



Student Guide

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

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.

The screenshot shows the Mackin VIA Central K-12 Campus interface. At the top, there is a navigation bar with the Mackin VIA logo, a home icon, and links for Ebooks (12), Databases (0), My Profile, Help, and Exit VIA. A search bar contains the keyword "skateboarding". On the right, there is a "My Backpack" section with a backpack icon and a "10" badge. Below the search bar, there are "View Groups" and "View Categories" sections. A "Clear Search" button is visible. A list of search results is displayed, including a book cover for "Skateboarding" and a book cover for "TONY HAWK: SKATEBOARD MOGUL". A callout box provides details for the Tony Hawk book: Title: Tony Hawk : skateboard mogul, Author: Casil, Amy Sterling, and Summary: Explores the life and professional career of skateboarder Tony Hawk and discusses how his business, Tony Hawk, Inc., is changing the way people see the sport. Below the summary are buttons for "Add to Backpack", "Read Now", and "MORE".

Callout boxes provide the following instructions:

- Complete a keyword search...
- Save your favorites in your backpack.
- Browse through the e-resource collection.
- Hover over a cover image for a description of that e-resource.
- Click on a cover image to access that e-resource.
- Change the number of items you see on the screen.
- ...or filter results by Title, Author, Subject, etc.

***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

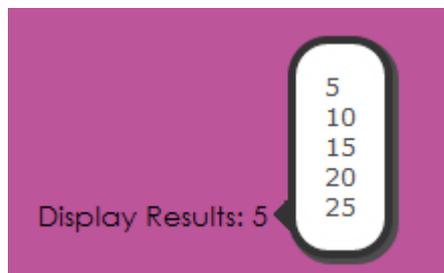
 [How do I search for ebooks or databases in Mackin VIA™?](#)

See [Search for Ebooks or Databases](#)

Copyright © 2012 Mackin Educational Resources

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

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

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?

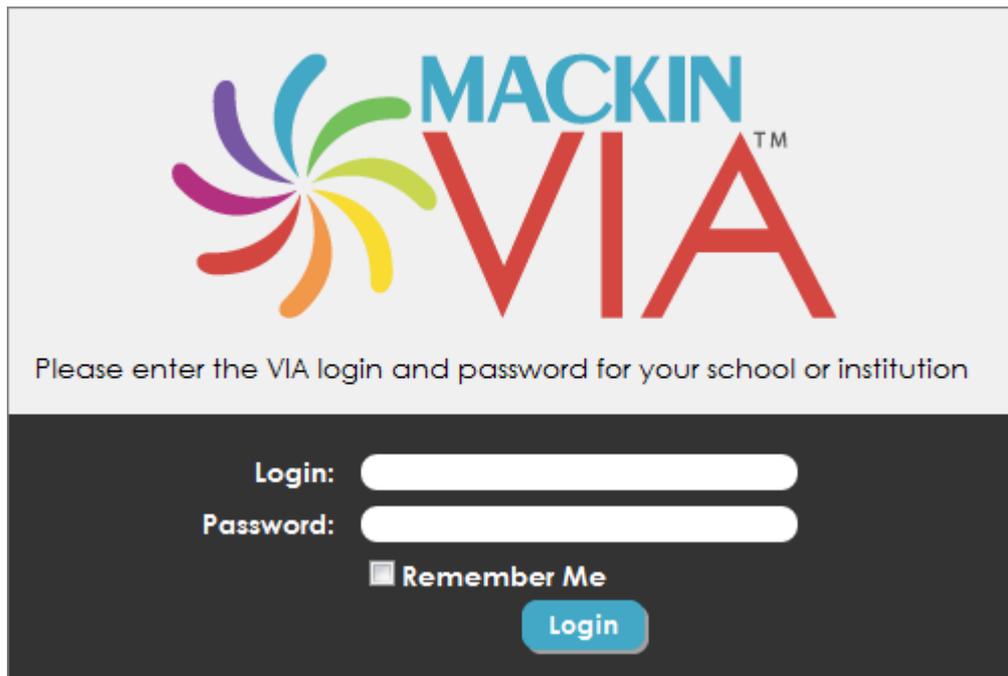
See [Forgot Login and/or Password](#)

Copyright © 2012 Mackin Educational Resources

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.



Please enter the VIA login and password for your school or institution

Login:

Password:

Remember Me

Login

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

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

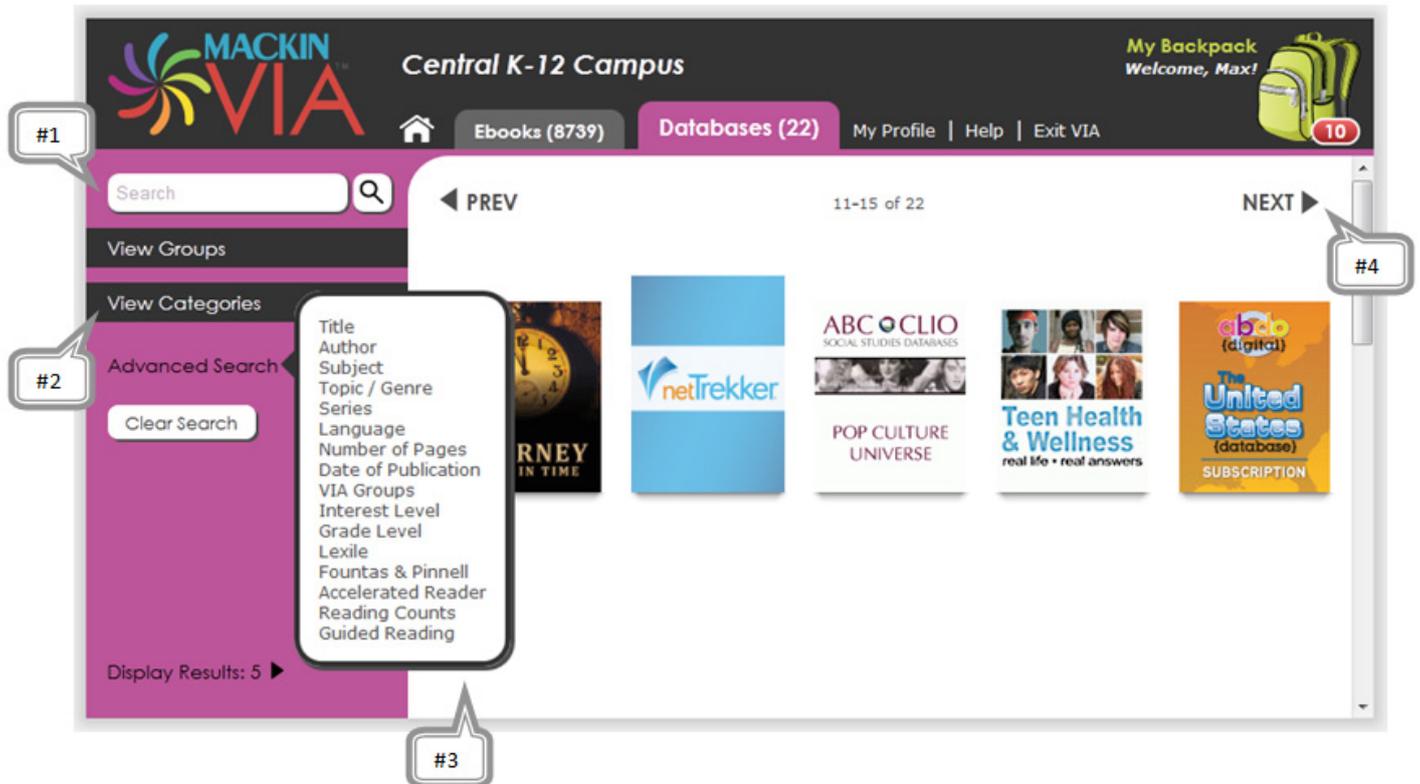
 [How do I log into Mackin VIA™?](#)

See [Log Into Mackin VIA](#)

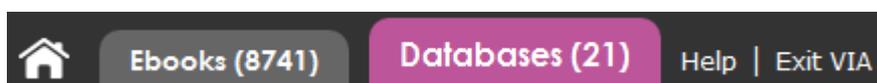
Copyright © 2012 Mackin Educational Resources

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.

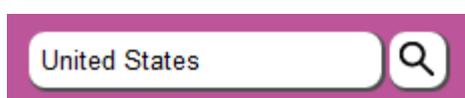


Searching and browsing will be limited to either ebooks or databases. You can pick whether you want to look through ebooks or databases by choosing either the 'Ebooks' or 'Databases' tab at the top of the screen.



#1) Keyword Search

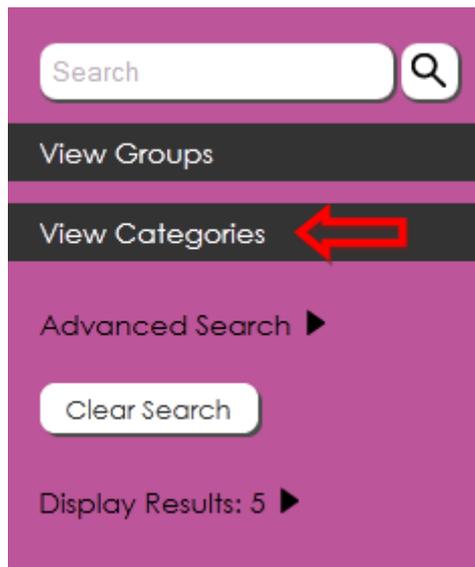
You can type a word or a phrase in the search box. For example, "dinosaurs," "United States" or "astronomy."



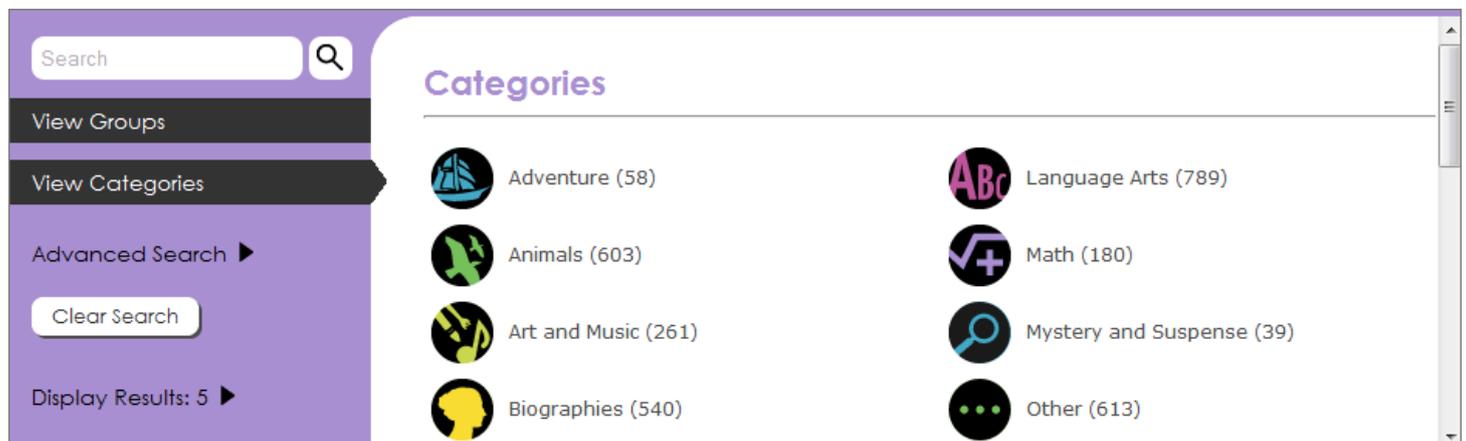
Then click the search button. 

#2) Categories

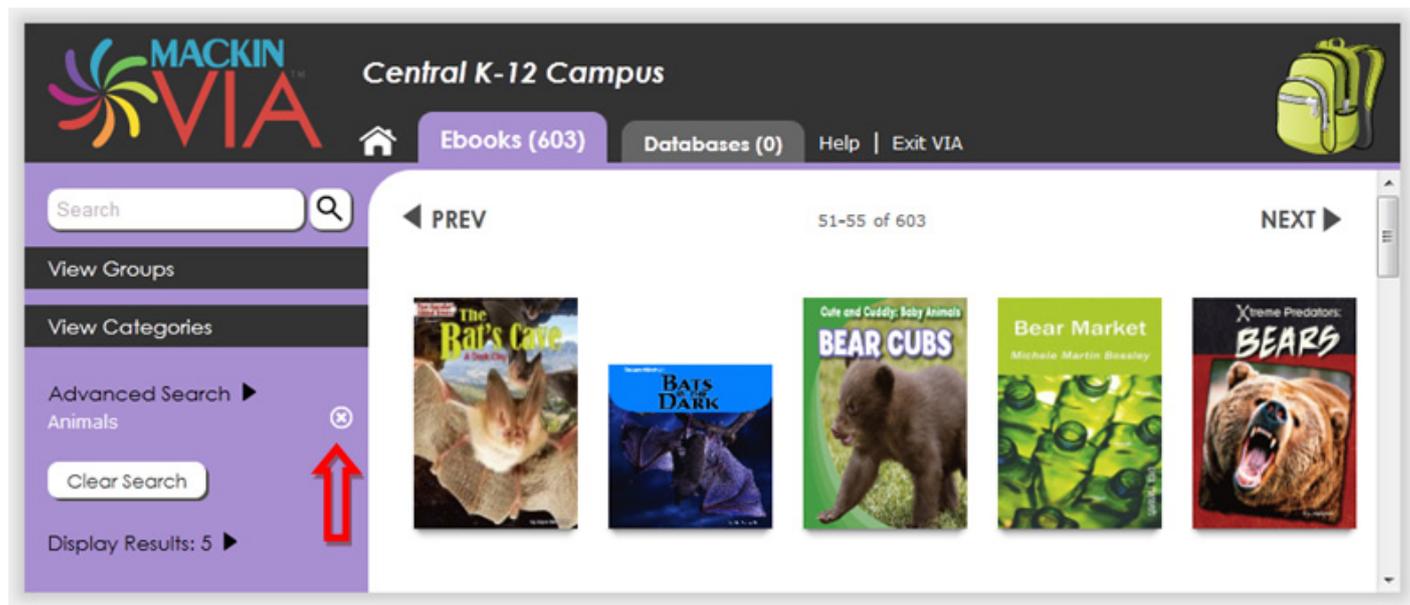
🌟 If your school has decided to use this feature, you will see the "View Categories" link on the left side of the screen. Click this link.



🌟 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.

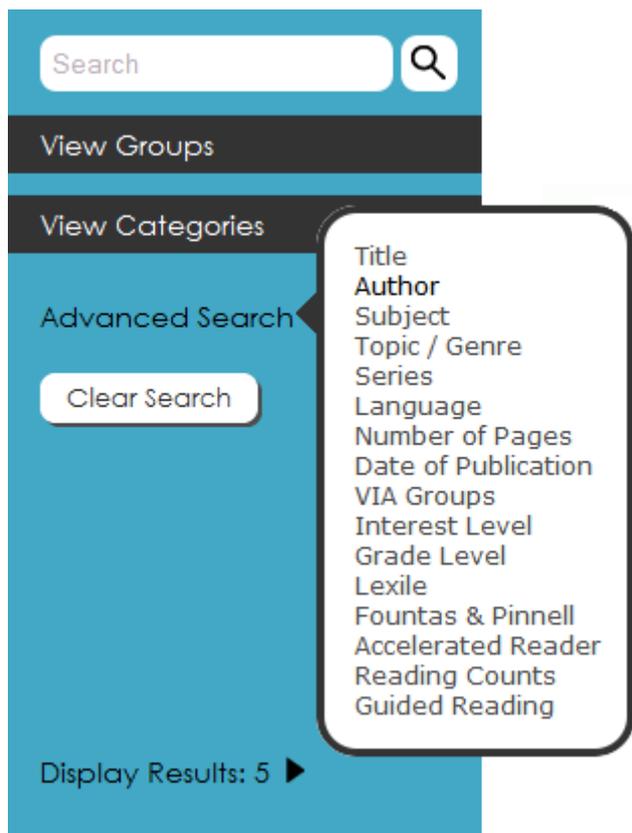


🌸 To exit a selected Category search results page, click the "X" next to the chosen Category name. This will take you back to the main Categories page.

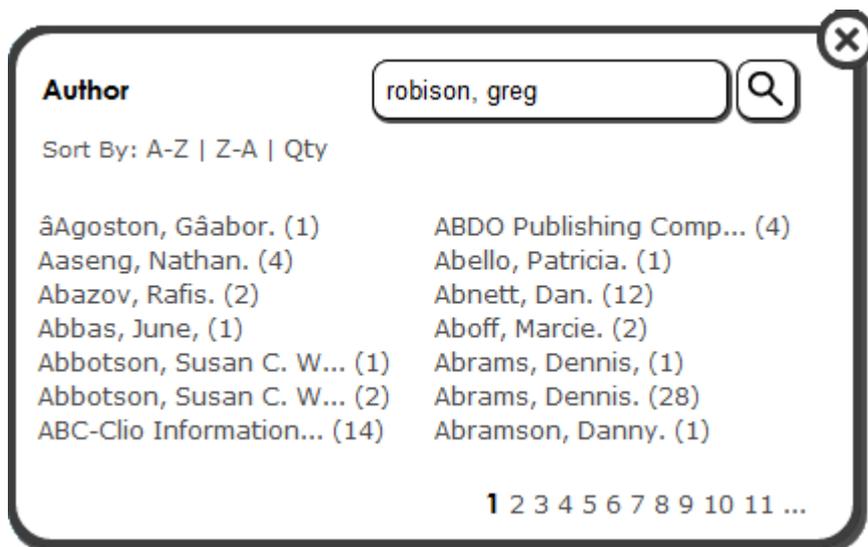


#3) Filter

🌸 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."

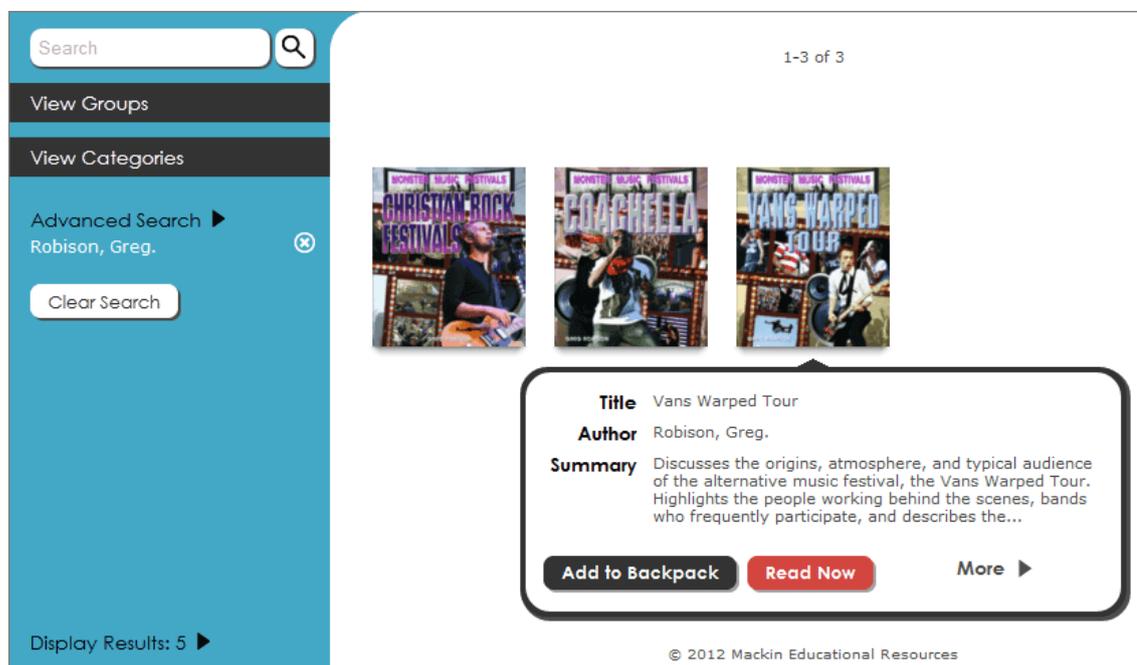


🌸 Click the search button. 🔍

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

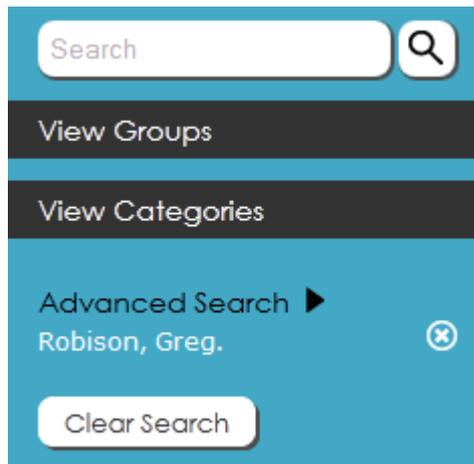


🌸 You can read a summary of an ebook by hovering your mouse over the cover image. Click on the cover image to open the ebook.



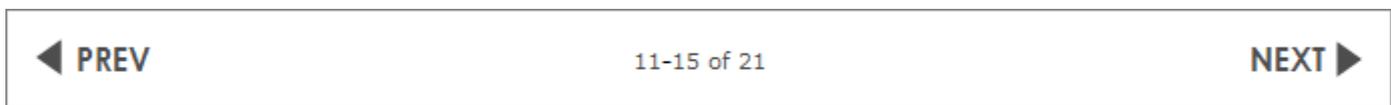
© 2012 Mackin Educational Resources

🌸 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](#)

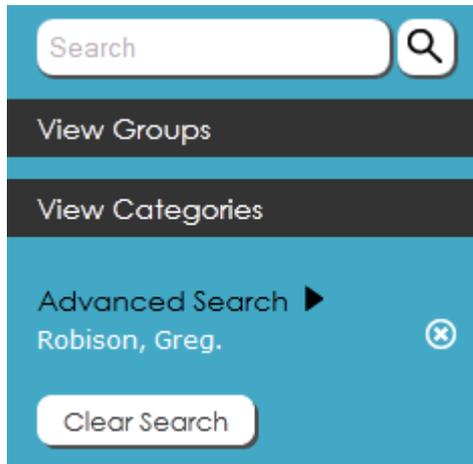
🌸 **My teacher created a group of e-resources in Mackin VIA™ for my group/class. Where can I find this?**

See [VIA Groups](#)

Copyright © 2012 Mackin Educational Resources

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](#)

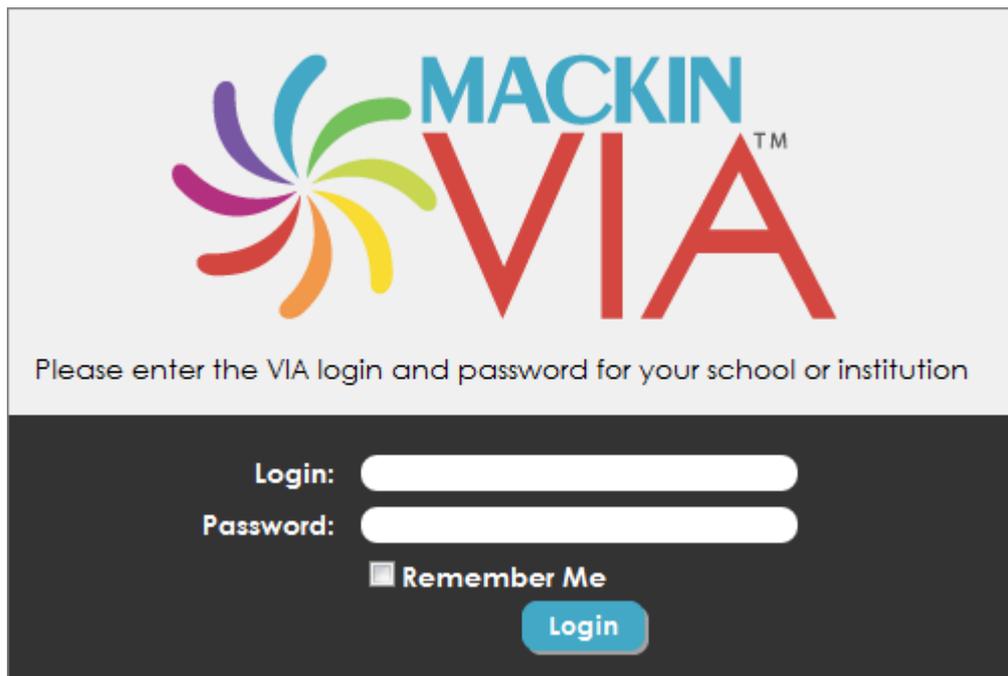
Copyright © 2012 Mackin Educational Resources

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.

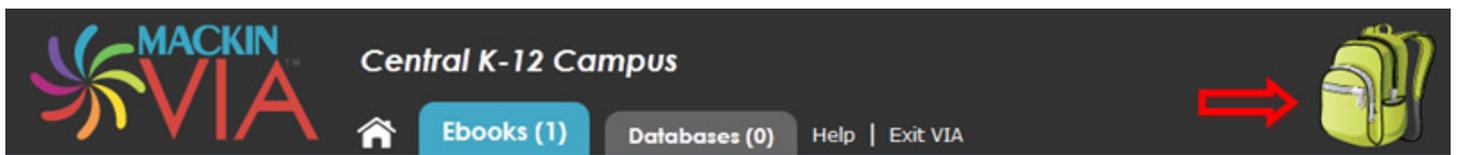
Register a VIA Backpack account

✿ 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](#).

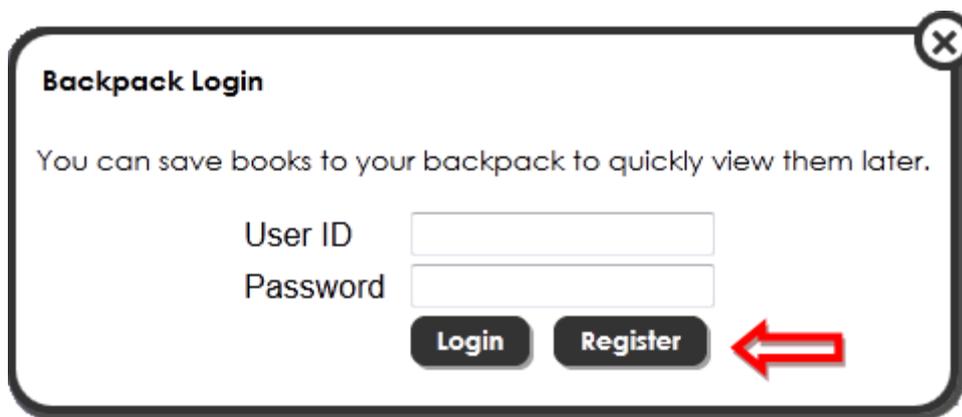


The image shows a login form for Mackin VIA. At the top is the Mackin VIA logo, which consists of a colorful pinwheel icon to the left of the text 'MACKIN VIA™'. Below the logo, the text reads 'Please enter the VIA login and password for your school or institution'. The form has two input fields: 'Login:' and 'Password:'. Below the password field is a checkbox labeled 'Remember Me'. At the bottom of the form is a blue button labeled 'Login'.

✿ 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.



Backpack Login

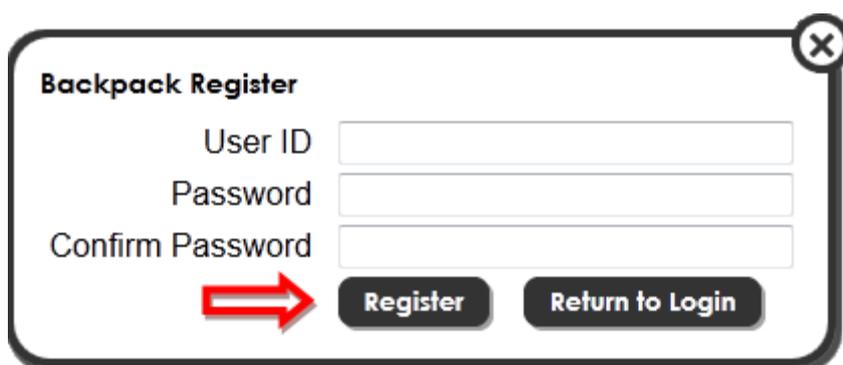
You can save books to your backpack to quickly view them later.

User ID

Password

[Login](#) [Register](#)

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



Backpack Register

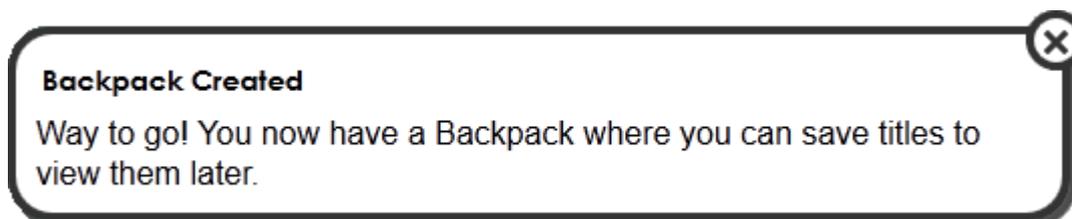
User ID

Password

Confirm Password

[Register](#) [Return to Login](#)

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



Backpack Created

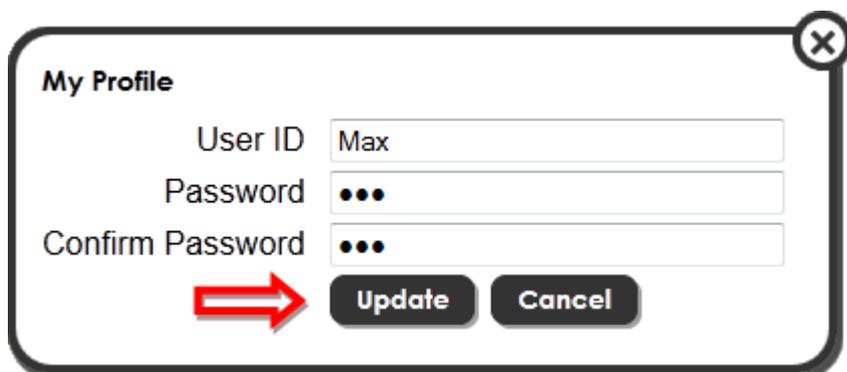
Way to go! You now have a Backpack where you can save titles to view them later.

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.



My Profile

User ID

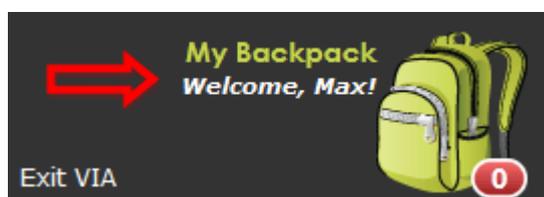
Password

Confirm Password

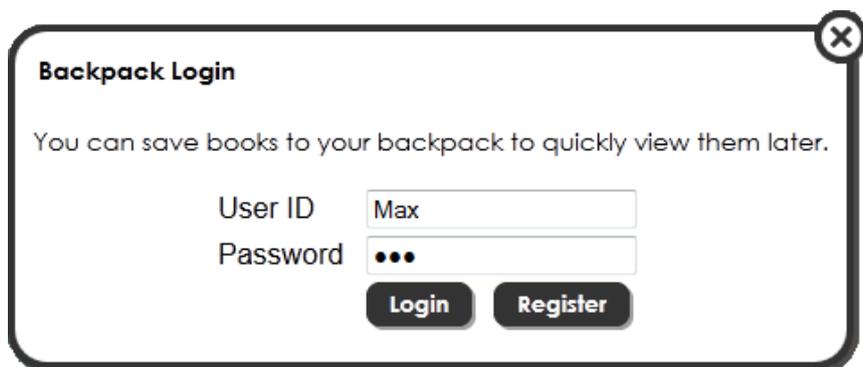
Add e-resources to your VIA Backpack (or remove them)

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.



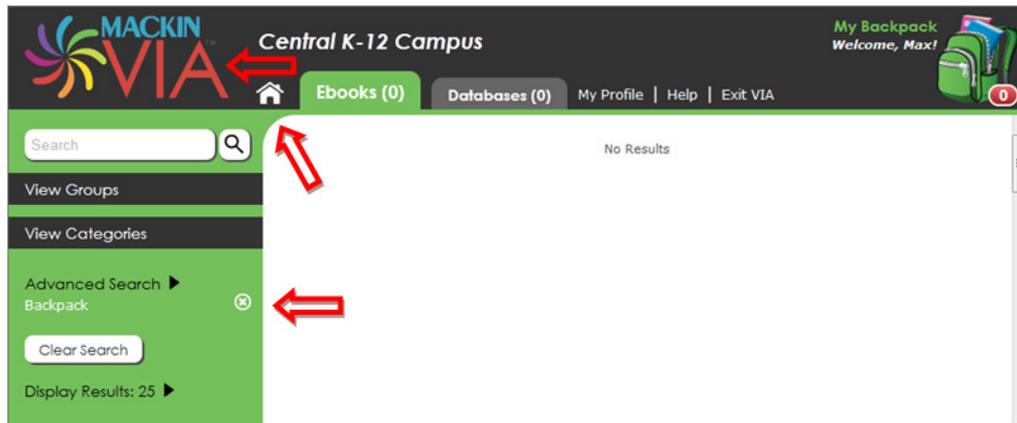
Backpack Login

You can save books to your backpack to quickly view them later.

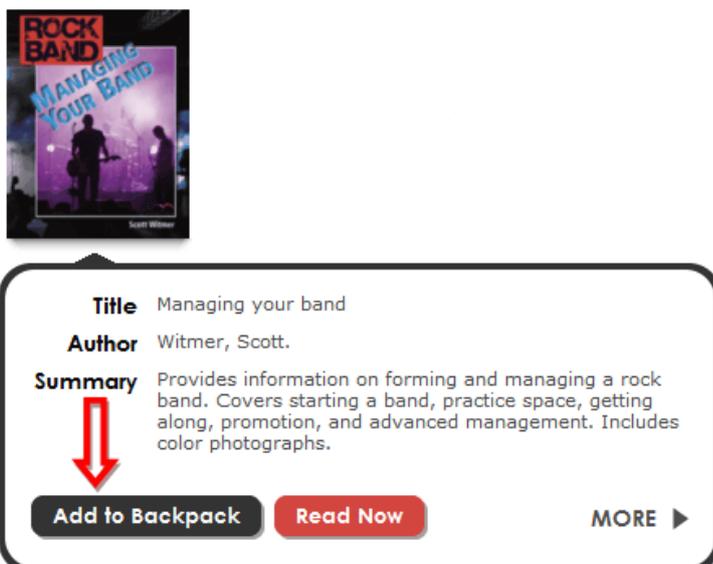
User ID

Password

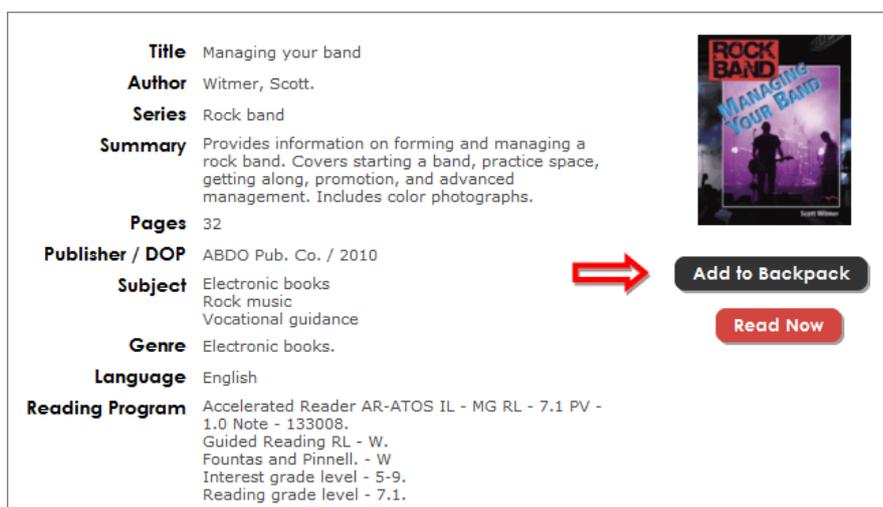
You'll be taken to your VIA Backpack after you sign in. To start adding e-resources, you will need to exit your VIA Backpack by either clicking the "X" next to "Backpack," choosing the "Home" icon, or clicking the Mackin VIA logo in the upper-left corner of your screen.



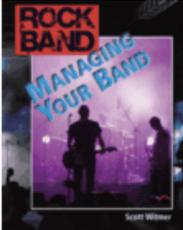
You can add e-resources two different ways. If you mouse over a cover image, a pop-up will appear. You can then select "Add to Backpack."



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."



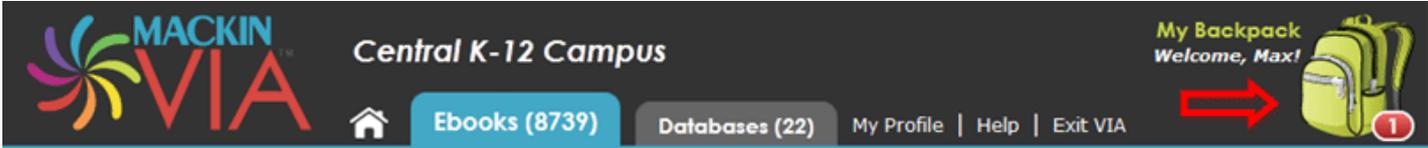
✿ If an item is in your VIA Backpack and you want to remove it, mouse over the cover image and select "Remove from Backpack."



Title Managing your band
Author Witmer, Scott.
Summary Provides information on forming and managing a rock band. Covers starting a band, practice space, getting along, promotion, and advanced management. Includes color photographs.

Remove from Backpack Read Now MORE ▶

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



Mackin VIA Central K-12 Campus

Ebooks (8739) Databases (22) My Profile | Help | Exit VIA

My Backpack
Welcome, Max!

1

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](#)

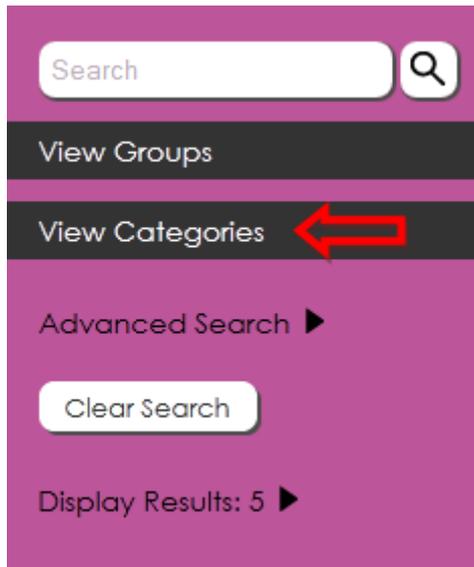
Copyright © 2012 Mackin Educational Resources

What are VIA Categories?

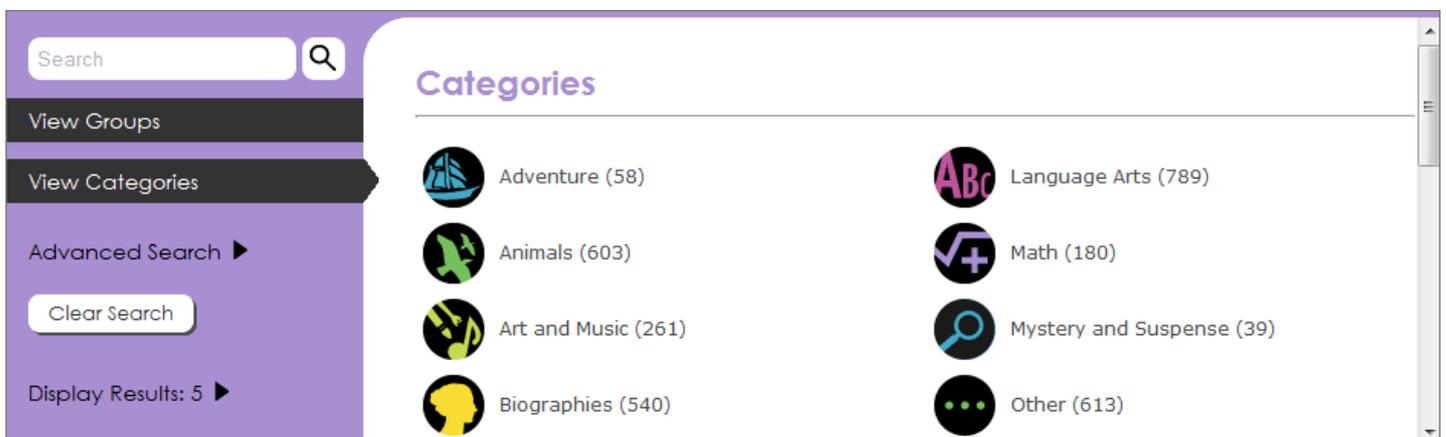
E-resources in Mackin VIA™ are automatically included in various subject Categories such as Adventure, Animals, Language Arts and Math. These Categories provide a quick and easy way for you to find e-resources.

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

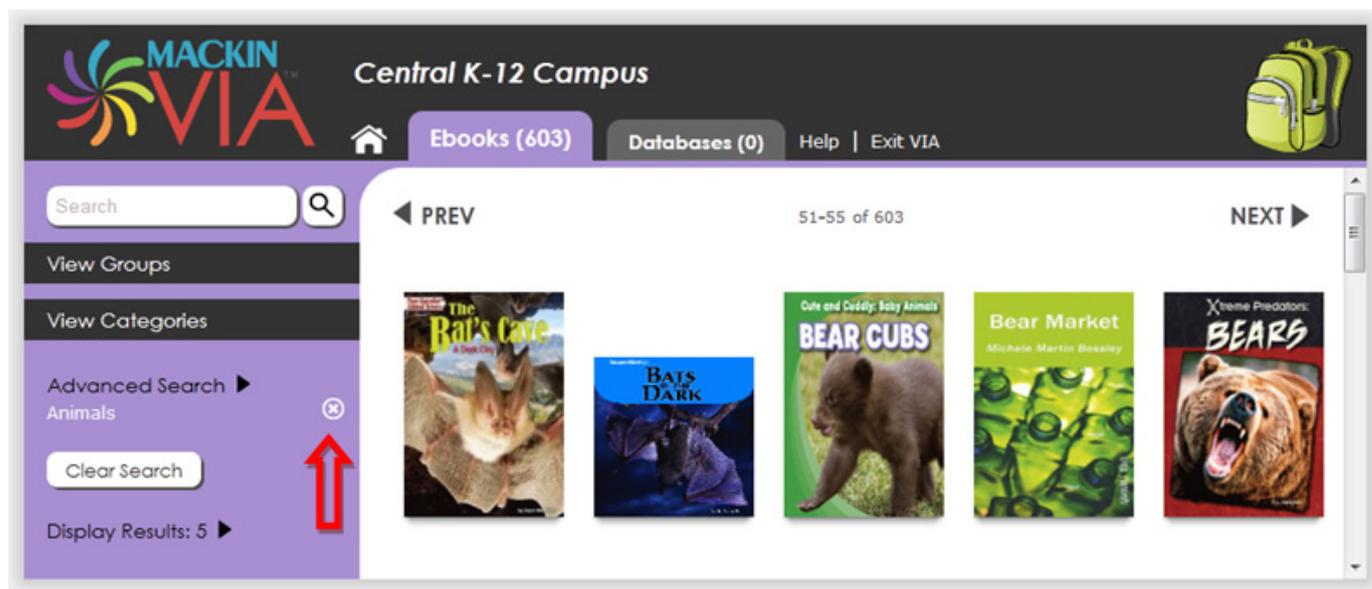
🌸 If your school has decided to take advantage of this feature, you will see the "View Categories" link on the left side of the screen. Click this link.



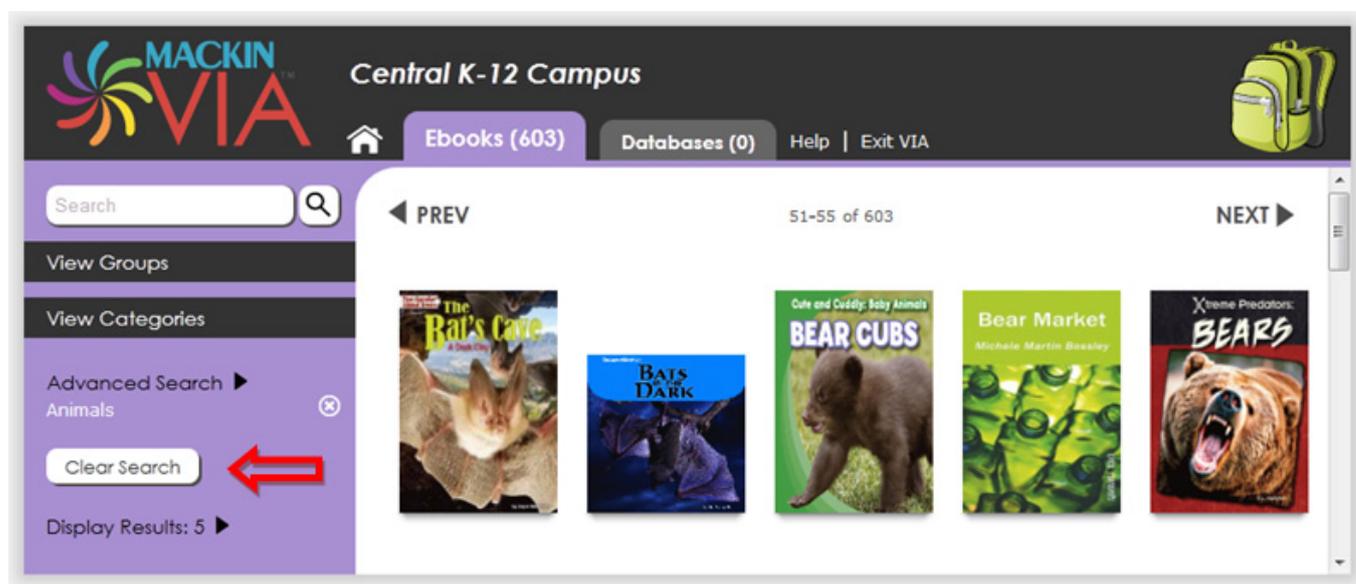
🌸 Your Categories page will look something like this (the actual Categories might be different). Click on a Category to browse the e-resources in that subject.



✿ 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

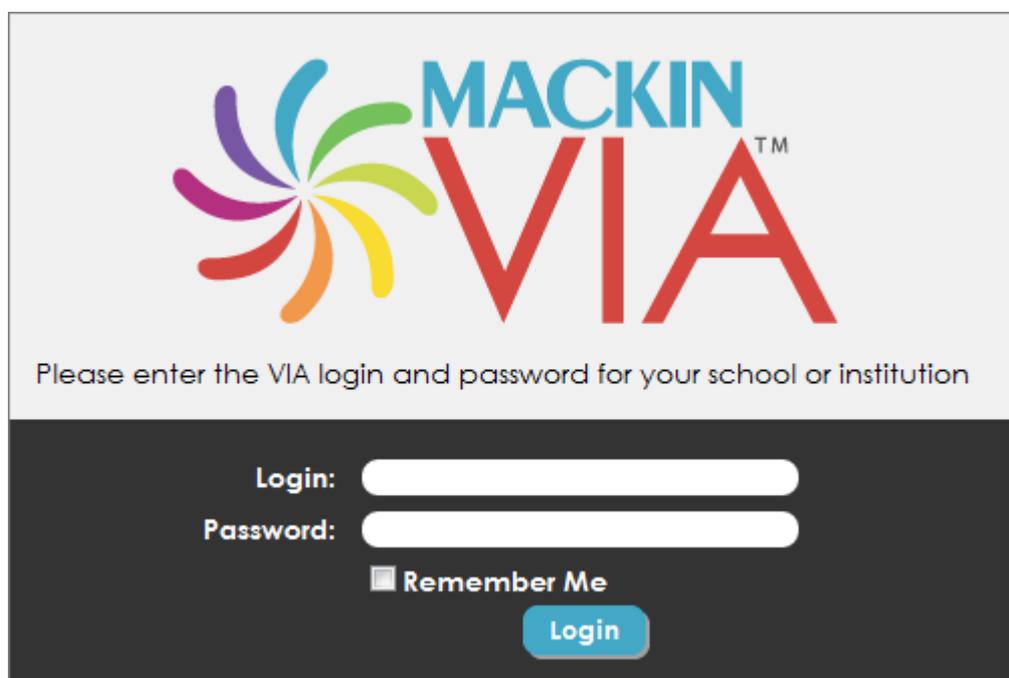
✿ [How do I search for ebooks or databases in Mackin VIA™?](#)

See [Search for Ebooks or Databases](#)

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

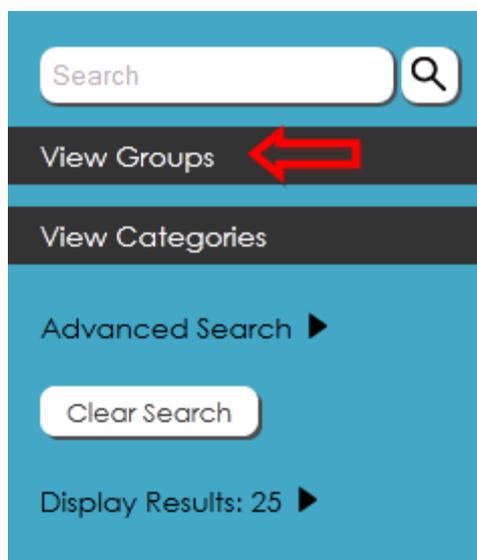
Good question! These collections can be found in VIA Groups.

✿ 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](#).



The image shows the Mackin VIA login interface. At the top is the Mackin VIA logo, which consists of a colorful fan-like graphic to the left of the text 'MACKIN VIA™'. Below the logo, the text reads 'Please enter the VIA login and password for your school or institution'. The login form includes a 'Login:' label followed by a white input field, a 'Password:' label followed by another white input field, a checkbox labeled 'Remember Me', and a blue 'Login' button.

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



Select the name of your group.

The screenshot shows the Mackin VIA Central K-12 Campus homepage. The top navigation bar includes the Mackin VIA logo, a home icon, and buttons for "Ebooks (8739)", "Databases (22)", "Help", and "Exit VIA". A green backpack icon is in the top right. A search bar is on the left. The main content area is titled "VIA Groups" and lists several groups with their respective member counts:

Essay Writing 101 (3)	Mr. Green's Class (14)
Katie's class (1)	Ms Johnson's Science Class (34)
LAUSD (9)	Todd Group 1 (9)
Mr. Brown's Class (3)	

At the bottom of the page, there is a copyright notice: © 2012 Mackin Educational Resources | [Terms of Use](#)

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

The screenshot shows the Mackin VIA Central K-12 Campus homepage with search results for "Mr. Green's Class". The top navigation bar is updated to show "Ebooks (14)" and "Databases (0)". The search bar on the left now has "Mr. Green's Class" entered. The main content area displays a grid of five e-book covers:

- ENCYCLOPEDIA OF RAP AND HIP HOP CULTURE
- Contemporary Musicians: Fall Out Boy
- ROCK BAND: GUITARS & BASS
- MEGASTARS: LADY GAGA
- ROCK BAND: MANAGING YOUR BAND

Navigation controls include "PREV", "6-10 of 14", and "NEXT". A red "X" icon is visible next to "Mr. Green's Class" in the left sidebar.

RELATED LINKS

How do I save the e-resources I like?

See [VIA Backpack](#)

Copyright © 2012 Mackin Educational Resources

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](#)