

# A Handy GRCI Guide to Navigating the Library Learning Commons and Virtual Library



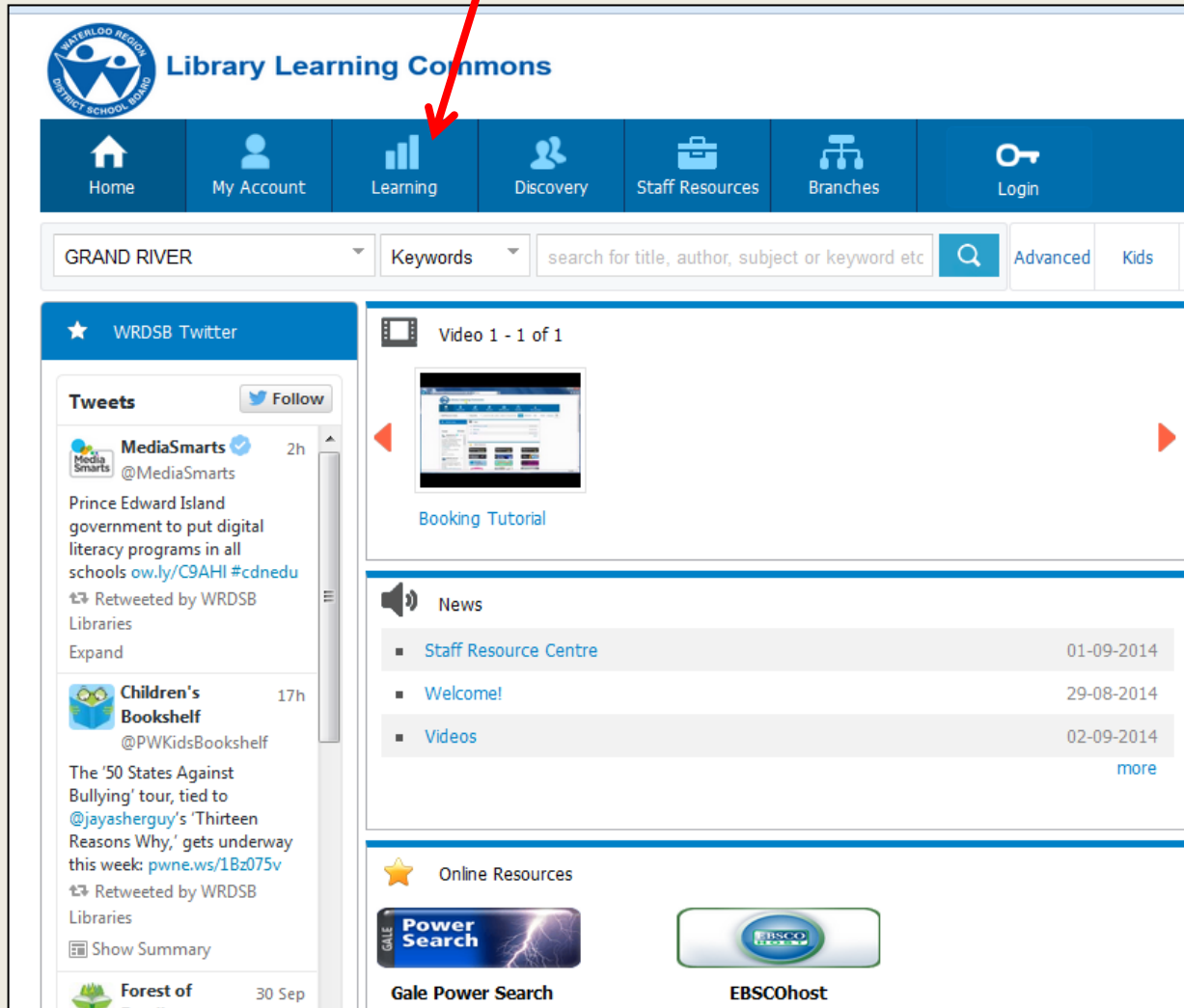
LOG INTO THE SITE THROUGH GRCI'S HOMEPAGE OR  
**library.wrdsb.ca**

<http://www.keepcalm-o-matic.co.uk/p/keep-calm-its-back-to-business/>

**Last summer, Insignia software replaced Horizon across our system. As with any new technological change, bumps and glitches will be felt. The IT department has recommended that you log a ticket to indicate areas that are not working or for chronic issues that you are experiencing. Simply go to [ithelpdesk.wrdsb.ca](http://ithelpdesk.wrdsb.ca) to send your request.**

**As of now, home access to most of the databases within VL are available; however, you will need passwords from Donna Popplewell.**

This is the homepage of the new WRDSB Library Learning Commons. To reach excellent support materials for teachers and students, click on “Learning” in the top menu.



The screenshot shows the homepage of the WRDSB Library Learning Commons. At the top left is the logo for the Waterloo Region District School Board. The main title is "Library Learning Commons". Below this is a blue navigation bar with icons and labels for: Home, My Account, Learning (highlighted with a red arrow), Discovery, Staff Resources, Branches, and Login. Underneath the navigation bar is a search area with a dropdown menu set to "GRAND RIVER", a "Keywords" dropdown, a search input field with the placeholder "search for title, author, subject or keyword etc", a search button, and links for "Advanced" and "Kids". The main content area is divided into three sections. The left section is titled "WRDSB Twitter" and shows a list of tweets, including one from MediaSmarts about digital literacy programs and another from Children's Bookshelf about a bullying tour. The middle section is titled "Video 1 - 1 of 1" and features a "Booking Tutorial" video player. The right section is titled "News" and lists recent updates: "Staff Resource Centre" (01-09-2014), "Welcome!" (29-08-2014), and "Videos" (02-09-2014). At the bottom, there is an "Online Resources" section with logos for "Gale Power Search" and "EBSCOhost".

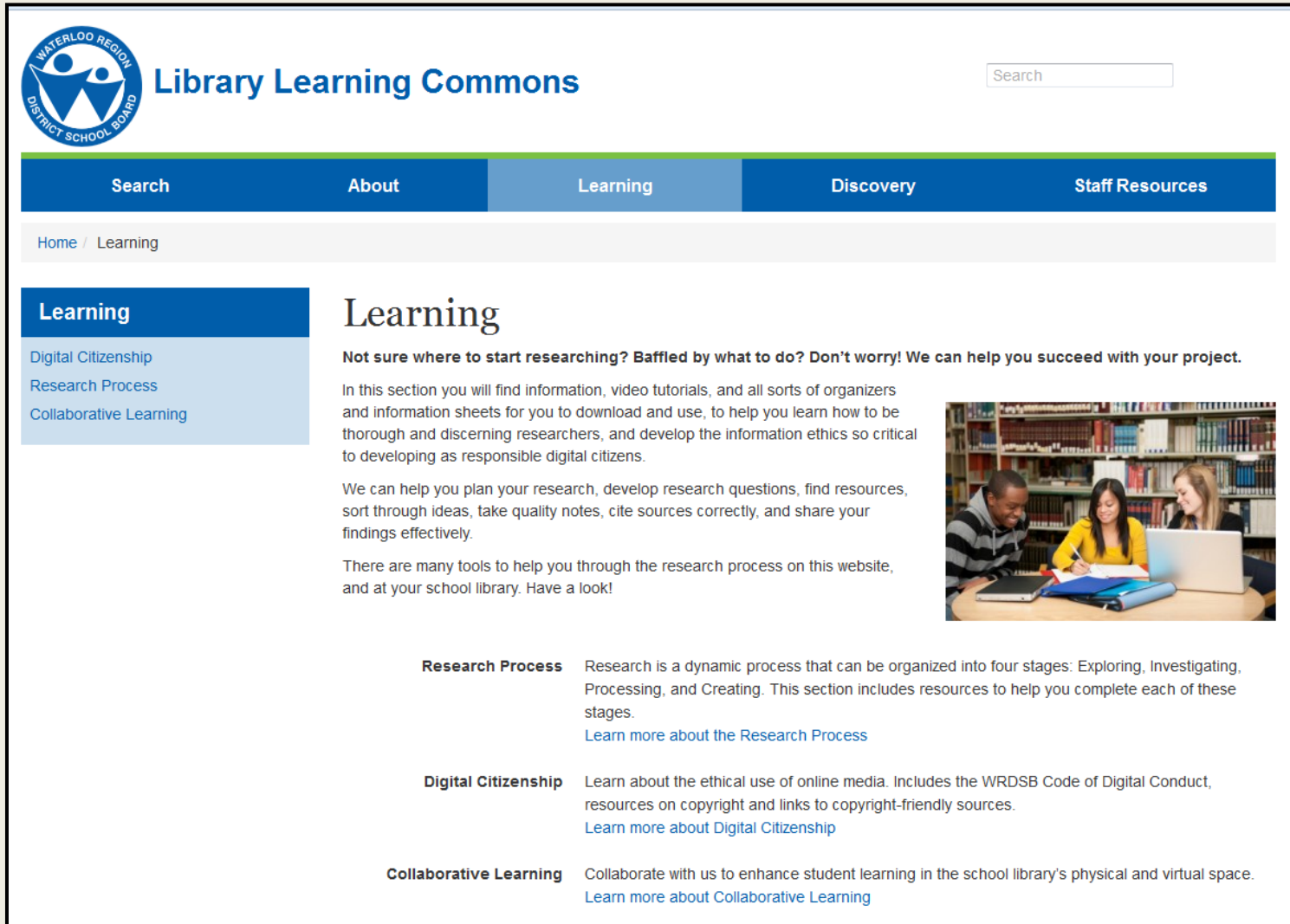
A **Learning Commons** is a place for teachers, teacher-librarians and other educational professionals to collaborate to build inquiry learning and critical thinking skills in students. It is a place for technology integration and experimentation; a place that is 'owned' by students and staff alike.


(<http://aslc.ca/blog/what-is-a-learning-commons-anyway>)



<http://aslc.ca/blog/a-quasi-panel-discussion-on-the-library-learning-commons>

From this page, you can link to three main sections:  
***Digital Citizenship, Research Process and Collaborative Learning.***  
Within each of these sections, students and teachers can access ready-made support documents and other links.



 **Library Learning Commons**

[Search](#) [About](#) [Learning](#) [Discovery](#) [Staff Resources](#)

[Home](#) / [Learning](#)

## Learning

- Digital Citizenship
- Research Process
- Collaborative Learning


### Learning

**Not sure where to start researching? Baffled by what to do? Don't worry! We can help you succeed with your project.**

In this section you will find information, video tutorials, and all sorts of organizers and information sheets for you to download and use, to help you learn how to be thorough and discerning researchers, and develop the information ethics so critical to developing as responsible digital citizens.

We can help you plan your research, develop research questions, find resources, sort through ideas, take quality notes, cite sources correctly, and share your findings effectively.

There are many tools to help you through the research process on this website, and at your school library. Have a look!



**Research Process** Research is a dynamic process that can be organized into four stages: Exploring, Investigating, Processing, and Creating. This section includes resources to help you complete each of these stages.  
[Learn more about the Research Process](#)

**Digital Citizenship** Learn about the ethical use of online media. Includes the WRDSB Code of Digital Conduct, resources on copyright and links to copyright-friendly sources.  
[Learn more about Digital Citizenship](#)

**Collaborative Learning** Collaborate with us to enhance student learning in the school library's physical and virtual space.  
[Learn more about Collaborative Learning](#)

**Digital Citizenship** focuses on the concept of a digital footprint —> etiquette & responsibilities

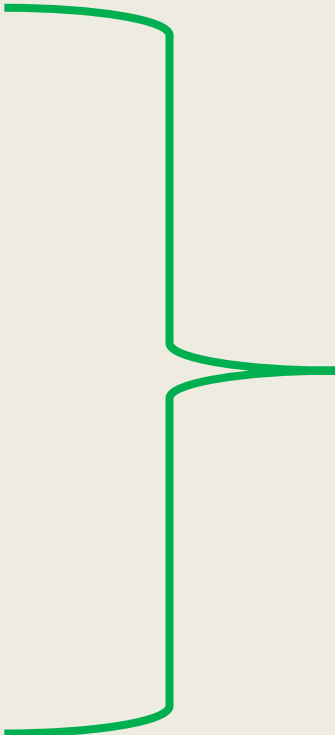


[https://chattanooga.state.digication.com/your\\_digital\\_footprint/Home//](https://chattanooga.state.digication.com/your_digital_footprint/Home//)

# Research Process focuses on the four stages of Inquiry: Exploration, Investigation, Processing and Creating.

Style guides and writing templates are also located here

Topics and Subtopics  
Find the Right Source  
Research Starting Points  
Search Strategies  
Research Questions  
Developing Questions  
Evaluating Sources  
Reading For Information  
Note-Taking  
Note-Taking Checklist  
Note-Taking Templates  
Organizing Ideas  
Academic Honesty  
Plagiarism  
Are These My Own Words?  
What Must I Cite?  
Quoting and Paraphrasing  
**Style Guides**



Helpful and relevant  
Student  
Worksheets  
are available  
for you on this  
page



# Collaborative Learning focuses on providing information about technology and instruction from other educators and colleagues

## Collaborative Learning

Inquiry and Research

Inquiry Planning

Plagiarism-Proof Assignments

Teaching With Technology

## Plagiarism-Proof Assignments

Plagiarism can be a serious problem when it comes to inquiry and research assignments. While some plagiarism is deliberate and calculated – a clear case of cheating – some people fall into the plagiarism trap. Unintentional plagiarism is often the product of lack of understanding, poorly-developed research skills, and poor time management.

Sometimes, however, plagiarism is invitational. A poorly-constructed inquiry assignment may unintentionally encourage students to copy and paste information and communicate it without real understanding, because that is all that is demanded of them.

The good news is that an assignment that is plagiarism-proof is also far more likely to foster deeper thinking and understanding in students. Well-constructed inquiry assignments offer opportunities to develop deeper understanding of overall expectations. So how do we create assignments that are plagiarism-proof?

### A Plagiarism-Proof Assignment:

#### Poses a Provocative Essential Question

The assignment invites students to form an opinion – to take a stand and back up their thinking with evidence from their research. For example, instead of asking students to do a project “about” Louis Riel, ask them the question, “Was Louis Riel a patriot or a traitor?”

### Why do people plagiarize?



Misunderstand plagiarism



Lack strong research skills



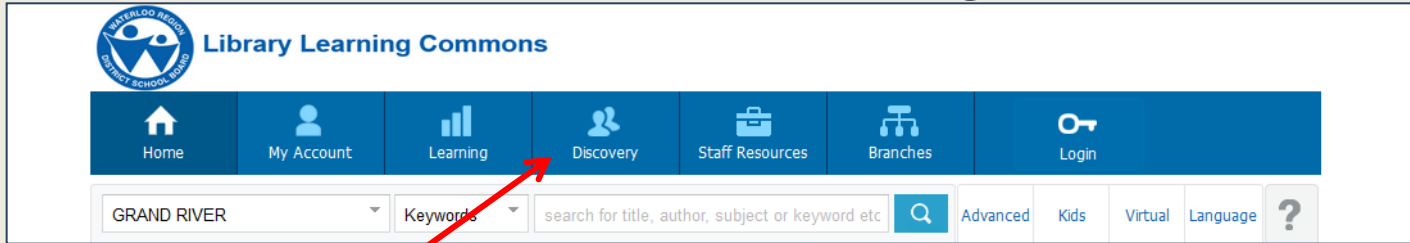
Poor planning



Deliberate cheating



# Let's Get Reading!

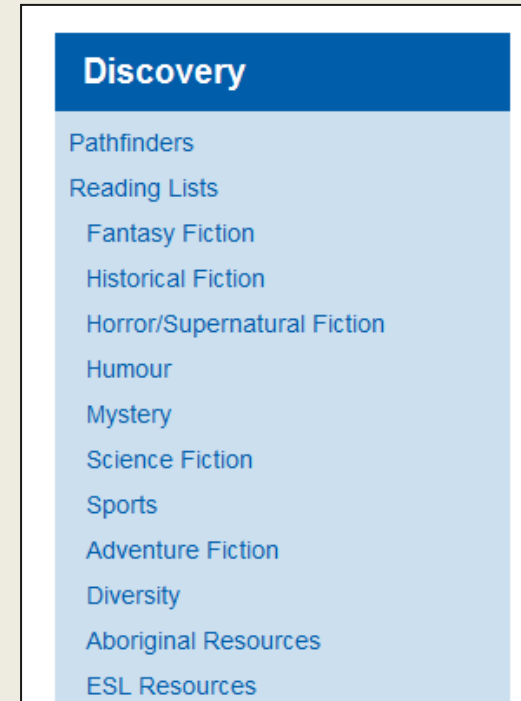
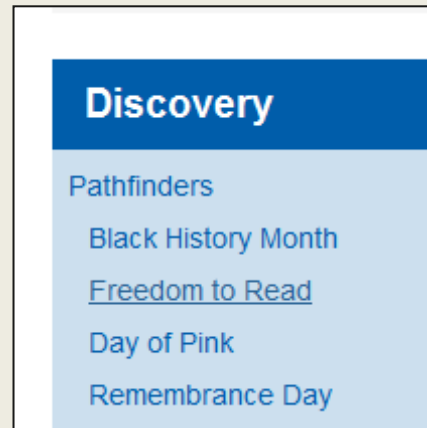


By selecting Discovery on the LLC homepage, you can locate three main supports connected to literacy and reading.

\*PATHFINDERS

\*READING LISTS

\*OLA FOREST OF READING



## Using the Virtual Library: Databases

This site provides excellent database collections and other programs for you to utilize. Go to [Online Resources-Secondary](#) to access the databases designated for high school students. Here is the icon display that you see on the VL's home page. Clicking onto the icon takes you to that database's search page.

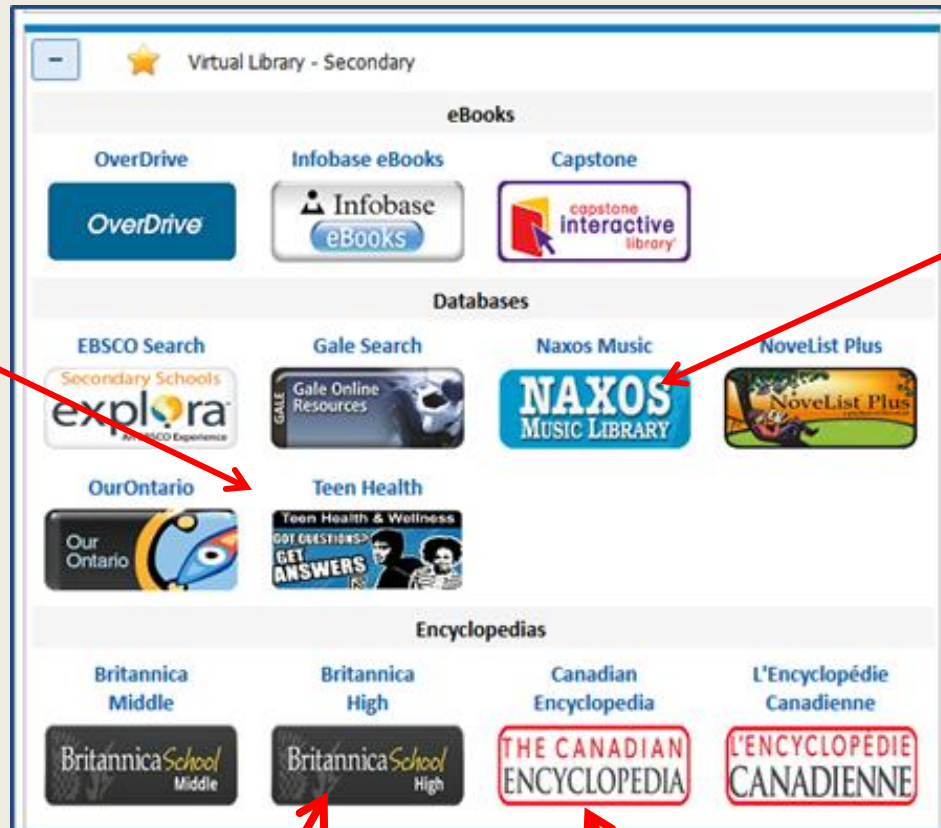
The screenshot displays the 'Virtual Library - Secondary' interface, organized into three main sections: eBooks, Databases, and Encyclopedias. Each section contains several database icons with their respective logos and names.

- eBooks Section:**
  - OverDrive: A blue button with the 'OverDrive' logo.
  - Infobase eBooks: A button with the 'Infobase eBooks' logo.
  - Capstone: A button with the 'capstone interactive library' logo.
- Databases Section:**
  - EBSCO Search: A button with the 'Secondary Schools explora An EBSCO Experience' logo.
  - Gale Search: A button with the 'Gale Online Resources' logo.
  - Naxos Music: A button with the 'NAXOS MUSIC LIBRARY' logo.
  - Novelist Plus: A button with the 'Novelist Plus' logo.
  - OurOntario: A button with the 'Our Ontario' logo.
  - Teen Health: A button with the 'Teen Health & Wellness' logo.
- Encyclopedias Section:**
  - Britannica Middle: A button with the 'Britannica School Middle' logo.
  - Britannica High: A button with the 'Britannica School High' logo.
  - Canadian Encyclopedia: A button with the 'THE CANADIAN ENCYCLOPEDIA' logo.
  - L'Encyclopédie Canadienne: A button with the 'L'ENCYCLOPÉDIE CANADIENNE' logo.

Below the main content area, there is a separate section for 'Virtual Library - eVideo' with three icons: Learn360, CBC Curio, and NFB Campus.

## There are several stand-alone databases for research on this site:

Teen Health and Wellness is an excellent site, focusing on physical and mental wellness, and social issues, as well as career exploration.

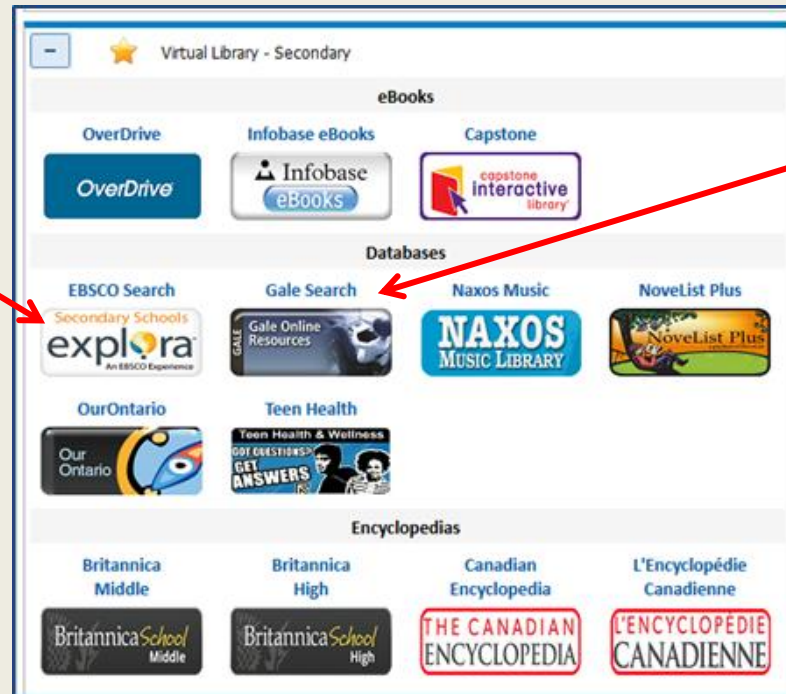


Naxos Music Library is a site designed for researching composers and music, as well as viewing scores and listening to audio files.

Britannica School and The Canadian Encyclopedia are reliable and easy-to-navigate encyclopedia sites for global and Canadian topics.

There are also sites designed to interface with other collections within them.

**Explora**, powered by EBSCO, offers a wide range of academic formats to respond to your search queries.



**Gale Online Resources**, powered by Gale Publishing, presents a multi-subject menu, designed to provide reliable and current information for research.

This is the homepage of **Explora**. By selecting a subject area, other collections (housed within it-- such as Canadian Points of View), are accessed to provide reliable, vetted and current data.

The screenshot shows the Explora homepage. At the top left is the Explora logo with the tagline "An EBSCO Experience". To its right is a search bar with the placeholder text "Enter any words to find books, journals and more" and a "Search" button. Further right is the text "SCHOOL BOARD". Below the search bar are links for "Advanced Search" and "Search History".

The main content area features a large image of a Monarch Butterfly. A white text box on the left of the image contains the title "Monarch Butterfly" and a short paragraph: "The monarch butterfly is a familiar species, with its bright orange-and-black wings. This butterfly also migrates across hundreds and even thousands of miles each year." Below the paragraph is a "Learn More" link.

Below the butterfly image is a horizontal row of five dots, with the second dot from the left being filled, indicating the current page. Below this are eight subject category tiles arranged in two rows of four:

- Animals**: Image of a frog. Subtext: "Mammals, Reptiles, Insects, Birds, a..."
- Arts and Music**: Image of colorful handprints. Subtext: "Art, Music, and More"
- Biographies**: Image of a historical figure's portrait. Subtext: "Historical and Current Figures"
- Geography**: Image of a landscape with a waterfall. Subtext: "Countries, States, Cities, and More"
- Language Arts**: Image of three children reading. Subtext: "Literature, Non-Fiction, Writing, and"
- Math**: Image of the word "Math" in large colorful letters. Subtext: "Mathematics and More"
- Science and Health**: Image of children in a science lab. Subtext: "Science, Technology, Math, and More"
- Social Studies**: Image of two sailing ships. Subtext: "History, Government, and Current Su..."

For example, if you selected "Science and Health", you would be taken to another alphabetized set of pages, designed to narrow your search.



# 1. Find your topic...

The screenshot shows the Explora website interface. At the top, there is a search bar with the text "Enter any words to find books, journals and more" and a "Search" button. Below the search bar, the "Science and Health" section is highlighted. A "Jump to:" navigation bar contains letters from A to W. Under the letter "A", there are three topic cards: "Asteroid" (with an image of a moon-like surface), "Alternative Energy" (with an image of wind turbines), and "Astronauts" (with an image of a space station module). Under the letter "B", there is one visible topic card: "Batteries and Fuel Cells" (with an image of various batteries).

# 2. You can then narrow down your topic by publication date, resource type, etc.

The screenshot shows the Explora search results page for the query "Astronauts". The search bar at the top shows "Astronauts" and a "Search" button. Below the search bar, there are options for "Basic Search", "Advanced Search", and "Search History". The "Refine Results" section on the left includes a "Current Search" dropdown, a "Booleen/Phrase:" field with "Astronauts", and "Limiters" for "Full Text" and "Sources Published in Canada". The "Limit To" section has a "Publication Date" range from 1954 to 2015. The "Source Types" section shows "All Results" selected, with other options like "Academic Journals (3)", "Trade Publications (1)", "Magazines (3,654)", "Newspapers (788)", "Reference Books (28)", "Reference Books (155)", and "Encyclopedias (14)". The main content area displays "Search Results: 1 - 10 of 20,142" and a list of results. The first result is "Astronaut." from Funk & Wagnall's New World Encyclopedia, 2014. The second result is "How to train your ASTRONAUT." by HOWELL, ELIZABETH, Canadian Geographic, Oct2014, Vol. 134 Issue 5, p34-38. The third result is "Meet astronaut Chris Hadfield." by Bakich, Michael E. Astronomy, Sep2014, Vol. 42 Issue 9, p52-55.

Waterloo Region DSB

Resources eBooks

Studio

## Welcome to Gale Online Resources

Select a specific database by subject, or search all resources at once below.

Home  
Business  
Canadian Content  
Current Issues  
Environmental Studies  
Health and Wellness  
History  
Literature  
Religion and Philosophy  
Science

Search All Resources with Gale PowerSearch™

Search

### Home

**Academic OneFile**  
The premier source for peer-reviewed articles covering all academic disciplines.

**Global Issues in Context**  
Analyze social, political, economic and other issues from a non-US perspective.

**Literature Resource Center**  
Biography, criticism and overviews on 130,000 writers in all disciplines.

**CANADA IN CONTEXT**  
Canada in Context is an engaging online experience for those seeking contextual information on a broad range of C ...

**SCIENCE IN CONTEXT**  
Supporting secondary and university needs this resource covers earth science and life science, to technology, mathematic ...

**BIOGRAPHY IN CONTEXT**  
References and multimedia deliver history-spanning coverage of notables.

This is the **Gale Online Resources** homepage. Like Explora, you can select the area of interest from the menu provided. Specific databases and collections are then accessed, according to your topic.



For example, if you wanted to search the Business section, you would see that there are 3 other collections available to examine.

**Waterloo Region DSB**

Resources eBooks Studio

## Welcome to Gale Online Resources

Select a specific database by subject, or search all resources at once below.

Home  
**Business**  
Canadian Content  
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Health and Wellness  
History  
Literature  
Religion and Philosophy  
Science

**Search All Resources with Gale PowerSearch™**

Search

### Business

**Business Collection**

Business Collection provides coverage of all business disciplines, including accounting, economics, finance, marketing, ...

**Business Economics & Theory Collection**

More than 150 academic journals and magazines support econ studies.

**Small Business Collection**

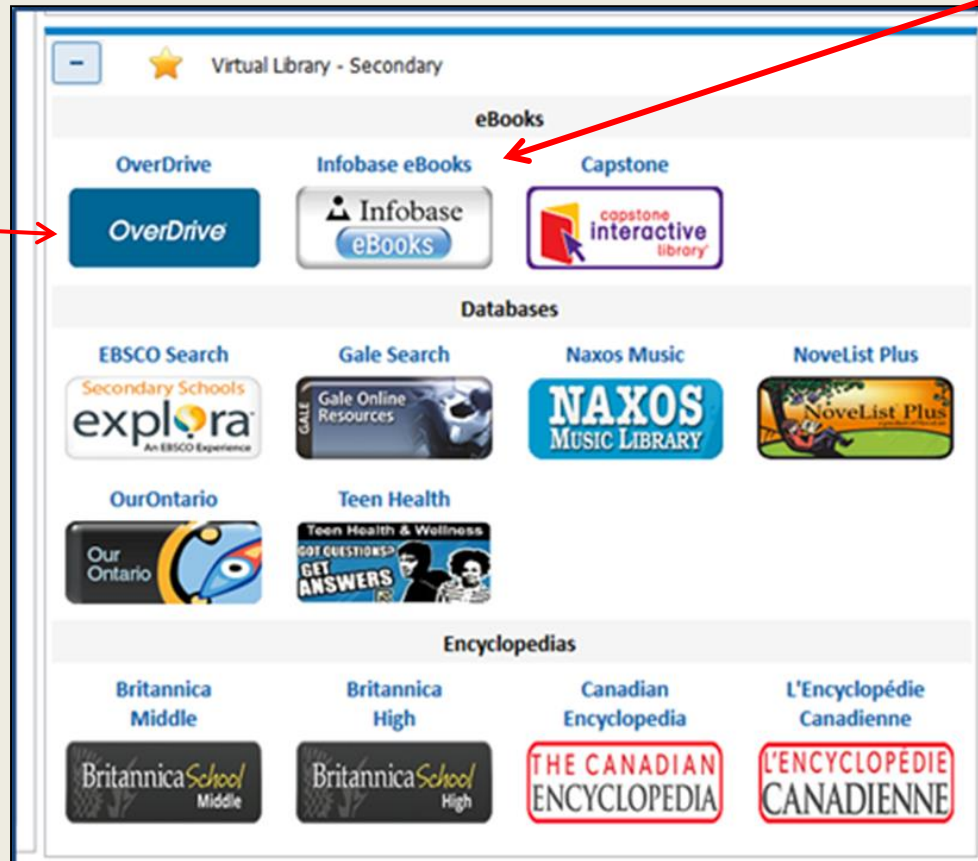
Full-text insights, tips and strategies for students and entrepreneurs.

## Here is a list of the Databases and Collections that are featured within Gale Online Resources:

Academic OneFile  
Gardening, Landscape and Horticultural Collection  
Biography in Context  
Global Issues in Context  
Physical Therapy & Sports Medicine  
Psychology Collection  
Science in Context  
InfoTrac Newsstand  
World History Collection  
GREENR  
Agricultural Collection  
Canada in Context  
Business Economics and Theory  
CPI.Q  
General Science Collection  
Religion and Philosophy Collection  
Small Business Collection  
Health and Wellness Resource Centre



Another wonderful feature of the Virtual Library is the ability to borrow and access eBooks. There are two programs that you can use.



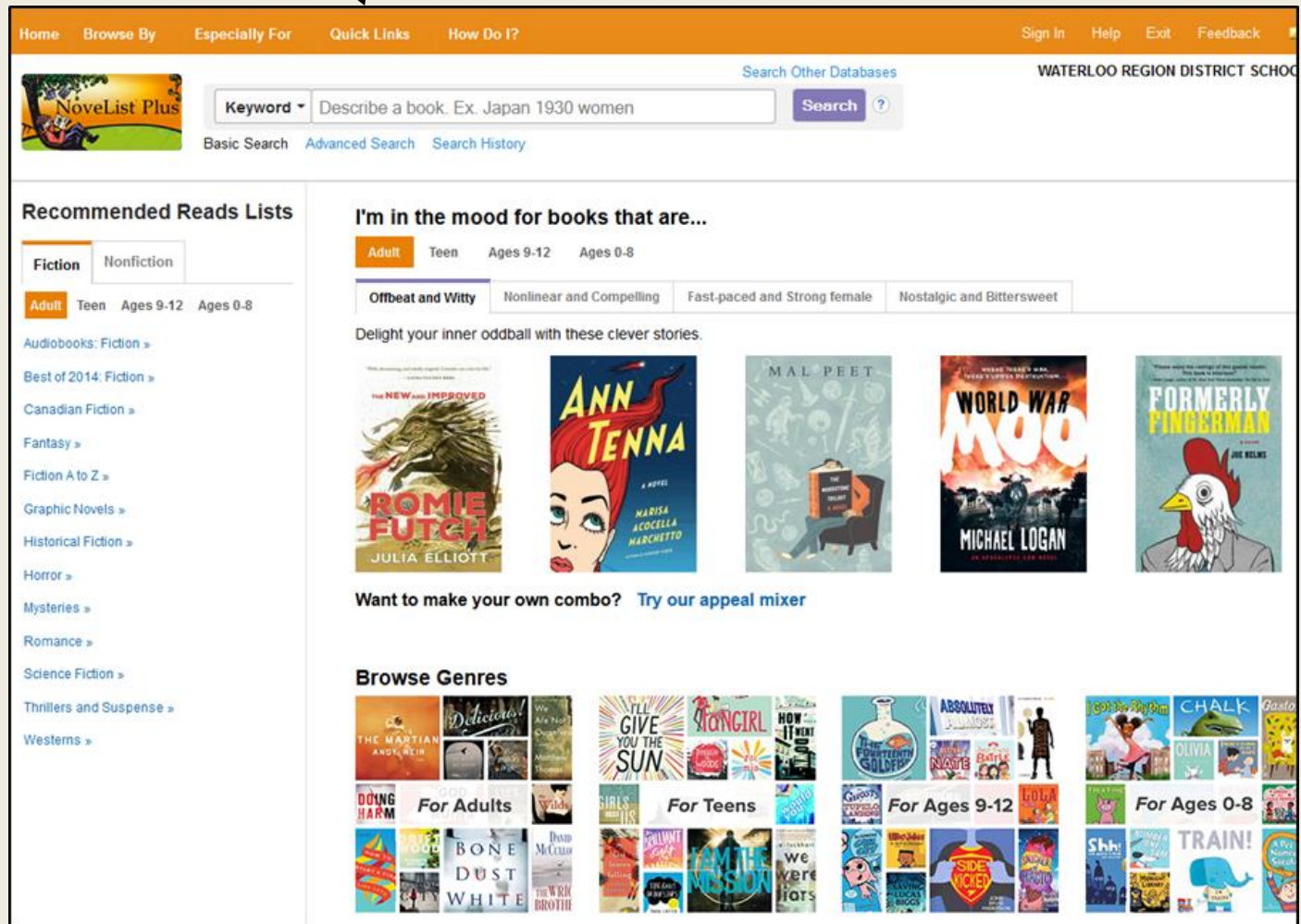
**OverDrive** is a program that allows you to borrow eBooks for a 3-week period and it requires your PAL .

**Infobase eBooks** are encyclopedia and reference eBooks that you can use without a time limit.

**NoveList Plus** is a database that provides phenomenal information about Fiction and non-Fiction books. You can research authors, find book reviews, examine theme, plot and characters within specific novels and find a book to read based on your interests and genre.



This is the homepage of **NoveList Plus**. By using the sidebar menu, you can narrow your search. You can also select the Quick Links feature to browse Reading Lists.



The screenshot shows the NoveList Plus homepage. At the top, there is a navigation bar with links: Home, Browse By, Especially For, Quick Links, How Do I?, Sign In, Help, Exit, and Feedback. A search bar is located below the navigation bar, with a placeholder text "Describe a book. Ex. Japan 1930 women" and a "Search" button. Below the search bar, there are tabs for "Basic Search", "Advanced Search", and "Search History".

The main content area is divided into two columns. The left column is titled "Recommended Reads Lists" and has a sidebar menu with "Fiction" and "Nonfiction" tabs. Under "Fiction", there are sub-tabs for "Adult", "Teen", "Ages 9-12", and "Ages 0-8". Below these are various categories with arrows: Audiobooks: Fiction, Best of 2014: Fiction, Canadian Fiction, Fantasy, Fiction A to Z, Graphic Novels, Historical Fiction, Horror, Mysteries, Romance, Science Fiction, Thrillers and Suspense, and Westerns.

The right column is titled "I'm in the mood for books that are..." and has tabs for "Adult", "Teen", "Ages 9-12", and "Ages 0-8". Below these are sub-tabs for "Offbeat and Witty", "Nonlinear and Compelling", "Fast-paced and Strong female", and "Nostalgic and Bittersweet". Below the sub-tabs, there is a text prompt: "Delight your inner oddball with these clever stories." and a grid of book covers including "ROMIE FUTCH" by Julia Elliott, "ANN TENNA" by Marissa Joelle Marchetto, "MAL PEET", "WORLD WAR MOO" by Michael Logan, and "FORMERLY FINGERMAN" by Joe Helms. Below the grid, there is a link: "Want to make your own combo? Try our appeal mixer".

At the bottom of the page, there is a section titled "Browse Genres" with a grid of book covers organized by age group: "For Adults", "For Teens", "For Ages 9-12", and "For Ages 0-8".



## Staff Resources for the Classroom



The Learning Commons provides access to excellent streamed videos from three sites. The CBC, the NFB, and Learn 360 have provided an incredible collection of older and current programs and videos for classroom use. Simply click on the CURIO, NFB and Learn 360 icons to get to their sites. In Curio's "Channels", you can view News In Review programs from 1990-2015, and thousands of CBC-sponsored programs. The National Film Board offers quality documentaries and movies for all subject areas. Learn 360 houses feature films! Create an account in all sites in order to track your viewings and to create playlists for future lessons.

**Access Streaming Videos:**  
**Learn360, NFB, and Curio**  
**(CBC)**

***Staff and students can now  
access stream videos via the  
following sources with your  
PAL.***



# Learn 360



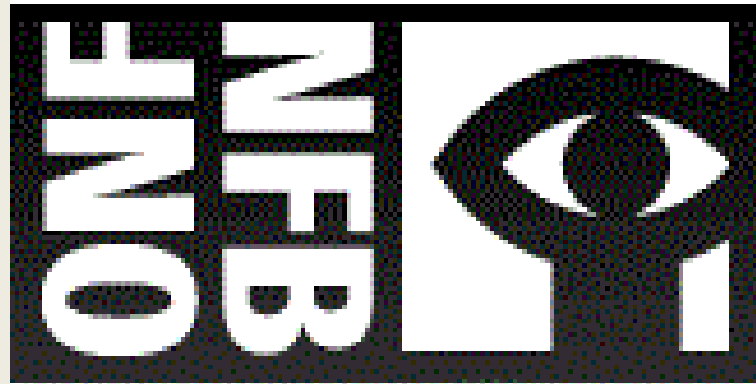
It is important to note that you  
**CANNOT** stream movies via  
**CHROME**; use Firefox, I.E. or  
**Safari only**

10,000+ titles, 35,000+ video clips,  
speeches, images, and activities are  
housed here. Learn 360 also has an  
extensive list of commercial feature films.  
**LOOK AT THIS LIST—IT IS PHENOMENAL!**



**Curio (CBC) –includes News-In-Review from 1990 to 2015, an extensive collection of CBC-sponsored programs, different categories for browsing, and a searchable database.**

***CBC News in Review, The Passionate Eye, Doc Zone, The Nature of Things, Venture, Marketplace, Dragon's Den, Quirks and Quarks, etc***



**National Film Board (NFB):**  
a comprehensive collection of  
NFB's films, searchable by title,  
subject or director. You can  
create a playlist to edit longer  
videos into shorter clips.

There are two ways to access a streaming video. *If you know the source, use Method 1 which will take you to the specific website directly.*

*If you want to discover what are available, use **Method 2** to browse.*

**METHOD 1:** Go to the [Library Learning Commons](http://Library Learning Commons) and login using your PAL (library.wrdsb.ca). You can also get to the LLC via GRCI's Library webpage. Click one of the icons. (see screenshot below)

The screenshot shows the Library Learning Commons website. At the top left is the logo for the Grand River District School Board. The main navigation bar includes: Home, My Account, Learning, Discovery, Staff Resources, Branches, and Login. A white box labeled "Your PAL" points to the Login button. Below the navigation bar is a search area with a dropdown menu set to "GRAND RIVER", a "Keywords" dropdown, and a search input field with the placeholder text "search for title, author, subject or keyword etc.". To the right of the search bar are buttons for "Advanced", "Kids", and "Virtual".

On the left side, there is a "WRDSB Twitter" section with a "Follow" button and two tweets. The first tweet is from @BookRiot about Patrick Modiano winning the Nobel Prize. The second tweet is from @PWKidsBookshelf about the author Zilpha Keatley Snyder.

The main content area is divided into two sections. The top section is titled "News" and contains a list of items: "Staff Resource Centre" (dated 01-09-2014), "Welcome!" (dated 29-08-2014), and "Videos" (dated 02-09-2014). A "more" link is visible at the end of the list. The bottom section is titled "Online Resources" and features several icons: "Gale Power Search", "EBSCOhost", "Learn360", "CBC Curio", and "NFB".

Three red arrows originate from a white box labeled "Pick One" on the right side of the page. The arrows point to the "Gale Power Search" icon, the "Learn360" icon, and the "NFB" icon.

**METHOD 2:** Go to the [Library Learning Commons](#) and login using your PAL. You can get to the LLC via the GRCI's Library webpage.

The screenshot shows the Library Learning Commons website. At the top left is the logo for the Waterloo Region District School Board. The main navigation bar is blue and contains the following items: Home, My Account, Learning, Discovery, Staff Resources, Branches, and Donna Popplewell. Below the navigation bar is a search area with a dropdown menu set to 'eVideo Library', a 'Keywords' dropdown, a search input field containing 'Greek Mythology', a search button, and buttons for 'Advanced', 'Kids', 'Virtual', and 'Language'. On the left side, there is a 'WRDSB Twitter' widget showing a tweet from 'WRDSB Libraries' about 'Goodnight iPad: A Parody for the Next Generation | Brain Pickings'. On the right side, there is a 'News' section with a list of items: 'Staff Resource Centre' (01-09-2014), 'Welcome!' (29-08-2014), and 'Videos' (02-09-2014). Three red arrows point to specific elements: one from a box labeled 'Your PAL' to the 'Donna Popplewell' user name, one from the text 'Change location to eVideo Library' to the location dropdown menu, and one from the text 'Enter Search Terms' to the search input field.

Your PAL

Change location to eVideo Library

Enter Search Terms

Once you have entered the search, the results will appear on the next screen. The following were some of the matches I got when I did a search on Greek Mythology. By looking at the URL, you should be able to determine the source of the video (ie. Nfb. Curio, etc). The titles without a URL are from Learn 360. Select “Connect to Resource” to play video.



The screenshot displays three search results for Greek Mythology videos. Each result includes a placeholder image, a title, publication information, and a set of action buttons. The first result is for 'Oedipus', published in 2011, with a URL from the National Film Board of Canada. The second result is for 'Percy Jackson & the Olympians: The Lightning Thief', published in 2010, with a link to watch the video. The third result is for 'Poseidon: Master of the Seas', published in 1995, also with a link to watch the video. The buttons for each result are 'Shelf List', 'Locate It', 'Reserve', and 'More'.

<input type="checkbox"/>		<b>Oedipus</b> By National Film Board of Canada.il Luster Films. Published: 2011 <a href="http://www.nfb.ca/film/oedipus">http://www.nfb.ca/film/oedipus</a>	 Shelf List  Locate It  Reserve More ▾
<input type="checkbox"/>		<b>Percy Jackson &amp; the Olympians: The Lightning Thief</b> Published: 2010 <a href="#">Click here to watch the video</a>	 Shelf List  Locate It  Reserve More ▾
<input type="checkbox"/>		<b>Poseidon: Master of the Seas</b> Published: 1995 <a href="#">Click here to watch the video</a>	 Shelf List  Locate It  Reserve More ▾

**Helpful Hint:** It is good idea to download a feature film, as their playing time is often longer than the class period. Downloading it allows you to fast-forward and cue the movie for the next viewing period.



***Please allow me to assist you in incorporating these resources into course development and assessment, and within your classroom lessons. Inquiry, research, writing, and collaboration are skills that are the heart of our school communities.***



<http://bibliotekarsha.wordpress.com/tag/library-marketing/>

# INQUIRY-BASED RESEARCH—STAGES OF LEARNING

Inquiry Stage	Step 1 - Exploration	Step 2- Investigation	Step 3- Process	Step 4-Product
<b>Actions</b>	Choose Topic Develop Questions	Design Plan Select Information Find Answers to Questions	Analyze Info Evaluate Ideas Organize Findings	Transfer learning Assess Product Create & Present Product
<b>Learning Goals</b>	-understand forms of questions -develop working thesis for research	-develop plan for research -locate appropriate research -take effective notes -can articulate overall findings of research	-can analyze collected info -sort information into patterns	-can turn collected info into a specified product -can reflect on successes and weaknesses of work
<b>Success Criteria</b>	-can differentiate between types of questions -can apply teacher-guided prompts to plan research --can create a developed (written) hypothesis as the focus for research	-can generate key words for research based on hypothesis -can identify future steps needed to compete research -can generate list of source types for their topic -can apply CRAAP test to sources (identify bias, missing links) in order to evaluate source selection -can select/weed sources -can produce research notes that show collected information -can show correctly paraphrased notes -notes include page numbers and citations info (quotes too) -can edit hypothesis to a redefined thesis according to collected information	-can select, filter and discard details from notes to support thesis -can identify what kind of essay/product design that is most appropriate for product -can sort and categorize collected details into effective arguments	-can locate success criteria (rubric, outlines, drafts, citation styles) as directed by teacher -can identify areas of success in research -can identify areas of improvement and suggest strategies for future projects