



**Student Handbook  
for  
Technology  
&  
Library Resources**

**2020-2021**



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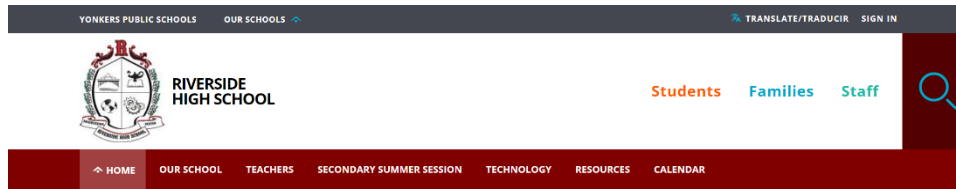


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## Accessing the School Website

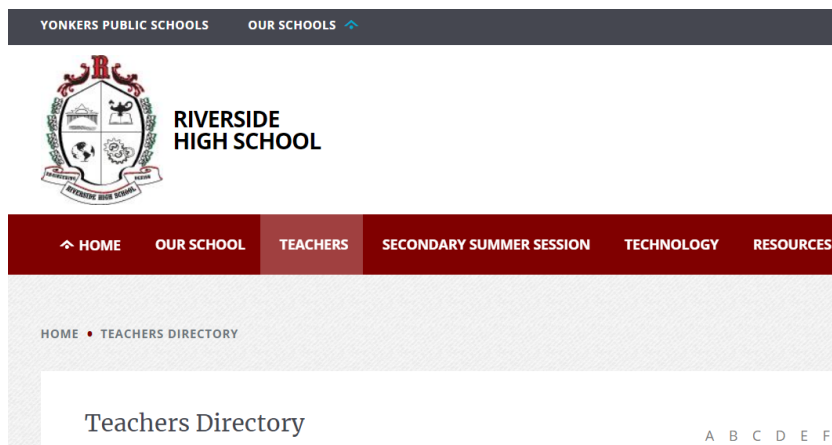
1. Go to: [yonkerspublicschools.org/riverside](http://yonkerspublicschools.org/riverside).



- You will now have access to everything Riverside including Teacher Pages, Clever, Office 365, and Library Resources.
- Get access to school communications containing important and current school messages from School and Central Office Administrators.

## Accessing Teacher Pages from the School Website

1. Go to: [yonkerspublicschools.org/riverside](http://yonkerspublicschools.org/riverside).
2. Click on the Teachers Tab.
3. The Teacher Directory is listed in alphabetical order. Click on filter by letter on the top right corner of the page or scroll down and click on a teacher's name.
4. Each page will display the teacher's district email address.



## Accessing Clever

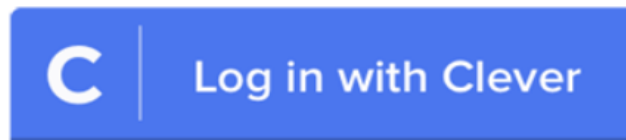


1. Go to: [clever.com/in/yonkers](https://clever.com/in/yonkers) from any internet-enabled device or click on the **Clever Tab** on your School's Website.



2. On a school laptop click the Clever Icon .

### 3. Yonkers Public School District



**Logging in through Clever** = student ID@yonkerspublicschools.org and your password = Date of Birth (DDMMYYYY). **Example:** (09082020).



**Logging in through LDAP** = district ID@yonkerspublicschools.org and your most recent **computer password**.

### Login to YPS Instructional Technology Resources

Click on any of the icons to access the instructional technology resources.

- For library resources that require different log-in credentials, hover over the application to display the username and password.
- Use the displayed username and password to access the resource.

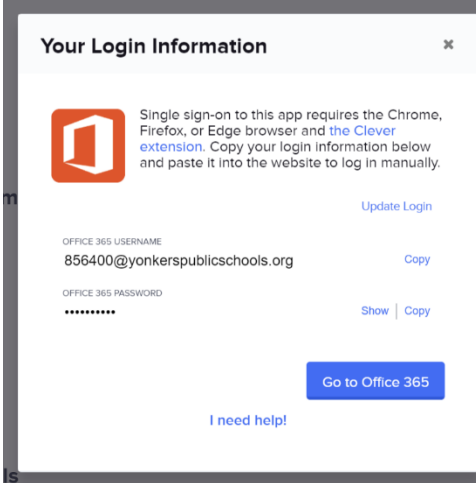
## **Accessing Office 365**

1. Sign into Clever (See *Accessing Clever for help*)
2. Click on Office 365



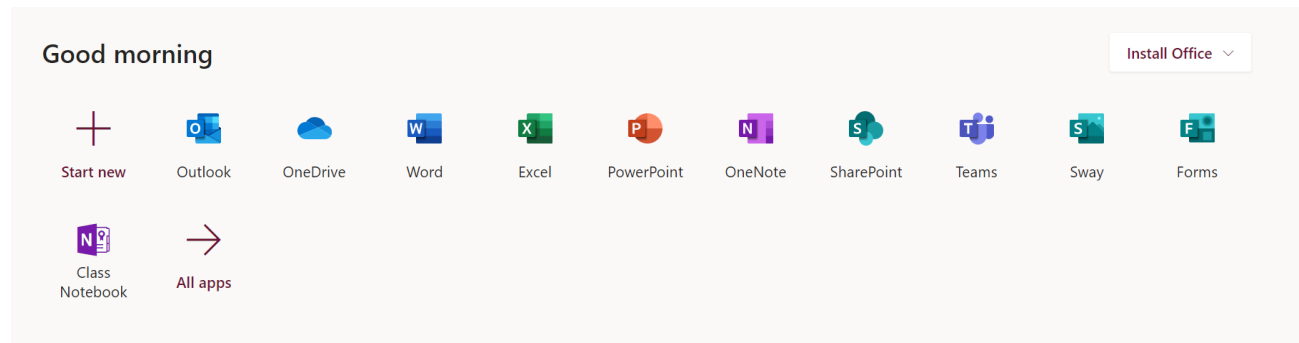
Office 365

3. Once you click on the App, a log-in screen will open. Since your username and password are automatically saved in Clever, simply click 'Go to Office 365'.

A screenshot of a web browser window showing a login form titled "Your Login Information". The form includes a message: "Single sign-on to this app requires the Chrome, Firefox, or Edge browser and the Clever extension. Copy your login information below and paste it into the website to log in manually." Below this message is the Office 365 logo. The form contains two input fields: "OFFICE 365 USERNAME" with the value "856400@yonkerspublicschools.org" and "OFFICE 365 PASSWORD" with masked characters "\*\*\*\*\*". There are "Copy" buttons next to both fields, and a "Show | Copy" link next to the password field. A blue button labeled "Go to Office 365" is at the bottom right. A link "I need help!" is at the bottom left. An "Update Login" link is on the right side of the form.

4. You can now access all the Office 365 apps

## What do the Office 365 Apps do?



**Outlook**- This is your school e-mail. Always use this e-mail when communicating with your teachers.

**OneDrive**- This is your cloud storage. You can save your documents here and share them with teachers.

**Word**- Type your essays here

**Excel**- Great for collecting numerical data and creating graphs

**PowerPoint**- Great for presentations

**SharePoint**- Another way of sharing work with teachers and collaborating with classmates

**Teams**- This is your virtual classroom

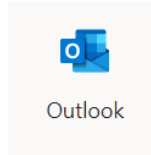
**Sway**- Another way to create documents, presentations and newsletters

**Forms**- Great way to conduct a survey or take a poll

**Class Notebook**- Your digital notebook. You can share your work with teachers from here. A digital notebook will be automatically created for you when your teacher adds you to Teams.

## Accessing Outlook e-mail

Outlook is your school email and it is the ONLY e-mail that you should use for anything school related, especially when contacting teachers, counselors or administrators.



1. **Go to:** [yonkerspublicschools.org/riverside](https://yonkerspublicschools.org/riverside) and click on the Office 365 icon.
2. **Email Address** is your student ID [number@yonkerspublicschools.org](mailto:number@yonkerspublicschools.org)
3. **Password** is your 8-digit Date of Birth (Example: 01012020)
4. **Forgot your password?** Email Mr. Fanek at: [dfanek@yonkerspublicschools.org](mailto:dfanek@yonkerspublicschools.org) or Ms. Westphal at: [cwestphal@yonkerspublicschools.org](mailto:cwestphal@yonkerspublicschools.org)
5. **Note:** If you login to Clever, click the Office 365 icon under Virtual Classrooms.

### Proper email formatting

There are five elements to consider when formatting your email. Here is a breakdown of each.

#### 1. Subject line

This is a short phrase that summarizes the reason for your message or the goal of your communication. It is important to include a subject line when sending a professional email so your audience knows exactly what to expect and is able to locate the message easily if needed. For example:

"Follow Up: Product Presentation"

#### 2. Salutation

This is the first line of your email and generally acts as the greeting. For example:

"Hi Mr. Samson,"

#### 3. Body

Just like the body of a letter, this is where you'll share your full message. For example:

"Thank you for attending the new product presentation this afternoon. I've attached a video file of the full recording so you can share it with your team. Please let me know if you have any questions."

#### 4. Closing

This is the last line of your email before your signature and should wrap up your message. This is also where you may reiterate any requests you've made in the body of your message. For example:

"I look forward to speaking with you on Wednesday. Thanks again!"

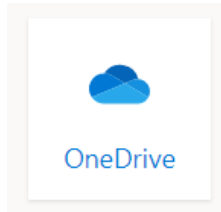
#### 5. Signature

The signature is where you identify yourself by name, title and any other information relevant to your communications. Most email programs allow you to set a fixed signature that's automatically added to the end of every email you send.

"Sincerely,  
Jillian Jones  
Senior Software Engineer  
ABC Company, Inc."



## Accessing OneDrive



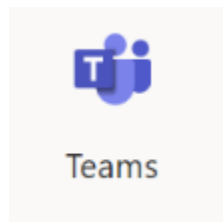
OneDrive gives you one place to store, share, and sync your school files.

[Sign into Microsoft 365](#) with your school account, so you can:

- Upload files from your PC or Mac.
- Share files with others.
- Give others permission to edit files and work on them at the same time.
- Get to your files from anywhere, on your computer, tablet, or phone.
- Sync OneDrive to your PC or Mac, so you can access your files even when you are offline.

## Accessing Microsoft Teams

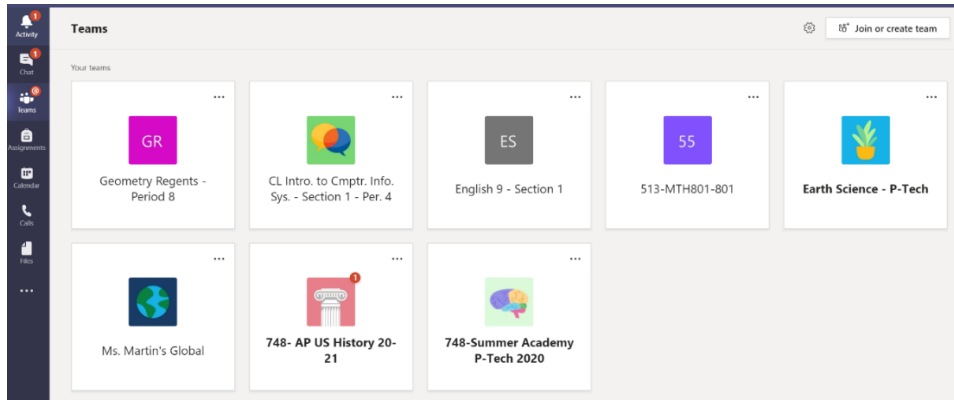
1. Log into Clever (*See Accessing Clever for help*)
2. Click Office 365 (*See Accessing Office 365 for help*)
3. Click Teams- This will give you access to the web version of Teams.



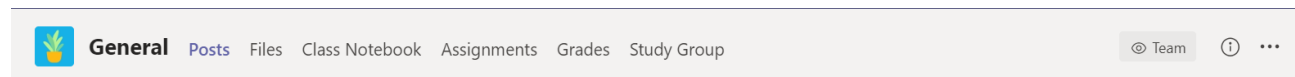
**\*Note:** Some students may choose to download the Teams App directly to their device. If you download Teams, simply click the icon on your device and Log-In using your school Username ([ID#@yonkerspublicschools.org](mailto:ID#@yonkerspublicschools.org)) and your 8-digit birthday password (MMDDYYYY).

## **Navigating Teams: Team Home Page**

This is what the Teams Home Screen Looks Like. Your Team Classes will be displayed here. Simply click on the Team tile to enter a virtual classroom.



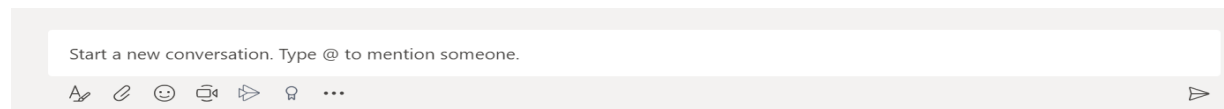
## **Navigating Teams: Teams Toolbar**



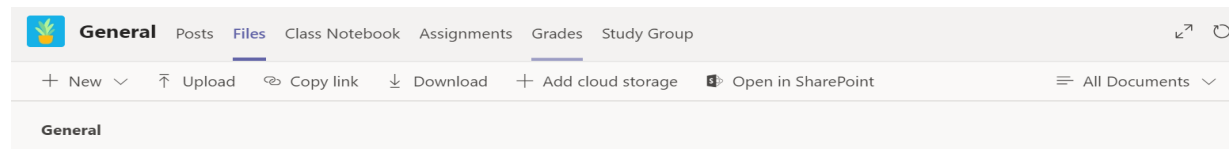
**Team toolbars may vary depending on teacher preference;** however, most Team Toolbars will have these basic tabs; Posts, Files, Class Notebook, Assignments and Grades.

**Posts**- Allows students and teachers to send and receive messages, make announcements, and share ideas with the entire class. Additionally, any group chats that occur during video meetings will be visible to everyone here. **Posts are visible to everyone in the Team.**

To write or respond to a Post, simply write a message and click the arrow to the far right. If you want to mention someone or address the entire class, begin with the @ symbol followed by their name so that they receive a message alert.

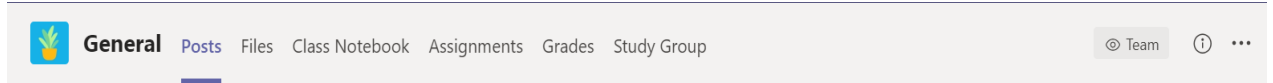


**Files**- Your teacher might upload (or ask you to upload or download) larger files here. Any files in this area are accessible to everyone in the Team.

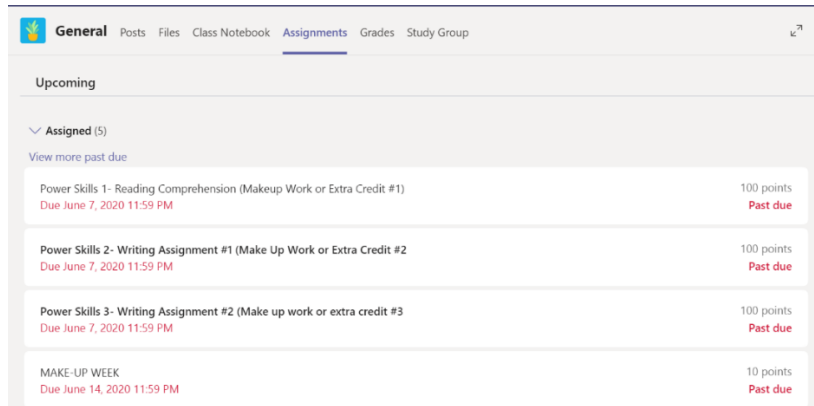


## **Assignments:**

1. Typically, you will receive an alert in on the Posts page when an assignment is created by a teacher.
2. Click the Assignments tab at the top of the page



3. A list of all assignment, both current and overdue, will open. Click on the assignment that you want to begin.




4. A new page with directions for the assignment will appear. Read the instructions before you begin the assignment. Then, click on My Work to begin the assignment. If you click on the 3 dots at the right, you can choose to either Download the work or complete it directly in Teams.

**Assignment 20: ESRT pg. 6 Practice** Points  
100 / 100

Due May 17, 2020 11:59 PM

Instructions  
Use ESRT pg. 6 to practice identifying Igneous Rocks

My work

 Task 2\_ Igneous Rock Practice Sheets.docx ⋮

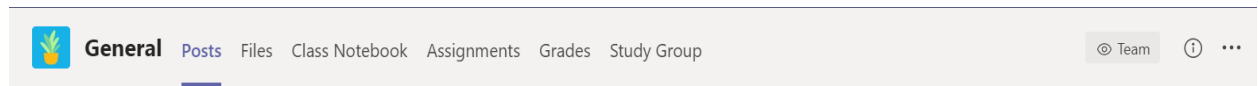
[Add work](#)

5. Once you complete your work, upload the completed document if necessary. Make sure you click TURN IN at the top right when you are done so that the teacher can grade your work!

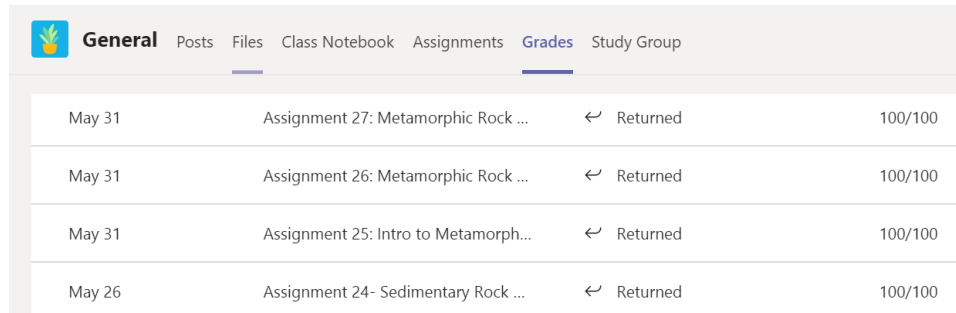
**Turn in**

## **Grades:**

1. Click on the Grades tab to view your grades.

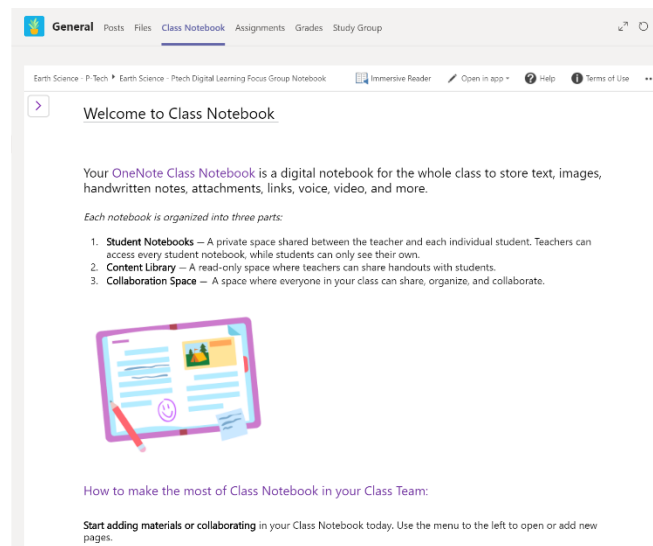


2. The window will show the assignments, how much they were worth, and the score you earned. If the teacher did not grade the assignment yet, it will not say 'Returned' and the grade will not show.



Date	Assignment	Status	Score
May 31	Assignment 27: Metamorphic Rock ...	Returned	100/100
May 31	Assignment 26: Metamorphic Rock ...	Returned	100/100
May 31	Assignment 25: Intro to Metamorph...	Returned	100/100
May 26	Assignment 24- Sedimentary Rock ...	Returned	100/100

**Class Notebook-** Each student had access to a class notebook in Teams. There are three parts to a class notebook, as seen below, on the Welcome Page for the Class Notebook



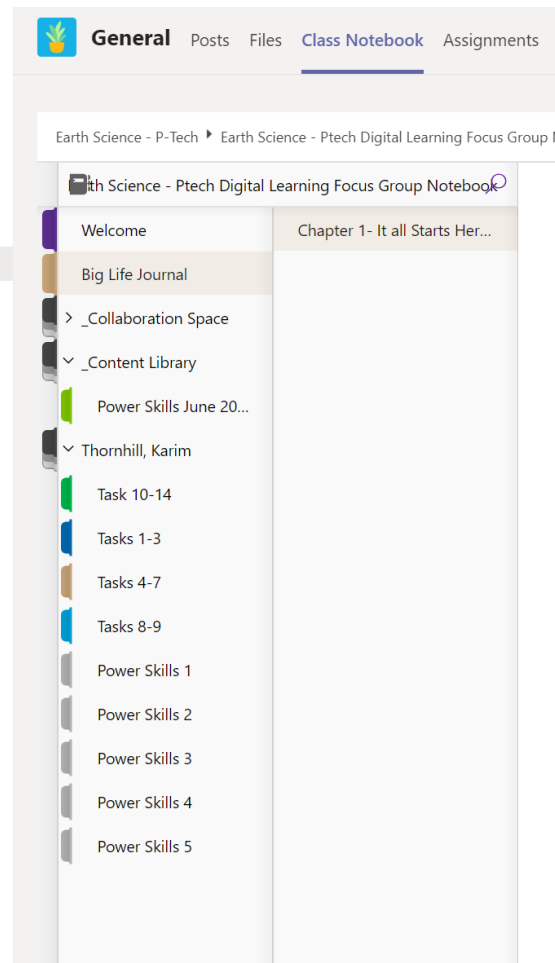
1. **Student Notebooks-** This is a private space between the teacher and each individual student. Students can only see their personal notebooks. The teacher can see every notebook.
2. **Content Library-** This is a read-only space where teachers can add content for students to view only.
3. **Collaboration Space-** This is a space where everyone in the class can work together

## **Navigating the Class Notebook**

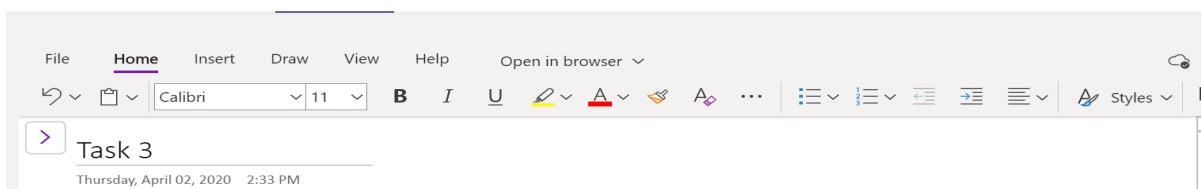
1. To enter the Class Notebook, click the > in the top left corner of the Welcome Page



2. The tabs to the far-left are like the table of contents for your Class Notebook.
3. Click on a tab to reveal the pages in the notebook.
4. Once you click on the page you want to view, it will appear to the right of the screen



5. Use the Class Notebook Toolbar to complete the assignment. The toolbar is like the one you would use in a Word Document.



# Immersive Reader

## Office 365 – Using Immersive Reader in Word Online

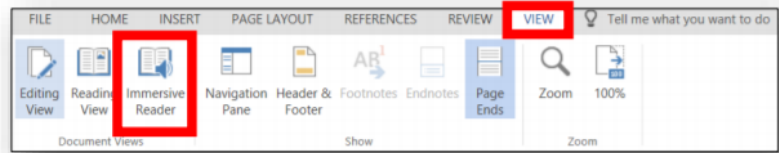
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These directions explain how to use the Immersive Reader in Word Online. Immersive Reader is a Learning Tool add-in designed to help improve reading skills by boosting the ability to pronounce words correctly, to read quickly and accurately, and to understand what is read.

1. Open a Word document in **Word Online** from **Office 365**.

2. Select the **View** tab.

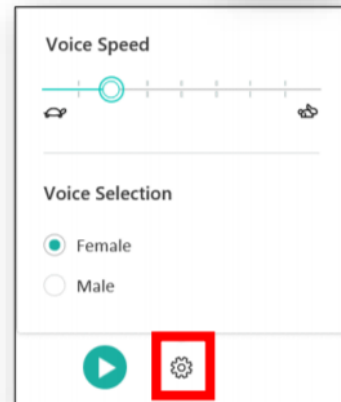
3. Click on **Immersive Reader**.



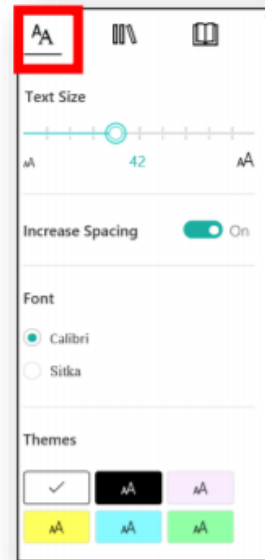
4. Click the **play button** to have the computer read the document.



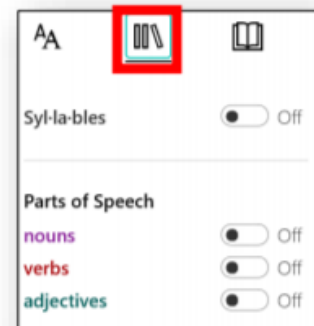
5. Choose the gear icon to change the **Voice Speed** and **Voice Selection**.



6. Choose the AA icon to change the **Text Size, Spacing, Font,** and **Themes.**



7. Choose the segmented rectangles icon to show the **Syllables** of words and designated **Parts of Speech.**

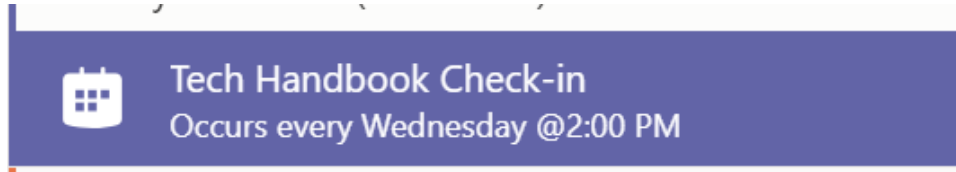


8. Choose the book icon to turn on **Line Focus** for the document. You can set the line focus to 1, 2, or 3 lines.



## Video Conferences

1. You can join a video conference created by your teacher from the Post page. Simply click on the meeting to join.

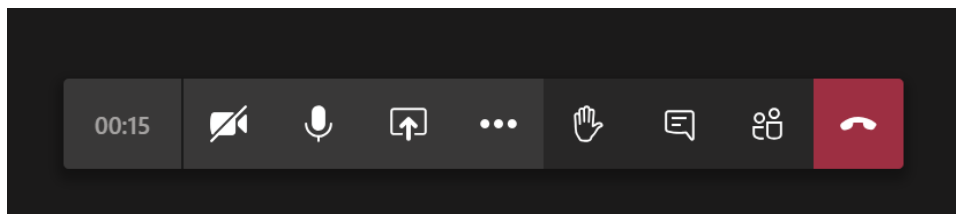


2. You can start a meeting immediately by clicking, Meet Now. You can decide if you want your camera and microphone turned on or off throughout the meeting.



3. Here are some of the basic tools that can be used during a video conference.

FROM LEFT TO RIGHT>>>



- The length of time the meeting has been taking place
- Turn your video ON or OFF
- Turn your Microphone ON or OFF
- Share your screen
- Additional Tools, such as blur your background
- Raise your hand to talk
- Group Chat related to the video conference
- View the people in the meeting
- Hang up

**NOTE:** The meeting itself is NOT recorded everything that you type in the group chat IS recorded



# Searching Follett Destiny Library Catalog

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Destiny® Library Manager™

Quick reference guide

## Searching Destiny Library Manager with Basic, Power, and Visual Searches

Your patrons have diverse searching needs and techniques. Destiny Library Manager offers flexible searching options with its Basic, Power, and Visual search features.

### Using Basic Search

A Basic search lets you use simple search terms or phrases to find materials and set limiters to narrow your search results. To conduct a Basic search:

1. Go to **Catalog > Library Search > Basic**.
2. Enter a search term in the **Find** field.
3. Select any of the limiters to narrow your search (optional). For more information, see the *Narrowing Your Search with Limiters* section.
4. Select one of the following search buttons.
  - **Keyword:** Searches all title, author, subject, series, and note tags (fields of information) in the district's title records.
  - **Title:** Searches for the term anywhere in a title.
  - **Author:** Searches for authors and illustrators.
  - **Subject:** Searches for titles about a particular subject, topic, person, or place.
  - **Series:** Searches for titles in a particular series of books.

### Using Power Search

A Power search is a more complex search interface that lets you use Boolean operators and additional limiters. To conduct a Power search:

1. Go to **Catalog > Library Search > Power**.
2. From the first drop-down, select the type of search you want to perform: **Keyword, Title, Author, Subject, Series, or Note**.
3. Enter a search term(s) in field next to the type of search you selected.
4. From the second drop-down, select how you want Destiny to search with the search term(s):
  - *All these words:* Finds materials that contain all of the words in the search term.
  - *Any of these words:* Finds materials that include at least one of the words in the search term.
  - *This exact phrase:* Finds materials that include a particular phrase.
5. If you want to narrow your search using the AND, OR, or NOT Boolean operators, select the appropriate option and complete steps 2-4 for the additional search term(s).
6. Select any of the limiters to narrow your search (optional). For more information, see the *Narrowing Your Search with Limiters* section.
7. To include One Search results in your search, select the **Online Resources** checkbox. Choose the resources to include in the search from the list of available resources.
8. Click **Search** at the top or bottom of the page.

## Narrowing Your Searching Using Limiters

Library Manager offers the following options for narrowing your search:

- **Location** (available in Basic and Power search): Narrow the search to materials owned by your school, the entire district, or a group of schools (such as all elementary, middle, or high schools).
- **Material Type** (available in Basic and Power search): Narrow the search to a specific material type, such as Book, eBook, or Video.  
**Note:** You can narrow the search to Follett eBooks by selecting **Electronic Book (eBook)** and then selecting the **Limit to Follett eBooks** checkbox.
- **Publication Year** (available in Power search): Narrow the search to the year the item was published.
- **Call Number** (available in Power search): Narrow the search to a specified call number range.
- **Circulation Type** (available in Power search): Narrow the search to materials that share a particular Circulation Type. The default is All Circulation Types; click the **Update** button to limit the search to one Circulation Type.
- **Award Winner** (available in Basic and Power search): Narrow the search to award-winning materials by selecting the **Literary Prizes** option or a specific state from the drop-down list. Once you select one of those options, you can refine the search further by selecting a specific award. Destiny updates the list of award winners automatically once a month.  
**Note:** This limiter only appears if it was enabled by the Destiny Administrator on the Edit District page.
- **Reading Level** (available in Basic and Power search): Narrow the search to books that are not too easy or too hard to read. Enter a range of values between 0.1 and 20.0 or enter a specific value in both fields.
- **Interest Level** (available in Basic and Power search): Narrow the search to a grade level or range of grade levels. Be sure to select one from both the **From** and **To** drop-downs.
- **Reading Programs** (available in Basic and Power search): Narrow the search to books that match particular reading levels from the Accelerated Reader®, Reading Counts!®, Lexile®, or Fountas and Pinnell Reading Programs based on reading levels and point values.

## Using Search Tools

Wildcards are helpful when you are unsure of the complete word or do not know the exact spelling.

- An asterisk (\*) replaces any number of letters at the end of a word.
- A question mark (?) replaces single letters.

**Note:** Search results include results by the root word, whether it was entered in plural or singular form.

## Using Visual Search

Visual search is a hierarchical interface where students click on a series of pictorial buttons to search for resources. To conduct a Visual search:

1. Go to **Catalog > Library Search > Visual**.
2. Click on a Visual search button on the topic of your choice:
  - Group buttons represent broad topics to help guide students toward a particular area of interest. Clicking a Group button takes you to a page with buttons on that search topic.
  - Search buttons perform pre-configured Power searches.
  - URL buttons link to a specific website.



## Viewing Search Results

### Titles

Search results are organized by material types on subtabs on the Search Results page.

The Titles subtab lists materials in your library that match the search term. This includes Follett eBooks.

**Note:** If you perform a Keyword search and your search term does not return any results, Destiny will offer a "Did you mean..." suggestion.

The screenshot shows the library search results page for 'William Shakespeare'. The 'Titles' subtab is selected. The search results are displayed in a list format. Callout boxes provide instructions on how to interact with the search results:

- To choose a sort order, select an option from the Sort By drop-down and click Go. Click Go again to reverse the sort order.** (Points to the 'Sort by' dropdown menu set to 'Relevance' and the 'Go' button.)
- To add all search results to a Resource List, select the list from the Selected List drop-down and then click Add Page.** (Points to the 'Selected List' dropdown menu set to 'My Personal List' and the 'Add Page' button.)
- The Material Type icons show you what type of item it is, such as book, eBook, or DVD.** (Points to the book icon next to the first search result.)
- Click Details next to a search result for more information on the item.** (Points to the 'Details' link next to the first search result.)
- Page through the search results list, or click Show All to view all of the titles.** (Points to the pagination controls and the 'Show All' link.)

## Websites and One Search

In addition to the Titles subtab on the Search Results page, you might also see the following subtabs:

**Web Sites:** Lists all WebPath Express websites about the topic you searched for.

**Note:** WebPath Express is a subscription service.

The screenshot shows the 'Web Sites' subtab search results for 'William Shakespeare'. The page displays filters for Format, Source, Related topics, Grade level, Lexile, Domain, and Language. The search results are displayed in a list format. The first result is 'Online Books by William Shakespeare' from the University of Pennsylvania. The URL is <http://digital.library.upenn.edu>.

**One Search:** Lists all results from online databases that have been set up in Destiny.

The screenshot shows the 'One Search' subtab search results for 'William Shakespeare'. The page displays search results from two databases: ERIC and Callisphere. The ERIC result shows 'Found 130 results for "William Shakespeare"'. The Callisphere result shows 'Found 14 results for "William Shakespeare"'. The page includes a 'Get Results' button at the bottom.

## How to access eBooks in Follett Destiny



### Library Services

## How to Access eBooks in Follett Destiny on

### What is Follett Destiny?

It is each school's Library Catalog, which includes Destiny Discover eBooks for Pre-K – 12<sup>nd</sup> grade. You can read all eBooks online or download them to an eReader. You can use this product anywhere on devices with Internet access.

### Login Instructions for Follett Destiny

1. Login to Clever: [clever.com/in/yonkers](http://clever.com/in/yonkers)
2. Scroll down or select "Library Services" on the left-side menu of the page.
3. **Note:** All eBooks are password protected. To view the Username and Password hover the cursor over the question mark (?) and you will see the Username and Password for Follett Destiny appear.
4. Click on the Follett Destiny Library Catalog icon and select your "School."
5. Select "Destiny Discover" on the left-side menu of the page to view all eBooks.
6. Before selecting an eBook, click "Login" in the top right corner and type the Username and Password.

### How to Use Destiny Discover?

1. On both bookshelves click "See All" to see all titles. eBooks with an "Infinity Symbol" have unlimited copies and some eBooks are available for "Checkout."
2. Each eBook will display additional information about the title.
3. Click "Open" to begin reading your selection. **Note:** Some eBooks include audio.
4. Click the "X" at the top of the page to close the eBook.
5. Select another eBook to read or click the "X" on top of the page to close the program. Finally, click the icon in the top-right corner and select "Log Out."

### Destiny Discover Options

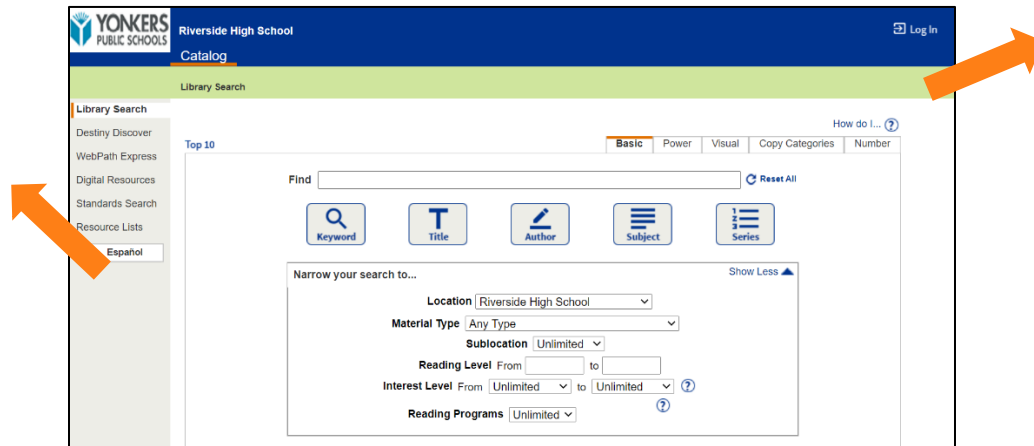
**eBook Bookshelf:** This shelf includes: the Classics, Fiction, and Non-Fiction titles. After you make your selection click the word "Open." Click on the menu bar to select rotate book, page layout and full screen mode. Click on the arrows to move between the pages. Some eBooks have additional features, such as click on a word to open the dictionary, add bookmarks and add notes/highlights as you read.

**Lightbox BookShelf:** All eBooks on this shelf are Interactive. Each title includes audio, videos, activities, weblinks, slideshows, Google Maps, quizzes, and more. When you select a title click "Open" and the book cover will appear. After the picture appears, click "Open Lightbox" and the menu and pages will display. Click on the first page to begin reading the story. To listen to the story click the "Read Button" for grades Pre-K - 3<sup>rd</sup> grade or the "Read Icon" for grades 4<sup>th</sup> – 12<sup>th</sup>. Click on the arrows to move between the pages. Click on the "Interactive Features" throughout the book for additional content and activities related to the subject.

## **Follett Destiny Catalog and eBook Login**



**Login Information for Follett Destiny School Catalog  
Click on Destiny Discover to Access your Schools eBook Collection**



**You must Login to Destiny Discover to read or borrow any eBook.**



**Username: student ID#**

**Password: student**



## How to Download the Destiny Read App

### Destiny Read

#### Use the Destiny Read App

Destiny Read gives you an easy way to access and download checked-out Follett eBooks and Audiobooks. It is available for iOS devices in the App Store.

#### Log in

The first time you use Destiny Read on a device, you need to log in:

1. Use the **Location** drop-down to select your state or province.
2. In the **School** field, type the first few letters of your school's name. When your school appears in the suggestions, select it.

**Note:** Steps 1 and 2 only need to be completed the first time you log in, or if you need to select a different school.

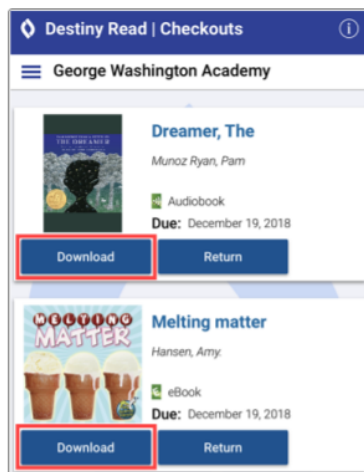
3. Tap **Log In**.
4. On the next screen, type your **Username** and **Password**, and then tap **Submit**.

#### Download an eBook or Audiobook

Once you log in, you will see a list of Follett eBooks and Audiobooks checked out to you.

**Note:** To find and check out Follett eBooks and Audiobooks, go to Destiny Discover, which can be accessed from a browser, the Destiny Discover app or a link or shortcut provided by your librarian.

- To download a checked-out title, tap **Download**.

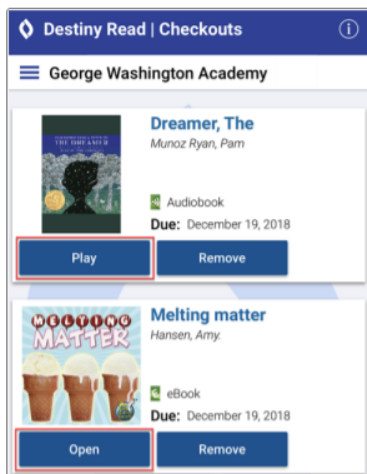


- To download all checked-out Follett eBooks or Audiobooks at once, tap **≡**, and then select **Download All eBooks** or **Download All Audiobooks**.

### Destiny Read

#### Read or play offline

To start reading, tap **Open** or **Play**.



#### Remove a title from your device

You can remove a downloaded title by tapping **Remove**.

#### Return

Follett eBooks and Audiobooks are returned automatically at the end of the loan period.

- To return a title early, tap **Return**.

**Note:** This option is only available for titles that are not currently downloaded.

- To return all Follett eBooks or Audiobooks at once, tap **≡**, and then select **Return All eBooks** or **Return All Audiobooks**.

## Quick Help for Web Path Express



## Quick Help for WebPath Express

Searching WebPath Express directly

If you see **WebPath Express** on the side menu, you can use it to search WebPath Express directly.

The monthly theme offers you some interesting subjects.

To see some others, scroll through the months.

Just click to explore one of them.

On the **Search** tab, enter your search term and click . If WebPath Express can't find anything as a result of a misspelled word, it offers suggestions for other search terms.

The Spotlight focuses on a special topic.

On the **Browse** tab, you can click the links to browse through the subjects.

On the **Visual Search** tab, you can click the pictures to browse through the subjects.

To explore a group of subjects, you can start out in the general area and dig deeper until you find what you want.

## WebPath Express in Library Search

To find web sites on a particular topic, you can use any of the **Library Search** options.

For example, from Basic Search, enter your search term and click the appropriate button:



Keyword looks for your search term in titles, authors, subjects, series, and notes.

For additional help, click .



Click Series to limit your search to series titles.



You can also set up WebPath Express sites as a data source for One Search.



Click Title to limit your search to title information.



Click Author to limit your search to authors and illustrators.



Subject will limit your search to subjects.

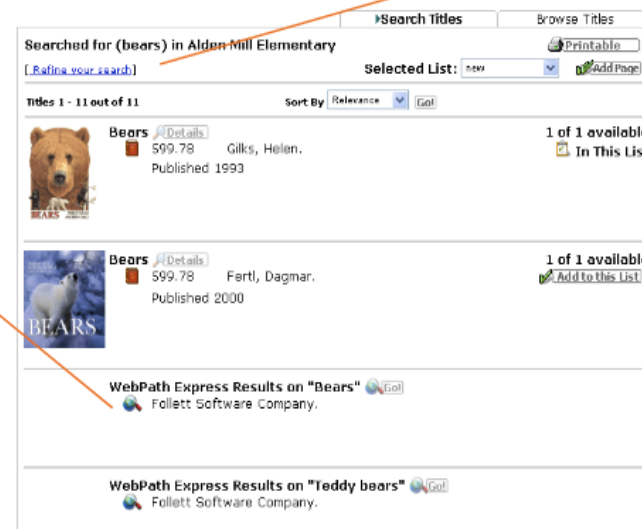
If available, you can limit the search to your library or a group of libraries.

## Web sites in your search results

To refine the scope of your search, click **Refine your search**.

In search results lists, WebPath Express sites appear with a title that starts with "WebPath Express Results on..." and a icon.

Click to view the WebPath Express sites that match your search term.



For a printer-friendly page, click



You can add the WebPath Express titles to your Resource List.

adds all the titles on the page.

adds a single title.

To view or print the list, open **Resource Lists** from the side menu.



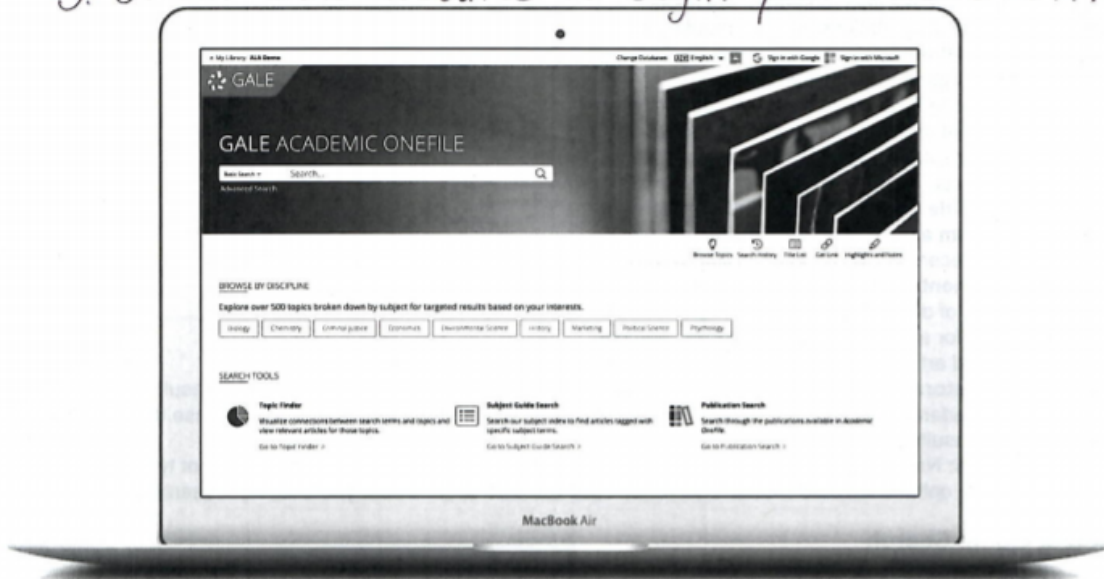
## Research Resource- Gale Academic OneFile

# GALE ACADEMIC ONEFILE

STREAMLINE RESEARCH AND DISCOVER SCHOLARLY SOURCES

*Gale Academic OneFile* provides millions of articles from thousands of scholarly journals and other authoritative sources. With extensive coverage across academic disciplines you'll find accurate information and articles to support your studies. Discover peer-reviewed articles to inspire research and validate your findings with *Gale Academic OneFile's* extensive collection of academic journals.

1. Go to: [clever.com/in/yonkers](http://clever.com/in/yonkers)
2. Click on Library Services
3. Select Gale Resource to begin your research.



### SCHOLARLY SOURCES

Search thousands of scholarly and peer-reviewed journals—the backbone of academic research.

### BROWSE BY DISCIPLINE

Click for easy access to articles aligned to major topics of study. Select a discipline to browse narrower topics and pull articles.

### CURRENT RESULTS

Access recent information to fuel thorough academic research on almost any subject. Periodicals are updated several times a day.



EMPOWER<sup>™</sup> LEARNING

## SEARCHING CONTENT

### Basic Search

Search across the entire resource and discover results sorted by relevance

Basic Search is useful when you want to run a search for a narrow or precise topic, typically with multiple terms. Consider **Browse by Discipline** or **Subject Guide Search** when you have a broad topic to research.

### Browse by Discipline

Click topics and retrieve articles from selected journals supporting each discipline

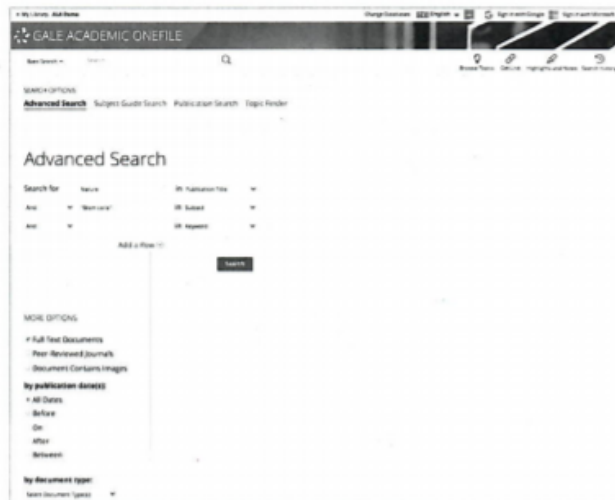
This is a great way to start your research if you are unsure of which search terms to use, are unfamiliar with your subject area, or find other search paths overwhelming.

### Advanced Search

Customize your search and target relevant results

You can use Advanced Search to run complex searches for specific results, or to perform open searches for a broad view of available content. Some of the most popular features include:

- **Keyword:** Select this field to search “hot spots” of articles, including citations, subject headings, abstracts, and the beginning of each article. This is a good general option to start your search.
- **Subject:** Choose this field to increase specificity by using document tags to find results fully focused on your topic. Try subject if your basic search produces too many results.
- **Publication Title:** Use this field to find all articles or documents from a particular publication. It's useful for browsing recent issues of sources like *Nature*.
- **Entire Document:** Pick this field to search within the entire text of documents. This option performs a broad search for any mention of your terms, and can be used to find articles that use very precise phrases or touch on specific concepts.
- **Search Operators:** Use these drop-downs to connect your search terms. **And** ensures your results mention both terms. **Or** broadens your search to results mentioning either term. **Not** excludes a term or phrase that you do not want to appear in results.
- **More Options:** Narrow your results to peer-reviewed journals, by publication date, by document type, and more. Many of these options are also available as **Filter Your Results** options after you execute a search.



### Subject Guide Search

Take a guided approach to finding your topic

The subject guide search offers the ability to narrow a single topic by subdivisions, and to view narrower and broader related topics.

If you have a broad topic in mind, this search can help you identify targeted tags to find documents fully focused on the topic. You can also use this search to specify the appropriate context for words with varied meanings or to discern between people with the same name.



### Publication Search

Verify the availability of a publication within Gale Academic OneFile

Use Publication Search to enter the title of a publication of interest. Click on any matching result to view coverage details, and link to articles from individual issues. You can also use **Create Journal Alert** to subscribe to automatic emails or receive RSS notification when a new issue is added to *Gale Academic OneFile*.

## Topic Finder

Generate a visual representation of your search results by topic and subtopic

Topic Finder organizes results based on the frequency of occurring terms, allowing you to hone in on targeted keywords, envision connections between topics, and create new research paths. Use Topic Finder if you're having trouble coming up with a research topic, when you have an idea for a topic and want to investigate related topics, or when you want to narrow your search results.

As you click Topic Finder tiles, results on the right update dynamically, allowing for one-click access into relevant content. Simply click an article's title to view it.

## WORKING WITH RESULTS

### Search Results

Discover, sort, and filter results organized by content type, and simply click result titles to access content

- **Search Alert:** Set up an RSS feed or email notification when new articles matching your search are added to the resource, so that you can stay informed on your topic with minimal effort.
- **Showing Results For:** Depending on your search, you may click to view Academic Journals, Magazines, Books, News, Images, and Videos.
- **Sort By:** Use this drop-down to view articles with the highest relevance based on factors like the frequency and location of references to your search terms, or to view the newest or oldest articles.
- **Filter Your Results:** Click to access and apply limits based on **Date Published**, **Subject**, **Document Type**, and more. Or, select **Search Within** and submit additional terms to refine your search. Use these options to narrow your topic when you have a large number of results.
- **Topic Finder:** Click to visually analyze your current results, hone your topic, and discover more search terms related to your topic.

## WORKING WITH DOCUMENTS

### Tools

Manage content with document tools and features



- Use **Cite** to generate a citation using MLA, APA, or Chicago style. Export the citation into a variety of tools, or simply copy and paste it into your bibliography.
- Click **Send to...** to email or export the result to your Google Drive™ or OneDrive™ account, allowing you to access it indefinitely. A *Gale Academic OneFile* folder is automatically created to make it easy to find your exported documents.
- **Download** or **Print** the document to keep a copy of the result, including any highlights and notes you've added.
- Use **Get Link** to create a URL back to practically any page you choose. Copy and paste the link in documents, on websites, or anywhere else you'd normally place a URL. This tool provides an easy way for you to share individual results, searches, and more.
- Annotate important text with **Highlights and Notes**. Click and drag to select text within a result, choose a highlighter color, and add notes to the selection. Download, Print, or Send to... email, Google Drive™, or OneDrive™ to retain your highlights and notes with the result. You can also click the Highlights and Notes tool and then choose **View All Highlights and Notes** to access a summary of your annotations. *Once you leave the database, your work is erased to protect your privacy.*
- Select **Translate** to view a machine translation of the document in the language of your choice.
- Click **Listen** to have the article read aloud to you. After clicking play, you can download the audio .mp3.
- **Explore** similar results by selecting articles listed under **More Like This**. Or, click **Related Subjects** to find additional documents with similar subject terms. These options link you to further results to boost your understanding and enhance your research.

## LEARN MORE

If you require further assistance with *Gale Academic OneFile*, please ask your librarian or visit [gale.com/training](http://gale.com/training).



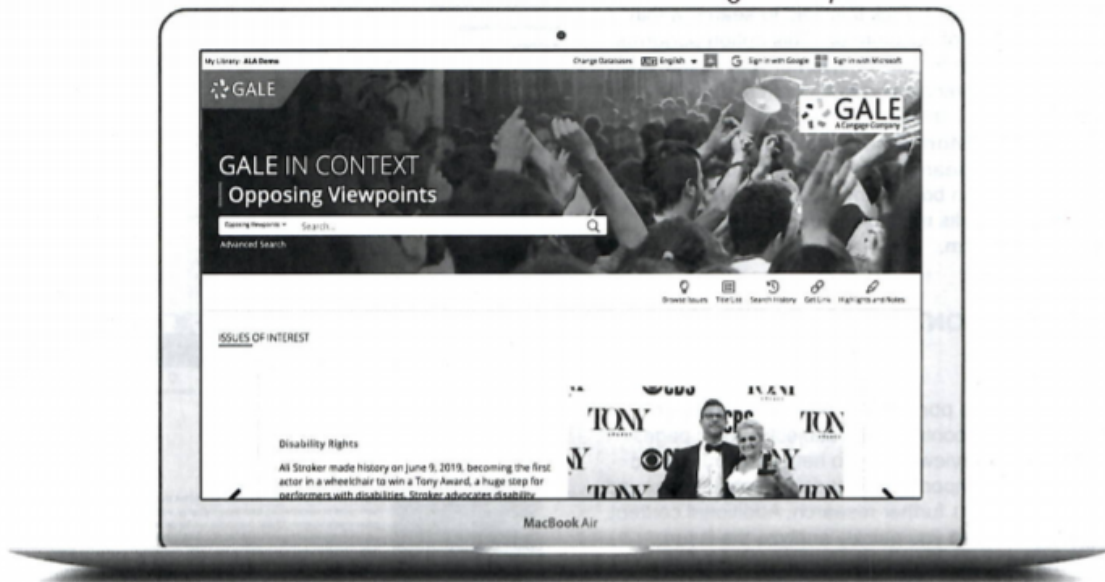
## Research Resource- Gale in Context: Opposing Viewpoints

# GALE IN CONTEXT: OPPOSING VIEWPOINTS

EXPLORE MANY SIDES OF AN ISSUE

*Gale In Context: Opposing Viewpoints* delivers credible facts and current insight into today's most debated political and social issues. You'll find viewpoints, reference articles, videos, and infographics analyzing current events, economics, environmental issues, political science, and more. Use the authoritative coverage within *Opposing Viewpoints* to build your understanding, and draw your own conclusions about complex issues

1. Go to: [clever.com/in/yonkers](http://clever.com/in/yonkers)
2. Click on Library Services
3. Select Gale Resources to begin your research.



### ISSUES OF INTEREST

Discover emerging issues featured in the banner. Use the dots at the bottom or the arrows on either side of the image carousel to explore.

### BROWSE ISSUES

Link directly into popular subjects from the home page or click on **Browse Issues** in the banner to view all of the topic pages focused on important issues.

### SIGN IN

Log in and use **Send to...** to add documents to your Google or Microsoft account. Save your research and access it anytime from Google Drive™ or OneDrive™.



EMPOWER™ LEARNING

## SEARCHING CONTENT

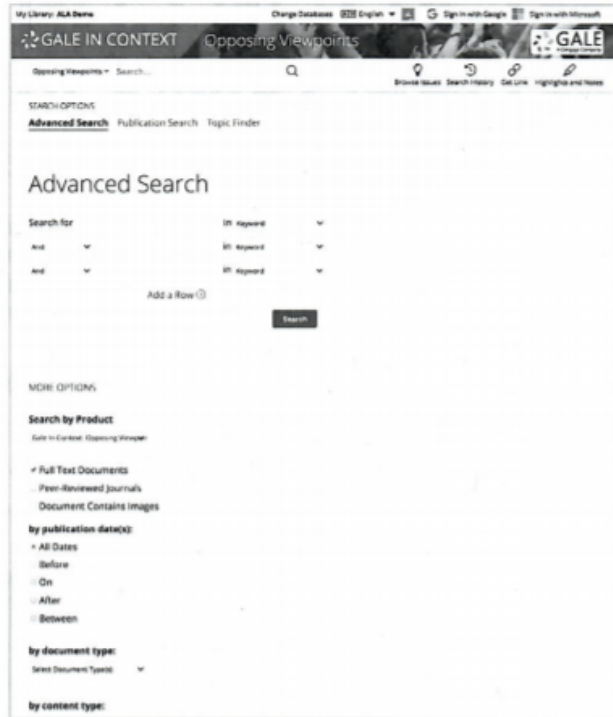
### Basic Search

Locate relevant results based on your search term(s). Basic search is a good place to start your research.

### Advanced Search

Customize your search with more limiting options to target relevant results. You can use advanced search to run complex searches for specific results, or to perform open searches for a broad view of available content.

- **Subject:** Choose this field to search document tags and find results fully focused on your topic. Try subject if your basic search produces too many results.
- **Publication Title:** Use this option to find articles or documents from a particular publication like *The Washington Post*.
- **Entire Document:** Pick this field to search within the entire text of documents. This option performs a broad search for any mention of your terms, so you can find precise phrases within results, or locate articles that touch on specific concepts.
- **Search Operators:** Use these drop-downs to connect your search terms. **AND** ensures your results mention both terms. **OR** broadens your search to results mentioning either term. **NOT** excludes a term.

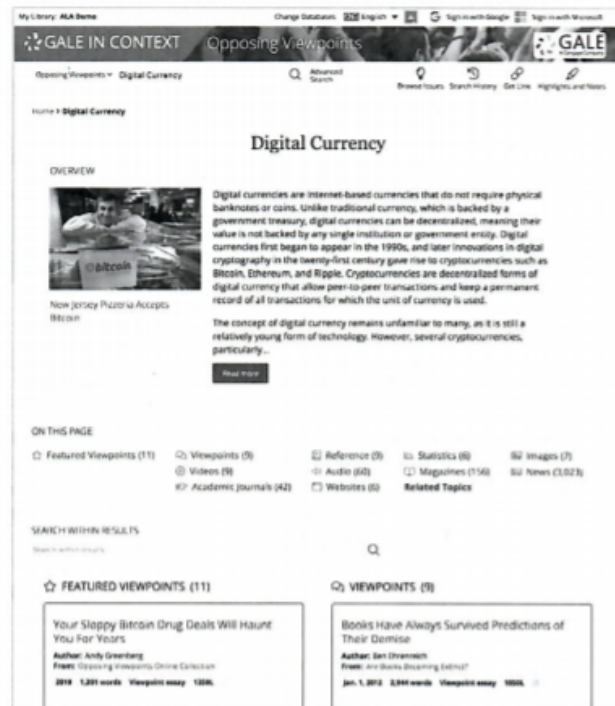


## BROWSING CONTENT

### Topic Pages

Access a one-stop portal of information focused on popular issues or controversial subjects. Topic pages begin with an overview essay to help you understand why the issue is important, what controversies surround it, and how to focus further research. Additional content is organized to help you quickly analyze the issue.

- **Featured Viewpoints:** Viewpoint essays and opinion pieces hand selected by Gale's expert editorial team analyze all sides of an issue. Use these results to hone and support arguments in papers and debates.
- **Images, Videos, and Audio:** Multimedia content from sources like *NPR* and *BBC News* provides engaging coverage of issues, and is perfect for use in projects and presentations.
- **Magazines and News:** Articles from premium international sources provide recent perspectives with new results added every day!
- **Academic Journals:** Scholarly and peer-reviewed publications provide advanced analysis.
- **Statistics, Primary Sources, and Websites:** Additional results cover unique angles and help you build a thorough understanding of the issue.



## WORKING WITH RESULTS

### Search Results

Click a content type to access sorting and filtering options.

- **Sort By:** Use this drop-down to view articles with the highest relevance based on factors like the frequency and location of references to your search terms, or to view the newest or oldest articles.
- **Filter Your Results:** Click to access and apply limits based on **Date Published**, **Subjects**, **Document Type**, and more. Or, select **Search Within** and submit additional terms to refine your search. Use these options to narrow your topic when you have a large number of results.
- **Topic Finder:** When available, click this option to generate a visual representation of your search results by topic and subtopic. Use Topic Finder to discover a more narrow, unique research path, or to identify connections between topics. You can also access Topic Finder within Advanced Search to execute a visual search. As you interact with Topic Finder, it provides an updated list of results. Simply click an article's title to view the result.

## WORKING WITH DOCUMENTS

### Tools

Manage your research with document tools and features.

- Use **Cite** to generate a citation using MLA, APA, or Chicago style. Export the citation into a variety of tools, or simply copy and paste it into your bibliography.
- Click **Send to...** to email or export the result to your Google Drive™ or OneDrive™ account, allowing you to access it indefinitely. An *Opposing Viewpoints* folder is automatically created to make it easy to find your exported documents.
- **Download** or **Print** the document to keep a copy of the result, including any highlights and notes you've added.
- Use **Get Link** to create a URL back to practically any page you choose. Copy and paste the link in documents, on websites, or anywhere else you'd normally place a URL. This tool provides an easy way for you to share individual results, searches, and more.
- Annotate important text with **Highlights and Notes**. Click and drag to select text within a result, choose a highlighter color, and add notes to the selection. Download, Print, or Send to... email, Google Drive™, or OneDrive™ to retain your highlights and notes with the result. You can also click the Highlights and Notes tool and then choose **View All Highlights and Notes** to access a summary of your annotations. *Once you leave the database, your work is erased to protect your privacy.*
- Select **Translate** to view a machine translation of the document in the language of your choice.
- Click **Listen** to have the article read aloud to you. After clicking play, you can download the audio .mp3.
- **Explore** similar results by selecting articles listed under **More Like This**. Or, click **Related Subjects** to find additional documents with similar subject terms. These options link you to further results to boost your understanding and enhance your research.



## LEARN MORE

If you require further assistance with *Gale In Context: Opposing Viewpoints* please ask your librarian or visit [gale.com/training](http://gale.com/training).



## **Tools for Writing a Research Paper**

### **Library Services Tools for Writing a Research Paper Grades: 9<sup>th</sup> – 12<sup>th</sup>**

Academy Honesty and Plagiarism -

<https://www.youtube.com/watch?v=JylxFnk7btU&feature=youtu.be>

?

APA Format - <https://apastyle.apa.org/>

Bibliography Examples - <https://examples.yourdictionary.com/bibliography-examples.html>

The MLA Style Center - <https://style.mla.org/>

The MLA Style Center: Avoiding Plagiarism and Academic Honesty -

[https://style.mla.org/plagiarism-and-academic-dishonesty/?gclid=EAlaIQobChMI2t6VgfbK6AIVFWyGCh2FegeBEAAYAiAAEgK6wPD\\_BwE](https://style.mla.org/plagiarism-and-academic-dishonesty/?gclid=EAlaIQobChMI2t6VgfbK6AIVFWyGCh2FegeBEAAYAiAAEgK6wPD_BwE)

?

Choosing a Research Topic -

[https://owl.purdue.edu/owl/general\\_writing/common\\_writing\\_assignments/research\\_papers/choosing\\_a\\_topic.html](https://owl.purdue.edu/owl/general_writing/common_writing_assignments/research_papers/choosing_a_topic.html)

Footnotes and Endnotes for APA -

[https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/footnotes\\_and\\_endnotes.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/footnotes_and_endnotes.html)

Footnotes and Endnotes for MLA -

[https://owl.purdue.edu/owl/research\\_and\\_citation/mla\\_style/mla\\_formatting\\_and\\_style\\_guide/mla\\_endnotes\\_and\\_footnotes.html](https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_endnotes_and_footnotes.html)

?

Kathy Schrock's 5W's of Website Evaluation –

[https://school.eb.com/resources/pdf/BSW\\_Research\\_Paper.pdf](https://school.eb.com/resources/pdf/BSW_Research_Paper.pdf)

?

Picking a Topic Video - <https://www.youtube.com/watch?v=Q0B3Gjlu-1o&feature=youtu.be>

Purdue Online Writing Lab - [https://owl.purdue.edu/owl/purdue\\_owl.html](https://owl.purdue.edu/owl/purdue_owl.html)

Video Lesson: Citation for Beginners -

[https://owl.purdue.edu/owl/research\\_and\\_citation/mla\\_style/mla\\_formatting\\_and\\_style\\_guide/mla\\_endnotes\\_and\\_footnotes.html](https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_endnotes_and_footnotes.html)

?

Writing Guides - <https://writing.colostate.edu/guides/page.cfm?pageid=11&guideid=3>

?

Writing a Research Paper [https://school.eb.com/resources/pdf/BSW\\_Research\\_Paper.pdf](https://school.eb.com/resources/pdf/BSW_Research_Paper.pdf)



# Castle Learning- Student Access ‘How To’ Guide



## Student Access How to Guide

Castle Software, Inc.  
[www.castlelearning.com](http://www.castlelearning.com)

### LOG INTO YOUR STUDENT ACCOUNT:

1. Go to: [Clever.com/in/yonkers](http://Clever.com/in/yonkers)
2. Click **Log In** then type your teacher provided **ID** in the **ID/Email** field.  
**NOTE:** Email cannot be used until you have logged in and set up your profile with your email address.
3. Type your password into the **Password** field and click **Sign In**  
**NOTE:** Use your school or teacher assigned password or leave it blank if not provided.
  - You will need to **Re-type Your Password** the first time in to set your own password.
4. Type in **Your Email Address** if you have one.
5. Click **Submit**

### INCOMPLETE ASSIGNMENTS:

<b>Assigned From Teacher</b> <ul style="list-style-type: none"> <li>• Click on Incomplete Assignments</li> <li>• Click on the teacher’s name</li> </ul>	<b>Created From Self Study</b> <ul style="list-style-type: none"> <li>• Click on Incomplete Assignments</li> <li>• Click on Self Study</li> </ul>
---	---

**NOTE:** Incomplete assignments can be sorted by clicking on any of the following options in the upper right.

**Assigned on      Name      Due      More (more options)**

The last sort you selected will remain your sort as the default until you choose another sort option.

### COMPLETED ASSIGNMENTS:

<b>Assigned From Teacher</b> <ul style="list-style-type: none"> <li>• Click on Completed Assignments</li> <li>• Click on the teacher’s name</li> </ul>	<b>Created From Self Study</b> <ul style="list-style-type: none"> <li>• Click on Completed Assignments</li> <li>• Click on Self Study</li> </ul>
--	--

**NOTE:** Incomplete assignments can be sorted by clicking on any of the following options in the upper right.

**Assigned on      Name      Due      More (more options)**

The last sort you selected will remain your sort as the default until you choose another sort option.

### CREATE YOUR OWN ASSIGNMENTS – SELF STUDY:

<b>Rocket Mode (by Grade/Topic)</b> <ul style="list-style-type: none"> <li>• Click on Self Study</li> <li>• Choose Course</li> <li>• Choose Grade</li> <li>• Click on + next to the Topic</li> <li>• Choose Subtopic to start the assignment</li> </ul>	<b>Expert Mode</b> <ul style="list-style-type: none"> <li>• Click on Self Study</li> <li>• Change Rocket Mode to Expert Mode</li> <li>• Choose Course</li> <li>• Choose from the following options:                     <ul style="list-style-type: none"> <li>○ Topics; Sample Assignments; Vocabulary; Flash Cards; Math Skills</li> </ul> </li> <li>• When asked to choose Levels, select the grade groups needed then click on the X in upper left corner</li> </ul>	
<b>NYS Regents Exams</b> <ol style="list-style-type: none"> <li>1. Click on Self Study</li> <li>2. Click on the Regents Exams icon and choose the Content</li> <li>3. Click on the course then choose the exam to use for review</li> </ol>		

### REPORTS:

1. Click on **Reports**
2. Choose **Completed Assignments, Self Study Assignments, Math Skills, or Cumulative Questions by Course**
3. Click on the assignment to create the report



# Castle Learning- Student Regents Review Guide



## Student Regents Review Guide

Castle Software, Inc.  
[www.castlelearning.com](http://www.castlelearning.com)

### LOG INTO YOUR CASTLE LEARNING ACCOUNT

1. Go to [Clever.com/in/yonkers](http://Clever.com/in/yonkers)
2. Click on **LOG IN** (upper right corner)
3. Use your log in assigned by your teacher or contact support if not familiar with your log in info

Call Support at 800-345-7606  
if you are having trouble  
logging in

### SELECT A REGENTS REVIEW:



4. Click on **Self Study**
5. Click on the **Regents Exams** icon
6. Choose the content (Math, Science, Social Studies, English Language Arts, Spanish, French)
7. Click on the course
8. Click on the exam to start the Regents review

**NOTE:** If you cannot finish the review and need to come back later to finish, use the **X** in the upper left corner and then choose **Exit and Save**. You will find it in **Incomplete Assignments** then **Self Study**.

### INCOMPLETE REVIEW: (when you didn't get a chance to complete the Regents Review you started)

1. Click on **Incomplete Assignments**
2. Click on **Self Study**

### REPORTS: (View your results)

1. Click on **Reports**
2. Choose **Completed Assignments, Self Study Assignments**
3. Click on the assignment to create the report

### PRACTICE SPECIFIC AREAS OF WEAKNESS:

#### Expert Mode

- Click on Self Study
- Change Rocket Mode to Expert Mode
- Choose Course
- Choose Topics
- Upper right, change course to Regents course you are taking
- Set Levels to HS only then click on in upper left to close box
- Use + to open a topic and check the box of sub-topic identified in report that needs more study



#### Rocket Mode (by Grade/Topic)

- Click on Self Study
- Choose Course
- Choose Grade (choose any grade 9-12)
- Click on + next to the Topic
- Choose Subtopic to start the assignment

### REPEAT STUDENT SELF STUDY OF ENTIRE REGENTS EXAMS

1. From Student Home Page, click on **Self-Study**
2. Click on the **Regents Exams** icon and choose the content
3. Click on the course then choose the exam to use for review