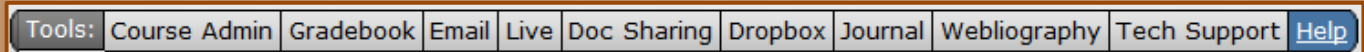


Webliography-Students

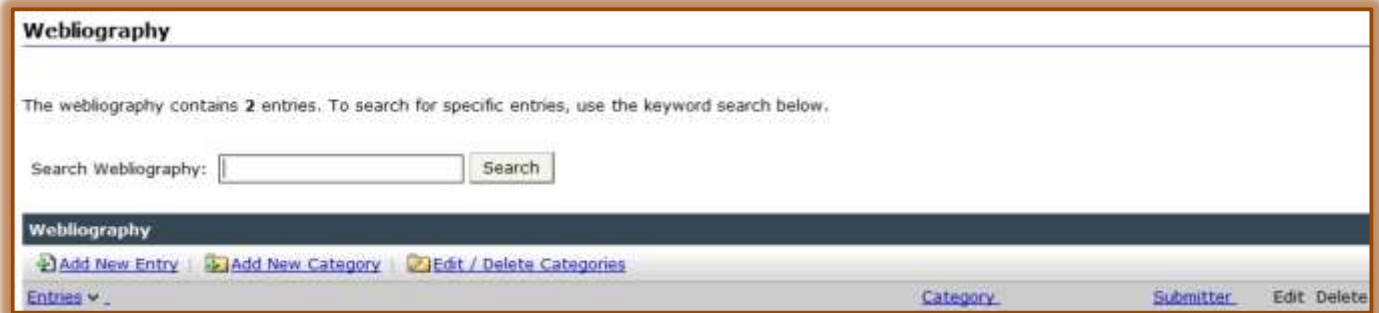
This tool is used to add Web sites that are relevant for a course. Instructors and students are both able to add entries to the Webliography. The Webliography can be sorted by the date the item is submitted, by category, or by the person who submitted the entry.

ADD NEW ENTRY

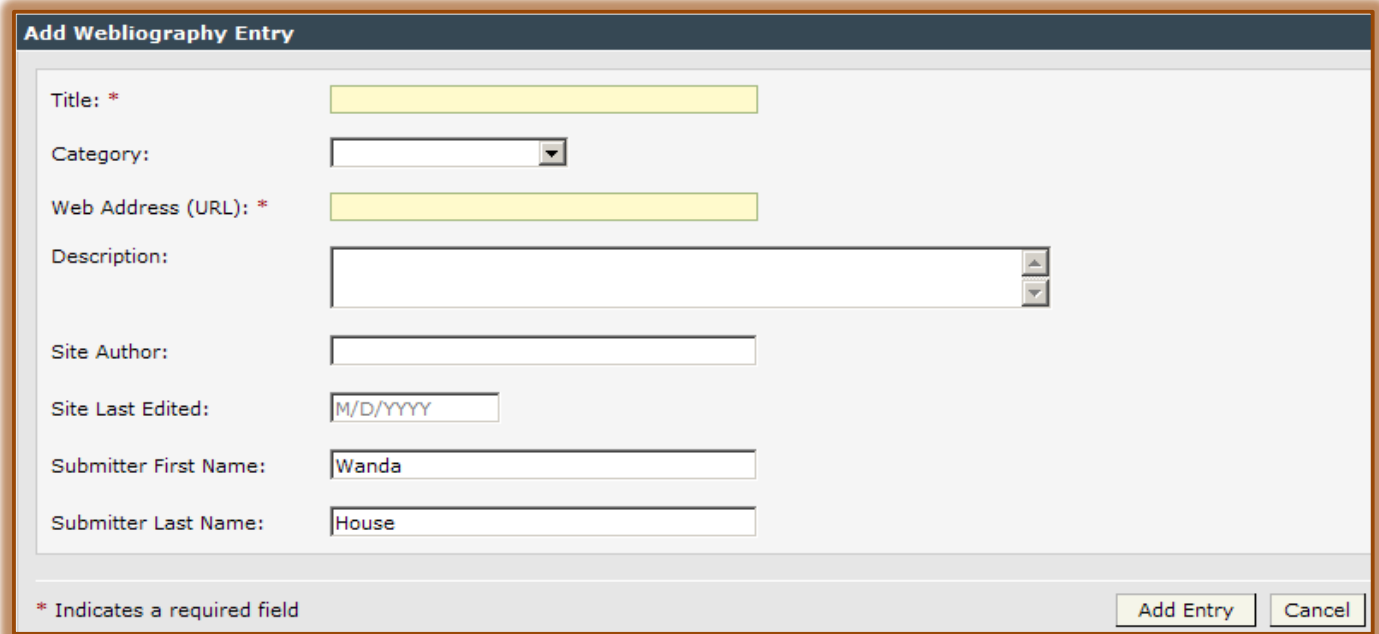
Click the **Webliography** link on the **Tools Bar** (see illustration below).



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



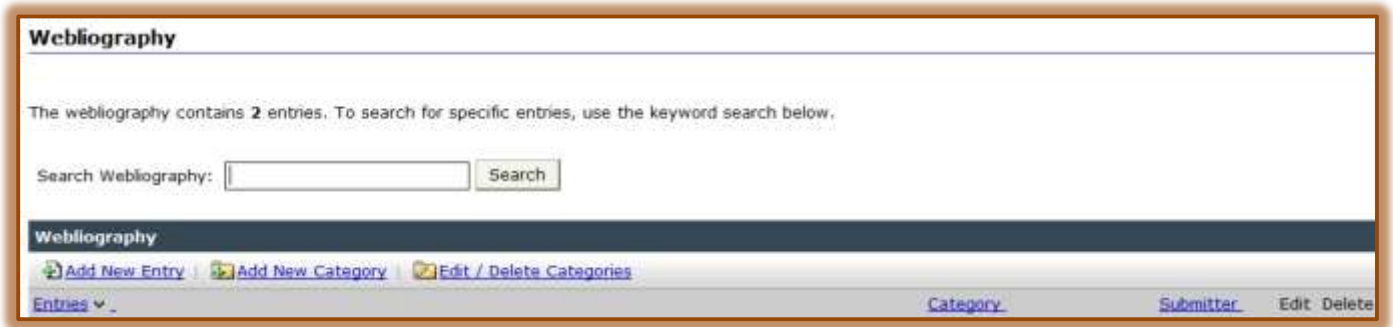
The **Add Webliography Entry** window will display (see illustration below).

A screenshot of a form titled 'Add Webliography Entry'. The form has several fields: 'Title: *' (text box), 'Category:' (dropdown menu), 'Web Address (URL): *' (text box), 'Description:' (text area), 'Site Author:' (text box), 'Site Last Edited:' (text box with a date format 'M/D/YYYY'), 'Submitter First Name:' (text box with 'Wanda'), and 'Submitter Last Name:' (text box with 'House'). At the bottom, there is a legend '* Indicates a required field' and two buttons: 'Add Entry' and 'Cancel'.

- 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.