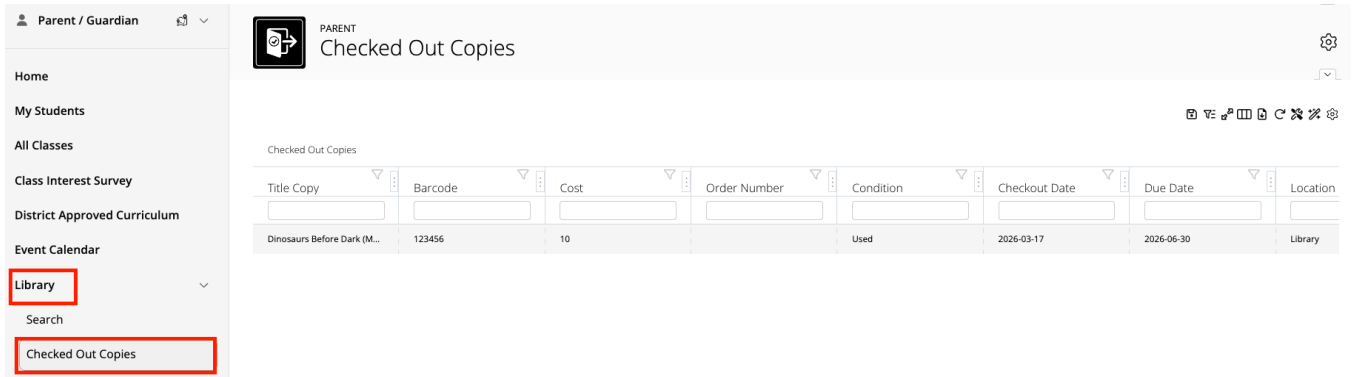


ALE Parents: Viewing Library Items Checked Out to a Student (Connect)

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

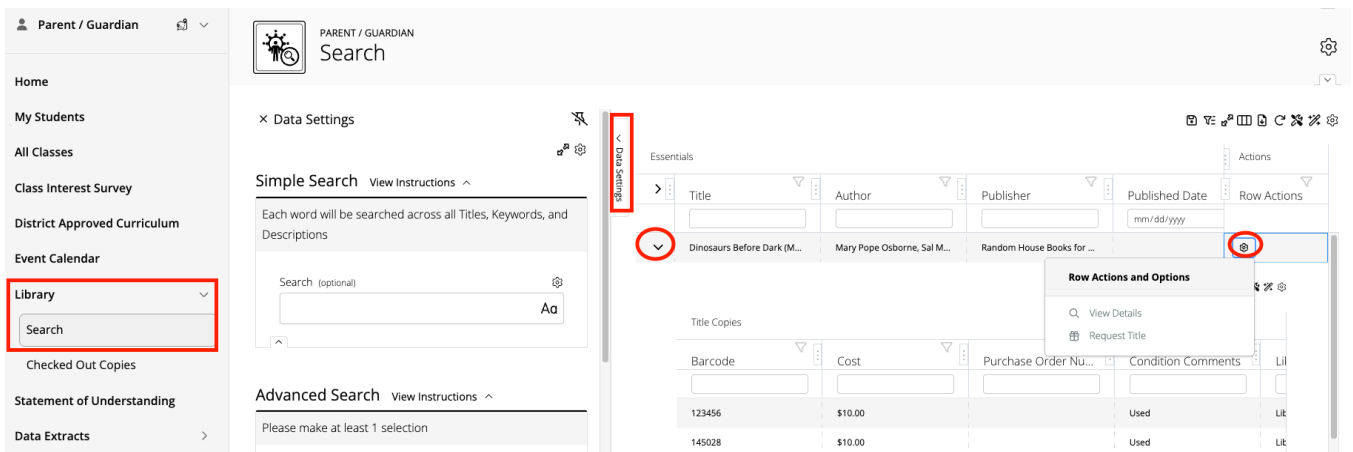
1. Start under **Library** in the left navigation menu and choose **Checked Out Copies**.



Title Copy	Barcode	Cost	Order Number	Condition	Checkout Date	Due Date	Location
Dinosaurs Before Dark (M...	123456	10		Used	2026-03-17	2026-06-30	Library

Locate or request a Title.

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



Title	Author	Publisher	Published Date	Row Actions
Dinosaurs Before Dark (M...	Mary Pope Osborne, Sal M...	Random House Books for ...	m/m/dd/yyyy	⚙️

2. Use the **Data Settings Drawer** to the left to do a **Simple Search** for the Titles, Keywords, or Descriptions by entering them in the **Search** field, then click **Set**.
3. Alternatively, an **Advanced Search** may be performed for Title, Location, Identifier, Barcode, Author, Keywords, Subject, and Media Type.
4. A list of titles will be displayed to the right.
5. If the list is long, try filtering it by typing a keyword or clicking the gear at the top of each column.

6. Click the arrow to the right of the data table to view title copies.
7. Click the **Row Actions & Options** gear to **View Details** or **Request the Title**.