

AU ONLINE LIBRARY AND DATABASE COLLECTION TUTORIAL

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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:

The screenshot shows the Argosy University Campus Common homepage. At the top, there is a navigation bar with links for HOME, ACADEMICS, MY CAMPUS, STUDENT ACCOUNTS, and CONTACTS. Below the navigation bar, there is a main content area with a large image of a laptop displaying a stack of books. A red box highlights the text: "Access the Online Library (which contains all research databases) by selecting the Library option." with an arrow pointing to the "LIBRARY" link in the Useful Links section. The Useful Links section includes: LIBRARY (circled in red), GMAIL & GOOGLE APPS, MY SELF SERVICE, DIGITAL BOOKSHELF, and WEB SPACE. There is also a "Phone Maintenance" alert and a "My Classes" section at the bottom.

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:



The screenshot shows the Argosy University Online Library homepage. At the top left is the Argosy University logo, which includes a green shield with a flame and the text "ARGOSY UNIVERSITY." To its right is an icon of a stack of books with a house-like roof, followed by the text "Online Library". Below this is a dark green navigation bar with three buttons: "HOME", "FIND", and "QUICK REFERENCE". The main content area features a "QuickSearch" section with a search form. The form has a text input field labeled "Enter Search Term(s)", a dropdown menu set to "All", and another dropdown menu labeled "Select Category" set to "All Resources". A yellow "Search" button is to the right of the second dropdown. Below the search form is a link: "Use our [Advanced Search](#) to find full-text articles!". Below this are three columns, each with an icon, a title, a list of features, and a yellow "Find Now" button. The first column is "FindDissertations" with an icon of a folder, a list of three features, and a "Find Now" button. The second column is "FindArticles" with an icon of a folder, a list of three features, and a "Find Now" button. The third column is "FindBooks" with an icon of an open book, a list of two features, and a "Find Now" button. At the bottom, there is a "Browseby Field" section. On the left is a photo of a woman in a business suit. To the right is the title "Browseby Field" and a paragraph: "Sharpen your search by browsing resources within your field of study. These refined categories can make research faster and more powerful." Below this paragraph are three yellow buttons labeled "Business", "Education", and "Psychology".

ARGOSY UNIVERSITY.  **Online Library**

HOME FIND QUICK REFERENCE

QuickSearch

Search multiple Argosy University Online Databases simultaneously.

Enter Search Term(s) All

Select Category

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



FindDissertations

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



FindArticles

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



FindBooks

- Digital books instantly
- Borrow from ground libraries

Browseby Field

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

Several Ways to Search!



HOME FIND QUICK REFERENCE

QuickSearch

Search multiple Argosy University Online Databases simultaneously.

Enter Search Term(s) All

Select Category

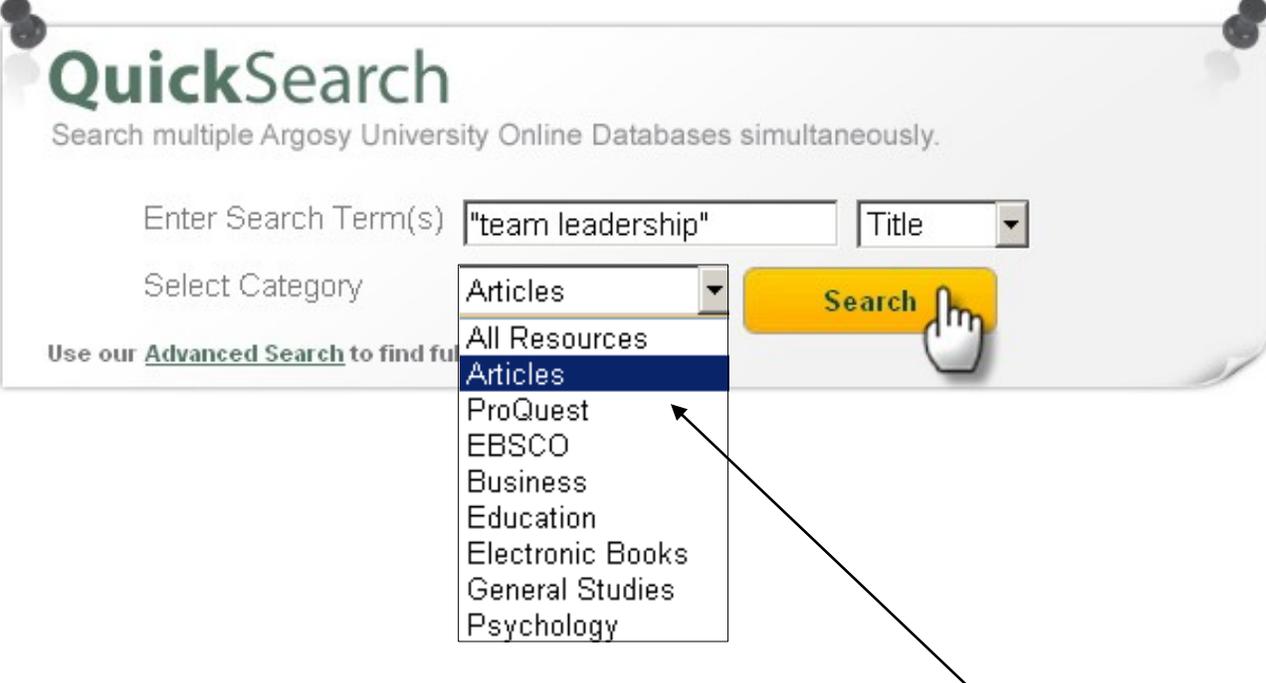
Use our [Advanced Search](#) to find full-text articles!

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) "team leadership" Title

Select Category

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

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

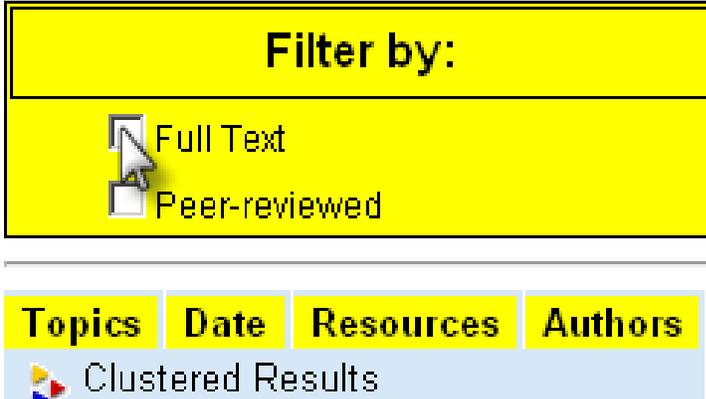
Search

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

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!

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)

Search

- 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.