Searching in the Electronic Library

Why Use a Database?

- Credible sources are collected and organized by professionals.
- Built-in tools for easy saving, printing, highlight, and cite.
- Find articles, books, videos, and primary sources all in one place.

How?

1. From the CPS homepage click on the Portal
2. Log on with computer username and password
3. Click the Electronic Library- twice!
4. Choose High School. Did you know you can search ALL of our resources directly from this page?

Search Strategies

Many times, your first search will give you far too many results. You can narrow these results by publication date, source type, or full text only.

Publication Date
On the left side of the screen, you can drag and drop to choose the most relevant years for your research project. This might be in the years surrounding a specific event or person’s life, or just the most recent research on a subject.

Source Types
Below publication year, you can check what types of resources you’re looking for: books, news, magazines, academic articles, etc.
**Full Text Articles only**

If you only want full text articles, you can click Advanced Search under the search box. Make sure Full text has a check mark next to it.