Flow 3 **| ELECTRONIC DATABASES / ONLINE RESOURCES**

I.   Students Outcomes (Objectives):
At the end of every session, at least 75% of participants are able to:
1. Access the online resources subscribed by the library.
2. Familiarize the use of different online resources
3. Utilize these resources for their respective researches

II.   Pre-Activity for Experiential Learning
1. Welcome address introducing the speaker / facilitators
2. Discuss difficult / new terms to be used
3. Check student background of library experiences

III.   Experiential Activities to Support Acquisition of the Student Outcomes
1. Library presentation about the library – collection, services (*Module 1.2*)
   a. Quick Review on the use of Web OPAC (*Module 2.2)*
   b. Recall of services in the library they are familiar of
2. Discuss the different electronic databases and online resources
   a. Presenting the Digital Newspaper,
   b. Introduction on EBSCO Host – eBooks, Research databases
   c. Other online resources applicable to their course/track.
3. Hands-on Training on the use of these online resources
   a. Access / giving of the user log ins (by course)
   b. Searching using their topics or provided by the librarian
   c. How to limit results, effectively utilize the page for better search results
4. Generating automatic citations for the preferred article
5. Sending the articles to their email, printing or downloading the article (actual).
6. Presentation of Ask-a-Librarian or Library support services
   a. Chat-a-Librarian (website chat)
   b. Text/Call a Librarian (2610)
   c. Roaming library assistants

IV.   Capstone Experience
1. Ask questions about the electronic databases / online resources.
2. Provide activities where they will utilize these resources in looking for a related literature.
3. Let some volunteers to recall the process of accessing the system to downloading the articles they got from these resources.

V.   Core Skills Applied
1. Vocabulary building
2. Information literacy
3. Critical thinking

Students Outcomes (Objectives):

At the end of every session, at least 75% of participants are able to:

1. Familiarize the EBSCO Discovery Service.
2. Navigate EDS in conducting research activity
3. Appreciate resources available in EDS

Library orientation proper

Materials: PPT in EBSCO Discovery Service (Module 3.1)

EBSCO Discovery Service tutorial.mp4
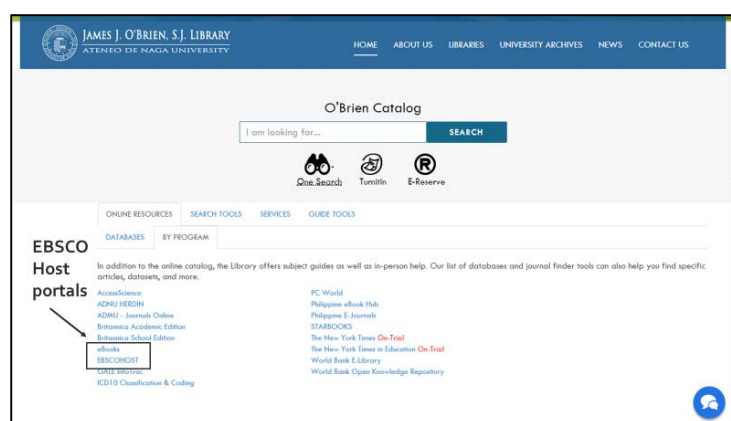
EBSCO Discovery Service - Improve your Search.mp4

Figure 1.1 – AdNU Library website

FACILITATOR: EBSCO*host* is a powerful online reference tool that offers a variety of full text databases and popular databases from leading information providers. EBSCO host is accessible under DATABASES tab of the library website (https://adnulib.adnu.edu.ph)
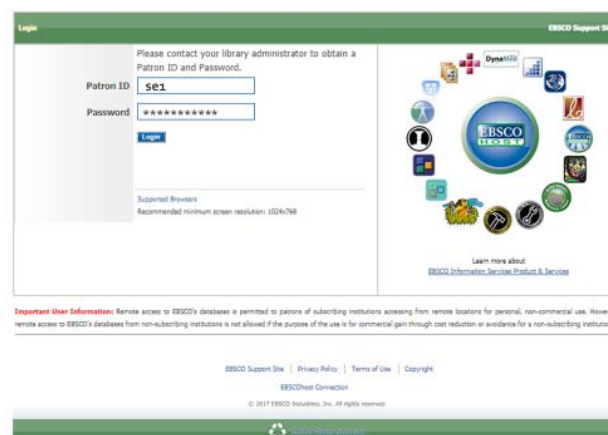

Figure 1.2 – EBSCO Log in portal

Facilitator: Once clicked, a log in box will prompt and ask you of your patron ID and Password (See EBSCO Log in 2017.pdf for course access).
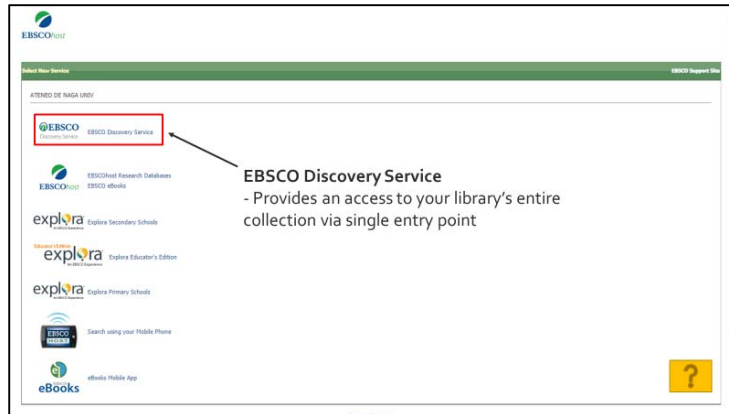
Figure 1.3 – EBSCO Host links

FACILITATOR: After successfully logging in, this page will be shown where you will be asked to choose which link to use. EBSCO discovery service provides all materials available in your library plus library catalog of other Ateneo schools in the Philippines plus EBSCO eBooks, academic journals and magazine articles and other peer reviewed materials available on the web.

(Facilitator may play the EDS tutorial video by clicking the help button - EBSCO Discovery Service tutorial.mp4)

Figure 1.4 – EDS Tutorial video

FACILITATOR: This tutorial video focuses on performing a keyword search in EDS and reviewing unique feature available in this application.
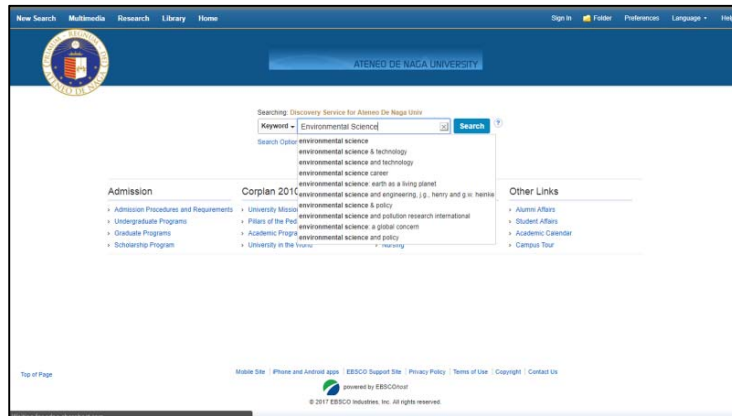
Figure 1.5 – Search screen of EDS

FACILITATOR: After watching the video tutorial for EDS, we will try to search materials of our interest. Let's also do a keyword search. In the video, it presented a way to limit or have a more focused search by clicking preferences at the search options link. (Click to show Search option preferences)

(*click*!) Like other active search engine, EDS provides suggestions once we type in its search engine. (*Facilitator may ask topic from the participants*). Once done, click **search**.
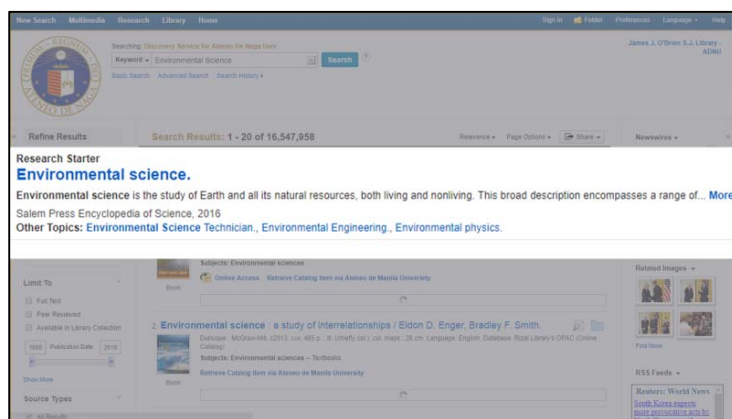

Figure 1.6 – Result list / Research Starter

FACILITATOR: Results provided were arranged according to relevance and the article with the highest level of relevance to the topic is at the top. If **RESEARCH STARTERS** are available for your topic it will be provided at the top of the results. Research starters provides you a quick information on the topic with links to relevant articles, images, videos and audio clips.
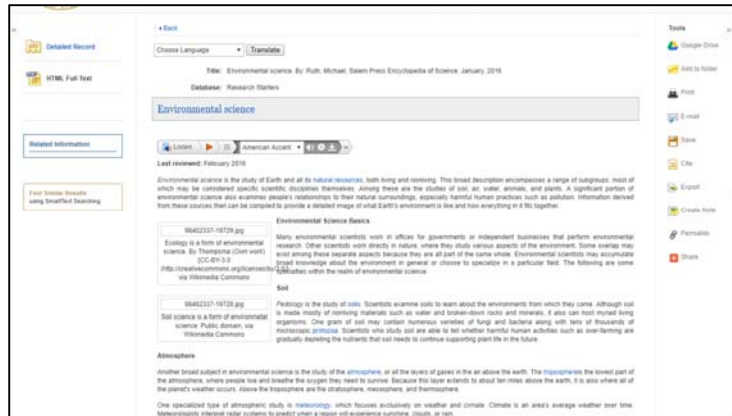
Figure 1.7 – Research Starter (Detailed)

FACILITATOR: Articles inside the Research Stater are taken from high quality sources such as Salem Press, Encyclopedia Britannica, and others.

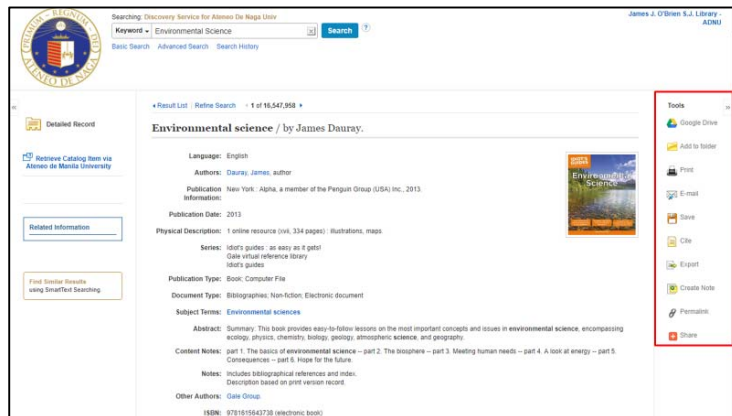**Figure 1.8 – Result (Detailed)**

FACILITATOR: If a result interest you click the title to view the bibliographic information of the material. (Click!) Tools are available at the right part of the page if you want to save it in your Google drive, Print the article, send a copy in your email, save it you PC or generate citations.
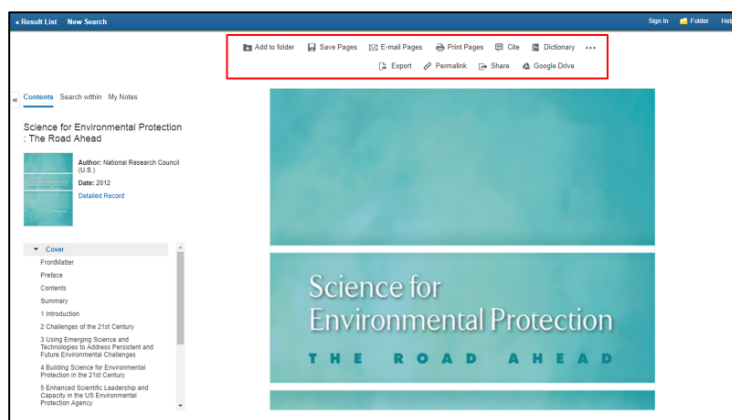

Figure 1.9 – eBook full-text viewer

FACILITATOR: once the full text of a resource is open there are always tools within its user interface to help you maximize the use of the material. In this example, an eBook, the tools are located at the top of the page. Compared to the tools when you open a bibliographic record, when it is an eBook, there's a dictionary available,
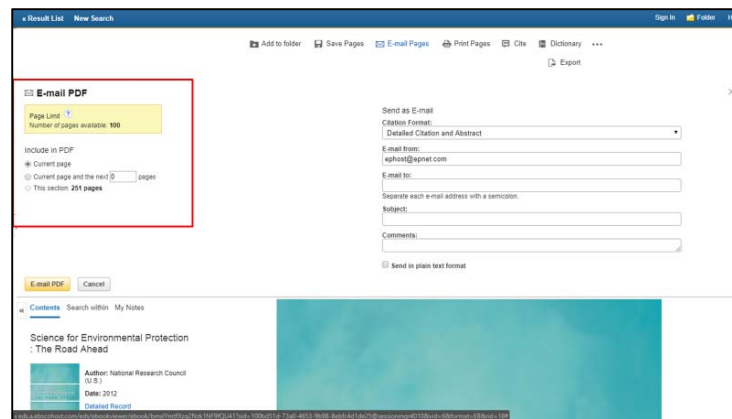

Figure 1.10 – Reading Tools

FACILITATOR: Tools at the top will help you "*SAVE PAGES*", "*SEND this to EMAIL*" or "*PRINT*" it right away. What's good with EBSCO, once the full-text is available there will be no problem securing a copy of it. However, when it comes to eBooks, it has a limited number of pages which the system will also inform you.
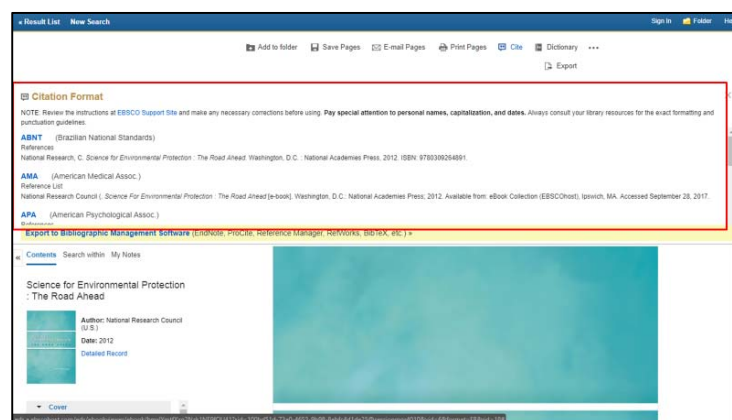

Figure 1.11 – Citation tools

FACILITATORS: The **EBSCO Citation tool** provides citations for articles formatted in a variety of popular formats, including MLA and APA. Click the **Cite** link in the **Tools** menu of the Detailed Record or Full Text view of your article. Scroll through the available citation formats to find the required citation to add to your document. **Copy** the required format by highlighting the citation and using your browser's copy and paste function to add the citation to the Works Cited page of your document.
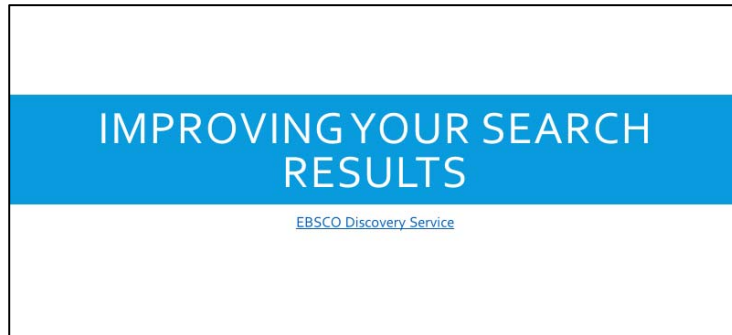
Figure 1.12 – Improving results

FACILITATOR: When you search and you're not happy with the results for it may seem too narrow (limited results) or too broad (overwhelming results), this next video will guide us on how can we maximize the use of facets and delimiters when conducting a search in EBSCO.

Figure 1.13 – Improving Search Results (EDS)

OVERVIEW: In this tutorial, we will look at the features of the EBSCOhost result list, including refining your results with limiters and facets.
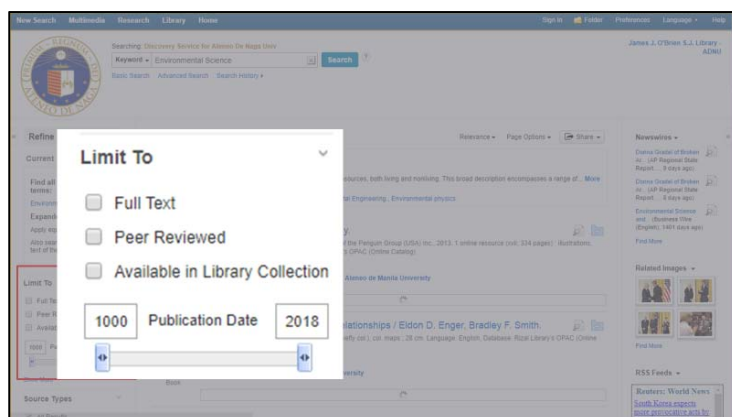

Figure 1.14 - Limiters

FACILITATOR: **Limit your results** to Full Text or Scholarly (Peer-Reviewed) Journals, Available in Library Catalog or use the date slider bar to change the date range of your results. Click a limiter to update your result list. To view the entire list of available limiters, click the **Show More** link (EBSCO guide)
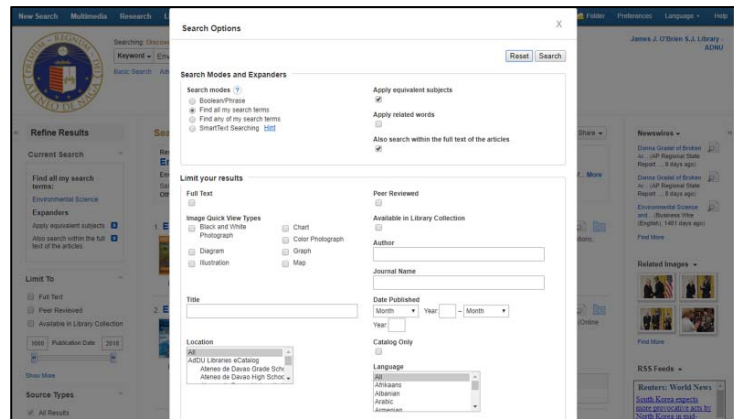

Figure 1.15 – Search Options

FACILITATOR: Depending on the databases you are searching, you may see the ability to limit a search by a publication name, or to those results published within a date range you determine. After selecting your limiters, click **Search**.

REVIEW

FACILITATOR: Does EBSCO Discovery Service provide maximize use of online resources? (encourage the participants to respond so facilitator knows if they have understood the discussion. Try to solicit responses and take down notes if necessary.)

"Now, let's have a simple Question and Answer portion. I will ask some questions just to check if you could still recall some points that I have discussed. If ever you also have questions and clarification, do not hesitate to ask."

Question 1:   What does EDS stands for*?*
                  Answer: "EBSCO Discovery Service (EDS)"

Question 2:   What is the Patron ID for your course?
                  Answer: "Refer to EBSCO Log in.docx"

Question 1:   What EDS feature provides you a quick information on the topic with links to relevant articles, images, videos and audio clips*?*
                  Answer: "RESEARCH STARTER"

Facilitator may ask other questions if they prefer. When concluding this module, reiterate some important info so it will retain in the participants.

Module 3.12 **| EBSCO Host Research Database**

Students Outcomes (Objectives):
>   At the end of every session, at least 75% of participants are able to:
>> 1. Familiarize the EBSCO Research Database.
>> 2. Access EBSCO Host in conducting research activity
>> 3. Appreciate resources using EBSCO host

Library Orientation Proper
>   **Materials**   PPT in EBSCO Host Research Database (Module 3.2)
>>   Introduction to EBSCOhost – Tutorial.mp4
>>   EBSCO Basic Search.mp4
>>   EBSCO Advance Search.mp4

FACILITATOR: Welcome to EBSCO Research Database module – where you will learn searching *journals* and *magazine articles*, just a click away. This is one way of expanding our library collection without compromising the physical space and shelf capacity, and another good thing about this, it is ONLINE which means, eBooks will be available 24/7.
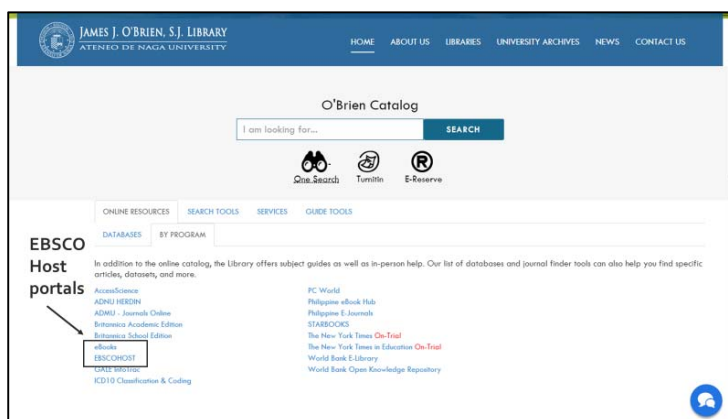

Figure 1.1 – *AdNU Library website*

FACILITATOR: EBSCO*host* is a powerful online reference tool that offers a variety of full text databases and popular databases from leading information providers. EBSCO host is accessible under DATABASES tab of the library website (https://adnulib.adnu.edu.ph)
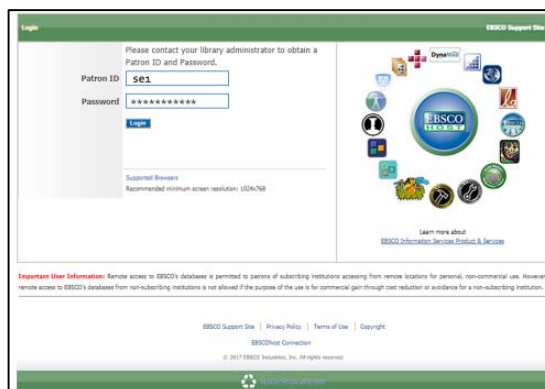

Figure 1.2 – *EBSCO Log in portal*

Facilitator: Once clicked, a log in box will prompt and ask you of your patron ID and Password (See EBSCO Log in 2017.pdf for course access).
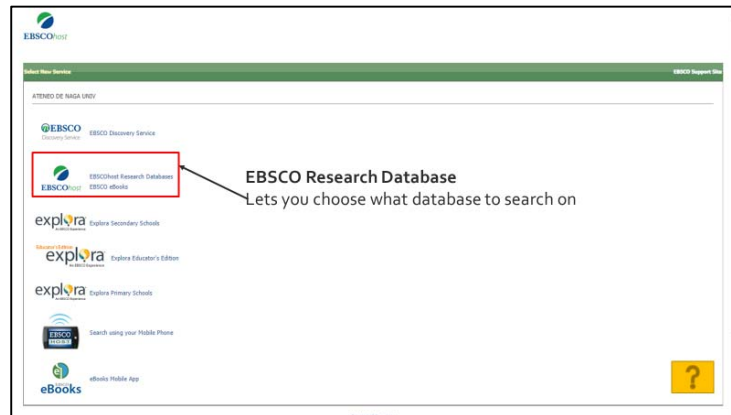

Figure 1.3 – *EBSCO Host links*

FACILITATOR: After successfully logging in, this page will be shown where you will be asked to choose which link to use. **EBSCO Research Database** lets you choose specific database related to your course program that will be utilize for your research.
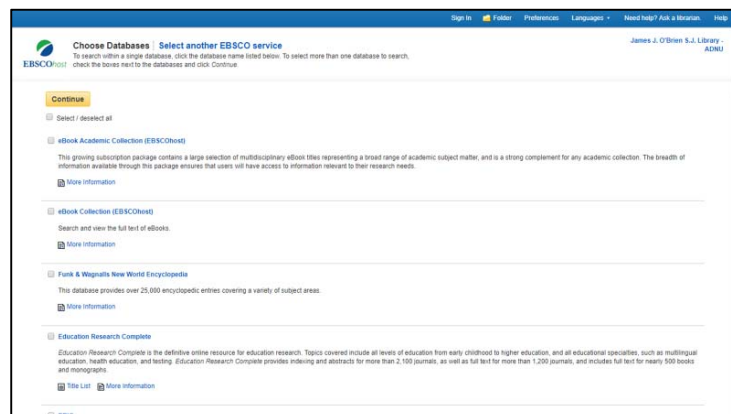(Facilitator may play the *Introduction to EBSCOhost* tutorial video by clicking the help button)

Figure 1.4 – *Databases*

FACILITATOR: The window that appears includes all the databases available to you. From here you can read a brief description of each resource. By default, database that will be on top are the ones related to your course program. When you have chosen a database to add, click the checkbox next to the name and click **CONTINUE**.
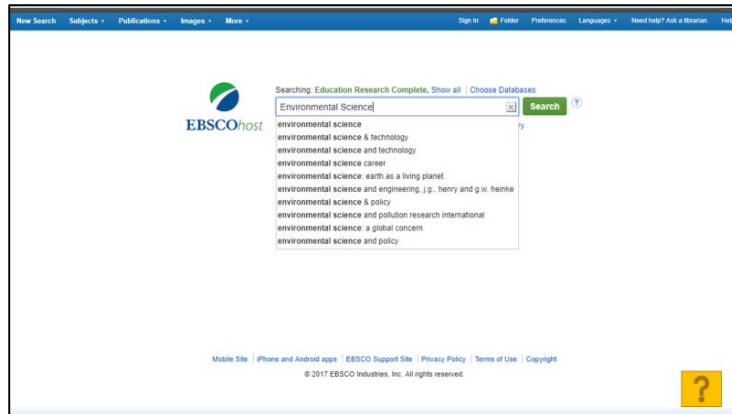
Figure 1.5 – *Basic Search screen*

FACILITATOR: The Basic Search screen offers a simple, easy-to-use searching experience. The top tool bar offers additional features which can include a publication locator, subject browsing, and image collections. Note that the features available vary based on the databases selected. You can add or change the databases being searched by clicking the **Choose Databases** link

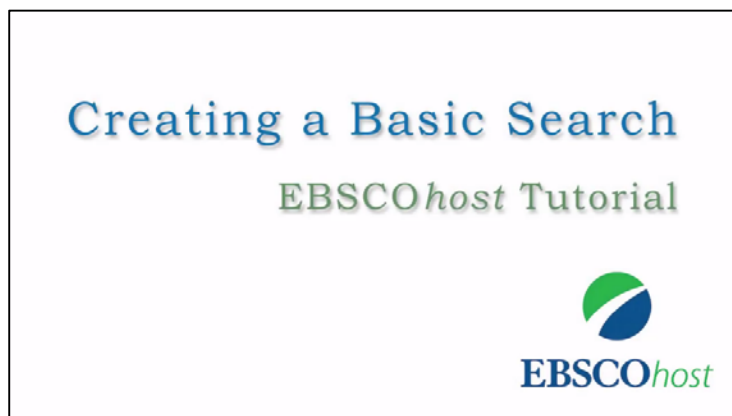*(You may click the help button to view tutorial on Basic Searching)*

Figure 1.6 – *Basic Search tutorial*

OVERVIEW: In this tutorial, we will look at how to search EBSCO*host*, as well as features including: the result list, previewing articles and images, and setting preferences.
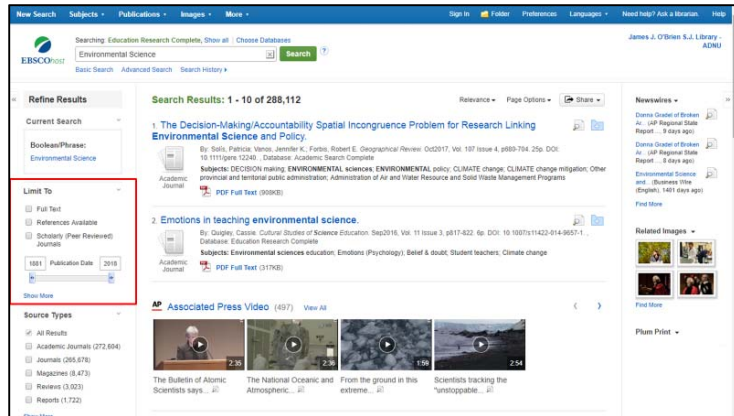
Figure 1.7 – *Result list / Limiters*

FACILITATOR: On the left side of the result list, you can limit your results to articles with Full Text or References Available, or use the date slider bar to change the date range of your results. To view all the available limiters, click the **Show More** link. When you click on a limiter, the result list is refreshed.
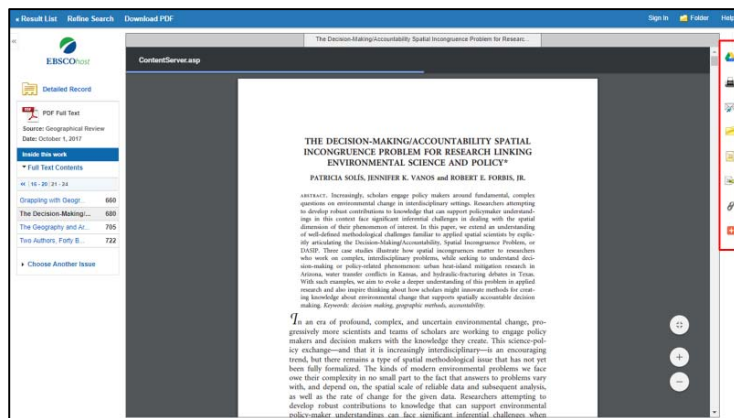

Figure 1.8 – *Full text viewer*

FACILITATOR: If a result interest you click the title to view the bibliographic information of the material or you read directly the full-text by clicking the PDF / HTML full text links. (Click!) Tools are available at the right part of the page if you want to save it in your Google drive, Print the article, send a copy in your email, save it you PC or generate citations.
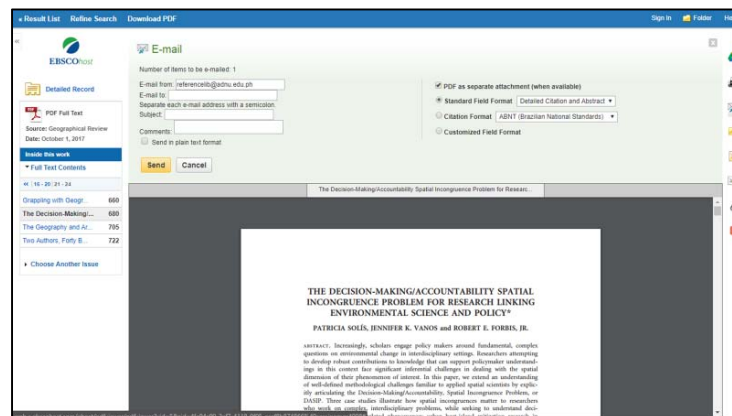

Figure 1.9 - *Reading Tools*

FACILITATOR: Tools at the right will help you "***DOWNLOAD", "SEND*** *this to email" or "PRINT"* it right away. What's good with EBSCO, once the full-text is available there will be no problem securing a copy of it. And another thing, whatever action you choose, there's a ready citation formats for you to use.
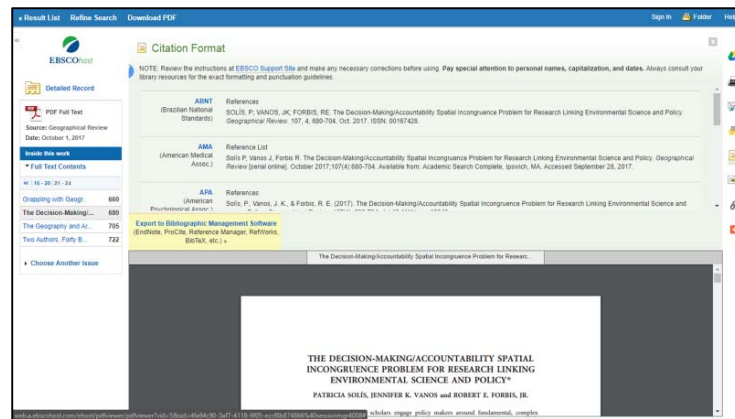

Figure 1.10 – Citation tools

FACILITATORS: The EBSCO Citation tool provides citations for articles formatted in a variety of popular formats, including MLA and APA. Click the **Cite** link in the **Tools** menu of the Detailed Record or Full Text view of your article. Scroll through the available citation formats to find the required citation to add to your document. **Copy** the required format by highlighting the citation and using your browser's copy and paste function to add the citation to the Works Cited page of your document.
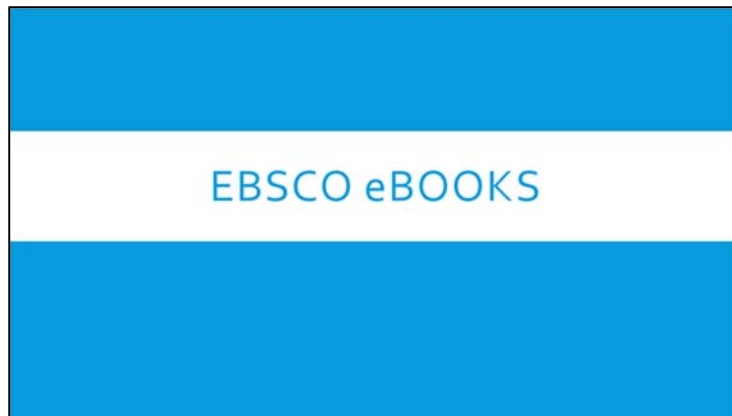
Module 3.13 **| EBSCO eBooks**

Students Outcomes (Objectives):

> At the end of every session, at least 75% of participants are able to:
> 1. Familiarize the EBSCO eBooks.
> 2. Appreciate resources available in EDS

Library orientation proper

> Materials: PPT in EBSCO Discovery Service (Module 3.13)
>
> EBSCO eBooks Searching – Tutorial.mp4

FACILITATOR: Welcome to EBSCO eBooks module – where I will present you an online version of what the library is commonly offered, BOOKS. This is one way of expanding our library collection without compromising the physical space and shelf capacity, and another good thing about this, it is ONLINE which means, eBooks will be available 24/7, whenever, wherever internet connection is available.

I'll show you an introductory video on EBSCO eBooks. The video is a bit classic, with EBSCO eBooks changing user interface every now and then, the steps or ways on searching and reading eBooks are still the same and that is what I want you to take note. Later, after the video viewing, I will walk you through the up-to-date/ real-time eBooks in its website. Let's all watch this video (Click "Searching and Reading eBooks" to play *EBSCO eBooks Searching – Tutorial.mp4*).
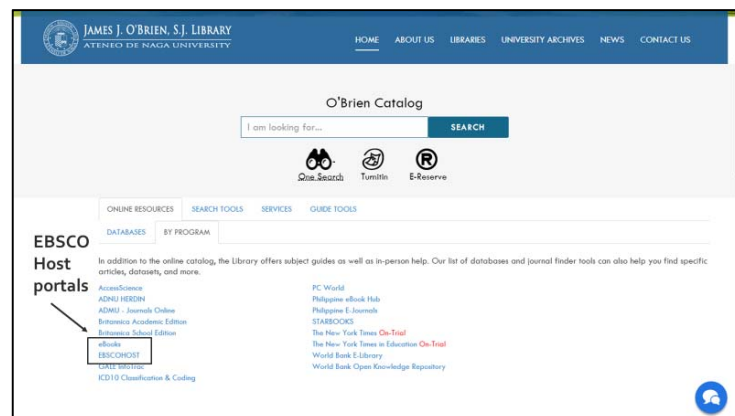

Figure 1.1 – AdNU Library Website

FACILITATOR: EBSCO*host* is a powerful online reference tool that offers a variety of full text databases and popular databases from leading information providers. EBSCO host is accessible under DATABASES tab of the library website (https://adnulib.adnu.edu.ph)
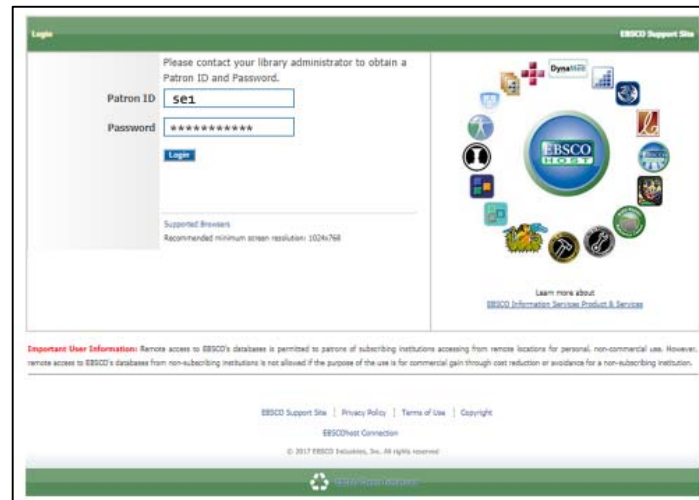

Figure 1.2 – EBSCO Log in

FACILITATOR: Once clicked, a log in box will prompt and ask you of your patron ID and Password. (See **EBSCO Log in 2017.pdf**)
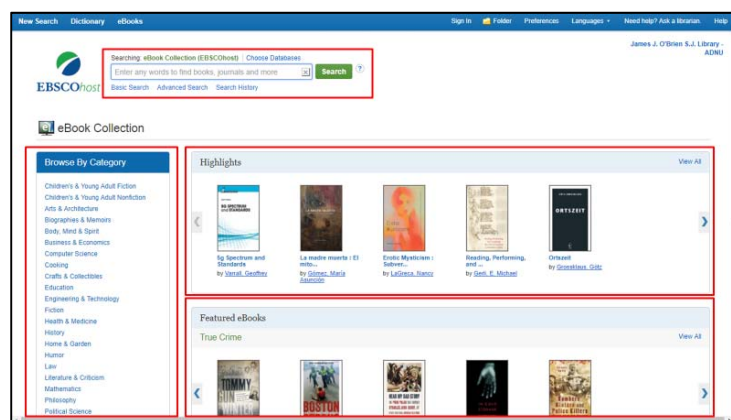

Figure 1.3 – eBooks basic search screen

FACILITATOR: The default search screen for EBSCO eBooks is basic search. The eBook Collection landing page displayed below is available by clicking the eBooks link in the top toolbar.

As presented in the video, there are several ways to search for EBSCO eBooks:

- Perform a keyword search of the eBooks database using the Find field.
- Browse by Category by selecting a category from the column on the left.
- View the Highlighted eBooks using the left and right arrows or click View All to view a result list of all highlighted eBooks.
- View Featured eBooks using the left and right arrows or click View All to view a result list of all Featured eBooks.
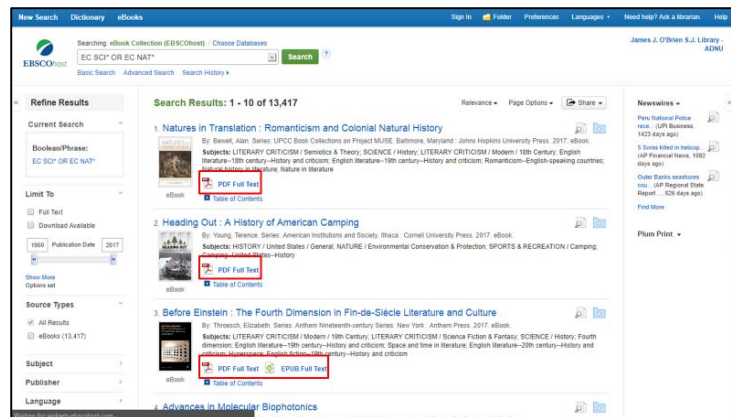
Figure 1.4 – *Result list*

FACILITATOR: A Result List of eBooks related to your search terms is displayed. Click the **eBook Full Text** link to read the book in the eBook Viewer tool
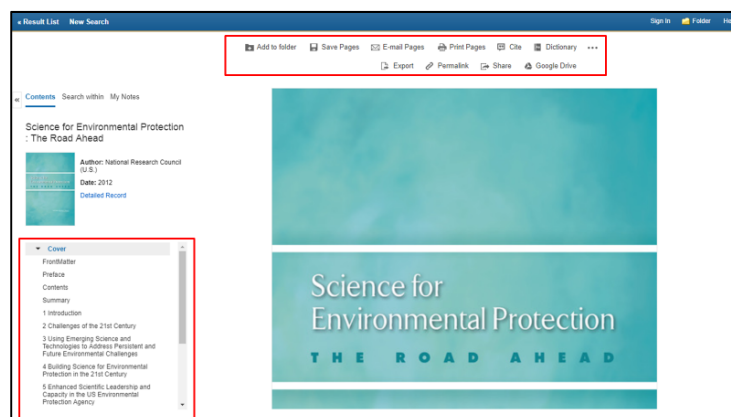

Figure 1.5 – *eBook Full-text reader*

FACILITATOR: Click the **Table of Contents** link to view the chapters of an eBook. You can go directly to a chapter in the eBook Viewer tool by clicking on a hyperlinked chapter. **Note**: Sections in the Table of Contents with a plus sign (**+**) can be expanded further by clicking the plus sign.

Once the full text of a resource is open there are always tools within its user interface to help you maximize the use of the material. In this example, an eBook, the tools are located at the top of the page. Compared to the tools when you open a bibliographic record, when it is an eBook, there's a dictionary available.
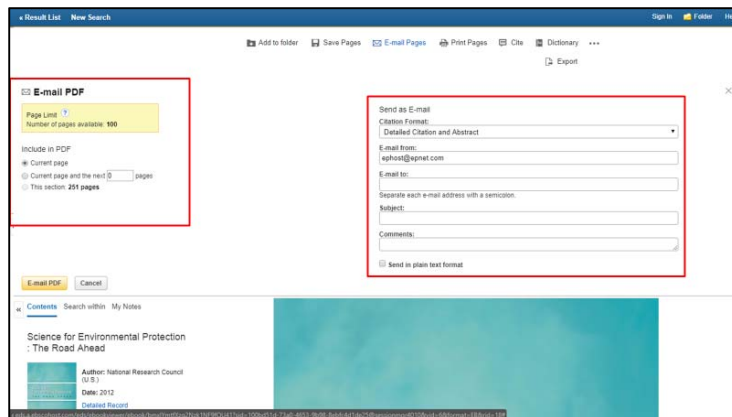
Figure 1.6 – *Reading Tools*

FACILITATOR: Tools at the top will help you "*SAVE PAGES", "SEND this to EMAIL" or "PRINT"* it right away. What's good with EBSCO, once the full-text is available there will be no problem securing a copy of it. However, when it comes to eBooks, it has a limited number of pages which the system will also inform you.
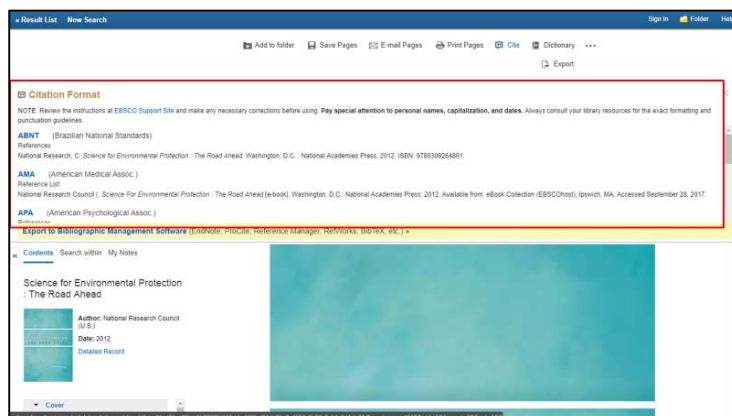

Figure 1.7 – *Citation tools*

FACILITATORS: The EBSCO Citation tool provides citations for articles formatted in a variety of popular formats, including MLA and APA. Click the **Cite** link in the **Tools** menu of the Detailed Record or Full Text view of your article. Scroll through the available citation formats to find the required citation to add to your document. **Copy** the required format by highlighting the citation and using your browser's copy and paste function to add the citation to the Works Cited page of your document.

Student Outcomes
> *At the end of the session, at least 75% of participants are able to:*
>
> a. Understand Britannica Academic Edition as a general academic resource
> b. Familiarized searching using Basic and Advance search features
> c. Appreciate the use of Britannica Academic Edition in their research work

Library Orientation Proper
> Materials: PPT on Britannica Academic Edition
> *Britannica Academic Edition*.mp4

Figure 1 - Introduction

FACILITATOR: The new Britannica Academic site is packed with strong solid sources of information, journal and magazine articles, national statistics on every country which you can compare at the same time, complete eBooks. The site is also full of rich and relevant multimedia, photos, illustration, maps, and videos. What you wish the printed Encyclopedia Britannica could have is already here. (Click "encyclopedia Britannica" to play the introductory video)
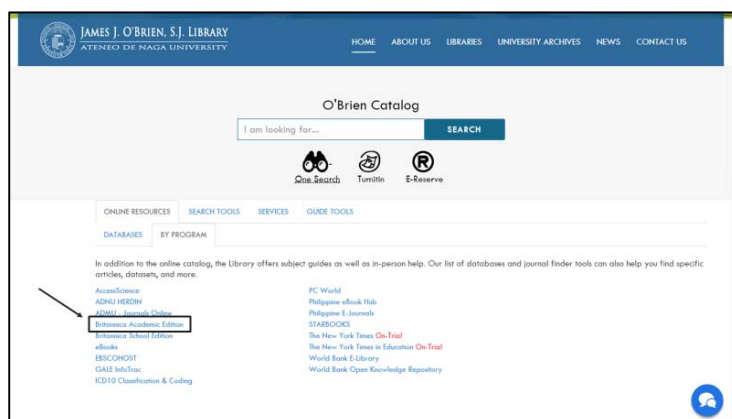

Figure 2 - Accessing the site

FACILITATOR: When accessing Britannica Academic Edition, you first visit the University library website at https://adnulib.adnu.edu.ph. Under "**Online Resources**" tab click the link to this resource.
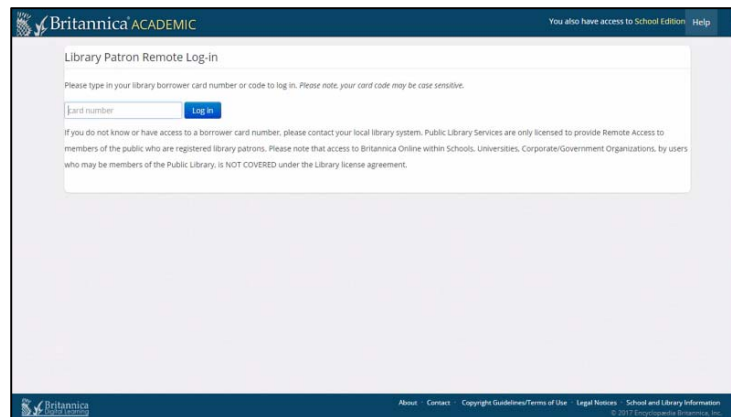
Figure 3 - Card Number/ Code (Off-campus access)

FACILITATOR: When this resource is accessed off-campus, it will request of a "CARD NUMBER / CODE". Request the off-campus key at the servicing counter of the main library or thru Chat-a-librarian of the university library web page.
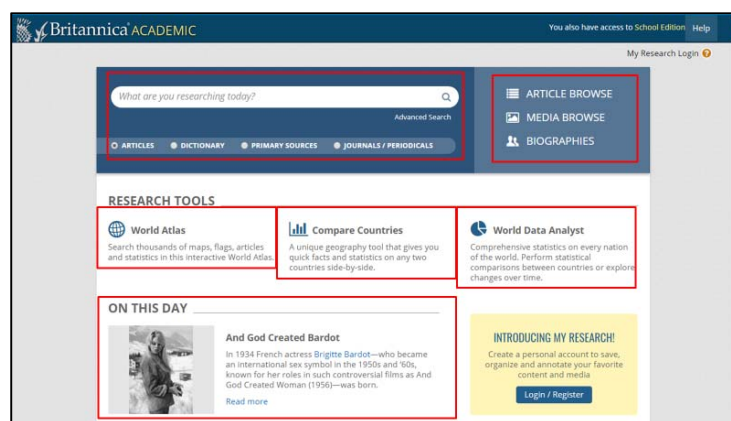

Figure 4 - main page

FACILITATOR: Britannica's consolidated search makes it easy to find content you need. With a single search, choose from a variety of content types including articles, high quality images and videos. Merriam-Webster entries, EBSCO journals and periodicals and primary source texts.

You also browse the expanding collection of articles, images, and videos and biographies of notable people in history and society.

You also have tools such as "**WORLD ATLAS**" to view maps of each country and its profiles, "**COMPARE COUNTRIES**" and "**WORLD DATA ANALYST**" provide information and as well compare country data. It present trivial information which teachers can utilize to motivate his/her students.
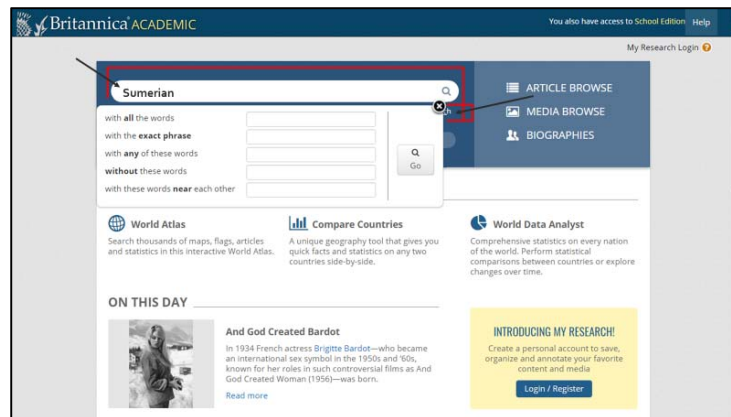
Figure 5 - Searching

FACILITATOR: as already mentioned from the previous slide, single searching can be done which will pull out results from the different content type available. With "BASIC SEARCHING" which researchers often do is just typing a single term or phrase at the search bar above then click the "SEARCH" icon or do an "ADVANCE SEARCHING" (click to show the *Advance search fields*) where you can input two or more terms and you can decide how this term should appear in the article/ results.

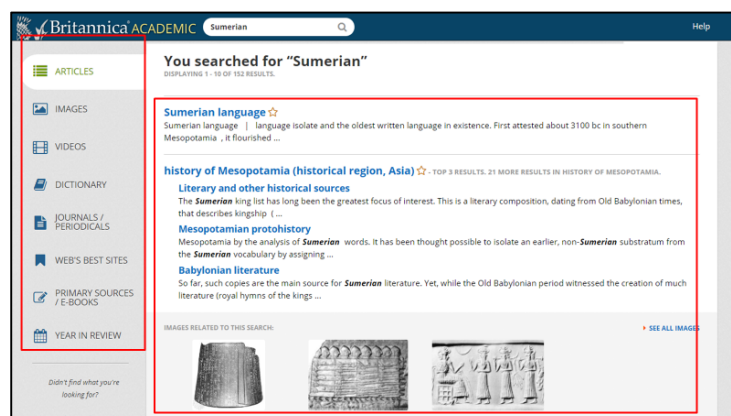Britannica Academic Edition also have some search features as "AUTO-COMPLETE", "DID YOU MEAN" and others.

Figure 6 - Result list

FACILITATOR: After searching for any word or phrase, select any content type filter in the left column of the search results page to see what's available. From Encyclopedia Britannica articles, Images and videos, Merriam-Webster definitions, leading primary source, eBooks, to websites recommended by editors. Having this different content types answers the different way the students learn and as well provide option not only as a general reference resource but a lot more.

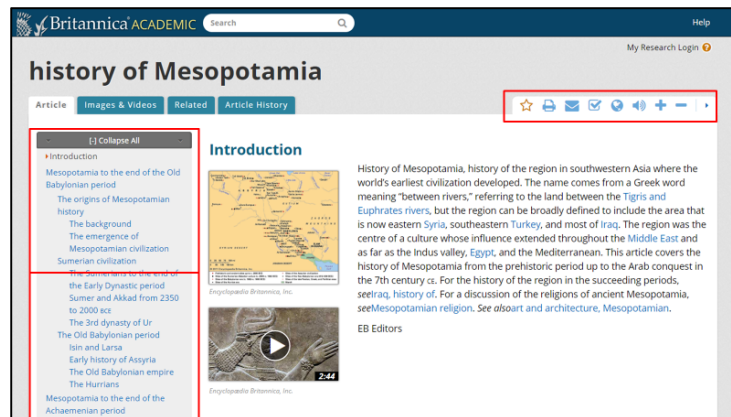Once you've chosen an article to read, just click the title or image.

Figure 7 - Article viewer / reader

FACILITATOR: Article reader / viewer provide a simple presentation of the topic. It also an accompanying images and videos to have an optimum utilization of the article. You can expand the table of contents at the left part to view main topics of the article and just move from topic to topic just by clicking the links.

In this page, you can see the reading tools at the upper right part of the article. (click next to view derailed info on these tools.)
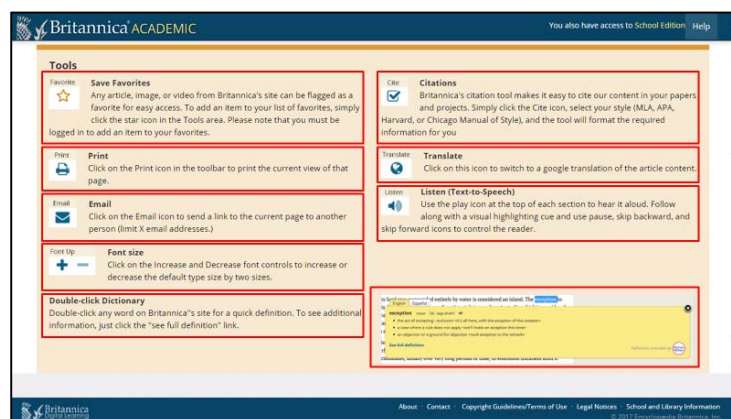

Figure 8 - Reading Tools

FACILITATOR: These are the tools that you can utilize to have a greater experience using Britannica Academic Edition. (You may ask participants to read some of the tools.)

1. Favorites 2. Print 3. email 4. Font Size 5. Double-click Dictionary 6. Cite 7. Translate 8. Listen

FACILITATOR: Aside from the different tools, users may observe the tabs at the upper part of the article which can give you access to other contents such as **Images and Videos** as the tab suggest it has other media to present the topic you are research which you can include in your papers; **Related Articles** (click to show content) where you can get related journal and magazine articles from EBSO and other primary sources; and **Article history** (click) which provide info on the updates conducted in the article.