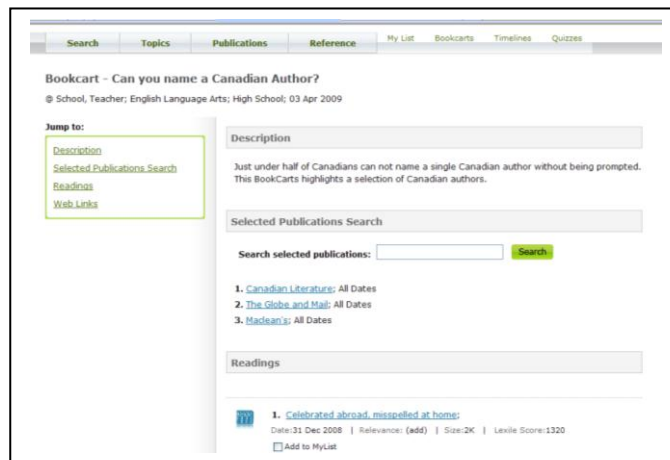


## BookCarts: Improve Your Research!

No matter which version of [eLibrary](#) 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 and other online library reference content. View our [lesson planning](#) guide.

Educators can use BookCarts to pre-select a collection of eLibrary Canada resources and store them in special online web pages that are accessible to students. BookCarts can incorporate links to relevant publications, articles (from eLibrary, 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](#).)

Below you will find an example of what a completed BookCart would look like when a student or user is accessing it through eLibrary Canada. Once you are logged into the product, click on the BookCarts link in the top navigation bar. From here you will see a list of all of your school's BookCarts. You may also see folders on the left hand side for easy retrieval of subject or teacher BookCarts. You can link to Quizzes from the top nav bar.



The rest of this guide will focus on creating, copying and editing BookCarts.

### Section 1: Copying or Sharing a District, ProQuest or user BookCart

- 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.
- Help teach the research process by gathering relevant materials for your student's to use in classroom projects.
- Use the Web effectively by linking to relevant Web sites.
- Set up a pre- or post-assessment quiz to evaluate student learning.

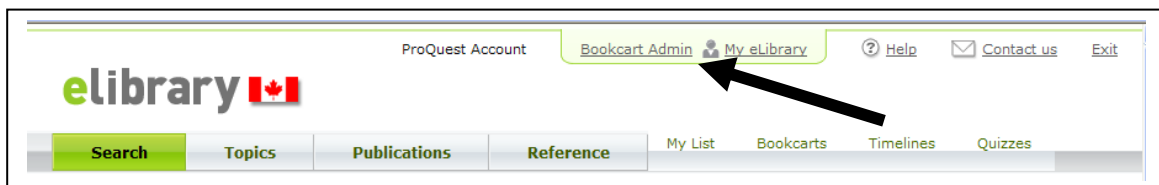
**Step 1: Visit:** [http://www.proquestk12.com/productinfo/elibrary\\_bookcarts.shtml](http://www.proquestk12.com/productinfo/elibrary_bookcarts.shtml)

This site will provide you with direct links to the teacher's edition for your eLibrary® Canada products listed here.

- eLibrary Elementary <http://elibrary.bigchalk.com/k6/teacher>
- eLibrary Canada <http://elibrary3.bigchalk.com/ca/teacher>
- eLibrary Canada Curriculum Edition <http://elibrary3.bigchalk.com/ce/canada/teacher>

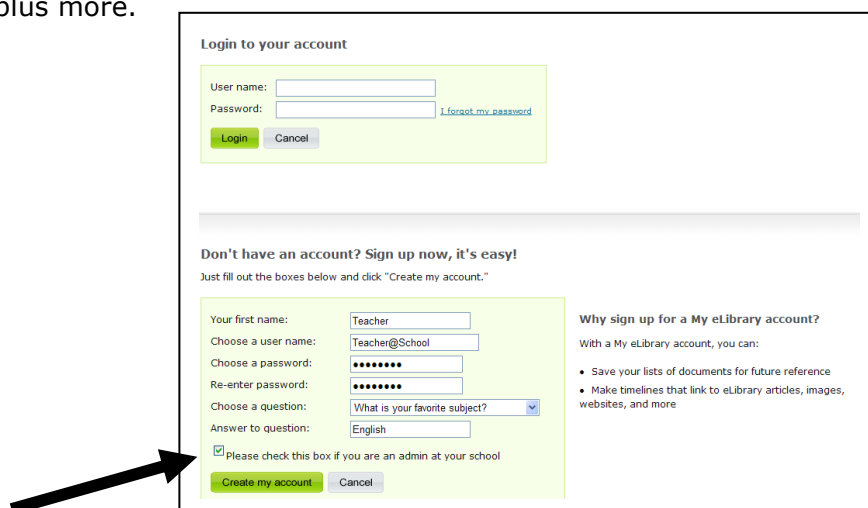
You will also find step-by-step instructions for copying and sharing a BookCart on this site.

**Step 2:** Click on the BookCart Admin link on the top banner of your eLibrary Canada search page.



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

This means that once you access eLibrary Canada, you can click a secondary My eLibrary link (shown above beside the BookCart Admin link) to login to a unique My eLibrary account and gain the ability to create and manage BookCarts, Quizzes, stored eLibrary timelines and My Lists, plus more.



**Note:** When you are creating your My eLibrary account, click on the Admin option shown above. You will then be prompted for your Admin password. You may need to refer to your activation letter to retrieve this password. Once logged into your My eLibrary account, you will be able to create and update BookCarts or Quizzes and work with student Timelines and Slide shows

**Step 3:** Once you click on the BookCart Admin link, you will be taken directly to the BookCart Editor home page. You have a number of options to choose from on this screen as discussed below.

Please note: because the BookCart Editor will appear as a pop-up window, you may need to allow pop-ups in your Internet browser options. As well, if the BookCart Editor was previously opened on your screen, it will appear in your toolbar on the bottom of the page. You will need to click on the appropriate tab in your toolbar to re-open the screen.

### BookCart Editor Options

- By default you will see a list of BookCarts that have been created within your school. You can edit (click on BookCart title), view, copy or delete these BookCarts (use icons to the right of title).
- You may select *District Carts* if you would like to copy or share a BookCart within your district. You may not see any BookCarts under this tab.
- You may select *ProQuest Carts* if you would like to copy or share a BookCart that was created by ProQuest.
- You can *Create a New BookCart*.
- You can click on the *Advanced Search* tab if you would like to look for an existing BookCart created by a librarian, teacher or media specialist from across North America.



### Step 4: Copying/Sharing District BookCarts

To begin, click on the *District Carts* tab. A district administrator may create BookCarts that they wish to be published to all of their schools. Each individual school can then copy or share these BookCarts by clicking on the icons to the right of the BookCart title.



The eye icon will allow you to view the BookCart.  
 The double sheet icon will allow you to copy the BookCart.  
 The chain icon will allow you to share the BookCart.

Only the administrator may delete a BookCart from the *District Carts* tab. If you choose to copy the BookCart, you are free to update or delete the BookCart because it will be a Local BookCart. If you choose to share the BookCarts, any updates that are made by the administrator, will update your local version as well. You can only delete the BookCart from your *Local Carts*.

### Step 5: Copying/Sharing ProQuest BookCarts

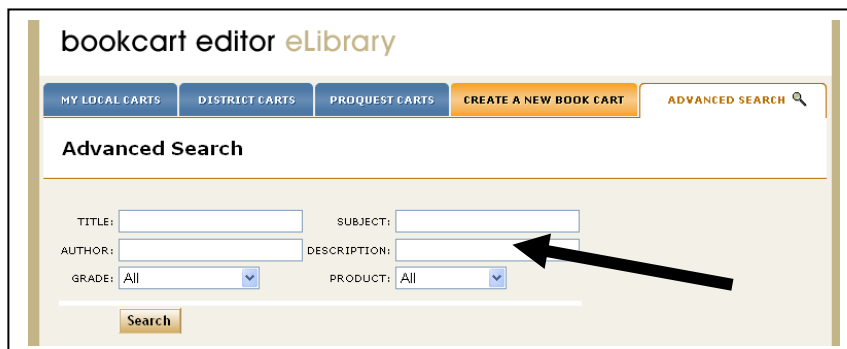
To begin, click on the *ProQuest Carts* tab. ProQuest has created hundreds of BookCarts that you can use in your school. Each BookCart has been carefully created to meet curriculum standards. You can copy or share these BookCarts by clicking on the icons to the right of the BookCart title. Please refer to the legend seen above.

Only the ProQuest administrator may add or delete a BookCart from the *ProQuest Carts* tab. If you choose to copy the BookCart, you are free to update or delete the BookCart because it will become a Local BookCart. If you choose to share the BookCarts, any updates that are

made by the ProQuest administrator, will update your local version as well. You can delete the BookCart from your *Local Carts*. A list of Canadian ProQuest BookCarts is given at the end of this document.

### Step 6: Advanced Search

To begin, click on the *Advanced Search* tab. You will notice several search fields to assist you in your search.



The screenshot shows the 'bookcart editor eLibrary' interface. At the top, there are five tabs: 'MY LOCAL CARTS', 'DISTRICT CARTS', 'PROQUEST CARTS', 'CREATE A NEW BOOK CART', and 'ADVANCED SEARCH'. The 'ADVANCED SEARCH' tab is selected. Below the tabs, the 'Advanced Search' section is displayed. It contains six input fields: 'TITLE:', 'AUTHOR:', 'GRADE:', 'SUBJECT:', 'DESCRIPTION:', and 'PRODUCT:'. The 'GRADE:' and 'PRODUCT:' fields are dropdown menus with 'All' selected. A black arrow points to the 'DESCRIPTION:' field. At the bottom left of the search section is a 'Search' button.

Enter in a title, author, subject or description and then click on search. Since there are no naming conventions in place, it is important to try several different options when looking for a BookCart. For example, if you were looking for a BookCart on chaos theory, try entering your keywords in the title field. You may also wish to browse through the subject mathematics to see if you find any appropriate choices. Chances are there is a BookCart out there that will suit your needs.

### Step 7: You can now view, copy and edit the BookCart

Click on the title if you would like to edit the BookCart. Click on the eye icon if you would like to view the BookCart. Finally, click on the double sheet icon if you would like to copy the BookCart.

Once you have copied the BookCart, you will see the BookCart in your *Local Carts* page. If the BookCart is Public you will also see the BookCart within your eLibrary Canada product. You can make changes from your *Local Carts* page. If you wish to make changes to the BookCart follow the instruction given in the next section. Click on the title of the BookCart to begin.

- You can add, delete or move publications
- You can add, delete or move readings
- You can append an existing *MyList* by clicking on the link beside *Add* in the BookCart Editor. If you are in the Teacher's Edition you can also add your *MyList* to an existing BookCart, by clicking on this link once in the *MyList*. Please see the diagram below.
- You can add, delete or move web links
- You can add, delete, move or edit Quiz questions

### Step 8: Add a *MyList* to an Existing BookCart

Once you have created a *MyList* in eLibrary Canada's Teacher's Edition, click on the *MyList* tab. You will have the option of adding the *MyList* to a new BookCart or an Existing BookCart. An example will be given in the next section of starting a new BookCart, so we will look at adding to an existing BookCart now.

ProQuest Account [Bookcart Admin](#) [My eLibrary](#) [Help](#) [Contact us](#) [Exit](#)

**eLibrary**

[Search](#) [Topics](#) [Publications](#) [Reference](#) [My List](#) [Bookcarts](#) [Timelines](#) [Quizzes](#)

**My List** [Return to most recent search result](#) [Email list](#) [Print list](#) [Clear list](#)

Your current list is unsaved and will be discarded when you exit eLibrary or close your browser. To save your list, either [login to My eLibrary](#) or [create a new My eLibrary account](#).

**Add List to bookcart:**

[Add to new bookcart](#)

[Add to existing bookcart](#)

- 1. Celebrated abroad, misspelled at home;** The Globe and Mail  
Date: 31 Dec 2008 | Relevance: 100 | Size: 2K | Lexile Score: 1320
- 2. Writers keep chins up despite anonymity; Survey reveals almost half of us can't name a single Canadian author;** Edmonton Journal Richard Helm Richard Helm; The Edmonton Journal  
Date: 09 Jan 2009 | Relevance: 100 | Size: 7K | Lexile Score: 1290
- 3. Sense and Singularity: Reading Ondaatje's The Collected Works of Billy the Kid;** Canadian Literature Spinks, Lee  
Date: 01 Jul 2008 | Relevance: 100 | Size: 45K | Lexile Score: 1820
- 4. Marian Engel: Life in Letters/The Selected Journals of L.M. Montgomery. Volume V: 1935-1942;** Canadian Literature Robinson, Laura M  
Date: 01 Jul 2006 | Relevance: 100 | Size: 6K | Lexile Score: 1290
- 5. Biographing Alice Munro;** Canadian Literature Ventura, Héliane  
Date: 01 Dec 2006 | Relevance: 100 | Size: 6K | Lexile Score: 1320

**Step 9:** Clicking on *Add to existing BookCart* will open the BookCart Editor and your *Local Carts* page. Select the BookCart you would like to add the MyList to, by clicking on the title. Then click on *Append MyList* under the reading section. Now save your updated BookCart and you are done.

**Readings**

**ADD LIBRARY DOCUMENTS: (30 MAXIMUM)**

Enter library document URLs  **Add** [Append MyList](#)

**READING LIST:**

	PUB DATE	DELETE	MOVE
1. Celebrated abroad, misspelled at home		X	▲ ▼
2. Writers keep chins up despite anonymity; Survey reveals almost half of us can't name a single Canadian author		X	▲ ▼
3. Sense and Singularity: Reading Ondaatje's The Collected Works of Billy the Kid		X	▲ ▼
4. Marian Engel: Life in Letters/The Selected Journals of L.M. Montgomery. Volume V: 1935-1942		X	▲ ▼
5. Biographing Alice Munro		X	▲ ▼
6. Roots and Routes in a Selection of Stories by Alistair MacLeod		X	▲ ▼
7. What's the Matter? Authors in Carol Shields' Short Fiction		X	▲ ▼
8. Don't Hanker to Be No Prophet: Guy Vanderhaeghe and the Bible		X	▲ ▼
9. Sinclair Ross Reissued		X	▲ ▼
10. Author stays grounded while her characters fly; Miriam Toews tackles family dysfunction with deft humour		X	▲ ▼
11. Literary Prizes in French		X	▲ ▼
12. Tremblay, Michel		X	▲ ▼

## Section 2: Creating a New BookCart

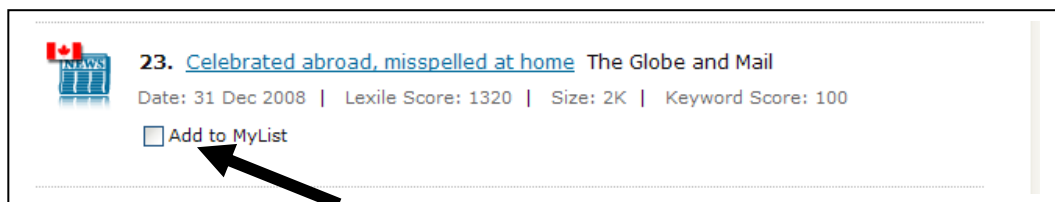
In the first section, we looked at copying or sharing District, ProQuest and other BookCarts. This section will focus on creating a new BookCart. We will begin by creating a MyList within eLibrary Canada's Teacher's Edition.

**Step 1:** Visit: [http://www.proquestk12.com/productinfo/elibrary\\_bookcarts.shtml](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.

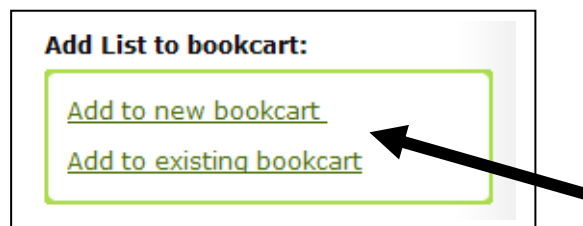
- eLibrary Elementary <http://elibrary.bigchalk.com/k6/teacher>
- eLibrary Canada <http://elibrary3.bigchalk.com/ca/teacher>
- eLibrary Canada Curriculum Edition <http://elibrary3.bigchalk.com/ce/canada/teacher>

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

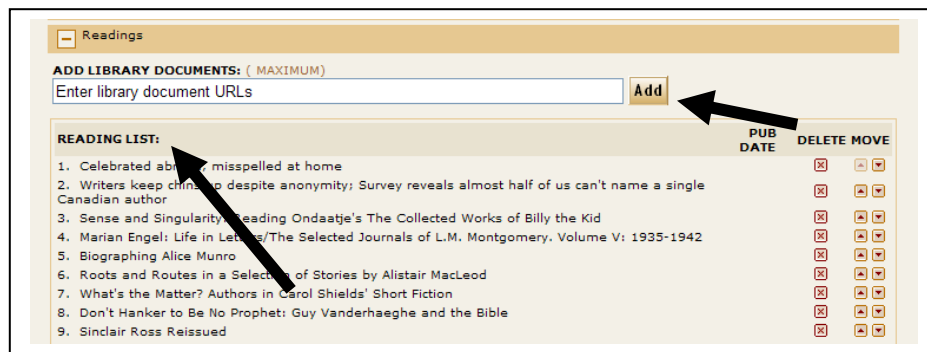
**Step 2:** Complete your research using the eLibrary Canada product of your choice. Make sure to add each document to your *MyList* by clicking on the *add icon* beside the document title in the results list or the *add icon* on the document page.



**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.

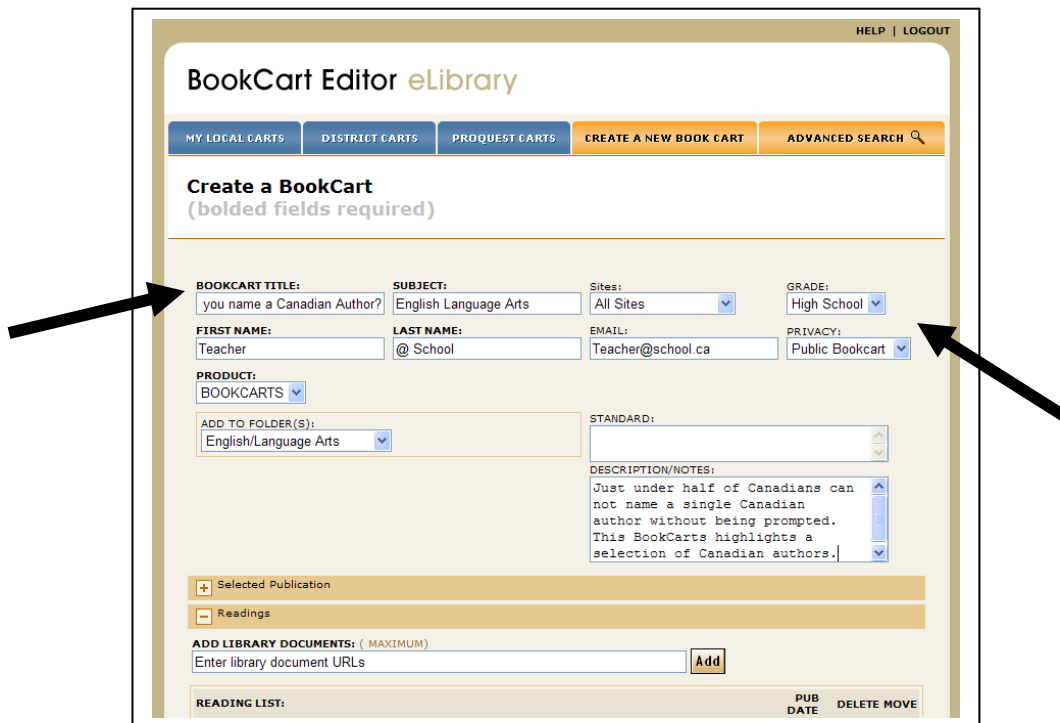


**Step 4:** Once on the BookCart Editor page, you will notice that your *MyList* appears in the Readings section. You may also add documents to the *Readings* section by copying the unique URL from your eLibrary Canada product and then pasting the URL into the template. You then click on *Add* to add 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. To add the publication, click on the *Add icon*. Once a publication has been added to your BookCart, you may delete it, or change the order of the list.

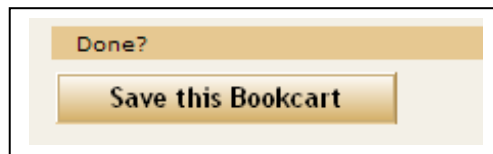
**Step 7:** Select Web sites to add to your Book Cart by cutting and pasting the URL of any Web site into the space provided. Don't forget the Web site name and description!

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 document URL into the *Weblinks* section. Every ProQuest K12 product features durable links, meaning that the unique URL will always direct you to that article. 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.



### Section 3: Canadian ProQuest BookCarts

By building, copying, editing or sharing a customized Canadian Book Cart, librarians and/or teachers can easily coordinate a wide variety of materials relating to a topic. The BookCarts in the following list are correlated directly to Canadian Curriculum Standards, and are ready for use in your classroom!

#### Copy or Share Canadian ProQuest BookCarts

- Once in the BookCart Editor page, click on the ProQuest Tab.
- You will find a folder on the left hand side of the screen that contains Canadian BookCarts.
- Copy or Share any or all of the BookCarts.

<b>Title of the BookCart</b>	<b>Subject</b>	<b>Grade</b>
Atoms and Subatomic Particles	Physical Science	Middle School
Canada's Response to Terrorism	Government and Social Sciences	High School
History and Geography	Geography and Social Sciences	Elementary
Newspapers for Regional Viewpoints	Professional Development	All
Early Settlements in Upper Canada – Heritage and Citizenship	History and Social Sciences	Elementary
Electricity – Energy and Control	Physical Sciences	Elementary
Electricity and Magnetism	Physical Science	Elementary
Endangered Animals of Canada	Environmental Science	Elementary
Famous Canadians – Explorers and Heroes and Interesting Characters	History and Social Sciences	Middle School
Fur Trade – Impact on Canadian History	History and Social Sciences	Middle School
Global Warming and Climate Change	Environment Science	High School
Government and Citizenship	Government and Social Sciences	Elementary
Human Migration	Geography and Social Sciences	Middle School
Immigration to Canada	Government, History and Social Sciences	High School
International Newspapers for Viewpoints	Professional Development	All
Juvenile Delinquency	Government and Sociology	High School
Life Systems - - Plant Cells and Tissues	Life Science	Middle School
Light and Sound Energy	Science	Elementary
Matter and Materials: Fluids	Physical Science	Middle School

Native Peoples of Canada – Issues	Government and Social Sciences	Middle School
Natural Resources of Canada	Earth and Environmental Sciences, Economics	High School
Origins of the Universe - - The Big Bang	Earth and Space Sciences	High School
Patterns in Human Geography	Geography and Social Sciences	Middle School
Recycling Waste and Hazardous Materials	Environmental Science	High School
Red River Rebellion	History, Government and Social Sciences	High School
Sexually Transmitted Diseases	Health	High School
The Solar System and the Universe	Earth/Space Science	Middle School
Tropical Rainforests and Environmental Issues	Environmental Science	Middle School
Visual Art of the Western World - - Into the 20 <sup>th</sup> Century	Art	High School
Visual Perception and Optical Illusions	Psychology and Social Sciences	High School
Winnipeg General Strike	Government, History and Social Sciences	Middle School