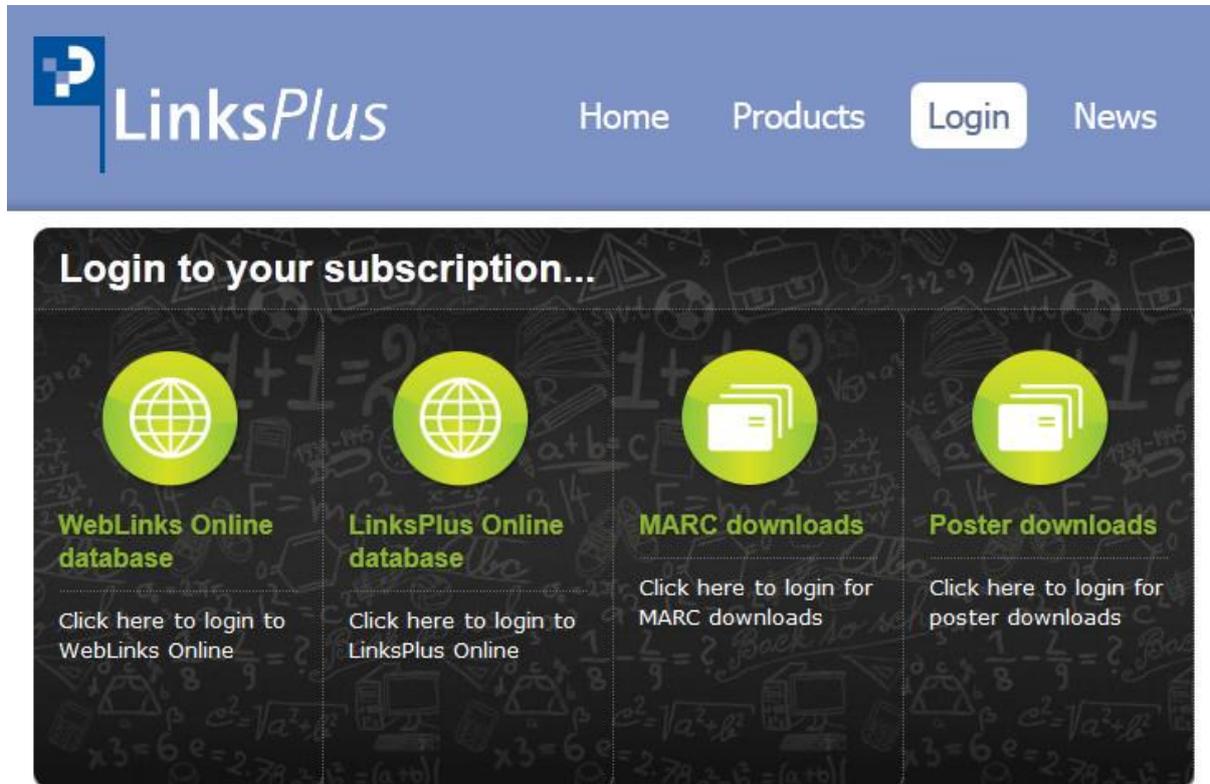


# WebLinks - LinksPlus Online Guide



WebLinks Online has a campus wide site licence. It is used in over 600 schools world-wide. Hundreds of searches are made daily.

The service is easy to use and aims to meet the needs of users.

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## **Promoting Use of WebLinks/LinksPlus Online by users**

1. Place WebLinks Online prominently on several pages on the school Intranet, on computer desktops and in favorites or bookmarks. Use WebLinks as one of your search engines on your Home Page.
2. Advertise the service to users via daily bulletin.
3. Teach use of Weblinks Online search page to Year 8 pupils as part of library orientation program and as part of specific search skills lessons with classes.
4. Click on 'What's New', search each Learning Area, print off new sites and circularise each faculty as part of your information service.
5. Search for and print off sites on particular topics that teachers are about to start with a class.
6. Hand out the WebLinks Research Service proforma at a staff meeting to encourage feedback on topics that we can resource with sites.
7. Let staff and teachers know when WebLinks Online has been updated each month.
8. Run a Faculty Inservice session showing how WebLinks Online can be used.
9. Put our A3 posters around the computers or download from our website :  
<http://www.pledgerconsulting.com/assets/Uploads/poster.pdf>  
and print off.

## How to Search

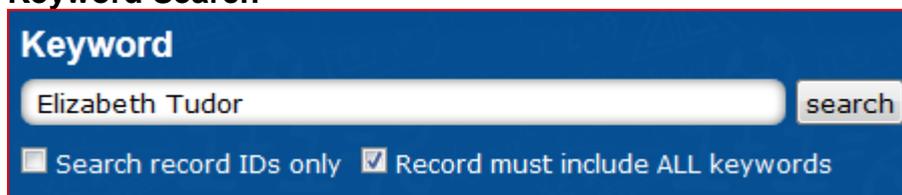
The search functionality uses "Boolean" mode so that you can use search operators in the keywords field:

- + The word is mandatory in all rows returned.
- The word cannot appear in any row returned.
- < The word that follows has a lower relevance than other words, although rows containing it will still match
- > The word that follows has a higher relevance than other words.
- () Used to group words into subexpressions.
  - The word following contributes negatively to the relevance of the row (which is ~ different to the '-' operator, which specifically excludes the word, or the '<' operator, which still causes the word to contribute positively to the relevance of the row.
- \* The wildcard, indicating zero or more characters. It can only appear at the end of a word.
- " Anything enclosed in the double quotes is taken as a whole (so you can match phrases, for example).

eg: +Elizabeth +Tudor will return only rows that contain both Elizabeth and Tudor, hurricane -katrina would return all rows with hurricane in them excluding ones that contain word katrina,

"Elizabeth Tudor" (keywords enclosed by quotes) will return only rows that contain the exact phrase "Elizabeth Tudor" i.e. no rows would be returned for the search "Elizabeth Tudor" if enclosed by quotes

## Keyword Search



1. Go to 'Keyword' on the screen.

You are able to do keyword searches in a number of different ways:

- You can type in the term that you want, e.g. volcanoes
- With multiple word searches you do not need to enter the word 'and' into the box simply tick "Record must include ALL keywords".

## Learning Area Search



By selecting the Learning Area option, you are able to choose the learning area that you want.

When the results are available, go to the 'Choose a subject ...' drop down option and scroll down to see the topics that are available.

**OR browse by learning area & subject**

History

Now choose a subject:

Choose a subject...

You can then select any topic and click on 'Browse' button to get up a list of links.

## Article ID Search

**Keyword**

399  Subscription expires: 1 Mar 2020

Search record IDs only

**OR browse by learning area & subject**

First choose a Learning Area...

**Filter results**

All  Secondary Only  Primary Only

Teacher resources  Show only records added in past month

**1 result for 399**

Christmas  
**Christmas on the Net**

The story of Christmas, the religious meaning of Christmas, the many faces of Santa, legend of the Christmas stocking, origins of the Christmas tree, animated Advent calendar and craft.

<http://www.holidays.net/christmas/>  
 Record id: 399

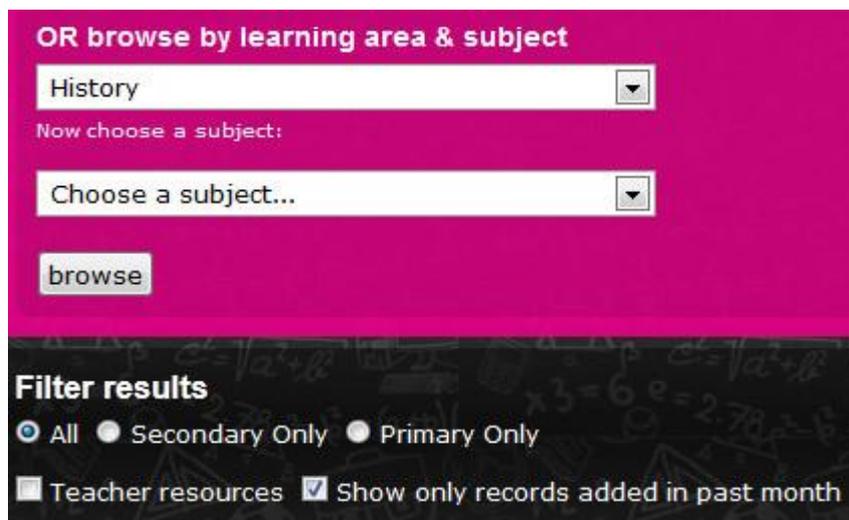
Once you have found a site that you want, you can make a note of its ID number. When returning to WebLinks Online, the number can be typed in to retrieve that site without going through the whole search procedure. You will need to tick the box 'Search record IDs only'.

## How to use 'New this month'

click for latest weblinks!

Each month ( or term) an e-mail will be sent to subscribers as a reminder that the database has been updated.

To find new websites in individual learning areas:



The screenshot shows a search interface with a pink background. At the top, it says "OR browse by learning area & subject". Below this is a dropdown menu with "History" selected. Underneath, it says "Now choose a subject:" followed by another dropdown menu with "Choose a subject...". A "browse" button is located below the second dropdown. At the bottom of the pink section, there is a "Filter results" section with three radio buttons: "All" (selected), "Secondary Only", and "Primary Only". Below the radio buttons are two checkboxes: "Teacher resources" (unchecked) and "Show only records added in past month" (checked).

Tick 'Show only records added in past month' filter and 'browse by Learning Area'. The results can be printed out or sent as an email.

## How to Print

### Complete list

When you have the results of your search you can use your browser's print function to print out a complete list of search results.

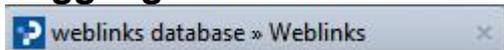
### Selected List

If you are interested in a partial list, then tick in the boxes of the sites you do not want and click on 'remove selected items'. This will give you your selected list. Print out your selected list.

### Alternative: Copy into a Word document

You can copy the list of found sites into a word document, by selecting the text to be copied. Then, using the keyboard Control+C to copy the text and use Control+V to paste it into your open Word document.

## **Toggling between the online search and found site windows.**



When a search is carried out using Weblinks/LinksPlus Online and a site on the database is accessed, a new tab or window will open and the WebLinks/ LinksPlus Online search window will be in the background. To get back to the search screen go to the WebLinks Online/ LinksPlus icon at the top right corner of the screen and click to maximise it and resume your search.

### **School use statistics**

We are able to provide the school with usage statistics for the year to date or over a particular period. This will be useful for evaluating use and user response to the teaching of information process skills via the Internet. Contact us.

### **Site selection criteria**

Students and teachers are faced with an overwhelming amount of information when they search the Internet and unfortunately search engines cannot rank the returned documents for credibility. WebLinks tries to give sites that will be useful for students and save them time searching. Sites are selected using the following criteria:

#### **Content**

- Authority
- Suitability of content to curriculum
- Is the content up to date, relevant and free from bias?
- Does the site present different points of view?
- Does it uphold social justice principles?
- Does it meet the needs of users?
- Does it have a reasonable level of detail?
- Are there links to other sites?
- Is the reading level, language style, and interest level suitable for schools?

#### **Quality of Page Design**

Is it easy to use?

Are the graphics and style of text appropriate?

Is the navigation clear?

The main aim of WebLinks / LinksPlus Online is to provide materials to meet curriculum needs. In addition, it provides links that will help teachers and learners become involved in special collaborative Internet projects (eg Webquests). It also has links that will give advice on the use of information, resources and technology in curriculum. The service provides an information service that answers schools' requests for direct specific information about topics that are frequently requested. Our service is ideal for developing pathfinders with links to important websites.

#### **Dead or changed links**

We regularly check links using automated software and visually check sites at least once per year. We search for sites that have changed Internet address. If a site no longer exists, it is deleted from the database.

## **Setting up WebLinks Online as a hotlink on the school Intranet or Webpage without having to enter the username and password**

1. Copy the following URL:

**[http://www.pledgerconsulting.com/Security/login?BackURL=%2Flogin%2Fweblinks-database&u=your\\_username&p=your\\_password](http://www.pledgerconsulting.com/Security/login?BackURL=%2Flogin%2Fweblinks-database&u=your_username&p=your_password)**

Your school will need to replace 'your\_username' and 'your\_password' with the username and password sent to your school when you subscribed.  
In the case of primary Schools using LinksPlus Online use the following URL:

**[http://www.pledgerconsulting.com/Security/login?BackURL=%2Flogin%2Flinksplus-database&u=your\\_username&p=your\\_password](http://www.pledgerconsulting.com/Security/login?BackURL=%2Flogin%2Flinksplus-database&u=your_username&p=your_password)**

Replace 'your\_username' and 'your\_password' with the username and password sent to your school when you subscribed.

2. On your school Intranet place your school's WebLinks or LinksPlus Online URL.
3. If the URL is to be pasted to the school's publicly accessible Webpage it must be locked or safeguarded to the pupil/staff username and password.

### **Access with username and password from outside the school.**

Weblinks Online must not be accessible to the general public however it can be configured for staff/pupil access from home.

If your school has a library or search engine Webpage you may be able to create a locked hotlink that users can access with their own user name and password.

### **Access via IP address**

Weblinks Online and LinksPlus Online are accessible by IP addresses for the computers within an institution. This means that users do not have to enter a user name and password if the IP address is recognised by our system. If you would like IP address access, please contact us, giving a small range of IP addresses.

## Problems accessing Weblinks Online

Problems sometimes arise such as: error messages, timeout message

These problems may be due to:

1. Cookies not enabled
2. Network problems
3. Internet/phone/cable problems
4. Cache/Cookies conflict
5. Incorrect URL entered
6. Incorrect username and password
7. Subscription has expired

A **first** solution is to carefully check the URL entered. There should be no spaces and the username and password should be correct.

If access is denied the **next** step, using the keyboard, is to click on the window where the error has occurred and then hold down the 'Shift' key and click on the browser's 'Refresh' or 'Reload' button.

A **third** solution is to check to ensure cookies are enabled (See enabling Cookies) or in the case of conflict cookies should be removed temporarily. (See remove cookies) If difficulties continue, contact us: [pledgerp@weblinksresearch.com](mailto:pledgerp@weblinksresearch.com)

## Cookies Issues

Cookies are required for validating and authenticating users.

For WebLinks / LinksPlus to work correctly you may need to let your security software know that WebLinks is allowed to make use of Cookies.

You may see an error messages such as:

```
*Fatal error*: Call to a member function addslashes() on a non-object  
> in*/home/weblinks/public_html/sapphire/core/Convert.php*on line*119*
```

This may necessitate the temporary deletion of cookies.

### To delete cookies:

Internet Explorer 8: Tools > Internet Options > General tab > Browsinghistory: Delete > Tick Cookies and History > Delete

Internet Explorer 9: Start button > In the search box, type Internet Explorer, and then, in the list of results, click Internet Explorer > Click the Tools button (top right near Home and Favorites), point to Safety, and then click Delete browsing history > Select the Temporary Internet, Cookies and History check boxes, and then click Delete.

Mozilla Firefox 12: Tools > Clear Recent History > Dropdown change to: 'Everything' and tick the first five boxes > Clear now

Google Chrome 6: Tools symbol > Tools > Clear browsing data > Tick first four boxes and select 'Everything' from the dropdown > Clear browsing data

### Logos for your website

We have a number of logos or images that could be used on your website to signify WebLinks or LinksPlus Online. You can create a link to the image to enable users to login via the logo.



Email us [ <mailto:pledgerp@weblinksresearch.com> ] with the number of the image you would like to use.

### Request for sites on a particular topic

We are keen to search for sites relevant to topics or issues your students frequently ask about.

E-mail, phone or fax a list of specific topics for us to search. We will endeavour to accommodate your requests as annotated sites in our monthly issues.

**Please note:** If you provide us with **one or two** topics and your e-mail address or fax number we will endeavour to send to you sites on your particular topics unannotated but within 48 hours of receipt.

We have a proforma (see below) that can be printed off for staff or faculty meetings.

## Research Service

### We need new topics to research!

**Use WebLinks unique service to find the sites that your users need! For urgent needs, a list of sites will be faxed or emailed in 48 hours if possible.**

Name: .....

School: .....

Topics: (Be as specific as possible)

- Our school needs this topic urgently. Report back in 48 hours

- .....

- General topics

- .....

- .....

- .....

- .....

- .....

- .....

E-mail to: [pledgerp@weblinksresearch.com](mailto:pledgerp@weblinksresearch.com)