

BookCart

Quick Start Guide

About BookCart

BookCart is a tool that makes it easy for educators to integrate bigchalk Library into daily classroom use. It provides point-and-click templates for building reading lists, project pages, and lesson plans with bigchalk Library content. Educators can incorporate links to relevant publications, articles, multimedia files, and web links.

Teachers and library media specialists can utilize the BookCart tool to pre-select a collection of reference materials and store them in special BookCart lists that are accessible to the users of your reference database.

Viewing BookCarts

Click the **BookCart** link on the bigchalk Library navigation bar. A list of your school/district BookCarts appears. Click the desired BookCart to continue. This opens a page that contains links to the materials available for the assignment, current event, etc. This page might include a list of sources like selected magazines or newspapers, a reading list of specific documents, or a list of related web sites.

To search for specific resources within each BookCart, type a keyword into the **Enter keywords** box, then click **Search**.

Part 1: Creating a BookCart

To create a new BookCart, connect to the BookCart administration web site:
<http://library.bigchalk.com/bookcartadmin>

No user name or password is necessary if you are using a computer that has access to your bigchalk Library account. However, if you are using a computer that is not authenticated, you will need your bigchalk Library username and password.

A list of your school/district BookCarts appears (A).

BookCart search fields

Your School/District BookCarts

Main BookCart administration page

title	subject	author	grade range	date	public	edit	delete
48 Hours				10-30-2002	•	E	■
Blarg by bfender				11-18-2002	•	E	■
CJordan-Who is John Steinbeck?				11-11-2002	•	E	■

To create a new BookCart, click the **create new bookcart** button (B).

Fill out the form that appears.

The screenshot shows the 'bookcart CREATE' form in the bigchalk interface. The form is titled 'bookcart CREATE' and includes a 'back to Bigchalk Employee School bookcarts' link. It features several sections:

- Form Fields:** * Title (Science Resources), Grade Range (9-12), * Author's Last Name (Smith), * First Name (Jane), * Subject (Science), Enter Brief Description (Science resources for this month's focus on Chemistry.), selected publications search (A.D.A.M. Life's Greatest Mysteries), Add library documents (30 maximum) (Enter library document URLs), Add websites (30 maximum) (Enter web site URL), * Enter web site name (Enter name), and Enter brief description (Enter description).
- Buttons:** save bookcart (green), clear (red), and add (blue).
- Privacy:** Privacy settings for Private and Public.

 Red arrows labeled A through F point to specific elements: A points to the title and author fields; B points to the privacy settings; C points to the selected publications search dropdown; D points to the Add library documents field; E points to the Add websites field; and F points to the save bookcart button.

Create new BookCart page

Type the title, grade range, author's last name (your last name), first name, subject and description (**A**). You may choose to make your new list either private (e.g., accessible only to BookCart administrators in your school/district, but not viewable to users, and not searchable) or public (**B**) (open to view by all users of bigchalk Library.) You may change the private/public settings of your lists at any time by using the edit function described later.

Once you've completed the top portion, use the rest of the form to add links to publications, selected readings, or specific web links.

To add a publication: Select a title from the drop down list under **selected publications search** (**C**). You may choose to add all issues of each publication or select a range or dates. Click **add** to insert the publication onto your list.

To add a selected reading: Copy and paste the URL of an article, picture, or other resource from bigchalk Library into the **Add library documents** box (**D**) and click **add**. (Tip: To speed the process of creating your list, open a second web browser window and access your research database. Locate a specific reading you wish to add to your new list. Copy the URL of the item from the top of this second window and paste it into the **Add library documents** field. Click **add** to insert it onto your list.)

To add a web site: Type the URL (e.g., <http://www.bigchalk.com>) into the *Add websites* box (**E**), then enter the name and a brief description of the site. Click **add** to insert it onto your list.

Saving Your Work:

Once you've finished adding resources, click the green **save bookcart** (**F**) button to continue. To clear your new list and start over, click the red **clear** button.

Part Two: Editing a BookCart

Editing a BookCart

To edit an existing BookCart, connect to the BookCart administration web site (<http://library.bigchalk.com/bookcartadmin>) and click a small green edit button to the right of a list.

Edit BookCart page

Click the **red dash** icon (**A**) next to each entry you wish to remove, or click a **move up** or **move down** link (**B**) to resort the entries. You may also change the title and other basic attributes at the top of the form, or make the list public or private. Finally, you may also choose to add new resources to the list.

Deleting a BookCart

To edit an existing BookCart, connect to the BookCart administration web site and click a small red **delete** button to the right of a BookCart title.

Part Three: Need Help Getting Started?

A quick way to begin is to start by using an existing BookCart created by you or another educator.

Finding BookCart Resources

To locate specific resources saved within your current BookCarts, connect to the BookCart administration web site: <http://library.bigchalk.com/bookcartadmin>.

BookCart search fields

A

title	subject	author	grade range	date	public	edit	delete
<u>48 Hours</u>				10-30-2002	•	E	✖
<u>Blarg by bfender</u>				11-18-2002	•	E	✖
<u>CJordan-Who is John Steinbeck?</u>				11-11-2002	•	E	✖

Main BookCart administration page

Type a keyword into any field and click the **search** button (**A**). You can modify any existing BookCart and save it as a new one to save time. To edit a BookCart, follow the directions above in Part Two.

The search function will search across all public BookCarts in your school/district, as well as BookCarts created by other educators across the country. In addition, bigchalk's Curriculum Specialists have created nearly 100 BookCarts involving engaging issues for student mini-research such as: *Fairness of SAT Scores for College Admission*, *Prison Reform and Rehabilitation*, *Pledge of Allegiance*, and much more. These BookCarts can be found when a search query matches the title, subject, author, description, or grade range.

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