

Using Digital Content in Your Classroom

60 minutes

Description

Each day, you fill your classroom with content that your students refer to, investigate, critique, and analyze. You need to be able to find and share files, and organize them for future use.

With Aspen IMS:

- Use My Resources to store, organize, and share digital content.
- Take advantage of My Resources' Google Docs feature. Link to your own Google Docs from Aspen IMS for homework assignments. It's easy to distribute them, share personalized feedback, and enter grades – all without touching a single piece of paper.
- Go to the **Quest** tab to find and share reliable, appropriate digital resources (great for students, too).

Upon completion of this lesson, you will be able to use Aspen IMS to organize and share digital resources using My Resources, Google Docs, and Quest.

Prerequisites

Be sure you have completed the following lesson plans:

- Finding Your Way in Aspen IMS
- Getting Started with Aspen IMS

Participant Objectives

- Import files to and organize **My Resources**.
- Use the **Quest** tab.
- Add your Google email address to Aspen.
- Grant Aspen access to Google Docs.
- Share resources with students and peers.
- Attach resources to assignments and group Pages.

Activities

- Organize My Resources by adding folders.
- Add files and other content to My Resources.
- Verify whether you have linked your Google Docs (Drive) account to Aspen.
- Add your Gmail address to Aspen.
- Grant Aspen access to Google Docs.
- Plan how you can integrate the use of Google Docs with Aspen.
- Import a Google Doc to your My Resources.

- Search Quest for resources to add to My Resources.
- Add resources to assignments.

Resources

For more information on this lesson and to complete the *Plan* and *Apply* sections, refer to the resources listed below. These are available in Aspen from the **Help** menu, **Videos**. You can also access online Help from the **Help** menu.

Quick Reference Guides:

- My Resources
- Google Docs and Aspen IMS
- Quest

Apply

Now that you've taken an in-depth look at digital content in your classroom, complete the following in the order listed:

- 1. Organize your My Resources repository by adding folders and moving content.
- 2. Add a few of your own files to your My Resources.
- 3. Add a weblink to My Resources you could use for a lesson.

If you have not linked your Google Docs (Drive) account to Aspen, complete the following steps:

- 4. Add your Gmail address to Aspen.
- 5. Grant Aspen access to Google Docs.

Apply what you have learned about Google Docs by completing the following:

- 7. Import a Google Doc to My Resources.
- 8. Search the **Quest**tab for sources that support those files. Add one of each of the following:
 - Website
 - One Search source from an encyclopedia
 - One Search source from an Internet library
 - One Search source from a reference database
- 9. Destiny resource (if available in your district)
- 10. Document how you can add a resource (including a Google Doc or digital resource you found in Quest) to an assignment on your Planner.

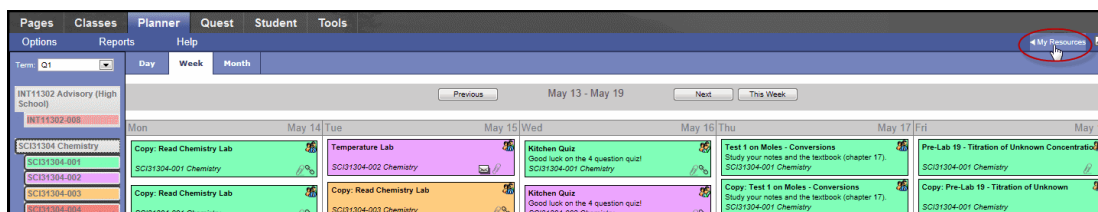
Manage My Resources in the Staff View

My Resources is available on your Planner and on the **Quest** tab. You can store files for lessons, weblinks, notes, etc. See [Use My Resources](#) to learn about all its features.

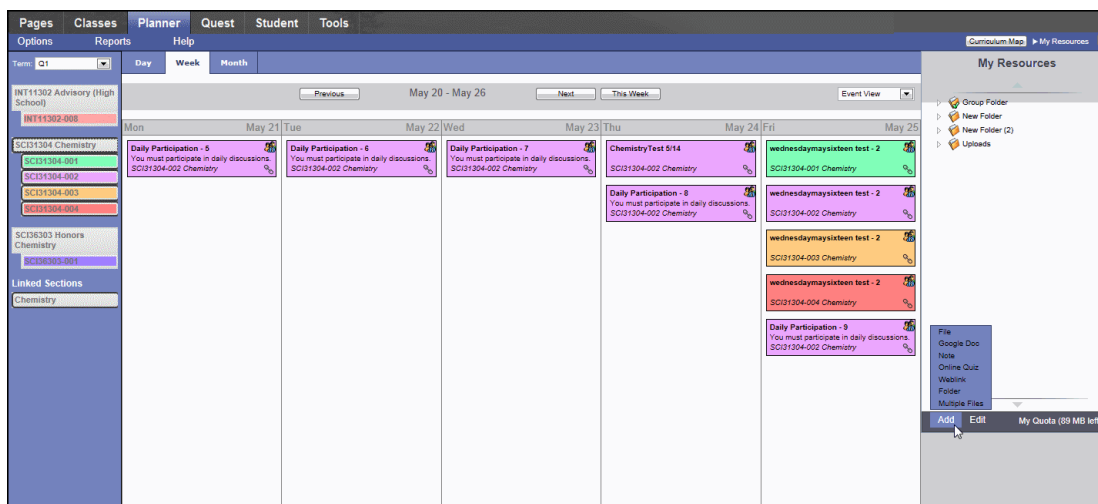
After you add items to My Resources, you can attach those items to assignments on your Planner.

Accessing My Resources on Your Planner

To access My Resources on your planner, click **My Resources** in the upper-right corner of the page:



My Resources appears:



Note: Click **My Resources** again to close the My Resources window.

My Resources includes folders for organizing content. You can upload items from your local hard drive (such as PDF, Word, or PowerPoint files), or create them in My Resources (such as notes.)

For example, you might have a folder in My Resources that contains your lesson plans. Within the lesson plan folder are individual folders for each unit. Within the unit folders are the actual daily lesson plans.

Each daily lesson plan folder contains weblinks to videos, document files for handouts, and PowerPoint presentations. You can access it all seamlessly from your Planner for the projector in your room. You can also drag and drop the handout files to attach them to your assignments on your Planner.

Accessing My Resources on the Quest Tab

To access My Resources on [the Quest tab](#), use one of the search tools to find a list of digital content. Then, click **My Resources** in the upper-right corner of the page:



Drag and drop resources your search tools find to the appropriate folders in My Resources. You can share this content by dragging and dropping it to a Group Resources folder, which group members can access on the group's page, or to a folder for you to drag and drop into a specific assignment's details.

Adding Items to My Resources

In addition to adding weblinks, files, notes, and folders, My Resources contains the following options on the **Add** menu:

- [Google Docs](#)
- [Online quizzes](#)

Adding My Resources to Assignments on Your Planner

To share links and files with students, you can attach items in My Resources to assignments by clicking and dragging.

Click on any file in My Resources and drag it to a date in the calendar to create a new assignment with that item attached.

Manage My Resources

My Resources is each user's personal document repository within Aspen. It is accessible from the [Group Resources widget](#).

For example, teachers can store items such as course materials, classroom policy documents, links to web sites of interest, and PowerPoint presentations. Students can store homework assignments, science fair projects, recommendation letters, and more.





No one can ever access another user's My Resources.

For teachers and page administrators, My Resources can serve as a central storage area for materials that need to be shared with many groups. Any files uploaded to My Resources can be copied to a Page's Group Resources widget by dragging and dropping.


Members of a Page can see and download the resources but cannot edit or delete them. All files uploaded are owned by the uploader.

Also, teachers can easily [attach a resource stored in My Resources to a homework assignment](#). Use the **Resources Provided by the Teacher** section of the new assignment page.

There are four different folder icons used in My Resources:

- : user-created folder.
- : group folder (only page administrators can upload files into and delete from this type of folder).
- : group folder with read-only access (group members can only view files in a group folder).
- : uploads folder, automatically created when a teacher uploads a file or weblink directly into an assignment (rather than dragging from My Resources). A subfolder for the class appears, with the file/weblink within.

Notes:

- You can move, rename, and delete user-created folders and files.
- Teachers can rename their Uploads folder, such as to *Amy's Uploads*. For each class that you upload files to, Aspen will create another subfolder within your Uploads folder .
- You cannot have two files with the same name within Group Resources or My Resources (unless they are in different folders). If you upload or copy a file to a folder already containing a file of the same name, Aspen automatically appends a number, starting with **(2)**, to the name of the file that's been added or moved.

You can do the following:

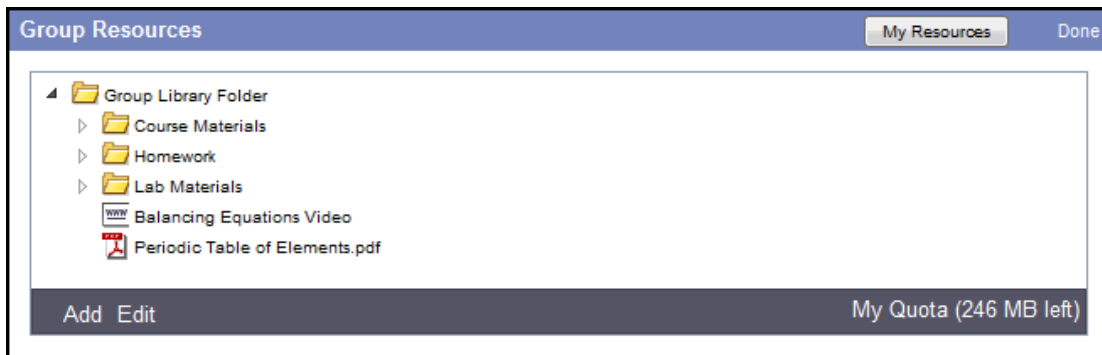
- [Add different types of files to My Resources.](#)
- [Edit, delete, and copy files that have been added to My Resources.](#)
- [Drag and drop individual files or folders from My Resources to Group Resources \(and vice versa\).](#)
- [Manage your storage quota.](#)

To add files to My Resources:

1. Do one of the following:
 - If you are a teacher, in the Staff view, go to the **Planner** tab. Select the **Event View** and click **My Resources**.
 - For any other users, go to the Group Resources widget:

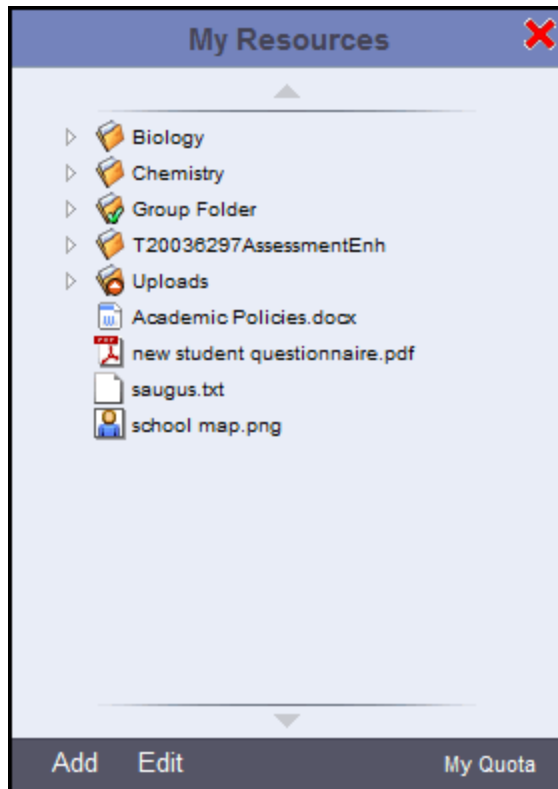


Click **Edit** in the title bar of the widget. The widget displays options:



At the top of the widget, click **My Resources**.

My Resources appears:




Note: You only have one My Resources storage area. No matter what Page you are on in Aspen, your My Resources pop-up contains the same files.

4. At the bottom of the widget, click **Add**. The menu expands.

Note: When a teacher with Aspen IMS accesses My Resources from the Staff view's Planner, the ability to [add online quizzes](#) and [Google Docs](#) is available.

5. Select one of the following:

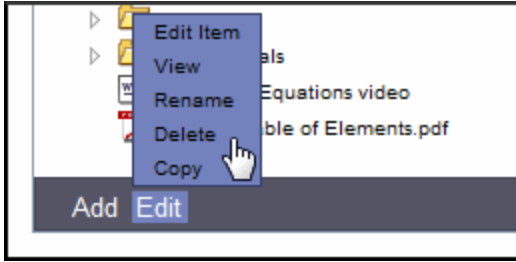
Field	Description
File	<p>Click Browse to locate the file, and add a Description.</p> <p>Note: Files can include Word documents, Excel spreadsheets, images, and PowerPoint presentations.</p>
Google Doc	<p>Type a Description. Then click Select Google Document to select from the available files. Click Select Document.</p> <p>Note: This is a feature of Aspen IMS.</p>
Note	Type a Title and the Text of your note (such as comments about a particular lesson plan).
Weblink	Type a Name , Description , and URL (you can copy and paste into this field).

Field	Description
Folder	A new folder appears. If desired, you can rename the folder, move it, and drag and drop files into it.
Multiple Files	<p>Note: If you have a specific place where you want a file or folder to appear, select that location in My Resources before you add the files.</p> <p>When you click Multiple Files, the resulting messages/dialog boxes that appear are based on your operating system and browser. In general, you want to keep, enable, and allow the Java Web Start application on your computer. If a security dialog box appears, click Run.</p> <p>The application automatically starts to run, and an Aspen File Uploader dialog box appears.</p> <p>Click Add files to select multiple files, one or more folders, or a combination of files and folders. (Press and hold the Shift key to select multiple files or folders adjacent to each other; press and hold the Ctrl key to select multiple files or folders not adjacent to each other).</p> <p>Note: Once you make a selection, it is possible to continue adding files until you reach your quota.</p> <p>Click Upload. A confirmation message appears. Click OK. The selected files or folders appear in My Resources.</p> <p>Note: If you saved the Aspen Uploader file to your computer, the next time you click Multiple Files, find and select the  icon in your taskbar to view the Aspen File Uploader dialog box.</p>

Note: Files uploaded to My Resources cannot be edited in My Resources. To edit a file stored in My Resources, download it to your computer, edit the file, and upload it again.

To edit, delete, and copy files in My Resources:

1. Select the file or folder that you want to edit.
2. At the bottom of the My Resources pop-up, click **Edit**. The menu expands as follows:



3. Select one of the following:



Field	Description
<p>Edit Item</p>	<p>A details pop-up appears, where you can edit details such as file name, description, and file location.</p> <p>You cannot edit the contents of a file. To do that, you need to do one of the following:</p> <ul style="list-style-type: none"> • Download the item, edit it, and upload the edited version. • Edit the version that's on your computer, upload it, and delete the unedited version. <p>Note: You cannot edit a folder.</p>
<p>View</p>	<p>Based on your selection, one of the following occurs:</p> <ul style="list-style-type: none"> • For a folder: The folder expands (if it was already expanded, nothing happens). • For a file: The file opens directly, or a dialog box asks you whether you want to save or open the file. • For a note: The note details appear, where you can make edits. • For a Google Doc: You need to have a Google account and might need to grant Aspen access to Google Docs. • For a video: The video opens in a new window. • For a web page: The web page opens in a new window. <p>Note: Clicking Edit and then View is the same as double-clicking the item.</p>
<p>Rename</p>	<p>A rectangle appears around the folder name, and the text is highlighted. Type the new name and then press Enter on your keyboard.</p> <p>Note: You cannot rename a file.</p>

Field	Description
Delete	A confirmation message appears. Click OK .
	<p>Notes:</p> <ul style="list-style-type: none"> If you are running out of space and want to delete multiple files at once, click the My Quota link on the Group Resources widget. If you delete a file from My Resources that has been attached to an assignment, students will no longer have access to that assignment.
Copy	A copy of the file appears, with a number, starting with (2) , appended to the file name.
	<p>Note: You cannot copy a folder.</p>

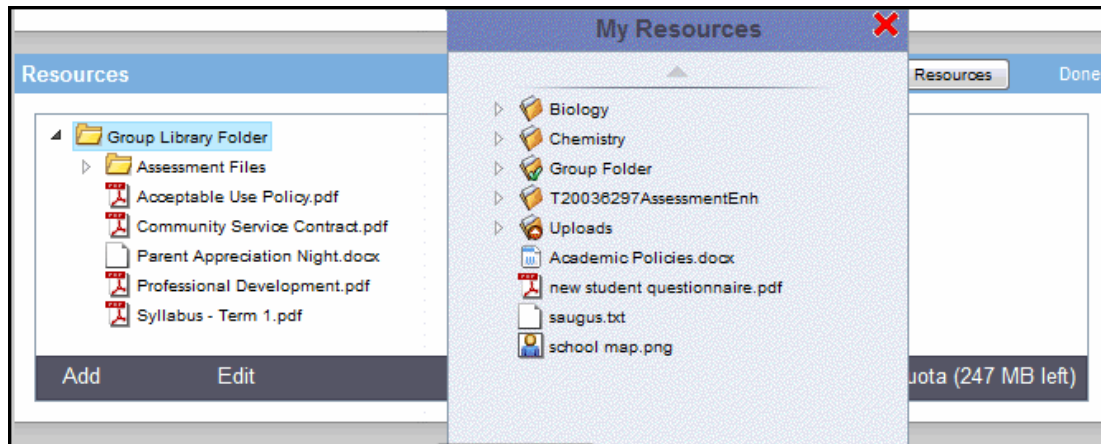
To copy a file or folder of files between Group Resources and My Resources:

Besides working with individual documents, it is possible to copy a folder or multiple levels of folders from Group Resources to My Resources, and from My Resources to Group Resources.

Notes:

- Uploading or copying files into My Resources makes it easy to share documents with all of the groups/Pages that you administer.
- Within My Resources, you will see a folder for each group that you are the page administrator for. For example, you might have English Literature, English Language Arts, and Drama Club folders. Notice that these folders have the checkmark icon . If you upload files to the English Literature folder, this content will automatically appear in the Group Resources widget for all members of that group. Any resource added to the Group Resources widget also appears in members' My Resources group folder, but with a read-only status .

- In the Group Resources widget's title bar, click **Edit**. The **My Resources** button appears.
- Click **My Resources**. The My Resources pop-up appears (which you can click and drag to the desired location):



3. Click your mouse button to select the file or folder in Group Resources or My Resources that you want to copy.
4. While still holding your mouse button down, drag the item to the location in Group Resources or My Resources where you want it to appear.

Note: If you are copying an individual file, drag it onto the folder you want it to appear in. You can copy multiple files by clicking and holding the **Shift** key before you select the files.

5. Release your mouse. The files or folders are copied.

Additional notes:

- When you drag and drop folders between Group Resources and My Resources, the folders are actually being copied, not moved. They exist in both places.
- Online quizzes in My Resources can't be copied to the Group Resources widget.
- If you have reached your space quota, the folders or files will not copy, and an error message appears.

Manage your storage quota

Every Aspen user has a storage quota for the files they can upload to My Resources and Group Resources. In the Group Resources widget and My Resources, the **My Quota** indicator


My Quota (246 MB left) at the bottom of the box displays how much storage space you have left (in MB - megabytes).

To manage your storage quota:

1. Click **My Quota**. The My Quota pick list displays all of the individual files that make up your current quota:

Wielgat, Ann
Using 2 MB of your 250 MB (1.17%)

< 1: 1.62 MB >

0 of 15 selected 

<input type="checkbox"/>	File Size	LastMod	File Name	Repository Name
<input type="checkbox"/>	1.62 MB	2/28/2012 1:50 PM	Science Fair Format.ppt	Local Repository
<input type="checkbox"/>	0.38 MB	2/28/2012 1:51 PM	Periodic Table of Elements.pdf	Local Repository
<input type="checkbox"/>	0.15 MB	3/7/2012 1:18 PM	Parent Appreciation Night.docx	Local Repository
<input type="checkbox"/>	0.15 MB	6/28/2012 6:11 PM	Camp Granada - Information.docx	Local Repository
<input type="checkbox"/>	0.12 MB	5/14/2012 1:46 PM		
<input type="checkbox"/>	0.09 MB	3/7/2012 1:18 PM	Acceptable Use Policy.pdf	Local Repository
<input type="checkbox"/>	0.09 MB	3/7/2012 1:18 PM	Community Service Contract.pdf	Local Repository
<input type="checkbox"/>	0.09 MB	3/7/2012 1:18 PM	Professional Development.pdf	Local Repository
<input type="checkbox"/>	0.09 MB	2/28/2012 1:51 PM	Syllabus - Term 1.pdf	Local Repository
<input type="checkbox"/>	0.09 MB	6/28/2012 5:13 PM	Syllabus - Term 1.pdf	Local Repository

Delete Cancel

2. From here, you can do any of the following:

- View the details of the files that you have uploaded, including size and date last modified.
- To navigate through the Pages of files, click the **Page** drop-down or use the arrow keys.
- To delete a file or files, select the appropriate checkbox(es) and click **Delete**. A message asks you to confirm the deletion. Click **Yes** to confirm. The files are deleted, and your space quota is updated accordingly.

Use Google Docs to Collaborate With Your Students

Within [My Resources](#), you can add Google Docs as resources for your own use, to share with your students, and to attach to assignments. Google Docs lets you create and upload text documents, spreadsheets, presentations, and more.

Using Google Docs as a teacher has many advantages for your classroom, such as:

- Online collaboration with your students. Students work on the document online, and submit it online. Then, you can score and edit the document and make it available for the student to review.
- Additional storage space for files. Google Docs are stored in your Google account, freeing up space in your My Resources quota. All Google Docs users get 5GB of storage space for free.
- Moving towards a paperless classroom. With assignments assigned, completed, edited and scored online, the need for mounds of papers and copies in your room is drastically reduced.

Learn how to do the following:

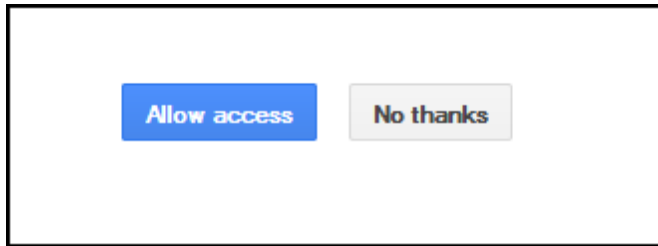
- [Complete one-time Google Docs setup.](#)
- [Add a Google Doc to My Resources.](#)
- [Create an assignment using a Google Doc.](#)
- [Review and score a Google Doc posted by a student.](#)

To complete one-time Google Docs setup:

1. In Aspen, on the settings bar, click **Set Preferences**.
2. Click the **Security** or **Communication** tab.
3. At the **Google Docs email** field, click **Add Google Access**.
4. If the Google Accounts page appears, do one of the following:
 - If you have a Google, Gmail, Google Docs, or Google Drive account, enter your **Email** and **Password**. Click **Sign in**.
 - If you do not have a Google, Gmail, Google Docs, or Google Drive account, click **Sign Up**. Complete the fields to create a Google account and sign in.

Note: If you are currently signed in to your Google account, no sign-in is necessary. Your email address appears in the following dialog box.

The Request for Permission dialog box appears:



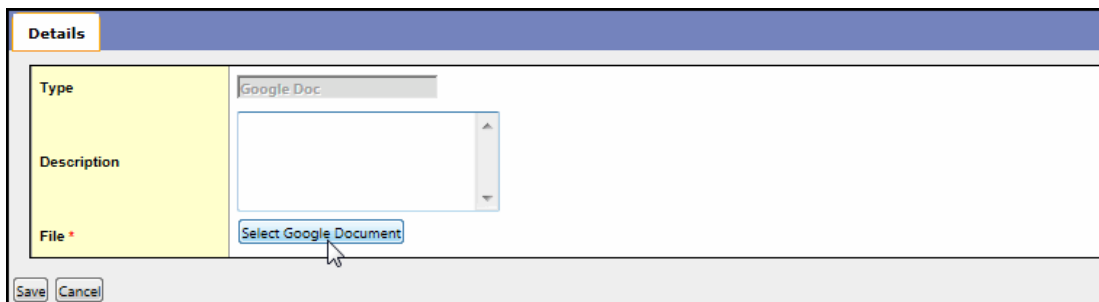
5. Click **Allow access**.

Notes:

- On the **Security** and **Communication** tabs in your user preferences, the **Google Docs email** field is automatically updated, and the **Add Google Access** button becomes **Remove Access**.
- If you later decide that you do not want Aspen and Google Docs to communicate, click **Remove Access** at the **Google Docs email** field.

To add a Google Doc to My Resources:

1. Outside of Aspen, create or upload a file to Google Docs.
2. In the Staff view in Aspen, click the **Planner** tab.
3. Open **My Resources**.
4. Within My Resources, go to the folder in which you want to store the link to the Google Doc.
5. At the bottom of My Resources, click **Add**, then **Google Docs**. A dialog box appears:



Note: You can type a description of the file in the **Description** field.

6. Click **Select Google Document**. The list of documents in your Google Docs appears.
7. Select the document, and click **Select Document**. You can also type text in the **Search** field to search for text within a document title.
8. Click **Save**. The link to the Google Doc appears in My Resources.

To create an assignment using a Google Doc:

Note: You must have added a Google Doc to My Resources in order to add it to an assignment.

1. Log on to the Staff view.
2. Click the **Planner** tab.
3. Do one of the following:
 - Open **My Resources** (not accessible from the Curriculum View). Click, drag and drop the Google Doc onto the date you want to assign the assignment on your Planner. The New Assignment page displays the Google Doc in the **Resources Provided by the Teacher** field. Complete the assignment details at the top of the page, including the **Grade Term** field at right.
 - In the **EventView**, click in the cell for the day you want to create an assignment. Select **Add Assignment** or **Add Ungraded Assignment**. In the **Resources Provided by the Teacher** field, click **Select Google Doc**, and select the document you want to associate with the assignment. (Note that you can click a document name to preview it). Click **Select Document**. Select another Google document, or click **Save**. Complete the assignment details at the top of the page, including the **Grade Term** field at right.
 - From the **Options** menu, click **Add Assignment** or **Add Ungraded Assignment**. In the **Resources Provided by the Teacher** field, click **Select Google Doc**, and select the document you want to associate with the assignment. (Note that you can click a document name to preview it). Click **Select Document**. Select another Google document, or click **Save**. Complete the assignment details at the top of the page, including the **Grade Term** field at right.
4. If you want students to do their work and submit the document online, do the following:
 - In the **Online submission** fields, enter open and close dates.
 - Next to the Google Doc in the **Resources Provided by the Teacher** field, click **Make Student Editable**. A message warns you that student-specific instances of the document will be created and that this operation cannot be undone. For example, if you have 26 students in a class, Aspen creates an individual copy for each of the 26 students when they open the assignment in the portal. To continue, click **Make Student Editable**. The words "*Student Editable*" appear next to the file name.
 - Click **Save**.

To review and score a Google Doc posted by a student:

1. Click the **Scores** page. **G** appears in the assignment column for any student who has posted their document.
2. Click the **G** to open the student's version of the document. A window appears with the document title, last modified by email address, and the last date it was modified:
3. Click the title to open the document.
4. Type any comments in the document, and close it.
5. Type a score on the Scores grid next to the **G**. From the Student portal, the student can view the score you enter, and the comments you enter within the document.

Note: If it is before the **Online Submission Close Date** for the assignment, the student can make edits to the document and post it again. For teachers, the only indication that a student has re-posted a Google Doc is to view the **Last Modified By** and **Last Modified Date** information.

Using Quest to Search for Digital Content

The Internet is full of content, but is hard to determine and provide specific, appropriate and relevant content for your classroom.

Accessed from Aspen's Staff and Student views, the **Quest** tab includes up to four search tools to help teachers and students easily locate and identify appropriate digital content.

With an easy-to-use interface, the four search tools help you navigate the Internet and your library collection, refine search results, and efficiently access resources:

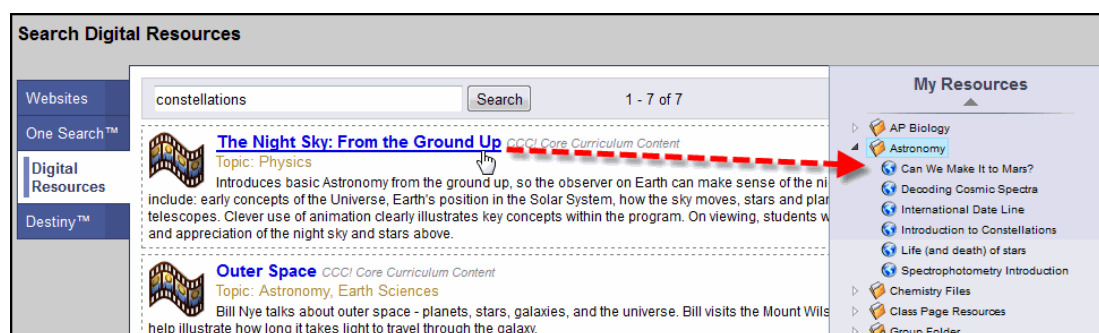
- [WebPath Express](#): A digital content subscription of more than 75,000 credible, content-safe, and age-appropriate websites that are evaluated and assessed by educators regularly.

Note: WebPath Express is an additional subscription your district can purchase with Aspen IMS.

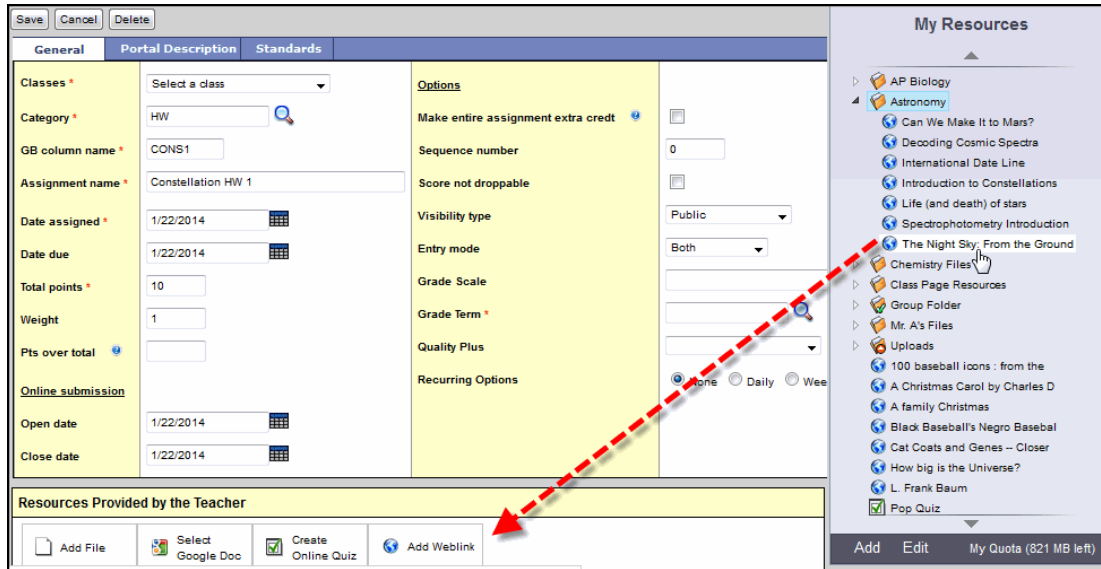
- [One Search](#): A school's collection of subscription and free online databases.
- [Digital Resources](#): A school's digital resources, which might include Follett's Resources Services, or another digital resources service.
- [Destiny](#): A school's library resources, available through a link to Destiny Library Manager.

When you find a great link or resource, you can drag and drop it into My Resources. This way, you can instantly share it on a Page by placing it in a Group folder, or store it in a personal folder to access when you need it.

For example, as a teacher, you might find a great website for students to use when completing tonight's lesson. Drag and drop the link from the search tool on the **Quest** tab to the folder you use to store great weblinks, handouts, or other information for that unit in My Resources:



Then, as you create the assignment, drag and drop the links from My Resources to the **Resources Provided by the Teacher** field. Your students can access the links and any other resources you provide for them from the Student portal:



WebPath Express

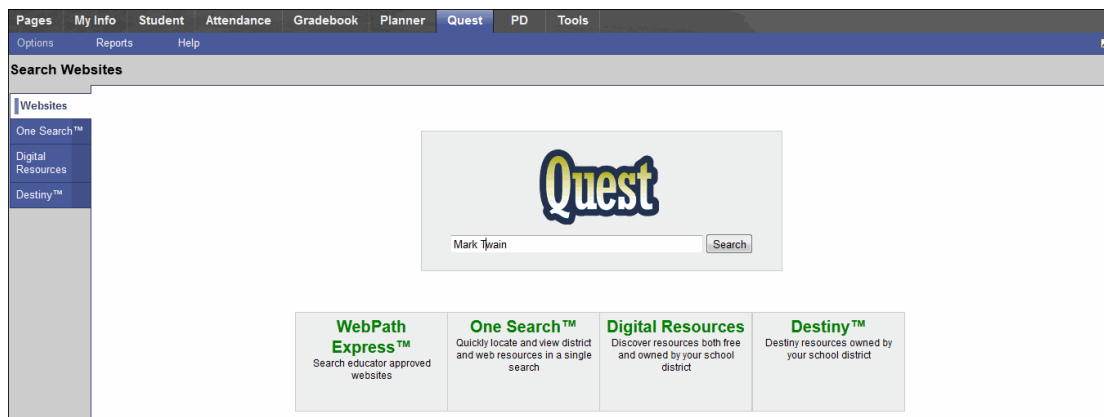
WebPath Express provides instant access to grade-appropriate, educator-approved websites.

Note: WebPath Express is an additional subscription your district can purchase with Aspen IMS.

WebPath Express provides a safe, credible, and appropriate search experience by filtering content so students only access educator-reviewed websites.

To use WebPath Express:

1. Log on to the Staff or Student view.
2. Click the **Quest** tab:



- On the **Websites** side-tab, type a search term or phrase in the **Search** field.
- Click **Search**. The search results from WebPath Express appear in the **Websites** side-tab:

The screenshot shows the 'Search Websites' interface in the Quest system. At the top, there are navigation tabs: Pages, My Info, Student, Attendance, Gradebook, Planner, Quest, PD, Tools. Below these are sub-tabs: Options, Reports, Help. The main search area has a search bar with 'Mark Twain' entered and a 'Search' button. To the right of the search bar, it shows '1 - 10 of 300' results and a 'Next Page' link. On the left side, there are navigation options: Websites, One Search™, Digital Resources, and Destiny™. The search results are listed with icons, titles, topics, and brief descriptions. On the right side, there is a 'Narrow Your Search' sidebar with several filter buttons: Grade Level [All], Domain [All], Topic [All], Format Type [All], Source Type [All], and Language [All].

- If there are too many results, you can narrow your search to show only certain types of information. Under **Narrow Your Search** on the right side, click one or more of the following categories to limit your search:

This image is a close-up of the 'Narrow Your Search' sidebar. It contains six dark grey buttons with white text and a right-pointing arrow. The buttons are labeled: 'Grade Level [All]', 'Domain [All]', 'Topic [All]', 'Format Type [All]', 'Source Type [All]', and 'Language [All]'. The text '[All]' indicates that all results are currently included for that category.

Option	Description
<p>▼ Grade Level [All]</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> All <input type="radio"/> PreK-2 (1) <input type="radio"/> 3-5 (42) <input type="radio"/> 6-8 (173) <input type="radio"/> 9-12 (262) 	<p>Click one grade level to show only results for the selected grade level, or click All to show results for all grade levels.</p> <p>The entire possible list is shown here. You might see a smaller list depending on the search results.</p>
<p>▼ Domain [All]</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> All <input type="radio"/> .au (2) <input type="radio"/> .ca (2) <input type="radio"/> .com (93) <input type="radio"/> .de (1) <input type="radio"/> .dk (1) <input type="radio"/> .edu (59) <input type="radio"/> .fi (10) <input type="radio"/> .gov (22) <input type="radio"/> .hk (1) <input type="radio"/> .info (1) <input type="radio"/> .net (5) <input type="radio"/> .org (92) <input type="radio"/> .pl (1) <input type="radio"/> .se (1) <input type="radio"/> .ua (1) <input type="radio"/> .uk (7) <input type="radio"/> .us (1) 	<p>Click a domain suffix to show only results from one domain, or click All to show results from all domains.</p> <p>All domain suffix types that are included in the search results are included in this list.</p>

Option	Description
<p>▼ Topic [All]</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> All <input type="radio"/> Academic writing (2) <input type="radio"/> Addams, Jane,—1860-1935 (1) <input type="radio"/> Advertising (1) <input type="radio"/> Aeschylus (3) <input type="radio"/> Affluent consumers (1) <input type="radio"/> African American actors—Biography (2) <input type="radio"/> African American artists—Biography (1) <input type="radio"/> African American dancers (1) <input type="radio"/> African American entertainers—Biography (1) <input type="radio"/> African American musicians (2) <input type="radio"/> African American painting (1) <input type="radio"/> African American women singers (1) <input type="radio"/> African Americans—Folklore (1) <input type="radio"/> African Americans—Social life and customs (1) <input type="radio"/> African authors (1) <input type="radio"/> Almond (1) <input type="radio"/> American Anti-Imperialist League (5) <input type="radio"/> American authors (2) <input type="radio"/> American authors—Biography (1) 	<p>Click a topic to show only results from one topic, or click All to show results from all topics.</p> <p>Each search result has one or more topics associated with it. Topics can be names or descriptive phrases.</p>
<p>▼ Format Type [All]</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> All <input type="radio"/> Animation (1) <input type="radio"/> Audio (5) <input type="radio"/> Biography (76) <input type="radio"/> Image collection (9) <input type="radio"/> Video (4) 	<p>Click a format type to show results in one format type, or click All to show results in all format types.</p>

Option	Description
<p>▼ Source Type [All]</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> All <input type="radio"/> Encyclopedia (9) <input type="radio"/> Magazine (4) <input type="radio"/> News Source (17) <input type="radio"/> Primary Source Material (9) 	<p>Click a source type to show results from one source type, or click All to show results from all source types.</p>
<p>▼ Language [All]</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> All <input type="radio"/> English (300) <input type="radio"/> French (1) <input type="radio"/> Spanish (1) 	<p>Click a language to show results in one language, or click All to show results in all languages.</p>

Note: Each selection you make is cumulative, so previous selections are still valid when you make others. For example, if you select a grade level range of 3-5 and then select a format type of *Biography*, the list includes all results with both the 3-5 *grade range* and the *Biography* format type. To remove one of the options you selected, click the option again, and select **All**.

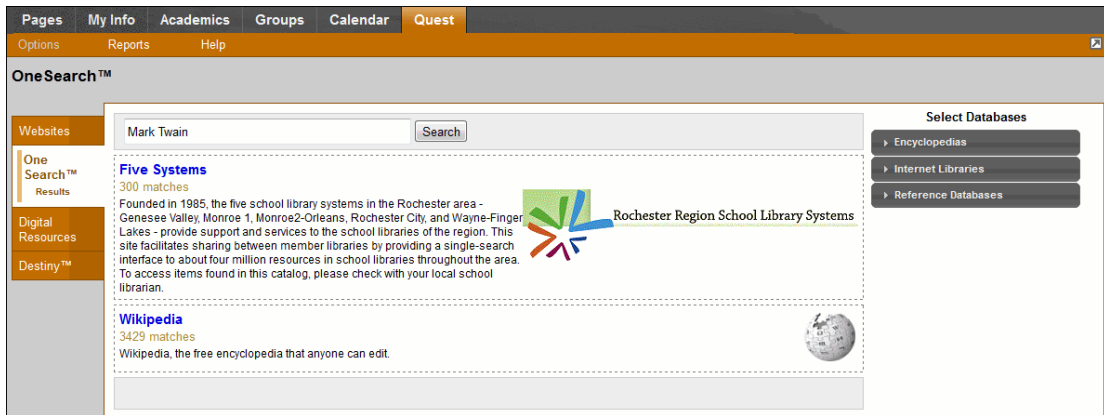
One Search

One Search helps Aspen IMS staff and student users view and utilize the full range of their online subscriptions in one easy search.

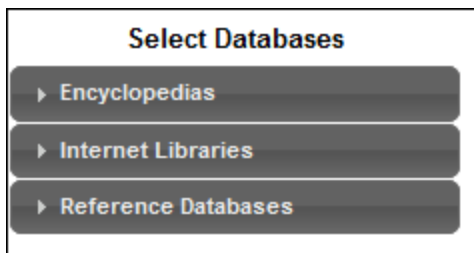
Accessed via the Internet anytime, from anywhere, One Search lets users see a complete list of search results at once, instead of one-by-one.

To use One Search:

1. Log on to the Staff or Student view.
2. Click the **Quest** tab.
3. On the **Websites** side-tab, type a search term or phrase in the **Search** field.
4. Click **Search**.
5. Click the **One Search** side-tab to view the search results:



6. Click on each database type to select or deselect results to display:



Option	Description
<div style="background-color: #ffffcc; padding: 5px;">▼ Encyclopedias</div> <div style="background-color: #cccccc; padding: 5px; margin-top: 5px;"> Select All Select None <input type="checkbox"/> Wikipedia - Free <input type="button" value="Apply Changes"/> </div>	<p>Click Select All to show results from all encyclopedia subscriptions.</p> <p>Click Select None to omit encyclopedia subscriptions from the results.</p> <p>Select one or more encyclopedia subscriptions to include in the results.</p> <p>Click Apply Changes to save your selections.</p>
<div style="background-color: #ffffcc; padding: 5px;">▼ Internet Libraries</div> <div style="background-color: #cccccc; padding: 5px; margin-top: 5px;"> Select All Select None <input type="checkbox"/> Five Systems - Free <input type="button" value="Apply Changes"/> </div>	<p>Click Select All to show results from all Internet libraries.</p> <p>Click Select None to omit results from Internet libraries.</p> <p>Select one or more Internet libraries to include in the results.</p> <p>Click Apply Changes to save your selections.</p>
<div style="background-color: #ffffcc; padding: 5px;">▼ Reference Databases</div> <div style="background-color: #cccccc; padding: 5px; margin-top: 5px;"> Select All Select None <input type="checkbox"/> About.com - Free <input type="checkbox"/> Atlapedia Online - Free <input type="checkbox"/> Bartleby.com - Free <input type="checkbox"/> Library of Congress Online Catalog - American Memory - Free <input type="checkbox"/> Library of Congress Online Catalog - National Jukebox - Free <input type="checkbox"/> Library of Congress Online Catalog - Pictures - Free <input type="button" value="Apply Changes"/> </div>	<p>Click Select All to show results from all reference databases.</p> <p>Click Select None to omit the results from reference databases.</p> <p>Select one or more reference databases to include in the results.</p> <p>Click Apply Changes to save your selections.</p>

Digital Resources

Use a single search to find resources from several databases available on a Follett server.

You can access all available databases without the need to create and remember multiple usernames and passwords.

To access Digital Resources:

1. Log on to the Staff or Student view.
2. Click the **Quest** tab, then the **Digital Resources** side-tab.

Destiny Search

Destiny Search finds resources owned by your school district.

Note: Your district and school must use Destiny Library Manager.

To use Destiny Search:

1. Log on to the Staff or Student view.
2. Click the **Quest** tab.
3. On the **Websites** side-tab, type a search term or phrase in the **Search** field.
4. Click **Search**.
5. Click the **Destiny** side-tab to view the search results:

The screenshot shows the 'Search Destiny' interface. On the left, there is a navigation menu with 'Destiny™' selected. The main search area has a search box containing 'Mark Twain' and a 'Search' button. Below the search box, there are six search results, each with a book icon, a title, an author, and a brief description. On the right side, there is a 'Narrow Your Search' section with several filter buttons: Author [All], Subject [All], Genre [All], Series [All], and Language [All].

6. If there are too many results, you can narrow your search to show only certain types of resources. Under **Narrow Your Search** on the right side, click one or more of the following categories to limit your search:

Narrow Your Search

▶ Author [All]

▶ Subject [All]

▶ Genre [All]

▶ Series [All]

▶ Language [All]

Option	Description
<p>▼ Author [All]</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> All <input type="radio"/> Aller, Susan Bivin. (1) <input type="radio"/> Anesko, Michael. (1) <input type="radio"/> Ashmore, Wayne. (1) <input type="radio"/> Bodden, Valerie. (1) <input type="radio"/> Caravantes, Peggy. (1) <input type="radio"/> Diorio, Mary Ann L. (1) <input type="radio"/> Fleischman, Sid. (1) <input type="radio"/> Heims, Neil. (1) <input type="radio"/> Lathbury, Roger. (1) <input type="radio"/> MacLeod, Elizabeth. (1) <input type="radio"/> Meyers, Karen. (1) <input type="radio"/> Nault, Jennifer. (1) <input type="radio"/> Phillips, Jerry (1) <input type="radio"/> Twain, Mark. (1) <input type="radio"/> Vickers, Rebecca. (1) 	<p>Click an author to only show results from the selected author, or click All to show results from all authors.</p>
<p>▼ Subject [All]</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> All <input type="radio"/> Adventure stories, American (1) <input type="radio"/> American literature (1) <input type="radio"/> Authors, American (6) <input type="radio"/> Authorship (1) <input type="radio"/> Boys in literature (1) <input type="radio"/> Children's stories (1) <input type="radio"/> Fiction (1) <input type="radio"/> Humorists, American (1) <input type="radio"/> Journalists (1) <input type="radio"/> Mississippi River (1) <input type="radio"/> Mississippi River Valley (1) <input type="radio"/> Narration (Rhetoric) (1) <input type="radio"/> Point of view (Literature) (1) <input type="radio"/> Realism in literature (1) <input type="radio"/> Regionalism in literature (1) <input type="radio"/> Sawyer, Tom (Fictitious character) (1) <input type="radio"/> Steamboats (1) <input type="radio"/> Twain, Mark (9) 	<p>Click a subject to only show results on the selected subject, or click All to show results on all subjects.</p>

Option	Description
<p>▼ Genre [All]</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> All <input type="radio"/> Biography (6) <input type="radio"/> Juvenile literature (8) 	<p>Click a genre to only show results from the selected genre, or click All to show results from all genres.</p>
<p>▼ Series [All]</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> All <input type="radio"/> Art of creative prose (1) <input type="radio"/> Backgrounds to American literature (1) <input type="radio"/> Engaged reader (1) <input type="radio"/> History in literature (1) <input type="radio"/> Just the facts biographies (1) <input type="radio"/> My favorite writer (1) <input type="radio"/> Snapshots: images of people and places in history (1) <input type="radio"/> Understanding literature (1) <input type="radio"/> World writers (1) 	<p>Click a series to only show results from the selected series, or click All to show results from all series.</p>
<p>▼ Language [All]</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> All <input type="radio"/> English (300) <input type="radio"/> French (1) <input type="radio"/> Spanish (1) 	<p>Click a language to only show results in the selected language, or click All to show results in all languages.</p>