Overview video: https://www.mackin.com/corp/resources/mackinvia/

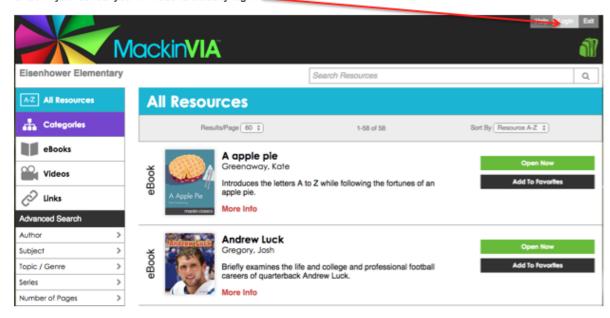
To log in:

Select Mackinvia from the district symbaloo or you can also connect via each library's webpage.

Select the school



Once in your school you will need to actually login



OR

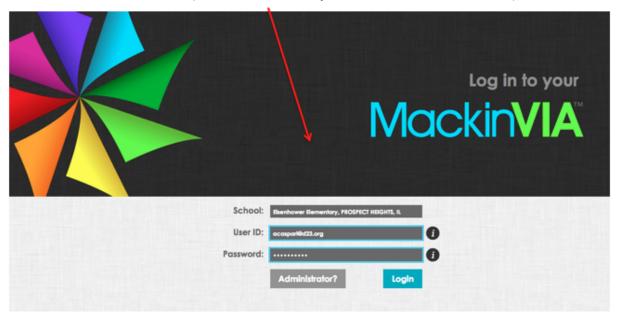
If off-campus you may need to actually login as:

School: Will need to be typed exactly as one of the following

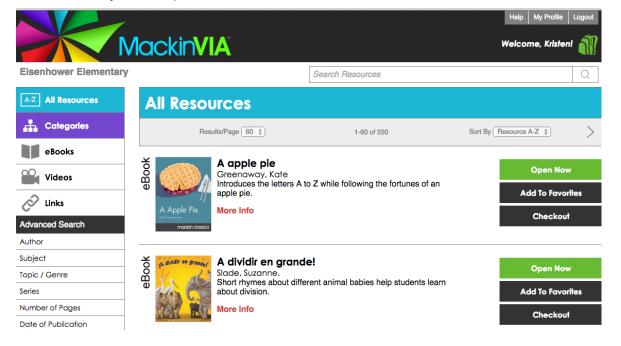
- Eisenhower Elementary, Prospect Heights, IL;
- Betsy Ross Elementary, Prospect Heights, IL;
- Anne Sullivan Elementary, Prospect Heights, IL; or
- MacArthur Middle School, Prospect Heights, IL

User ID: your district email address

Password: name of school (Eisenhower, BetsyRoss, Sullivan, MacArthur)



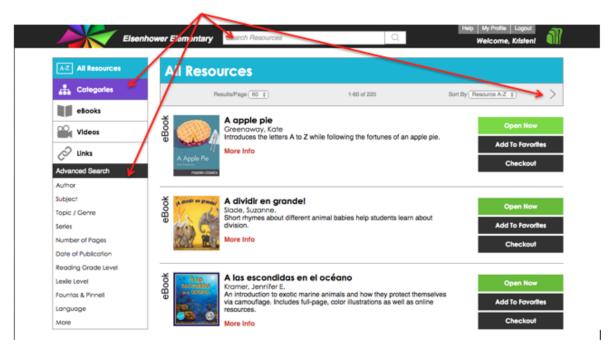
This is what your home screen will look like. Your name should appear in the upper right corner next to your backpack.



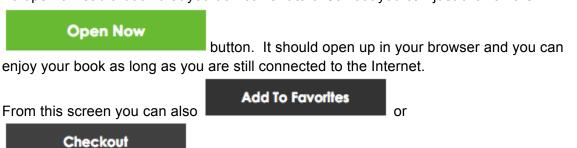
Searching:

There are several ways that one can actually search the catalog.

- 1) You can click in the search resources bar and actually type in the name of a book or author to see if we own an e-book copy.
- You can just scroll through the books that we currently offer.
- 3) You can search by categories.
- 4) Or you can use the advanced search options on the left side of the screen. (this might be helpful if you are specifically looking for a book in Spanish or at a certain reading level)



To open or read a book that you do not want to check out you can just click on the

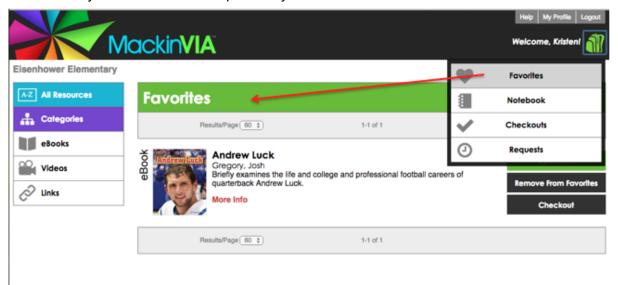


books. These will then be added to your backpack.

Future Reading:

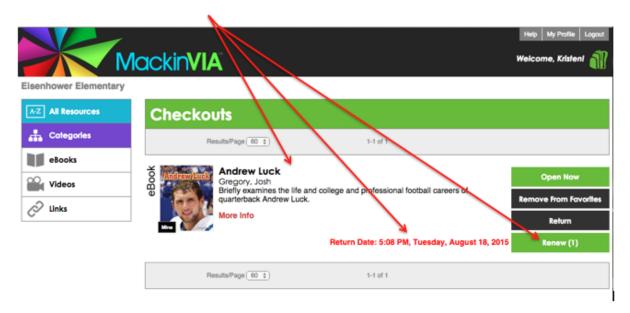
In order to access these books at a future time or to download to your portable device you would just log in again to your account from whatever device you are using and click on your backpack. From here you will see...

-Which book you have selected to place in your favorites folder



OR

-What you have checked out and what date it will automatically be returned or if you finish it early you can return it yourself. If you haven't finished reading by your due date don't forget to click the renew button.



Requests:

If there is only one copy of a book and it is already checked out, the book will say "Out". You can request to be the next person to check it out by clicking the request button. Once the book becomes available you will receive an email letting you know it is now available.



Note Taking:

Your book will open up in the place that you last read. This book opened to page 13.



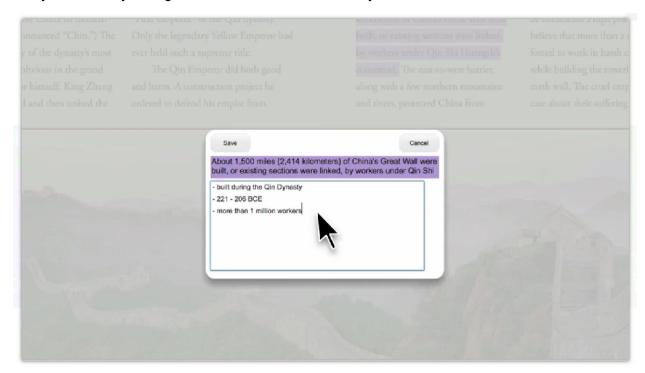
Bottom left corner options



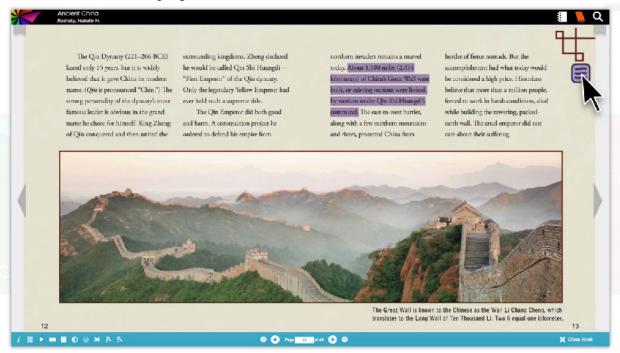
Highlighting Text Select the text that you would like to highlight and then pick color or underline option.



Once you have clicked the note icon this page will pop up. You will then be able to type any notes that you might want and click save so that you can access them later.



The symbol, marked with the arrow, shown on a page will let you know that you have a note in addition to the highlighted text.

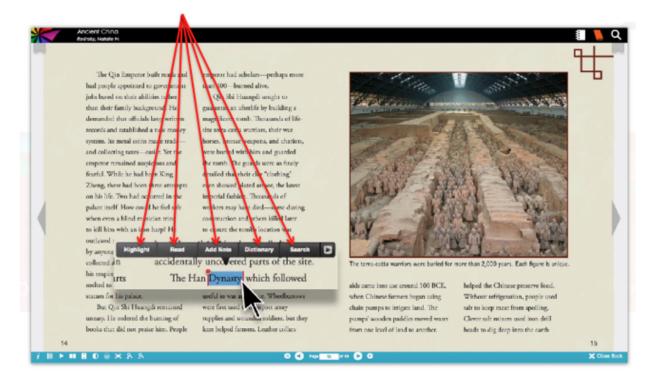


If there is a word that is not known by the reader, you can highlight the word and click on the symbol by the arrow to open up a dictionary.



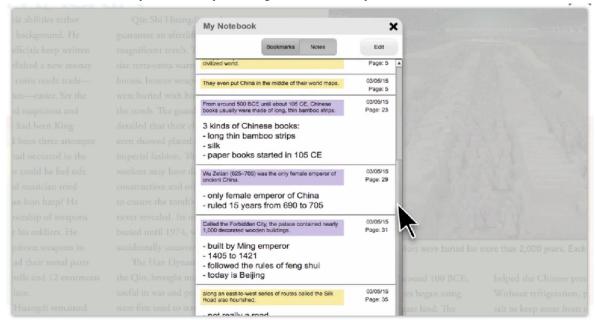
Or

You can select the word to highlight, have the word read to you, add a note for a specific word, look it up in the dictionary or you can search the rest of the book to see where else the word was used in the text.

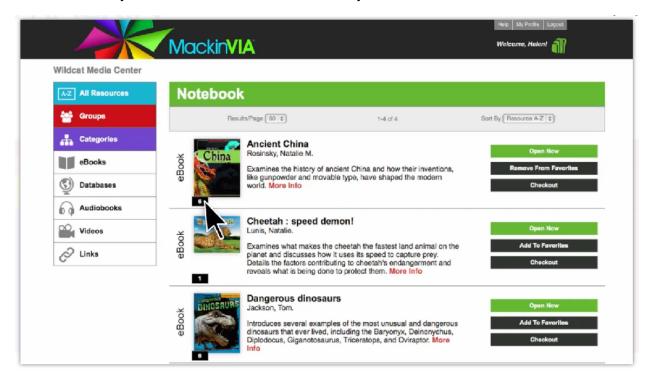


To access your notes at a later time or to print your notes from your notebook, you click

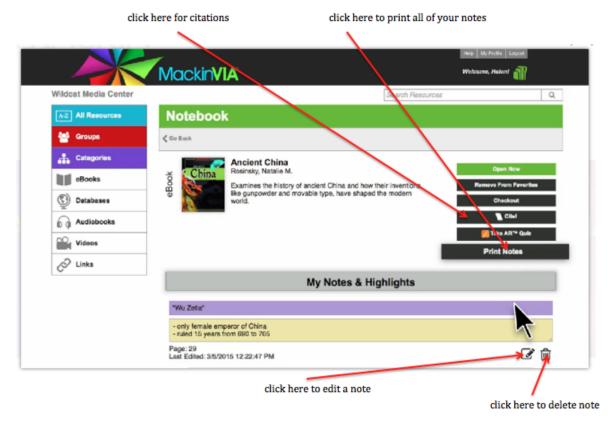
on the notebook icon. This will open up your notebook. This is where you can view any of your bookmarks or to view your notes. You can click any entry and it will take you right to the page where you took the note. Once you have clicked on the note and it takes you to the specific page, you can edit your note or you may delete your note. You can also delete your note by clicking on the edit key here.



Even after you have closed or returned your book you can still access your notes by clicking on your notebook in your backpack. The number next to the black arrow below shows how many notes have been taken on each of your books.

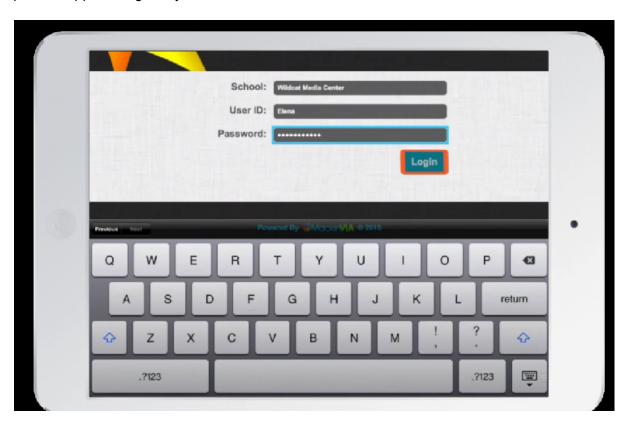


Once you select the book that you want to view your notes on, you will see...



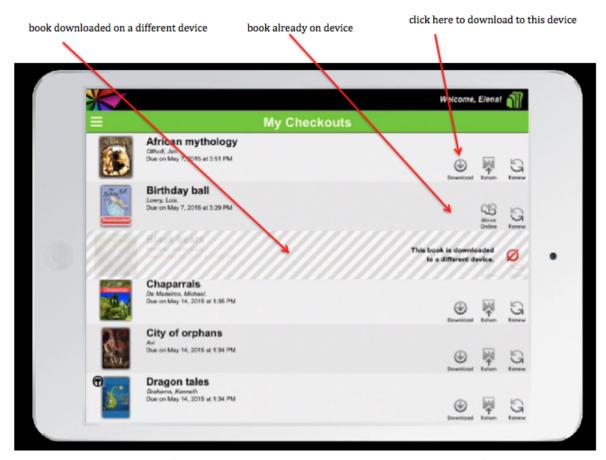
Downloading to portable device:

Open the app and log into your account.



If you are online you can utilize Mackinvia just like you do on your laptop/desktop. If you are offline you will only see the resources that you have checked out and downloaded to your device. However, all of your notes from previous books will be available via your backpack.

Read a book offline: While still online, click "checked out" under your backpack and you will see all of the books that you have currently checked out to you. It will list books that have been downloaded to a different device or what has already been downloaded to this device. You will also be able to download a book to this device for you to read offline.



Click the book to open it up for reading or taking notes. You can utilize all of the same key features for each book just like you can online. Once you return to being online you

will want to select the "move online" icon, so that it will save all of your notes to the MacKinvia cloud.