Welcome to LR10 ~
Basics of Library Research & Information Competency

Quick Tips to help get you started:

• This is a 1 unit, for credit (graded) course.
• You are required to take this course with your English 001 course.
• If you drop LR10 you will be dropped from English 001.
• Your final grade in LR10 will appear in your transcripts.
• This grade is separate from your English 001 grade.

Log in to LR10 ASAP!
*all students who have not logged in to LR10 by 1st census date will be dropped from LR10 and ENG1

• The coursework for LR10 is online. It is required that you complete this coursework online. Most students are able to do this without extra help. Though not required, we encourage you to work with a librarian face-to-face in the Library if you need help. There will be many opportunities for face-to-face instruction and group instruction in the Library. All you need to do is ask for help.

Assignment 1 (Week 1) – LOG ON.
Read the course Introduction and Course Home items in our “classroom”!

I did this! Check the box!
• Computers are available in the library for you to complete your LR10 coursework. There are also computers available in computer labs around campus.

• Your LR10 Instructor will be visiting your English class once the semester gets rolling. You will meet her/him face to face.

• Most communication in LR10 will be in class via online postings or via your MySolano email account. Make sure you check your MySolano email regularly.

In this packet:

How to log-on to LR10
How to get HELP!
Class Contract- (All the questions on your first quiz are right here!)
Having trouble? Need help?

Getting help with LR10 is easy!

ALL YOU NEED TO DO IS ASK!

1. Visit the SCC Library Reference Desk in Building 100
2. Contact your instructor (see “Need Help” in COURSE HOME)
3. Attend a Workshop (see the “Workshop Calendar” in COURSE HOME)

Most questions you will have about LR10 can be answered by any of the librarians at SCC. ANY OF THEM! You can get help throughout the semester by stopping by the Reference Desk in the SCC Library during open hours:

Reference Desk & Center Hours:
http://www.solano.edu/library/about_hourslocations.html

It is very important that you come to speak to a librarian, for any class you are in, with any research question you might have!
How to Log in to LR10

STEP ONE: Go to the Solano Community College website: www.solano.edu

Go to www.solano.edu or www.solano.edu/library/to get to the Library homepage.

From there, you can log in to your LR10 classroom.

You will use your MySolano username & password to log in to your LR10 classroom.
STEP TWO: Click on Library or go to www.solano.edu/library

STEP THREE: Click on login: SOLANOOnline (or just go to http://solanonline.org/)

STEP FOUR: Log in using your MySolano Username and Password
STEP FIVE: at the next screen, choose LR10

At this point YOU ARE STILL NOT LOGGED IN- GO TO STEP SIX
STEP SIX: You are in ....start working on the course!

NOTE:
If you do not log in to LR10 by “first census”, you will be dropped from BOTH your ENG1 AND LR10 courses.
LR10 Class Contract

(This contract is to be completed online.
Below is a preview of the contract for reference only.)

TF 1. I am required to take LR10 with my English 001 course.

TF 2. LR10 is a “for credit” transferrable course for which I will receive a grade (A thru F).

TF 3. The grade I receive in LR10 will appear on my transcripts and will affect my GPA.

TF 4. I understand that it is my responsibility to log on to LR10 frequently and complete my work on time.

TF 5. I understand that I will have work due every unit in LR10.

TF 6. I understand that help in LR10 is available to me; however, it is my responsibility to ask for help.

TF 7. I understand that I can seek help from my librarian instructor, a librarian at any of the SCC campuses, or by attending a LR10 workshop.

TF 8. I understand that LR10 is an online class, but that there are many in-person resources to help me to help me in this online class including but not limited to printed lectures, in-person workshops and one-to-one office hours.

TF 9. I understand that an online class, like LR10, requires the same amount of time-management as any face-to-face class I take in college.

TF 10. I understand that, although technology does fail from time to time, it is ultimately my responsibility to complete my LR10 coursework in a timely manner and to clearly communicate any problems I might have with my instructor in a timely manner.

TF 11. I understand that I must check my MySolano email regularly because this is the email address my LR10 instructor will use to contact me frequently about the class, deadlines, and other important information.

TF 12. I understand that I will not pass LR10 without submitting the final project.
The Library has a 60 PC information Commons open to all SCC students. All computers provide access to the Internet and the full Microsoft Office Suite of MS Word, Excel, Access, Publisher, FrontPage, PowerPoint, and more. Class-specific software such as Stat Analysis Plus and Marketing Chemistry is also available. Two ADA compliant stations provide adjustable desks and other assistive technologies for students with special needs. Printing is 10 cents per page.

There are also 9 OPAC (Online Public Access Catalog) terminals in the center of the library that are reserved only for accessing our online catalog and electronic databases.

**LIBRARY**

**Information Commons**  
Location:  **Library** (Building 100)  
Phone:  707-864-7132  
*Information Commons* is open the same hours as *the library*. 
CHECKING YOUR SCC EMAIL IS AN LR10 REQUIREMENT

"I didn't know"

DID YOU CHECK YOUR EMAIL?

Your LR10 instructor and many (most? all?) of your instructors will use your school email account to get in touch with you. The following scenarios are all possible (they have happened!):

- The campus has a power outage and sends you an email that you do not need to come to school.
- Your LR10 instructor has given your entire class an extension to complete an assignment and notifies the class via email.
- Your instructor wants to meet with you in person to discuss a major assignment that you completed incorrectly - she will let you redo the assignment for points, but you have to meet with them in person to discuss it first.
- You think your instructor is ignoring you because you haven't heard from her in your hotmail.com account. (Check your school email - she's writing to you!)

You absolutely, positively have to check your solano email account on a regular basis. This is how all of your instructors contact you about due dates, extensions, changes of plans, etc.

"Saying "I didn't know" doesn't count if your instructor sent you the info in an email, right?"