**Classroom Book Check Out Procedures:**

1. Go to <http://classroom.booksource.com/>
2. Log in using:
   1. Username: Leo292
   2. Password: readingrocks
3. Click Student Page
4. Select your name (you can search by your first name in the search bar on the right hand side)
5. Enter your password (student ID number)
6. If you want to check out a book:
   1. click Check Out & Read
   2. Search book by title in the search bar on the upper right hand side
   3. Click “CHECK OUT BOOK”
   4. Click Back to Library
7. If you want to return a book:
   1. Click Return
   2. Search your name
   3. Click your name
   4. Enter the student password: your student ID number
   5. Click Return Book
   6. Rate the book
   7. Leave a review for your peers to see
   8. Click Submit Return
   9. Click the home button in the upper left corner
   10. **RETURN YOUR BOOK TO THE BOOK BIN LABELED “BOOK RETURN”**