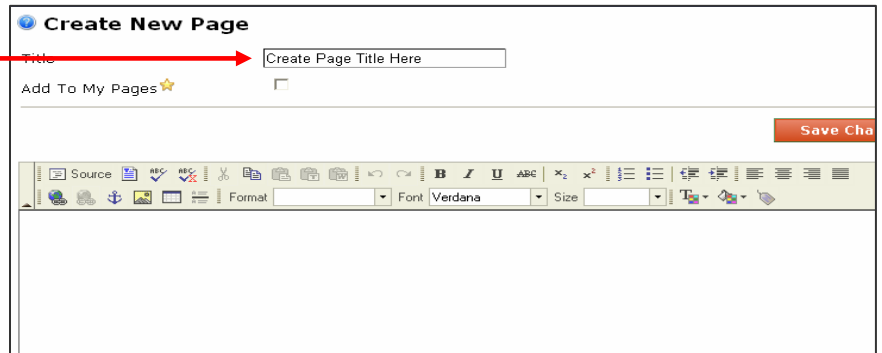


Posting Information to BrainKeeper Step by Step Guide

Add New Topic Page Using Template

A topic is a meaningful way to organize and think about trends and issues related to your environmental scanning category. A new topic page should only be created when information does not relate to an existing topic page.

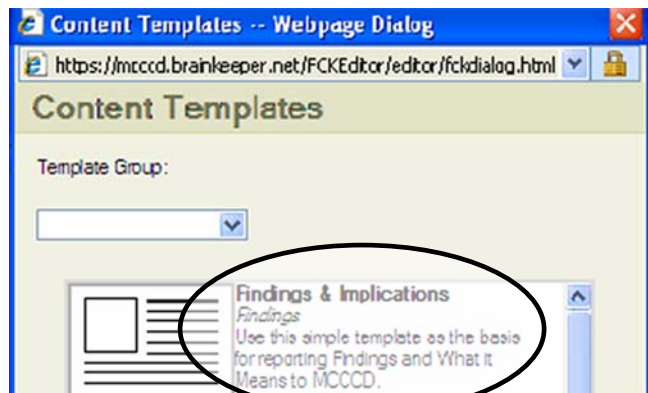
1. Select workspace to add new topic page.
2. Select the “New” icon from the upper right-hand corner of the window.
3. Enter the title for the new topic you want to add to your environmental scanning category (workspace).



4. Click the template icon



5. Within the “Content Templates”, select the “Findings and Implications” template (the template will automatically appear). Click “Save Changes”.
6. Review the newly created topic page to ensure that template was loaded correctly.



Add Sub-page

Sub-pages document and support trends and issues related to the topic page.

Step 1: Create a new page

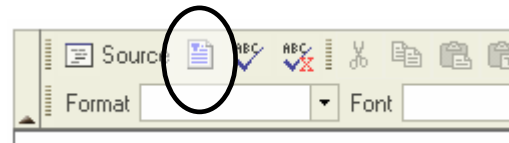
1. Click on the topic page related to the new sub-page you want to add.
2. After the topic page displays, select the “New” icon from the upper right-hand corner of the window.



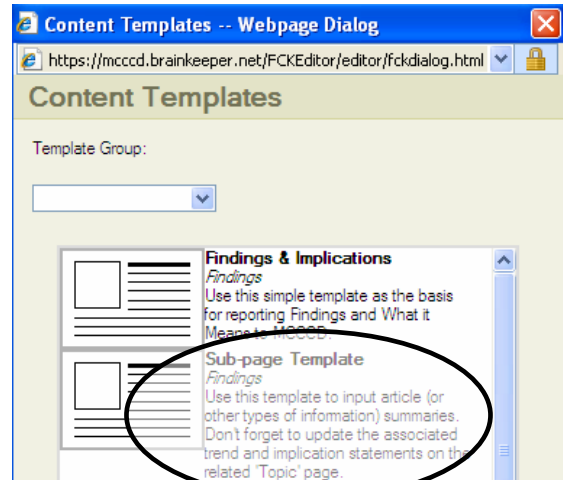
3. Copy/paste or type the title of the source information.

A dialog box titled "Create New Page" with a question mark icon. It contains a "Title" field with the placeholder text "Insert Title Here" and an "Add To My Pages" checkbox with a star icon.

4. Click the template icon



5. Within the “Content Templates,” select the “Sub-page Template”. The template will automatically appear.



6. Follow template instructions to add bibliography and summary. See “Steps 2-4” to add location information.

A dialog box titled "Create New Page" showing the content of the "Sub-page Template". It includes a "Title" field, an "Add To My Pages" checkbox, and a rich text editor with the following instructions:

Bibliography: Copy/paste bibliographic information over the top of this paragraph. Information can be in any order and form title, 3) publication, 4) publication date, 5) any other bibliographic details that are included in the source article, such as org. study

Location: URL (← create link) or Hardcopy available from:

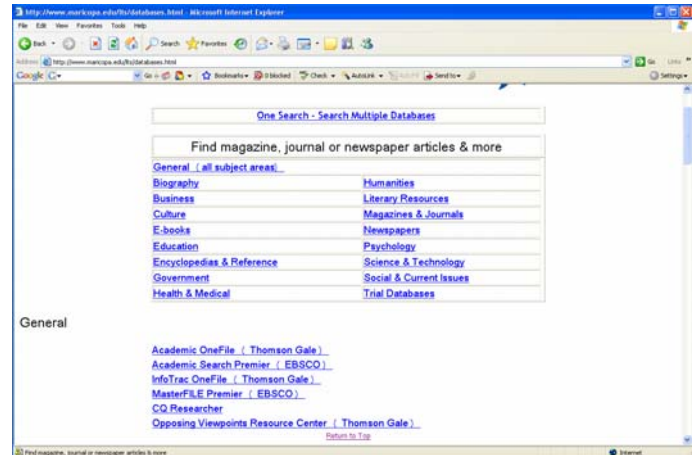
Summary: Copy/paste the 'Abstract' or write a brief summary of the article content in your own words.

Step 2: Copy Location Link for Information Available in MCCCDC Subscription Database (Skip to Step 3 if information is not available via MCCCDC database)

If the information is available in an MCCCDC Subscription Database...

1. In a separate browser window, go to www.maricopa.edu/lts/databases.html; select the category and then the subscription vendor for the database you want to access.

**Note* When accessing the databases from off-site, you will be prompted to enter your 'Barcode#' and 'Pin#'. This information is available on your MCCCDC library card.*




2. Search for the information you want to include in the E-Scan.
3. Once you have located the information, highlight and copy the link. The location of the link may vary depending on which subscription database was accessed.

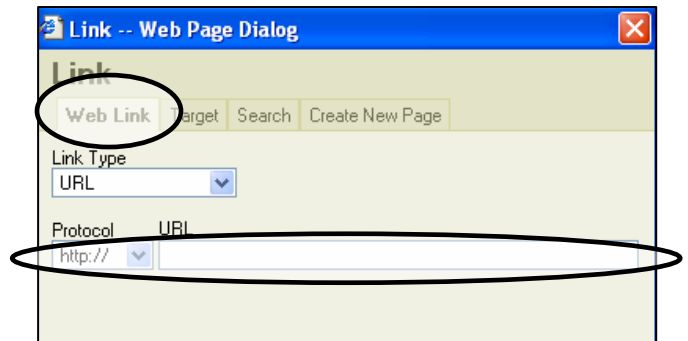
National Newspapers database (New York Times):

Section:	A
Publication title:	New York Times . (Late Edition (East Coast)). New York, N.Y.: May 10, 2007 . pg. .
Source type:	Newspaper
ISSN:	03624331
ProQuest document ID:	1268279081
Text Word Count	86
Document URL:	http://proquest.umi.com/pqdweb?did=1268279081&sid=1&Fmt=3&clientid=331
Abstract (Document Summary)	
The Pentagon is setting up an experimental civilian Language Corps, recruiting about 1,000 foreign-in times of war and national emergencies.	

EBESCO Professional Development Collection:

	students' learning. They are also revealed not to provide practices that look deeper at college students' authentic
ISSN:	0009-1383
Accession Number:	25049637
Persistent link to this record:	http://search.ebscohost.com/login.aspx?direct=true&db
Database:	Professional Development Collection
Citation PDF Full Text (495K)	

4. Go back to the BrainKeeper sub-page
5. Highlight the letters 'URL' in the sub-page template and click .
6. Click the "Web Link" tab in the Web Page Dialog Box.
7. Paste the link into "URL" box.
8. Click "OK" at bottom of dialog box..
9. **Go to Step 5.**




Step 3: Copy Location Link for On-line Information Not Available in MCCCCD Subscription Database (*Skip to Step 4 if information is not available on-line*)

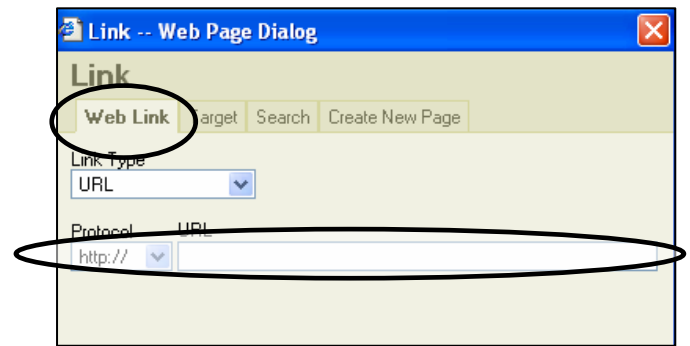
If the information is online, but not available in a MCCCCD Subscription Database...

Note: It is important to maintain a hard copy of information as URL may not be available over time.

1. In a separate browser window, find the information to include in the E-Scan.
2. Copy the url from the browser address line.



3. Go back to the BrainKeeper sub-page
4. Highlight the letters 'URL' in the sub-page template and click .
5. Click the "Web Link" tab in the Web Page Dialog Box.
6. Paste the URL into "URL" box.
7. Click "OK" at bottom of dialog box.
8. Type the name of the person maintaining the hard copy of the document referred to in the sub-page if information is not available in MCCCCD subscription database.
9. *Go to Step 5.*




Step 4: Add Location for Information Not Available On-line Information

If the information is not available online...

1. Type the name of the person maintaining the hard copy of the document referred to in the sub-page

Step 5: Save the Sub-page

1. Click on the "Check Spelling" icon.
2. Click on "Save Changes". 
3. Click on the URL link to verify the source is linked correctly (if applicable).



Step 6: Add to “Findings”


1. Click on the topic page (“Findings” & “What it Means to MCCCDCD”) for the sub-page that was just added.

2. Click on the Edit icon.



3. Contribute to an existing finding or create a new finding related to the information from the recently created sub-page.

4. Highlight a keyword from the finding you contributed to serve as the link to the sub-page.

5. Click on the Insert/Edit Link icon. 

6. Click on the “Search” tab in the Web Page Dialog Box

7. Type in the name of the author (or a keyword you know is in the title or summary) in the search box. This will pull a list of sub-pages meeting the search criteria.

8. If more than one sub-page is displayed, click on the correct one. Click “OK” at bottom of dialog box.

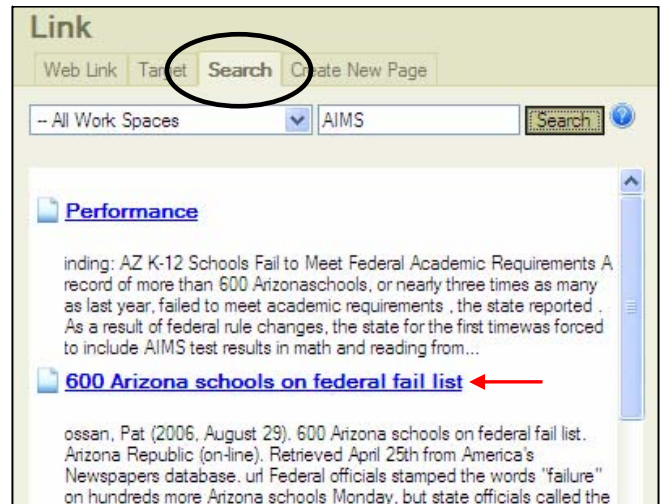
NOTE: When using this template, do not delete text stored in the template. Always highlight text from the end to the beginning (right to left) and type over existing text.

Page Notes (0) Attachments (0) Sub-Pages Tags

Finding: AZ K-12 Schools Fail to Meet Federal Academic Requirements
A record of more than 600 Arizona schools, or nearly three times as many as reported. As a result of federal rule changes, the state for the first time was forced to include AIMS test results in math and reading from...

What it Means to MCCCDCD:

As more students come to college unprepared to do college-level work, what programs offered by Maricopa?



Step 7: Add to “What it Means to MCCCDCD”

1. Contribute to the possible implications to MCCCDCD that relate to the findings that were entered.

2. Click on “Save Changes.”

3. Verify that the link to the sub-page is linking correctly.

Page Notes (0) Attachments (0) Sub-Pages Tags

Finding: AZ K-12 Schools Fail to Meet Federal Academic Requirements
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