



Online Research Skills

Intermediate

INFORMATION LITERACY AND ONLINE RESEARCH SKILLS

Starting a research project can feel intimidating! Here is a cheat sheet with some helpful skills that will help you find the best sites for your project and keep track of the information you find.



SELECT

Clarify your topic and consider key details you want to search online. Think about where you want to go with your research and the direction of your project.



SEARCH

Choose the best websites for you and your project. Look for high-quality, reliable and trustworthy resources.



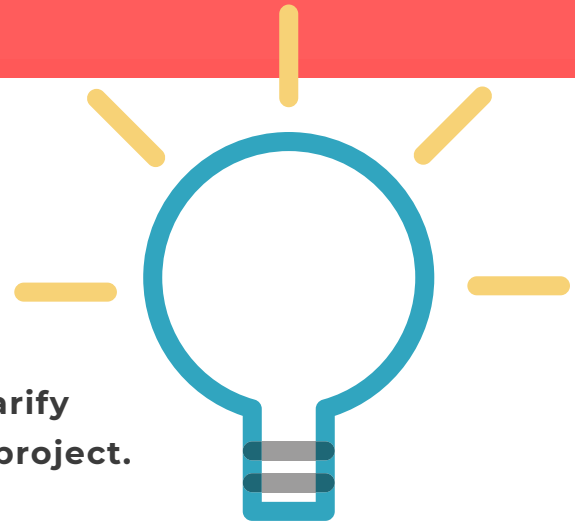
CITE

Take careful notes and organize your information so you can assemble it for your final presentation. It is important you can show where you found your information.

SELECT

HOW TO BEGIN

At the start of your project, take a moment to clarify the direction you want to go with your selected project.



- **Key words:**
 - Consider some key words or phrases, concise questions and important vocabulary to help your internet searches
 - Make a list of 5-10 words to describe your topic
 - Create some simple questions that will help guide your search

- Design a web or a chart to help you think about all the details of your topic

SELECT

CHOOSING THE BEST WEB RESOURCES



- **Choose high-quality websites, with trustworthy information**
 - **Practice skim reading to scan the site to determine if the site is a good fit for your topic**
 - **Take a look through the titles, highlighted words and main paragraphs, these should give you an understanding of the big idea of the article.**
 - **Make sure to choose credible resources. Choose trustworthy domain names such as websites that end in .com, .org, .edu, .gov These come from more reliable sources such as academic institutions and recognized organizations. You can also use a website evaluation chart to thoroughly test if your site is trustworthy!**
 - **Start your search with a credible source by searching our District Resource Databases. These are a collection of encyclopedias, magazines and journals that have been vetted so they are safe, free of advertisements and widely available. Having trouble finding them? Check out this attached infographic to get you started!**

Skim website titles, bold words and big ideas to check if the article is a good fit

Look for reliable websites with domain names ending in .COM, .ORG, .EDU, .GOV

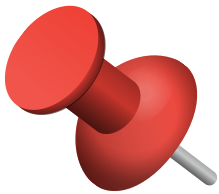
Start your search with a Research Database - accurate, safe and accessible!

CITE

Keeping track of your information



- **Take clear notes!**
 - Find a style of note-taking that works for you and stick with it. All your notes should be clear, separate and quotable.
 - Don't be afraid to take up space! Your notes can be many pages as long as you're able to find what you're looking for!



Notes on notetaking

- **Summarize big ideas** in your own words
- **Use quotation marks** when taking notes so that you can accurately cite the original speaker.

Remember,
you cannot use someone else's phrases, sentences or ideas without giving them credit. This is called plagiarism.

- Keep a handy Citation Reference Sheet available so you can **properly cite your sources** at the end of your project