

ANTHEM COLLEGE LIBRARY STUDENT RESOURCES

Computer Login

Username:

firstname.lastnameMMDD@tx08.anthem.edu

*MMDD is the month and date of your date of birth and must use 4 numbers.

Password: PasswordXXXX

*XXXX is the last 4 numbers of your social security number.

Example:

Student name: John Doe

Birthday: January 1

Social security number: 123-45-6789

Username: JohnDoe0101@tx08.anthem.edu

Password: Password6789

You must change your password the first time you log in. Passwords MUST be at least 6 characters and have at least 1 uppercase letter, 1 lowercase letter, and 1 number/symbol. Your name cannot be part of your password. Your password IS cap sensitive, so be careful to enter it correctly.

*If you have a problem with your computer account, please see your instructor or the librarian for assistance.

STARS

STARS is the Student Tracking and Records System, a web-based student information system used by the students, faculty, and staff of Anthem College.

How do I set up my STARS account?

- ✓ Go to <http://anthem.edu> and click on Student Login in the top right corner.
- ✓ Select your user profile (Student).
- ✓ Click on the Register Now link located below the Submit button.
- ✓ Follow the steps listed to complete the registration process:

1. Enter your social security number in the box that says Student ID and click continue.
2. Enter your personal email address. **DO NOT** use the login address that you use to access the computers.
3. Create your STARS password (no more than 8 characters).
4. Click Register to complete your registration.

How do I log in?



- ✓ Go to <http://anthem.edu> and click on Student Login in the top right corner.
- ✓ Select your user profile (Student).
- ✓ Enter your personal email address and the password that you set up for your STARS account.

What can I do in STARS?

- ✓ Print your class schedule
- ✓ View your grades and academic progress
- ✓ Find your instructor's email
- ✓ Access the online library resources for class projects
- ✓ Create your Optimal Resume and search for jobs
- ✓ Print your course certificates
- ✓ Update your contact information

Additional Functions

Across the top of your STARS portal, you will find several links:

- ✓ Use the E-PAY link for a direct connection for online payments.

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- ✓ Use the DIRECTORY link to find contact information for campus instructors and staff.
- ✓ Use the calendar icon to connect to the EVENT CALENDAR, showing the scheduled events for the campus.

On the right hand side, you will see the LATEST NEWS, with campus activities, your classmates' experiences, inspiring quotations, and more.

My Account

My Account (on the left hand side of your screen) controls your personal and academic information.

- ✓ Use the PERSONAL INFO link to keep your contact information current.
- ✓ Use the ACADEMIC INFO link to see your grade book, class schedule, and any certificates you have earned.
- ✓ Use the CAREER CENTER INFO link to create your Optimal Resume and Cover Letter, search for jobs, and develop your professional skills.
- ✓ Use the FINANCIAL INFO link to make a single payment via credit or debit card, view your loan details, and see your monthly loan statements.

Grade Book

Use the grade book to see your scores for class participation, classwork, labs, quizzes, homework, comprehensive finals, exams, and projects. Click on the blue class code for your course to pull up the grade book.

*Scores are not available after the course ends and your final grade is posted. If you want a copy of your individual assignment grades, please be sure to print your grade book before the final grades are posted.

Schedule

You can use the PRINT SCHEDULE link to print a copy of your course schedule.

GPA, Honor Roll, and Certificates

At the bottom of your schedule, you should see a link to VIEW ACCUMULATED GPA. You can use this link to print any award certificates that you qualified for. Class certificates are available for each course in which you earn a "C" grade or better. You can print these certificates from the link by following the printing directions.

Online Education

This link is available for students who are taking an online class. You will see either a SIGN INTO LMS link or a link for MYANTHEM. Click on this link to be transferred to the electronic classroom.

Miscellaneous

This is where you will find the link to EVALUATE YOUR INSTRUCTOR. This link will be active the last week of the module. Here you can tell us about your school experience and provide your feedback about your instructor and your course.

Links

You will find additional helpful information under the links in the STARS portal. Here you will find:

- ✓ BULLETIN: This will show the academic calendar, policies, and reports.
- ✓ FINANCIAL: This will take you to the NSLDS Student Access.
- ✓ UTILITIES: This will let you find your instructor's email address or change your STARS password.

Library Resources

The library offers the following resources:

- ✓ Print resources such as books and magazines
- ✓ Electronic resources such as databases and internet links
- ✓ Online library catalog

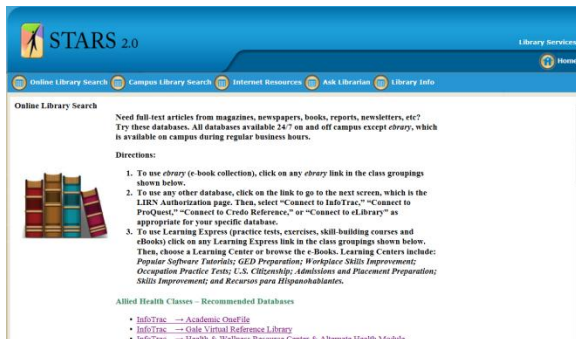
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- ✓ Study tables
- ✓ Computers and printer
- ✓ Reference and instructional services

All electronic library resources are available under the Library Services link in STARS:

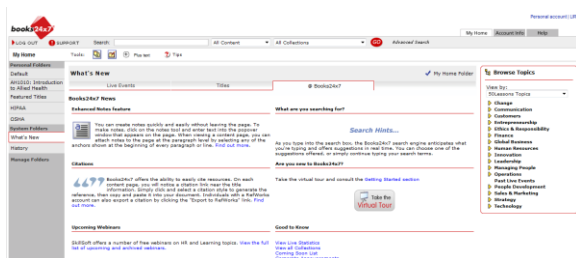
- ✓ Online library search
- ✓ Campus library search
- ✓ Internet resources
- ✓ Ask librarian

Online Library Search



Use the tab for the ONLINE LIBRARY SEARCH to access and use the library's subscription databases. Here you will find full-text articles from magazines, newspapers, books, reports, newsletters, and more. All databases are available 24/7 on and off campus. To use any of the databases, click on the link to go to the LIRN authorization page and then click the appropriate link. Here is more information about the library's databases:

Books 24x7



This database offers on-demand, instant access to the complete text of thousands of best-in-class online books, book summaries, audiobooks, research reports, and best practices. Topical collections represent

trusted sources in business, technology, engineering, finance, and more.

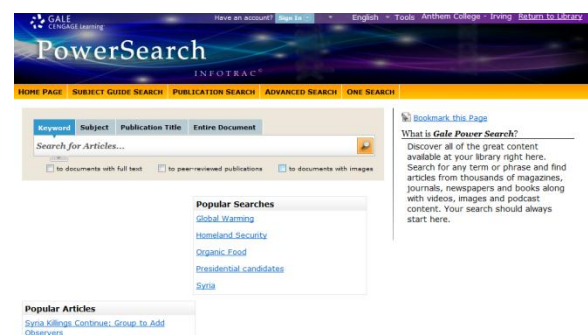
How do I search?

- ✓ Enter your search terms using the search box at the top of the page.
- ✓ Browse the Topics tree to move from topics to subtopics to specific title lists.
- ✓ Click on the title that you want and navigate by chapter to your information.

What additional tools are available?

- ✓ ADD A BOOKMARK to save the current location of the title.
- ✓ ADD A NOTE to any title, chapter, page, or paragraph.
- ✓ Turn KEYWORD HIGHLIGHTING on to show your specific search terms in the document.
- ✓ Use the SEARCH HIT RUNNER to move from keyword to keyword in the document.
- ✓ DOWNLOAD available chapter-level or full-title PDF and MP3 files.
- ✓ Create a CITATION for the title that you can copy and paste into your reference list.

InfoTrac



This collection of databases provides business, computer science, criminal justice, general academic, health and wellness, law, literature, newsletters, newspapers, opposing viewpoints, and reference resources. Search for any term or phrase, and receive a variety of resources in different formats. Search in

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ALL cross-searchable databases using Gale PowerSearch OR just select the database(s) you are most interested in. For most databases, results are displayed according to the resource types of academic journals, magazines, books, news, and multimedia. For a variety of full-text resources, try the Gale Virtual Reference Library.

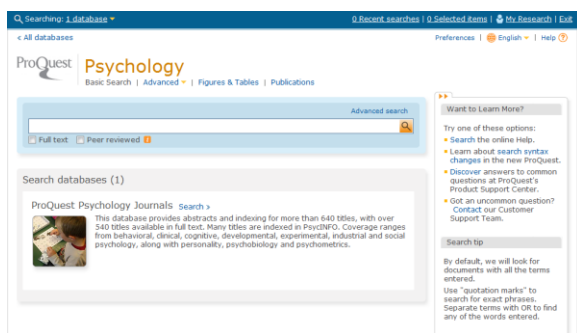
How do I search?

- ✓ Open InfoTrac and select the database(s) you want to use.
- ✓ Enter your search terms in the box.
- ✓ Select the article(s) that you are interested in reading, and click on them to open.

What additional tools are available?

- ✓ PRINT, EMAIL, or DOWNLOAD a copy of the article.
- ✓ Use the CITATION TOOLS to create a citation for the article.
- ✓ Create a permanent BOOKMARK link.
- ✓ SHARE the article using social media.
- ✓ TRANSLATE the article into another language.
- ✓ LISTEN to an MP3 of the article.
- ✓ SAVE your research and add TAGS with a personal account.

ProQuest – Psychology Journals



This database provides abstracts and indexing for more than 640 titles, with over 540 titles available in full text. Coverage ranges from behavioral, clinical, cognitive, developmental, experimental, industrial, and social psychology, along with personality, psychobiology, and psychometrics.

How do I search?

- ✓ Enter your search terms in the box for a QUICK SEARCH.
- ✓ Choose and ADVANCED SEARCH for additional options.
- ✓ View the results list and read articles by clicking on the title.

What does the results page have?

- ✓ MODIFY your search.
- ✓ Set up SEARCH ALERTS and save searches.
- ✓ NARROW your search results.
- ✓ SORT results by source type, subject, heading, and other features.

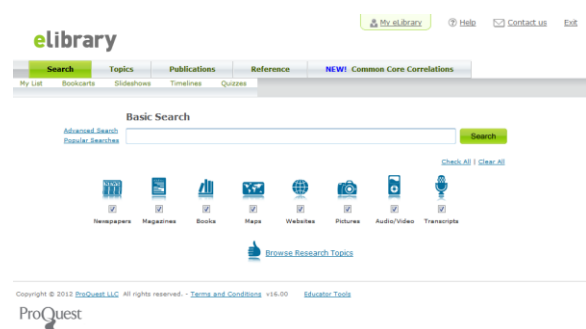
How do I set up a search alert?

- ✓ Choose the sources that will be used.
- ✓ Decide whether to include new materials only or to include both new and old materials.
- ✓ Decide how often to receive alerts.
- ✓ Provide email details and format.

What is My Research?

- ✓ Click on the My Research link to create a username and password, and use this each time to log in.
- ✓ Use folders to organize and collect research.
- ✓ Use functions such as email, print, cite and export citations, save as file, share, delete, and recent searches.

eLibrary



The eLibrary provides a broad collection of content from selected periodicals, reference

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books, maps, pictures, and newspapers from around the world, along with transcripts of news and public affairs broadcasts.

How do I search?

- ✓ Use a **NATURAL LANGUAGE** search for general information.
- ✓ Use a **KEYWORD SEARCH** for words or phrases.
- ✓ Select the types of media you want to search for.
- ✓ Use the **ADVANCED SEARCH** feature for more complex searches.
- ✓ See a thumbnail of the article with the **PREVIEW ICON**.
- ✓ Click on the title of the item to see the full document.

How do I use the results list?

- ✓ See how many documents were found in the **RESULTS SUMMARY**.
- ✓ Use **WHY DON'T YOU TRY** automatic links related to your search.
- ✓ Use **ESSENTIAL PAGES** to show search results for specific topics.
- ✓ Organize the results with the **RE-SORTING** menu.
- ✓ Filter by **RESULTS TYPE**.
- ✓ Show **RELATED TOPICS**.
- ✓ Set the **DATE RANGE**.
- ✓ Use the **REFERENCE DESK** for additional content.
- ✓ See a thumbnail with the **PREVIEW ICON**.

How do I work with the full document?

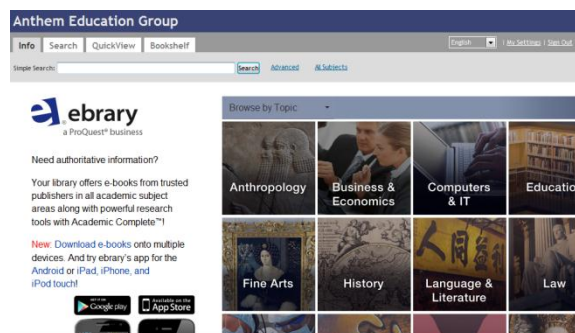
- ✓ Use the link to **JUMP TO THE BEST PART** for the area of most relevance.
- ✓ **PRINT** or **EMAIL** the document.
- ✓ Create a **CITATION** for the document.
- ✓ **TRANSLATE** the document into another language.

What other tools are available?

- ✓ Use the **TOPICS** page to search information by topic heading.
- ✓ Use the **REFERENCE** page to search keywords against reference resources like dictionaries, thesauri, encyclopedias, almanacs, and atlases.

- ✓ Create an account with **MY ELIBRARY** to save notes, lists, slideshows, tags, and timelines.

Ebrary



The ebrary is an online digital library of full texts of over 70,000 scholarly e-books. You can view and annotate the entire text of books online. You can save your research to your bookshelf for later use and use a variety of InfoTools to define terms, highlight information, and link to additional content.

*Please note: To access ebrary off campus, you must go through the LIRN authorization page instead of the direct link on the Online Library Search tab.

How do I search?

- ✓ Use a **SIMPLE SEARCH** to search the full text, title, and subjects.
- ✓ For more results, also try the **SEARCH RECOMMENDATIONS**.

How do I read a book?

- ✓ Click on the title name or jacket to open the book in the e-reader.
- ✓ Explore the document by navigating to search terms, searching for keywords, browsing the table of contents, or flipping through the pages.

How do I highlight, make notes, and use other features?

- ✓ Select the text that you want to highlight with your mouse and use the

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drop-down highlighter menu to choose the color and notes.

- ✓ *Please note: You must be signed in to annotate books.
- ✓ Use other InfoTools by selecting the text and choosing from the menu.
- ✓ Copy and paste with automatic citations by using the InfoTools copy and print functions.

How do I save my research?

- ✓ Create a free account with ebrary.
- ✓ Books with notes or highlighting save to your bookshelf automatically.
- ✓ Add additional resources by clicking "Add to Bookshelf."
- ✓ Create folders on your Bookshelf to organize and share research.

Campus Library Search

Complete one or more of the following fields to search for items held by the Florida Career College Library System. You do not need to complete every field.



For library items held at other Anthem Education schools and colleges, click on the Library World link.

- Library World - Anthem College - Maryland Heights
- Library World - Anthem College - Phoenix
- Library World - Anthem College - Atlanta, GA
- Library World - The Business School of Arizona
- Library World - Anthem College - Denver, CO
- Library World - Anthem College - Irving, TX
- Library World - Anthem College - Kansas City, Mo

Use this link to find books and resources on hand at the campus library. You can search the catalog by using the LibraryWorld link. The list view shows basic search results information, and the detailed view provides more information about each title. You can save specific search results in the catalog using the Clipboard feature, or request an item using the Hold feature.

How do I search?

- ✓ Enter search terms in the box to automatically search by ALL WORDS.
- ✓ Use additional search options for more specific searches.

What does the LIST VIEW show?

- ✓ The number of search results
- ✓ Title, author, and general information
- ✓ The call number

- ✓ How many copies the library has and how many are available for checkout

What does the DETAILED VIEW show?

- ✓ Format of the item
- ✓ Title, author, and subjects
- ✓ Specific location information

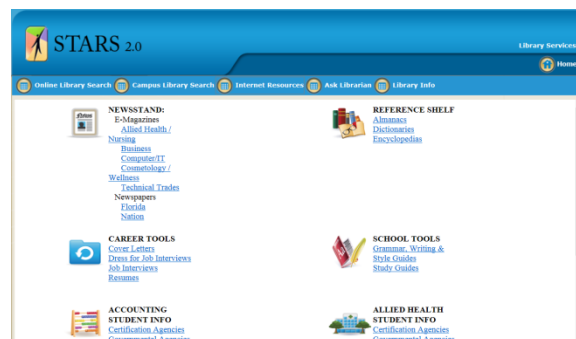
What is the CLIPBOARD?

- ✓ Saves titles while you search
- ✓ Click on "Add to Clipboard" whenever you want to add a book to your list.
- ✓ Click on the Clipboard link to view and print your list of items.

How do I put a book on HOLD?

- ✓ Click "Request Hold".
- ✓ Enter your name in the form.
- ✓ Provide your email if you would like to receive a confirmation and enter any additional comments.
- ✓ See the librarian to pick up your held item.

Internet Resources



Use this link to find miscellaneous internet resources, grouped by subject. Use the Grammar, Writing, & Style Guides link for helpful tools on writing an APA paper, including the Purdue Online Writing Lab.

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Ask a Librarian

Use this link to stay in contact with the librarian. From this screen, you can send a library question, comment, or suggestion to the librarian. Your message will be answered by either the campus librarian or the corporate librarian. You can also use the LIBRARY INFO tab to find the direct contact email for your librarian.

Print-Based Resources

The library collection is divided into categories and assigned call numbers based upon the Library of Congress classification system. The Library offers the following collections:

- ✓ Collections specific to each of the current programs
- ✓ Medical and allied health resources
- ✓ General education resources
- ✓ Periodicals and subscriptions
- ✓ Exam and certification resources
- ✓ Computer resources
- ✓ GED resources
- ✓ Poetry, drama, and anthologies/collections
- ✓ Fiction
- ✓ Multimedia resources and computer-based training
- ✓ Reference materials

The Library of Congress classification system utilizes the following sections:

Call No.	Subject Classifications
A	General works
B	Philosophy, psychology, religion

C	Auxiliary sciences of history
D	World history and history of Europe, Asia, Africa, Australia, New Zealand, etc.
E-F	History of the Americas
G	Geography, anthropology, recreation
H	Social sciences
J	Political science
K	Law
L	Education
M	Music and books on music
N	Fine arts
P	Language and literature
Q	Science
R	Medicine
S	Agriculture
T	Technology
U	Military science
V	Naval science
Z	Bibliography, library science, information resources (general)

Student ID Cards

Students are required to have and wear a photo ID card when they enter the campus. This ID will also serve as your library card. You must present your ID to borrow or renew library materials.

*Please note: A \$5 fee is charged for replacement IDs. For more information about replacing your ID, please see Financial Services.

Library Policies

The following rules apply to time spent in the library:

- ✓ Sign your name on the sign-in sheet as you enter the library.
- ✓ Maintain an academic environment. Be respectful of others who are working and studying.
- ✓ Use cell phones outside the library. Turn off cell phones or put them in silent mode.
- ✓ Observe the copyright policy.

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- ✓ Observe the Anthem Education computer and printer policy.
- ✓ Allow the library staff to re-shelve library material.
- ✓ Keep food and drink outside of the library.
- ✓ Make accommodations for children before visiting the library.
- ✓ Ask for assistance when you need help.

Copyright

All books and institutional materials provided to the students by Anthem College are subject to the protection of the copyright law of the United States (Title 17, U.S. Code). Any individual responsible for copyright infringement on such books and materials may be subject to civil/criminal liability. For more information about copyright law, please visit the U.S. Copyright Office at www.copyright.gov.

Privacy

The Anthem Education Library System formally recognizes that all records identifying the names, social security numbers, or ID number of library patrons and the library materials that they use are confidential in nature. Such records are not to be revealed to anyone other than the patron in question without the express permission of the patron. An exception to this policy would occur if a court subpoenas the records of a patron. In such case, written permission of the patron is not required. When items are overdue or lost, the Director of Education or the patron's instructors may be asked to assist in the return of named items.

Wireless Access

There is wireless access available to students on campus.

SSID: AnthemStudent
Password: guestaccess

When your first connect to the wireless network, you will need to agree to the Guest Wireless Acceptable Use Policy. Once you have agreed to this policy, you will be able to connect to the network.

Checkout Policies

Who can check out books?

- ✓ Any active student
- ✓ Must not have 2 items out already
- ✓ Must not have any overdue items
- ✓ Must not have any outstanding library fees

*Alumni are welcome to visit the library and use materials, but they cannot check out material.

*Privileges may be suspended for students who fail to adhere to library or school policies, have overdue material, or have outstanding fines/fees.

How do I check out a book?

- ✓ Bring the book to the librarian to be entered into the computer, OR
- ✓ Record your information and the item you are checking out in the after-hours checkout log.

*Please **DO NOT** take resources out of the library without checking them out. Missing resources hurt ALL students.

What can I check out?

- ✓ Any item that is not marked FOR REFERENCE ONLY
- ✓ Any item that is not part of a designated study kit

*Reference items are popular and highly used and **MUST** stay in the library at all times.

*Periodicals and subscriptions are not eligible for checkout.

*Items that are included in specified study kits are not eligible for checkout.

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How many books can I check out?

- ✓ Up to 2 items at one time

How long do I have to return a checked out book?

- ✓ Up to 2 weeks for print materials
- ✓ Up to 1 week for multimedia items
- ✓ Up to 24 hours for headphones

*If you need your book(s) longer, please renew them by contacting the librarian.

Your book is eligible to renew:

- ✓ If another patron has not placed a "hold" on the item
- ✓ If library privileges have not been suspended
- ✓ If the item has not been renewed before

*If someone else has requested the item, you will not be able to renew it.

*You may renew your items once and must do so in person at the library. Renewals over the phone are not allowed.

How do I place a book on hold?

- ✓ Request a hold using the "Place Hold" link in LibraryWorld
- ✓ See the librarian to request a hold on a book

*The library will notify you when your hold is available to pick up. Your item will be held for up to 3 days.

How do I bring a book back?

- ✓ Return the item to the librarian, OR
- ✓ Leave the item in the book return crate.

*Please do not re-shelve items. The librarian will shelve all items after checking them in to avoid missing items.

*Please do not give your item to another student when you are done with it. If someone else wants to use your item, you must first return them to the librarian and

then check it out under the next student. You are responsible for the item as long as it is under your name, even if you give it to someone else to use.

What happens if I keep a book past its due date?

- ✓ You will receive a reminder notice from the library via the email that you have on record with the campus.
- ✓ Late items are fined 25 cents per day, with a maximum late fee of \$7.50.

What happens when I reach the maximum late fee of \$7.50?

- ✓ The item is declared lost.
- ✓ You will be charged the full replacement cost of the item plus the \$7.50 fee.

*All library charges must be cleared before graduation. If you have any outstanding library charges or items, you cannot have your final clearance checklist signed.

Library Contact Information

The librarian is on duty:

Mondays/Wednesdays: 8:00 AM to 6:00 PM
Tuesdays/Thursdays: 9:00 AM to 7:00 PM
Fridays: 8:00 AM to 12:00 PM

Phone: (469) 499-5172

Email: JEastman@anthem.edu

*If you need assistance in the library and the librarian is not available, please contact the Director of Education or your instructor for help.