

Accessing ResearchBase

1. What is ResearchBase?

ResearchBase is an online assignment available through Brightspace that is designed to teach students the basics of researching in an academic library. ResearchBase will show you how to search for and locate materials for your research assignments and essays.

2. How do I access ResearchBase?

- a) To use ResearchBase, you need to add it as a separate course in Banner Self-Service. You cannot access it through any of the credit courses that you are currently enrolled in, but rather you must register for ResearchBase in Banner, in the same way you registered for your other courses. Don't worry, you will not be charged for enrolling in ResearchBase. ResearchBase is a no-fee, non-credit course. It will not show up on your transcript.

If you don't know how to add a course through Banner Self-Service, follow the instructions below:

1. From SMU's home page, click on the *mySMU* tab, then click on Self Service Banner
 2. Click on Enter a Secure Area
 3. Enter your "A" number (with a capital "A") and PIN
 4. Click on the Student tab
 5. Click on Registration
 6. Select Add or Drop Classes
 7. Select a Term > Select a term from the drop-down menu (e.g., July - August 2017) > Submit
 8. Enter 40363 in the CRN box (course reference number for ResearchBase for summer term 2017)
 9. Click on Submit Changes
 10. You are now registered in ResearchBase and can access it as you would any other course
- b) To access ResearchBase, log in to SMUport, click on the Student Academics tab, and then click Login to Brightspace. ResearchBase should be listed as one of your courses in Brightspace. Click on the course link. You should be taken directly into ResearchBase. If you have any difficulty linking to ResearchBase, please contact the staff at the ITSS helpdesk (496-8111 or helpdesk@smu.ca).

Be advised: Students with holds on their account due to unpaid fees will be blocked from self-registering for any courses in Banner, including ResearchBase. However, as there is no tuition associated with ResearchBase, students with holds on their account can still register for the course by contacting the Service Centre at service.centre@smu.ca or in-person at the Service Centre (McNally Main 108).

3. What's involved?

ResearchBase consists of a series of ten (10) learning modules. Each module contains a short quiz. Quiz questions are based on the information contained in the module. You should have no problems completing the quizzes as long as you take the time to read the information and examples provided. It is recommended that you complete the modules in the order given, as each module builds upon the previous one.

Quizzes: As you work through the quiz questions, be sure to save your answers. Click the Submit Quiz button when you are ready to submit your answers for grading.

Two Attempts: Quizzes are set to allow you two attempts. If you are not satisfied with your mark on the first attempt, you can try again. Brightspace records the highest grade from the two attempts.

To repeat a quiz, click on Assessments in the Table of Contents or click Assessments > Quizzes in the navigation bar at the top of the Brightspace screen. There you will see all the quizzes listed. Click on the quiz you want and begin your second attempt.

4. Will my mark be sent to my professor?

Yes. Following the due date that has been set by your professor, the marks for your class (including yours) will be forwarded to your professor.

5. How long will it take me to complete ResearchBase?

The amount of time it takes to complete ResearchBase will vary from one student to the next, but on average you should expect to spend **about 3 hours** completing the assignment.

6. Who do I contact if I need help?

If you need assistance, please e-mail: libraryassignment@smu.ca, not your course instructor. Library staff check this e-mail every day, Monday to Friday and will respond within twenty-four (24) hours (not including weekends or holidays).

If you have difficulty understanding the content of the assignment, you can also consult the staff at the Library's Research Help desk in person or by phone (902-420-5544) or email (research@smu.ca).

7. Do I have to complete ResearchBase if I've already completed it for another course?

It's up to your instructor. If you've previously completed ResearchBase, your instructor may want to see the mark you received.

The Library keeps your mark on file. To request that your mark be forwarded to your instructor, send an e-mail to: libraryassignment@smu.ca and provide the following information:

- your full name and e-mail address
- name of course for which you previously completed the assignment
- name of instructor for whom you completed the assignment
- approximate date when you completed the assignment (e.g., Fall term 2016)
- name of instructor requiring the mark (i.e., to whom should we forward the mark)