

Checklist for Online Research

Checklists can help you keep track of your work. Use the following checklist to make sure you complete the task for each activity. If you have access to a printer, you may want to print the checklist for reference as you work through the activities. Ask your teacher for help if you have any questions about the checklist.

Activity 1: Research Basics

Task: Source List

- Open a new word processing document and type your name, date, and a title
- Create a list of Web sites to use in your narrative essay according to an agreed-on format
- Be sure that your sources are credible by checking that they:
 - Are sponsored by an organization that you recognize
 - Have everything on the Web site working correctly
 - Have content that can be checked against other sources
- Save your document
- Export your bookmarks

Activity 2: Web Basics

Task: URL Analysis

- Open your source list and save it with a new filename
- Write an explanation of what you can learn about a source from its URL
- Check the spelling and grammar of your analysis
- Save your document
- Organize your bookmarked Web pages into folders by domain
- Save a Web page and open it in a text editor. Explain why the Web page looks different in the text editor

Activity 3: Web Search

Task: Keyword List

- Open a new word processing document and type your name, date, and a title
- Create a list of keywords to guide your Web search to help answer your interview questions
- Be sure to organize your list—possibly by your interview questions
- Use keywords and search engines to find information to answer your interview questions
- Bookmark useful Web sites
- Save your document

Activity 4: Web Evaluation

Task: Web Sites Evaluation

- Use or create a Web site evaluation form
- Select Web sites for researching your narrative essay and make sure sites are:
 - Credible
 - Accurate
 - Reliable
- Review your old list of sources to make sure your sources are credible, accurate, and reliable
- Add your new Web sites to your list of sources
- Save your document

Activity 5: Annotated Bibliography

Task: Annotated Bibliography

- Open your list of sources and save it with a new filename
- Add one-paragraph annotations to each of your sources, which:
 - Paraphrase the main points
 - Evaluate the credibility, accuracy, and reliability of source
 - Reflect on why you chose the source
- Check the spelling and grammar of your bibliography
- Save your document