Sample Lesson Plan for Practice

Learning Objective: As part of an online tutorial, a library patron will role-play how to renew library books online following library instructor's guidance.	Goal: A1 Date: May 2008 Time: 3 minutes

Learning Tasks:
1. Locate website of Institution of Higher Learning (IHL)
2. Locate website of IHL's Library
3. Locate IHL's Library catalogue account page
4. Role-play logging into library account using login information such as barcode, password, etc.
5. Role-play steps to renew library books

Location(s) Online:
ANTS Wiki using DSpace

Time	Image	Script	Student Activities	Media
25 sec	Picture of librarian or of the library, preferably of the Reference Desk.	Hello and welcome to the library tutorial "Renewing your books online"! Since most students don't want to pay overdue fines, one of the most common reference questions we get is how to renew their library books online and this tutorial will teach you how!	Listen	Link to tutorial
20 sec (pause)	Image of IHL homepage that clearly shows URL	Let's start with the IHL homepage at [URL] Now, how do you connect to the library? Please do that now.		
20 sec (pause)	Library's homepage. Highlight "catalogue" link and then catalogue start page	Now that we're at the library's homepage, you'll need to click on the "catalogue" link to connect to the library catalogue. Please do that now.	Navigates within tutorial to the library. Clicks on "catalogue" link	Interactive element Interactive element
20 sec (pause)	Catalogue start page with "My account" button highlighted	Good job! We're now in the library catalogue and you'll be able to login into your account. Click the "My Account" link to continue.	Clicks on "My account" link	
35 secs (pause)	"My account" login page. Barcode is typed in and	On the screen, you now have the "My Account" portion of the catalogue. To role		Interactive element

	then next steps are highlighted.	play, I'll put in the practice barcode [librarian types barcode] and you type in the password. For this tutorial, let's say that the password is "88Lion." Type that password now in the space provided.	Types practice password and clicks "Submit"	
30 sec (pause)	Practice patron account page with a listing of books that have been checked out. Boxes and "Renew" button are highlighted	Great! You've logged into the practice account. Now, all you have to do is select the books you want to renew and renew those books. You can do this by clicking the boxes beside the titles and click the button labeled "Renew." Try that now. Terrific! You've now practice renewing your library books. That's all that there's to it. Why don't you return to library's homepage and try yourself.	Selects each box and clicks "Renew"	Interactive elements
30 secs	End screen with links to library's homepage, titles of other tutorials in the session, and library contact information displayed.	If you like to learn more or would like to speak to a librarian, here's the contact information. Or, if you would like a copy of these steps typed out, click here to get the PDF.	Clicks on one of the links to end the tutorial.	Link to PDF of steps covered in tutorial

Low Tech Version:
Handout describing the steps of the renewal process, which is available online (PDF or webpage) and in print in library. May include screen captures of online tutorial.

Notes:
This lesson is part of a series of basic library orientation tutorials that answer the top 10 most common ready reference questions. After watching this brief tutorial, library patrons will be able to troubleshoot simple steps in accessing and using library resources. The script is based on the typical ready reference question scenario that is regularly conducted in person and over the phone in the library.

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Develop your instructional palate with online tutorials: A balanced blend of theory and practice
Laurie Prange and Barbara Sobol