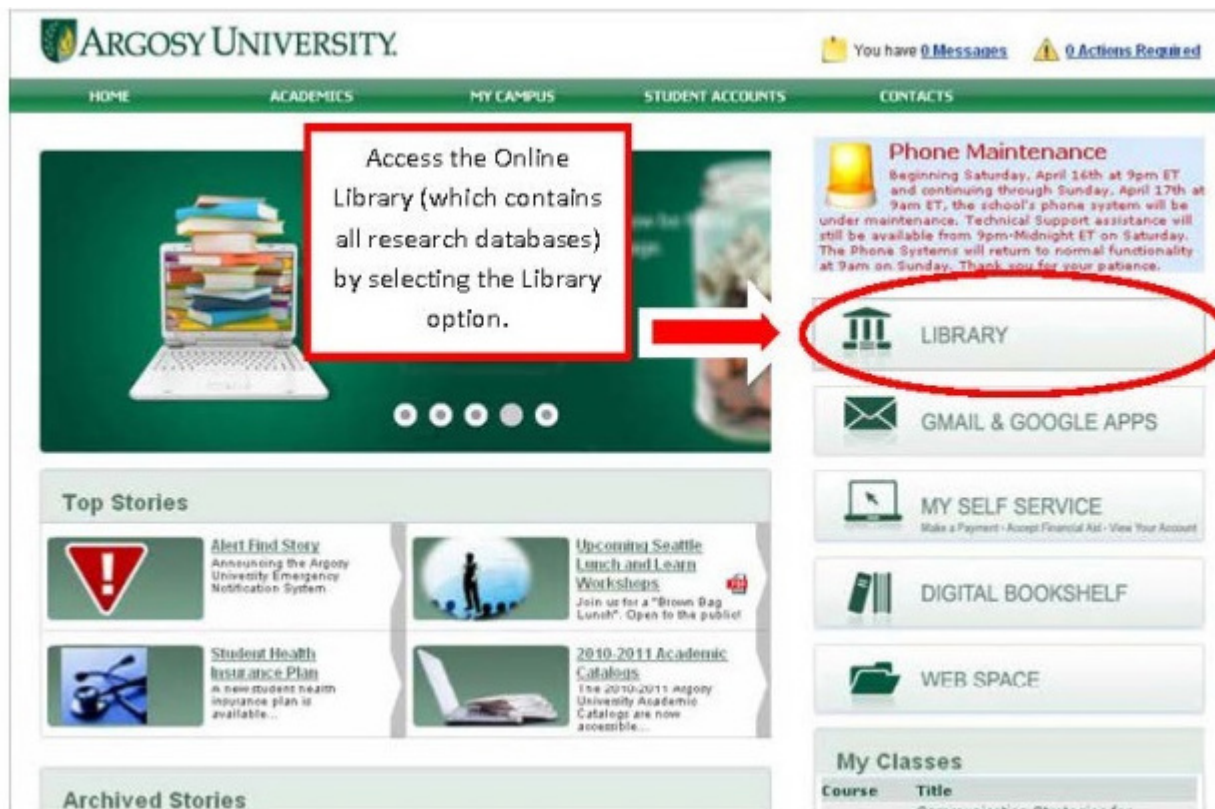


AU ONLINE LIBRARY AND DATABASE COLLECTION TUTORIAL

Elizabeth Windsor– Subject Specialist Librarian, Argosy University, Seattle Campus

Access the Online Library through the Campus Common using your student username and password. The Campus Common is located at <https://mycampus.argosy.edu/portal/server.pt> . After logging into the Campus Common, the following screen should appear:



To access the Online Library, select the “Library” link (circled in red). To access the Argosy University Seattle Library homepage, select the “Library” option (under the Useful Links heading).

Selecting the “Launch Library” link will lead to the Online Library, shown below:

**Online Library**

HOMEFINDQUICK REFERENCE

QuickSearch

Search multiple Argosy University Online Databases simultaneously.

Enter Search Term(s) All ▼

Select Category All Resources ▼ **Search**

Use our [Advanced Search](#) to find full-text articles!



FindDissertations

- Extensive dissertation database
- QuickSearch all resources
- Browse by subject category

Find Now



FindArticles

- Search specific journals
- Access full-text articles
- Search multiple libraries

Find Now



FindBooks

- Digital books instantly
- Borrow from ground libraries

Find Now



Browseby Field

Sharpen your search by browsing resources within your field of study. These refined categories can make research faster and more powerful.

Business**Education****Psychology**

Several Ways to Search!



The image shows the Argosy University Online Library homepage. At the top, there is a navigation bar with three tabs: HOME, FIND, and QUICK REFERENCE. Below the navigation bar is a large white box with a light green border and a drop shadow, titled "QuickSearch". The title is in a large, bold, green font. Below the title is a subtitle in a smaller, grey font: "Search multiple Argosy University Online Databases simultaneously." Below the subtitle are two input fields: "Enter Search Term(s)" and "Select Category". The "Enter Search Term(s)" field is a text box with a blue border. The "Select Category" field is a dropdown menu with a blue border and a blue arrow pointing down. To the right of the "Enter Search Term(s)" field is a dropdown menu with a blue border and a blue arrow pointing down, currently showing "All". Below the "Select Category" field is a yellow button with the word "Search" in black. At the bottom of the white box, there is a line of text: "Use our [Advanced Search](#) to find full-text articles!".

ARGOSY UNIVERSITY Online Library

HOME FIND QUICK REFERENCE

QuickSearch

Search multiple Argosy University Online Databases simultaneously.

Enter Search Term(s) All

Select Category All Resources

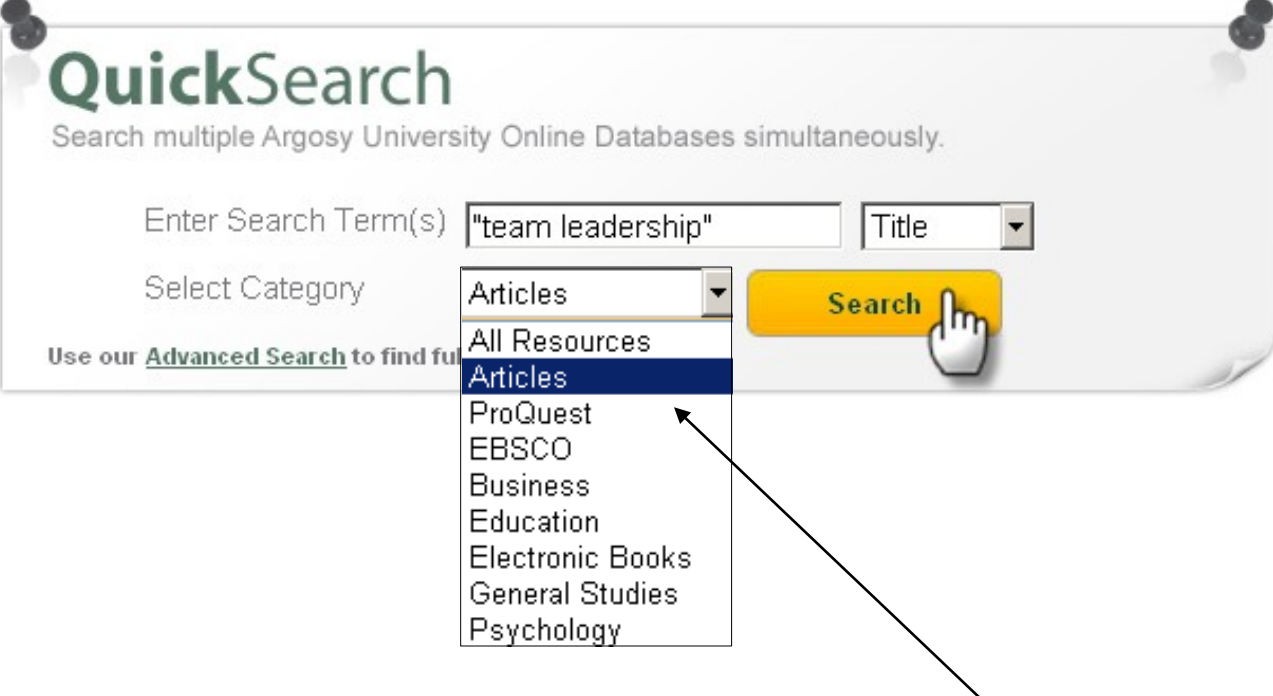
Use our [Advanced Search](#) to find full-text articles!

What is Quick Search?

The Online Library's **Quick Search** is accessed on the library homepage. It's known as a "federated search engine." This means that it searches through the electronic resources of the Online Library—**all from one search box!**

This guide will introduce you to using the Quick Search for Basic and Advanced Searches.

This is a “**Basic**” Quick Search:



QuickSearch
Search multiple Argosy University Online Databases simultaneously.

Enter Search Term(s)

Select Category

Use our [Advanced Search](#) to find full text

Search

- Articles
- All Resources
- Articles
- ProQuest
- EBSCO
- Business
- Education
- Electronic Books
- General Studies
- Psychology

First, search for your topic by selecting your search options. Here is a search for articles.

Use “quotation marks” to search for phrases to get the most precise results.

You can filter your results to **full text for journal articles, electronic books and other resources** found in the Online Library. You can also filter your results to be from **peer-reviewed sources**.


[Refine Search](#) | [New Search](#)

Filter by:

☒ Full Text

☐ Peer-reviewed

Topics **Date** **Resources** **Authors**

 **Clustered Results**

On your results page, you have the option to filter your results to **full text** and **peer-reviewed**. After selecting one or both of these filters, you will have an updated results page.


[Refine Search](#) | [New Search](#)

Filter by:

 Full Text

 Peer-reviewed

Topics **Date** **Resources** **Authors**

 Clustered Results

“**Refine Search**” takes you back to your original search query where you can edit and run the search again.

“**New Search**” takes you to a fresh search page to start a new query.

Topics **Date** **Resources** **Authors**

 Clustered Results

All Topics

- + [Project](#) (15)
 - [Book, Reviews](#) (12)
 - [Transformational leadership](#) (11)
- + [Users may print, download](#) (11)
 - [Leadership style](#) (9)
 - [Shared leadership](#) (9)
 - [Leadership Effectiveness](#) (7)
 - [Team leadership skills](#) (7)
 - [Agency, Account](#) (6)
 - [Program, Elements](#) (6)

[More](#)

Clustered Results sort your results into categories to help save you time in deciding which results are most appropriate for your research.

Results By Source

- [Academic Search Elite \(27\)](#)
- [Business Source Elite \(33\)](#)
- [Chronicle of Higher Education](#) 
- [Credo Reference \(21\)](#)
- [Entrepreneurship \(85\)](#)
- [ERIC \(134\)](#)
- [ProQuest Central \(7421\)](#)
- [PsycARTICLES \(26\)](#)
- [Psychology & Behavioral Sciences Collection \(10\)](#)
- [SAGE Journals Online \(11\)](#)
- [Science Direct](#) 
- [SPORTDiscus with Full Text \(12\)](#)
- [Wiley Online Library](#) 

View the results from a specific database by clicking on the database name under **Results by Source**. The number of results for each database is shown in parentheses next to each resource.


- ☒ 5. [The Art of Team Leadership.](#)
Tiffan, Bill; Tiffan, Bill.
Physician Executive (0898-2759)
3/1/2011. Vol.37, Iss.2; p.78-80
Source: [Business Source Elite](#)
[Show Abstract](#) [Similar Results](#)

Click on the title to access the result.

You can view the document's **abstract** (summary) to help you decide if it meets your needs.

Select all records :: [2 selected records](#): or [Export/Save](#) ^

Export Selected Records

- ☒ Directly to  RefWorks
- ☐ In format compatible with EndNote, ProCite, etc.
- ☐ As HTML
- ☐ As Plain Text

Cancel

Export

You can select multiple results to “Export/Save.” This option offers the choices to export your selected records directly to **RefWorks** (or other reference management tool), or export as plain text or HTML.

Advanced Search



QuickSearch
Search multiple Argosy University Online Databases simultaneously.

Enter Search Term(s)

Select Category

Use our [Advanced Search](#) to find full-text articles!

The image shows a 'QuickSearch' interface with a search bar, a category dropdown, and a search button. A red arrow points to the 'Advanced Search' link at the bottom.

Use the **Advanced Search** page for expanded searching options.

Basic Search

Advanced Search

[Search tips](#)

Search by subject | [Search by database](#)

"team leadership"	Keyword ▾
And ▾ "customer satisfaction"	Keyword ▾
And ▾	Keyword ▾
And ▾	Keyword ▾

Year: (Format: yyyy)

- ☐ **Select All**
- ☐ [All Resources](#)
- ☒ [Articles](#)
- ☒ [Business](#)
- ☒ [E-Books](#)
- ☐ [Education](#)
- ☐ [Health Sciences](#)
- ☒ [Psychology](#)
- ☐ [Quick Reference](#)
- ☒ [Videos](#)

On Advanced Search, you will find the **Year Search Limiter** to enter a specific date and advanced Boolean searching (**AND, OR, and NOT**). You can also customize your search by selecting subject areas and databases.

Choose **Search by Subject** or **Search by Database** to customize your search.

Your results page will be the same as from the Basic Quick Search. You can still filter your results to **full text and peer-reviewed**.

If you have any questions, please feel free to contact the Library at 206.239.2359. You may also contact AU Seattle Subject Specialist Librarian Elizabeth Windsor at ewindsor@argosy.edu or 206.393.3623.