Step 1

1. The ERIC databases is an excellent source for researching information in the area of education.

2. To access the ERIC (EBSCOhost) database, start by going to the Oviatt Library homepage (http://library.csun.edu/).

3. On the left hand side of the screen under Start Your Research select “Databases by Subject.”

Step 2

1. From the alphabetical list, select the subject, Education. Please note, depending on your topic, it may overlap into more than one subject area.
Step 3
1. On this page, you have the option to conduct a **SimpleSearch** or an **Indepth Search**.
   a. **SimpleSearch**: search up to 10 databases simultaneously by selecting the box next to each database name. searches for
   b. **Indepth Search**: searches one database at a time and allows the option of using the **Advanced Search** features.
2. For the best results, search one database at a time such as ERIC (EBSCO). Select (or click on) the name, ERIC (EBSCO), to access the database.

Step 4
1. When searching within a database, information needs to be broken down into its primary components (keywords). For example, when looking at the question: “How is professional development assessed in K-12 teachers?” you will need to extract the primary keywords: **Professional development, Assessment**, and **K-12**.
2. Enter your keywords in the search boxes provided and then select **Search**.

The asterisk (*) serves as a truncation marker and searches for all variations of a word, for example:

- assess
- assesses
- assessed
- assessing
- assessors
- assessment
Step 5

1. To further narrow your results, on the left side of the screen, under *Refine Your Results* you can select *Peer Reviewed* and/or change the *Publication Date* range.

Step 6

1. Results are presorted by *Relevance*.

2. Each result is displayed with the *Article Title*, *Author/s*, and *Journal Information*.
Step 7
1. Within each result, one or more options will be displayed to access the article: Find Text, Full Text from ERIC, HTML Full Text, and PDF Full Text.

Step 8
1. When interested in an article, select or click on the title (in blue) to display the record in detail.

Step 9 – Using the Find Text Button
1. The detailed record will provide an abstract. Read the abstract to better understand the article’s focus. To see if the article is available select the Find Text button.
Step 9 – Using the Find Text Button (cont.)

1. In selecting the Find Text button, a new window will open. The database will provide you with possible ways to access the article.

   a. In this example, the article is **UNAVAILABLE** online. However, you have the option of requesting the article using Interlibrary Loan (ILL). If the article can be located, it will be sent to you electronically.

   ![Find Text Button Example](image1.png)

   b. In this example, the article is **AVAILABLE** electronically from three (3) different databases. Select one database to access the article.

   ![Find Text Button Example](image2.png)
Step 10 – To View the Full Text from ERIC

1. As shown in Step 8, the detailed record provides an abstract. Read the abstract to better understand the article’s focus.

2. In this example, there is no Find Text, HTML Full Text, or PDF Full Text icon shown.

3. Look below the abstract for **Availability: Full Text from ERIC**. To view the article, select (or click on) Full Text from ERIC (in blue).
Step 11 – To View the HTML Full Text

1. As shown in Step 8, the detailed record provides an abstract. Read the abstract to better understand the article’s focus.

2. In this example, the article is available in HTML Format. To view the article, select (or click on) HTML Full Text.

Note: HTML stands for HyperText Markup Language. This means that the article will be displayed in a “typed” format. Should a PDF version of the article be available, it is often preferred over HTML because it is a scanned version of the original article.

Step 12 – To View the PDF Full Text

1. As shown in Step 8, the detailed record provides an abstract. Read the abstract to better understand the article’s focus.

2. In this example, the article is available in PDF format. To view the article, select (or click on) PDF Full Text.
Step 13

1. In each detailed record, the right side of the screen displays a list of options including Print, Email, and Save.

2. In this example, selecting the Email option allows you to send the citation of the article to yourself.

3. Before pressing Send:
   a. Provide your email address.
   b. Enter all or part of the title within the subject line.
   c. From the dropdown menu, select the desired reference citation style (APA, MLA, etc.).

4. If the article is available in PDF format from the database, the article will be sent as an email attachment.