

*\*LA State ELA Content Standard Five: Students recognize, locate, evaluate, and use organizational features of electronic information.*

# USING THE OPAC

Online Public Access Catalog  
A Suggested Skill and Grade Level Matrix

The following are suggested skills and levels for each grade level. **Modification of the skills and levels is a choice to be made by each LMS as (s)he assesses the needs and abilities of the students in his/her school.** The LMS may choose to introduce, develop, and/or master these skills with whole class, small group, and/or individual instruction. Other recommend areas in which middle/high school students need better preparation are basic information literacy skills, Microsoft Office suite, competence with e-mail, special features of OPAC; how a library database differs from a search engine; and understand that not everything is available in full text.

Before teaching students to use the OPAC at your school, review the setup of each search station. To find this, go to the OPAC icon, go to File>Setup. The password is in the user's manual. If you wish to modify the default settings, you must contact [tech.help@cpsb.org](mailto:tech.help@cpsb.org).

<b>SKILLS</b>		<b>I=Introduction to skill D=Development of skill M=Mastery of skill R=Reinforcement of skill</b>											
		1	2	3	4	5	6	7	8	9	10	11	12
<b>A</b>	<b>Purposes of the OPAC</b>												
1	Locate a book on the shelf	I	I	D	M	R	R	R	R	R	R	R	R
2	Find information about a book	I	I	D	D	M	R	R	R	R	R	R	R
<b>B</b>	<b>Locate a book on the shelf</b>												
1	Find a book in the library by keyword		I	D	D	M	R	R	R	R	R	R	R
2	Find a book in the library by subject	I	I	D	M	R	R	R	R	R	R	R	R
3	Find a book in the library by title	I	I	D	M	R	R	R	R	R	R	R	R
4	Find a book in the library by author	I	I	D	M	R	R	R	R	R	R	R	R
5	Find a book in the library by series			I, D	D, M	R	R	R	R	R	R	R	R
6	Find an AR/SRC/Lexile book		I	D	M	R	R	R	R	Optional if AR/SRC is used in the school			
7	Find a book in the library by category	Optional skill that depends on the extent of category use by LMS.											
<b>C</b>	<b>Boolean Searching</b>												
1	Power search			I	I	D	D	M	R	R	R	R	R
2	And/or/but not			I	I	D	D	M	R	R	R	R	R
3	Wildcards (? And *)			I	I	D	D	M	R	R	R	R	R
4	Limiters			I	I	D	D	M	R	R	R	R	R
<b>D</b>	<b>Special Features (Follett manual)</b>												
1	Launch other applications (AUP's)								I	D	M	R	R
2	Linking to web pages (AUP's)								I	D	M	R	R
3	Build a bibliography								I	D	M	R	R
4	Printing selection lists								I	D	M	R	R
5	Printing Title records								I	D	M	R	R
6	Printing Bibliographies								I	D	M	R	R
7	Search History/Bookbag			I	D	M	R	R	R	R	R	R	R
8	Events – Optional use	I	D	M	R	R	R	R	R	R	R	R	R
9	Visual OPAC – Optional use	I	D	M	R	R	R	R	R	R	R	R	R
10	Find-It-All subscription – Optional use								I	D	M	R	R
	<b>Grade Levels</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>

# SKILLS

**I=Introduction to skill**

**D=Development of skill**

**M=Mastery of skill**

**R=Reinforcement of skill**

<b>E</b>	<b>To find information about a book in the library</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
1	Availability	I	D	M	R	R	R	R	R	R	R	R	R
2	Author		I	D	M	R	R	R	R	R	R	R	R
3	Illustrator		I	D	M	R	R	R	R	R	R	R	R
4	Number of Pages			I, D	M	R	R	R	R	R	R	R	R
5	Summary Note		I	D	M	R	R	R	R	R	R	R	R
6	Publisher/Copyright Date		I	D	M	R	R	R	R	R	R	R	R
7	Other Information	Optional skill that depends on the extent of category use by LMS											
8	Added Entries			I	D	D	D	D	M	R	R	R	R
9	Series			I	D	D	D	D	M	R	R	R	R
10	Descriptive information			I	D	D	D	D	M	R	R	R	R
11	Subject(s)			I	D	D	D	D	M	R	R	R	R
12	Added notes: AR/SRC, etc.			I	D	D	D	D	M	R	R	R	R
	<b>Grade Levels</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>