# Library catalogue and resources

How to navigate your way to the library's online resources

## Go to the Spider Page and find Quicklinks



Click on the drop down menu and choose 'Library Research Files'

#### Quicklinks

Search

- Help Debtor Dashboard
- Library Research Files
- <u>Qualified First Aiders</u>
- <u>RangiNet</u>
- <u>Ranginet Staff</u>
- <u>SchoolTV</u>
- Help Pay Student Fee
- Library Catalogue
- Library e-books

You can use the buttons to access the library catalogue or e and audio books from this page.



Library Catalogue

Library e-books

Library Research Files

These digital resource files will replace the physical verticle files in the Rangitoto College Library.

If you see this screen, just click 'Go'



The research guides are located in the top left side of the screen.



They are organized by Subject then Year Level then Topic Title



### Also in the Research Guides you will find links to the online Databases

New Zealand Resources		Subject Specific Databases (Alphabetical)			Encyclopaedias
		Epic Databases (Loggir Password = 52rangcol	Epic Databases (Logging in from Home). User name = rangcol, Password = 52rangcol		
Papers Past	Gale Power Search	Australia & New Zealand Reference Centre	Biography in Context	Books & Authors	Encyclopedia Brittannica
Papers Past       Neugages       Optimised       Transmitted sets       Neugages       Transmitted sets       Neugages       Neugages       Transmitted sets       Neugages       Neu	PowerSearch Searches 17 databases with one search Suitable for all Year	AUSTRALIA NEW ZEALAND Rew Zealand Content	BIOGRAPHY IN CONTEXT Searchable by name, nationality, and occupation, and includes New	Books & Authors Search for books by title, author, genre and theme	Britannica S Se General Encyclopedia for

Just click on the image of the database you want to use to open it in a new webpage

All EPIC databases: Login = rangcol Password = 52rangcol



Access to the EPIC resources for schools is restricted for use by staff and students of New Zealand schools. Please refer to <u>Accessing EPIC resources</u> for more information about this.

Please enter your username:

rangcol

.....

Please enter your password:

Login

For EPIC school login queries email epic@epic.org.nz from your New Zealand school email address.

## JSTOR database has a different login

#### JSTOR Database



A digital library of academic journals, primary sources and books. Direct access from school. From home login with rangitotocollege; password = auckland Suggested Levels 2, 3, Choose <u>this</u> screen. Searching for an institution will not work



Search JSTOR

Advanced Search Browse 🗸 Tools 🗙

### Log in to JSTOR 0

G Log in with Google

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#### Password

.....

## To login to JSTOR, choose 'login with an account'

#### Username

rangitotocollege

#### Password

•••••

Forgot Username or Password?

Keep Me Logged In

This is not recommended for shared computers.

Your use of JSTOR indicates your acceptance of the Terms & Conditions of Use. Username = rangitotocollege

Password = auckland

Log in

## All ready to search



V Tools V



### Connecting your device to the school printers.

Make sure that you are logged into the school wifi using your school ID number and password.

Quic
Student Info

Quicklinks
• Student

Search
• Search

Caler
• Library Research Files

• RangiNet
• SchoolTV

• Library Catalogue
• Library e-books

• Rangitoto Daily Notices

Go to the PC portal/spider - Quicklinks - Ranginet

#### Click on BYOD printing for students



### Click on the top link

#### BYOD Printing

- 1. So to http://print.rangitoto.school.nz:9163/setup
- The page will automatically detect your operating system (Windows, IOS, MacOS, Android, ChromeOS). If, for whatever reason, it incorrectly detects your OS, go to the bottom of the page and select the correct one.

To see how to set up other device types, follow the links:

	mac OS	ios	i 🎆 i	9
Windows	macOS	iOS	Android	Chrome OS

#### click add Mobility print

4	
Set up printing on your Chromebook	
Step 1	
To access your organization's printer, first add Mobility Print to Chrome. Add Mobility Print to Chrome	
How to print	
Press Ctrl + P.	
Select a printer with the PaperCut icon next to it, then click Print.	
ick launch app	
me > Apps > Mobility Print	
	Set up printing on your Chromebook         step 1         To access your organization's printer, first add Mobility Print to Chrome         dd Mobility Print to Chrome         Under the Paper Cut icon next to it, then click print.         Betect a printer with the PaperCut icon next to it, then click print.         Image: State of the print of the print of the paper Cut icon next to it, then click print.         Image: State of the paper of the paper Cut icon next to it, then click print.         Image: State of the paper of th

Mobility Print		Launch ag
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# For chrome books refresh your computer. Printers will be loaded on your device.

To print, click print and choose SEE MORE. Choose either Student print BW or students print colour.

#### For windows laptops click download mobility print



#### Select English - OK



#### Accept the agreement - next



#### Select Students Print BW and Students Print Colour - next.

#### Untick any other boxes.

Setup - Mobility Print Printer	_		×
Printer selection			p
Select the printer you want to add to Windows:			,
RCP-AG-Music-01 [RC-Papercut1]			
Staff Print-BW [RC-Papercut1]			
Students Print-BW [RC-Papercut1]			
Students Print-Colour [RC-Papercut1]			
Mobility Print Printer by PaperCut			
< Back Nex	xt >	Car	ncel

#### Enter your student ID number and password - next

Setup - Mobility Print Printer	-		$\times$
Your network login The login details provided by your organisation			p
Enter your username and the password below:			
Username:			_
Password:			7
Vichility Drint Drinter by DenerCut			
< Back Ne	xt >	Car	ncel

When the app has uploaded click finish.

To print, click print and choose SEE MORE. Choose either Student print BW or students print colour.

### Set up printing on a Mac

1. Click Apple icon on the top left corner of your screen to access settings.



2. Click System preferences > Printers and scanners.



- 3. Highlight Colour printing for students.
- 4. Click the + sign or add button.
- 5. Highlight the BW printing for students.
- 6. Click the + sign or add button.

•	• •	Add Printer				
		6 # 6				
	Q Search					
1	Name	~   Ki	nd			
	rcp-ag-music-01	Во	njour			
	staff print-bw	Bo	njour			
	students print-bw	Bo	njour			
	students print-colour	Во	njour			
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	Name: students print	-colour 2				
	Location: RC-Papercut1					
	Use: Secure AirPri	nt			×	
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7. When you go to print your document choose your printer. An authentication box will open, prompting you to fill in your name and password.

Name = Student ID number (do not use the auto generated name) Password = Student Password.

Enter your name and password for the printer "students print-colour".
Name:
Password:
Remember this password in my keychain
Cancel OK

### Troubleshooting

Sometimes the authentication box does not automatically open for you to fill out your ID number and Password. You can prompt it to open by checking the print queue dialog. If it says held for authentication click on the icon next to it to open the authentication box.

REMEMBER

Name = Student ID number

Password = Student password.