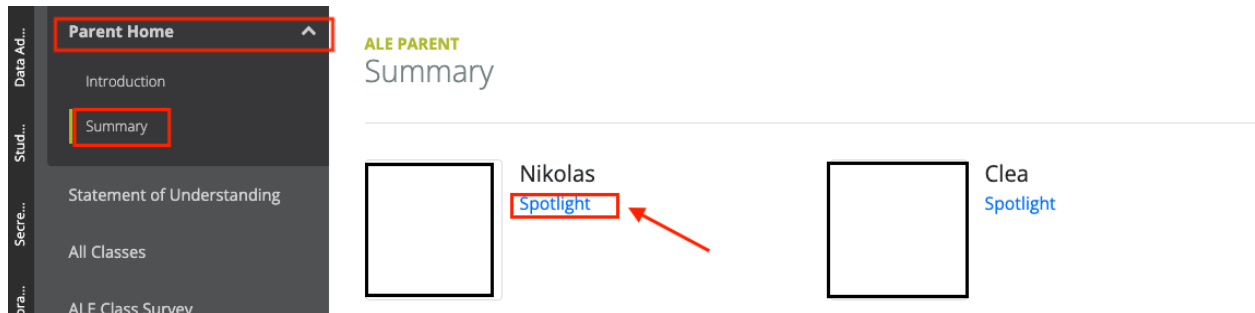


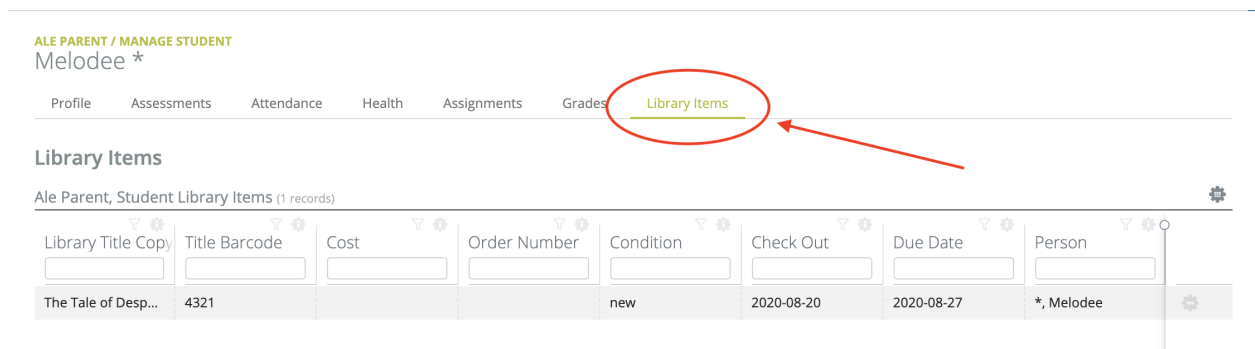
ALE Application: Viewing Library Items Checked Out to a Student

Parents and Students can view which items are checked out to their students in two ways.

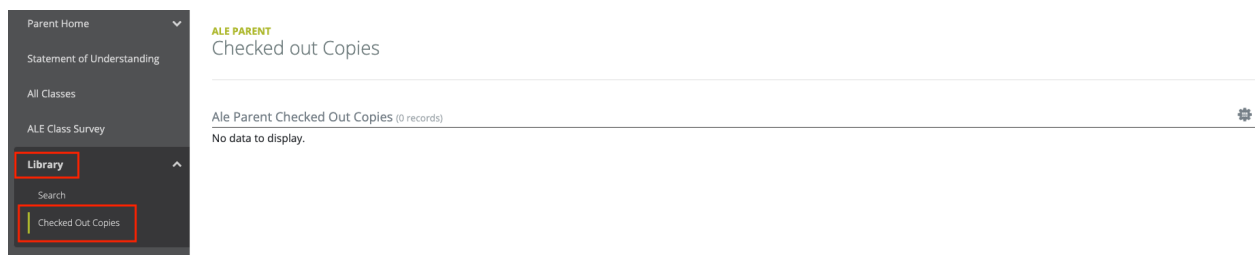
1. Click **Parent Home** in the left navigation menu and choose **Summary**. Click **Spotlight**.



Once the Manage Student loads, click the **Library Items Tab**.



2. Click **Library** in the left navigation menu and choose **Checked Out Copies**.



Locate or request a Title.

Click **Library** in the left navigation menu and choose **Search**.

Simple Search for the **Titles**, **Keywords**, or **Descriptions** by entering it in the **Search** field, then click **Set**.

Ale Librarian Titles

✓Set ✕

▲ Simple Search
 Each word will be searched across all Titles, Keywords, and Descriptions

Search (optional)

Advanced Search may also be done for Title, Location, Identifier, Barcode, Author, Keywords, Subject, and Media Type.

Ale Librarian Titles

✓Set ✕

▲ Advanced Search
 Please make at least 1 selection

Title (optional)

Location (optional) [Select](#)

Identifier (optional) Barcode (optional)

Author (optional) Keywords (optional)

Subject (optional) [Select](#) Media Type (optional) [Select](#)

A list of titles will be displayed. To return to the search, click **Data Settings Form**.

Click the **Title** for more details, or click the **Row Actions & Options** gear to **View Details** or **Request the Title**.

ALE PARENT

Library Search

Parent Library Title Search (1 records)								Data Settings Form ⚙
Title	Author	Publisher	Published Date	Identifier	Keywords	Description	Co	
<input type="checkbox"/> Chicken Little				453466		A little Chick		Row Actions & Options ⚙ <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> Row Actions & Options View Details Request Title </div>

If the list is long, try filtering it by typing a keyword or clicking the gear at the top of each column.

ALE PARENT
Library Search

Parent Library Title Search (1 records) Filtered Data Settings Form

Title	Author	Publisher	Published Date	Identifier	Keywords	Description	Co
* Chicken					*		
Chicken Little				453466		A little Chicken	

Column Actions & Options

- Sort Ascending
- Sort Descending
- Filter
- Pin Left
- Pin Right