Introducing you to



A Guide to the Interactive Library Programme



This guide has been designed to enable our students to teach themselves how to use our interactive library system. If you have any questions please contact Miss Clackson in the Reading Room.

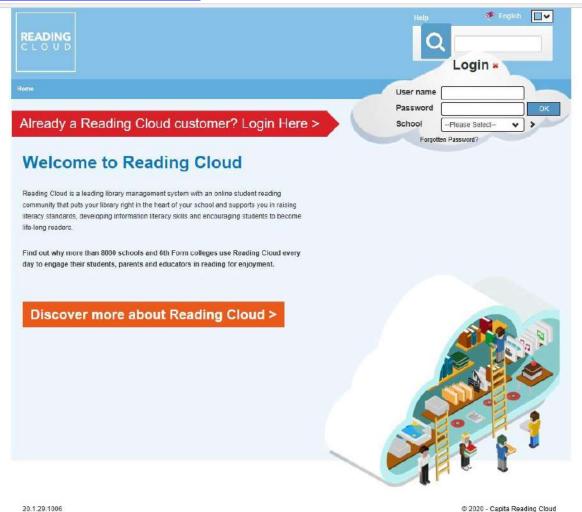
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How To Access Saint Gregory's Reading Cloud

Use a search engine to find **Reading Cloud** via the internet.

Reading Cloud: Home Page



Students should use their school email and date of birth to login (you can change your password later).

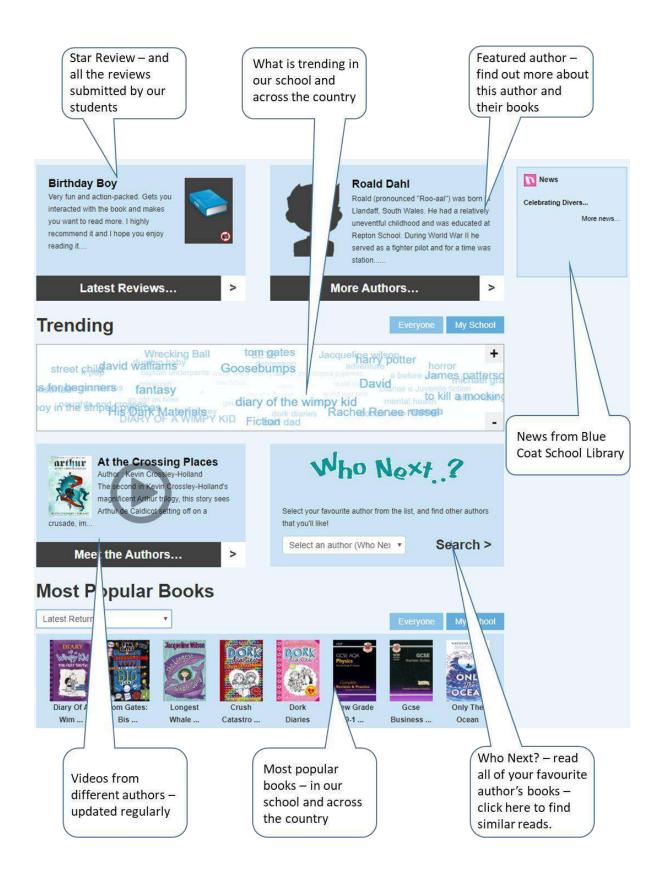
In the "school" drop down box type in the first four letters (Greg) and ensure that you select Saint Gregory's Catholic College (BA2 8PA) as there may be more than one Saint Gregory's!

If you have issues with logging into the Reading Cloud, please speak to Miss Clackson

The Home Page

The best way to discover Reading Cloud is to click on the links and see where they take you! Below is a quick overview of the Home Page.



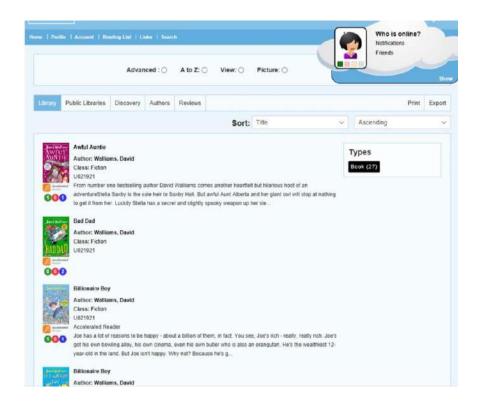


Searching for a book

In the search box you can type in the title or part of the title of a book, an author name or a topic, eg World War One, to find a book or books in that category.

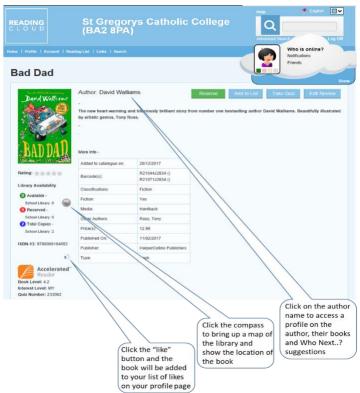


They will appear as shown below:-



The number in the blue circle shows how many books the library holds, the green circle show how many are on the shelves and the red circle shows how many are currently reserved.

Once you have clicked on the book you are looking for a more detailed page will appear.



On this page you have the opportunity to **Reserve** the item if it is not available in the library. You create your own reading list by clicking on **Add To List**. You can click on the "**Take Quiz**" button to take you to Accelerated Reader if you are participating in the Accelerated Reader Programme. You can also **Create a Review** or **Edit a Review** if you have already submitted one. Details of how to create a review are shown further on in this guide.

Advanced Search

Selecting the **Advanced Search** gives you a variety of options to help you access the information you are looking for.

We recommend this if you need to search for books using **A to Z** or **Picture.** alphabetically or by picture (category).

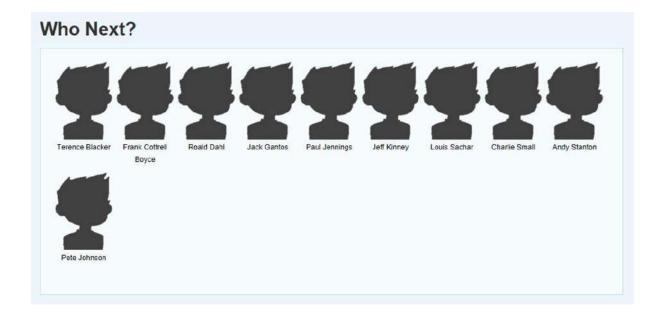


Who Next..?

Have you read all the books by your favourite author? Not sure what to read next? Then the **Who Next..?** function is just for you.



Select an author from the scroll down list and click on **Search**. This will bring up a page with the Author profile, all of their books (including ones that are not in the Blue Coat Library) and other similar authors. You can then click on them to see their profile and their books.



"Liking" a Book or an Author

If you see the "like" button on a page by an Author or Book that you enjoy, then click it. They will then appear in your **Profile** page and also it helps to personalise **Suggestions** for you going forward.



Writing a Book Review

We really encourage our students to review the books they have read, either good or bad. By searching for the book and then clicking on **Create Review**. You can give the book the stars you think it deserves and write up your thoughts to share with others. Remember though no spoilers! Reviews are sent to the Library Manager who checks them and publishes them. Names are not shown on Reviews but you can see what reviews you have submitted in your **Account** tab.



Profile

By selecting the **Profile** tab, this allows you to personalise your Reading Cloud. **My Biography** - you can add some information about yourself, your likes/dislikes etc.

Friends – search for and add friends to your account, *please note only students in Blue Coat School are available to add.*

My Avatar – personalise your own Avatar

My Likes - this also shows you those books and authors that you have clicked on the thumbs up button.

Password – you can change your password.



Account

The **Account** page of Reading Cloud shows your personal account information. It is split into four tabs.

Current Loans - what books you have out and dates they are due. Overdue resource. **Past Loans** – All the books you have taken out previously and the dates they were issued/returned **Reservations** – Any reservations that you have made. **Reviews**

- Any reviews you have submitted.



Reading Lists

The **Reading List** section has suggested books and topics from our Library which are added to and updated all of the time. You can also create your own personal reading lists.



Links

The links section has useful website links for students to use.



If you have any queries about Reading Cloud at Saint Gregory's please contact the Reading Room Coordinator, Miss Clackson.

