

Step by Step Directions

Searching and Ordering Media Online at NWOET Media Center

Go to: <http://www.nwoet.org>

Screen 1

NorthWest Ohio Educational Technology Foundation - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://nwoet.org/>


Google Search Web 255 blocked Options

NWOET Enhancing Technology Through Education


About NWOET Coursework Conference Resources Media Resources Scanner

Notable Items for NWOET

NWOET Tech Conference




Monday October 10, 2005 8:30-3:30




Northwood, OH

News Six Teacher Workshop Friday
September 16, 2005 9:00-3:00



[Order Media Online](#)



- Click on [Order Media Online](#)

Screen 2



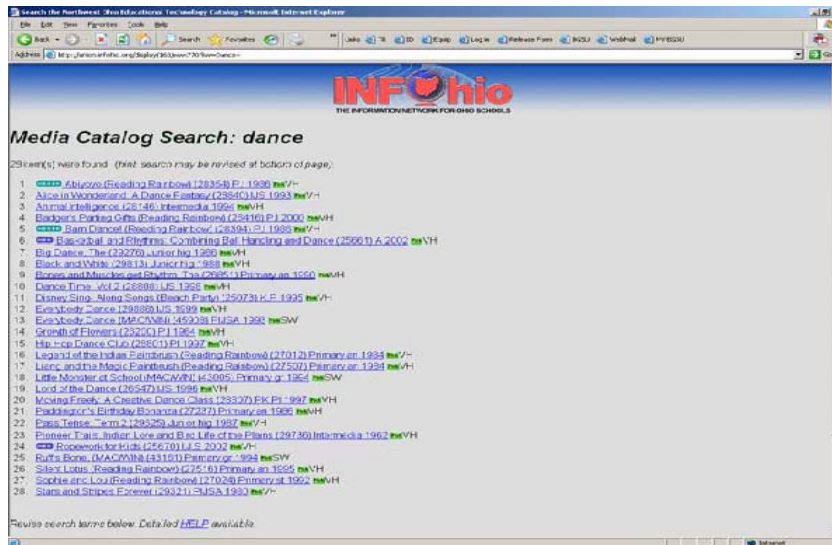
- Click on the Search Catalog to search and order media online

Screen 3



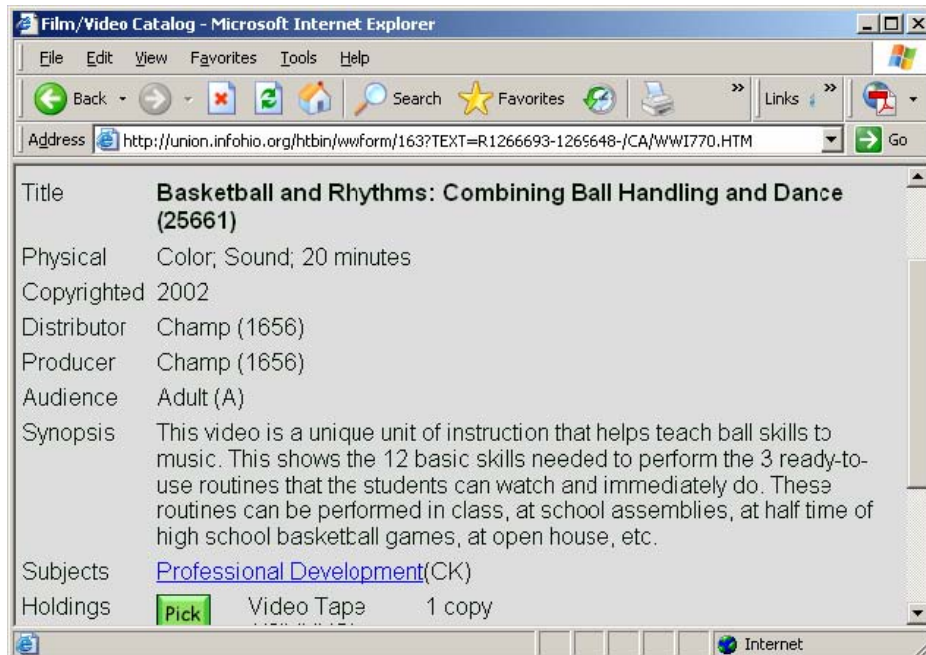
- Enter search terms. *Limit search if desired by number of items, keyword (title, subject, etc.), grade level, format or type of media (software, video, laserdisc, film), publication of acquisition date.*

Screen 4



- 28 items were found. *If a teacher was interested in more information about a particular item or wishes to reserve that item, he would click on that title. If a teacher was not satisfied with the search results or no items were found, he has the option of revising his search at the bottom of the results page and searching further.*

Screen 5



- A full description is shown. *When one clicks on the title, a catalog description is displayed. If a teacher is considering ordering this media item, she would click on the green PICK button.*

Screen 6

The screenshot shows a web browser window titled "Northwest Ohio Educational Technology Client Login Form - Microsoft Internet Explorer". The address bar contains the URL: [http://union.infohio.org/htbin/order.cgi/100/WWW_ROOT:\[SCRATCH\]LOGIN_100170_1122299005](http://union.infohio.org/htbin/order.cgi/100/WWW_ROOT:[SCRATCH]LOGIN_100170_1122299005). The main content area displays the title "Northwest Ohio Educational Technology Client Login" in large, bold black text. Below the title, there are two input fields: "Client Number:" with the value "06364" and "Password:" with seven dots. To the right of the password field is a green "OK" button. Below the input fields, there are two blue hyperlinks: "Need an Account?" and "Forgot your password?". At the bottom of the page, there are four blue hyperlinks: "NWOECT Home", "Mediagraphies", "Search Full Catalog", and "Logout". The browser's status bar at the bottom shows "Done" and "Internet".

Enter client number and password. *If a teacher does not remember her client number, she can contact Phyllis Hartwell, Media Center (800-966-9638). The initial password is the seven-digit school phone number (without area code and hyphen).*

- **If not a registered user (with no client number), a teacher may click on the 'Unregistered user' box and submit an order with the online form. Proceed, by clicking the green button. However, you will not be able to check availability or book materials online. If a teacher wishes to check availability and receive immediate confirmation of an order and doesn't already have an account, he/she would click 'Need an Account, [Click Here!](#)' and fill out a client profile form. If a teacher knows his/her client number and password, they should enter it and proceed by clicking OK. A client number and directions for first use will be sent by e-mail in response to the request.**

Screen 7

Medianet Web - Northwest Ohio Educational Technology - Jim Dusseau - Microsoft Internet Explorer

Address: <http://union.infohio.org/htbin/order.cgi/163>

Media Shopping Cart

Click [Test Availability](#) to check availability of untested titles.

| Title#.fmt | Title | Showdate | #Days | Avail | Remove |
|------------|---|------------|----------|-------|--------------------------|
| 25661,VH | Basketball and Rhythms: Combining Ball Handling and Dance | 2005 Aug 3 | Standard | | <input type="checkbox"/> |

If you have changed any information above (e.g. showdate), press one of the following buttons before exiting the form.

[Test Availability](#) [Export Titles](#) [Save Changes](#) [Clear All](#) [Logout](#)

- Check availability. *To check for availability, just click on the 'Test Availability' button. "First" in the 'Showdate' box will book the item when it is first available. If you want an item for a specific date (as shown on the illustration above), click on the pull-down menus to select your date. Under "#Days" select double to keep items for 2 weeks. ('Single' under #Days indicates one week.) Click the Test Availability button. Items are mailed to you unless you have indicated in the past – phone call or special e-mail required - that you wish to pick up items. They are to be returned on the date indicated on your confirmation slip (sent via email).*

NOTE: To return by mail, just put the borrowed items back in their box. Tape them up with clear tape and put on the mailing label with the RETURN POSTAGE that is provided (Comprehensive and Media Center members only). Please make an effort to return items in a timely fashion so others may also have access to these resources.

Screen 8

Click **Test Availability** to check availability of untested titles.

| Title#.fmt | Title | Showdate | #Days | Avail | Remove |
|------------|--|-------------|----------|-------|--------------------------|
| 25661,VH | Basketball and Rhythms: Combining Ball Handling and Dance Invalid show date | 2005 Jul 24 | Standard | X | <input type="checkbox"/> |

If you have changed any information above (e.g. showdate), press one of the following buttons before exiting the form.

Test Availability **Export Titles** **Save Changes** **Clear All** **Logout**
Resume Search **New Search** **Mediagraphies** **Options Menu** **Help**

To request title(s) by title#, type title code(s) in the following boxes and press the "Add Title" button.

- When checking availability, a red “X” will indicate that the item was not available on the date requested.

Screen 9

✓ means title is available. Click **Submit** to place your order.

| Title#.fmt | Title | Showdate | #Days | Avail | Remove |
|------------|---|------------|----------|----------------------|--------------------------|
| 25661,VH | Basketball and Rhythms: Combining Ball Handling and Dance | 2005 Aug 3 | Standard | ✓ Aug 03 - Aug 09 | <input type="checkbox"/> |

If you have changed any information above (e.g. showdate), press one of the following buttons before exiting the form.

Submit **Test Availability** **Export Titles** **Save Changes** **Clear All** **Logout**
Resume Search **New Search** **Mediagraphies** **Options Menu** **Help**

To request title(s) by title#. type title code(s) in the following boxes and press the "Add Title" button.

- When checking availability, a green check mark indicates that the item is available and one MUST click ‘Submit’ to finalize and place the order.

Screen 10



* Confirmation: A teacher will now see a big 'Thank you' when the item has been successfully booked. If a teacher does not see this screen, he/she may wish to call the Media Center at 800.966.9638 for help. A teacher may wish to PRINT this screen for future reference.