

### **What is EasyBib Student Edition?**

“EasyBib School Edition provides help with the nitty-gritty of research:  
finding reliable resources,  
taking notes in a way that avoids plagiarism,  
organizing notes to help create and support a thesis,  
transferring the notes to an outline for export,  
making accurate citations for the bibliography,  
and sharing all these steps between student and teacher.”  
~ EasyBib

**EasyBib accounts for students** are already set up, so they just need to LOGIN with their school email address *username@4j.lane.edu* as the username and 6-digit school ID (lunch) number as the password.

**Staff members** need to create an account. Follow the [EasyBib link](#) on the [CY Library homepage](#) and complete the registration. Use coupon code: **calyoungbib**. After creating your account, you can **LOGIN** with the username and password (link on upper right of screen). You only need to SIGN UP once time.

### ***Getting started with a project on EasyBib School Edition:***

1. Click on ***New Project***.
2. Enter the name of the project, select the SUBJECT, then click CREATE. Use MLA, the default. Students can enter the thesis (or topic) sentence at this point or later.

### ***Navigating the EasyBib page:***

1. The **My Projects** link at the top left takes you to the main page.
2. The options within a project on the main page are:
  - a. **Bibliography** for making citations
  - b. **Notebook** for making notecards and an outline
  - c. **Paper** for exporting the outline and notes to a Google Doc
  - d. **Edit** for changing the name of the project
  - e. **Share** for e-mailing the project to a teacher or another student with options to **View**, **Edit**, and/or **Comment**.
3. Click on **Bibliography** and notice the options in the pull-down menu:
  - a. **Notebook** for making notecards and an outline
  - b. **Paper** for exporting the outline and notes to a Google Doc
  - c. **Research** searches websites (many evaluated) of EasyBib users
  - d. **Create Title Page** with left-justified title page for the paper.

***Making citations with Gale resources (eBooks and dabatases) with EasyBib Student Edition:***

1. Go to the Bibliography of your Project and find the Cal Young Cougar.
2. Click on the ***Gale Resources Portal***.
3. On the far right, find the search box for ***Student Resources in Context*** and enter your topic/keywords.
4. Click on ***Citation Tools*** (right sidebar).
5. Click on ***EasyBib***.
6. The citation will be added to your bibliography in Easy Bib.

***Researching/Making citations on the Internet with EasyBib Student Edition:***

1. Click on ***Research*** and enter your topic.
2. Browse through the websites to find the one that best fits your main idea about your topic. Watch for the green check and “Credible.”
3. When you have found a good website, select and copy the URL. (You can also do a Google search outside of EasyBib and copy and paste the URL in the same way.)
4. Click on the EasyBib tab and click ***Back to my bibliography***.
5. Paste the URL into the box and click ***Cite It***.
6. Take note of what EasyBib did not find and if the site is ***credible***.
7. Click ***Continue*** and carefully fill in the blank parts of the citation by finding the author (if noted), publisher/sponser, date posted, etc. Include the URL.
8. Notice the option for ***Website Evaluation***.
9. When you are certain that you are finished, click ***Create Citation***.
10. Click ***View in List*** to see all citations in alphabetical order.
11. Notice the options ro ***Analyze, Share, and Export*** the bibliography.

***Making citations with other resources with EasyBib Student Edition:***

1. World Book Online articles
  - a. Copy the citation from the World Book article to the clipboard.
  - b. Go to the Bibliography of your Project.
  - c. Click on ***All 59 Options***.
  - d. Click on ***Write/Paste Citation*** (under ***Other*** in left column).
  - e. Paste the citation into the box and click ***Create Citation***.
2. Books
  - a. Click on ***Book***.
  - b. Enter the title of your book and click ***Cite It***.
  - c. Select the book from the list by comparing the author and publication date.
  - d. Click the ***Cite This***.
  - e. Click ***Create Citation***.
  - f. If EasyBib does not have the publisher, place of publication, or year, use the VIA record for the book to get this information. Copy and paste.

### ***Taking notes with EasyBib Student Edition:***

1. In the pull-down menu next to your project's name, pull down to **Notebook**.
2. Click on **New Note**.
3. Click back to the tab or window that has the article that you are reading. Begin reading and when you find information that you want to record, copy a sentence or two to the clipboard.
4. Click back to your **New Note** and give the note a title that relates to the information that you found. Pull down **Source** and click on the citation for the article that you are reading.
5. Paste your quotations into the box that says, **Evidence from text (direct quote)**.
6. Use phrases and keywords to type information from the article into the **Paraphrase** box.
7. Add a **Comment** to make an observation about the information that you are reading.
8. Add an **Identifier** about where in the article you found the information.
9. Click **Organize** to add a **Tag** and a **color**.
10. Scroll down and click **Save Note**.

### ***Organizing your notes and making an outline with EasyBib Student Edition:***

1. When you have two or more notecards that relate to the same subtopic, make a group. Slide one notecard over another, and it will make a group. Double click on the group to get the box to type in the group's name.
2. When you have a sense of the main point of your paper, click on **Thesis: Enter your paper's thesis here**. You can slide the outline bar to the right to increase the outline space.
3. Click on **New Bullet** to make a bullet point for your outline. You can make main bullet points for the main points in your paper and then add bullets for subpoints.
4. Drag the notecards under the related subpoint.
5. Work with the organization of your notes in the outline.
6. If you need more information to support a point (subtopic), do some more research, reading, and notetaking.

### ***Exporting your outline and notes to Google Docs:***

1. From your project, pull down to **Paper** to export the outline and notes to Google Docs.

### ***To copy and paste your outline and notes to Pages or Word:***

1. Make sure that you are in the **Notebook** of your project and click on the **Print** button. Select all and copy.
2. Open a Pages or Word Document and paste.

### ***Sharing and/or Exporting the bibliography:***

1. Options for **Sharing** the bibliography (does not include the heading)
  - a. E-mail bibliography
  - b. Invite others
  - c. Share public link
2. Options for **Exporting** the bibliography:
  - a. Print as Word Doc (add a heading with the Title Page option)
  - b. Save as Google Docs
  - c. E-mail bibliography
  - d. Copy & paste (Create heading with Title Page, then paste bibliography.)

### ***Students can turn in their notes and citations with Share:***

1. Click on **My Projects** (top left of screen).
2. Click **Share** (under and to the right of the project's name).
3. Enter teacher's e-mail: **arnold@4j.lane.edu**
4. Make sure that **View** and **Comment** are checked. (**Edit** is also an option.)
5. Pull down **Target** folder to your class and period. (Ahead of time, teachers can make a folder for each class by clicking **New folder** between the **All Projects** on the left side of the project main page.)
6. Click **Share**.

### ***Support***

Click on **Support** (top right option). Scroll down for lots of **Video Tutorials** and **User Guides**. Refer students to these resources.

Link to videos, handouts, lesson plans, and more:

<http://content.easybib.com/free-resources/#.VEp5-EuxXxk>

Example:

The "[Citations for Beginners](#)" is an excellent 3-minute video that discusses plagiarism and the "why" of citations. A great introduction for students to watch!

My goal is to get all students logged in to EasyBib as soon as possible and to integrate it into all research projects throughout the year.

As much as you're comfortable, feel free to jump in with your students and let me know of questions or problems.



Sam