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with

A Guidebook to the Web

by Robert Harris



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# A Guidebook to the Web

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# Preface

# For Instructors Only—What Is WebQuester?

Welcome to WebQuester, an innovative series of Web sites and exercises that are designed to provide instructional materials in a totally interactive and engaging way.

WebQuester is an online supplement that is independent of any particular textbook. It provides a carefully selected series of Web sites focusing on the material expected to be discussed in a course and assessment based on those sites. While it gives students access to the most current information available in their course of study, it also gives them valuable experience using the resources of the World Wide Web. Students need only minimal computer skills to do WebQuester exercises; they are largely of the "point and click" type.

WebQuester consists of two things: an online component as its primary focus, and a brief book that discusses topics designed to help students not only work online, but also approach the material in an intelligent and critical way. The book also provides each student with an individual registration number. It is essential that each student use this number to register for the class online; it allows that student to appear on the instructor's roster and get credit for the work. At the end of the course the registration number expires and the student can no longer access WebQuester.

#### **Features**

The WebQuester format is standardized across all WebQuester titles. Each title contains the following:

★ Twenty topics that are traditionally covered within the course area.



- ★ For each topic, three to four Web sites whose content supports the topic through examples, applications, further discussion, or a special angle. These sites are monitored regularly to ensure they remain viable and relevant.
- ★ One to three multiple-choice questions per Web site (automatically graded by WebQuester).
- \* Two or three short-answer questions per topic.
- ★ One to three essay questions per topic.
- ★ Additional links are provided with each WebQuester as a resource for further study. The links are organized by general topics covered in the course of study.
- ★ The student guide, A Guidebook to the Web, is a brief book that provides practical information and tips about such topics as: Searching the Web, Evaluating Information, Thinking Critically in a World of Information, and Computer Ethics.
- ★ The Web Research Exercise is a perfect introductory module to every title. This online exercise is provided to accompany the material in the student guide and gives students an opportunity to practice finding their way around the Web, and to assess the quality and relevance of the material they find there.
- ★ Each WebQuester title contains additional interactive exercises that are appropriate for that particular title. This may take the form of a glossary, interactive features, experiments, or Web surveys.

### WebQuester as an Academic Resource

One of the advantages of the Internet is the range of choice of information it allows the user. It is this strength that allows the exercises to be used with various levels of undergraduate students. The authors of WebQuester have identified links to Web sites that are not only interesting and inviting, but also provide the most current information available for a given topic. The questions related to the sites should help students read with efficiency and purpose while at the same time provide the instructor with a practical means of assessing the work a student has done. More advanced students will find opportunities to investigate the topic further by following the links provided from the various Web sites themselves, or by utilizing the links listed under "Other Destinations" on the WebQuester home page. These sites were selected primarily for the fact that they contain some general information on the subject or the topic, and also because they contain many sources or links to other relevant sites.

All sites were selected strictly for their intellectual content; no author of any site has contracted with the publisher or the authors of WebQuester for reference in this product.

Students and instructors new to the world of the Internet and using technology in their courses will find that the guide has comprehensive information that will greatly facilitate their ability to surf, to find, and to assess knowledgeably what they do find.

### Instructors: How to Order WebQuester

### Step 1. Connect to WebQuester

- \* Access the Internet.
- ★ Type in the following URL: http://www.dushkin.com/webquester/

### Step 2. Sample WebQuester

- \* Click on Preview a WebQuester Title.
- ★ Click on the arrow in the drop-down box and select the WebQuester you would like to examine for possible adoption.
- ★ Select one of the hyperlinked topics.
- ★ Enter at least one of the Web sites, and fill in some of the answer boxes.
- \* At the end of the exercise, click on *Submit* to see how the program automatically grades the multiple-choice exercise and returns the score to the student. When your students have registered, you will be able to access their scores through the Professor Home Page. By clicking on the student's score for a particular module you can see and grade the short answer/essay question and e-mail that score back to the student.

### Step 3. Order the Booklet

★ Place an order with your bookstore for the number of books you will need, corresponding to the enrollment for the course. Each student will need a book, since the unique keyword needed to register for the course is found inside the cover.

### Step 4. Register for WebQuester Online

- \* Click on Order WebQuester on the Home Page.
- ★ Fill out the form online; this sets up the system whereby students can select your class when they register online.

## **Instructor Support**

Once you have ordered the book and registered online for your students, you will be directed to the Faculty Home Page that is password-protected for the faculty member alone. There are several options available from this page.

Access a WebQuester Student Site—Each of the WebQuester student sites is available from this page. They may be selected from the pull-down menu and are fully operational. By accessing the modules (topics) available for a particular course, you can begin planning the course outline and scheduling of modules.

Class Roster-This roster will show all of the students who have registered for a given course and will post their grades. WebQuester automatically grades the multiple-choice questions, but not the shortanswer/essay. By clicking on the student's scores for a completed module, the student's responses to the short-answer/essay questions will appear. You should grade these online and e-mail the score back to the student, or print out the student responses, and grade them the traditional way and hand them out in class. In addition, by clicking on the student's name, you will have access to the student's Username and Password in the event that a student has forgotten it. If a student wishes to repeat a particular quiz, and you agree to it, you have the ability to reset the test for the student. The program will NOT perform this function automatically. (The specific directions are available online.) Students should be aware that once they have finished and submitted a module, it will not be available for retaking unless they first discuss the matter with you. This safeguard obviously prevents students from sharing answers and constantly changing what they have submitted.

Toolbox—This page contains options that will help you manage your course. You can look up a student's Username and Password, or reset any student's test so they can retake it. If you choose to use WebQuester for another semester, you can remove a current course, add a new course, or delete the users from a course and keep the title and section. This enables you to use WebQuester for another

class without having to reregister. (Note: students still need to purchase a book and register for a new class in order to ensure that their names are associated with the correct class and instructor).

Instructor's Manual—From the Instructor Home Page, you will find detailed information on the format and content of the questions used in WebQuester, and descriptions of the other activities that are included in their particular subject. These activities may include glossaries, maps, figures, tables, or interactive exercises. Each of these additional materials is selected to enhance the particular subject matter of a specific WebQuester and not all of them will apply to all WebQuesters.

We hope you and your students enjoy using WebQuester. We're always looking for feedback on ways to improve the product. You can e-mail us from the Home Page with your suggestions.

# A Guidebook to the Web

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# Welcome to WebQuester

## For Students Only

What have you gotten into? Don't know a mouse from a moose? Don't know a URL from the Ural Mountains? Think a Web is the diabolical invention of sticky eight-legged creatures? Never fear! Welcome to WebQuester. This new and innovative way of doing research, keeping up with the latest information in your course, and working out course exercises online will give you a greater appreciation for the all the information available on the World Wide Web. This book that accompanies WebQuester will answer many of your practical questions about accessing the Web, finding suitable material on the Web, and doing searches in a meaningful and successful way. It will also address some of the more intellectual issues having to do with research, such as critically analyzing the material you find, being aware of logical fallacies in thinking, and behaving ethically in cyberspace. So we suggest you read this book before you begin working. But if you don't, it is always ready to provide you with a reference should you decide you need the information in the chapters.

In the meantime, you need to register online so that your name will appear on your instructor's class roster and so that your grade for each module will be registered there too. Follow the directions carefully so that you can complete the registration process easily.

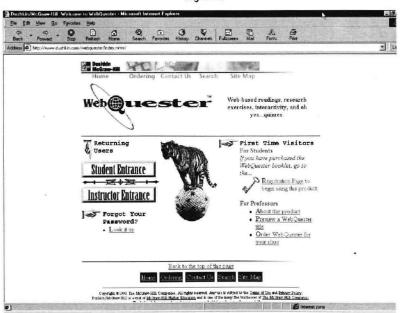
## How to Register for WebQuester

### Step 1. Connect to WebQuester

- \* Start your Web browser and make a connection to the Interne
- ★ Type in the following Web address (the URL): http://www.dushkin.com/webquester/

This will take you the Home Page of WebQuester. It should look similar to the one shown in Figure 1 below.

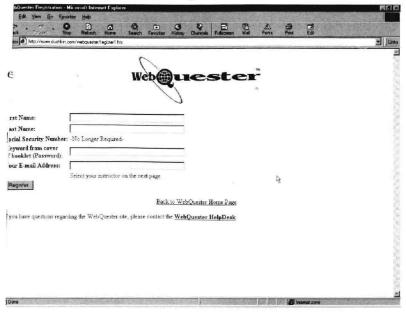
# \* Figure 1 \*



### Step 2. How to Enter WebQuester for the First Time

- ★ If this is your FIRST visit to WebQuester, click your mouse on Registration Page. You should see an image that looks similar to the one displayed in Figure 2. You will need to register your keyword (found inside the cover of the WebQuester book) following the procedures listed below:
- ★ Click your mouse in the "First and Last Name" textbox and type in your first and last names as they appear in your school registration materials.

# \* Figure 2 \*



- \* Click your mouse in the "Keyword" textbox and type in the keyword from this book.
- ★ Click your mouse in the "E-mail Address" textbox and type in your e-mail address. If you will be using a school machine and aren't sure of the e-mail address at that machine, ask your instructor. Since your grades will be sent to the e-mail address you enter, it is important that you get it right.
- ★ Click your mouse on "Register" and your browser will display a box in which your Username will appear. Be sure to record this Username because you will use it (and a Password you select) every time you enter WebQuester.
- \* Choose a Password that will be unique to you. Click your mouse in the textbox marked "Password" and type in the Password you have selected. As a security check, you are asked to type it again. This Password is assigned only to you so that only you will be given credit for having completed the exercises. It is safest to choose a Password of at least six letters and numbers. Choose something that is not in the dictionary, but that has personal meaning for you. For example, if the last two digits of your mother's phone number are 82, you might choose the password aidee2. If you





# WebQuester Tip

It's a good idea to write down your Username and Password in a safe place so you won't forget them; you will use them every time you enter WebQuester. You may want to record your Username and Password here. Username

Password

Be sure not to lend or lose your WebQuester book! Note: Your keyword, username, and password are case sensitive.

had a pet named *Fuzzix*, you might choose *Fuzz6mo*. **Note:** The keyword you were assigned in the book will no longer be used, and cannot be assigned to anyone else. At the end of the semester, your Username and Password will no longer be valid and you will not be able to use WebQuester again. If you need to take an incomplete, or for some reason need to extend your usage beyond the end of the semester, please notify your instructor and she will be able to make an adjustment for you.

\* Click on Enter WebQuester. You should see a page similar to that in Figure 3.

### Step 3. How to Enter WebQuester When Previously Registered

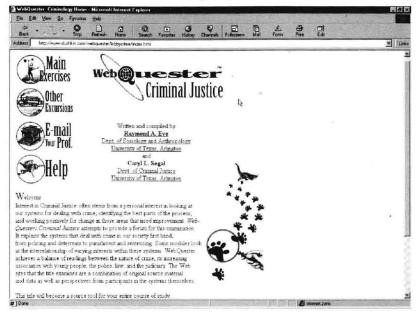
- ★ Be sure you scroll down the page far enough to see the section "Student Entrance." Click your mouse on the Student Entrance. This will take you to the Student Home Page.
- ★ Select the course you registered for and click on it.
- ★ Enter your Username that you were assigned and the Password that you selected.
- ★ Click on "OK" and your browser should display an image that looks similar to the one shown in Figure 3. If you have trouble connecting, see your computer lab assistant or your instructor for help.

### How to Navigate the WebQuester Site

After entering your Username and Password, you will be able to move easily among the major components of the site. Simply click on the icon on the left of the Home Page to go to the component you want. The components are described briefly below.

Main Exercises–Here you will find a list of topics to be covered. Your instructor will let you know which of the modules you should be completing.

# \* Figure 3 \*



Other Excursions—Here you will find a general list of reference sources or links to other sites on the World Wide Web in your subject area. You may find these helpful in doing research, in writing a paper, or in finding additional information about a topic.

E-mail—If you need a question answered, or help on some aspect of doing the work online, here is where you can find your professor's e-mail address.

Help—Click here if you need technical assistance from the WebQuester webmaster. You will also find a list of Frequently Asked Questions (FAQs) about the WebQuester product. You may find the answer to your problem here. We would suggest reading these FAQs before you start working on your exercises in any case.

Home—This page introduces you to the WebQuester, gives you author information, and provides access to the various components.