Weaving the Web

Proficiency IV
Weaving the Web – Proficiency IV

I. Internet Explorer ..................................................................................2

II. Search Engines ..................................................................................3

III. Search Techniques ............................................................................3

IV. Evaluation Criteria ............................................................................4

V. Evaluate Websites ............................................................................5

VI. Websites in Favorites ......................................................................7

VII. Working with Websites .....................................................................9
Weaving the Web – Proficiency IV

I. Internet Explorer

Address bar:

The address bar is where the URL (Uniform Resource Locator) is displayed. You can click on the address bar and type the URL to a site that you would like to go to. Additionally, you can click the down arrow on the right side of the address bar and click on one of the sites you previously typed and it will quickly take you to the site.

Standard Buttons toolbar:

- Back button: Takes you back to the last page visited.
- Forward button: If you use the back button to go back a page, this button will take you forward to the page you were on before you clicked back.
- Stop button: Stops the current page from loading.
- Refresh button: Reloads the page; needed if page does not load correctly.
- Home button: Returns you to the page designated as your homepage.
- Favorites button: Opens list of saved web pages (same as bookmarks in Netscape.)
- Print button: Prints the current page or frame.
II. Search Engines

<table>
<thead>
<tr>
<th>Kid Safe</th>
<th>News</th>
<th>Search Tools</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Kids Click!</strong>&lt;br&gt;<a href="http://sunsite.berkeley.edu/KidsClick/">http://sunsite.berkeley.edu/KidsClick/</a></td>
<td><strong>Yahoo! News</strong>&lt;br&gt;<a href="http://news.yahoo.com/">http://news.yahoo.com/</a></td>
<td><strong>Google</strong>&lt;br&gt;<a href="http://www.google.com/">http://www.google.com/</a></td>
</tr>
<tr>
<td><strong>CyberSleuth Kids</strong>&lt;br&gt;contains pop ups that may be bothersome&lt;br&gt;<a href="http://cybersleuth-kids.com/">http://cybersleuth-kids.com/</a></td>
<td><strong>USA Today</strong>&lt;br&gt;<a href="http://www.usatoday.com/">http://www.usatoday.com/</a></td>
<td></td>
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</tbody>
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III. Search Techniques

Tips to make searching easier:

- When searching for a proper name, capitalize the first letter of each word. *Ex:* Walt Disney, Sun Microsystems
- When searching for several names linked together, use a comma to separate them. *Ex:* William Clinton, President
- Use quotation marks when doing a phrase search. This tells the engine that the words should stay together. *Ex:* “acceptable use policy”
- Use hyphens when searching for words that must appear within one word of each other. *Ex:* cable-networks
- Use brackets to find words that appear within 100 words of each other. *Ex:* {bus safety}
- Use a plus sign (+) to find two or more words that must be in the document together. *Ex:* “Bus Schedule + Septa”
- Use a minus sign (-) to search for sites that do not contain a specific word. *Ex:* python – monty
- Place a colon between the word image and the image topic name to locate images. *Ex:* “image:comet”
- Use an asterisk to find all combinations of a word or word fragment. *Ex:* to find education or educator use edu*
- To find Uniform Resource Locators (URLs) use url: and the address fragment. *Ex:* url:mcuiu.ki2
- Keep in mind that phrases are strings of words that are adjacent in a document. They do not have to be grammatically correct, but they do need to be spelled correctly.
IV. Evaluation Criteria

Accuracy

- Is the information reliable and error-free?
- Is there an editor or someone who verifies/checks the information?

Authority

- Is there an author? Is the page signed?
- Is the author qualified? An expert?
- Who is the sponsor?
- Is the sponsor of the page reputable? How reputable?
- Is there a link to information about the author or the sponsor?
- If the page includes neither a signature nor indicates a sponsor, is there any other way to determine its origin?

Look for a header or footer showing affiliation.
Look at the URL: http://www.fbi.gov
Look at the domain: .edu, .com, .ac.uk, .org, .net

Objectivity

- Does the information show a minimum of bias?
- Is the page designed to sway opinion?
- Is there any advertising on the page?

Currency

- Is the page dated?
- If so, when was the last update?
- How current are the links? Have some expired or moved?

Coverage

- What topics are covered?
- What does this page offer that is not found elsewhere?
- What is its intrinsic value?
- How in-depth is the material?
V. Evaluate Websites

Relevance of a Website:

Purpose

- Is the site supposed to be educational or entertaining?
- Is this site meant to be informational or promotional?

Audience

- What does the author assume the user already knows about the topic of the site?
- Based on your answer to the last question, should this site be of greatest interest to the general user, the enthusiast, or the professional?

Accuracy of a Website:

The Content

Try to determine whether the source offers something new, or if it just rehashes what other sources have already expressed more forcefully:

- Does the author base his/her entire website on assumptions of facts which have been shown to be misconceptions in more than one other reliable source? In other words, does the website arise out of ideas which are known to be mistaken?
- Does this page present a new perspective on the topic, or does it just summarize other sources? If it is just a summary, use it to find the originals, but do not cite it as a source. Original sources always carry more weight than second-hand citations.
- Can you find any cases where the author has plagiarized other sources? In other words, has the author used other authors' words or ideas without properly citing them, so as to pass them off as original ideas?

The Tone

If you are going to use a source consider the following:

- Is the tone (whether serious, humorous, critical, etc.) and writing style of the source appropriate for an academic discussion of the topic?
Authority of a Website:

The Author
The author's name and e-mail address should be provided at the bottom of every page of the site, or at least somewhere on the site's home page. If there is a link from the site to the author's personal home page, or a list of links to related sites, examine it and consider these questions:

- Is the author an authority in the field, or just a commentator? What are the author's qualifications?
- Does the author have any other publications? What proportion of them are peer reviewed print publications?
- If the author has a list of links of interest, do the selections or annotations suggest that the author may have a bias or special interest?

The Site's Host or Sponsor
There should be a link in the home page, usually in the footer, to the organization that sponsors or hosts the site. Follow this link and examine the organization's main page.

- If the host is a serial or periodical publication (journal, magazine, newspaper):
  - Check to see that it has an ISSN (International Standard Serial Number). Web serials that do not have ISSN numbers are probably home-grown, and will probably have less authority than other publications.
- If the host is an independent service provider:
  - Check the organization's home page to make sure it has a postal address and phone number available. If it does not, the site is probably not a credible source.
  - Examine the organization's statement of purpose or list of objectives to see if there are any special interests they may seek to promote in the sites they sponsor.
  - Does the author have an affiliation with a known institution or respected organization?

The Dates Created and Last Modified
Every Web site should provide the dates when it was created and last updated.

- Check to make sure the information on the site is up to date. When doing research online, examine the most recent materials first.
- Sometimes a site will contain a page with a complete account of all changes and updates made to the site. Check this page to see how often the site has been updated.
Check a site

**AlltheWeb** (http://www.alltheweb.com/) – Check a site to show which other sites it is linked to.

![AlltheWeb](image)

Go to the site and type in a URL then click search; it will then display a description of the site and show a list similar to the one below.

```
Find all external web pages that link to "galenaparkisd.com"
Find all external web pages that contain the term "galenaparkisd.com"
Find all web pages indexed under "galenaparkisd.com"
Discover who owns "galenaparkisd.com"
See how "galenaparkisd.com" used to look
```

From here you can see all web pages that are linked to that particular site, who owns it, etc.

### VI. Websites in Favorites

![Website in Favorites](image)

Used to save website locations for future reference. (Similar to Bookmarks in Netscape.)
Click on the Favorites shortcut button (or Favorites from the menu bar), choose Add (Add to Favorites), a second window will appear...

Rename link – click next to Name; delete text; type new name

File link in a folder - click the Create in << button; select the folder you want to file it in; click OK

Create a new folder to file in - click the New Folder… button; type the new folder name; click OK

Used the same way as Favorites shortcut button (shown above).
Organizing Favorites

Click Favorites, choose Organize.

- **Create Folder** – this allows you to organize websites by topic.
- **Rename** – select folder, click Rename, type the name to describe sites.
- **Move to Folder** – allows you to move sites and folders into a folder.
- **Delete** – deletes site or folder. If you select a folder to delete, it will delete all sites and sub-folders within the folder.

VII. Working with Websites

Copying and Pasting Hyperlinks

- Click and highlight the URL in the address bar
- Right click on highlighted URL
- Select Copy
- Open program you wish to copy into (Word, PowerPoint, etc.)
- Select Edit, Paste or Right click in document and select Paste
- Press the space bar (in Microsoft Office programs, this will make your link a hyperlink)
- Save document
Export / Import Favorites

**Export Favorites**
- Click *File* then *Import and Export*
- A Wizard window will open
- Click *Next*
- Choose *Export Favorites*
- Click *Next*
- Choose the folder from your Favorites that you wish to export
- Click *Next*
- *Browse for selected location* for export
- Click *Next*
- Click *Finish*
- This creates an HTML document
- Double click on the document to open and see web links

**Import into Favorites**
- Click *File* then *Import and Export*
- A Wizard window will open
- Click *Next*
- Choose *Import Favorites*
- Click *Next*
- *Browse for selected file* to import (must be an HTML file)
- Click *Next*
- Choose the a folder in your Favorites in which you wish to import
- Click *Next*
- Click *Finish*
- To view newly imported Favorites, click on the Favorites button, select folder you imported into and click on the link you wish to visit