Webliography-Students

This tool is used to add Web sites that are relevant for a course. Instructors and students are both able to add entries to the Webliography. The Webliography can be sorted by the date the item is submitted, by category, or by the person who submitted the entry.

**ADD NEW ENTRY**

☐ Click the **Webliography** link on the **Tools Bar** (see illustration below).

☐ Click the **Add New Entry** link (see illustration below).

☐ The **Add Webliography Entry** window will display (see illustration below).

☐ Input a **Title** for the entry, such as **Siena Heights University Web Site**.
☐ If categories have been created, click the **Category** list arrow and select a **Category**.
☐ Input the **Address** for the **Web site** into the **Web Address** box.
☐ Fill in the rest of the boxes with pertinent information.
☐ Click the **Add Entry** button to insert the entry into the **Webliography**.
☐ To display the site, click the link in the Webliography.
☐ The site will open in a new window.
SEARCH WEBLIOGRAPHY
☐ Click Webliography on the Tools Menu.
☐ The Webliography page will display (see illustration below).

- In the Search Webliography box, input a search word.
- Click the Search button.
- The entries that match the Search Word will appear in the window.