World at War Database User Guide

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INTRODUCTION

Welcome to the User Guide for the **World at War** database from **ABC-CLIO**. Taking a few minutes to tour the database using this simple guide will help you get the most this database has to offer. The World at War database is an innovative resource and curriculum-driven instructional tool. An abundance of authoritative and comprehensive content, along with customizing capabilities, makes this a total system solution for your World at War curriculum needs.

For more information on the World at War database or this User Guide, contact us by phone at 1-800-368-6868 Monday through Friday, 7:30 am to 4:00 pm Pacific Time, or by email at **service@abc-clio.com**.

LOGIN PROCESS

Accounts are given **TWO** types of usernames and passwords (or access codes):

Educator Support Site (History Hub) code

This username and password combination gives educators access to History Hub—a separate website that allows educators and administrators to create Research Lists, align database content to their curriculum, set user preferences, access lesson plans, view account information, and much more.

Student Access Code

This username and password combination allows students to access the database from school or home.

Student Access

Here are the directions students/public users should follow to access the non-staff version of the World at War database.

1. Open a browser and go to http://worldatwar.abc-clio.com.

2. On the World at War login screen, enter the username and password assigned to your class or non-staff users.

3. Click the **Log In** button.

Educator Access
This access code allows administrators and/or staff to access the History Hub website. Staff users may log in following the steps under **Student Access** above using the staff username and password, or they can log in through the Staff login page following the steps below.

1. Follow the steps under **Student Access** above, but direct the browser to **http://databases.abc-clio.com**.

2. Under **Go to Databases**, click on the World at War icon.

3. Click on the **Educator Support Site** link at the upper right of the database's home page.

4. On the staff login screen, enter the staff username and password you received from ABC-CLIO or your school's database administrator.

5. Click the **Log In** button.

Access for IP Address Users
If your database has been set up through an IP address, which does not require a username and password, follow the steps below to gain access to the database.

1. Open a browser and go to http://worldatwar.abc-clio.com.

2. Click on the **Educator Support Site** link at the upper right of the database's home page.

3. On the login screen, enter the staff username and password you received from ABC-CLIO or your school's database administrator.

4. Click the **Log In** button.

Creating a Shortcut Link
To set up a shortcut link that will bypass the login screen:

1. Right-click on your desktop.

2. Select **New**.

3. Click **Shortcut**.

4. Type in http://worldatwar.abc-clio.com/login.aspx?ipaddress=true.

5. Click **Next** and type in a name for the shortcut.

6. Once you have named the shortcut, click **Finish**.

An icon for the shortcut will now appear on your desktop. Click the icon to automatically open the World at War home page.

Custom ABC-CLIO Link
To create a custom-designed ABC-CLIO World at War link, click on the **User Guide** link in the help menu. Select **Login Process** and use the link under the instructions for **Creating a Shortcut Link**.

Multiple ABC-CLIO Subscriptions
Users who subscribe to multiple ABC-CLIO databases can use a universal login screen to access their databases.

1. Open a browser and go to http://databases.abc-clio.com.

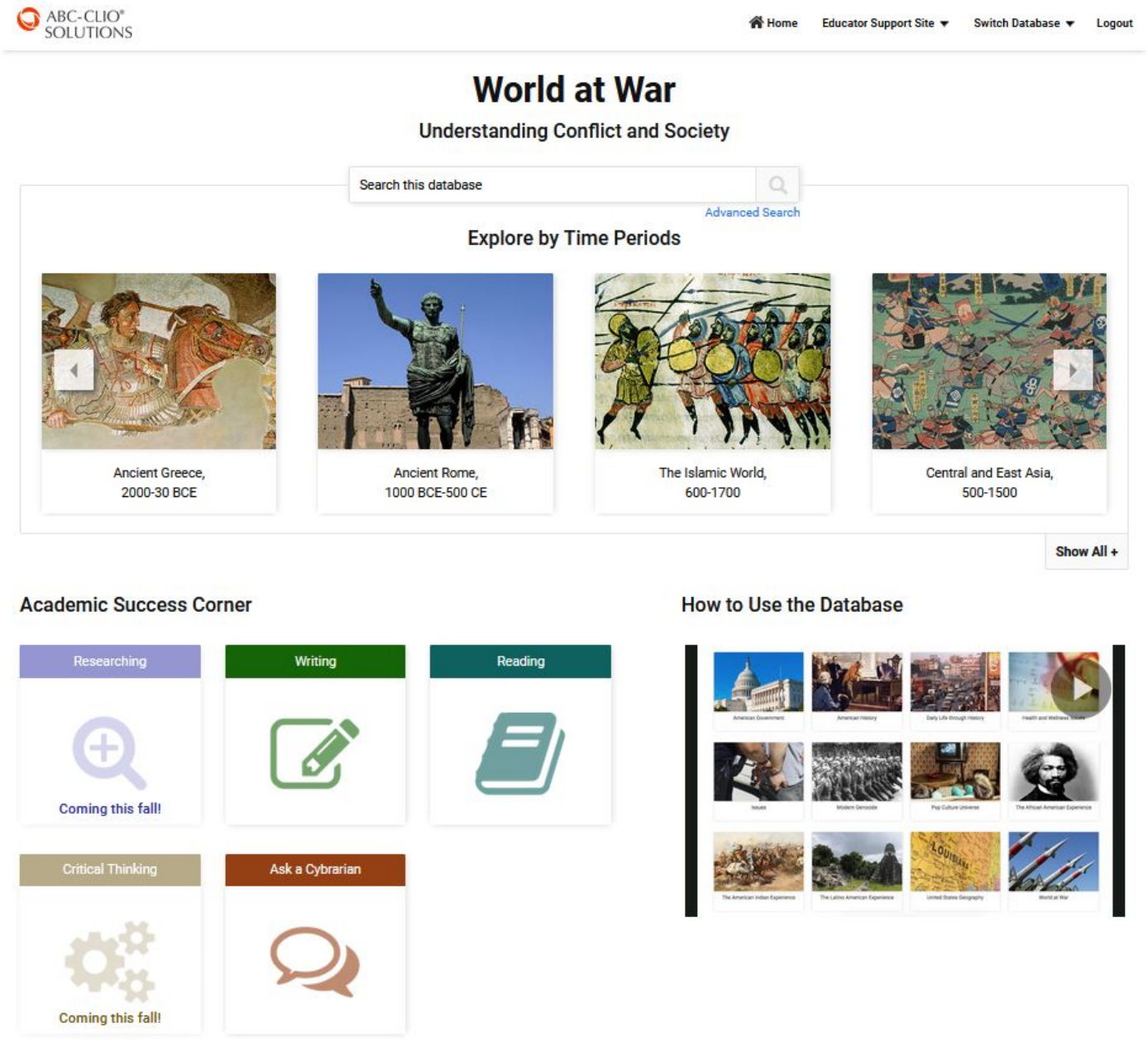
2. On the databases login screen, enter the username and password you received from ABC-CLIO or your school's database administrator.

If you are accessing through an IP address, you will not require a username and password. Simply direct the browser to http://databases.abc-clio.com.

Logging Out
Always remember to log out. To do so, click on **Log Out**. The initial database login screen will appear with the verification that you have logged out of this session displayed at the top. To regain access, you will need to log in again. Logging out is especially important for staff access users, because anyone can access customizable tools from within the Educator Edition.

HOME

When first logging in from the login screen, you are brought to the Home page. To navigate back to the Home page from anywhere in the database, click on the **ABC-CLIO SOLUTIONS** logo in the main navigation bar at the top left of any page or the Home icon on the top right. Below is a brief description of the database's various sections that can be reached from the Home page.



Educator Support Site (History Hub)
The History Hub website accessed through this link will help educators customize ABC-CLIO resources into teaching practices. See **Login Process** instructions above.

Logout
Automatically logs a user out of the database.

Search this database
This feature offers a text search of the entire database's contents. [See **Search this database** below].

Advanced Search
Click here to access such Advanced Search options as filtering and searching across multiple databases. [See **Advanced Search**]

Explore by Time Periods
The Explore by Time Periods feature allows users to select database topics chronologically. Use the two arrows located on the sides of the carousel of images to scroll through the time periods. Alternatively, users can click on the **Show All +** link to view all of the available time periods on one page.

Academic Success Corner: Student Tools
The Academic Success Corner consists of four video tutorial series for students: **Writing, Reading, Researching,** and **Critical Thinking**. Also included is the **Ask a Cybrarian** feature. Each video series offers advice to help students continue strengthening these key academic skills.

- **Researching**: A series of brief videos featuring such researching strategies as Explorative Research, Developing Ideas, Primary vs. Secondary Sources, and Evaluating Sources.
- **Writing**: These entertaining and informative videos focus on different stages of the writing process, and inspire students to improve their writing skills.
- **Reading**: To help students improve their reading skills, these videos feature several techniques, including passive vs. active reading, and other strategies that enhance reading comprehension.
- **Critical Thinking**: Our Critical Thinking videos align with skills that students use in our Investigate Activities, which illustrate what it means to Summarize, Define, Describe, and Classify. Higher-level skill videos address Analyzing, Interpreting, Evaluating, and Arguing. These videos take these seemingly abstract abilities and transform them into concrete processes for students.
- **Ask a Cybrarian**: A source for database assistance—students and teachers can send a question in a simple email, and the Cybrarian responds by providing reference information and help in searching the database.
- **CLIOview**: A select number of war sections feature this tool, which allows for easy comparison of country-by-country statistics related to specific wars. Users can select one or more categories of statistical data, including active armed forces, defense expenditures, and women combatants, among others.

    1. Select countries from the list on the left by clicking on one or more country names. (Use the Shift key to select an alphabetical block of countries, or the Control key [Command for

Macintosh users] to select numerous nations not in an alphabetical block.) Add to the **Selected Countries** list on the right by clicking on **Add**. Similarly, countries can be removed from the list on the left by clicking on the state name and clicking on **Remove**. **Add All** and **Remove All** will add or remove all items from a list, regardless of selections made. Click **Submit** when all desired selections have been made.

2. Selected countries will display in an alphabetical list. From the drop-down menus above this list, choose up to three categories of statistical data to use for comparison. Click **Submit**.

3. Countries and their specific data will appear in an alphabetical list. This list can be sorted by any of the data categories selected.

4. To change the data categories, select another category from one of the drop-down menus and click Submit.

5. Results can be printed, organized by either country or category. Click one of these options from the **Print Display Options** and click **Print Page** to print information. Results may also be organized and viewed in graph format (bar graph, line graph, and pie chart). Click on **Graph Results** to make graph selections.

How to Use the Database

This introductory video demonstrates how teachers and librarians can easily navigate through ABC-CLIO's Solutions databases to empower student learning. The video displays the databases' student-friendly layout and Search methods, and shows ways of accessing several levels of curriculum-aligned content, student sharing and learning tools, and video lectures—all of which drive students' foundational learning and critical thinking skills.

Research Lists

This resource is made available to students when a staff member on the account has created and posted a Research List. Click the Research Lists icon to view the names of all Research Lists on the account, the staff person who created them, and the date they were last modified. Clicking on the name of the Research List will reveal the titles of reference and curriculum items compiled for that list. Click on the title of a reference item to access it directly from the Research List. If no Research Lists have been created, a selection of lists created by ABC-CLIO editorial staff will appear.

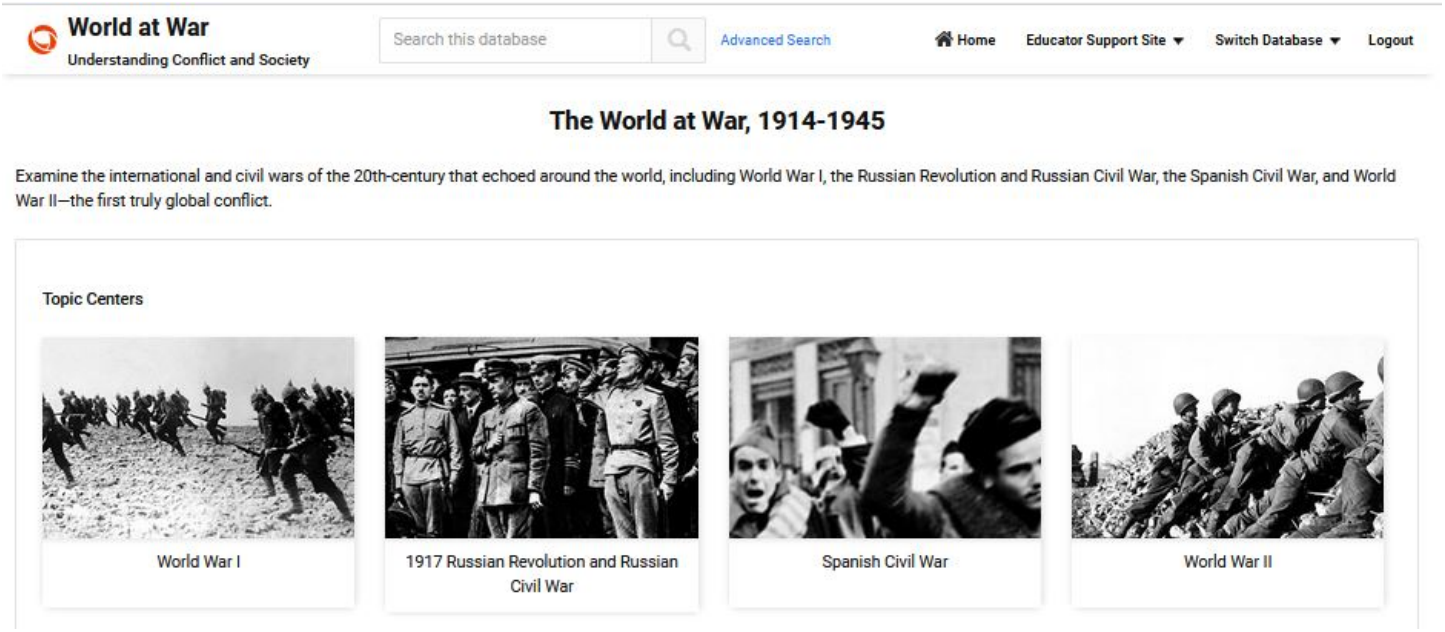
Advisory Board

The World at War Advisory Board comprises master high school educators, academic subject specialists, professional librarians, and other content experts. Board members are carefully selected for their knowledge, experience, and unique insights on making history and learning accessible to students. Together, they help determine the editorial scope and direction for each site, consult on new content types, and advise ABC-CLIO on new directions in their fields.

EXPLORE BY TIME PERIODS

World at War is a broad subject area that lends itself to many topics for exploration. Users may view these topics through the **Explore by Time Periods** section. Clicking on one of the time periods will give users access to a number of topics within that era, each of which provides an in-depth investigation of a particular theme.

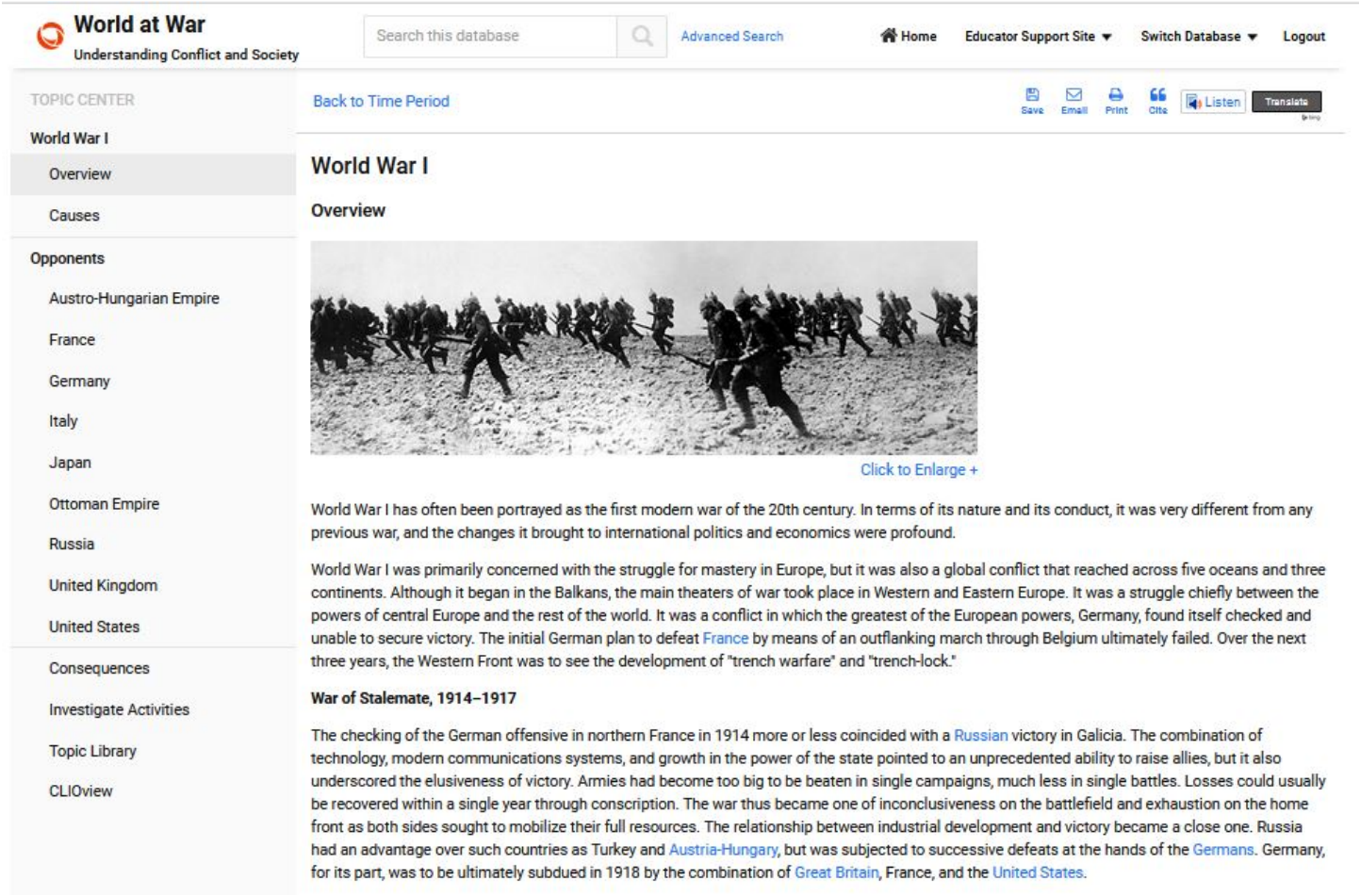
Select a topic by clicking on it from the carousel of images on the Home page. Clicking on a topic takes the user to that subject's **Time Period** page, which serves as a hub for material related to that era. The **Time Period** page allows the user to select from various **Topic Centers** within that **Time Period**.



Clicking on one of the Topic Center options brings up the introductory **Topic Center Overview** essay designed to help students obtain a general understanding of the subject at hand. To the left of the Overview is a navigation column containing the **Topic Center Essays** and **Topic Library** sections, which provide topic-specific information and additional reference material.

Topic Center Overview

The Overview provides a "big picture" perspective of a particular topic, establishing key terms, concepts, and themes. This broad essay prepares students to be able to understand the topic in greater detail through reference entries and other resources available in the Topic Center. Links within the Overview text itself connect relevant terms to additional information.



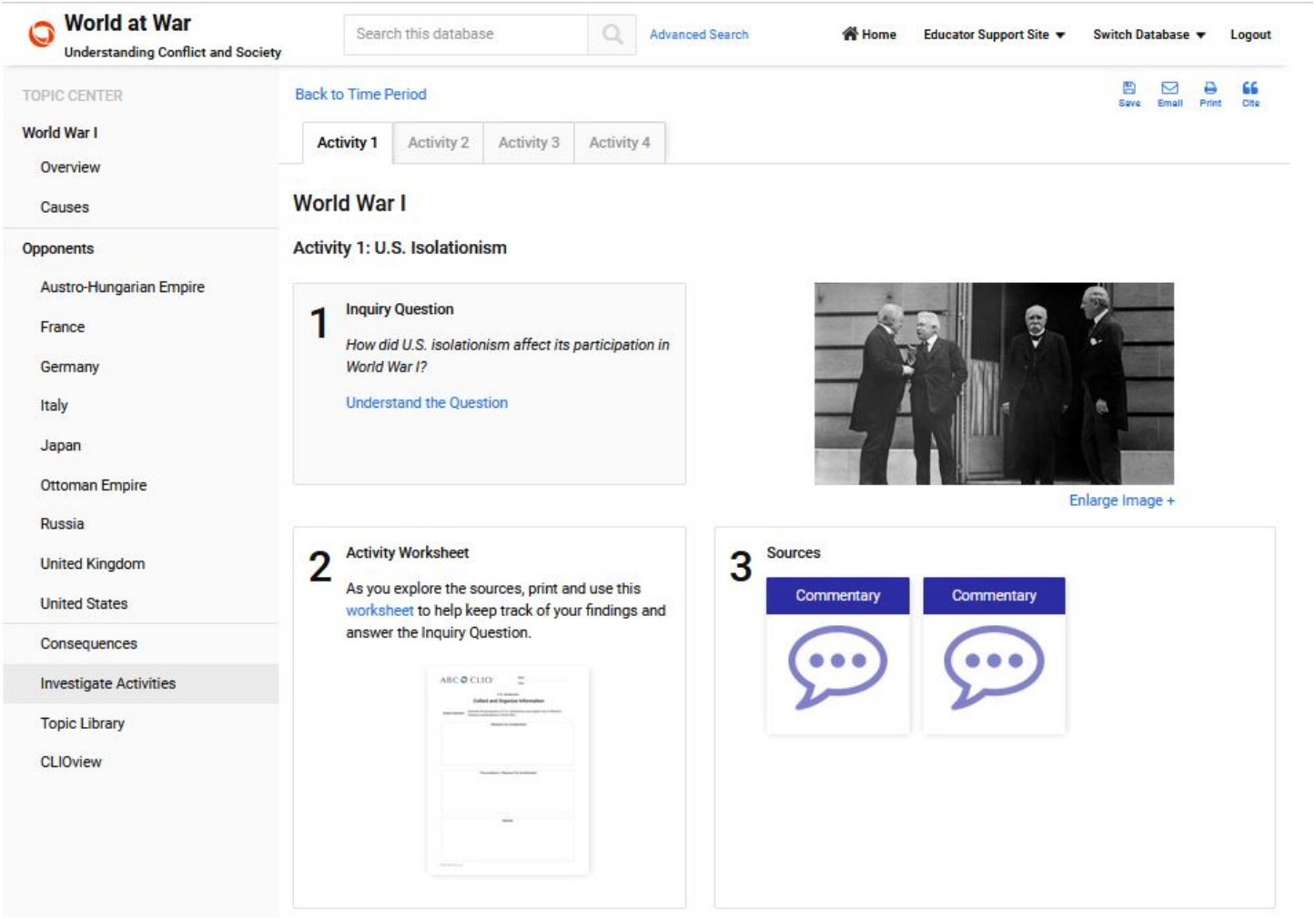
In the left column beneath **Overview**, users can click on **Topic Essentials**, a series of videos and foundational resources that help students understand the subject further; **Investigate Activities** (see description below), designed to cultivate and enhance students' critical thinking skills; and the subject's **Topic Library**, which provides all the resources needed for a full exploration.

Topic Center Essays

Topic Center Essays are a collection of essays that provide in-depth information about key aspects of each war, including: Causes, Opponents, and Consequences.

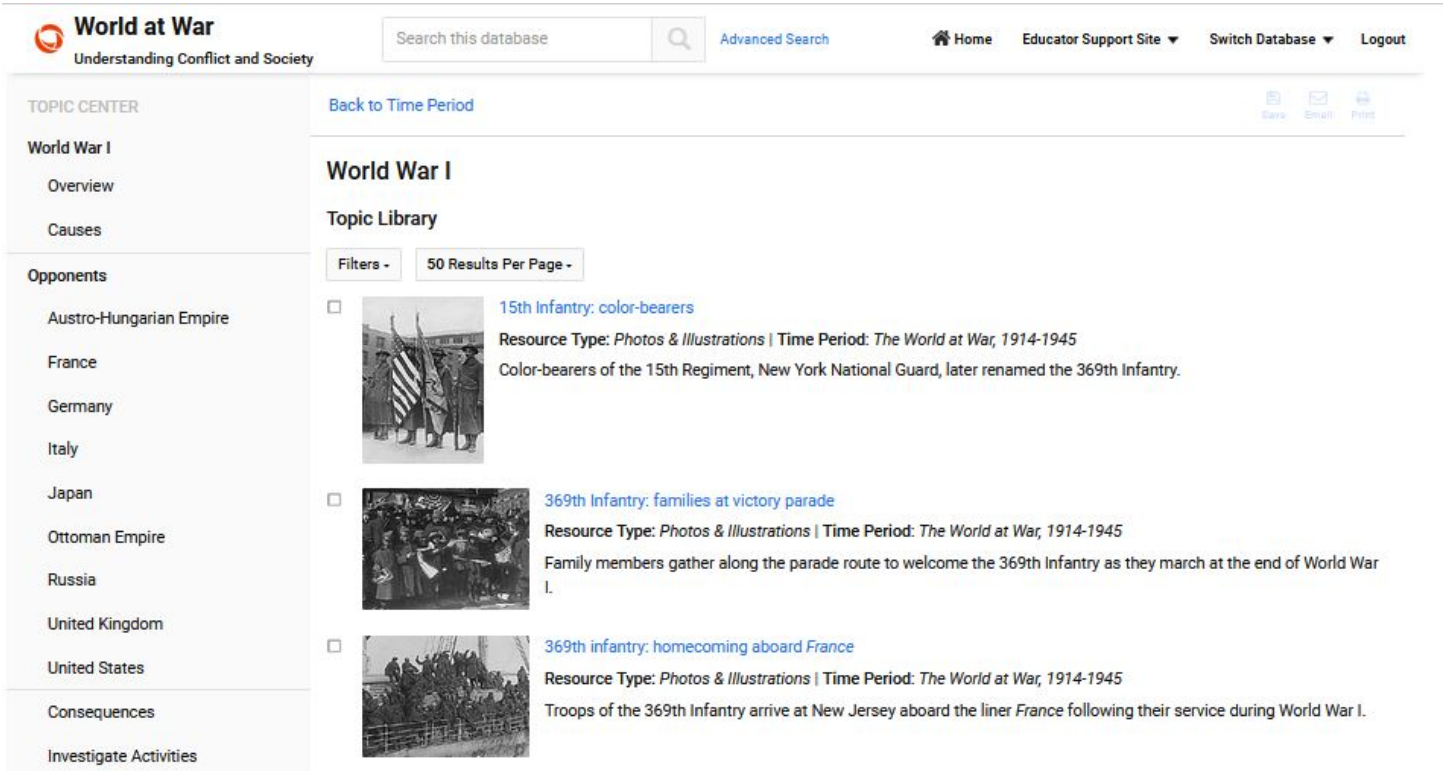
Investigate Activities

World at War's **Investigate Activities** can be accessed through the link on select Topic Center Overview pages. These multi-part interactive activities are designed to help students develop and enrich their critical thinking skills by posing a historical **Inquiry Question** with an "Understand the Question" link to background information, which helps students strengthen their knowledge about the topic. Also provided is an **Activity Worksheet** to assist students in keeping track of their findings, along with links to evidence sources that help them answer the Inquiry Question.



Topic Library

The Topic Library section contains numerous images, documents and other references students need to better understand the Topic. All of the material in this section has been carefully curated by subject experts and includes links to information essential to each Topic. Using the **Filters** feature, users can select particular types of resources, and the **Results Per Page** button allows users to select how many are displaying at one time.



TOOLS

Solutions databases employ various tools to help students navigate through and make the best use of our content:

Save
Clicking on the **Save** icon on the top right-hand portion of your screen allows users to save a PDF file to the Cloud using one of three options: Google Drive, Google Classroom, or Dropbox. Users must have an account with these services in order to save files to them. Certain browsers may not support this functionality; if this is the case, the Save button will be grayed out.

Email
Click on this icon on the top right-hand portion of any page to email content from that page.

Print
The **Print** icon is located next to the email icon and allows users to print the main window of each page.

Cite
The **Cite** icon shows users the three most common forms of citation for the article being referenced: MLA, Chicago, and APA. Users are also able to export the entry to either EasyBib or RefWorks citation creators.

ReadSpeaker (Listen)
This icon activates the ReadSpeaker capability, which allows text in the database to be read out loud. For more information about this function, see the ReadSpeaker/Translation tool tab in the Help menu.

Translate
Clicking on the Translate button will translate the text on the page to one of 12 languages. Users can also click on a language with the ReadSpeaker function to have it read back in that language.

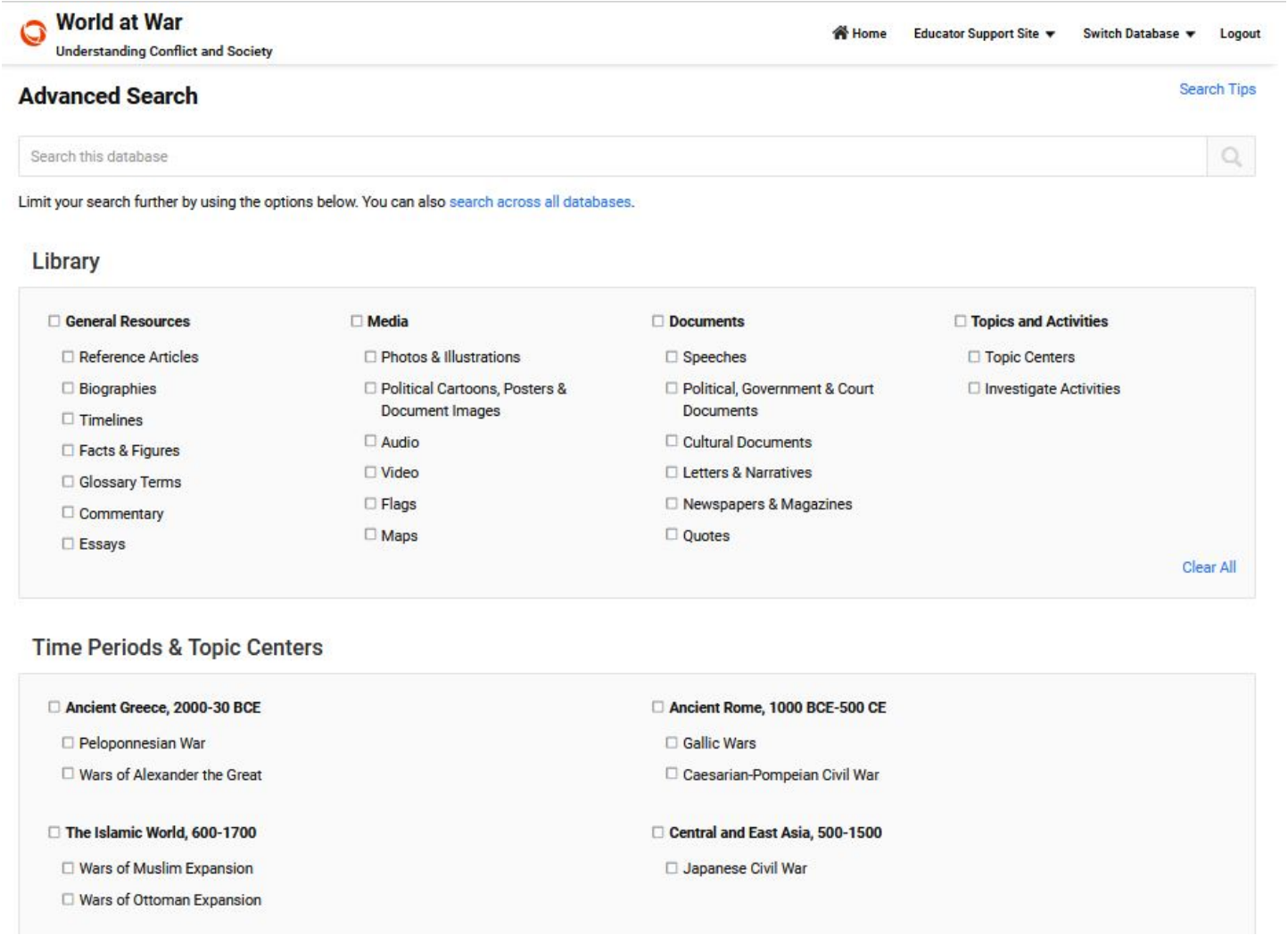
SITE SEARCH

Whether users are beginning a significant research project or verifying a few facts, the **Site Search** function is a good place to start researching. To search by text, enter a word or phrase into the Site Search field on the home page and click the magnifying glass icon.

Search results are grouped into resource types. Using the buttons at the top, the number of results per page can be changed, and search results can be sorted by relevance or title (alphabetical order). To further narrow a search, use the **Filter** option. To do this, select the categories of interest and click on Filter. You can also click on the boxes next to search results to save, email, or print a group of entries; and educators who are logged on with the educator password can add the selection to Research Lists. For more searching options, use **Advanced Search** on the right side.

Advanced Search

The Advanced Search function allows users to pre-select their search criteria based on the type of resource for which they are searching, as well as the time period to which they would like the results to correspond. The Library section includes General Resources, Media, and Document options; while the Time Periods & Topic Centers section includes the key time periods featured in the database. To search, enter a topic into the Advanced Search field and then select a specific category or categories from either the Library or the Topic Center or both. Users also have the option of searching across ABC-CLIO databases to which they subscribe by clicking on the **Search across all databases** link.



Website Information

Terms of Use
States and clarifies the database's legal terms of use and copyright rules.

Privacy Policy
This section provides information about ABC-CLIO's privacy policy. ABC-CLIO is committed to protecting the privacy of visitors to its databases. Personally identifiable information is not collected unless willingly provided by database visitors. ABC-CLIO requests that students under the age of 13 ask their parents or teachers for approval before sending any personally identifiable information.

MARC Records
This link leads to a page with downloadable MARC records for ABC-CLIO databases. Select the appropriate products and click the **Get MARC Records** button.

About
This section provides information about ABC-CLIO, a publisher of educational and reference products, as well as information on the editorial team behind the database.

Databases
Quick access to subscribed ABC-CLIO databases and the Multiproduct Homepage.

Contact

Customer Support
Quick access to contact information for technical support or customer questions.

Help
The Help section provides access to FAQ, Tech Notes, ReadSpeaker/Translation, the User Guide, and Ask the Cybrarian.

FAQ
Lists the most frequently asked questions users have about the database.

Tech Notes
Provides information on system requirements, plug-in updates, and downloads.

***ReadSpeaker/*Translation**
Provides details regarding the use of the ReadSpeaker and Translation tool functions.

Contact Us
Gives contact information for ABC-CLIO Customer Service and Tech Support.

User Guide
The User Guide helps users learn how to use and stay current with the database.

Ask the Cybrarian
The Ask the Cybrarian tool is an online guidance source that provides reference information, search help, and support via email. If several reference searches have not yielded the answers you need, you may want to try the Ask the Cybrarian tool. Questions are submitted in the submission box and then sent to the Cybrarian, who will respond by email to the sender, usually within one to three days.

Cybrarian Q&A
Frequently asked questions about the Cybrarian and their answers are posted for quick reference.

Shortcuts & Logos
This page provides directions to add a shortcut to ABC-CLIO's databases onto a desktop or to add hyperlinked logos for ABC-CLIO's Social Studies Databases onto a web page.

Educator Support Site

History Hub
The History Hub website accessed through this link will help educators customize ABC-CLIO resources into teaching practices.