

Badgerlink Success! Teacher's guide.

1. **Enter** through Chrome or the Washburn High School Website – Library.
2. Click on the top of the page in All Resources.
3. **Use filters** for narrowing your search. Audience is important for grade appropriate searches. Upper level students may want to click on High Ed. Student for more in depth material. Using the subject filter can help narrow the field if there is a very specific area of research assigned. Click apply.
4. Scroll down for research options. This area of choice may have to be teacher directed. Make sure you help your students choose the research areas that will make the most sense for their research topic. For instance, Academic Search Premiere gives the widest range of material. Green File covers all aspects of human impact on the environment. Click directly on the box to enter the search area.
5. Fill in text box with your topic or a sub-category of your topic - note the automatic fill under the box as you type. Alert your students to these as possible areas of research. These items can also help them create an outline if it is required.
6. Use filters on the left hand margin.
 - a. Choose full text articles only – otherwise you may end up with an abstract. This will not be very helpful for your students.
 - b. Adjust publication date range if applicable.
 - c. Click on source types. Upper level students should probably avoid the encyclopedia – they should be beyond this basic information.
7. **Sign in for a personal account** to save articles/pictures/videos in a file. You must have an account to do this.
8. Once you have created a file start gathering your sources, begin choosing pieces that you think you may use. If you have the choice, take full text HTML rather than the PFD format.
9. **Citing the document.** After clicking on the article, look for the citation icon on the right hand tool box. Copy and paste the citation into a word document for your preliminary bibliography. **DO NOT TAKE ANY DOCUMENTS WITHOUT GETTING THE CITATION ON A WORD DOCUMENT.** PDF documents will not give you the

completed citation but you will have all the necessary information to create the bibliography.

10. Take note of the subject terms at the top of your selection; these can be useful for creating an outline. They are not available when retrieving the printed article so put these in your outline notes when you see them.
11. **To print or not to print – that is the question.** Copy and paste applications are fine if you are simply asking your students to find evidence to support an idea proposed in their own writing. These quotes should be documented. If, however, you are asking your students to paraphrase a good amount of material, you may want to have them print any article they will be using. If it is an extremely long document, they may take the pages they need but they must be sure to have the article documented properly so there is no question about where the information comes from.
12. **Other:**
 - a. Add a note about the article before you file it.
 - b. Use permalink to put the URL at the top of the page
 - c. Send the document to another location by sharing – there are many option