**Taking Notes with EasyBib-Practice**

**(Grades 5-8)**

1. Go to St. Peter School Fast Direct Page: <http://fastdir.com/st.peter/>
2. Under “Quick Links” click Library
3. Under “Popular Library Links” click EasyBib
4. Create a New Project and name it Ancient Egypt (MLA 7) Click Create
5. Toggle back to the library web site and go to the “Online Tools” page, log into World Book Student (5-6 Grades) or World Book Advanced (7-8 Grades)

Log-In ID: stpschool

Password: pride

1. In the search box type the word mummy (Remember to use keywords when researching.)
2. Open the article and scroll to the bottom. Right click and copy the MLA citation at the bottom of the article. Toggle back to EasyBib. Under your Ancient Egypt Project click on Bibliography. Click on all 59 options. Click on Other. Click on Write/Paste Citation. Right click and paste your citation in the white box. Click Create Citation. (Creating Citations gives credit to authors for writing the articles. You are avoiding plagiarism.)
3. Let’s practice taking notes! We’ve read through the Mummy article and want to take notes from the first paragraph. Right click and copy all of the first paragraph.
4. Toggle back to EasyBib and click on your Ancient Egypt Project. Click on Notebook. Click New Note (green box).
5. a. Add a title for this note such as: Mummies-introduction

 b. Use the drop down and pull up your source we created in step 7

 c. Under direct quote paste the direct quote from the Mummy article from step 8

1. In order not to plagiarize, put the important facts into your own words. Only use important words. Don’t use words like a, an, the. This is called paraphrasing. Here is an example of paraphrasing the first paragraph in the mummy article. Put these notes in your paraphrasing box using bullet points.
* Mummies are preserved dead bodies
* Most mummies-from Egypt
* Preserved for life after death
* Ramses II and King Tutankhamen, rulers of Egypt well-known mummies
1. Do this for two more sections in the article. Remember to make a new visual card each time. Your source is already cited.

Now, repeat steps 4-9 with the following terms.

**Don’t forget to cite your articles before you make your note cards.**

World Book Online Article: Cleopatra

World Book Online Article: Rosetta Stone

Now that you have several notes it is important to keep them organized. Practice color coding your notes by clicking on the organize link at the bottom of your note cards. For example, color code all your notes for your introduction in red. You can also create an outline by dragging your notes to the right hand column.

You can print your notes. Be sure to choose only the box marked notes. From your paraphrased notes you can write your paper, power point, or any other project! Your final bibliography can also be printed using the bibliography tab!

**Note to Teachers, Students and Parents:** Students can also use the Research Beta tab located at the top of EasyBib. Students type in a keyword for research. Sources are labeled credible, maybe credible, etc. Sources are also cited using MLA 7. Kirkwood databases may also be used for sources and are found on the St. Peter library website. Students must have a Kirkwood Library Card to use the source. Databases are used in the same fashion as World Book Online Encyclopedia and EasyBib Research Beta. Students type in keywords. Most databases have sources cited as well. In order for students to become information literate it is important to use a variety of resources including old-fashioned books!