Student Guide

Copyright © 2012 Mackin Educational Resources

Table of Contents

TABLE OF CONTENTS 2

WELCOME! 3

ACCESSING EBOOKS 4

CHANGE NUMBER OF ITEMS DISPLAYED 5

FORGOT LOGIN AND/OR PASSWORD 6

IF YOUR EBOOK OR DATABASE DOESN'T OPEN 7

LOG INTO MACKIN VIA 8

LOG OUT OF MACKIN VIA 9

SEARCH FOR EBOOKS OR DATABASES 10

START NEW SEARCH 15

VIA BACKPACK 16

VIA CATEGORIES 21

VIA GROUPS 23

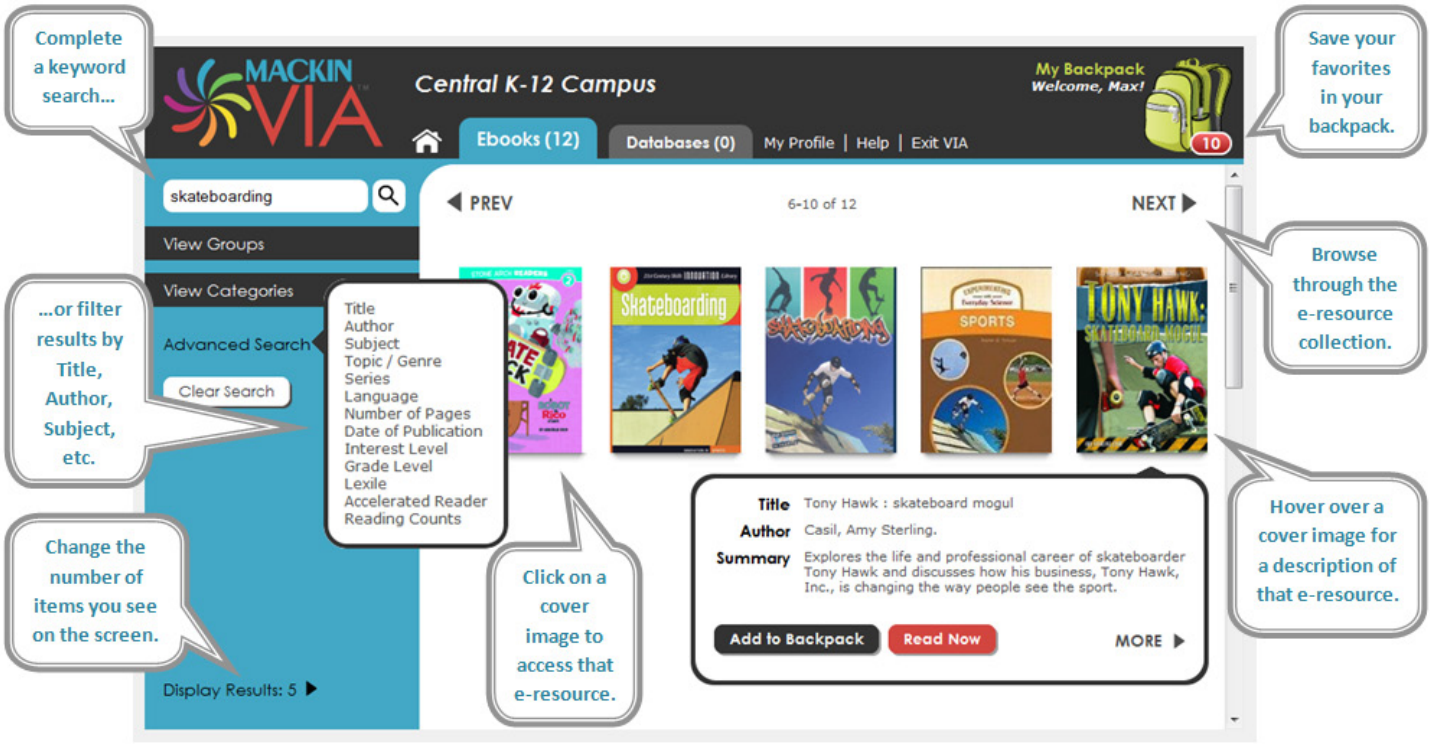
WHY YOU NEED A PASSWORD 25

INDEX 26

Welcome!

Send comments on this topic.

Mackin VIA™ is an online program that makes it easy to access your school's ebooks and educational databases. One login and password* is all you need to get started. You can use Mackin VIA on any computer that has Internet access.



IMPORTANT: **Please do not share your username and password with anyone outside the school. Only your school has the license to access the ebooks and online databases with your login information. Thank you for your cooperation.*

RELATED LINKS

How do I log into Mackin VIA™?
See Log Into Mackin VIA

Copyright © 2012 Mackin Educational Resources

Do I have to check out the ebooks from the library to read them?

Most--if not all--of your ebooks do not need to be checked out, meaning everyone can read them at the same time -- at school, home, or anywhere you have access to the Internet.

A few ebooks can only be read by one student at a time; when you click the ebook to open it, you will see a message if the ebook is not available to you. This ebook may be available very soon, so check back frequently. If you need further assistance, ask a teacher or librarian for help.

RELATED LINKS

How do I search for ebooks or databases in Mackin VIA™?
See Search for Ebooks or Databases

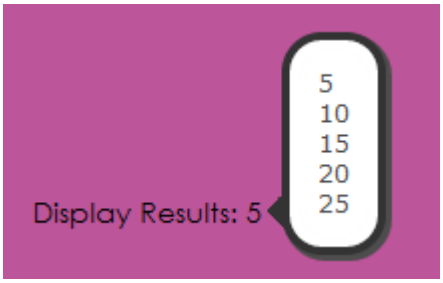
Copyright © 2012 Mackin Educational Resources

Change Number of Items Displayed

Send comments on this topic.

How do I change the number of e-resources I see in Mackin VIA™?

In the lower-left corner of Mackin VIA™, click the arrow next to "Display Results." You may choose to display up to 25 ebooks or databases at a time.



RELATED LINKS

How do I search for ebooks or databases in Mackin VIA™?
See Search for Ebooks or Databases

Copyright © 2012 Mackin Educational Resources

Forgot Login and/or Password

Send comments on this topic.

What if I can't remember my login and password?

If you don't remember your login and password, please ask your librarian or teacher.

RELATED LINKS

Why do I have to enter a Mackin VIA™ password?
See Why You Need a Password

Copyright © 2012 Mackin Educational Resources

If Your Ebook or Database Doesn't Open

Send comments on this topic.

What if the ebook does not open when I click on it?

Make sure you have pop-ups enabled in your browser. Try closing the window and then click on the ebook title again. If that doesn't work, please report difficulties to your librarian or teacher.

RELATED LINKS

What if I can't remember my login and password?
See Forgot Login and/or Password

Copyright © 2012 Mackin Educational Resources

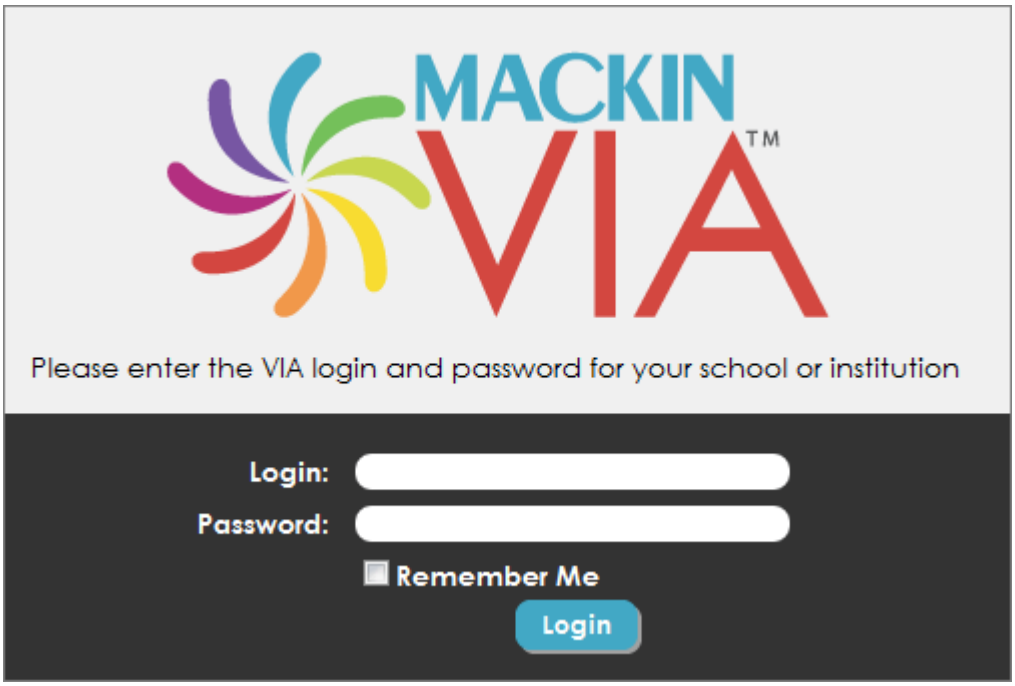
Log Into Mackin VIA

Send comments on this topic.

How do I log into Mackin VIA™?

Log into your school's Mackin VIA™ to find the ebooks and databases owned by your school. You will receive your login, password, and the Internet address for the login page from your teacher or librarian.

Check the "Remember Me" box if you want your computer to remember the login and password. Then you won't have to remember them each time you use Mackin VIA. **DO NOT** check this box if you are on someone's computer who is not a student, teacher or parent at your school.



*IMPORTANT: **Please do not share** your username and password with anyone outside the school. Only your school has the license to access the ebooks and online databases with your login information. Thank you for your cooperation.*

RELATED LINKS

What if I can't remember my login and password?
See Forgot Login and/or Password

Do I need to log out of Mackin VIA™ when I'm done?
See Log Out of Mackin VIA

How do I save the e-resources I like?
See VIA Backpack

Copyright © 2012 Mackin Educational Resources

Log Out of Mackin VIA

Send comments on this topic.

Do I need to log out of Mackin VIA™ when I'm done?

Yes, please log out of Mackin VIA™ each time you are finished. This prevents others from using your school's Mackin VIA account without permission.

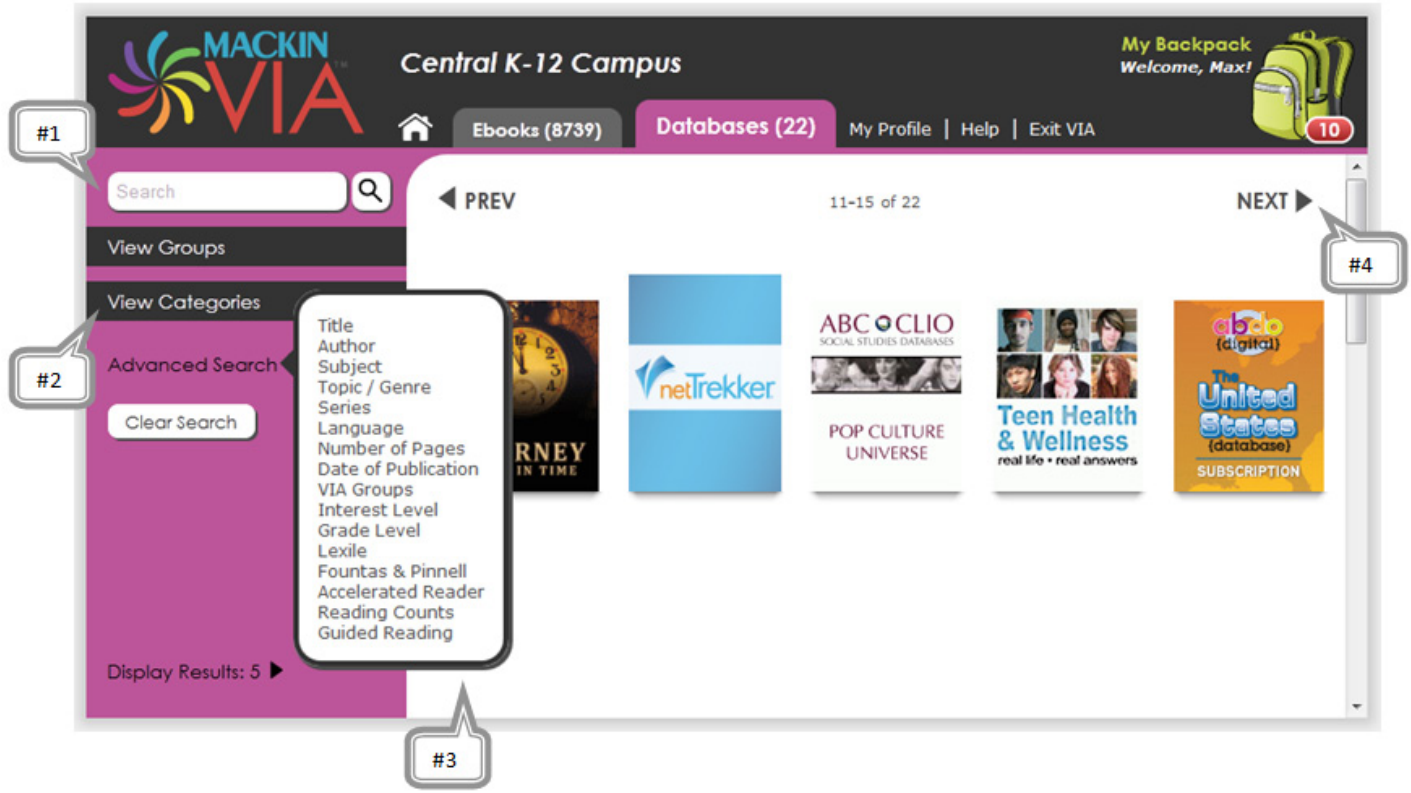
RELATED LINKS

How do I log into Mackin VIA™?
See Log Into Mackin VIA

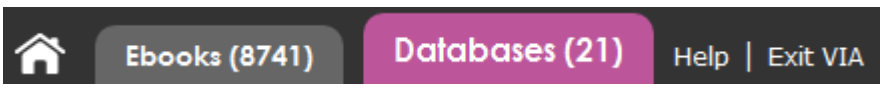
Copyright © 2012 Mackin Educational Resources

How do I search for ebooks or databases in Mackin VIA™?

There are four ways you can search for ebooks or databases in Mackin VIA™. #1) Perform a keyword search. #2) View pre-selected Categories. #3) Filter the e-resources. #4) Browse the e-resources. Use the one that works best for you.

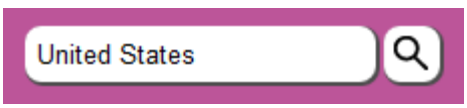


Searching and browsing will be limited to either ebooks or databases. You can pick whether you want to look through ebooks or databases by choosing either the 'Ebooks' or 'Databases' tab at the top of the screen.



#1) Keyword Search

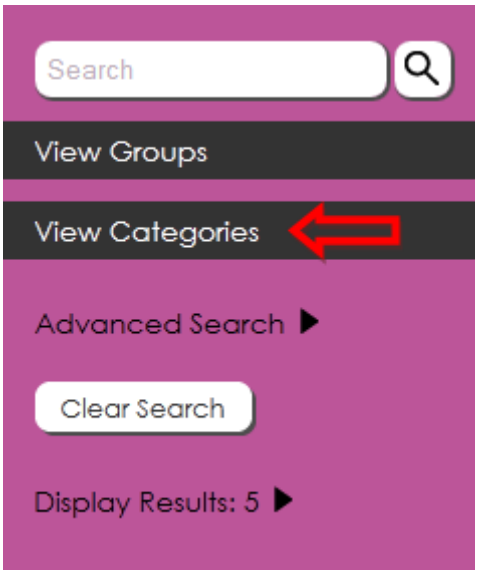
You can type a word or a phrase in the search box. For example, "dinosaurs," "United States" or "astronomy."



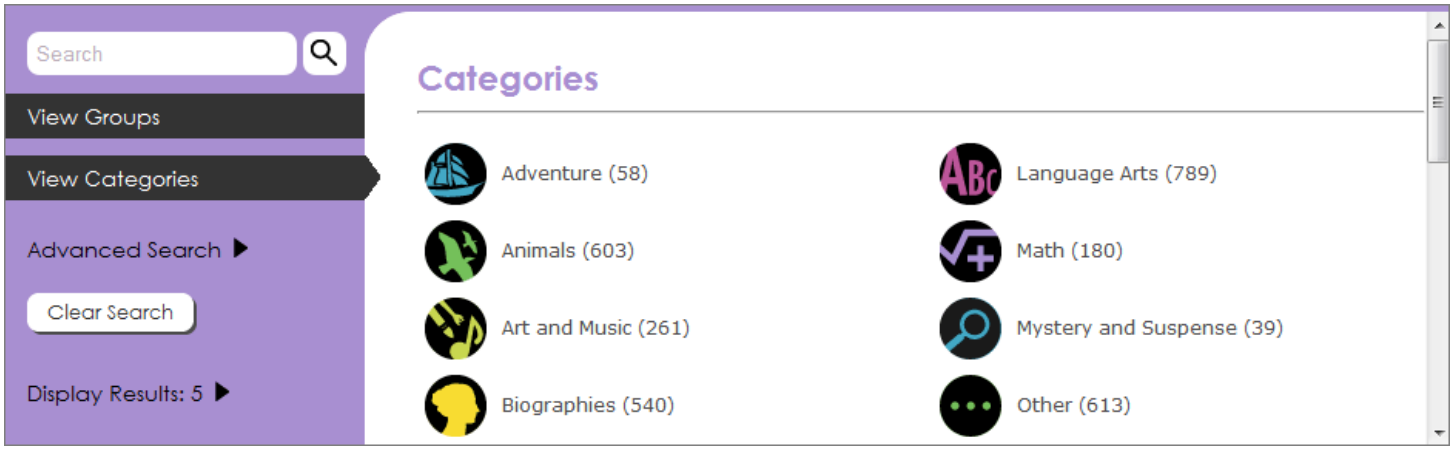
Then click the search button.

#2) Categories

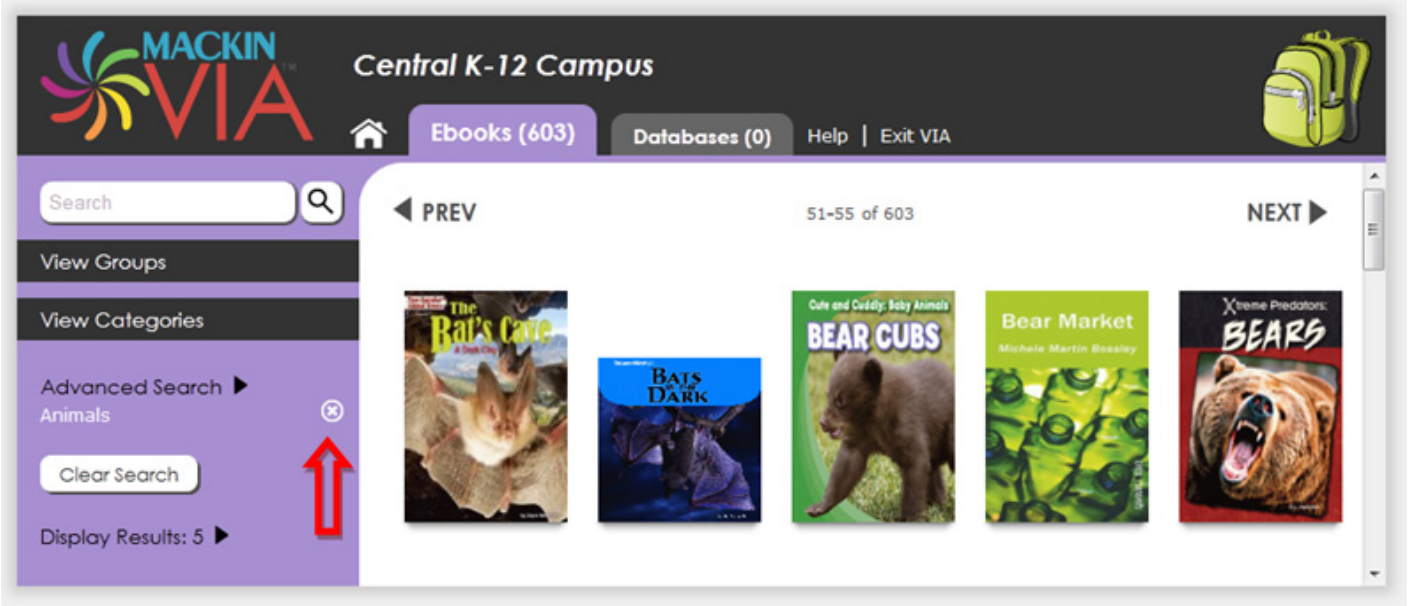
If your school has decided to use this feature, you will see the "View Categories" link on the left side of the screen. Click this link.



Your Categories page will look something like this (the actual Categories might be different). Click on a Category to browse the e-resources in that subject.

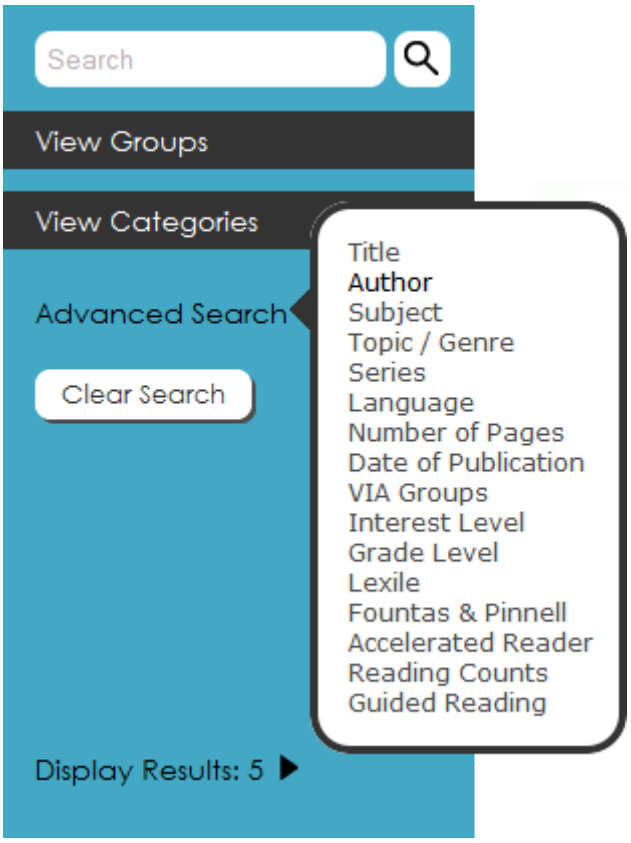


To exit a selected Category search results page, click the "X" next to the chosen Category name. This will take you back to the main Categories page.

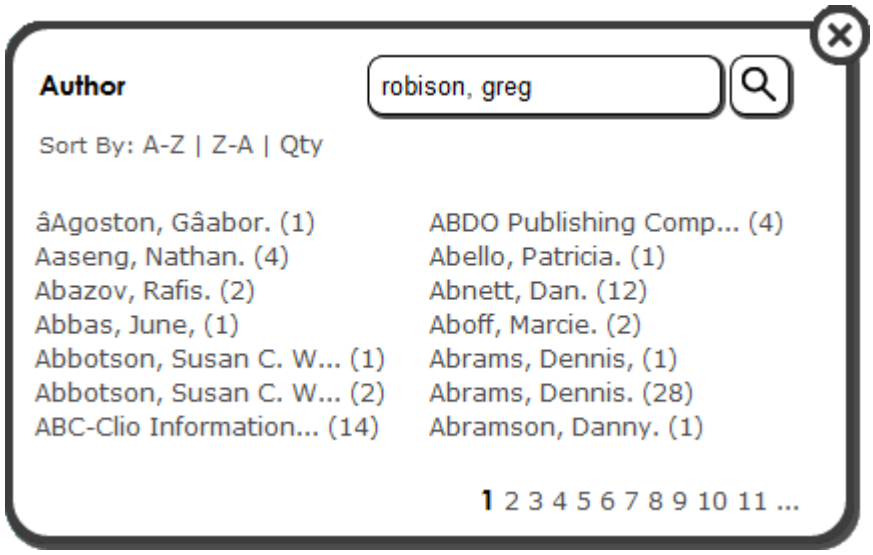


#3) Filter

You can search different categories by hovering over the words "Advanced Search" on the left side of the page. For example, if you know the name of the author, put your mouse cursor over the words "Advanced Search" and click "Author."



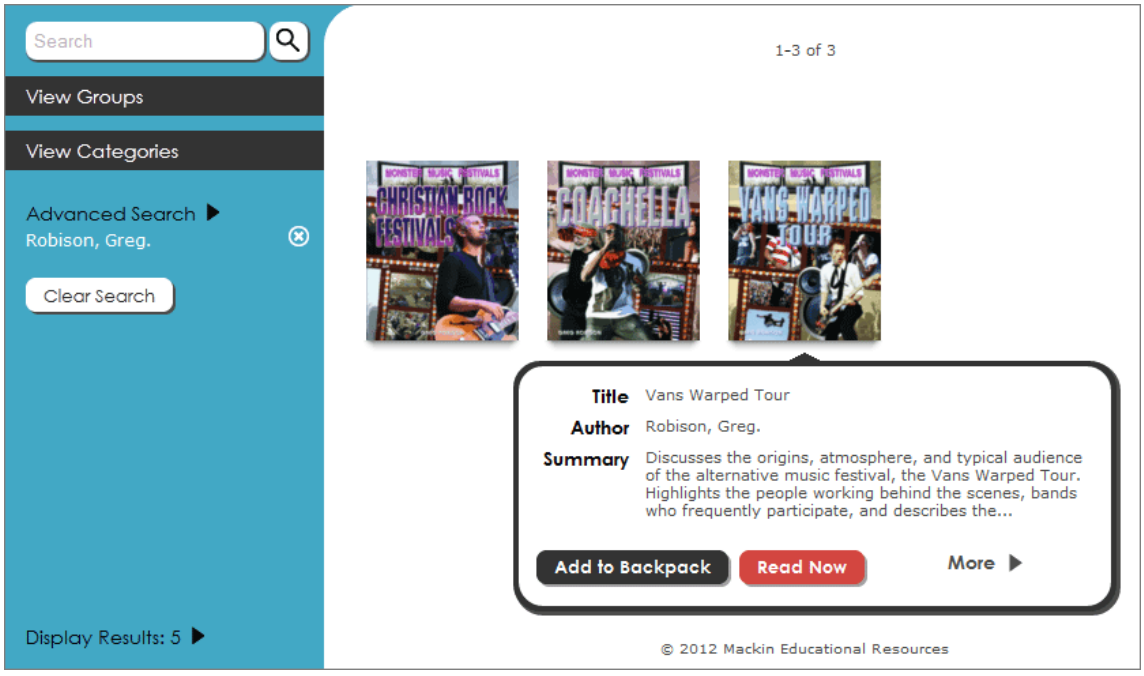
A pop-up window will appear. You can type in the author's full name (last, first), or just the part you know. Let's say you know the author is "Greg Robison." You could type "Greg," "Robison," or "Robison, Greg."



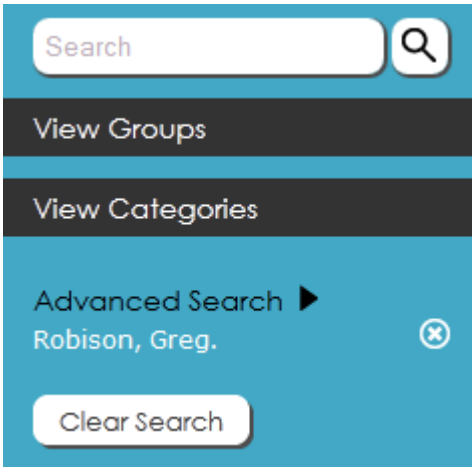
Click the search button.

In this example, you will see that three ebooks in Mackin VIA were written by Greg Robison. Click on "Robison, Greg. (3)."

You can read a summary of an ebook by hovering your mouse over the cover image. Click on the cover image to open the ebook.

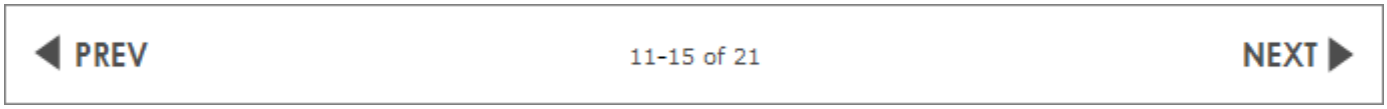


To return to the screen you were on before you used the filter, just press the "X" next to the filter's name. This is located underneath "Advanced Search."



#4) Browse

You can click the Next button to advance through the screens and see all the e-resources. They are in alphabetical order by title.



RELATED LINKS

Do I have to check out the ebooks from the library to read them?
See Accessing Ebooks

After I perform a search, how do I see all the ebooks again?
See Start New Search

My teacher created a group of e-resources in Mackin VIA™ for my group/class. Where can I find this?
See VIA Groups

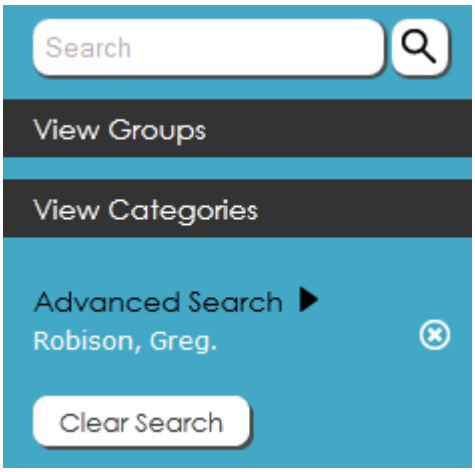
Copyright © 2012 Mackin Educational Resources

Start New Search

Send comments on this topic.

After I perform a search, how do I see all the ebooks again?

- To start over, click the "X" next to the filter's name or click "Clear Search."



- You could also click the "Home" icon at the top of the screen.

RELATED LINKS

- **How do I search for ebooks or databases in Mackin VIA™?**
  See Search for Ebooks or Databases

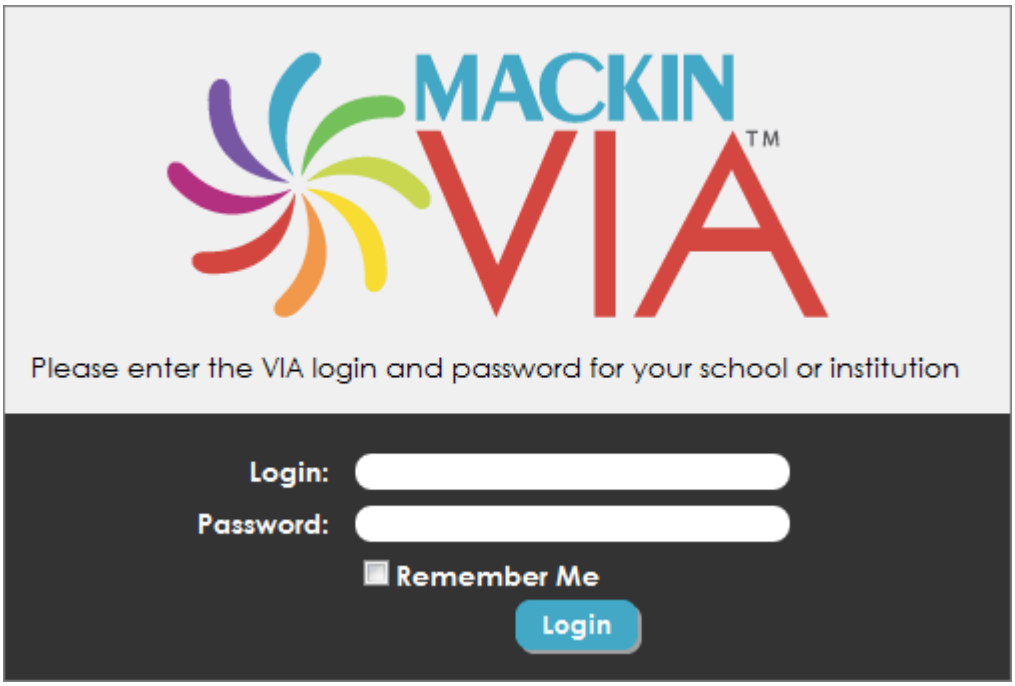
Copyright © 2012 Mackin Educational Resources

How do I save the e-resources I like?

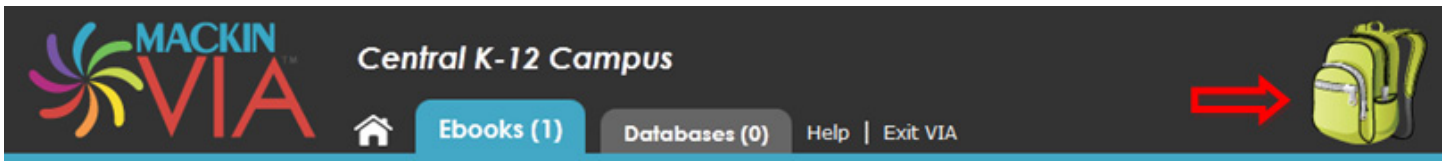
VIA Backpack™ allows you to save your favorite e-resources in one place. If your school decides to take advantage of this feature, start by creating your own VIA Backpack.

Register a VIA Backpack account

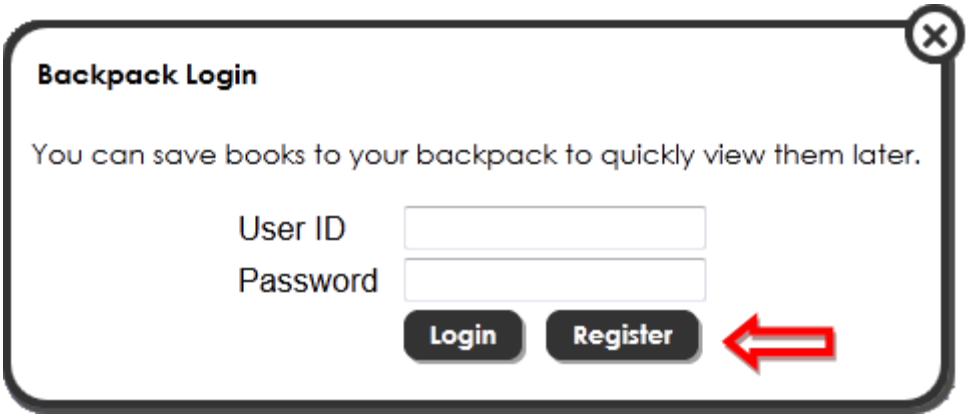
First use the login and password your teacher or librarian gave you to log into Mackin VIA™. If you don't know how to log in, click here for instructions.



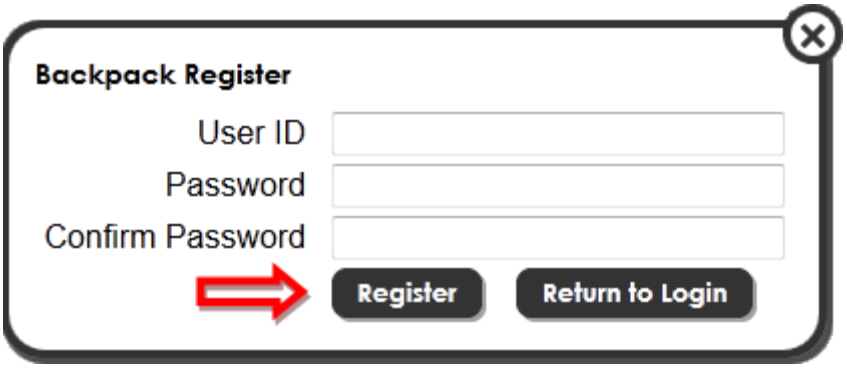
Once you are logged in, click the VIA Backpack icon in the upper-right corner of the page.



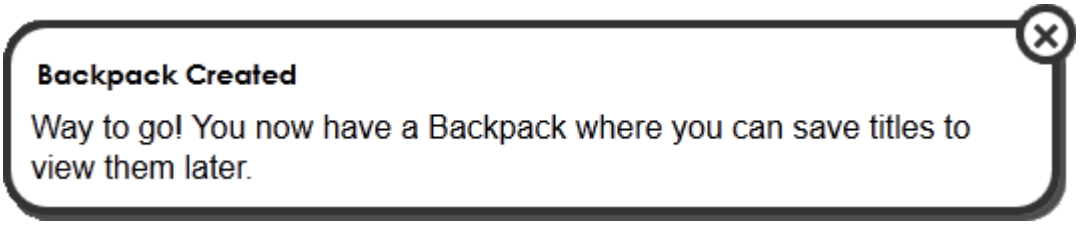
A VIA Backpack login screen will appear. Click the "Register" button.



Fill out the registration information. Your User ID should be at least three characters long. When you're done, click "Register."

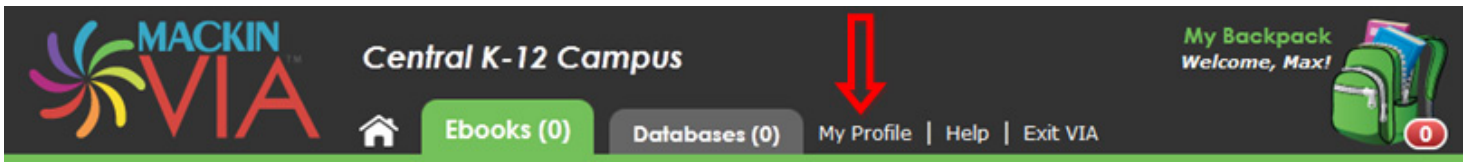


You will see a "Backpack Created" message if you registered correctly. Click the "X" in the upper-right corner.

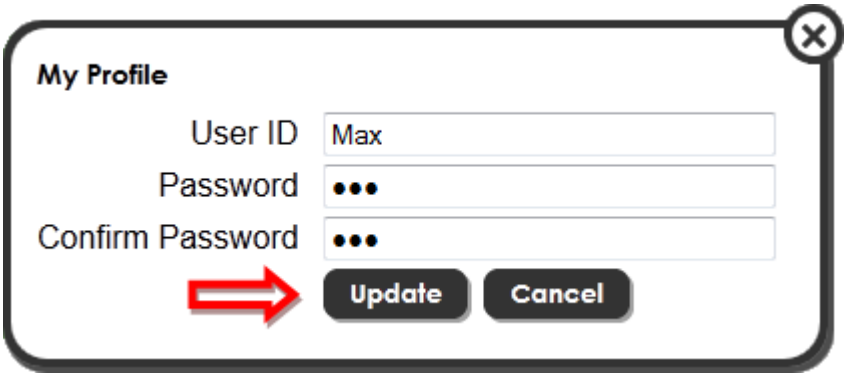


Change your VIA Backpack Password or User ID

You can edit your registration information (your password and User ID) at any time by clicking "My Profile."



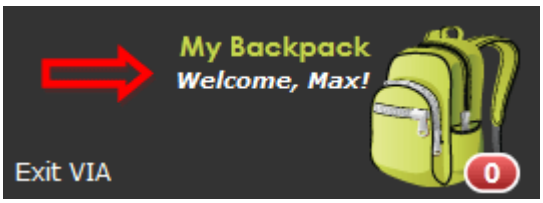
- Click "Update" when you are finished to save your changes.



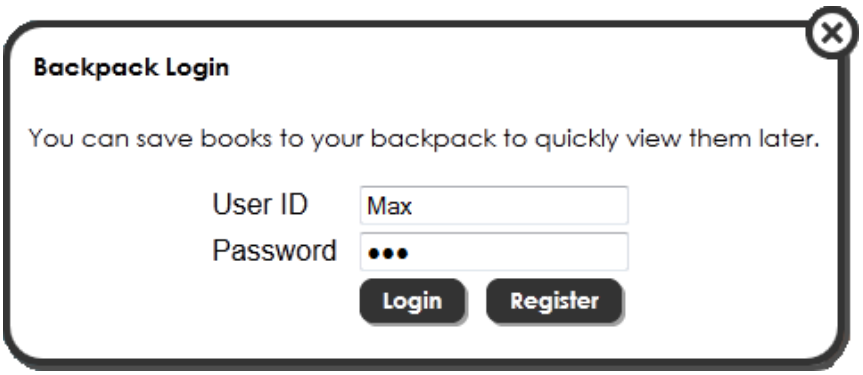
Add e-resources to your VIA Backpack (or remove them)

Once you have registered a VIA Backpack account, you do not need to register another account the next time you log into Mackin VIA. Just click the VIA Backpack icon and type in your User ID and Password to see all the e-resources you added. You will need to be logged into VIA Backpack to add or remove e-resources.

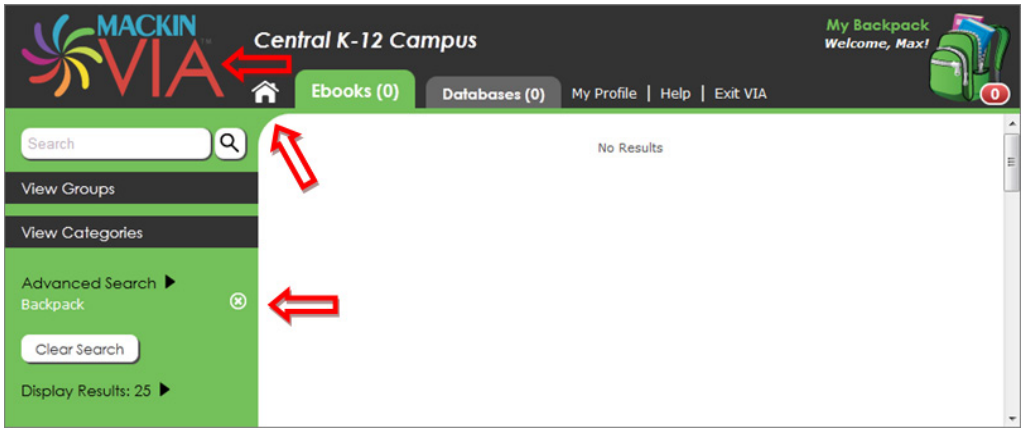
- If you are logged in, you will see your User ID in the upper-right corner of the screen.



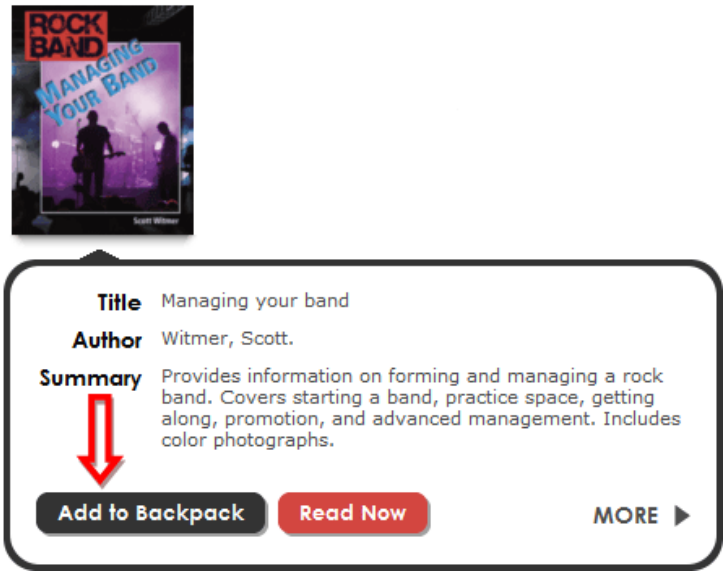
- If you don't see your User ID, click on the VIA Backpack icon and log in.



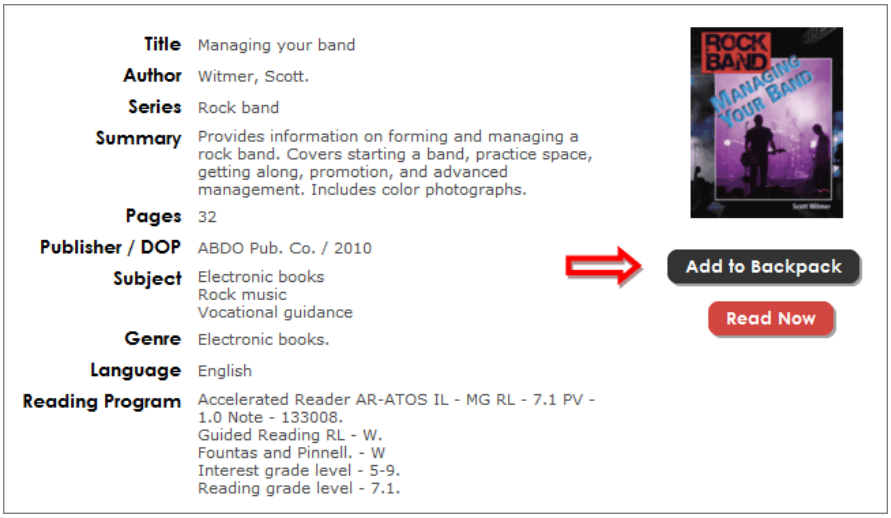
You'll be taken to your VIA Backpack after you sign in. To start adding e-resources, you will need to exit your VIA Backpack by either clicking the "X" next to "Backpack," choosing the "Home" icon, or clicking the Mackin VIA logo in the upper-left corner of your screen.



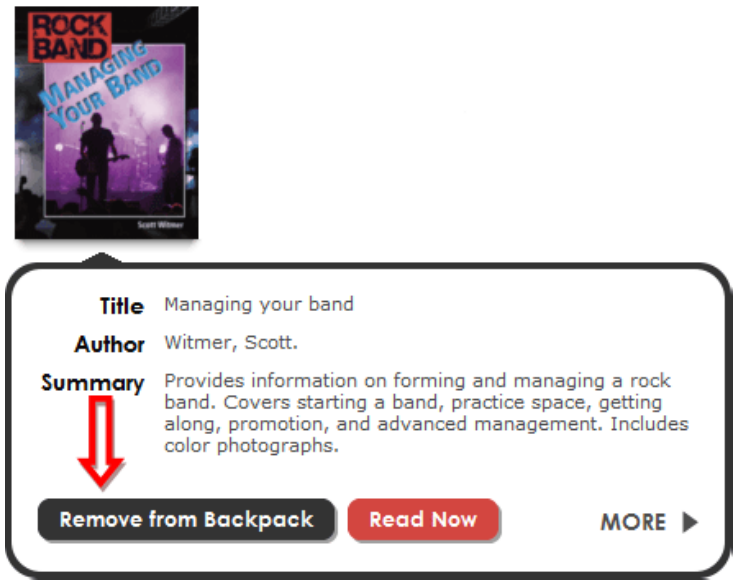
You can add e-resources two different ways. If you mouse over a cover image, a pop-up will appear. You can then select "Add to Backpack."



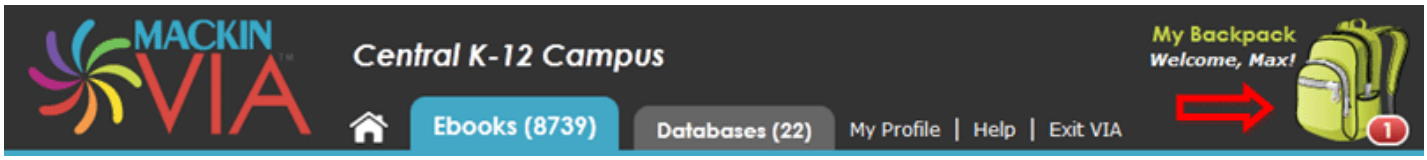
Or you can select "More" from this pop-up to read more about the e-resource. From that screen you can select "Add to Backpack."



If an item is in your VIA Backpack and you want to remove it, mouse over the cover image and select "Remove from Backpack."



To see the contents of your VIA Backpack, click on the backpack image in the upper-right corner of your screen.



RELATED LINKS

How do I log into Mackin VIA™?

See Log Into Mackin VIA

How do I search for ebooks or databases in Mackin VIA™?

See Search for Ebooks or Databases

My teacher created a group of e-resources in Mackin VIA™ for my group/class. Where can I find this?

See VIA Groups

Copyright © 2012 Mackin Educational Resources

VIA Categories

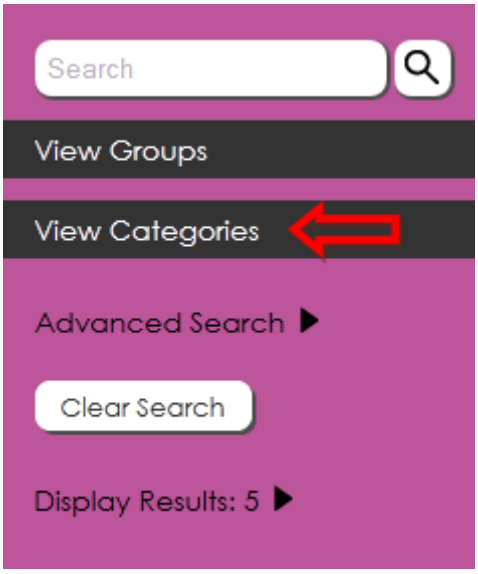
Send comments on this topic.

What are VIA Categories?

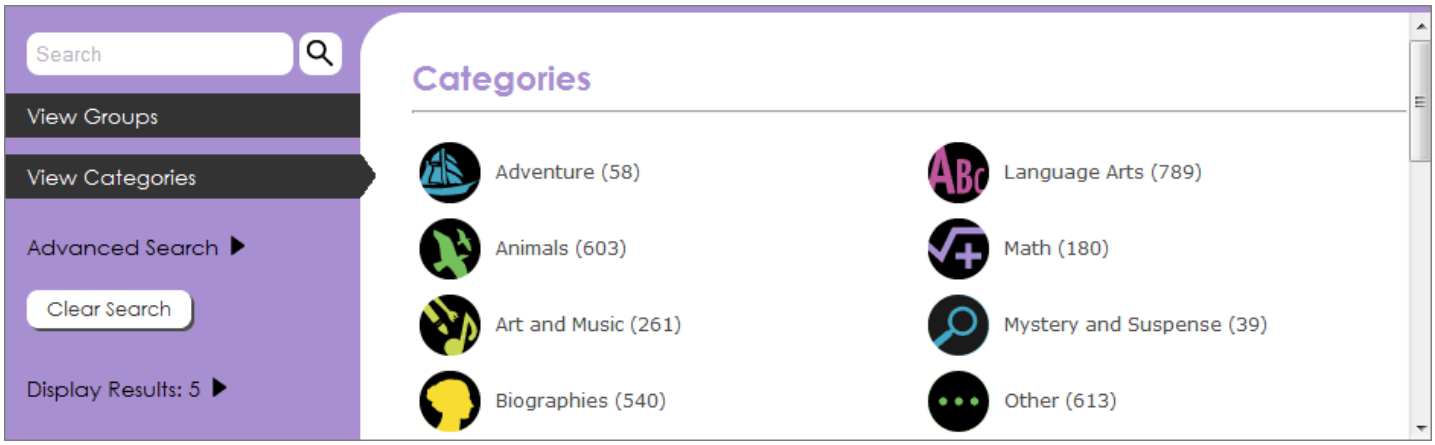
E-resources in Mackin VIA™ are automatically included in various subject Categories such as Adventure, Animals, Language Arts and Math. These Categories provide a quick and easy way for you to find e-resources.

This feature will need to be enabled by your librarian or VIA Administrator.

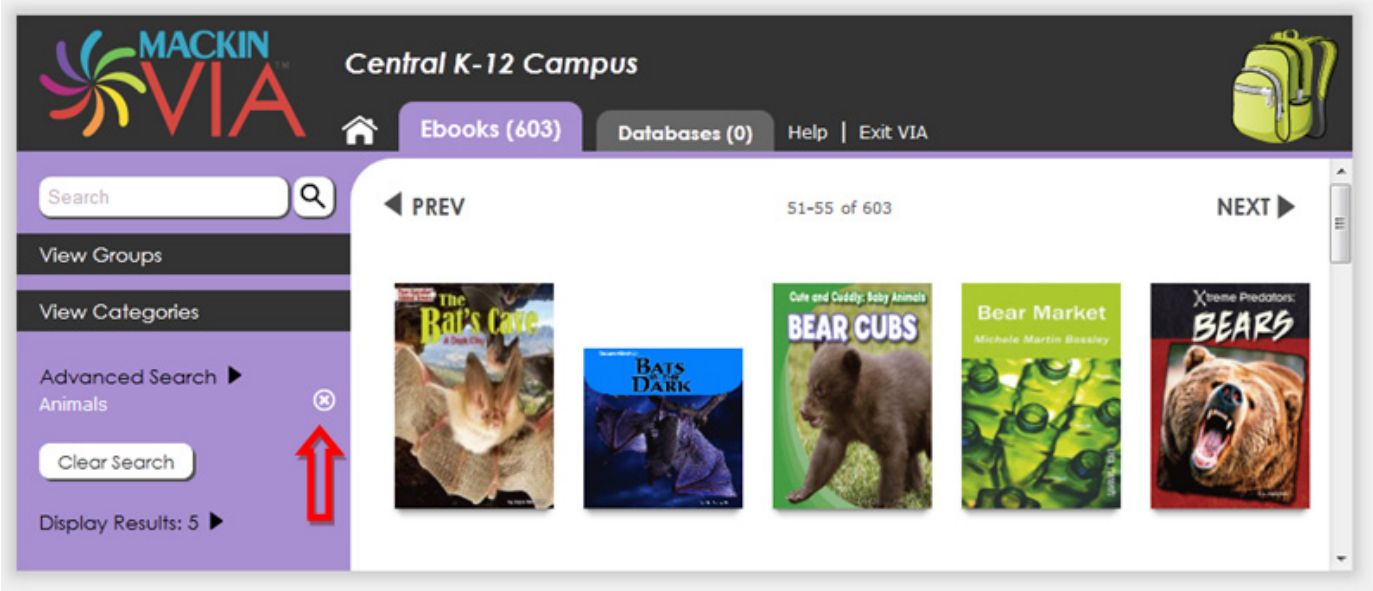
If your school has decided to take advantage of this feature, you will see the "View Categories" link on the left side of the screen. Click this link.



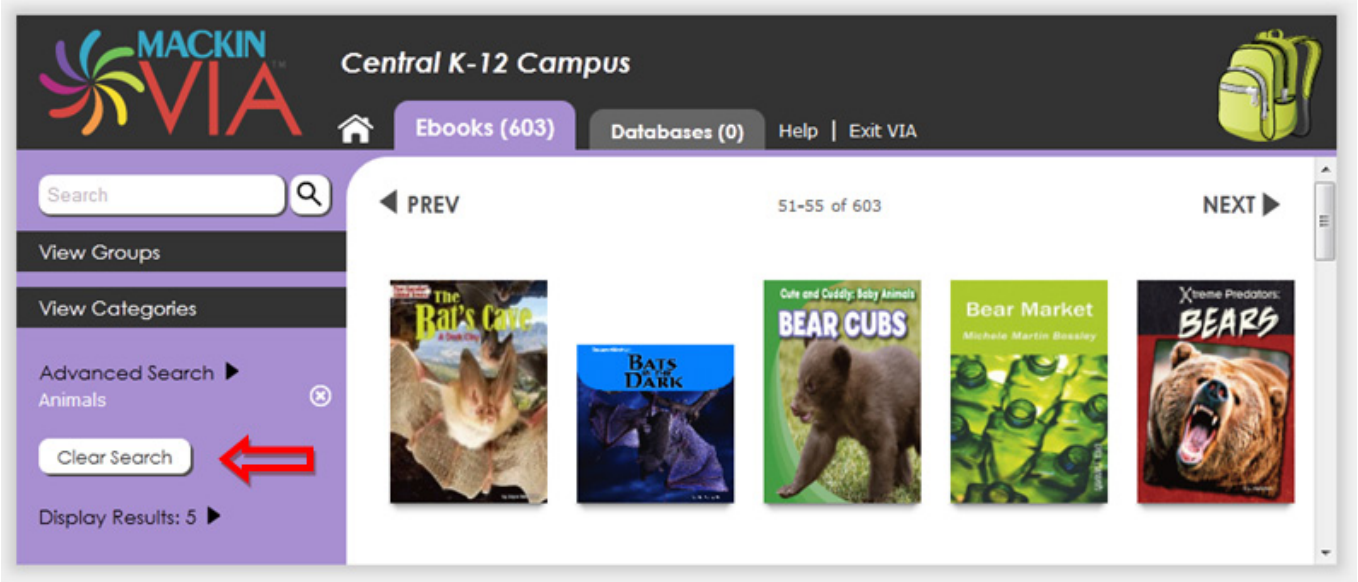
Your Categories page will look something like this (the actual Categories might be different). Click on a Category to browse the e-resources in that subject.



To exit a Category search results page, click the "X" next to the chosen Category name. This will take you back to the main Categories page.



To go to the home page (which may be the main Categories page if your librarian or VIA Administrator chose Categories as the default home page), click the Clear Search button.



RELATED LINKS

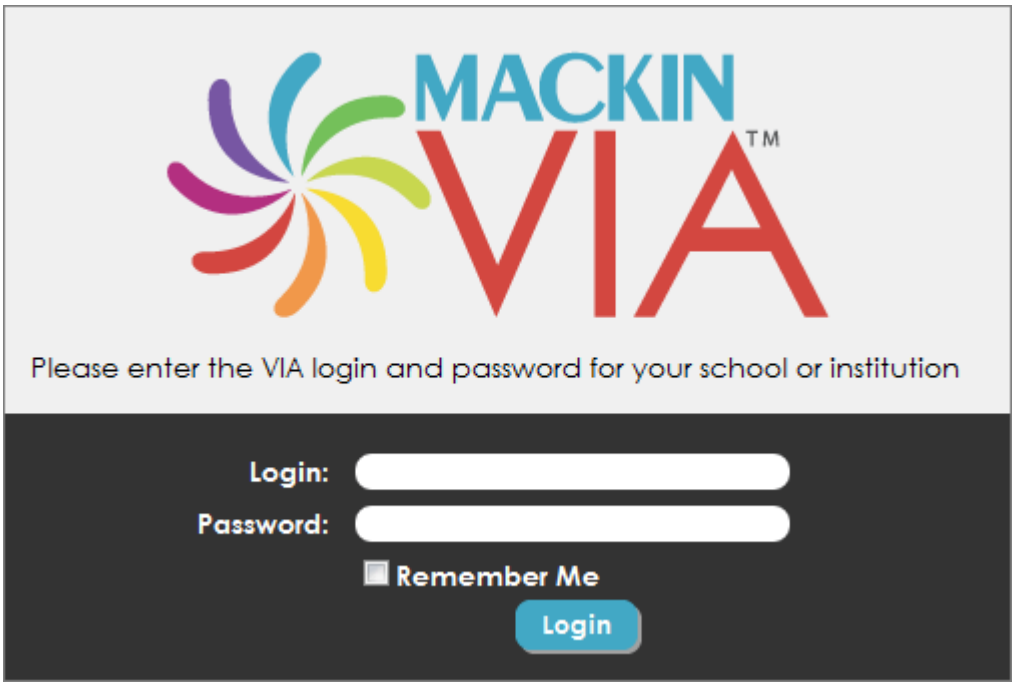
How do I search for ebooks or databases in Mackin VIA™?
See Search for Ebooks or Databases

Copyright © 2012 Mackin Educational Resources

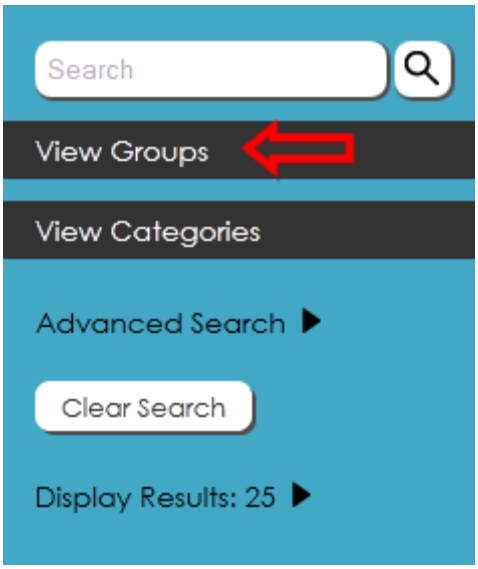
My teacher created a group of e-resources in Mackin VIA™ for my group/class. Where can I find this?

Good question! These collections can be found in VIA Groups.

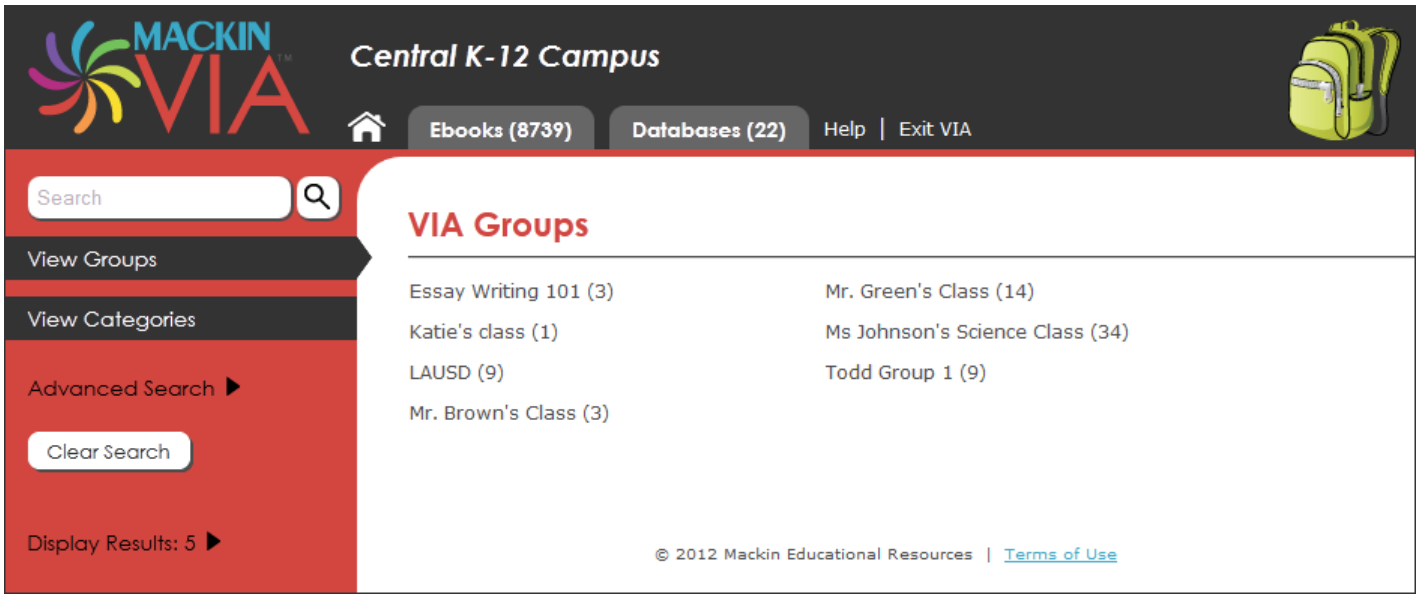
- First use the login and password your teacher or librarian gave you to log into Mackin VIA™. If you don't know how to log in, click here for instructions.



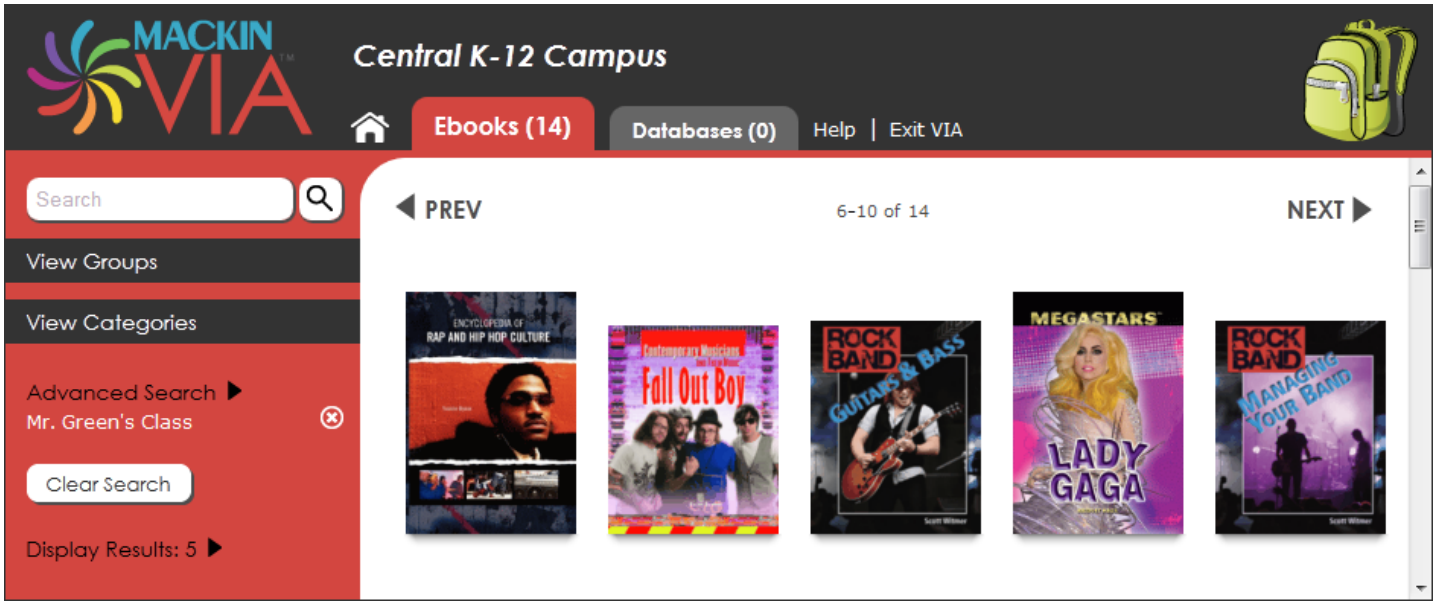
- Once you're logged in, click the VIA Groups link on the left side of the page.



Select the name of your group.



To leave a VIA Group, click the "X" on the left side of the screen next to your group's name.



RELATED LINKS

How do I save the e-resources I like?
See VIA Backpack

Copyright © 2012 Mackin Educational Resources

Why You Need a Password

Send comments on this topic.

Why do I have to enter a Mackin VIA™ password?

Mackin VIA™ is password protected to make sure only people with permission (such as staff, students, and parents) view your school's ebooks and databases.

RELATED LINKS

What if I can't remember my login and password?
See Forgot Login and/or Password

Copyright © 2012 Mackin Educational Resources

INDEX

A

Accessing Ebooks, 4

B

Backpacks, 16

C

Categories, 21

F

Forgot Login or Password, 6

G

Groups, 23

I

Introduction, 3
Items Per Page, 5

L

Logging Into Mackin VIA, 8
Logging Out of Mackin VIA, 9

P

Password Protected, 25

S

Searching for Ebooks, 10
Starting a New Search, 15

T

Technical Difficulties, 7