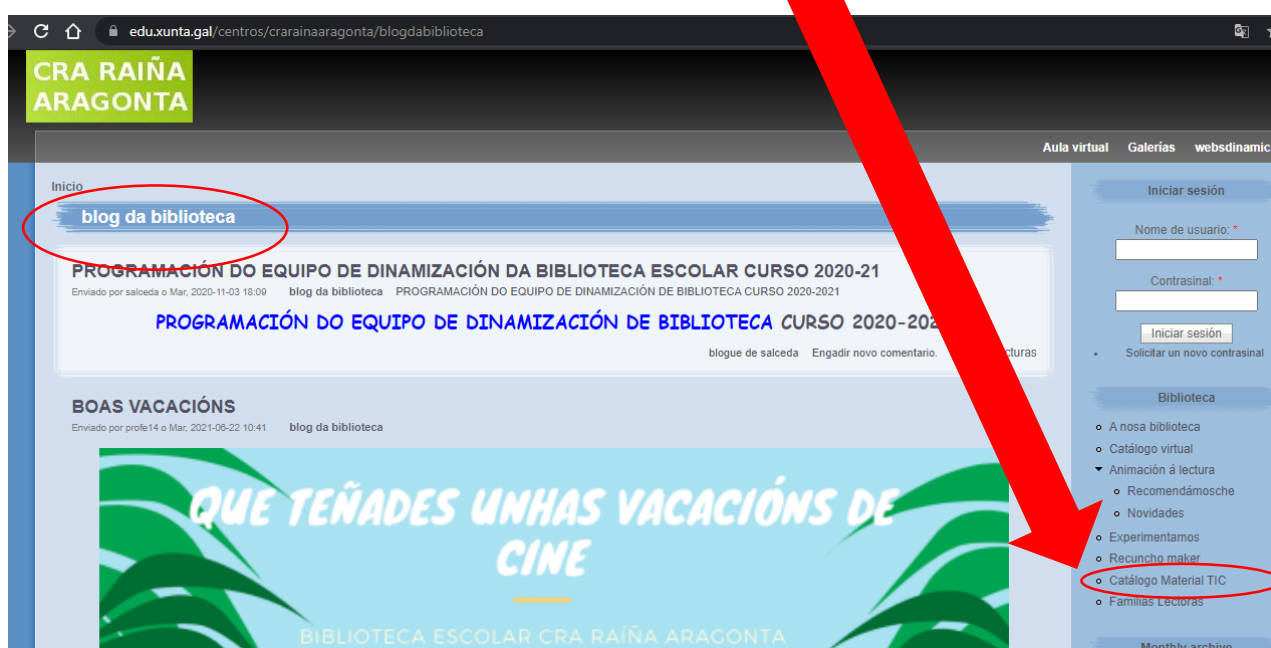




MANUAL DE CATALOGACIÓN DO MATERIAL TIC

1º - Na páxina web do centro accedemos a sección **Bibliotecas escolares** que se atopa na marxe dereita, na que premeremos e accederemos a seguinte pantalla. A continuación prememos no apartado **Catálogo Material T.I.C.** que aparece nesta sección.



2º- Aparecerá a seguinte pantalla na que debemos premer na **fotografía**.



Inicio
Catálogo Material TIC
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Posted March 10th, 2021 by salonda
in Catálogo Material TIC

ACCESO AO CATÁLOGO



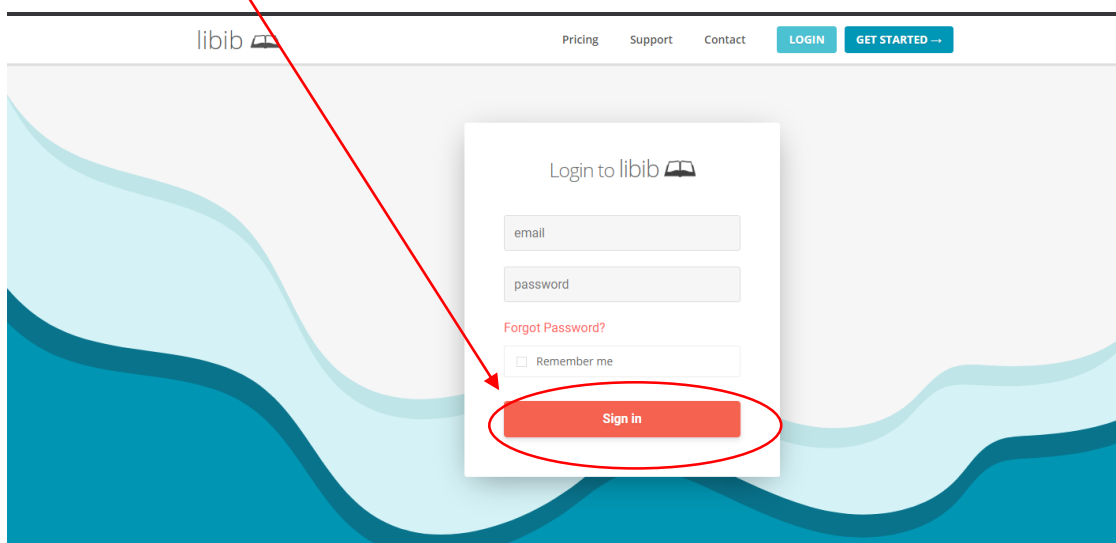
**CATÁLOGO
MATERIAL
TIC**

3º- Nesta pantalla **registrámonos** con seguintes datos:

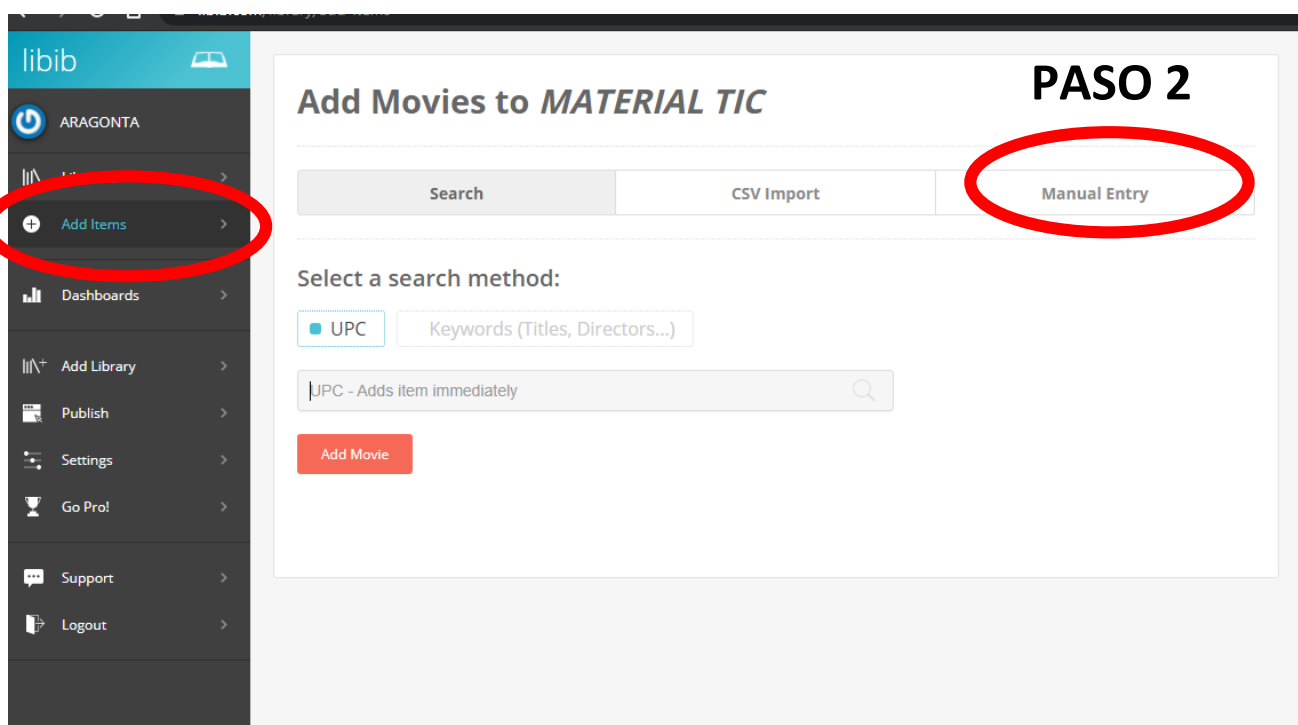
Correo (email) aragontasalceda@gmail.com

Contraseña(Password): aragonta20

E clicamos en Sign in.



4º- Aparecerá a seguinte pantalla na que clicaremos en engadir (**add items**), e clicamos en **Manual entry** (entrada manual).



5º- Desplegarse a seguinte pantalla na que se engadirá o artigo a rexistrar:

Title (no me do artigo)

Description(material adxunto ao artigo como por exemplo cargador, protector, etc.)

Unha vez feito este paso premerase en **Submit** (enviar).

The image shows a web interface for 'libib' with a sidebar menu on the left containing options like ARAGONTA, Libraries, Add Items, Dashboards, Add Library, Publish, Settings, Go Prof, Support, and Logout. The main content area is titled 'Manual Entry' and contains a form with the following fields:

- Title: Text input field.
- Directors: Text input field with instructions: "Separate directors with comma. Last names with spaces should be enclosed in quotes. (ex. Guillermo 'Del Toro', Peter Jackson)".
- Actors: Text input field with instructions: "Separate actors with comma. (ex. Jason Schwartzman, Aubrey Plaza)".
- Description: Text area.
- Released Date: Fields for YYYY, MM, and DD.
- Studio: Text input field.
- EAN: Text input field with instruction: "Numbers only".
- UPC: Text input field with instruction: "Numbers only (check digit allowed)".
- Aspect ratio: Text input field with instruction: "(ex. 1.85:1)".
- Minutes: Text input field with instruction: "Numbers only".
- # of discs: Text input field with instruction: "Numbers only".
- Cover image: A file selection button labeled "Seleccionar archivo" and a status message "Ningún archivo seleccionado". Below it, a note says "Upload .jpg, .png or .gif files. Filenames cannot have special characters."

At the bottom of the form, there is a "Submit" button, which is circled in red in the image.

6º- Clicar en **libraries** (biblioteca) e revisar que queda o artigo rexistrado.

libib

ARAGONTA

Libraries

Dashboards

Add Library

Publish

Settings

Go Prof

Support

Logout

Manual Entry

Title

Directors

Separate directors with comma.
Last names with surnames should be enclosed in quotes.
(ex. Guillermo "Del Toro", Peter Jackson)

Actors

Separate actors with comma.
(ex. Jason Schwartzman, Aubrey Plaza)

Description

Released Date

YYYY MM DD

Studio

EAN

Numbers only

UPC

Numbers only (check digit allowed)

Aspect ratio

(ex. 1.85:1)

Minutes

Numbers only

of discs

Numbers only

Cover image:

Seleccionar archivo | Ningún archivo seleccionado

Upload jpg, png or gif files. Filename cannot have special characters.

Tags, Notes & Group

Submit