## WCC Single Search Basics: Find and Download Article PDF to Moodle Assignment

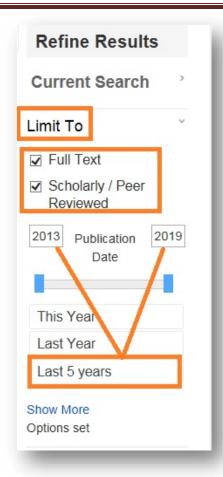
- 1. Access Erwin Library website at https://www.waynecc.edu/library/
- 2. Click on the Single Search tab
- 3. Enter a general search term into the WCC Single Search box (in this example: "pain management nursing")
- 4. Click the **Keyword radio button** below the search box
- 5. Click on the Search button



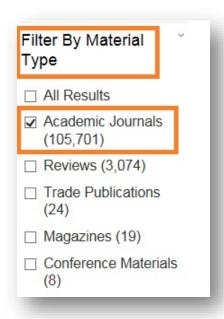
6. At the Remote Location Database Access page enter a valid Erwin Library barcode number and click the Login button



- 7. To ensure finding a full text peer reviewed article, in the **Limit To** list of options on the left side of the window:
  - a. Note that the Full Text checkbox is the default setting for all searches, that is, it will always be checked for you
  - b. Click the Scholarly/Peer Reviewed checkbox and allow the Search Results list to automatically update
  - c. Optional: If you need to limit the dates of publication:
    - i. Click one of the three option buttons: "This Year", "Last Year", or "Last 5 years" (the option selected for this example)
    - ii. Or, use the **Publication Date slide bar** to narrow the list by a custom publication date range (in this example a noolder-than-five-years range displays for: **"2013-2018"** since that is what clicking the **"Last 5 years" button** produced)

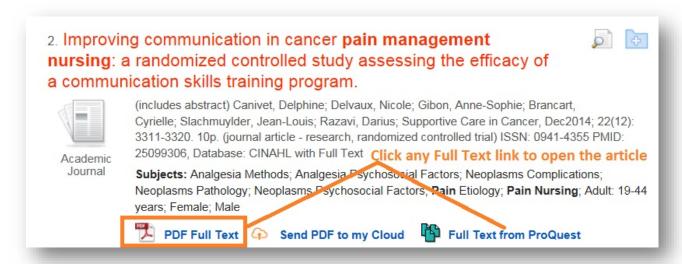


8. In the **Filter By Material Type** menu on the left side of the window click the **Academic Journals checkbox** and allow the **Search Results list** to automatically update

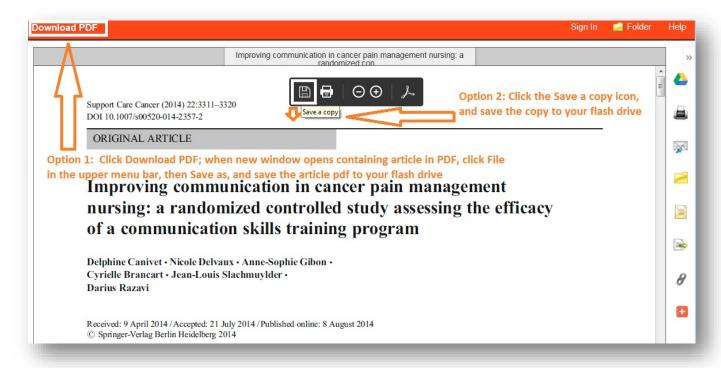


## WCC Single Search Basics: Find and Download Article PDF to Moodle Assignment

9. From the fully updated **Search Results list** select an article you wish to use and click a **Full Text access link** at the bottom of the entry (in this example the link selected is: **PDF Full Text**)



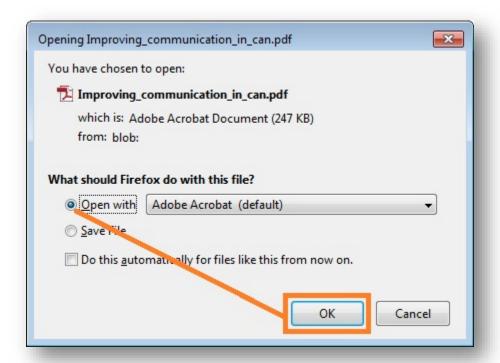
10. In the newly opened **article viewing window** access a pdf copy of the article:



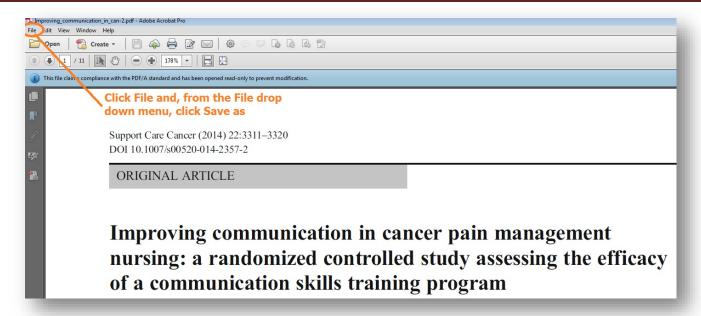
a. Locate and click a Download PDF link



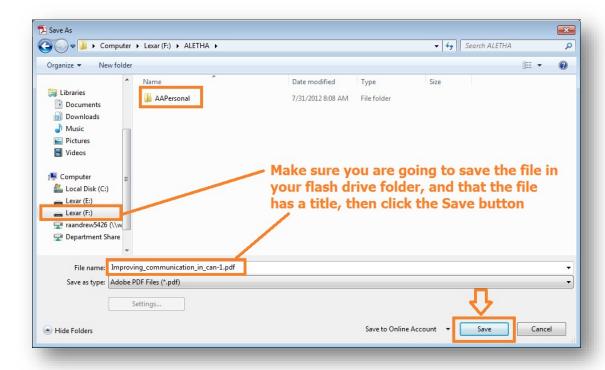
b. Or, a **Download PDF button** 



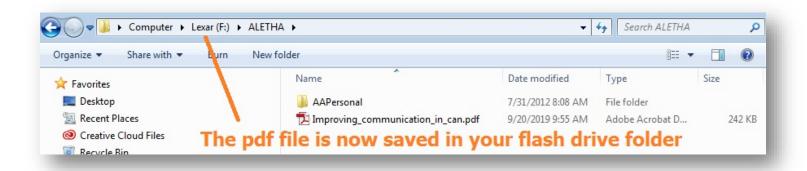
c. In the Opening pdf dialogue box, click the radio button to Open the pdf



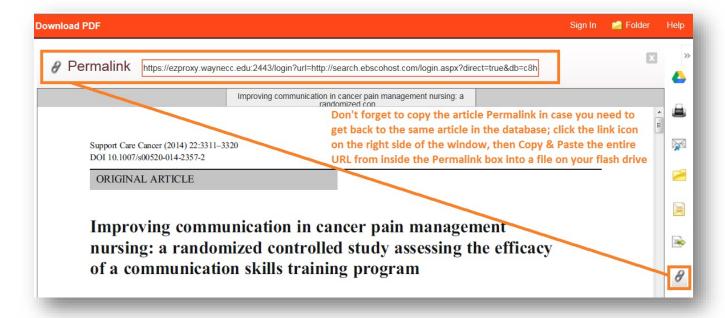
- d. In the new window that opens displaying the article in pdf format:
  - i. Click in the upper menu bar to open the File menu, then select the Save As menu option



- ii. When the **Save as window** opens, open your flash drive, and click the **Save button** to save the pdf file onto your own flash drive
- iii. **NOTE:** Remember, if the file doesn't already display a title in the **File name box**, **name the pdf file** before you click the **Save button**, so you will recognize the file when you look for it to place in your Moodle assignment

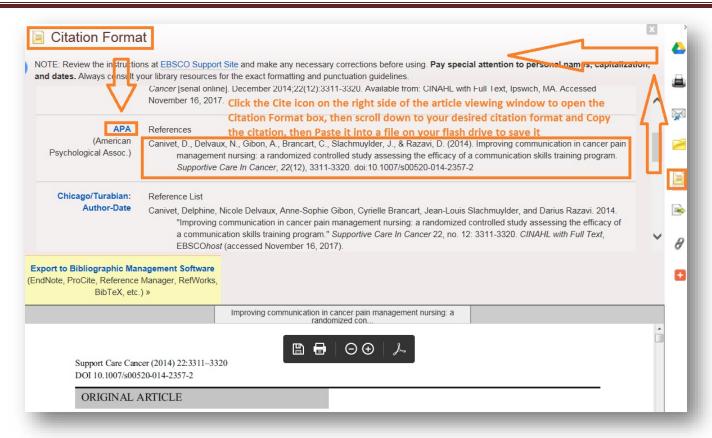


11. Remember, if you might need to locate this article again, or cite it in a References page, locate and Copy into another file on your flash drive:



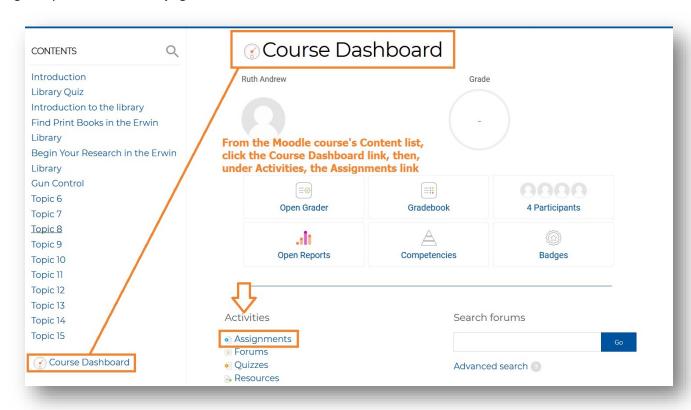
a. Both the article Permalink

## WCC Single Search Basics: Find and Download Article PDF to Moodle Assignment

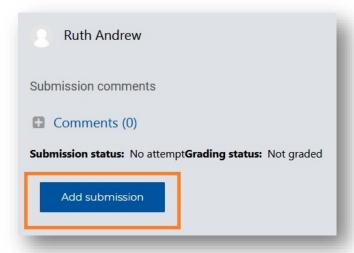


b. As well as the article Citation:

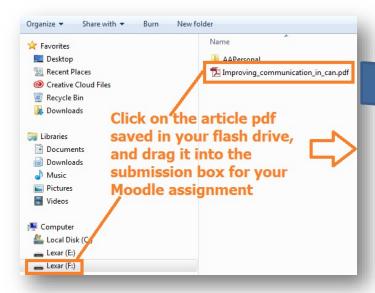
12. Login to your Moodle class page:



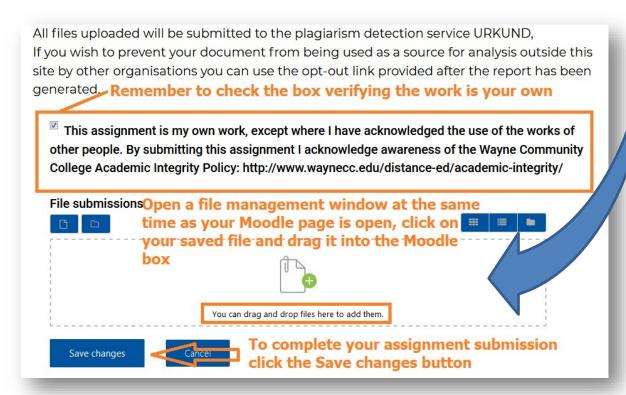
a. Click the course **Dashboard link**, then the **Assignments link** to access the area from which you are to submit your **pdf copy of the article** 



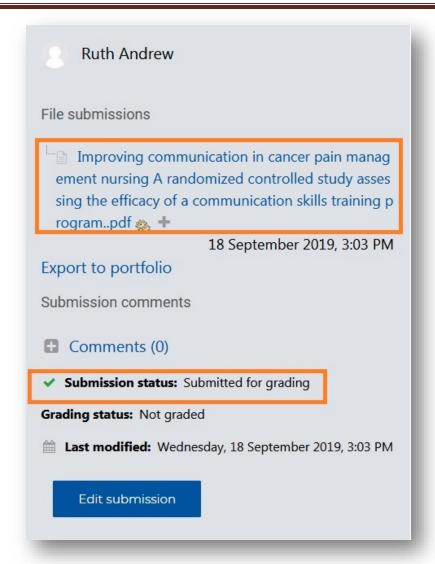
b. Click the Add submission button



c. Open another file management window showing where you have saved the Article pdf in your flash drive



d. Click the **assignment is my own work checkbox**, then drag the **article pdf file** from your flash drive and drop it into the **File submission box** (or insert it as you usually insert a file into this area) then click the **Save changes button** 



13. Note that your Article pdf file is now present as your completed assignment and ready for your instructor to grade