

At the outset of any Inquiry Project, it is important to spend time building your knowledge and begin the process of exploring and playing with ideas. Insight and analysis cannot happen without knowledge, so it is important that you pursue ideas through reading and viewing in your area of interest. Through this process you will begin to build your cache of resources which will serve as your research foundation. From here as well you will develop your *Annotated Bibliography & Research Proposal*.

Suggestions on where to begin...

Think of what you already know and develop questions that interest you based on that knowledge

Do some “presearch” read encyclopedia articles (N.B. Wikipedia talk), news articles, magazine articles, blog posts,

Find related topics, keywords

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Figure out what needs to be looked into further

Inquiry Portfolio Template

Find what interests you specifically - this will evolve - you have time!

Annotated Bibliography

Resources

Read a General Encyclopedia article on your subject

A general encyclopedia article is a good place to start. General encyclopedias, such as **World Book**, are designed to give you a general overview of the topic. Importantly, they provide you with the most essentially important information about that topic. They are not necessarily comprehensive, but they will hit the highlights and are therefore a valuable foundation.

- Go to ***library.sd36.bc.ca*** and click on ***Your School Name***
- Click on

Access the Surrey School District's Digital Resources [HERE](#)

Then on ***Secondary***, then on the ***World Book*** icon



- Type your search term in the search box and click on search. Usually the first item that comes up is the most appropriate.



- Click on the Article tab to read the article
- Click on Related Information to access other articles on the subject and other resources as well.

Published information from an Online Database

An Online Database is a comprehensive collection of information in electronic form and organized for quick retrieval. Typically it is comprised of a large collection of encyclopedia, magazine, and/or newspaper articles, and occasionally

other media such as transcripts, interviews, maps, historical documents, photos and videos. Databases, like encyclopedias can be general or subject specific.

Importantly, information contained in published articles has gone through some degree of editing. That means knowledgeable people from the field have reviewed and edited the information before it is published. We call this process refereeing.

- Go to ***library.sd36.bc.ca*** and click on ***Your School Name***. From the ***Library Catalog Home*** , see

Access the Surrey School District's Digital Resources [HERE](#)

- Click on **Secondary**
- Click on the icon for ***Academic Search Primer*** (please note: if you are working from home you will need a login and password. See your teacher-librarian).



In the search box type your subject. Make sure the ***Full Text*** and the ***Peer Reviewed*** boxes (on the left) are checked.



Searching: **Academic Search Premier** | [Choose Databases](#)

Genocide

Search



[Search Options](#)

[Basic Search](#)

[Advanced Search](#)

[Search History](#)

Search Options

Search Modes and Expanders

Search modes

- ☐ Boolean/Phrase
- ☒ Find all my search terms
- ☐ Find any of my search terms
- ☐ SmartText Searching [Hint](#)

Apply related words

☐

Also search within the full text of the articles

☐

Limit your results

Full Text

☒

Scholarly (Peer Reviewed) Journals

☐

References Available

☐

Published Date

Month Year: - Month Year:

It is important that you **use the right search terms**. Sometimes a bit of experimenting is required. You will get literally thousands of articles, from a variety of sources such as magazines and newspapers. When you get to the results page, click **PDF Full Text**, underneath the title in blue, to read the article.

You may search for **articles from a specific journal** by entering the name of the journal in the *Publication* field. (Set the date range on the right to limit the search).

Internet Research

It is tempting to “Google It”, but beware, the internet, at least the parts you can access for free, is full of misinformation, sweeping generalizations, bias and a shallow approach to most topics.

You must develop skills to critically evaluate webpages in order to obtain reliable information. Here is one method:

Accuracy

1. Author indicated?
2. Qualifications indicated?
3. Can you contact him/her?

Authority

1. Is the publishing institution indicated?
2. Purpose of publishing institution indicated?
3. Is this website attached to an “institution”?

Objectivity

1. Are the goals/objectives of the page met?
2. Is the information comprehensive or complete?

3. Are there opinions expressed by the author?

Currency

1. Is the page dated?
2. Has the page been updated?
3. Are the links up-to-date?

Coverage

1. Do the links compliment the page?
2. Is there a balance of text & images?
3. Is the information presented cited correctly?

Using a Library Catalog – Subject Headings, Basic Searches, Limiting Searches & Root Words

Subject Headings

Resources in a Library are catalogues using an established list of subject headings. Although you can use keyword searching, it is better to determine the subject headings appropriate to your search and use those to look for library holdings. Sometimes, determining that subject heading can be tricky. Try “making up” a title, then check to see how that book has been catalogued: Let’s imagine that we need to find information on Butterflies local to our area. I typed Butterflies in the library catalogue search box then clicked on keyword:

Library Search

Destiny Quest

Universal Search

WebPath Express

Resource Lists



Follett Shelf



Français

 [Top 10](#)

Basic

Power

Visual

Copy Categories

[How do I... ?](#)



[My Searches](#)

Find



[Reset All](#)



Keyword



Title



Author



Subject



Series

Narrow your search to...

[Show More](#)

On the Results page a potentially useful book was listed: *Butterflies afield in the Pacific Northwest*.

Butterflies afield in the Pacific Northwest



[Details](#)



Call #: 595.789 NEI

Neill, William A.

Published 1976

When I click on the title I can see how the book was catalogued and see the subject headings used.

Butterflies afield in the Pacific Northwest
by William A. Neill ; photography by Douglas J. Hepburn.

Call #: 595.789
NEI Local copies available: 1 of 1. [See all...](#)

Selected List: My List [Add to this List](#)

[Show Less](#)

Explore!

- **Butterflies** -- Northwest, Pacific -- Identification.
- **Butterflies** -- Northwest, Pacific -- Pictorial works.

[Explore!](#) | [Publication Info](#) | .

Now I can search by subject heading: **Butterflies – Northwest, Pacific – Identification**

Basic Search

Our library Catalog interface allows you to do a basic search by **Keyword**, **Title**, **Author**, **Subject** and **Series**. Each search will produce different results; a search of *Butterflies* in **Keyword** will produce a different result than if you search for the term in **Title** or **Series**.

Limiting Searches

Sometimes, it is very useful to be able to limit your results. From the Library Search page, click on **Power Search**

[How do I... ?](#)

[Top 10](#)

Basic **Power** Visual Copy Categories

Keyword All these words

☒ **AND** ☐ **OR** ☐ **NOT**

Keyword All these words

☐ **AND** ☐ **OR** ☒ **NOT**

Keyword Any of these words

Limit your search for titles...

Material Type

Publication Year

Call Number From to

Circulation Type All Circulation Types

Reading Level From to

Interest Level From

to

This is a search for butterflies **AND** identification **BUT NOT** fiction. These search limiters are very useful, and will give you very precise results. They are especially useful when searching through a large library collection.

Root Words

Searching by the root of a word is also a useful search tool. You can potentially miss resources if your searches uses one form of a word when there are in fact more. For example, if you search **Economics**, you may miss resources on the **Economy**. Using **Econ*** (the root of the word with a *) your results will include resources using **economy** and **economics**.

Inquiry Portfolio

Your Inquiry Portfolio is the digital place where you will showcase your ***Inquiry Project***, the process and the product. It is a working document showing your progress and learning.

Throughout the project, you will use the Portfolio to:

- Complete mini-assignments and reflections through regular entries
- Record sources
- Store notes and other documents created throughout the project
- Store your completed project regardless of the format you have chosen

Here is a basic framework for your ***Inquiry Portfolio***.

1. Reflection: what is my understanding of inquiry.
2. Reflection: my choice for study and why.

3. Timeline and Goals
4. Background knowledge collected
5. Sources: annotated bibliography
6. My Research Question
7. Research notes
8. Reflection: am I ready to proceed? Do I need to do more research?
9. Outline
10. Wow factor – create new meaning, ask new questions.
11. Draft
12. Project
13. Preparations for presentation
14. Reflection: in the end what did I do well, what did I learn, what would I do differently next time.

By way of documenting the process of your Inquiry Project, these Portfolio Entries will be part of the final project assessment. There is much to be learned through the process and progress of a project and the Portfolio will help facilitate this learning. Please click on *Evaluating & Reflecting* for questions to ask yourself at every stage of your project.

	Entry:	Submitted on:
1	Reflection: what is my understanding of inquiry?	
2	Reflection: my choice for study and why.	
3	Timeline and Goals	
4	Background knowledge: what have I learned, how is my new knowledge informing my project decisions?	
5	Sources: Annotated Bibliography (preliminary)	
6	My Research Question	
7	Research notes	
8	Reflection: am I ready to proceed? Do I need to do more research?	
9	Project Outline	
10	Wow factor: have I created new meaning, asked new questions?	
11	Project Draft and Annotated Bibliography	
12	Project	
13	Preparations for presentation	
14	Reflection: in the end what did I do well, what did I learn, <u>what</u> would I do differently next time.	

Portfolio Entries checklist



library_supported_inquiry_portfolio_entries_checklist.pdf

[Download File](#)

Portfolio Template



Isi_portfolio_detail.docx

[Download File](#)

Building Knowledge & Exploring Ideas Sample



happiness_graphic_organizer.docx

[Download File](#)

Annotated Bibliography

An Annotated Bibliography is an expanded list of sources you have consulted. The source is briefly described and how it will be used is indicated. All bibliographic information is recorded.

Sample:

Pugnetti, Gino. *Simon and Schuster's Guide to Dogs*. New York: Fireside, 1980. Print

This comprehensive guide provides well illustrated information on the history of the species, their relationship with humans, the development of "breeds" and dog showing and more. Each breed group is discussed in detail. This source will be used for information on the history of dogs.