

IMPROVE YOUR RESEARCH!

By building, copying, editing or sharing a customized Book Cart, librarians and/or teachers can easily coordinate a wide variety of materials relating to a topic.

Why build a Book Cart?

- Help your students cut their research time in half by setting up reading lists related to curriculum or search topics.
- Make sure that your students get the information they need by creating pre-selected lists of publications.
- Use the Web effectively by linking to relevant Web sites.
- Set up a pre- or post-assessment quiz to evaluate student learning.

Step 1: Visit: http://www.proquestk12.com/productinfo/elibrary_bookcarts.shtml. This site will provide you with direct links to the teacher's edition for your eLibrary® Canada products listed here.

- <http://elibrary.bigchalk.com/libweb/k6/do/login?edition=teacher> eLibrary Elementary
- <http://elibrary.bigchalk.com/libweb/canada/do/login?edition=teacher> eLibrary Canada
- <http://elibrary.bigchalk.com/libweb/curriculumca/do/login?edition=teacher> eLibrary Canada Curriculum Edition

You will also find step-by-step instructions for setting up a BookCart on this site.

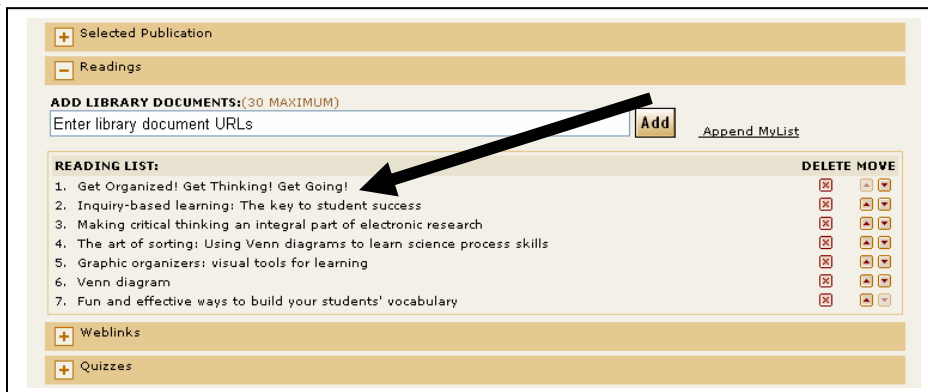
Step 2: Complete your research using the eLibrary Canada product of your choice. Make sure to add each document to your *MyList* by clicking on the *add icon* beside the document title in the results list or the *add icon* on the document page.



Step 3: To add your *MyList* to a new BookCart, click on the *MyList* tab. You will notice that you have the option of adding the list of documents to a *new BookCart* or an *Existing BookCart*. Click on the *Add to New BookCart* link. You will be taken directly to the BookCart Editor.



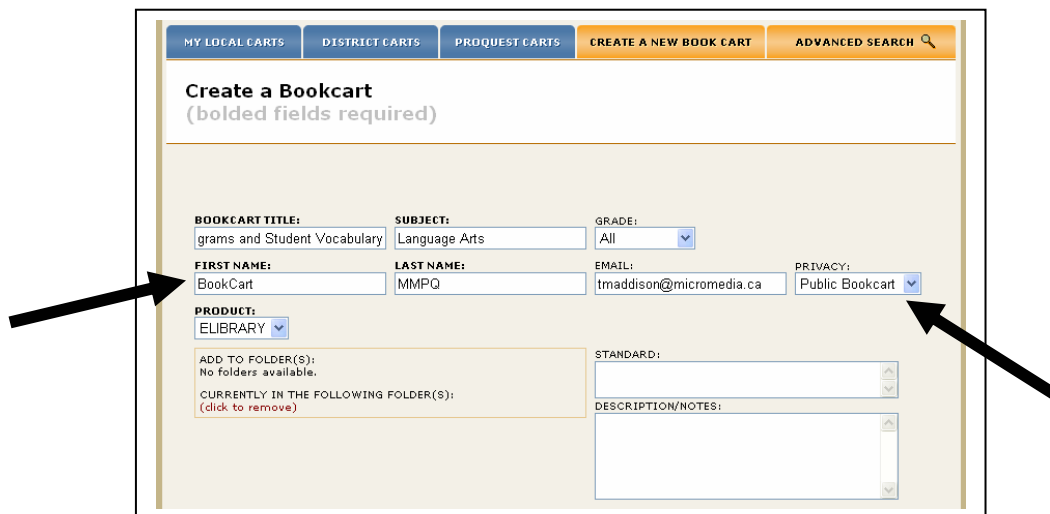
Step 4: Once on the BookCart Editor page, you will notice that your *MyList* appears in the Readings section. You may also add documents to the *Readings* section by copying the unique URL from your eLibrary Canada product and then pasting the URL into the template. You then click on *Add* to add that document.



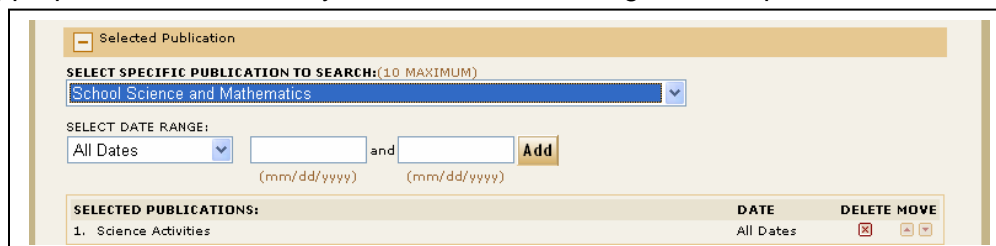
Step 5: Fill in the information at the top of the BookCart Editor template. You may wish to save your BookCart at this point, so you don't inadvertently lose any of your work. It is also a good idea to get in the habit of emailing a copy of your *MyList* to your Inbox. This way you always have a back up copy of your research.

Save your BookCart as a Public BookCart and it will appear in eLibrary Canada, for your student's immediate use. It can then also be copied by Librarians across North America.

Save your BookCart as a Private BookCart, if you would like to continue working on it. A Private BookCart will not be available for student's use until you save it as a Public BookCart.



Step 6: Select publications to add to your Book Cart by scrolling through the drop down menu and clicking on appropriate titles. You may also select a date range for that publication.



Step 7: Select Web sites to add to your Book Cart by cutting and pasting the URL of any Web site into the space provided. Don't forget the Web site name and description!

If you would like to include documents or study pages from one of our other ProQuest products, you may do so by copying and pasting the URL into the *Weblinks* section. You may then select ProQuest from the *Product* drop down menu to indicate the Web link came from a ProQuest product.

Step 8: You can now complete your BookCart by adding a Quiz. Simply enter your Quiz question and then add one correct answer and up to 4 incorrect ones. Select the correct response from the drop down menu and then add your question.

Select *show readings/website before quiz* if you would like the quiz to be a post assessment quiz. By leaving this box unchecked, your students will be able to see the quiz before or after they have accessed the BookCart.

Step 9: Save your BookCart and then save your QuizCart. When you save the QuizCart you will need to enter an email address, to ensure that the student's quiz results are sent directly to the appropriate teacher. Now your BookCart is completed.