OneClickdigital Class Outline

**Learning Objectives**

At the end of this session learners will be able to:

* Understand the borrowing policies and material availability in OneClickdigtal
* Find audiobooks in OneClickdigital
* Check out audiobooks in OneClickdigital
* Download audiobooks to a mobile device via the OneClick app

**Time:** 1 hour

**Materials**:

* 2 staff
* Handout: DWV-#605003-ONECLICKDIGITAL USER'S GUIDE
* Library Card
* Smartphone / Tablet (and password to app store)

**Location**: Computer Training Room (make sure it is booked)

**Lesson Plan Outline**

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| **Time** | **Content** | **Materials** |
| 2:00 – 2:05 | **Welcome and Class Objectives**Review what they need to have for class to be successful:* Library Card
* Device
* Access to their email address (may not be needed)
* Access to their App store (iTunes password, or Google Play password)
 | Handout: Doc #605003 |
| 2:05 -2:15 | **OneClick Basics*** Downloadable audiobooks
* MP3s that are compatible with iPods, Macs and everything else
* 10 checkouts
* 5 holds
* -renew once for up to an additional week

**Task:** Navigate to OneClickdigital |  Navigate to : Library Website > R,L,V > Audiobooks & Talking Books > OneClickdigital |
| 2:15-2:23 | **Task:** Create Account* Library Card number
* Leave defaults
* Enter in personal information
* Username: use 1st part of email
* Write down username and password
 | Navigate to “Create New Account” |
| 2:23-2:30 | **Finding Books**-note that if they are familiar with Library2go Audiobooks, that these are all different! They might like to use both ☺Browsing* Featured books (50 per page)
* Browse [by genre], click magnifying glass

Searching* Advanced search works well
* Choosing “Target Audience” filters out the youth books
* Nice: search by title length
 | TabletWiFi |
| 2:30-2:40 | **Task:** Download App* Connect to WiFi
* Open App Store
* Find App
* Download App
 | App store password |
| 2:40-2:45 | **Task**: Login to App* Choose North America, tap “done”
* User profile = username
* Password
* Check off “remember credentials” box
* Tap “Login”, Tap “Login” again
 | Account Information |
| 2:45-2:55 | **Task**: Checkout and download book* Tap on “Browse Titles”

This brings up a browser window inside of the app (it is a bit awkward)* Find a title
* Tap on “Checkout Now”
* Tap on “Close Window”
* Tap on the refresh button (two arrows in a circle)
 |  |
| 2:50-2:55 | **Help and Support*** Navigate to the OneClickdigital support page, show options
* Go to library website, show our Need Help page (for advice on what books to listen to)
* Show technology help page
 |  |
| 2:55-3:00 | **Thank you** * Shut down computers
* Answer any remaining questions
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