**LIS 380 INQUIRY PAGE TUTORIAL**
*http://inquiry.uiuc.edu*


Welcome to The Inquiry Page, an online resource and community to support you in inquiry-based teaching and learning. Think of this simple guide as a starting point for you as you begin to use The Inquiry Page. We say "starting point," because there is no substitution for exploration and experimentation with the site, which we encourage. Some of what we have included in this tutorial may be very basic, while some new. We understand that people have different entry points,
and this guide addresses a range of users. For more information about the structure of the site, terms we most often use, and examples of inquiry units, see the attached appendices.

The Inquiry Page offers a real-world model for you as you explore issues surrounding collection development, access, and your role as the "human agent" in the process.
Let's get started.


*Netscape does not allow full use of the Inquiry Page on Macs.*
*You are able to view units, but you are not able to add units.*
*So please use Internet Explorer on Macs.*

**1. Create a Member Profile**
- On the top right of the Home page, click on the yellow tab, "Join Us," located on the banner.
- You are now at  Join the Inquiry Page. From here, click on the underlined button/link, "Click here to register as an Inquiry member."
- You are now at the point where you can create a member profile. A form appears with fields for your name, etc. You can fill in all of the fields or— to save time—just fill in the *required* fields (marked with red asterisks): first name, last name, email, password, and password again. Use a password that is easy for you to remember. ("Oh no! Not another password!" we hear you lament. Keep it simple. If you forget it, don't worry. We have a function that will remind you almost instantaneously.)
- Look over the information to make sure it is correct. If not, you can scroll down and click the "Reset" button for a clean form or simply individually edit the field that needs to be corrected.
- Scroll down and click on the "Submit" button.
- Congratulations! A page will automatically appear telling you that you've successfully become a member.
- Look over the information to make sure it is correct. If it isn't:  (1) logout by clicking on the "logout" button; (2) login again using the *wrong* information; (3) click the "Change Member Profile," button, and (4) correct the information. Don't forget to submit again.


**2. Login to Use the Inquiry Page**

To login from Home Page:
- Click on the tab at the top right, "Login as Member."
- You will then be at the Login as Member page. Enter your username (for ease of access and online community building, we use our email addresses) and password as directed.
- Click the "Submit" button

To login from Inquiry Units Page
- Click on the "Inquiry Units" button on the navigation bar at left.
- Click on the "Add a Unit" button just below the banner at the top and a bit to the left on the Inquiry Units page.
- You will be asked to enter your username (for ease of access and online community building, we use our email addresses) and password as directed.
- Click the "Submit" button.

**3. Create an Inquiry Unit**
An Inquiry Unit is, at its most basic, a dynamic chronicle of your own process of inquiry. It also serves as a repository of your growing resource lists; a tool to help you reflect on your own teaching/learning approach; and a way to build a community of educators, students, and lifetime learners who are adapting one another's ideas, experiences, and resources in their own settings. *For examples, see Appendix 4*.

- If you haven't already done so, click on "Inquiry Units" button on the left navigation bar. This will bring you to your entry point.

**Adding a Unit**
- From the Inquiry Units page, you can create your own unit by clicking on the "Add a Unit" button at the top left just under the banner.
- If you haven't already logged in, a Login page will pop up for you to enter your email address and password. You must fill this out to create a unit. *Logins provide you with security, protecting your unit from being changed without your permission*. Click on the "Login" button immediately below the password.

You're now ready to create your own unit.

You will now see a blank Inquiry Unit template called "Add your Inquiry Unit."

Do not be intimidated by those empty boxes (field headings). The field headings act as guides to assist you in organizing an inquiry-based unit. Each of these fields naturally corresponds to a stage in the inquiry process (ask, investigate, create, discuss, and reflect).

> *NOTE: At any time on this page, you can click on the "Help" button at the top right. Here you will find a tutorial, a printable copy of the tutorial, and a growing list of the most frequently asked questions (FAQs) and their answers.*

- Begin by entering your name and email address. *These are required fields.*
- Please enter the names of any coauthors (if you're working in teams).
- Next, mark your unit as "Public" or "Private" by clicking on the appropriate circle. "Public" means the unit can be seen by others (Inquiry members or not). "Private" means only you can see it. For right now, keep it at the default setting, "Public."
- The next question, "Is this unit ready to use?" is set at "no," the default setting. When the creator of a unit feels his/her unit has developed enough to be used by others, the creator can mark it "ready to use." For today, mark the unit "no." That will probably change as you develop your unit.
- The "Do you want your email address on your unit?" is set at "Yes." This fosters communication and builds community between users of the Inquiry Page. For today, we suggest you do keep your email on your unit.

ASK

In this stage of the Inquiry cycle, we begin with a guiding question or thought for your particular line of inquiry.
- In the "Guiding question" field, type in an initial question you have regarding a research interest you may have. This question should be short enough to form the title of your unit. "What library and information services are provided for librarians serving the Latino community?" or

"How do educators use Chickscope to help students learn?" are examples of real questions on the Inquiry Page. For today, think of a topic you want to learn more about and put it in question form. You will no doubt edit and change this question, so don't worry about getting locked in to it. *This is a required field.*

- Next, click on the boxes next to the applicable subject/curricular areas in which your unit may fit. You may choose as many as you think apply to your unit. Feel free to list areas in the "Others" box. These terms will serve as search terms for users.
- In the "Enter keywords…" area, enter any applicable words that will help others search your unit. For example, if my unit is "How do frogs grow?" I may include "polliwog," "tadpoles," and "eggs."
- Leave the "Open Directory" section blank for now. Later, you can enter the URL for the Open Directory category that is relevant to your unit. The Open Directory (dmoz) is a categorized directory of web resources (like Yahoo), except that it is edited by volunteers.
- If you were creating this unit as part of one of our partner projects, you would now click on the appropriate partner project. Most, if not all of you, are not yet associated with any of these so you can leave this blank. If you *are* associated with one of these projects, please click on the appropriate partner project box.
- Next, click on the grade level that your unit most serves. Again, this is yet another way for your unit to be searched.
- Now, you will write a brief "rationale" for your unit. This is a simple statement of how your guiding question came to interest you. It can also provide a basic statement of your unit's purpose. For example, "The study of frogs in the third grade classroom became an engaged activity when one of my students found frog eggs and we incubated them in the class. I realized we could serve the art, language arts, science, and even math curriculum around this one topic of interest."

INVESTIGATE

At this stage of inquiry, you will be building a list of resources you find useful as you follow your guiding question: articles, books, websites, audio, video, multimedia materials, or other resources. Make them complete bibliographic references so others can use them.

- For right now, you won't have any resources. Leave this blank and return to it later.

CREATE

Here is where you will be building on the information you've gathered to create new knowledge. You'll have learned something, and in this box you may enter exercises, labs, and activities that either you yourself engage in as you follow your guiding question and/or you may design learning activities that will guide other learners.

- Again, for today, leave this blank. You will be coming back to this when you begin shaping your unit.

DISCUSS

An integral part of the inquiry process is communication and community. At any point you may find opportunities (listserves, in-class presentations, meetings with coworkers/students/peers, webboards, etc.) that serve the "discuss" aspect of your inquiry unit. Include here any venues that are appropriate for your unit.

You can use this section to enter discussion questions you develop that are related to your unit.

REFLECT

To reflect means to assess where you are in terms of your guiding question. Reflection on your research path, on certain activities you did, or even the question itself is in order. Each of the three boxes here guide you through different aspects of reflection. They may or may not strictly apply to your unit (e.g., "teachers response" may not fit your line of inquiry, but feedback from peers, co-workers, your T.A., or professors may be more appropriate to include here.) You may shift your question and decide it "didn't work" as you thought. That's fine. That, too, is part of the inquiry process. You might also use the Reflect section to describe how you think your work should be evaluated, or to provide a description of what you learned from or got out of the unit you created.

- You will fill this in after you have worked on your unit a bit. For today, leave it blank.

UPLOADING FILES

Files can be uploaded to the Inquiry server. They can be images, text, audio, or video.
- If you already know the file location and name, you can enter it in the fields provided.
- If you don't know the file name, click on the "browse" button to the right.
- Locate the file you choose to upload and click on it.
- The file name will now appear in the field

SUBMIT UNIT

- Click on the "submit" button at the top or bottom of the page. This is how you will be posting your unit for others (including Profs. Bishop and Gasser) to see.
- A page will appear with your unit and a "Thank you" at the bottom.

*NOTE: The text you have entered in your inquiry unit will not be saved until you hit the submit button. So, to be safe, hit the submit button periodically as you work on your units. You can then continue working on your unit by clicking on the "Edit this Unit" button under the banner at the top of the page. (See below on how to edit your unit.)*

## 4. Searching Units

### Finding your own:

- Return to the Inquiry home page.
- Click on the button "Inquiry Units" in the left navigation bar.
- A page with a "Search" field will appear. The easiest way to relocate your own unit is to enter your email address, which is the most unique element of your unit. Type in your email address *exactly* as you typed it when you (a) created your Member Profile and (b) entered your email address in your unit.
- Click on the "Search" button to the right.
- A page with your search result(s) will appear. To view the unit(s), click on the underlined "View" button to the left of the search result(s).
- Your unit will appear**.**

## 5.  Editing your Unit

- To edit or make any changes to your posted unit, click on the "Edit This Unit" tab at the top right of the page just below the banner.
- Your unit will appear and you can make any changes you like. Click on "Submit" and your changes will be posted immediately.
- If you hadn't already logged in, you would get a page that asks you to submit your username and password.
- If you've forgotten your password, don't worry. Enter your email, and your password will be sent to you almost instantly.

## 6. Deleting your Unit

*Don't do this now, but*, to delete your unit you would:

- Click on the "Delete this Unit" tab in the center of the page just below the banner.
- You will then be prompted with the question: "*Are you sure you want to delete this unit?"* If you are sure you want to delete your unit, click on the

"Yes" button. If you do not want to delete your unit, just hit the back button on your browser.

**7. Adding Hotlinked URLS to your Unit**

You may want to add a hotlinked (also called "live") URL to any of the various sections of your unit. For example, in the "Investigate" section, you may want to provide the live link to a webpage that is relevant to your unit.

- Type the URL of the webpage you want to provide a link to, starting with "http:// …" and the Inquiry Page will take care of the rest. If you prefer to display just the title of a web site, then you can use standard HTML tags. <a href="http://yourwebsite_url.org/webpage.html">Your web site title</a>
- For today, simply type in the URL for the Inquiry Page in your "Investigate" section: http://inquiry.uiuc.edu.

**8. Spinning Off a Unit**

When viewing a unit, you may find that you want to create your own based on another's line of thought. We find that many people are excited by what others are doing, and customize and adapt others' units to suit their own learning environments. This function allows you to do that.

- From any unit, click on the "Spin Off this Unit" button at the top right under the banner. You will get a copy of that unit under the heading **"Spin off the Inquiry Unit."** Simply delete, revise, and fill in the fields as if you were working on the same form as "Add a Unit."
- Click on the "submit" button and your unit will be posted immediately.

*NOTE: Give your new customized unit a fresh title or it will not be easily recognized as a new and different unit.*

**9. Logout**

- **When you're done working on your unit and have submitted it, don't forget to logout by clicking on the tab at the top of the page, "Logout."**

*If you have any questions or comments, please post them to the LIS380 webboard for the Inquiry Page.*

# APPENDIX 1

## DEFINITIONS

These are simply definitions to get you started. They are not specifically about The Inquiry Page, but you do need to know these words as we go through the site.

**Browser:**
This is the web tool that lets you view different websites. Think of it as a window that you look through. You'll notice the frame around each web page you see. On this frame are "buttons" that allow you to do different things.

> Remember, if you get lost you can always click on the
> "**Back**" button of your web browser.
> This will take you to the previous page you were on.

**Button:**
When we say "button" we mean a text or picture area that can be clicked on that links you to a new page or lets you perform a new action. This means that if you click the left button on your mouse, you will go to that other page or perform a new action.

**Link:**
A "link" is a connection between one page and another page. Clicking on a button or underlined text, for example, are ways of following a link.

**Mouseover:**
A "mouseover" is a helpful message that appears by pointing your mouse to an object, picture, or text area of the page. For example, simply point to any button on the navigation bar or cycle of Inquiry. Don't click. You'll see that a message appears that describes what it is or where the button will lead you if you do choose to click. These are helpful "cheat sheets," especially when you're trying to find your way at first. These are used throughout the site.

**Navigation Bar:**
This is the place on a web page that has a list of buttons that helps you move around the site. When we refer to the Inquiry Page's "navigation bar," we mean that row of buttons on the left-hand side of your screen. Click on the words there to go to other pages on the site.

**Scroll Bar:**
A "scroll bar" is that rectangle on the right-hand side of the page that allows you to move up and down the web page. If you click on the smaller square/rectangle in the scroll bar while holding down your left mouse button, you can now drag this small box up and down within the bar. This allows you to move the page.

**Underlined Text:**
Anything underlined is a link to a page. Clicking on an underlined word will take you to a page about the concept/idea that was underlined.

**THE INQUIRY HOME PAGE**

A web site, like any other, has a home page. This is home base, allowing you to get your bearings and move deeper into the site. If you ever get lost, you can always click on the "Home" button at the top of the navigation bar at the left-hand side of your screen.

**The Inquiry Cycle**

The process of inquiry education can be described as a cycle, and The Inquiry Page has been built around this metaphor. The cycle as it appears on the home page has mouseovers that briefly describe each stage: ask, investigate, create, discuss, and reflect. By clicking on any of these stages' buttons, you'll see a full description of this cycle.

**Inquiry Page Banner**

A "banner" is the top part of the page. The title of the particular page you are on will always be here. For example, the home page has "The Inquiry Page" and the Inquiry Units page says "Inquiry Units."

**Help:**

Here you will find a web-based tutorial, a .pdf format of a tutorial you can print off, and a list of Frequently Asked Questions (FAQs).

**Site Map**

The site map button at the top right-hand corner of the page on the banner allows you to see the entire site. It helps you see all of the pages at once and offers you a bigger picture of the site, allowing you to choose the page you want to go by clicking on any underlined word.

**Feedback**

We love feedback! The Inquiry Page has been created— and continues to be created—based on your feedback. By clicking on this button, you will be able to send us a message.

**Tabs**

"Tabs" are buttons that appear on and just below the banner and look like file-folder labels. These appear on each page and often change from page to page. By clicking on these, you'll go to the page related to the tab, such as "Log In" or "Join Us."

**Join Us**

To join The Inquiry Page as an active participant means different things to different people: you may create inquiry units and use the page as a resource that way; participate in the Inquiry Page Development Group or in another peer-to-peer community called DIME, email lists (called "listserves"); or you might begin to get involved in our meetings each week in person or via telephone. We have many levels of participation: we see some educators each week, others we've never met but know via email and their units, while there are hundreds of others who use the site as a resource but haven't created lesson plans yet.

**Login**

When you create an Inquiry Unit, you will be asked to create a login file with a password. We ask this to protect your unit from being changed by someone else without your permission. You enter your name (by "name" we mean a username you select, most often your email address) and password as directed on the screen. Once done, this gives you access to create or edit your Inquiry Unit.

**Inquiry Page Navigation Bar**

The "navigation bar" is the one-inch bar that runs along the left-hand side of the page. This is your map, and it appears on every page of the site. Each of the typed titles is called a "button" and by clicking on one, you will go to the page title you've clicked on.

## APPENDIX 3

### SEARCHING

**Searching for Others' Units**

- From your own unit's page, click on the "Search Units" button at the top left of the screen.
- From the Home Page, click on the button "Inquiry Units."
- This will bring you to the search page.

**Basic Search:**

.You can search units by topic, name of the person or organization that created the unit, grade level, curriculum or subject area (e.g., "science"), or any combination of these. This type of search is a form of keyword searching technique. The Inquiry Unit search engine will match your

query terms against the full text of all the words that appear in all the existing Inquiry Units.

- Enter search terms in search field
- Click on the "Search" button to the right
- You can order your results by original unit/spin-off units, author order A to Z, author order Z to A, date created/revised recent first, or date created/revised oldest first. Simply Click on the appropriate button at the top of the results page

**Advanced Search:**

You can also perform an advanced search to specifically identify units by subject area, grade level, and partner project and choose the units' display order.

- Click on the "Advanced Search" button at the right of the search field
- Click (check off) those fields that offer the terms by which you want to limit your search.

**Browsing:**

You can also browse all of the units.

- Click on the "Browse All Units" button. This will bring up a list of every unit. You can choose to browse by date or author order. (The default setting is a mix of most recently added units and original/spin-off units. For example, if unit A is created a month ago, and unit B is created yesterday, unit A should be listed below unit B. However, if unit B is a spin-off unit of unit A, unit A should be listed above unit B. Aren't you glad you asked?)

**Search Results:**

You will receive a list of all those Inquiry Units that have that fit the parameters of your search.

**Viewing Your Results:**

By clicking on the underlined "View" to the left of a particular item in the search results, you will be able to see that particular unit. From here, you can do a new search for other units, click "back" on your browser to return to the other search results, or—if you're inspired—create a unit of your own based on it by clicking on the "Spin off" button at top right corner, below the banner. (See "Spinning Off a Unit" in the main text of this tutorial for more on how to do this.)

## APPENDIX 4

## EXAMPLES OF UNITS

Keep in mind that these are just *examples.* We encourage you to explore these units. Here is a chance for you to practice your search skills using the Inquiry Page!  ! Enter keywords from the titles to locate the units.  (Or simply enter the URL in your browser window.)

1. What is your proposed final project for LIS 380LE? (Replace with the guiding question for your Final Project)
*http://www.inquiry.uiuc.edu/bin/update_unit.cgi?command=select&xmlfile=u10084.xml*

**Units representing former 380 students' work:**

2. How Can Internet Access Enhance the Lives of the Elderly?
*http://www.inquiry.uiuc.edu/bin/update_unit.cgi?command=select&xmlfile=u10301.xml*

What library and information services are provided for librarians serving the Latino community? How can we present these in the form of a website to librarians and other information professionals?
*http://www.inquiry.uiuc.edu/bin/update_unit.cgi?command=select&xmlfile=u10279.xml*

3. Poetry as Play:  A librarian and writer employs the concept of play in teaching writing workshops.
http://www.inquiry.uiuc.edu/bin/update_unit.cgi?command=select&xmlfile=u10225.xml