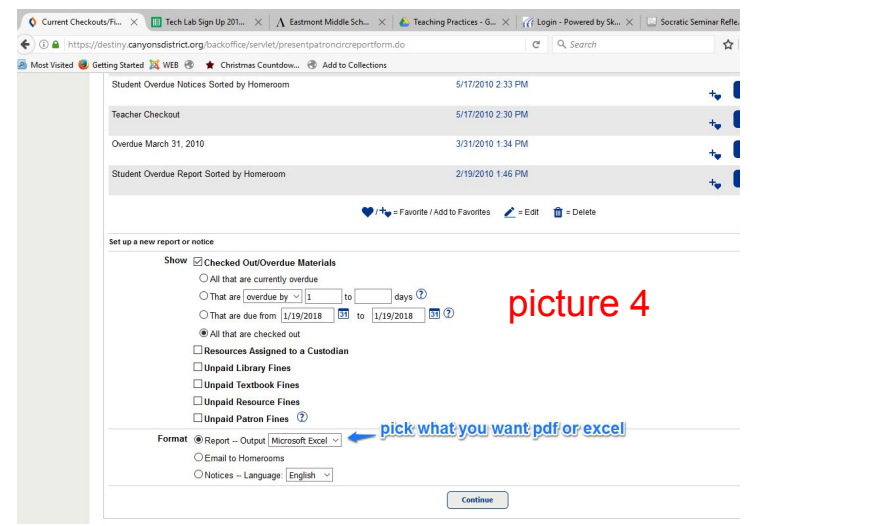
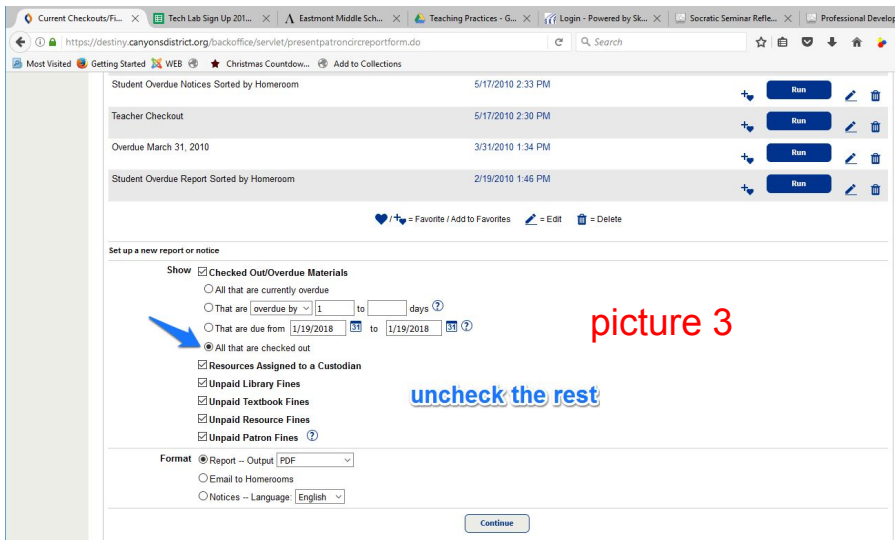
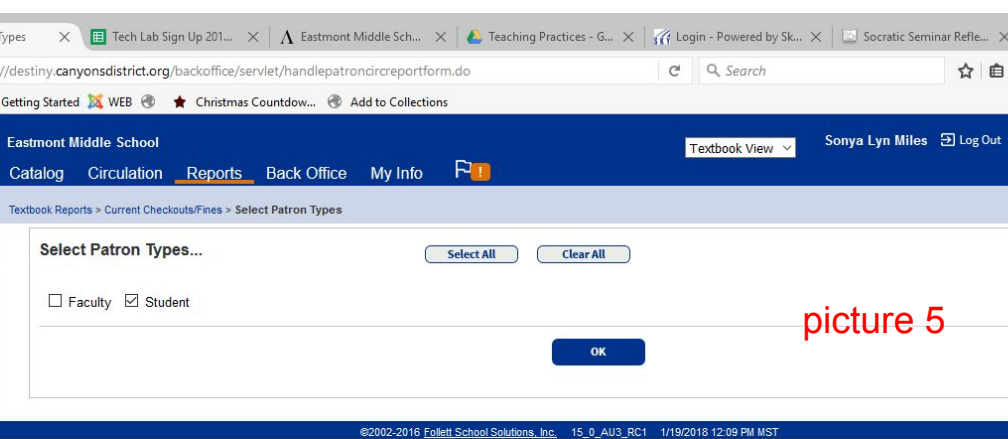


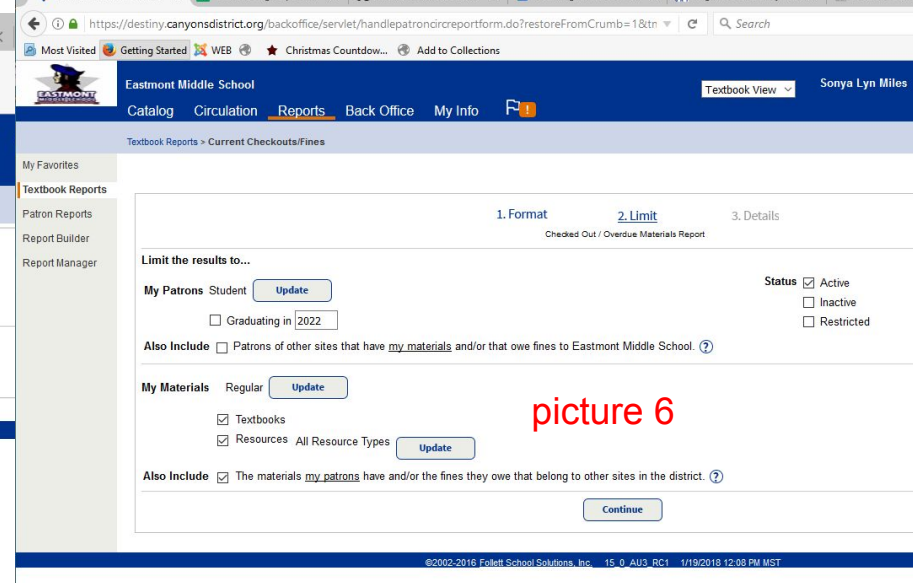
Reports, Textbook Reports - Circulation - Current checkouts and fines, scroll down (picture 2).
 Checked out, all that are currently overdue (if due date is past) or checked out (if teachers want to know during the year who they need to get books back from). Uncheck the rest (picture 3).



Pick if you want pdf or excel--if you want to sort (picture 4), then continue.

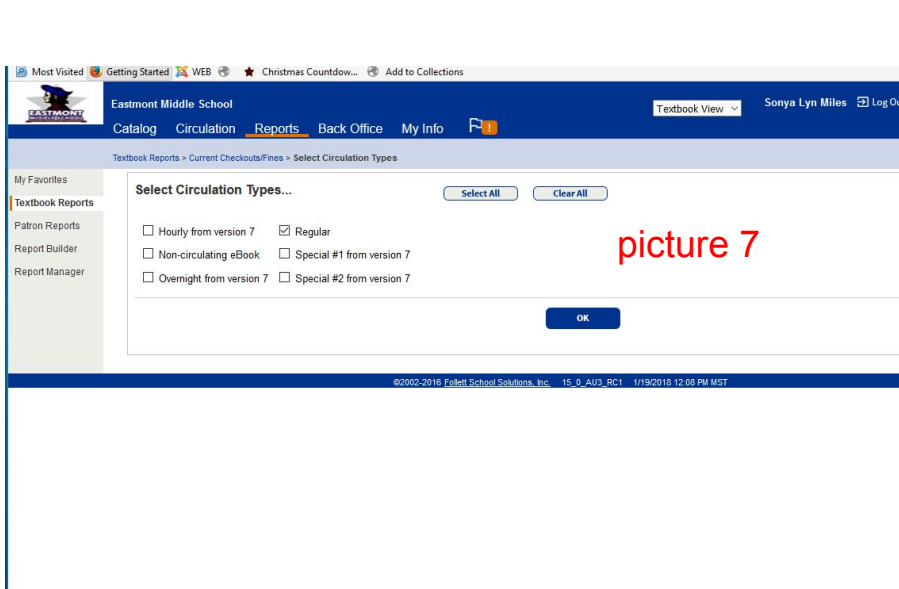


picture 5

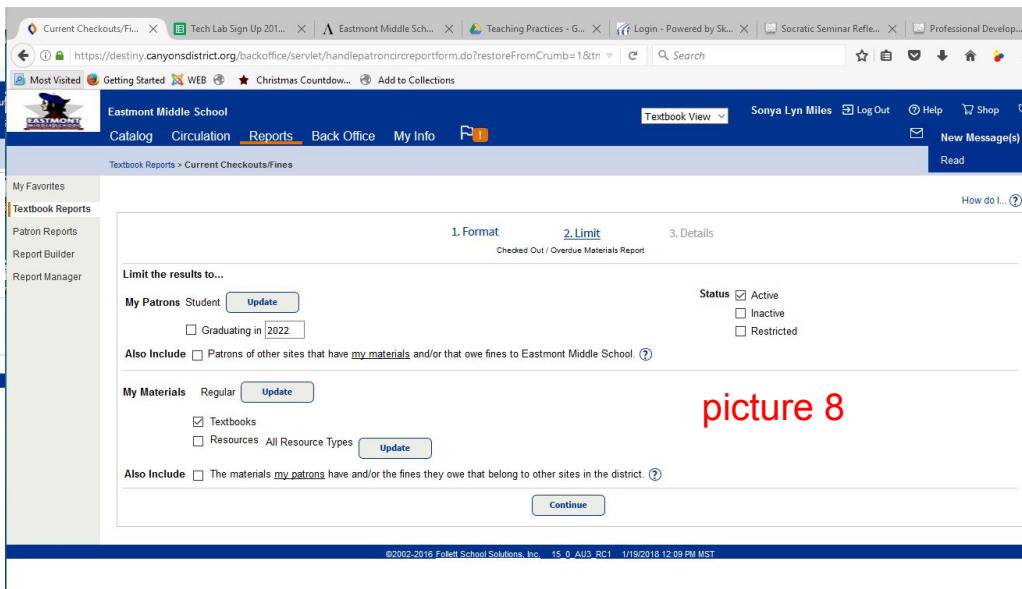


picture 6

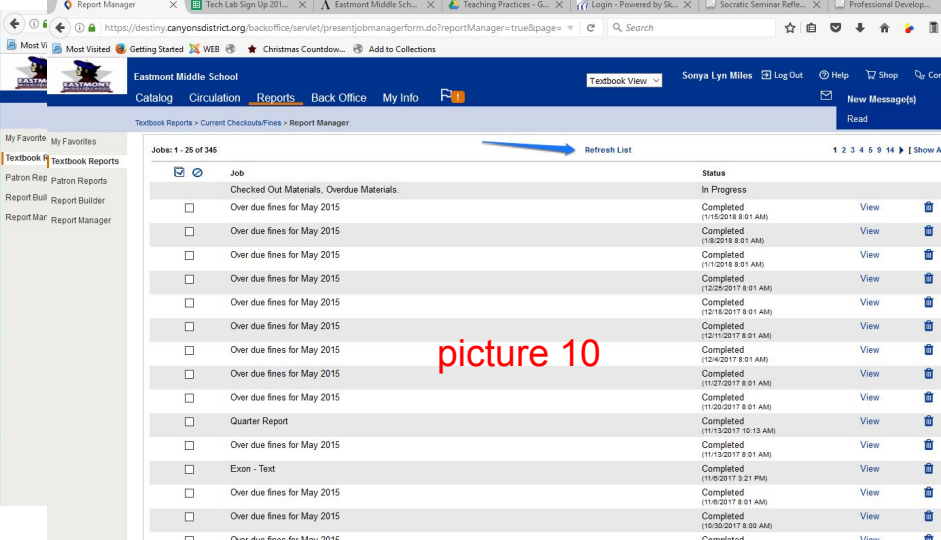
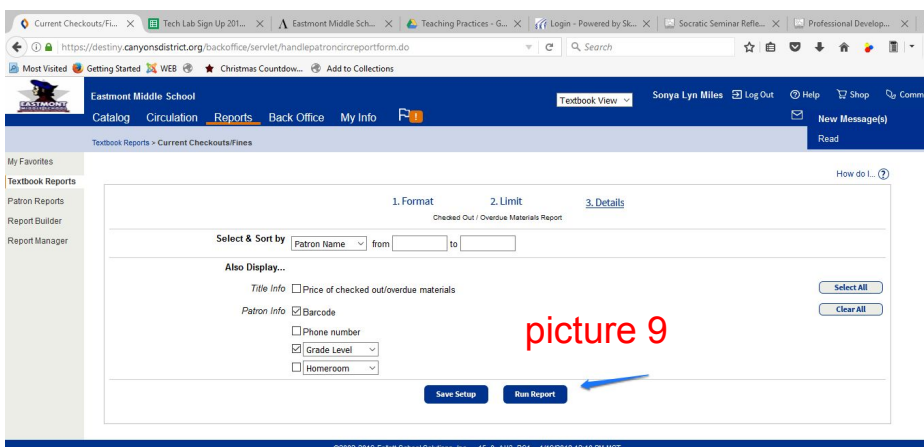
Click the update button where it says “Limit the results to... My Patrons” and change it to student. Uncheck faculty and teachers (picture 5). Change the graduating in, add 4-7 years depending upon which grade you’re running it for (picture 6). Click the next update button where it says “My Materials” Uncheck all but regular (picture 7). Change as shown (picture 8).



picture 7



picture 8



Click Run Report (picture 9). Click Refresh List periodically (picture 10). Click View (picture 11). Change as needed in Excel (sort order, etc.) then send the list to your teachers so they can help get the books returned.

