
eLibrary Curriculum Edition (CE) User Guide

March 2009



789 E. Eisenhower Parkway
P.O. Box 1346
Ann Arbor, MI 48106
1.800.521.0660
<http://www.proquestk12.com>

1. Welcome to eLibrary CE

What is eLibrary CE?

[eLibrary Curriculum Edition \(CE\)](#) is a popular online research and education tool from ProQuest, meeting a growing range of research and curricular demands. It serves as a top-quality K-12 research tool, as well as a curriculum-focused, standards- and reading level-aligned digital learning resource. It was designed from the ground up to help students find the information they need, plus enable educators and librarians to significantly increase student achievement and teacher effectiveness.

Top-quality Research

eLibrary CE provides relevant, reliable digital content designed to support K-12 research and study. Students can find the answers they need from more than 2,000 full-text magazines, newspapers, books, and transcripts—plus thousands of maps, pictures, weblinks, and audio/video files. **Plus, Curriculum Edition subscribers have access to History Study Center and ProQuest Learning: Literature.**

Best of all, eLibrary CE's user-friendly interface makes research easy. eLibrary CE provides users with an efficient and intuitive online research environment. Because the system utilizes straightforward search and browse methods, users can begin conducting research with virtually no orientation and find documents within seconds. Plus, users can link to eLibrary CE 24 hours a day through any computer with web browsing capabilities, gaining access to thousands of top-quality sources and millions of documents.

To locate information, users browse through a diverse hierarchy of topics or send search queries in natural language or Boolean format. Advanced search methods and optional features enable the user to further refine a search query by limiting to a specific date, publication, reading level or Lexile, author, and more. Supplemental resources and website links enhance the researcher's success, and many tools create a convenient searching environment.

Integrated 21st-Century Tools

Timeline tools, slideshow-makers, and personalization features promote mash-ups and collaboration, and help strengthen [21st-century information skills](#).

With eLibrary CE, you don't just get results. Learners now get answers via expert editorial input that helps students understand the context of a topic and see the best ways to explore and [differentiate instruction](#).

State/National & Canadian Provincial Standards Correlation Tool

eLibrary CE's standards-based searching allows educators to locate resources by content standard and learning benchmark. Our proprietary, patented correlation technology allows the knowledge database to update constantly as content and standards change. The feature is now available in all eLibrary CE and eLibrary CE Curriculum Edition versions.

The feature covers many core curricula subjects and includes state and national standards for English Language Arts, Mathematics, Sciences, and Social Studies/Sciences—plus national standards for Technology and Health.

Standards-based searching saves time for educators during the lesson-planning process. It provides students with targeted, on-task information and ensures that library resources are aligned directly to learning benchmarks. The searches are dynamic so that the results are always current. You can learn more about standards searching by viewing this [PowerPoint file](#).

Reading Level or Lexile Score Tool

Every eLibrary CE resource is searchable based on its reading level or [Lexile score](#) (as determined by your local configuration settings). The Lexile Framework for Reading is a scientific approach to measuring text difficulty and reading ability, putting both texts and readers on the same scale to accurately match readers to texts. The Lexile measure can be used both to promote reading progress and to assign the right level of reading materials in other curriculum areas.

These features provide schools with a vast pool of reliable, targeted content to augment existing curriculum materials. For the first time, educators can access standards- and reading level-aligned full-text periodical articles, reference works, primary sources, websites, maps, pictures, audio/video, transcripts, and more in a single search. Plus, unlike other databases, the web content is monitored and reviewed hourly by ProQuest editors to ensure it's appropriate for the classroom.

Find out [more about Lexiles](#) and how eLibrary CE can enhance your research experience and curriculum by reviewing this PowerPoint presentation.

Bookcart: Lesson Module Creation Tool

[Bookcarts](#) are a special eLibrary CE tool that makes it easy for educators to integrate eLibrary CE into daily classroom use and create custom assessments. The tool provides point-and-click templates for building reading lists, project pages, lesson plans, and pre- and post-assignment assessments with eLibrary CE content. Educators can embed links to relevant publications, articles, multimedia, and more.

Teachers and library media specialists can utilize the Carts tool to pre-select a collection of reference materials and store them in special Bookcart lists that are accessible to the users of eLibrary CE. To help you get started, our team has created a collection of hundreds of professional Bookcarts that support teacher and student research needs across the curriculum, and at all levels of learning. This standards-based collection is yours to copy in less than five minutes and then and share with your teachers and school leaders.

Educators like Bookcarts because they help manage research activities, save classroom and library time, and ensure the relevance and quality of learning resources. Students tell us they like Bookcarts because they speed access to relevant online information to help them complete assignments. Librarians are the strongest proponents of Bookcarts because students must search and use critical thinking to decide which 25+ resources in each Bookcart are the best to use.

For a list of the 700+ model Bookcarts available to your school, [connect here](#).

For instructions on how to copy these Bookcarts to your collection, [view our tutorials](#). Be sure to turn up the volume on your computer.

Be sure to retrieve our quick start guide to making your first Bookcart, and our in-depth curriculum guide to get dozens of ideas for making effective lessons with the tool (PDF):

<http://www.proquestk12.com/go/BookcartQSG>

<http://www.proquestk12.com/go/BookcartCurrGuide>

What information is available in eLibrary CE?

Full-text documents and graphics

eLibrary CE offers millions of 100% full-text documents in many media types. This resource pool updates daily, ensuring access to the very latest information.

eLibrary includes:

- Popular magazines and scholarly journals
- Current newspapers and newswires (daily editions and additional services)
- Television and radio transcripts
- Multimedia files (Flash animations, video and sound clips, more)
- Millions of full-color pictures and images from dozens of sources
- Full-color maps
- Hundreds of reference and historical books and documents
- Thousands of educator-reviewed editor's choice websites

[ProQuest Learning: Literature](#) (Literature link) includes...

- 180,000+ (as of 2009) full-text works of poetry, prose, and drama
- Literary articles, essays, criticisms, reviews, and interviews
- Full author biographies
- 3,000+ Author pages and 200+ thematic study units
- Literary study guides
- Multimedia files on literary subjects

[History Study Center](#) (History link) includes...

- 6,000+ (as of 2009) historical primary and secondary sources w/40,000+ docs
- 500+ History study units
- 75+ overviews and History study guides
- Historical maps (1,000+) and images
- Historical audio/video clips and websites

Other tools and features

Additional eLibrary CE tools enable users to continue the research process without interruption. Some of these timesaving tools include:

- Reference materials including a dictionary, thesaurus, several atlases and almanacs, encyclopedias, and other miscellaneous volumes
- Users can search by reading level or Lexile to access relevant, grade-appropriate information more quickly
- K-12 topic indexing that connects students to tens of thousands of topics researched and studied in school
- A place to collect resources (My List & My eLibrary)
- A place to access a reading list related to a specific assignment, created by a teacher or library media specialist (Bookcarts)
- Timeline generator tool
- Sort options to display search results in a preferred order
- Saving, printing, and emailing capabilities
- Context-sensitive online help

Additional educator and researcher materials can be found on our K-12 website:
<http://www.proquestk12.com>

What does this manual cover?

Content

This manual explains how to use eLibrary CE to conduct research. The manual presents information in the chronology of a research session, and then ends with additional features and tools. Specifically, the manual follows the path below:

- Login procedure (standard eLibrary CE and eLibrary CE Teacher Editions)
- Navigational tips
- How to find a list of possible sources, both search and browse methods
- What to do in a search results list
- What to do in a full-text document
- How to use other tools and features, such as MyList, Bookcarts, printing, emailing, Reference, and more
- How to cite online materials obtained from eLibrary CE and Boolean search tips

Manual conventions

This manual uses an *italic* font to signify a button name, a text box label, a tab name, or an item listed in a menu. Text that the user types into eLibrary CE appears in this font.

ProQuest authorizes customers with current eLibrary CE licenses to photocopy this manual for use with educators and researchers.

2. Entering & Navigating eLibrary CE

How to sign on to eLibrary CE: Direct Method

1. In your web browser, type the following web address:
<http://elibrary.bigchalk.com/ce>
2. If prompted, type your user name and password into the appropriate fields.
3. Click *submit*. The main eLibrary CE search page will appear.

How to sign on to eLibrary CE: proquestk12.com

Depending on how your access was set up, you may also connect to eLibrary CE by:

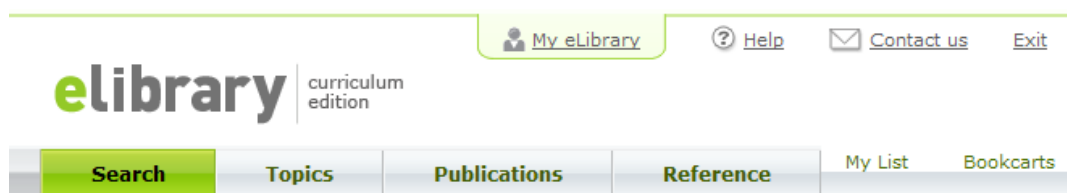
1. Link to: <http://www.proquestk12.com>



2. Type your user name and password into the appropriate fields.
3. Click the *My Products Page* button.
4. Your My Products page will appear. Click your eLibrary access link to continue.

eLibrary CE Navigation bar

The navigation bar contains tabs that connect to the main sections of eLibrary CE. The navigation bar is visible from almost all pages, enabling the user to move directly from one section to the next. (Each function is described in more detail in the next few pages.)



3. How to find information

Understanding the main search page

The screenshot shows the eLibrary curriculum edition interface. At the top right, there are links for 'My eLibrary', 'Help', 'Contact us', and 'Exit'. The navigation bar contains tabs for 'Search', 'Topics', 'Publications', and 'Reference', with 'Search' being the active tab. To the right of these tabs are 'My List' and 'Bookcarts'. Below the navigation bar, there are links for 'Basic Search', 'Advanced Search', and 'Popular Searches'. The 'Basic Search' section features a search input field and a 'Search' button. At the bottom, there are icons for various content types: Newspapers, Magazines, Books, Maps, Websites, Pictures, Audio/Video, and Transcripts, each with a checkmark indicating availability.

About the navigation bar

The navigation bar connects users to the main eLibrary CE sections:

- *search* tab – Links to the standard search method (shown above)
- *topics* tab – Links to a research technique known as topic browse, where users browse through lists of topics and subtopics to locate information
- *reference* tab – Links to reference tools such as a dictionary, thesaurus, almanacs, atlases, encyclopedias, and more
- *My List* button – Connects to a temporary storage place for documents or weblinks that a user wants to review later in the research session, use in a bibliography, or add to a Bookcart
- *Bookcarts* and *Quizzes* buttons – Offers point-and-click templates for building reading lists, project pages, lessons, and assessments with eLibrary CE content
- *Timelines* button – Allows users to create graphical timelines
- *My eLibrary* button – A customized storage area for each eLibrary CE user, includes saved My Lists, Timelines, slideshows, and access to BookCarts/BookCart Admin.
- *help* button – Opens context-sensitive guidance on searching with eLibrary CE
- *Contact us* button – Opens an online form to submit questions and feedback
- *exit* button – Enables the user to log out of eLibrary CE

About the standard eLibrary CE Search page

This main page offers a single search box where users can enter a natural language search (*What causes red tides?*) or Boolean operators search (*Obama and inauguration*). It also provides the selection list of media types to allow a research to select one or more sources. Users can also see the most timely, popular queries by selecting *Popular Searches*. To the right, direct access to the built-in History and Literature content is available.

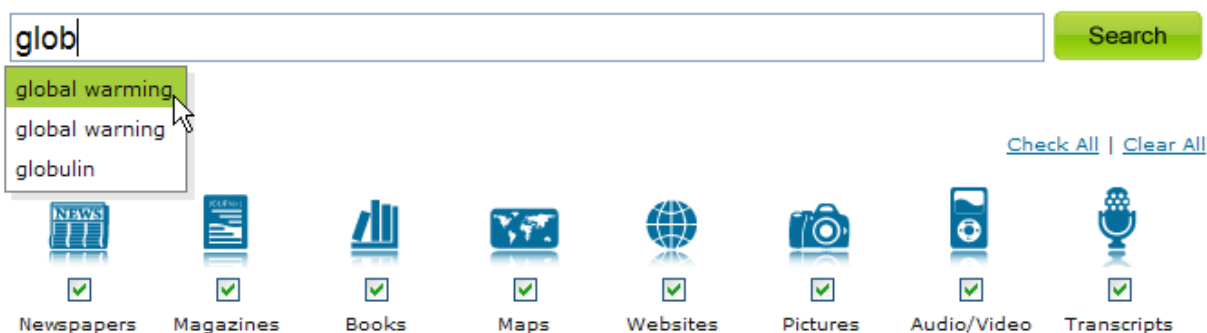
About the advanced search section

To access Advanced search features, users should click the *Advanced search* link in the top-left corner of the standard Search page. This page provides additional search fields and drop-down options to further narrow a query, by topic or state/national/Canadian standards, dates, lexile reading level, and much more.

How to use basic, advanced, and standards searching

Basic Search

Basic Search



1. With the *search* tab selected, type a search term in the search box. Note the auto-complete feature in action, which helps users enter their query and find related search terms with the same root letters quickly and automatically.

Users can format their search term(s) as a natural language question or as keywords linked by Boolean operators (AND, OR, NOT).

- o Natural language examples:
 - Why do birds fly
 - What causes flooding
- o Boolean operator examples:
 - invention AND ginger NOT spice
 - "umbrella tree*" OR schefflera
 - soccer OR football NOT NFL

See the Appendix for more details on Boolean operator searching.

2. In the Choose source type section, check the types of media to be searched. (All media types are checked by default.)
3. Click the *Search* button. Matching search results will appear.

1 [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [Next »](#) [Last](#)

There are 25 results listed per page, with clickable page numbers at the bottom (shown above) to allow you to navigate.

Advanced searching


[Basic Search](#) [Advanced Search](#) [Popular Searches](#)

Advanced Search


Search

[Create Your Query](#)


Search Type: Natural Language Search Boolean Search




 Newspapers




 Magazines




 Books




 Maps




 Websites



 Pictures




 Audio/Video



 Transcripts

[Check All](#)
[Clear All](#)


Include newspaper articles older than 90 days

Search within scholarly journals only 

Advanced searching can also be done via the *search* tab. Click the Advanced Search link in the upper left-hand corner to open these features to view.

It consists of additional search fields and special options that refine a search. Each option is described below.

Search Type: Natural Language Search Boolean Search

- *Search Type* – Allows the user to select a specific search type, either Natural Language or Boolean Search.
 - Include newspaper articles older than 90 days
 - Search within scholarly journals only 
- *Newspapers & Journals* – Clicking the next pair of boxes will enable eLibrary CE to either delve into its full backfile of newspaper content, or limit the search the scholarly publications only.

More Search Options

Date Range: Start:

End:

Topic: [Select a topic](#)

- **Date Range** – Limits a search to a date or date range.

Topic: [Select a topic](#)

- **Topic** – Allows the user to select a specific topic from the *topic browse* tab, then return to the *search* tab and conduct a search that's limited to this topic.

For example, if a user clicks the *Select a topic* link and follows a topic path, the user can click a special link on a topic results screen to confine a new search to the topic.

Once the *search within this topic* link is clicked, the user is automatically returned to the Advanced search page, and the advanced search area will look like this:

Topic: [Select a topic](#)

The user can then conduct an advanced search focused on this topic.

- **Document Title** – Searches just the titles of materials within eLibrary CE
Type a title or portion of a title, and then click the *Search* button. This can be used as a stand-alone search method or in combination with other search methods.
- **Reading Level** – Limits a search to a specific reading level
Open the drop-down box and select the appropriate level. (*All* is the default.) Note that the by grade option is selected by default. Lexiles can also be added based on your local configuration settings.
- **Publication** – Locates materials from a specific source publication
Enter part of a Publication's name or click the *Select a publication* button. This can be used as a stand-alone search method, or in combination with other search methods. For example, you may wish to enter *water OR drought* in the *Enter keywords* field, and *Jerusalem* in the *Publication* field to find all references to water or drought in the *Jerusalem Post* newspaper.

- *Author's Name* – Locates materials written by a specific author

Type a name, then click the *search* button. This can be used as a stand-alone search method or in combination with other search methods.

Standards searching

[Search National and State Standards](#)



The final advanced search option, found below all other Advanced search options, is the national/state/Canadian Provincial standards search.

1. Click *Advanced Search*, then *Search National and State Standards* at the bottom.

State and National Standards

Find topics, Web sites and articles that match the curriculum standards for your state.

Select State:

National
North Dakota
Oregon
Pennsylvania
South Carolina
South Dakota
Tennessee
Texas
Virginia
Washington
Wisconsin
National

Standards for Social Studies (NCSS) GO

2. Select your state from the Select State drop-down list.

Select Subject:

TEKS Language Arts & Reading
TEKS Language Arts & Reading
TEKS Mathematics
TEKS Science
TEKS Social Studies & Economics
TEKS Technology Applications Essential Knowledge and Skills

GO

3. Next, select your Subject from the Select Subject drop-down list.
4. Click the GO button to continue.

State and National Standards

TEKS Science

- ▼ 112.22. Science, Grade 6
 - Knowledge and skills
 - ▶ (6.1) Scientific processes. The student conducts field and laboratory investigations using safe, environmentally appropriate, and ethical practices [112.22. Science, Grade 6; b]. [See resources](#)
 - ▶ (6.2) Scientific processes. The student uses scientific inquiry methods during field and laboratory investigations [112.22. Science, Grade 6; b]. [See resources](#)
 - ▶ (6.3) Scientific processes. The student uses critical thinking and scientific problem solving to make informed decisions [112.22. Science, Grade 6; b]. [See resources](#)
 - ▶ (6.4) Scientific processes. The student knows how to use a variety of tools and methods to conduct science inquiry [112.22. Science, Grade 6; b]. [See resources](#)

5. A list of the related standards will appear. Click the small triangles to open and close each standard, node, or sub-node.
6. When you locate a standard you wish to find eLibrary CE resources to illuminate, click a *See resources* link.

TEKS Science

112.22. Science, Grade 6

Knowledge and skills

(6.14) Science concepts. The student knows the structures and functions of Earth systems [112.22. Science, Grade 6; b].

eLibrary

[Science >> Earth Sciences >> Hydrological Sciences >> Special Topics >> Hydrologic \(Water\) Cycle](#)
[Science >> Earth Sciences >> Introduction >> Earth Science Overview](#)
[Science >> Life Sciences \(Biology\) >> Ecology >> Biogeography >> Biomes >> Biome Basics](#)
[Science >> Earth Sciences >> Paleontology >> Introduction](#)
[Science >> Physical Sciences >> Physics >> Advanced Topics >> Geophysics](#)
[Science >> Life Sciences \(Biology\) >> Evolutionary Biology >> Introduction >> Natural Selection](#)
[Science >> Science in the World >> Science & Society](#)
[Science >> Resources >> Science Careers](#)

7. A set of topic browse links will appear.

The screenshot shows the eLibrary curriculum edition interface. At the top, there is a navigation bar with "My eLibrary", "Help", "Contact us", and "Exit" links. Below this is a main navigation bar with "Search", "Topics", "Publications" (highlighted in green), and "Reference" tabs. To the right of these tabs are "My List", "Bookcarts", and "Timelines" links. The "Publications" section is active, displaying a search box labeled "Find Publication" with a dropdown menu set to "Any type" and a "Search" button. Below the search box are three filter tabs: "By Name", "By Type", and "By Subject". A horizontal alphabetical navigation bar is visible, with letters from A to Z and a "0-9" tab. The "0-9" tab is selected, and a list of publications is displayed under it, including titles like "101 Things You Don't Know About Science and No One Else Does Either", "1600 Pennsylvania Avenue with David Gregory", "1998 Canadian Global Almanac", "3D Animation", "401 (k) Advisor", "48 Hours (CBS)", and "60 Minutes (CBS)". A second alphabetical navigation bar is located below the list.

To locate a specific publication and issue

1. Click the *Publications* tab.
2. To change source types, click the By Type or By Subject tabs below the search box. Note that eLibrary CE shows you "all Publications" by default.
3. To locate a specific source title, use your vertical scroll bar to browse through the list.

OR

If you want to browse within a particular alphabetical section, click the appropriate letter in the horizontal alphabet bar. This takes you directly to the first title listed under that letter. Scroll through that portion of the list to locate the desired title.

4. Click the desired title to access a list of available issues for this source. Notice that the most current issues appear at the top of the page. When prior years are available, they appear below.

- If you want an earlier year, click the + next to the year desired. Continue to click +'s until a list of available issues appears.

The New York Times

January 1, 1984 - March 3, 2009

[Expand All](#) [Collapse All](#)

- 2009
 - March
 - March 3, 2009
 - March 1, 2009
 - + February
 - + January
- + 2008
- + 2007

[Search within this publication](#)

Type: Newspapers & Newswires

Frequency: Daily

Subject: News

- Select an issue to see a list of articles available from that issue.

Issue Results ["The New York Times; 03 Mar 2009" Return to Issue](#) Showing 25 results of 217 [Preferences](#)
[Browse](#)


Sort results by:

Date Sort

Date range:

03 Mar 2009 to 03 Mar 2009



- [Search for documents from a specific time period](#)
- [Update results to include newspaper articles older than 90 days](#)

- 

1. [2 Schools Bloomberg Started Cited for Poor Performance](#) The New York Times Gootman, Elissa


Date: 03 Mar 2009 | Lexile Score: 0 | Size: 3K |

Add to MyList


- 

2. [A 'Stone' Cold Victory On Sunday For CBS](#) The New York Times Toff, Benjamin



Date: 03 Mar 2009 | Lexile Score: 0 | Size: 1K |

Add to MyList
- 

3. [A Far Cry From the Previous Job but ...](#) The New York Times


Date: 03 Mar 2009 | Lexile Score: 0 | Size: 4K |

Add to MyList


- 

4. [A Fill-In on Cable News Is Thrust Into Host's Chair](#) The New York Times Stelter, Brian


Date: 03 Mar 2009 | Lexile Score: 0 | Size: 6K |

Add to MyList
- 

5. [A Howling March](#) The New York Times

Date: 03 Mar 2009 | Lexile Score: 0 | Size: 1K |

Add to MyList



How to use the topic browse method

This method locates materials that have been conveniently classified by topic. It also locates links to editor's choice websites that ProQuest recommends to supplement the information found in eLibrary CE.

It's important to note that eLibrary CE's topic browse/search capability sets it apart from standard web searching tools (like Google) and traditional databases offered by other companies. eLibrary CE users can use this search method to retrieve much more reliable, relevant, vetted information, since we've indexed our resources into tens of thousands of topics related to K-12 curriculum, homework, and student interest.

This is in contrast to other online tools that are both *not* indexed and are *only* keyword searchable.

In addition, when you conduct a topic search or browse, your results list will display eLibrary resources that are *weighted*. That is, the very best resources related to your topic search/browse will automatically appear at the top of your results list. Those weighted highest will display a longer green bar and appear closer to the top; those weighted lower will display a shorter green bar and appear further down on your list. This "weighting" system is unique to eLibrary and cannot be found anywhere else.

To use the topic browse method, click the *topics* tab on the navigation bar.

The screenshot shows the eLibrary curriculum edition interface. At the top, there is a navigation bar with tabs for Search, Topics, Publications, Reference, My List, and Bookcarts. The 'Topics' tab is highlighted in green and has a mouse cursor pointing to it. Below the navigation bar, the 'Topics' section is displayed. On the left, there is a 'Search Topic' input field with a 'Search' button next to it. To the left of this input field, a vertical line with an arrow pointing down is labeled 'topic search'. Below the 'Search Topic' input field, there is a 'Browse by Topic' section. This section is divided into three columns of topic categories: Arts, English Language Arts, and Physical Education & Sports. Each category has a list of sub-topics and a '...' link. To the left of this section, a vertical line with an arrow pointing down is labeled 'topic tree'.

You can either use the Topic Search or Topic Tree method to reach information listed within a topic. You may also click the Search by national/state standards link to kick off a topic that will find information related to a specific standard node. (See above for a demonstration of standards searching, found under *Advanced search*.)

4. What to do in a results list

Understanding a results list

After a search operation, the user comes to a page that lists the resulting items. (To better understand a results list generated by a topic search/browse, see the last section.)

Tabs access eLibrary (General), Literature, and History results

Search Results "great depression" [Refine search](#) Showing 1-25 of 397 results (2833 in total) [Preferences](#)

Why don't you try: [great depression 1930](#) [great depression 1930s](#) [canadian great depression](#) [great depression america](#) [depression great](#) [great depression education](#) [great depression japan](#) [great depression 1929-1945](#) [he great depression](#) [great depression repeat](#)

General Literature History

[Jump to search results](#)

[Expand this document](#) Close

Editor-selected resources (Smart Content)

sorting options

sources

common topic matches

Sort results by: Relevance

Bring results type to top:

- [Newspapers](#) (49 results)
- [Pictures](#) (49 results)
- [Magazines](#) (204 results)
- [Maps](#) (6 results)
- [Books](#) (18 results)
- [Audio/Video](#) (11 results)
- [Websites](#) (5 results)
- [Transcripts](#) (55 results)

Refine results by topic:

Financial Institutions, Interest Rates, **Recessions & Depressions**, The Great Depression,

Recommended document:

The Depression and New Deal: A History in Documents The Depression and New Deal: A History in Documents Robert S. McElvaine
Date: 01 Dec 2000 | Lexile Score: 1480 | Size: 1K | Add to MyList

1. Introduction The Depression and New Deal: A History in Documents Robert S. McElvaine
Date: 01 Dec 2000 | Lexile Score: 1330 | Size: 8K | Keyword Score: 100
 Add to MyList

2. Depressions in Australia Encyclopedia of Australia
Date: 01 Jan 1999 | Lexile Score: 1390 | Size: 20K | Keyword Score: 100
 Add to MyList

3. Great Depression Hutchinson Unabridged Encyclopedia
Date: 08 Sep 2005 | Lexile Score: 1380 | Size: 1K | Keyword Score: 100

list of search results

Sorting options section

The results list can be re-sorted several ways to suit your needs.

- To re-sort so titles from a specific source type display at the top of the list, just click the appropriate *sources* link on the left. The list immediately refreshes and places the selected source results at the top.

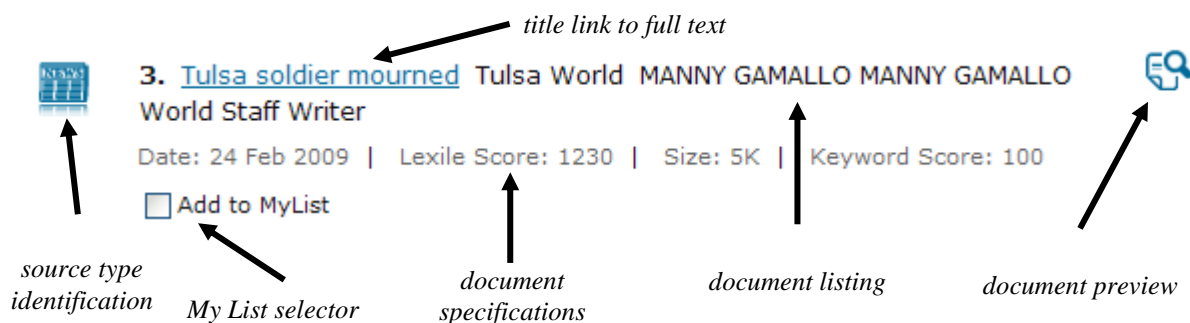
- To re-sort so the list displays results by relevance/keywords, publication date, size, reading level, title or publication, select the *Sort results by* drop-down box and select the preferred sort format. The list immediately refreshes to the requested sort format. (*Relevance* is the default sort.)
- To further refine your search, click a *common topic match* in the tag cloud on the left (the bigger the font the more closely related the topic is to your original query), or click the *refine search* link at the top.

Reference desk picks section

If a search query matches documents within our reference section, then the related items display in this section on the left side of the page. Click an item to display the document, or click *more...* to display the full list of related reference matches.

Listing detail

Shown below are details for one search result.



- **Source type identification** – This icon identifies the source type of the document. This example displays a newspaper article icon.
- **Document specifications** – This section identifies how relevant this document is to your search, the date of publication, the reading level **or** Lexile score, and the file size in kilobytes.
 - Relevancy can range between 1 and 100, with 100 ranked as the most relevant
 - Reading level can range between 0 and 21, with 21 as the highest reading level
 - Lexile Score can range between 200 and 1700, with 1700 as the highest reading level
- **Document listing** – This section provides basic card catalog data, including document title, publication the document appears in, and author name(s).
- **Document preview** – Clicking this icon will display the best part of the resource and allow the user to preview its contents before clicking the link to the full item.
- **Title link to full text** – The document title links to the full text of the document. Click the title to access the full text of the item.
- **Add to My List selector** – This check box adds or removes a document from My List, the collection place for resources of interest. It can be added to My List by clicking in the box. When the box displays a checkbox, the item already on your list and can be removed by clicking the box. (Read more about how to save your MyList sessions and store them in Bookcarts elsewhere in this guide.)

5. What to do within a document

Understanding a document page (print)

The format and features of each document (except audio/video clips) are shown below.

Top/Main Body of a document:

Document View << Previous Result | Next Result >> Back to Search Results | Show more documents like this ...

options →

document header →

to best part →

reference lookup →

full text ↓

Document View

Options: [Email](#) [Print View](#) [Citation view](#) Translate document:

A towering record, painstakingly built Senator mastered the arts of gesture, compromise Add document to MyList

Byline: Susan Milligan Susan Milligan Globe Staff. Stephen Crowley/The New York Times/
The Boston Globe
02-20-2009

[Jump to best part of document](#)

A towering record, painstakingly built Senator mastered the arts of gesture, compromise
Byline: Susan Milligan Susan Milligan Globe Staff. Stephen Crowley/The New York Times/
Edition: 3
Section: National

THE JOURNEY OF TED KENNEDY / PART SIX

WASHINGTON - [Ted Kennedy](#) had a long list of bills that he wanted to get through the Senate, and he had spent decades mastering the multilayered negotiating tactics needed to turn them into laws. His high-powered staff, by the late 1990s, had become the body's chief engine of legislation. It was like a school of government whose graduates included corporate leaders, senior White House aides, and a future Supreme Court justice, Stephen Breyer.

And by the start of 1997, Kennedy saw a chance to get Senate approval for one of his cherished goals: a new children's healthcare program, funded by a hefty hike in the tobacco tax.

As his colleagues almost unanimously conceded, he knew the Senate better than anyone else. It was a club, and he functioned as a kind of membership chairman, bestowing little kindnesses on his colleagues and keeping track of each member's personal interests.

It was hard and often tedious work, but it suited his outgoing personality - and his utter determination to expand healthcare and education.

- *to best part* bull's-eye icon – Skips to the part of the document that contains the heaviest concentration of your keywords
- *email* option button – Opens an email setup dialog box
To email this document, fill in the requested data and click the *send* button
- *Print View* option button – Reformats this document for efficient printing
To print the reformatted document, use your browser print feature.
- *Citation view* button – Displays a full, editable citation for the resource
- *Translate document* menu – Allows the user to translate the document
- *add document to My List* option button – Adds or removes document from My List
- Document header – Identifies the source of this document

- *Reference* lookup – Shortcut to look up terms that appear in the document

To look up a term in the document, highlight the word within document text, then click the *reference* tab. eLibrary CE immediately returns a list of reference results for that term.

- Full text – Contains the entire text of this document

Bottom of a document:

The screenshot shows the bottom section of a document page. It is divided into two main areas: 'Document info:' and 'Document topics:'.
 In the 'Document info:' section, there are four fields: 'Date: 03-01-2009', 'Size: 1 Kb', 'Lexile Score: 0' (with a question mark icon), and 'Volume: 37'. Below these is the 'ISSN: 00916358'. At the bottom of this section is a link labeled 'PDF'.
 In the 'Document topics:' section, there are three horizontal bars, each with a weight indicator (a series of vertical bars) and a breadcrumb-style link. The first bar has a weight of 5 and links to 'Science > Earth Sciences > Astronomy > Telescopes & Observatories'. The second bar has a weight of 4 and links to 'Science > Earth Sciences > Astronomy > Telescopes & Observatories > Ground-Based Observatories'. The third bar has a weight of 3 and links to 'Science > Earth Sciences > Astronomy > Telescopes & Observatories > Space-Based Observatories'.
 Three arrows point from text labels to specific parts of the screenshot: 'document information' points to the 'Document info:' header, 'Adobe Acrobat PDF version' points to the 'PDF' link, and 'document topics' points to the first topic bar.

- *document topics* – Displays a set of topics related to the document being displayed listed in order of their “weight”; click any topic or sub-topic to jump to related resources
- *document information* – Shows vital information about the document
- *PDF* – Clicking this link displays an Adobe Acrobat version of the document, as it appeared in the original publication (more on finding PDFs can be [found here](#) and to see a list of eLibrary CE titles that offer Adobe Acrobat PDF versions of its content [click here](#))

ProQuest Account My eLibrary Help Contact us Exit

eLibrary

Search Topics Publications Reference My List Bookcarts Timelines Quizzes

Return to Results

CHEAP OIL: GOOD NEWS & BAD NEWS
Patricia Smith
New York Times Upfront; Feb 16, 2009; 141, 10; ProQuest Direct Complete
pg. 6

THE ECONOMY

PAYING LESS AT THE PUMP FEELS GREAT, BUT THERE'S A REAL DOWNSIDE. HERE'S WHY GAS AT \$2 A GALLON ISN'T THE CAUSE FOR CELEBRATION IT APPEARS TO BE.

BY PATRICIA SMITH

Understanding a document page (audio / video)

Working with an audio/video document page is the same as working with a printed document page, with one exception. The audio/video page includes an audio/video clip. The audio/video clip may be classified as "video" or "3D animation."

Search Results "Apollo 7 launch" [Refine search](#) Showing - of 11 results (11 in total) [Preferences](#)

Sort results by:
Keyword Score [Sort](#)

Bring results type to top:

- Newspapers (0 results)
- Pictures (0 results)
- Magazines (0 results)
- Maps (0 results)
- Books (0 results)
- Audio/Video (11 results)
- Websites (0 results)

- SPACE PROGRAM: Apollo 7 launch MPI Video**
Date: 11 Oct 1968 | Lexile Score: none | Size: 1K | Keyword Score: 100
 Add to MyList
- SPACE: Apollo 7 launch MPI Video**
Date: 11 Oct 1968 | Lexile Score: none | Size: 1K | Keyword Score: 100
 Add to MyList
- SPACE PROGRAM: Apollo 7 Mission MPI Video**
Date: 11 Oct 1968 | Lexile Score: none | Size: 1K | Keyword Score: 97
 Add to MyList

Video format

The video version displays a *view video* icon within the document, as shown below.

*** VIDEO WILL TAKE SEVERAL SECONDS TO LOAD ***

- This clip is 1.1 MBs.
- At a T1 connection speed, it should take about 6 seconds to download.
- At a 768Kbps connection speed, it should take about 12 seconds to download.



Select the *view video* icon to open the video play box. Use controls near the bottom to operate the video.

3D animation procedure

The 3D animation format opens with a QuickTime logo displayed rather than the *view video* icon. Within a few seconds, the logo refreshes automatically to display the video through a QuickTime plug-in. If this plug-in is not installed on your system, a message appears to assist in the plug-in download process.

Some videos may appear with a *view video* icon to the right. If you wish to view in a larger, more flexible environment, click this icon; within a moment, the player opens in another window.

"OLD FAITHFUL" ISN'T QUITE AS RELIABLE THESE DAYS...THE WELL-KNOWN GEYSER IN YELLOWSTONE NATIONAL PARK HAS SLOWED DOWN

Add document to MyList

3D Animation
07-28-1995

video image



*video controls:
volume, play,
reverse, forward,
about*

video transcript

"OLD FAITHFUL" ISN'T QUITE AS RELIABLE THESE DAYS...THE WELL-KNOWN GEYSER IN YELLOWSTONE NATIONAL PARK HAS SLOWED DOWN

TRANSCRIPT:

"OLD FAITHFUL" ISN'T QUITE AS RELIABLE THESE DAYS...THE WELL-KNOWN GEYSER IN YELLOWSTONE NATIONAL PARK HAS SLOWED DOWN RECENTLY...HERE'S A LOOK AT THIS NATURAL PHENOMENON..THE GEYSER.

(Voice Over):

GEYSERS FORM WHERE NARROW CHANNELS REACH FROM THE EARTH'S SURFACE DEEP INSIDE. COLD WATER SEEPS IN AND EVENTUALLY REACHES VERY HOT ROCKS...WHERE IT HEATS UP. STEAM FORMS, PUSHING UPWARD...BUT CAN'T ESCAPE BECAUSE OF THE COLD WATER'S WEIGHT. ONCE PRESSURE BUILDS...COLD WATER PUSHES UP... EXPLODING STEAM AND HOT WATER OUT OF THE GEYSER.

"OLD FAITHFUL" USUALLY ERUPTS ABOUT EVERY SEVENTY-FIVE MINUTES ...THE AVERAGE TIME BETWEEN ERUPTIONS IS NOW MORE THAN EIGHTY MINUTES...ONE GEOLOGIST THINKS A SERIES OF SMALL EARTHQUAKES MIGHT HAVE SHIFTED THE EARTH'S CRUST ENOUGH TO AFFECT THIS NATURAL UNDERGROUND PLUMBING THAT FEEDS GEYSERS.

*menu bar with
control options*



*video play controls:
to beginning, reverse,
play, forward, to end*

6. How to use other features and tools

Reference Desk (Reference tab)

The Reference Desk feature is accessed through the *reference* tab on the navigation bar. Reference contains reference sources to supplement research. These reference sources include such tools as a dictionary, thesaurus, encyclopedias, almanacs, atlases, an occupational handbook, dictionaries of science and medicine, and more.

For a complete listing of publications contained in the Reference, select the *View Reference Desk Sources* link. You can use Reference for standalone searches as explained below, or you can highlight a term in a document, and then click the *Reference* tab to quickly access any reference data available on a selected term.

The screenshot shows the eLibrary interface. At the top, there is a navigation bar with 'My eLibrary', 'Help', 'Contact us', and 'Exit'. Below this is the eLibrary logo and 'curriculum edition'. The main navigation bar has 'Search', 'Topics', 'Publications', 'Reference' (highlighted), and 'My List'. Below the navigation bar, there is a search input field with a 'Search' button. Underneath, there are icons for Dictionary, Thesaurus, Encyclopedia, Almanac, Atlas, and Other, each with a checked box. To the right are links for 'Check All' and 'Clear All'. At the bottom, there is a link for 'View Reference Desk Sources'.

To locate reference data in a standalone search

1. Type a keyword term in the *Enter keywords* box.
2. In the *Choose sources* section, check any boxes that you want to include in your reference search (by default, all sources are selected).
3. Click the *Search* button. A list of search results will appear.
4. Work with the search results.

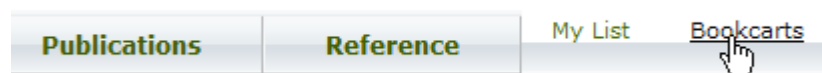
My eLibrary & BookCarts

No matter which version of [eLibrary CE](#) your school receives, the integrated BookCart tool makes it easy for you and others to integrate digital resources and assessments into daily classroom use. This tool provides point-and-click templates for building standards- and Lexile-correlated quizzes, library reading lists, class or individual project pages, and (of particular interest to teachers) lesson plans for inquiry-based learning activities powered by eLibrary CE and other online library reference content. View our [lesson planning](#) guide.

Educators can use BookCarts to pre-select a collection of eLibrary CE resources and store them in special online webpages that are accessible to students. BookCarts can incorporate links to relevant publications, articles (from eLibrary CE, SIRS, or any other online reference source that offers durable links), photos, maps, multimedia files, and our Homework Central websites or favorite open-web links. Best of all, Carts can be shared by teachers in the same school, or any school in a district. (Full [BookCart tool details](#) can be accessed here.)

Accessing & Viewing Existing Carts



To access BookCarts, click the *Bookcarts* link on the eLibrary CE navigation bar. A list of your existing school Bookcarts appears.



Click on a BookCart to continue. (If your school has not yet created any BookCarts, you should copy some of our models [using this method](#). See below for directions.)

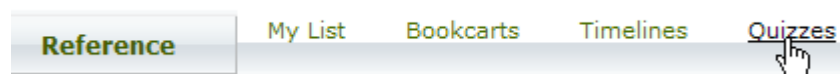
Bookcarts - Bigchalk Employee School [Other District Schools](#)

Search bookcarts: Title

Folders:	Title ▼	Subject ▼	Author ▼
<ul style="list-style-type: none">  All Bookcarts  Biographies 	17th Century Ships and Shipwrecks	World History & Technology	BookCart, Trainer

After clicking a BookCart, a page opens that contains links to the materials available for the lesson plan, assignment, reading list, current event, etc. This page might include a list of sources like selected magazines or newspapers, a reading list of specific documents, or a list of related teacher favorite or Editor's Choice websites.

To access assessments, known as QuizCarts, click the *Quizzes* link on the eLibrary CE navigation bar. A list of your existing assessments (QuizCarts) will appear.



Part 1: Creating & Editing Carts


As a school staffer (teacher, librarian, technology coordinator, etc.), your eLibrary CE subscription includes access the ability to create a special My eLibrary login that has administrative privileges.

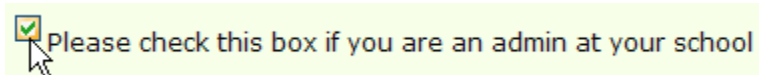
This means that once you access eLibrary CE, you can click a secondary My eLibrary link to login to a unique My eLibrary account and gain the ability to create and manage BookCarts, QuizCarts, stored eLibrary CE timelines and My Lists, plus more. **Once all eLibrary CE users are moved to the new "green" eLibrary CE interface in July 2009, this will be the preferred method of creating Carts and working with all of the newest interactive features in eLibrary CE.**

Inside your My eLibrary area, you'll have the ability to:

- a. Access the BookCart Administration tool to create new BookCarts/QuizCarts, delete existing Carts, restore deleted BookCarts, import District BookCarts, create folders to hold sets of BookCarts or QuizCarts, and copy our [model activities](#). (See below.)
- b. Once you've logged into your My eLibrary account you may use our special Teacher Edition links to more quickly create new BookCarts using the import MyList function by completing the following steps:
 - a. Conduct searches within eLibrary CE
 - b. Add individual content links and search results to a MyList session
 - c. Immediately import the MyList collection into a new BookCart.
- c. Existing BookCarts can also be easily augmented using stored MyLists by accessing My eLibrary and using the *add to existing Bookcart* feature.

To begin creating a BookCart using import My List to speed the authoring process:

1. If this is the **first time** setting up a My eLibrary account, follow these steps:
 - a. Access eLibrary CE.
 - b. Click the *My eLibrary* link at the top. 
 - c. On the bottom of the sign in page, fill out the fields to create a new My eLibrary account.
 - d. As an educator who can create BookCarts as an administrator, check the box next to *Please check this box if you are an admin at your school*.



- e. Enter your site's Administrator Password. This password is printed in the welcome letter your school or library received from ProQuest when you signed up or renewed your subscription. (Contact your librarian or technology staff to obtain this information.)

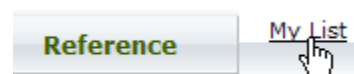
- f. Click *Login* to continue. (Be sure to memorize your unique username and password for future reference.)
 - g. You're now logged in with your unique My eLibrary account. (Skip to section 2.c. just below to continue the BookCart authoring process.)
2. If you **already have a My eLibrary account**, follow these steps:
- a. Click My eLibrary at the top of the main search screen.
 - b. At the top, put your My eLibrary username and password in, and login.
 - c. You'll notice that you are now successfully logged in by seeing this at the top of the page:

Welcome, tmclain | [My eLibrary](#) | [Logout](#)

- d. Click the *Search* tab to conduct a new search.
- e. Click the *Add to MyList* boxes to add eLibrary CE resources to a new MyList. You're now collecting the resources that will be inserted into your BookCart reading list, lesson plan, etc.

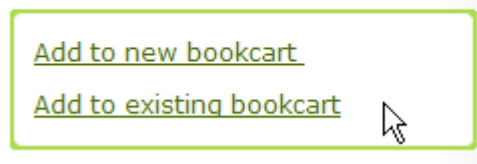


- f. Consider using the Standard Search and employing the Lexile Reading Levels search options (found under Advanced Search) to differentiate the instructional resources you select so that they meet the needs of your learners.
- g. When you are finished adding items to MyList, click the *My List* link in the top navigation bar next to Reference.



- h. Click the *Add to new BookCart* link on the left to add your current MyList session to a new BookCart.

Add List to bookcart:



- i. You may then add a name and other information to the BookCart, and save it. The BookCart is immediately available for use by eLibrary CE users.
3. A secondary method for adding MyList contents to a new BookCart involves using a special **eLibrary CE Teacher Edition link** to begin the process.

Note that beginning in July 2009, the preferred method for adding resources to a BookCart will be those mentioned under steps 1 and 2 above using **My eLibrary**. (The information below works with both with the old "blue" and new "green" versions of eLibrary.)

- a. To use an **eLibrary Teacher Edition link** to make a BookCart, click the proper link below which corresponds to the version of eLibrary your school or library receives. If you don't know which version your school offers, ask your librarian or tech staff.

**Set 1: Teacher Edition Links
(2008 "blue" eLibrary Users)**



eLibrary
<http://elibrary.bigchalk.com/teacher>

eLibrary Curriculum Edition (CE)
<http://elibrary.bigchalk.com/curriculum/teacher>

eLibrary Elementary
<http://elibrary.bigchalk.com/k6/teacher>

eLibrary Select
<http://elibrary.bigchalk.com/select/teacher>

eLibrary Consortia
<http://elibrary.bigchalk.com/consortia/teacher>


eLibrary Canada
<http://elibrary.bigchalk.com/ca/teacher>

eLibrary Curriculum Edition (CE) Canada
<http://elibrary.bigchalk.com/ce/canada/teacher>

eLibrary Australasia
<http://elibrary.bigchalk.com/au/teacher>

eLibrary Curriculum Edition (CE) Australasia
<http://elibrary.bigchalk.com/ce/australia/teacher>

Set 2: Teacher Edition Links (2009+ “green” eLibrary Users)

Bookcart Admin  My eLibrary

eLibrary

<http://elibrary3.bigchalk.com/teacher>

eLibrary Curriculum Edition (CE)

<http://elibrary3.bigchalk.com/curriculum/teacher>

eLibrary Elementary

<http://elibrary3.bigchalk.com/k6/teacher>

eLibrary Select

<http://elibrary3.bigchalk.com/select/teacher>

eLibrary Consortia

<http://elibrary3.bigchalk.com/consortia/teacher>

eLibrary Canada

<http://elibrary3.bigchalk.com/ca/teacher>

eLibrary Curriculum Edition (CE) Canada

<http://elibrary3.bigchalk.com/ce/canada/teacher>

eLibrary Australasia

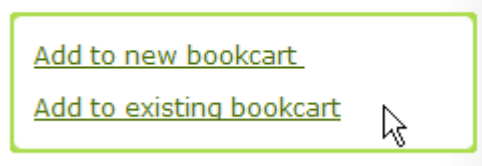
<http://elibrary3.bigchalk.com/au/teacher>

eLibrary Curriculum Edition (CE) Australasia

<http://elibrary3.bigchalk.com/ce/australia/teacher>

- b. Conduct a new search or searches.
- c. Click in the square boxes beside *Add to MyList* to copy each resource from your search results into a new MyList.
- d. When you are finished adding items to MyList, click the *My List* link at the top.
- e. Click the *Add to new bookcart* link to add your current MyList session to a new BookCart.

Add List to bookcart:



- f. You may then add a name and other information to the BookCart, and save it. The BookCart is immediately available for use by eLibrary CE users.

To copy ProQuest model BookCarts to your Local Carts collection:

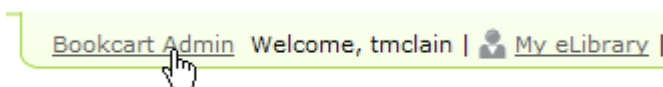
1. **If you're brand-new to BookCarts, we recommend that you start your school's collection with ProQuest models.** These model BookCarts provide you with a vetted format and top-quality resources. They also provide a basis of experience that will motivate and guide you when you decide to create your own.

2. Using the Teacher Edition links (above), open BookCart Editor.
3. Click on the ProQuest Carts tab.
4. Note the folder organization on the left margin that will help you select the Carts that address your curriculum area and level.
5. Click the folder of choice and explore the collection. When you find a Cart that interests you, click the Copy icon in the Actions column to the right of the title.
6. Click Return to My Local Carts to see your new Cart. It will have "Copy of" as its prefix to distinguish it from any other Carts in your collection.
7. Click the title to open it for editing: add you name as author, delete Copy of, click the Save button at the bottom, click the My Local Carts tab to see your edited Cart.
8. Repeat the process to copy more ProQuest Carts to your collection.

The Teacher Edition feature also makes it easy to create new assessments using the QuizCart tool. In essence, QuizCarts are BookCarts containing multiple-choice questions and selected articles that should be read prior to taking the assessment. Quiz results will be scored automatically when emailed to the teacher.

To use the Teacher Edition to create a new assessment (QuizCart):

1. In your browser, access the Teacher Edition for your subscription. (See links above.)
2. Click the *BookCart Admin* link at the top.



3. Click the *create a new bookcart* tab.
4. Fill in a title for your quiz, select a grade range, type your name, enter a subject area, and input your email address.
5. Be sure to select *QUIZZES* from the pull-down *Product:* menu.
6. Scroll down to the bottom, click the **(+)** next to Quizzes, and fill in your first question. Use the pull-down menu to select the correct answer from the list.
7. Note the *Show Readings/Websites before Quiz* checkbox. If you **check** this box, you're creating a post-assessment quiz, since students can access resources prior to taking your quiz. If you **do not check** the box, you're creating a pre-assessment quiz, since students will take the quiz prior to accessing the relevant online information you've added to your quiz.
8. Click *Add*.
9. Your first question has been added. You may click the question to edit it, or, once you've added additional questions, move the question up or down in the order of appearance in your assessment, or delete questions.

10. Once you've added your questions, you may add some readings or website links to your Cart. You do this just as you would inside any BookCart, using one of two methods: Open a second browser window, access eLibrary CE, and copy/paste resource links and/or website addresses into the weblinks: and readings: portions of your Cart. Click the Add buttons as you go to insert the content. In addition, you may use the *My List* feature to add content links, as described in the previous section.
11. Once you've added all of your questions and readings/websites, be sure to click the *Save this BookCart* link at the bottom to store the Cart.

Part 2: Editing/Creating Carts using BookCart Admin

If you need to access existing Carts to make changes or add resources, or create new BookCarts, either access the Teacher Edition or login to your My eLibrary account.

Click the *BookCart Admin* link. Click the *My Local Carts* tab, then click the small icon to the right of any Cart you own to open it and begin to make changes/edits.

You may also click the *Create a New BookCart* link to open a blank BookCart and begin adding resources. The interface for making changes and creating a new BookCart is identical. If you're editing a BookCart, resources will already appear inside the editor. If you're creating a new BookCart, all the fields will be blank.

Type information in the Description box that will help students know what to do when they open the BookCart.

Include essential questions for critical thinking, student directions, print resource call numbers, and add a standard if appropriate.

See **above** for how to copy our model BookCart collection to your local set.

Most of these model proper use of the Description box.

You may edit the (A) title, grade range, author's last name (your last name), first name, subject and description, plus whether this is a bookcart or quiz product. You may also add your Cart to a folder, and even enter a learning standard which the content of the Cart addresses.

You may choose to make your new list either **private (B)** (e.g., accessible only to Cart administrators in your school/district, but not viewable to users, and not searchable) or **public (B)** (open to view by all users of eLibrary CE within your school or district.) You may change the private/public settings of your lists at any time by editing your Cart.

Once you've completed the top portion, use the rest of the form to add links to publications, selected readings, etc.

To add a publication

Select a title from the drop down list under selected publications search (C). You may choose to add all issues of each publication or select a range of dates. Click *add* to insert the publication on your list. Publications listed in a BookCart provide students with the opportunity to search for additional resources (more current) outside the BookCart. But, they will be limited to the specific publications selected by the teacher.

To add a selected reading one at a time

Copy and past the URL of any eLibrary CE resource (article, picture, video, etc) into the Add library documents box (D) and click *add*.

Tip: To speed the process of creating your list, open a second web browser window and access your research database. Locate a specific reading you wish to add to your new list. Copy the URL of the item from the top of this second window and paste it into the Add library documents field. Click *add* to insert it onto your list.

To add resources to an existing BookCart using MyList

You may also add a set of eLibrary CE resources to an existing BookCart using the MyList feature. To accomplish this:

- a. Access the Teacher Edition for your version of eLibrary CE, or login to your My eLibrary account.
- b. Click search, then add resources by clicking *Add to MyList* links in the results.
- c. Return to the main search page.
- d. Click the *BookCart Admin* link at the top. (You'll also find this link by clicking the My eLibrary link at the top.)
- e. Scroll down to find the existing BookCart you wish to edit.
- f. Click the edit button to the right of the name of your BookCart.
- g. Scroll down to the Readings section of the BookCart.
- h. Click the *Append MyList* link to add your resources.

Moving Items within resource lists

Click the X next to each entry you wish to remove, or click a *move up* or *move down* arrow to resort the entries. You may also change the title and other basic attributes at the top of the area.

To add a website or additional content from other online resources

Type any URL (e.g., <http://www.nasa.gov>) into the Add websites box (**E**), then enter the name and a brief description of the site. Click add to insert it onto your list. (You may also add links to content resources found in SIRS, other ProQuest reference tools, or any competitor resources that offer durable URLs.)

To create an assessment

Fill in the Quizzes area (**F**) with your multiple choice questions to create a QuizCart. (See above for more specific directions on the features of this tool.)

Saving Your Work

Once you've finished adding resources, click the save (**G**) button at the bottom. It is recommended that you save frequently to ensure no data is lost because of a time out. To clear your new list and start over, click the red clear button.

Product Information

In addition to the many resources available through eLibrary CE, other research sources and tools can be found online at our K-12 website @ <http://www.proquestk12.com>

Be sure to take full advantage of supplemental curriculum materials and guides, educator's guides, professional development resources, data sheets, title lists, citation instructions, product trials, and much more.

How to cite information in eLibrary CE

The following guides demonstrate how to cite information obtained through eLibrary CE. These guides also reside [online](#) in printable format at our K-12 website, and includes citation instructions for additional K-12 resources.

Learn to use eLibrary CE's built-in [citation generator tool](#), or see how to cite our online resources using [additional bibliographic formats](#).

Appendix: Boolean search tips

What is a Boolean operator search?

It is a search that combines keywords or keyword phrases with Boolean operators and wildcard characters to create a search string.

- **Keyword Term:** A word or phrase that you want to find within a document.
- **Boolean Operators:** A connective word or symbol used to explain how keyword terms relate to one another in a search string (AND, OR, NOT, parentheses, quotation marks, etc.).

Available Boolean operators and wildcard characters

Boolean operators

You need not capitalize the Boolean operators in eLibrary CE; however, it is recommended to help stay organized.

AND

Use this to retrieve sources that contain all the search terms connected by AND.

Example: basketball AND girls AND college

OR

Use this to retrieve sources that contain at least one of the search terms connected by OR.

Example: oxycodone OR percocet AND addiction

NOT

Use this to exclude inappropriate documents from your results.

Example: monopoly NOT game

This example locates all documents containing the word "monopoly" except those documents that also contain the word "game."

ADJ

Use the adjacent operator to retrieve documents containing keyword terms in a specific order and proximity.

Example: veterinary AND school ADJ 3

This example locates all documents that contain the word "veterinary" followed within the next three words by "school."

WITHIN

Use this operator to retrieve documents containing keyword term within a specific proximity—order does not matter.

Example: military AND strategy WITHIN 3

This example locates all documents that contain the words "military" and "strategy" within three words of one another.

() Use parentheses to perform more complex searches by grouping portions of the search together.

Example: (mobile OR wireless) AND telephone*

This example finds all documents that contain "mobile telephone," "mobile telephones," "wireless telephone," or "wireless telephones."

"" Use quotation marks to search for documents containing the exact phrase typed within the quotation marks.

Example: "camp david"

This example finds all documents that contain the phrase "camp david." Both words must appear together, in this order.

Wildcard characters

A wildcard is a character that represents any character within a keyword. eLibrary CE recognizes two wildcard characters, the asterisk and the question mark.

* Use this character to replace one or more characters at the beginning or end of a keyword or number. Use this when you don't know the correct spelling, or when you want to include all possible word endings.

Example: vaccin* to find all documents containing a word that stems from "vaccin," such as vaccine, vaccination, vaccinations, and vaccinating.

? Use this character to replace one character in a word or number.

Example: wom?n to find all documents containing the word "woman" or "women."

The all new eLibrary.
Interactive. Personalized. Smart.
Click here to experience it for yourself.



Get the most out of your eLibrary CE subscription with our [email newsletter \(archives\)](#), [videos](#), free monthly [Web training](#), [library marketing kit](#), additional [presentation files](#), and other [resources](#). All of our K-12 resources are just a click away at proquestk12.com.