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](PCDOCS://DWV/605003/1)
* 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 | Tablet  WiFi |
| 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 |  |