

FRESHMAN LIBRARY ORIENTATION—DAY SIX ASSIGNMENT SHEET

Complete the following **in this order** (if your NT points from last time were 0/10 or 5/10, following instructions this week can result in those points being revised—but only if you DO follow the instructions below and do make good use of your time today):

1) **Complete** the Explore MTHS Subscription Databases **worksheet** from last week. **Hand it in** as soon as you finish it.

Open your project in NoodleTools. You should have three citations entered for the project. To make corrections or to add source information to a citation, click on Options (to the right of the citation on the MLA Works Cited page) then on Edit.

To see comments: Open the Comments box by clicking on the dialogue box to the left of “My accounts” on the Sources (MLA Works Cited) screen. To see the citation for a particular source, click on that citation in the Comments box. Use the double-arrowed symbol at the top of the Comments box to pull it to the right so that you can see the fill-in boxes and the comments at the same time.

2) **Print reference** book article:

If the citation for this source has **NO comments** (you received 20/20 for it on a paper that was already returned to you), it is done. **Go to #3.**

If there are **any comments** for this source, **make all corrections** (if there are multiple comments, be careful—all of the problems must be fixed).

3) **Two database reference** articles (**one from *Student Resources in Context* and one from a history database**):

If the citations for these two sources have **NO comments** OR if the comment is about something that requires no correction (e.g., more than just the name of the database, title of the reference source, and URL was entered last time—but what was entered does need to be in the citation), you are ready to add the remaining source information for them. **Go to #4.**

If there are **any comments for these sources, make all corrections** before continuing.

4) **Enter** the rest of the **source information** for the **two database** reference articles:

Enter the following information **for both** of these articles: **Title of the article, publisher, and year** (most recent/updated). **Enter** the following information **if it is given** (but it will not be for both of the articles): **Author(s), editor(s), volume number, series, and edition.** Make sure all information is entered in the correct fill-in boxes.

To **find that source information in *Student Resources in Context***, look at the citation in **Citation Tools** (in the Tools box to the right). Some of the information given there may, however, be incomplete or outdated. **Check** before the article itself begins (under the article title) **for updated or missing information** like more recent dates or authors' names.

To **find that source information in the history database**, **click on the title** of the reference book **under Record Information** to the right. All of the information that you need is on the Source Information page. (On should not be capitalized in the publisher name—Facts on File).

If you finish ALL of these tasks with time left in the class period, pick up and work on the “When You’re Done” sheet (on the counter by the copy machine).