



ASSESSMENT TECHNOLOGY, INCORPORATED

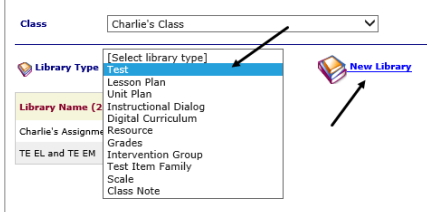
A Guide for Galileo® K-12 Online: Library Builder

PURPOSE

In Galileo, a library is like an electronic filing cabinet. There are many different types of libraries (e.g., test, Instructional Dialog, Intervention Group) in Galileo. Galileo automatically creates libraries for Class-level users, however users can create additional libraries if they'd like. When creating a new library a user will define who has access to the library and what type of access they will have.

ACCESS LIBRARY BUILDER PAGE

- Click either the:
 - Setup>Library Builder.**
 - Setup>Libraries> Library Builder.**
 - Library Builder** tile.
- Select the **Library Type**.



CREATE A LIBRARY

- Access the **Library Builder** page.
- Click the New library link.

NAME AND YEAR TAB

- Type in the library **name**.
- Determine if you would like this library available for **All Years** or just the **Current Year Only**.



Most educators select the "All Years" option. This allows them to access the content in

the library over multiple school years.

- Click the **Save and Next** button.
- If you are a Class-level user and therefore can only create a Class-level library, you will automatically skip the **Library Assignment** tab and be brought to the **Summary** tab.

LIBRARY ASSIGNMENT TAB

STEP 1 – ACCESS LEVEL

- Choose an Access Level.** The access levels that you may create depend on your user level are:
 - District-level users: Creates District-, School-, Class-, or User-level libraries.
 - School-level users: Creates School-, Class-, or User-level libraries.
 - Class-level users: Creates Class-level libraries.

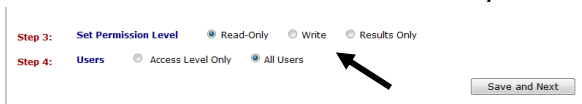
STEP 2 - ASSIGNMENT

- Select:
 - District**: Your district/charter school will appear in the box. To assign this library to the entire district/charter school, click in the checkbox next to your district's/charter school's name.
 - School**:
 - Select the **School Type** – grade, middle, or high school.
 - Based on the selected **School Type**, all the schools you have access to will appear. Click in the checkbox next to the school(s) to which you would like to assign this library.

- c. **Class:** All the classes you have access to in a selected school will appear. Click in the checkbox next to the class(es) to which you would like to assign this library.
- d. **User:** All the users will appear. Click in the + next to the icon to see users. Click the checkbox next to the name of the users to whom you'd like to extend library permissions.

STEP 3 – PERMISSION LEVEL

9. Select the **Set Permission Level:**
 - a. *Read-Only* - will only be able to view the contents of the library, use the content "as-is" and will need to make a copy of the contents to his or her own libraries to edit it.
 - b. *Write* - can edit the contents of the library and all other users with permissions to that library will see and be affected by the changes.
 - c. *Results Only* - prevents Class- and School-level users from seeing the test questions and scheduling a test. Users cannot access details of certain reports, generate a test booklet or print answer key pages. This permission level is only available in the Test library.



STEP 4 – USERS

Available only for District or School Libraries


10. If creating a District- or School-level library, determine the user's access:
 - a. **District-/School- Level Only** assigns this library to only those users who have the same user

- level as the library access level you selected (see Step 1)
- b. **All Users** assigns this library to all users at and below the selected level in the district/school.

11. Click the *Save and Next* button. You will automatically be brought to the **Summary** tab.

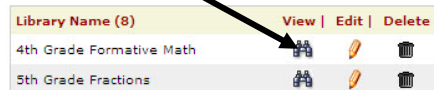
SUMMARY TAB

12. The **Summary** tab displays the school years, schools, classes, and users this library has been made available for. The creator of the library will always have *Write* permission to the library and is automatically listed under **Users**.

13. Click the **Library Builder home** icon to return to the **Library Builder** page. 

VIEW A LIBRARY

1. Access the **Library Builder** page.
2. Click on the **binoculars** icon on the index list next to the desired library. You will be brought to the Summary tab.



EDIT A LIBRARY

1. Access the **Library Builder** page.
2. Click on the **pencil** icon on the index list next to the desired library.



3. Make your changes and then save the library again.

DELETE A LIBRARY

1. Access the **Library Builder** page.
2. Click on the **trashbin** icon on the index list next to the desired library.