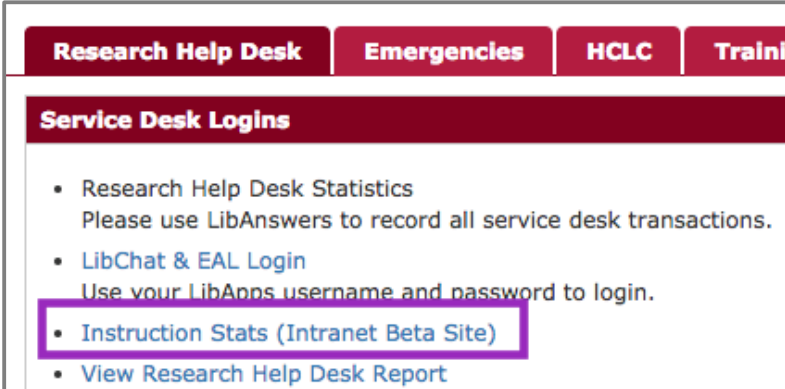


Instruction Statistic Form

1.) Go to guides.ou.edu/rhd and click on the link for Instruction Stats

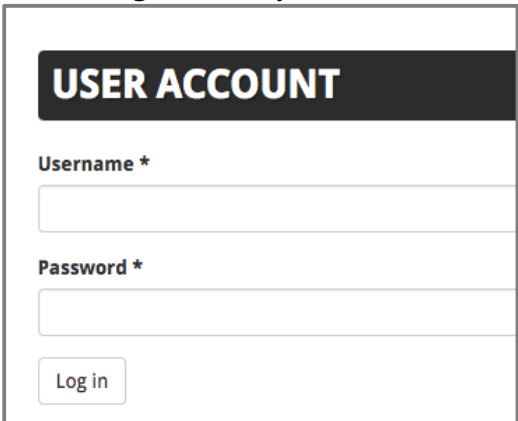


Research Help Desk **Emergencies** **HCLC** **Traini**

Service Desk Logins

- Research Help Desk Statistics
Please use LibAnswers to record all service desk transactions.
- LibChat & EAL Login
Use your LibApps username and password to login.
- **Instruction Stats (Intranet Beta Site)**
- View Research Help Desk Report

2.) Login with your OU 4x4 and password



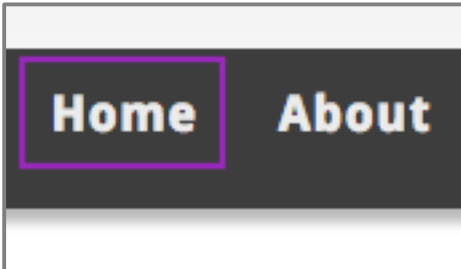
USER ACCOUNT

Username *

Password *

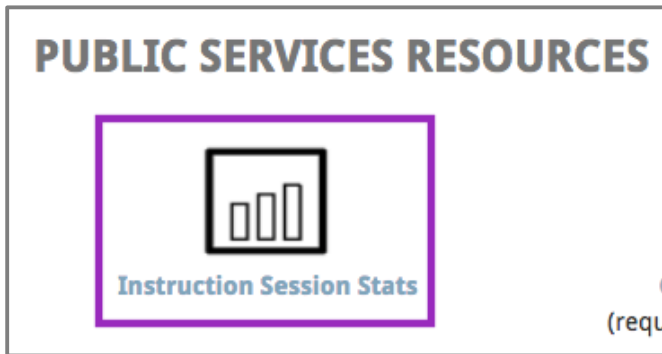
Log in

3.) Click on Home

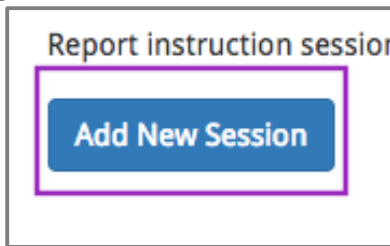


Home **About**

4.) Click on Instruction Session Stats



5.) Click on Add New Session



6.) Input the Course Name (i.e. Gateway, Norman AP High School Students), date, time, session location, instruction type, and your name as library instructor

Course Name *
Gateway

DATE OF SESSION
☐ All Day ☒ Show End Date
Records in 24 hour increments

Date	Time
2016-11-02	19:00
E.g., 2016-11-02	E.g., 19:00

to:

Date	Time
2016-11-02	20:00
E.g., 2016-11-02	E.g., 19:00

Session Location
Bizzell Memorial Library, LL123

Interaction Type
Classroom Instruction Session

LIBRARY INSTRUCTOR
Magen Bednar (155)

Add another item

- 7.) Select the department you work for, and then input the course instructor's name, course number, and course department code

Department

Undergraduate Services & Learning Initiatives

▼ COURSE DETAILS

Course Instructor

Will Spain

Course Instructor's Email

Course Number

1002

Department Code

UCOL

- 8.) Input the number of participants for the session

▼ PARTICIPANTS

Please indicate the number of participants for each category.

Undergraduates

18

Graduate Students

0

OU Faculty

0

OU Staff

1

OU Alumni

0

High School Students

0

High School Teachers

0

UL Personnel

1

Other Participants

0

Total Participants
19

The T.A.'s for Gateways classes are undergraduate students, so record their number here!

- 9.) Input how much time you spent during the session and any assessment tools you used (if you did not use any, then skip this section, and then click save.

TIME SPENT

ASSESSMENT TOOLS

Please use this section to make notes on tools and resources used for your session.

Did you use an assessment tool?

- None -

IF YOU USED ONLINE TEACHING TOOLS OR PROVIDED HAND-OUTS, PLEASE PROVIDE A LINK TO THE TOOL OR HAND-OUT.

Title

The link title is limited to 128 characters maximum.

Add another item

IF YOU USED TEACHING TOOLS OR PROVIDED HAND-OUTS AS FILES, PLEASE UPLOAD THE FILE.

Add a new file

Choose FileNo file chosenUpload

Files must be less than 2 MB.
Allowed file types: txt pdf ppt doc docx.

Notes and session details

Used Fall 2016 Gateway worksheet.

Save