

WebPath Express is a subscription service that gives students access to thousands of high quality, educator-reviewed websites. There are more than 90,000 websites and over 12,000 topic areas. The service adds between 1,500 and 2,000 professionally researched websites each month. Sites are monitored continuously to assure that content remains credible, current, appropriate, and accurate.

Typically, someone with site administrator or library administrator rights sets up WebPath Express.

### Enabling WebPath Express

1. Select **Back Office** > **Site Configuration** > **Site Info**.
2. Confirm the Site Customer Number is entered.
3. Select the **Use WebPath Express** checkbox.
4. Click **Save**.

The screenshot shows the 'Site Configuration' page in the Follett Destiny Library Manager. The 'Back Office' tab is selected, and the 'Site Info' sub-tab is active. The page contains several input fields and checkboxes. The 'Site Customer Number' field is highlighted with a red box and contains the value '1234567'. The 'Use WebPath Express' checkbox is also highlighted with a red box and is checked. Other fields include 'Site Name' (West Middle School), 'State School ID', 'Short Name' (WMS), 'Products Installed' (Library/Textbook/Asset Manager), 'Site Type' (Middle Schools), 'Zone' (MS Zone), 'Address' (1391 Corporate Drive), 'City' (McHenry), 'State/Province' (IL), and 'Postal Code' (60050). There are also checkboxes for 'Use Digital Resources', 'Use One Search', 'Use Standards', and 'Use TitlePeek', all of which are checked. An 'Update' button is located at the bottom right of the form.

Field	Value
Site Name	West Middle School
State School ID	
Short Name	WMS
Products Installed	Library/Textbook/Asset Manager
Site Type	Middle Schools
Zone	MS Zone
Address	1391 Corporate Drive
City	McHenry
State/Province	IL
Postal Code	60050
Site Customer Number	1234567
Use Digital Resources	<input checked="" type="checkbox"/>
Use One Search	<input checked="" type="checkbox"/>
Use Standards	<input checked="" type="checkbox"/>
Use TitlePeek	<input checked="" type="checkbox"/>
Use WebPath Express	<input checked="" type="checkbox"/>

## Setting Up WebPath Express

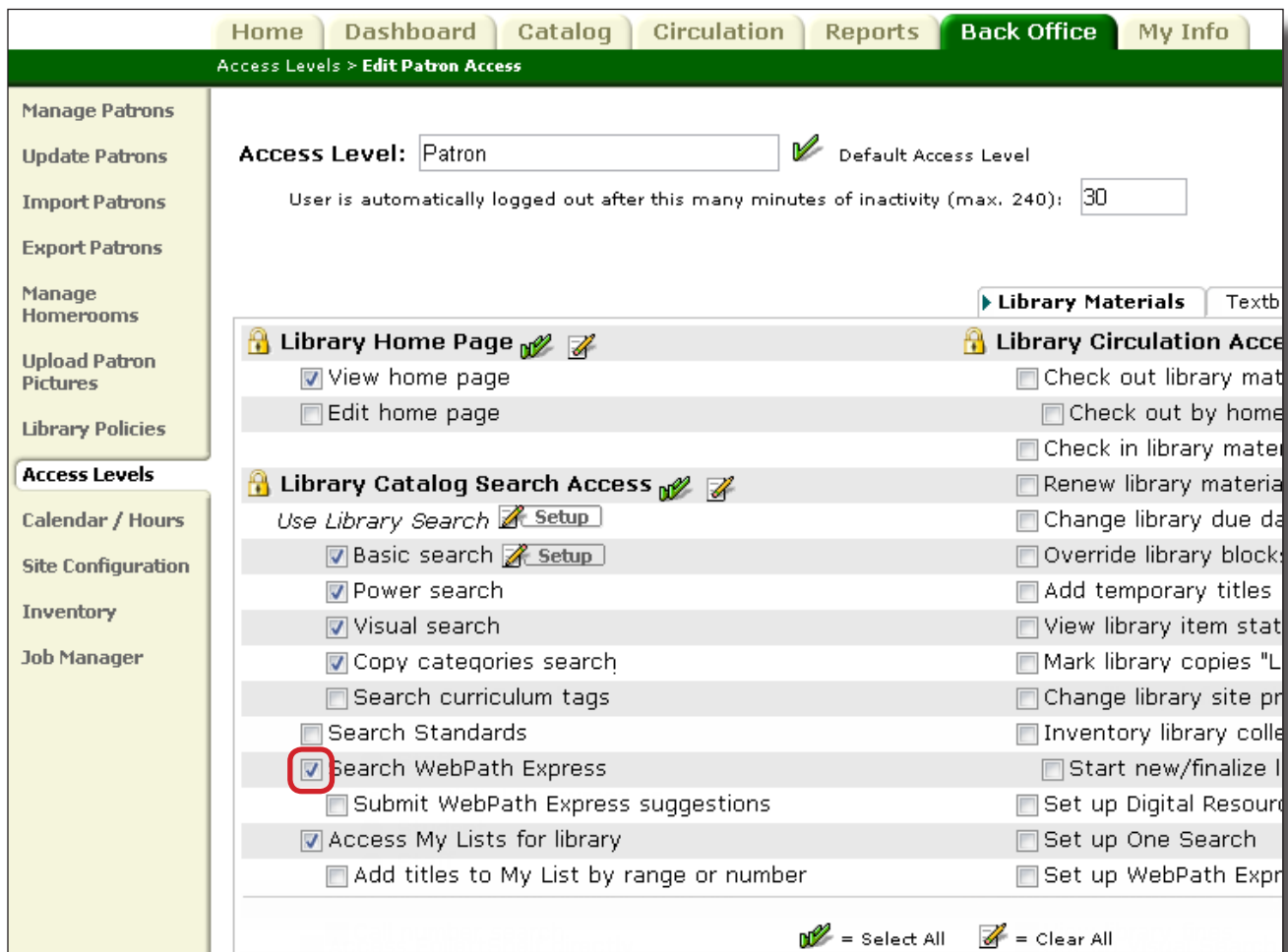
### Setting Up Access Levels

For your patrons to search WebPath Express, you need to enable the appropriate permission.

1. Select **Back Office** > **Access Levels**.
2. Next to Patron (or appropriate access level), click **Edit**.
3. Select the **Search WebPath Express** checkbox.
4. Select the "Submit WebPath Express suggestions" permission to let users with the permission submit topic suggestions. It is advisable to only enable this permission for librarians, staff, and teachers.

Your Destiny Administrator will need to set up the SMTP (mail) server in order for the Submit a Suggestion link to appear on the WebPath Express home page and the WebPath Express Statistics report.

5. Click **Save**.




The screenshot shows the 'Edit Patron Access' page in the Destiny Back Office. The navigation tabs at the top include Home, Dashboard, Catalog, Circulation, Reports, Back Office, and My Info. The current page is 'Access Levels > Edit Patron Access'. The 'Access Level' is set to 'Patron'. Below this, there is a field for 'User is automatically logged out after this many minutes of inactivity (max. 240):' with the value '30'. The main content area is divided into two columns of permissions. The left column includes 'Library Home Page', 'Library Catalog Search Access', and 'Library Circulation Access'. The 'Search WebPath Express' checkbox is checked and highlighted with a red circle. The right column includes 'Library Home Page', 'Library Circulation Access', and 'Library Catalog Search Access'. At the bottom right, there are icons for 'Select All' and 'Clear All'.

## Setting Up WebPath Express



### Configuring WebPath Express

You can choose to limit WebPath Express search results by grade level, such as 3 to 5, or 9 to 12. This helps students find resources that are right for them. To limit by grade level:

1. Select **Catalog > Search Setup > Enriched Content Searches**.
2. Next to WebPath Express Settings, click **Edit**.
3. Select the appropriate grade levels.
4. To give patrons the option to see websites for all grade levels, select the **Allow Students to view all websites** checkbox.
5. Click **Save**.

 • **Welcome to WebPath Express. Please update your site information.**

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**WebPath Express Default Settings**  

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**Grade Level**

Pre-K - 2

3 - 5

6 - 8

9 - 12

Allow students to view all Grade Levels

Note: Changes made here will be applied to WebPath Express results in all Follett products!

## Setting Up WebPath Express

Patrons will see the Monthly Themes and Spotlight features by default. To turn off these features:

1. Select **Back Office > Site Configuration > Catalog**.
2. Uncheck the **Show WebPath Express monthly themes and Spotlight** option.
3. Click **Save**.

The screenshot shows the 'Site Configuration' page with the 'Catalog' sub-section selected. The 'WebPath Express Options...' section contains a checkbox labeled 'Show WebPath Express monthly themes and Spotlight' which is checked and highlighted with a red box. Other sections include 'Catalog Maintenance...', 'Library Inventory Options...', and 'Destiny Quest Options...'.

Home Dashboard Catalog Circulation Reports Back Office My Info

Site Configuration

Manage Patrons  
Update Patrons  
Import Patrons  
Export Patrons  
Manage Homerooms  
Upload Patron Pictures  
Library Policies  
Access Levels  
Calendar / Hours

Site Configuration  
Inventory  
Job Manager

Catalog Circulation Site Info Receipts/Refund Notifica

### Catalog Options...

#### Catalog Maintenance...

When the last copy of a library title is deleted, remove the title from this library's collect

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#### Library Inventory Options...

During library inventories, check shelf order based on  ?

Also check for differences between Dewey numbers greater than  ?

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#### Destiny Quest Options...

Default theme for Destiny Quest: ?

- a-MAZE-ing
- Ocean Odyssey
- Molten Metal
- Spaced
- X Marks the Spot

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#### WebPath Express Options...

Show WebPath Express monthly themes and Spotlight ?