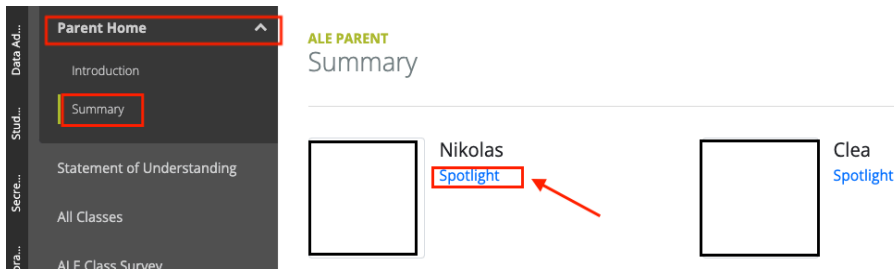


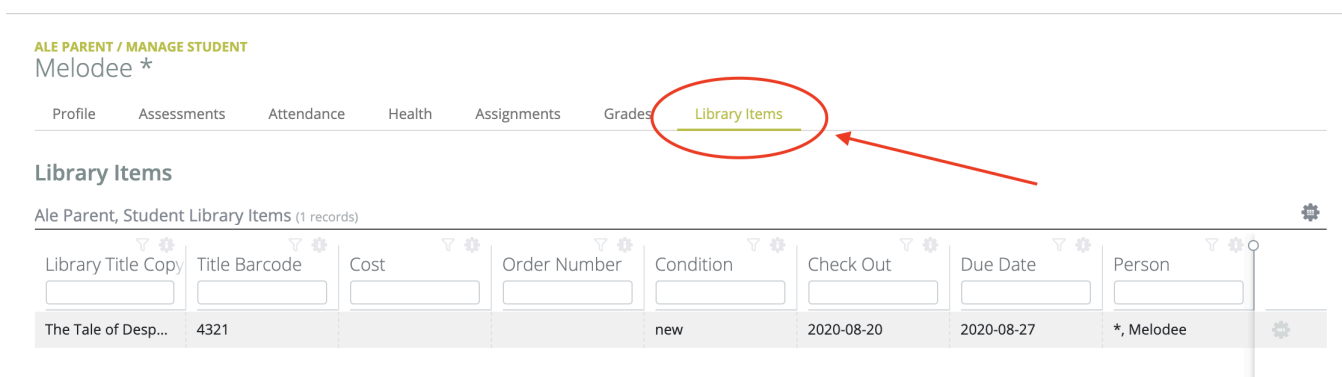
ALE Parents: Viewing Library Items Checked Out to a Student V2

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

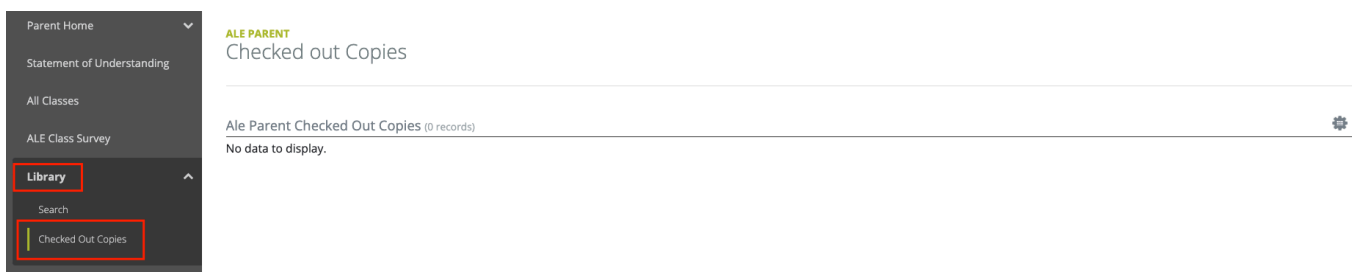
1. Click **Parent Home** in the left navigation menu and choose **Summary**. Click **Spotlight**.



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



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



Locate or request a Title.

1. Click **Library** in the left navigation menu and choose **Search**.
2. **Simple Search** for the **Titles**, **Keywords**, or **Descriptions** by entering them in the **Search** field, then click **Set**.

Ale Librarian Titles



▲ **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



▲ **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)

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

Data Settings Form

Row Actions & Options

- View Details
- Request Title

6. 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