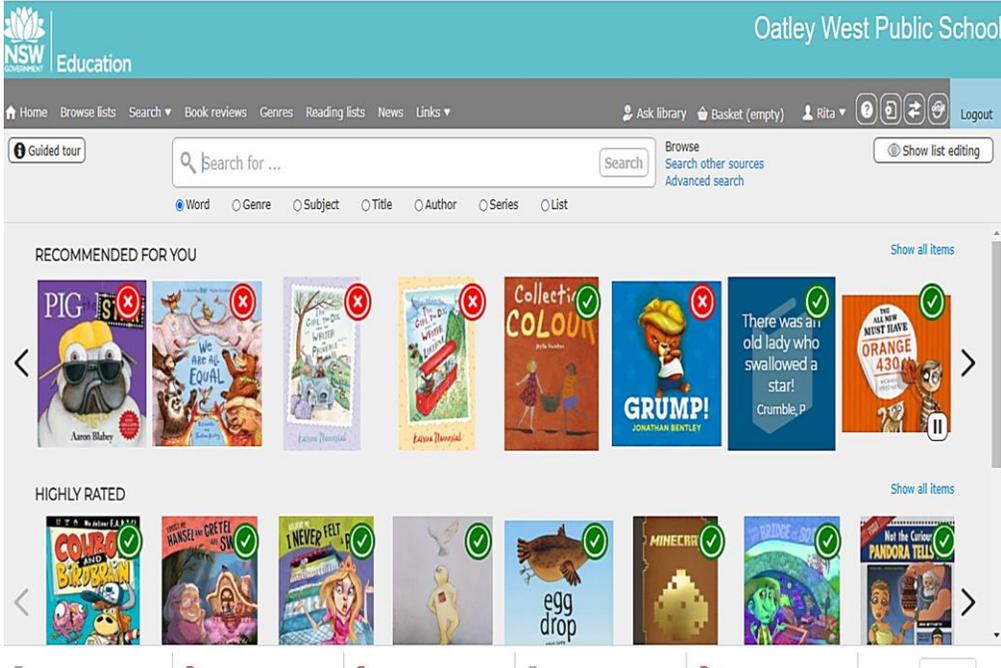


HOW TO:

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



1.

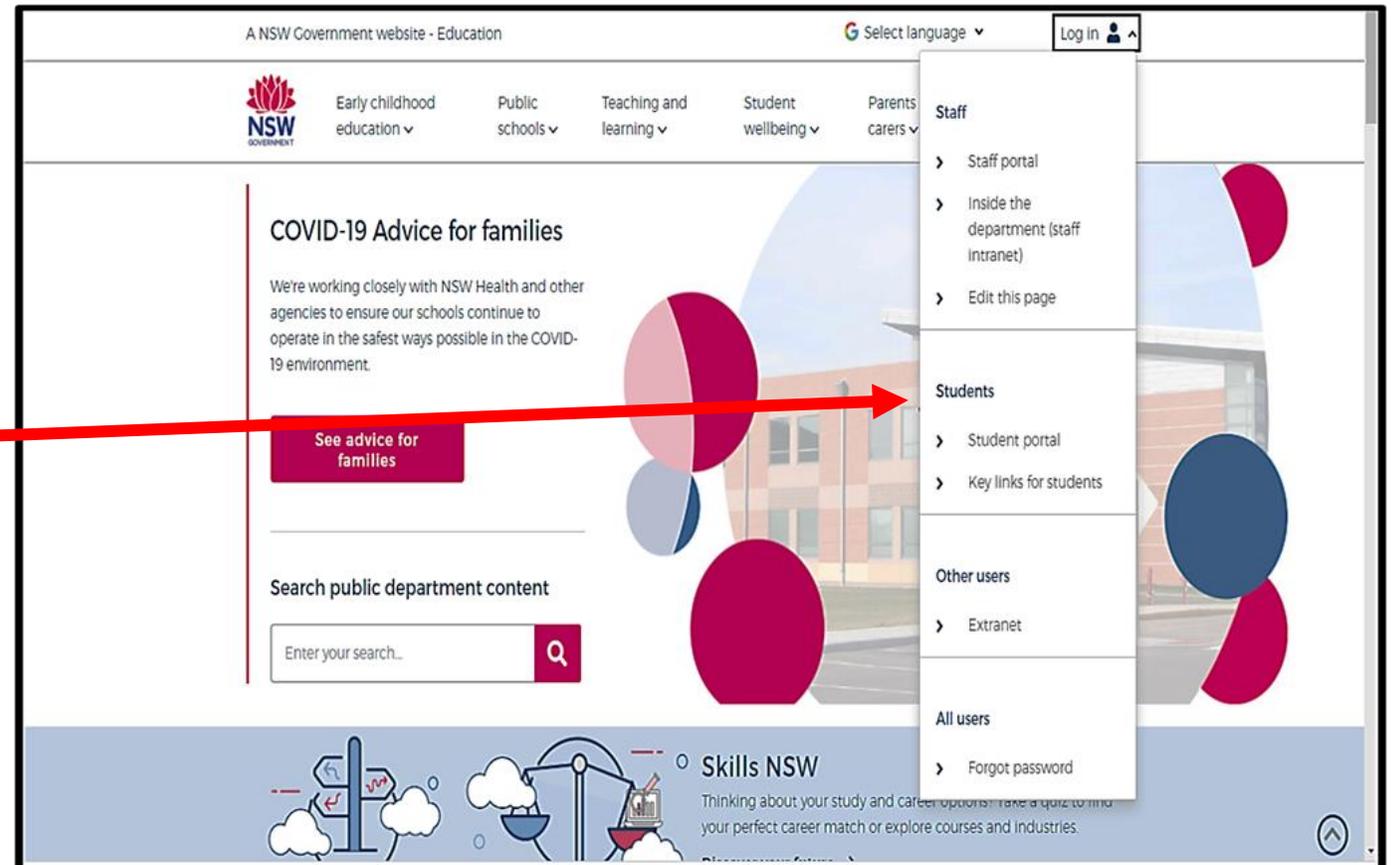
THE STUDENT PORTAL

- Open your internet browser



- Search in Google
Department of Education NSW
www.education.nsw.edu.au

- Login – Student Portal

A screenshot of the NSW Government website - Education. The page features a navigation menu with options like 'Early childhood education', 'Public schools', 'Teaching and learning', 'Student wellbeing', and 'Parents carers'. A dropdown menu is open, showing 'Staff' (with sub-options: Staff portal, Inside the department (staff intranet), Edit this page), 'Students' (with sub-options: Student portal, Key links for students), 'Other users' (with sub-option: Extranet), and 'All users' (with sub-option: Forgot password). A red arrow points from the 'Login – Student Portal' text to the 'Student portal' link in the dropdown menu. The main content area includes a 'COVID-19 Advice for families' section with a 'See advice for families' button and a search bar for public department content. The footer features 'Skills NSW' with a promotional message.

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

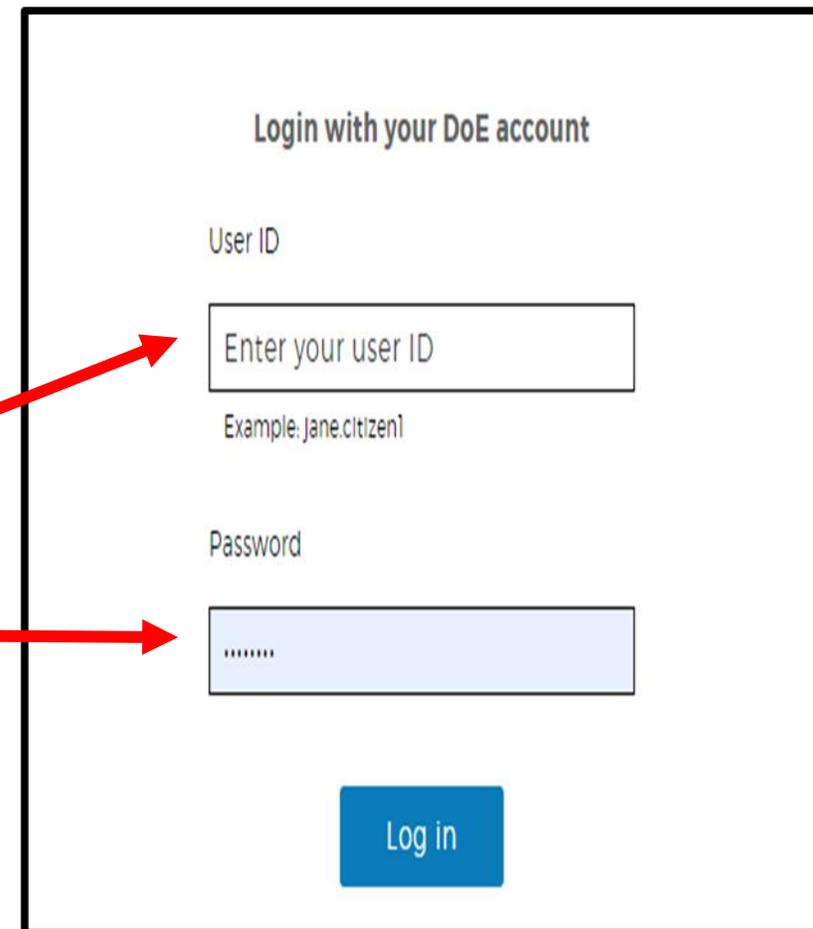
Example

User ID

jane.citizen3@det.nsw.edu.au

Password

.....



Login with your DoE account

User ID

Example: jane.citizen1

Password

Log in

Two red arrows point from the text on the left to the 'User ID' and 'Password' input fields in the screenshot.

3.

THE STUDENT PORTAL: OLIVER LIBRARY

Click on **OLIVER LIBRARY**



A screenshot of a student portal interface. On the left is a vertical navigation menu with items: Home, Email, Oliver Library (highlighted with a red arrow), Help, Notifications, Change password, Change Colours, Sign Out, and Feedback. The main content area contains a Google Search widget, a Calendar widget with a verification message and an 'Authorise' button, a 'My bookmarks' widget with a 'Create new list' button, a 'Learning' widget listing 'G Suite (Google Apps for Education)', 'Microsoft Office 365', 'Premier's Reading Challenge', 'National Geographic', and 'My School Library (Oliver)', and a 'Games' widget listing 'ABC's The Playground' and 'BBC - Games'.

4.

OLIVER LIBRARY: HOME SCREEN

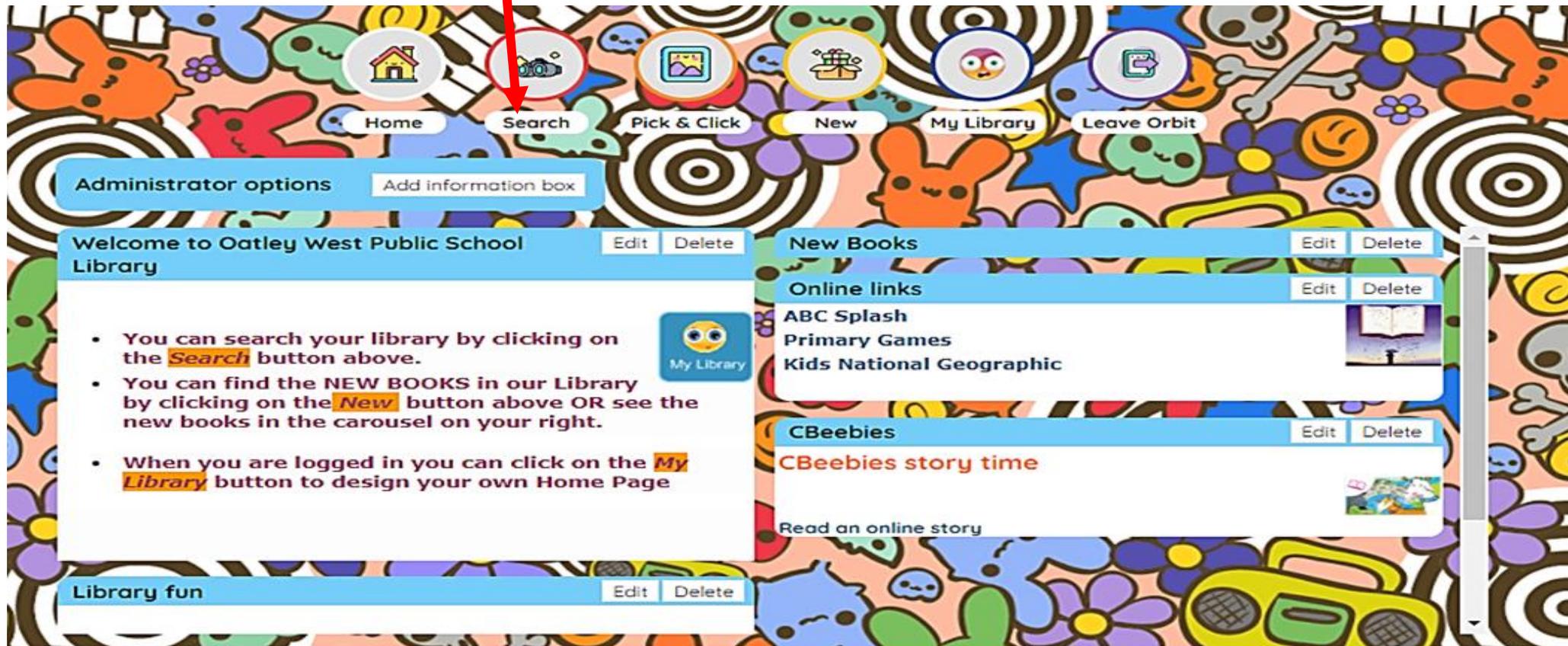
Click on **ORBIT** to go to the ORBIT screen

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 'Oatley West Public School' on the right. Below the header is a navigation bar with links for Home, Browse lists, Search, Book reviews, Genres, Reading lists, News, and Links. On the right side of the navigation bar, there are icons for Ask library, Basket (empty), a user profile for Rita, and a Logout button. A red arrow points to the ORBIT icon in the navigation bar. Below the navigation bar is a search section with a search bar, a Search button, and radio buttons for Word, Genre, Subject, Title, Author, Series, and List. There are also links for Browse, Search other sources, and Advanced search. The main content area is divided into two sections: 'RECOMMENDED FOR YOU' and 'HIGHLY RATED'. Each section displays a row of book covers with green checkmarks or red X marks. The 'RECOMMENDED FOR YOU' section includes books like 'PIG the SIA', 'We ARE ALL EQUAL', 'The Girl the Dog and the Writer', 'Collective COLOUR', 'GRUMP!', 'There was an old lady who swallowed a star!', and 'THE ALL NEW MUST HAVE ORANGE 430'. The 'HIGHLY RATED' section includes books like 'CONRO AND BIRD BRAIN', 'TRUST ME HANSEL AND GRETEL ARE SW', 'I NEVER FELT A P', 'egg drop', 'MINECRAFT', 'THE BRIDGE IN THE SKY', and 'Not the Curious PANDORA TELLS'. A 'Show all items' link is present at the end of each row.

5.

OLIVER LIBRARY: ORBIT SCREEN

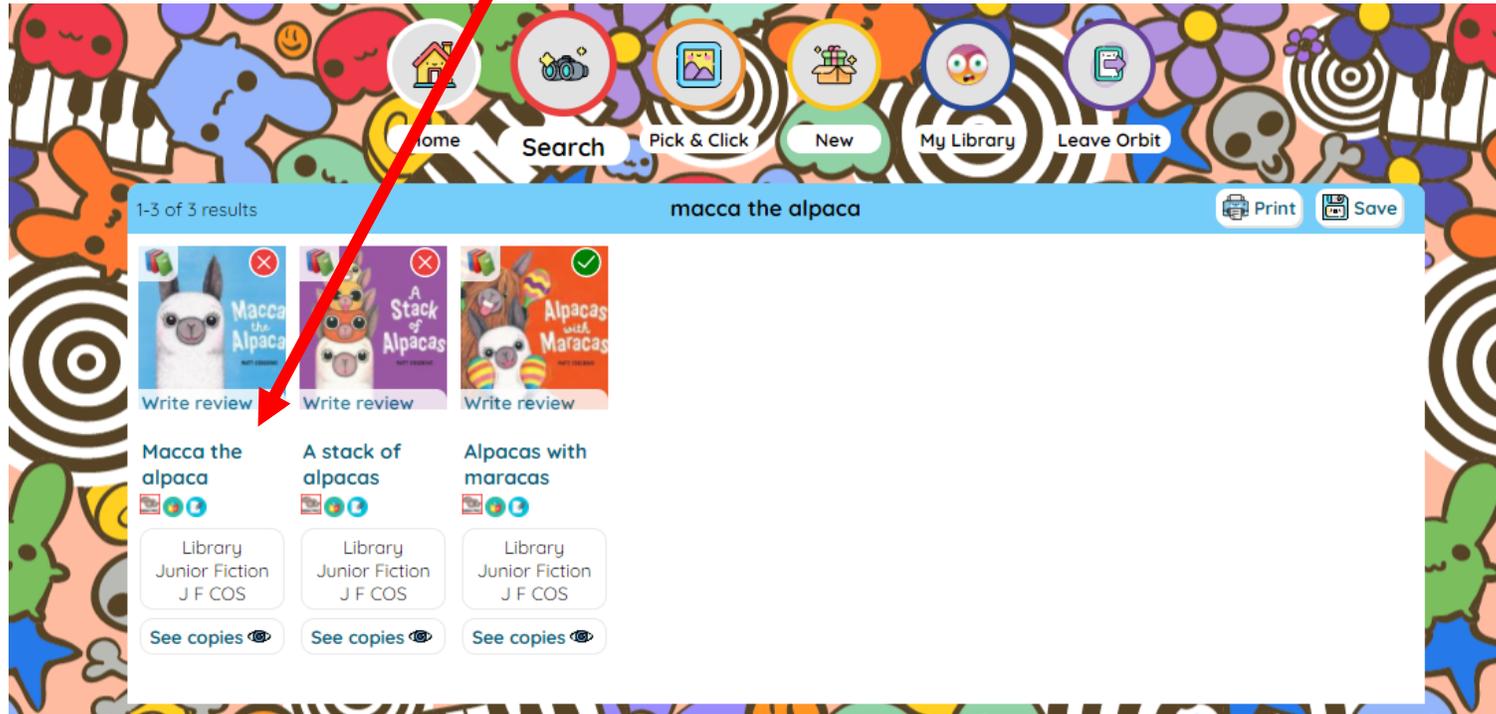
Click on **Search** to look for a book



6.

OLIVER LIBRARY: ORBIT SCREEN

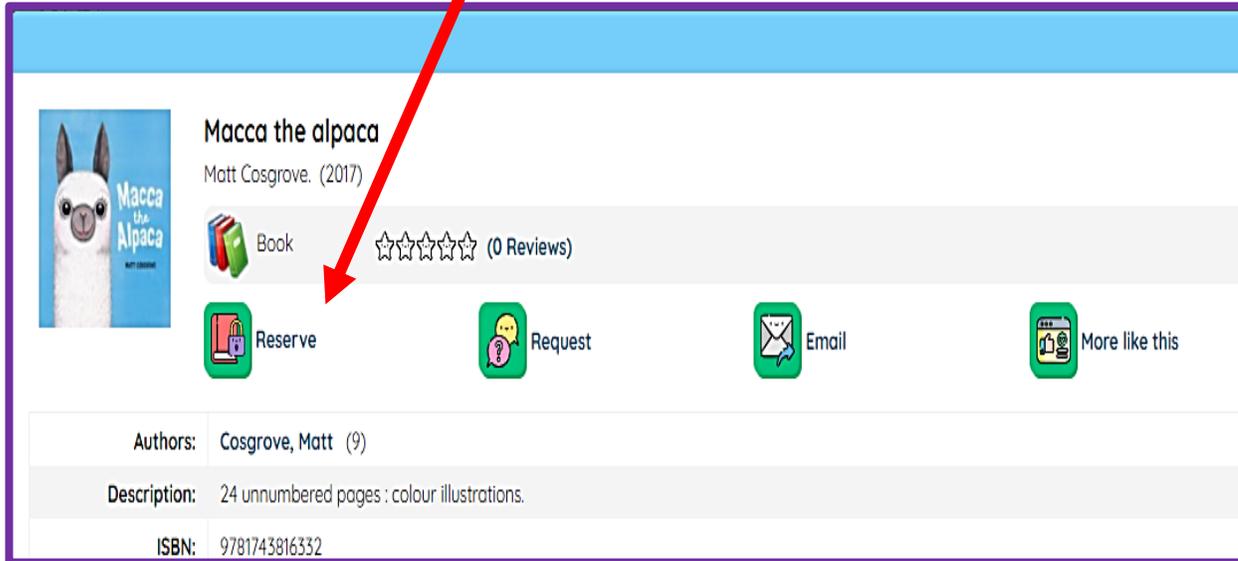
Click on the **Title** of your book to Reserve or Review



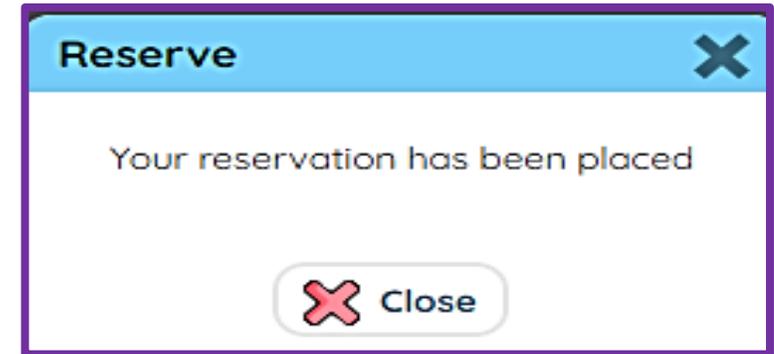
OLIVER LIBRARY: RESERVE A BOOK

7.

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

The screenshot shows the book page for 'Macca the alpaca' by Matt Cosgrove. A red arrow points from the text above to the '(0 Reviews)' link. Below the book title, there are icons for 'Reserve', 'Request', 'Email', and 'More like this'. A table at the bottom provides author, description, and ISBN information.

Authors:	Cosgrove, Matt (9)
Description:	24 unnumbered pages : colour illustrations.
ISBN:	9781743816332

Click on **Write a Review**

The screenshot shows a 'Reviews' modal window for the book 'Macca the alpaca'. It includes the book cover, title, author, and a rating section showing '0 out of 5 (No reviews)'. At the bottom, there is a 'Write a review' button and a 'Close' button. A red arrow points from the text above to the 'Write a review' button.

9.

OLIVER LIBRARY: BOOK REVIEW

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

The screenshot shows a 'Reviews' window for the book 'Macca the alpaca' by Matt Cosgrove (2017). The book cover features a white alpaca. The current rating is '0 out of 5 (No reviews)'. The form includes a 'Rating' section with five stars and 'Lowest' and 'Highest' labels. Below this is a 'Review Headline' text box and a 'Review' text area. At the bottom, there are 'Save' and 'Cancel' buttons. A red arrow points from the 'Star Rating' text to the star rating section, another red arrow points from the 'Headline' text to the 'Review Headline' box, and a third red arrow points from the 'Save your work' text to the 'Save' button.

Save your work

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