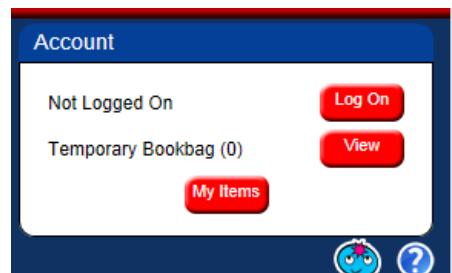


## Directions for Submitting Reviews in Atrium

1. Go to the Jefferson Webpage ([schools.naperville203.org/jjhs](http://schools.naperville203.org/jjhs)), click the Student tab, and look for the “Log in to” section. Select “Atrium: JJHS Online Catalog.”
2. In the upper left-hand corner of the Atrium home screen, click “Log on”.

Your login is:

- ✓ Username or Barcode: **your student ID number**
- ✓ PIN: **last name in lower case letters** (include spaces and/or hyphens that may appear in Infinite Campus)



3. You'll see a Patron Info window pop up telling you what you have reserved and/or checked out.



4. In the upper left corner, you'll see a search box. Do a search for the book you wish to review. Open the details window by clicking on the title or book cover icon.

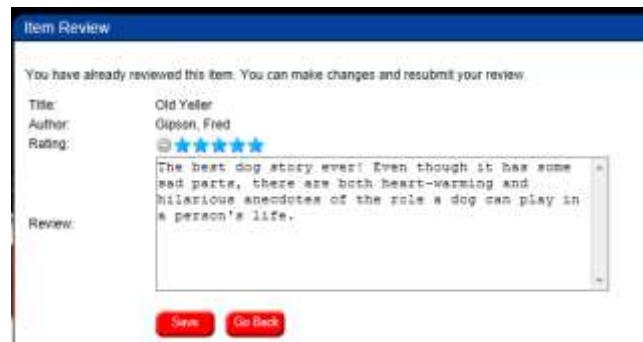


5. On the right, click the button for “Write A Review.”



6. First choose how many stars you'd rate the book. Then, type your review. Use proper mechanics and be sure to write a meaningful review that can't be used for any other you like or dislike.

7. Click Save when you're done. The “Go Back” button will allow you to access to revise your review. You can also edit or revise at a later date by going back to a title and clicking “Write A Review” again.



8. Your review won't appear to others right away – it has to be approved by a teacher or a librarian. That won't happen if there are too many errors (like spelling, run-ons, no capitals), if the review uses slang/texting abbreviations, or if the review is in any way inappropriate. If you want your review to count for a Rebecca Caudill response, it has to be detailed enough to show you read the book without just summarizing (approx. 5 sentences).

**THANKS FOR MAKING A PERMANENT AND POSITIVE CONTRIBUTION TO THE JEFFERSON LRC COLLECTION!**