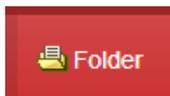


'DISCOVER' IN FIVE STEPS

This is a guide to using the university's resource discovery tool, DISCOVER: it searches UoB's book and journal collections, plus our research repository.

1. GETTING STARTED

- Search DISCOVER from the centre of the lrweb.beds.ac.uk homepage, via the gateway on BREO breo.beds.ac.uk or the student portal <https://mybedslife.beds.ac.uk>
- If you are off-campus you will need to login with your Student Number (or Novell ID) and password (known as Shibboleth).
- When you login for the first time, you have to accept EBSCO's data retention policy statement to gain full access.
- You will automatically be signed into your folder. This is great for saving items from your result list, retrieving your saved search history and preferences from any computer or create email/RSS alerts.



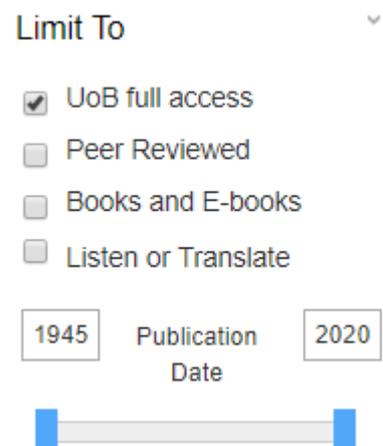
2. BASIC SEARCH

- Type one or more search terms in the DISCOVER search box and click the **Search** button. Use "quotation marks" around phrases. Use truncation to find multiple word endings quickly: *theor** (finds theory, theories, theorists...)
- Look at the two worked examples on Page 4 for tips.

3. REFINING YOUR RESULTS

Did you find thousands? A lot of results will be to brief citations, rather than whole documents. The next step is to focus your results list: what type of information source do you want; how current does it need to be; how can you find the most relevant. DISCOVER has some quick options to make this easier. Look in the left-hand column.

- **Publication Date** is crucial. This search goes back to 1945!
- **UoB full access** limits results to things the University has in-house (in paper or electronic format).
- **Peer reviewed** will find the better quality/scholarly results (mainly articles).



Select a suitable combination and **Update** your search. Your results should have dropped significantly.

Here are some other sensible limits to refine your results further. Some have preset 'limits' in DISCOVER already.

- **Publication:** target articles in a key journal (like *British Journal of Educational Psychology*)
- **Geography:** do you want to limit to 'England', 'Great Britain', 'Wales' etc. Use with caution; it is not comprehensive.
- **Material Types** is helpful option. For most assignments, 'Academic Journals' and 'Books' are usually the key items.

Material types	>
Subject	>
Publication	>
Language	>
Geography	>
Book location	>
Collection	>
Databases searched	>

The **Show More** link expands the list for each category – here it could add another Material Type like 'Conference Materials'.

Of course, adding in more keywords to your search will add more detail too. Switching to the **Advanced Search** view is often a good option at this stage. It also lets you define where you search term should appear. A word like *rose* or *green* could be in the **Author** field or the **Title**.

Material types ▾

- All Results
- Academic Journals (20,450)
- Magazines (15,364)
- Reports (4,788)
- Books (2,202)
- Reviews (1,478)

[Show More](#)

Like Google, the DISCOVER search box assumes you want all the terms you type in to appear in the result (it assumes an 'and' relationship). If you want to search for synonyms, type 'OR' between them. Typing 'NOT' will exclude items that mention the term. For example, *ethnicity OR race NOT hispani**.

In **Advanced Search** you can use the **Select a Field** option to specify where you search term appears. Instead of looking for 'green curriculum planning', look for 'curriculum planning' = subject, 'green' = author. Much more powerful!

The worked example on page 4, shows how these techniques affect your results totals. Experimenting with them will help you master DISCOVER.

4. VIEWING YOUR RESULTS

Matching articles appear in the centre of the screen. (Tailor the layout with **Page Options**).

- Place your mouse over the magnifying glass icon for a quick view of the abstract.
- The red title link displays fuller details.

3 E-flection: the development of reflective communities of learning for trainee teachers through the use of shared online web logs.

By Boulton, Helen; Hramiak, Alison. *Reflective Practice*, Aug2012, Vol. 13 Issue 4, p503-515, 13p. Publisher: Taylor & Francis Ltd., Database: Complementary Index

Subjects: GREAT Britain; Internet Publishing and Broadcasting and Web Search Portals; COLLEGE teachers; COMMUNITIES; CONCEPTUAL structures (Information theory); FOCUS groups; INTERVIEWING; LEARNING; CASE study (Research); REFLECTION (Philosophy); RESEARCH - Evaluation; TEACHING; WORLD Wide Web; QUALITATIVE research; PROFESSIONAL practice; BLOGS

Academic Journal

Linked Full Text

Bookmark to Readinglists

PlumX Metrics

- **Full Text** links to the complete article, usually as a PDF.

It is also useful to review results over your session. **Search History** (underneath the search box) tallies your searches and gives you links to each set.

Search History/Alerts

[Print Search History](#) | [Retrieve Searches](#) | [Retrieve Alerts](#) | [Save Searches / Alerts](#)

<input type="checkbox"/> Select / deselect all			
<input type="button" value="Search with AND"/> <input type="button" value="Search with OR"/> <input type="button" value="Delete Searches"/>			
Search ID#	Search Terms	Search Options	Actions
<input type="checkbox"/>	S21	TX "classroom management" AND trainee teachers	<input type="button" value="View Results"/>
<input type="checkbox"/>	S20	TX "classroom management" AND trainee teachers	<input type="button" value="View Results"/>

5. MANAGING YOUR RESULTS

- You can **Email**, **Print** or **Export** a good result by using the **Tools** icons shown here.



- The **Export** icon (paper with green arrow) transfers your selected citations to your personal RefWorks account. (It is recommended that you open your RefWorks account first, from library.beds.ac.uk. Or use the **My Institution's Credentials (Shibboleth)** option.)

- Other options include
- **Cite** – copy a Harvard reference (paper icon)
- **Share** – push to Kindle, Evernote, Mendeley and hundreds of other tools (red plus icon)
- copy a stable **Permalink** (paperclip icon).

- Or you can email, print or export several citations in a bundle. Just mark the citations of interest by clicking the Add to Folder links (yellow folder icon). Then, click on the **Folder** link at the top of screen and select the appropriate tool icon.

Remember you might also find good materials in journals collections not covered in DISCOVER's main datasets. Look in the panel to the right of your results list, underneath **Further Search**. This lets you search other databases with same keywords. You may find it preferable (easier and quicker) to search these databases through their bespoke search interfaces. To do that follow the link on the red toolbar to **Subject Guides** for a list for the databases within the subjects or alternatively search for the database by name on the library catalogue and follow the onscreen instructions to access it.

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The **Help** link gives more advice on how to use DISCOVER. If you need further help, please contact the Academic Liaison Librarians, librarians@beds.ac.uk.

Example searches: Applying DISCOVER's tools and syntax

Search #1	Results	Tips	Search #2	Results	Tips
ipad adhd	2,908	Used acronym – what if author(s) did not abbreviate?	differentiation primary school*	667,377	** means 'truncate search here' ie find any ending
ipad adhd attention deficit	1,412	But you meant either/or	differentiation "primary school**"	27,139	Need to tell it that 'primary school' is a phrase
ipad (adhd OR attention deficit)	9,712	To find either/or brackets group related terms	(differentiation OR gifted OR talented) "primary school**"	72,582	Broaden to include other expressions
Publication Date: 2014-2019	5,895	Changed span from 1983-2019	Publication Date: 2014-2019	29,391	Remove results between 1880-2013
Material Type: academic journals	2,961	Removes less scholarly results eg from newspapers or trade magazines	Material Type: academic journals	12,285	Removes less scholarly results eg from newspapers or trade magazines
Peer reviewed	2,921	Limit to peer reviewed filters to quality, scholarly results	Peer reviewed	12,156	Limit to peer reviewed filters to quality, scholarly results
Ed level/age group: ipad (adhd or attention deficit) "key stage 2"	8	No preset limit for this – add to keywords	Geographical location: Add "Great Britain" as a search term	771	The Geography filter is less reliable than adding "Great Britain" as a search team.

Search 1 only produced 8 - quite a small set. Here's some other things we would recommend trying

- expand to include other types of mobile devices (...or tablet computers or kindle)
- broaden age group to include other qualifications or educational setting ("primary school")
- increase the publication date span
- look beyond DISCOVER and apply search to additional journals databases (like *Scopus*) in the **Further Search**. Or search those databases individually (from library.beds.ac.uk).