How to Access Online Research Library (Databases)

In order to access the Online Research Library (in other words, the databases) choose one of the following:

1. The icon on your desktop or
2. Use your My eClass

Once open, the database home page will look like the image below.

4. Limit your database options by using the SEARCH BOX or CATEGORIES

**** When on school computers you do not need passwords
**** Accessing from home requires passwords located under My eClass page.
Tips for Using the Databases

We have MANY databases. Choose the ones that will provide the best information pertaining to the topic of your research.

- **Do I need information on a person?** Good starting point would be biographical information.
- **Is my person someone currently in the press/news? Is my person from the past?** Current news related individuals can be found in reputable newspapers/magazines.

Good Databases to Use...

- **Biography in Context**
- **Student Resources in Context**
- **Newspaper Source (good for more current individuals)**

***Click the title of the database and you will be automatically directed there.

***May need passwords to get into them. Passwords available on your My eClass page.

***Many databases provide solid information—see which one works best for your needs—in other words SEARCH!!!
Use the SEARCH BOX at the top of the page to locate information on your individual—check your spelling.

- Use these page as a starting point for information on your individual
- Take the time to look at all the information on the page
- Ask yourself the question “What is my focus?”
- Remember this is research—part of this word is SEARCH.
- A student’s job is SEARCHING for the necessary information
- “What if I don’t find everything I need in this one spot?”
- ANSWER: Research requires the use of MULTIPLE RESOURCES (which means you are not going to find it all in one spot). Students may need to search in other locations for more information.
Student Resources in Context:

Database Tips

- Use ADVANCED SEARCH OPTION
- Choose KEYWORD for all three boxes on the right
- Use terms related to your topic to fill in the three keyword boxes
- If this does not provide the information you are seeking...
- Think of other words related to your research that can be used to search in these boxes

- Search results come up divided by type of source (example...magazine, newspaper article, news...)
- Click SAVE button on left of resources and these will be moved to MY FOLDER
- Citation generator available through MY FOLDER OPTION (under MORE)
Remember to get to MY FOLDER choose the MORE option on the top right of the page...

- Check the boxes next to the resources needing citations
- Select CITATION TOOLS on right of
- Make sure to choose the proper citation format (MLA 8th EDITION)
- Options to EXPORT & DOWNLOAD citation list. Copy and paste downloaded list to WORD if needed