# 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:

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:

Several Ways to Search!

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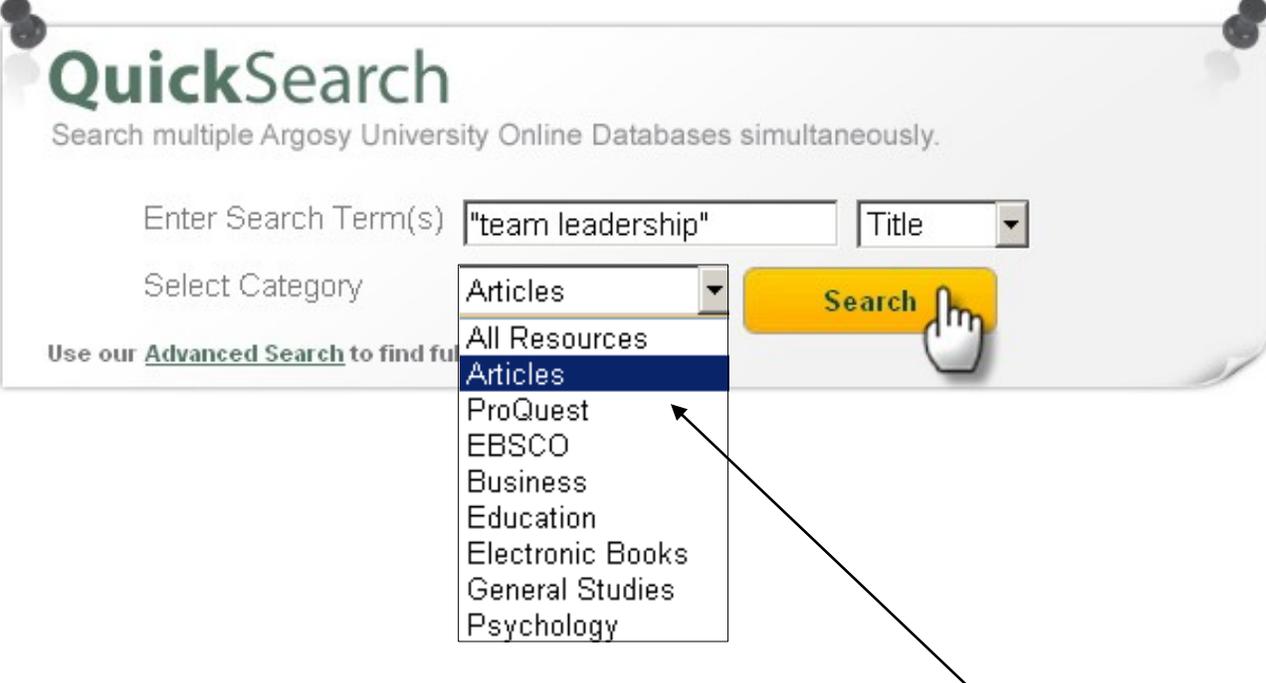
First, search for your topic by selecting your search options. Here is a search for articles.

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.**

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
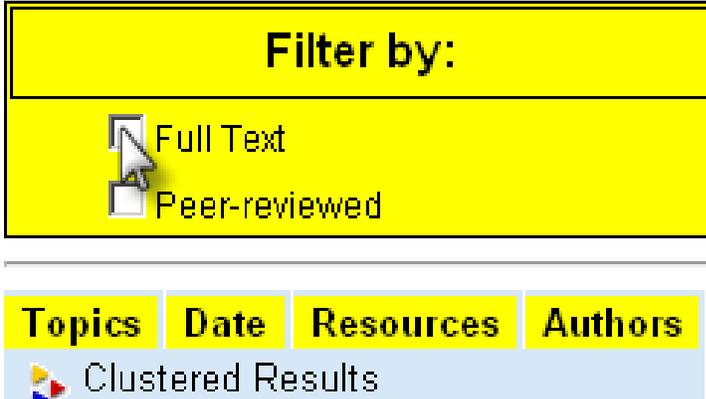
Filter by:

☐ 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.

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

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: 2000 (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.**

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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.