

STUDENT GUIDE TO THE LEARNING COMMONS

WHAT IS A LEARNING COMMONS?

It's a library, computer lab, and common room, all in one! We provide access to books and technology, and a safe space to read, work, study, socialize, and relax. You may visit the Learning Commons during class time (with a pass from your teacher), or come on your own before school, after school, during morning break, and at lunch.

OPENING HOURS:

7:30 a.m. – 3:30 p.m. every school day
(unless otherwise announced)

WEBSITE:

<https://sites.google.com/a/sduhsd.net/pacific-trails-middle-school-learning-commons/>

LEARNING COMMONS RULES

1. Be kind always
2. No food or drinks (water bottles are okay)
3. Use technology responsibly
4. Respect furniture and equipment
5. Walk, don't run

LOGGING ONTO COMPUTERS



For print stations (black computers):

Username: last name, first initial, last four digits of student ID

example: potterh4321



For Chrome computers (white computers or Chromebooks):

Username: add @my.sduhsd.net

example: potterh4321@my.sduhsd.net

WI-FI

Network: SDUHSD

Username: last name, first initial, last four digits of student ID

example: potterh4321

Password: The same password you use to log into the school computers

PRINTING

There are three printing computers available in the Learning Commons. They are the black desktops on either side of the big screen.

Print credit: You have 100 free printing pages for the school year. After that, printing costs 10¢ a page. You may check your print credit and, if necessary, buy more pages from Mrs. Richards at the L.C. desk using cash. We have change!



CHROMEBOOKS

If you turn in a signed parent permission slip, you will be able to check out a Chromebook laptop to use on campus during the school day.

Permission slips are available at the Learning Commons desk or on the website under the “Chromebooks” tab:

Chromebook checkout hours: 7:30 a.m. – 3:30 p.m.

There are conditions to Chromebook checkout:

- You must have a signed parent permission slip turned in—no exceptions!
- Treat the Chromebook with care
- Do not lend it to anyone else (it's your responsibility!)
- Return it by 3:30 p.m. on the same day you checked it out
- Keep your Chromebook away from food and drinks
- Use it appropriately for school work
- Follow the Acceptable Use Policy at all times (stay safe, kind, and appropriate online)
- Let Mrs. Richards know right away if it is damaged

BOOKS

Books are available for you to check out and take home! They are located on the low bookshelves surrounding the soft seating area. When you find a book you want, just bring it to the desk and Mrs. Richards will put it on your account.

Book loan length: Two weeks, with the possibility to renew

Maximum books allowed at one time: Two

*Remember to return or renew your book after two weeks, or you will receive an overdue notice!



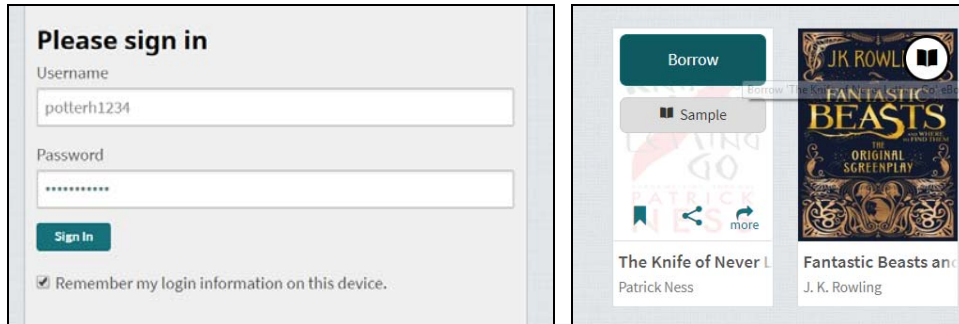
eBOOKS

Our school district has a digital library called OverDrive, where thousands of popular ebooks (and some audiobooks, too!) are available for you to borrow for free! You can read OverDrive ebooks on a computer, phone, tablet, Kindle, or other e-reader. New books are added every month!



How to access OverDrive:

- 1) Find the OverDrive website at sduhsd.lib.overdrive.com (or find the link on the Learning Commons website under the “ebooks” tab).
- 2) Sign in using your school username (not an email address) and password.
- 3) When you see a book you want, click “borrow.”
- 4) You will have the option to read it in your browser, or download it for an e-reader.



How to get the OverDrive app for your phone or tablet

- 1) Search for OverDrive in the App Store or Google Play Store & download the app.
- 2) Open the app and click “Add a Library”
- 3) Search for “SDUHSD”
- 4) Click on the San Dieguito Union High School District library
- 5) Sign in using your school username (not an email address) and password



Don't see what you want?

Let Mrs. Richards know, and she may be able to request the book for you.

WORLD BOOK ENCYCLOPEDIA

Our school district subscribes to a premium online encyclopedia called World Book, which you can access for free! It should be your first stop whenever you have a research project.

Click the World Book link on the Learning Commons website or go to

<http://www.worldbookonline.com>

Username: pactrails

Password: wolf

Advantages of World Book:

- Reliable
- Up-to-date
- Written by experts
- Teachers love it
- Tells you how to cite each article in MLA format
- Gives you the option to save your research
- You can save articles in Google Docs

HomeRoom

You may come to the Learning Commons during Homeroom to work individually if you get a pass from your homeroom teacher.

You may meet with classmates to work on a group project in the Learning Commons during homeroom ***if you get a group work pass from Mrs. Richards ahead of time.***

Individual work:

- Should be something you can't do in your homeroom classroom: printing, working on a computer, checking out a book or Chromebook to take back to class, etc. Your homeroom teacher will write you a pass.

Group work:

- Fill out a group work application in the Learning Commons by 11:00 a.m. (no last minute group work applications accepted!).
- Mrs. Richards will write your passes and submit your application to your teachers for approval.
- If any teachers deny approval for your group work, your passes become invalid.
- Make sure to check in with your homeroom teacher before coming to the Learning Commons.

Application for Homeroom Group Work in the Learning Commons

Date of group work: 22 Sept. 2017
Name of project: History of Magic presentation
Name of project teacher: Professor Binns
Group members (list below):

First name:	Last name:	Homeroom teacher
Hermione	Granger	McGonagall
Harry	Potter	Flitwick
Ron	Weasley	Sprout
Neville	Longbottom	Snape

Application



Passes

Homeroom rules:

- Sign in if you are staying to work
- Work individually (unless Mrs. Richards has given you a group work pass)
- Keep your pass visible while you work
- No games, social media, or texting (even while waiting to print!)
- No socializing or disruptive behavior
- No food or drinks

Consequences:

- Students who break the rules may be sent back to their homeroom classes, and might not be allowed to work in the Learning Commons during homeroom in the future.

TECHNOLOGY ISSUES

Having trouble logging in? Can't connect to the wi-fi? Need help with OverDrive?
Come to the Learning Commons for help with technology issues.