



User's Manual

August 2004



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Index

Add this item to your bibliography.....	6
Additional Sub-pages:.....	5
Browse for Topics by Curriculum Standard.....	10
Browse for Topics using the Features Tab.....	8
Dewey Classification Number(s).....	3
Introduction to C.E.R.F.™.....	1
The News Tab.....	10
Problems, Site Suggestions, Contacts, and Copyright Information.....	11
The Results Screen.....	3
Search using the Subjects tab.....	7
Search using the Topics Tab.....	7
Searching the C.E.R.F.™ Database.....	2
The Services Tab.....	9
Title and URL.....	3
Web-site Curriculum Standards:.....	4
Website Topics List.....	4

Introduction to C.E.R.F.™ *Curriculum & Education Resource Finder™*

C.E.R.F.™ features:

- Carefully selected, information-rich instructional documents on the World Wide Web.
- Professional cataloging by certified library technicians.
- Most C.E.R.F.™ Web-site descriptions include curriculum standards links.
- Many descriptions include Dewey Numbers. This serves as a cross reference to the library collection and also creates a cross reference of curriculum standards and library resources.
- Major subject areas are Social Studies, Math, Science, Technology, Arts, English, and Health.
- Pin point the exact curriculum standard for your grade level.
- Each selected site has been carefully indexed to provide a description of relevant main and sub-pages along with direct access to those pages through the Internet.
- A full time programming staff maintains and upgrades the data structure frequently adding functionality and new features to C.E.R.F.'s interface.
- Databases are monitored daily for inactive or changed site content.

Searching the C.E.R.F.™ Database

The keyword search screen enables you to sort query results by title, author, or date as well as refine them by grade level and resource type. Enter keyword(s) and click "search", or press Enter.

- If you would like to search a phrase, you can use quotation marks to request keywords that are adjacent: e.g. "South America" .
- Use Boolean operators between keywords (AND, OR, NOT); capitalize them to distinguish between keywords and Boolean operators. The default operator between words is AND .
- Use the asterisk (*) or question mark (?) to right truncate a search term: Example: **Apple***
- You may wish to enhance the search by selecting a grade level and(or) a resource type, then sorting by Title, Author or Date.

Note: C.E.R.F.™ has cataloged only K-12 resources; try searching with as few keywords as possible for best results. (This strategy is opposite to that of other search engines).

search topics subjects features services news standards

SEARCH: ?

search

All PK K-5 6-8 9-12 Professional

All Lesson plans Multimedia Timeline
 Maps Primary resources Biography Pictures

NEW you can now click on more than one grade range or resource

OPTIONS:

Display results at a time.
Sort by title author date

Figure 1 C.E.R.F.™ Search Screen

The Results Screen

C.E.R.F.™ staff have carefully indexed each page to provide you with a description. (The terms that were used in the search are highlighted in yellow.) This information is displayed as a "main page" and as "sub-pages." Sub-pages appear beneath the main page when specific, query-related information can be found at that address.

There are a number of links on each page to be explored and used to find more information or further refine the search.

The screenshot shows two search results. The first result is titled "5) Welcome to the 4-H Children's Garden Tour" with the URL "http://4hgarden.msu.edu/tour/overview.html". It includes a Dewey Number of 570, a subject classification of "Science - Grade Level K-5", and a summary about a special garden at Michigan State University. Below the summary are links for "Add this item to your bibliography...", "See this website's topics", "Website's curriculum standard(s)", and "45 more subpages...". The second result is titled "Ethnic-American Garden" with the URL "http://4hgarden.msu.edu/tour/21.html". Its summary mentions vegetables introduced from Central and South America. It also includes similar links for bibliography, topics, curriculum standards, and subpages. Red callout boxes with arrows point to specific elements: "Title & URL" points to the title and URL of the first result; "Dewey Classification Number; Subject & Level" points to the Dewey number and subject of the first result; "Click here for a website topic list" points to the "See this website's topics" link of the first result; "Click here for supported curriculum standards" points to the "Website's curriculum standard(s)" link of the first result; and "Takes you to related subpages of this website" points to the "45 more subpages..." link of the second result.

Figure 2. Search results Screen

Title and URL

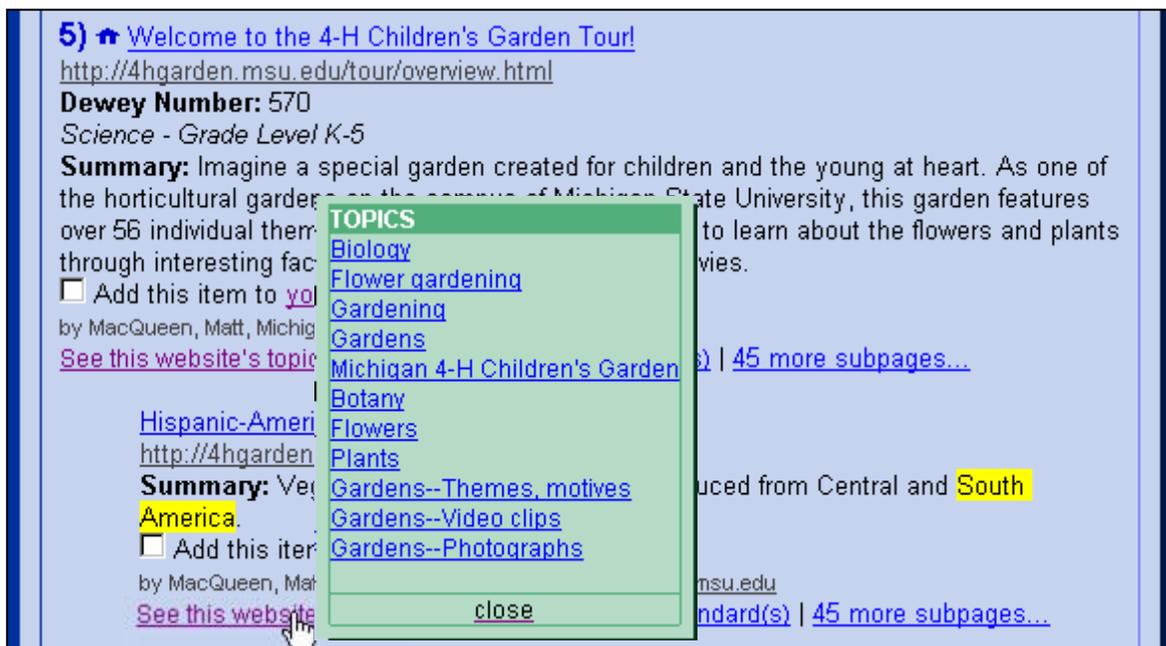
Clicking on either the title or the URL will display the website's main or sub-page. If the information you are seeking is on a sub-page, you may bypass the homepage...a great time saver.

Dewey Classification Number(s)

Many of the sites now display Dewey Decimal classification numbers. This number serves as a cross reference to the library collection and will help teachers and students to find relevant media center resources. This Dewey classification number also creates a library resource and curriculum standards cross-reference Website.

Website Topics List

When you click on this link, it will open a browser box to display topics (subject headings) that describe the content on a home or sub-page. You can refine searches by clicking on a topic that appears in this box.



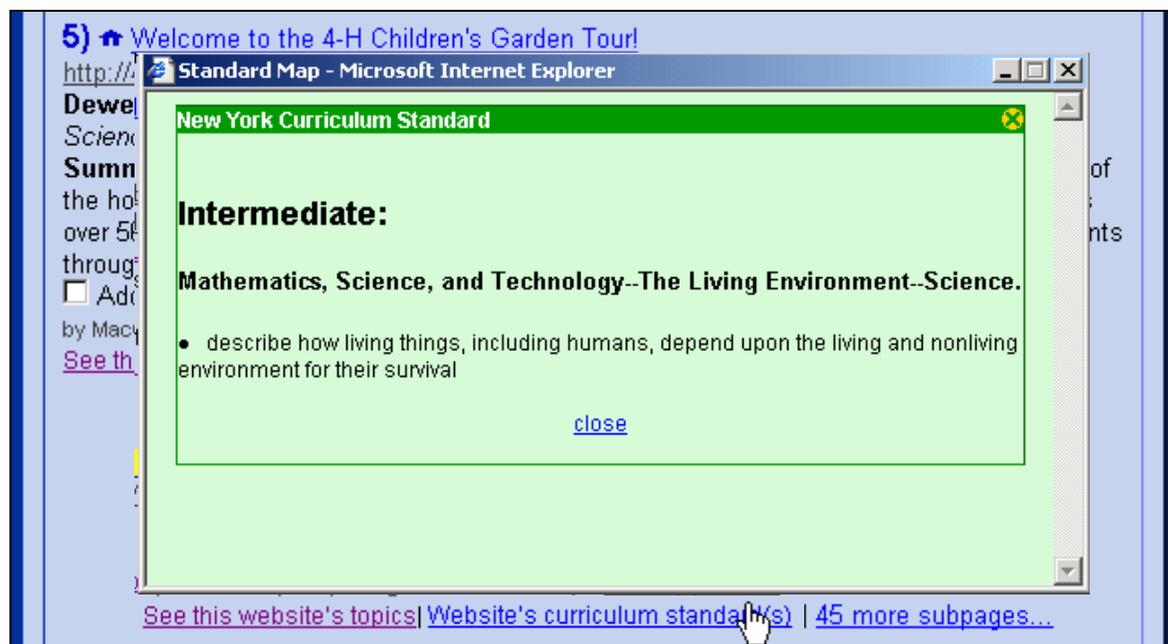
5) [Welcome to the 4-H Children's Garden Tour!](#)
<http://4hgarden.msu.edu/tour/overview.html>
Dewey Number: 570
Science - Grade Level K-5
Summary: Imagine a special garden created for children and the young at heart. As one of the horticultural gardens on the campus of Michigan State University, this garden features over 56 individual themes through interesting fact...
 Add this item to your list
by MacQueen, Matt, Michigan State University
[See this website's topics](#)

TOPICS
[Biology](#)
[Flower gardening](#)
[Gardening](#)
[Gardens](#)
[Michigan 4-H Children's Garden](#) | 45 more subpages...
[Botany](#)
[Flowers](#)
[Plants](#)
[Gardens--Themes, motives](#)
[Gardens--Video clips](#)
[Gardens--Photographs](#)
[close](#)

[Hispanic-American Gardens](#)
<http://4hgarden.msu.edu>
Summary: Vegetables introduced from Central and South America.
 Add this item to your list
by MacQueen, Matt, Michigan State University
[See this website's topics](#)

Web-site Curriculum Standards:

Clicking on this link will display the relevant curriculum standard; an excellent way to build a list of sources for resource based learning.



5) [Welcome to the 4-H Children's Garden Tour!](#)
<http://4hgarden.msu.edu/tour/overview.html>
Dewey Number: 570
Science - Grade Level K-5
Summary: Imagine a special garden created for children and the young at heart. As one of the horticultural gardens on the campus of Michigan State University, this garden features over 56 individual themes through interesting fact...
 Add this item to your list
by MacQueen, Matt, Michigan State University
[See this website's topics](#)

New York Curriculum Standard
Intermediate:
Mathematics, Science, and Technology--The Living Environment--Science.

- describe how living things, including humans, depend upon the living and nonliving environment for their survival

[close](#)

[See this website's topics](#) [Website's curriculum standards](#) | 45 more subpages...

Additional Sub-pages:

C.E.R.F.™ indexers have cataloged many of the website sub-pages. This unique service creates a detailed "table of contents" that enables you to review the individual sub-page content, and then travel directly to that page.

Add this item to [your bibliography...](#)
by MacQueen, Matt, Michigan State University - lownds@msu.edu
[See this website's topics](#) | [Website's curriculum standard\(s\)](#) | [45 more subpages...](#)

Clicking here takes you to related subpages of this website

Subpages of [Welcome to the 4-H Children's Garden Tour!](#)

45 subpages at [Welcome to the 4-H Children's Garden Tour!](#)

<<Previous | 1 | 2 | 3 | Next>>

[back to original results](#) | [search again below](#)

📌 [Welcome to the 4-H Children's Garden Tour!](#)

<http://4hgarden.msu.edu/tour/overview.html>

Grade Level: k-5

Subject: Science, Biology

Add this item to [your bibliography...](#)

Summary: Imagine a special garden created for children and the young at heart. As one of the horticultural gardens on the campus of Michigan State University, this garden features over 56 individual theme areas. This website allows you to learn about the flowers and plants through interesting facts, activities and virtual reality movies.

by MacQueen, Matt, Michigan State University - lownds@msu.edu

Dewey Number: 570

[See this website's topics](#) | [Website's curriculum standard\(s\)](#)

1) [ABC Kinder-Garten](#)

<http://4hgarden.msu.edu/tour/07.html>

Add this item to [your bibliography...](#)

Summary: A is for Alyssum and Z is for Zinnia.

[See this website's topics](#)

2) [African-American Garden](#)

<http://4hgarden.msu.edu/tour/20.html>

Add this item to [your bibliography...](#)

Summary: Plants featured here were introduced to the Americas by African-Americans.

[See this website's topics](#)

Add this item to your bibliography...

The bibliography will remain in memory as long as your browser remains open in C.E.R.F.™. You can do many different searches and save the results to a bibliography then print or e-mail the bibliography to anyone. The site link will be included along with the name of the site in an official MLA format. The e-mailed bibliography can then be used as reference to the material found in C.E.R.F.™ without searching over again.

To create the bibliography, select the records you wish to use by clicking in the “Add this item to your bibliography...” box included in each record.

1) [Annenberg Political Fact Check : Holding Politicians Accountable](#)
<http://www.factcheck.org/>
Grade Level: 6-8,9-12
Subject: English,Math,Social Studies,Economics,Geography,History
 Add this item to [your bibliography...](#)
Summary: The Annenberg Public Policy Center of the University of Pennsylvania monitors U.S. presidential election 2004, issues and statements and provides documents and supporting links to support their nonpartisan analysis. Search the article archives using keywords or names such as, poverty, Iraq, etc.
by Annenberg Public Policy Center, University of Pennsylvania - Editor@FactCheck.org
Dewey Number: 340.112, 320.73
[See this website's topics](#) | [Website's curriculum standard\(s\)](#)

Items in bibliography: 5
[view](#) | [clear](#)

At the right side of the page there is floating indicator that displays the number of references you have saved to the bibliography.

New York Times Company. [THE TIMES LOOKS BACK.: Presidential Elections](#)
1896-1996. 5 Aug 2004. <<http://www.nytimes.com/learning/general/specials/elections/>>.
"From Super Tuesday (March 7, 2000) until Election Day (November 7, 2000), the Learning Network will present a new historic presidential election with historic articles, editorials, trivia quizzes, facts about the U.S. presidents and more."
Check to remove this item from your bibliography!

5 items in Bibliography
[back to original results](#) | [search again below](#)

E-MAIL BIBLIOGRAPHY:
From:
To:
CC: bibliography.htm
Message:

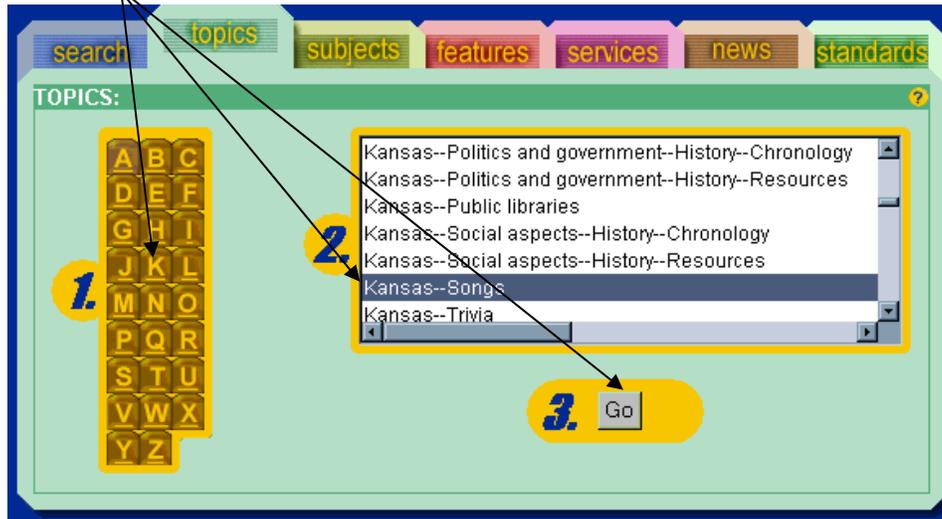
Click on "view" to see the items you've chosen displayed as a bibliography in MLA format. You can choose a sort option, remove items you do not wish to use, and also print from this screen. Pressing the “Printer friendly version” option will open a new browser window. From that window, choose “File” then “Print” to print your bibliography.

If you wish, you can e-mail the bibliography to yourself, to a student, or to a fellow teacher. Fill in the dialog boxes and click “Send” located beneath the email dialog.

Search using the Topics Tab

This screen allows you to browse the 150,000 (and growing) topics found in C.E.R.F.™ Every website record in C.E.R.F.™ has at least one topic; most have many more and they are modeled after SEARS and Library of Congress Subject Headings.

- C.E.R.F.™ will display an alphabetical list of topics
- Click on a letter range that corresponds to a desired topic word.
- Highlight the topic you want, and click “Go”.

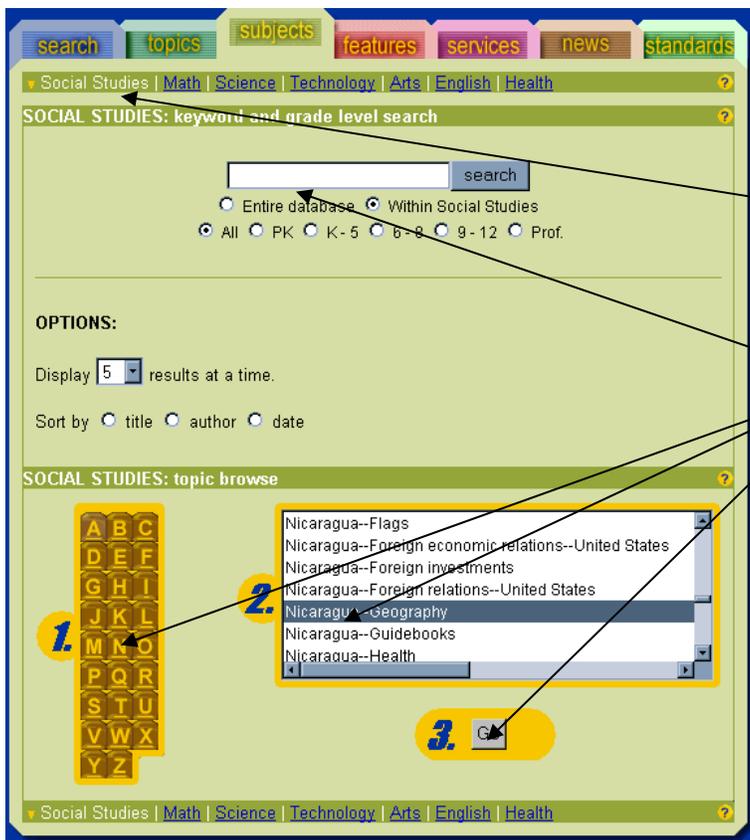


Topic searches are an excellent way to define a search that might otherwise produce too many results: (Example: "China - Maps")

Search using the Subjects tab

The "Subjects" tab allows you to look for topics in specific K-12 curriculum areas (Math, Science, Social Studies, Arts, English, etc.)

This option produces fewer search results but more specific information within that searched category. Subject specialists will find this search tab particularly helpful.



- At the top and bottom of the screen each of the general subjects are listed. Click on the subject you wish to search
- Now either type in keywords OR browse topics to search. (Do not use both Keywords and Browse options simultaneously.)
- Click “Go” to execute your search.

Browse for Topics using the Features Tab

The "Features" tab allows you to keyword search or browse for topics in websites. The Features are: Lesson Plans, Multimedia Resources (video and audio clips, computer animation and interactive activities), Primary Resources (primary and secondary sources), Timeline (a chronological sequence of events), Pictures, Maps, and Biography.

- Click on the resource type for which you would like to search (Lesson Plans, Multimedia, Primary Sources, Timeline, Pictures, Maps, or Biography)
- Use either keyword(s) or topic browse to search

Example: Select "Primary Resources" then browse to "Magna Carta"

The screenshot displays the 'Primary Resources' website interface. At the top, there are navigation tabs: 'search', 'topics', 'subjects', 'features', 'services', 'news', and 'standards'. The 'features' tab is selected, and a dropdown menu is open, showing options: 'Lesson plans', 'Multimedia', 'Primary resources', 'Timeline', 'Pictures', 'Maps', 'NEW', and 'Biography'. Below this, the 'PRIMARY RESOURCES: keyword and grade level search' section contains a search box, a 'search' button, and radio buttons for 'Entire database' and 'Within Primary resources'. There are also checkboxes for grade levels: 'All' (checked), 'PK', 'K-5', '6-8', '9-12', and 'Professional'. The 'OPTIONS:' section includes a 'Display' dropdown set to '10' and 'Sort by' options for 'title', 'author', and 'date'. The 'PRIMARY RESOURCES: topic browse' section features an alphabetical index (A-Z) and a list of search results. A yellow box highlights the 'M' key in the index (labeled '1.') and the 'Magna Carta (1215)--Primary sources' entry in the list (labeled '2.'). A 'Go' button (labeled '3.') is located below the list. The bottom navigation bar is identical to the top one.

The Services Tab

Click on the "Services" tab to contact C.E.R.F.™ staff, suggest or request a site, or get help.

You can request websites for a specific subject or suggest websites to enter into C.E.R.F.'s database. Fill in the appropriate template and one of C.E.R.F.'s staff will get back to you within 48 working hours.

The screenshot shows the 'services' tab selected in a navigation bar. Below the navigation bar is a menu with links: 'suggest a site', 'request a site', 'help', 'tutorial', 'about us', and 'contact'. The main content area is titled 'REQUEST A SITE: email form' and contains three input fields: 'NAME' (with placeholder 'type your name here..'), 'EMAIL:' (with placeholder 'type your email here..'), and 'MESSAGE:' (with placeholder 'Please find some information on...and notify me at the above address when you find it.'). A 'send' button is located below the message field. At the bottom of the page is another menu with links: 'suggest a site', 'request a site', 'help', 'about us', and 'contact'. Five callout boxes provide additional information: 1. A box pointing to the 'request a site' link explains the process of requesting or suggesting websites. 2. A box pointing to the 'help' link states that clicking it provides tips on getting help. 3. A box pointing to the 'tutorial' link explains that clicking it will download a 6-minute tutorial on features. 4. A box pointing to the 'contact' link in the top menu states that general contact information like mailing and e-mail addresses can be found there. 5. A box pointing to the 'contact' link in the bottom menu also states that general contact information can be found there.

Clicking the "Help" tab will give you tips on several ways to get help in C.E.R.F.

Clicking here will download a brief (about 6 minutes) tutorial on C.E.R.F.'s features.

You can also find general contact information, such as mailing addresses, e-mail addresses and phone numbers in this section.

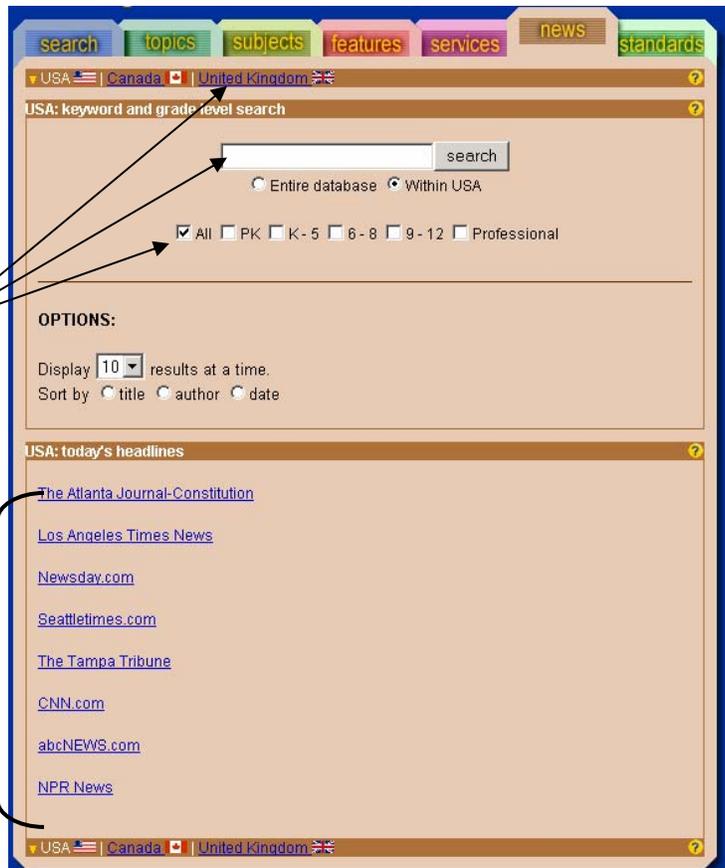
The News Tab

C.E.R.F.™ keeps track of world news.

This tab allows users to keyword search all the news articles in C.E.R.F.™ Discover world news reporting from different perspectives, narrow searches by geographical location: United States, Canada and the United Kingdom.

- *Select a location (United States, Canada or the United Kingdom) and optionally a grade level and/or date sort.*
- *Type in a keyword and press “Search”*

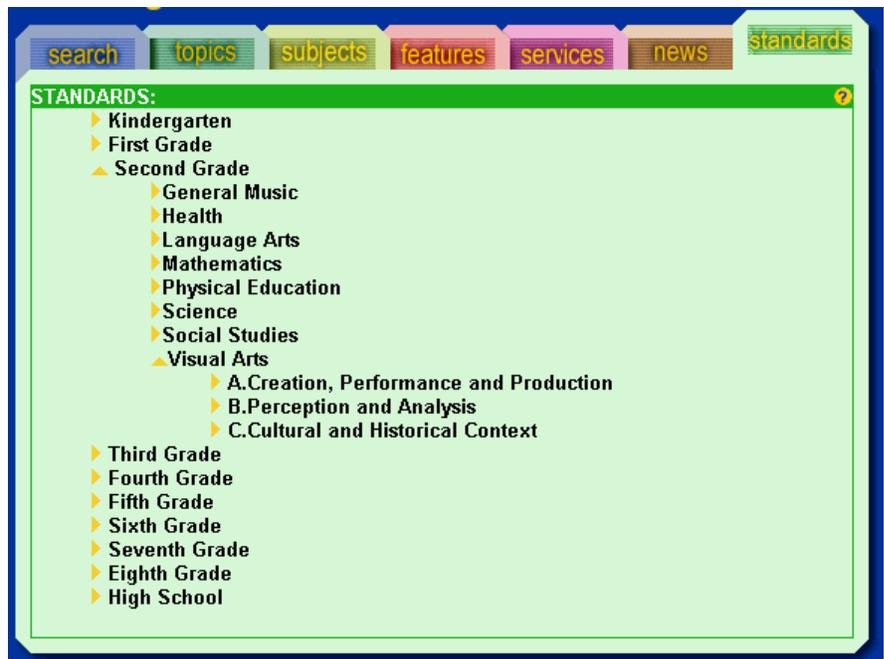
This tab also has hyperlinks to major online world news sources and electronic magazines.



Browse for Topics by Curriculum Standard

The Standards tab is a unique feature that teachers and parents will appreciate.

- Browse curriculum standards by grade level. (e.g. click on Sixth Grade--> Social Studies--> Map and Globe skills--> and explore the curriculum.)
- Hyperlink to web resources that support particular standards
- Create bibliographies of resulting websites. These websites can then be printed or e-mailed to anyone.



Problems, Site Suggestions, Contacts, and Copyright Information

Problems?

If you have any problems, please contact C.E.R.F.'s Technical Support Team at support@cerfinfo.com or phone the toll free number (877) 331-1022. They will be happy to give you any assistance you need.

Site Suggestions

Do you have a favorite site you would like to see in C.E.R.F ? Send an e-mail including the Title, URL and the reason you would like to have it in the Directory to: cerfsites@cerfinfo.com

Contacts

Subscription & Updates: info@cerfinfo.com

Customer Support: support@cerfinfo.com

General Information: info@cerfinfo.com

Site Suggestions: cerfsites@cerfinfo.com

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