Informit Explore

User Guide Links



Informit EXPLORE



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Informit Explore

Informit is the single leading source of journal articles, periodicals, books and policy papers written by experts and specialists in Australasia.

We are dedicated to promoting critical thinking, diversity in publishing and Indigenous-led research.

Our Informit 'Search' platform is a crucial part of the Australian university landscape, and features access to a comprehensive selection of full-text, index and media databases within a simple interface designed for researchers.

'Explore', meanwhile, is a research database designed for schools that caters to student research and classroom activities.

Like Search, Explore contains access to millions of articles and videos, but within an interface that offers both in-depth searching options and a more casual browsing experience.

Explore includes dynamic, curated selections within a range of topical categories that are always Australian focused. This makes it easier for new users to navigate our vast collection and get started with searching.





Explore Includes:

- √ 1 million+ articles and videos from Informit's core collection of full text content, including leading Australian publications such the Journal of Australian Indigenous Issues, Alternative Law Journal, Australian Journal of Teacher Education, Australian Aboriginal Studies, Green Left Weekly, AlterNative, The Monthly, Metro Magazine, Meanjin, Kill Your Darlings, and many more.
- Over 100 written summaries covering the biggest issues affecting Australia today, from climate change to body image, artificial intelligence and treaty, and much more.
- ✓ Over 1000 recommended articles hand-picked for Explore users, which are organised by reading level and tagged to subjects and issues
- ✓ Over 1000 pre-formatted search queries that allow users to start searching with just one click
- A growing collection of video interviews with experts discussing their perspectives on different issues, including fake news, inflation, homelessness and much more to come.
- ✓ A sleek, mobile-friendly design that is intuitive and colourful.
- Built-in tools for saving, sharing and citing, allowing for efficient collaboration and research.



Authentication Options

Informit supports multiple authentication methods. The available options are listed on pages 5 - 8, and you can reach out to our friendly Customer Success Team at any time to discuss your preferred authentication method.

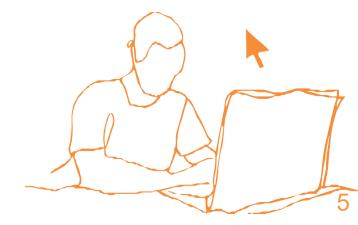
Single Sign On (SSO)

An institutional account is created which your users can access through your Single Sign On credentials. This is done by adding Informit as a 'Service Provider' to your SSO setup which will be recognised by your SSO identity manager.

It's worth noting that this option does not create individual accounts for your users. Our SSO setup will validate your users' credentials against your institution's identity management service and Informit Explore will allow them access under your institutions license.

We support the following SSO federations:

- AAF Australian Access Federation (Shibboleth)
- Open Athens
- Microsoft Azure AD SSO
- Okta
- Ping Federate





Authentication Options

Library Login and Passcode

An institutional account is established and a passcode set against it, which can be utilised by your users to access to your Explore subscription. This passcode can be:

• Generic - A single, generic passcode that can be used by all users to access the subscription

Range - A passcode range established by your institution that allows for the provisioning of individualised passwords to a larger user group (i.e. student numbers, library barcodes)



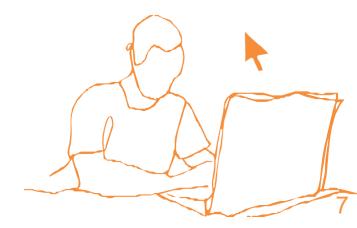


Authentication Options

IP Authentication including ExProxy

An institution provides it's known IP Range to Informit (i.e. 192.1.168.32 -192.1.168.64) and any user accessing Informit Explore from one of these registered IPs within the range is authenticated against your subscription.

Informit supports EZProxy. Informit's current EZProxy stanza can be found here.

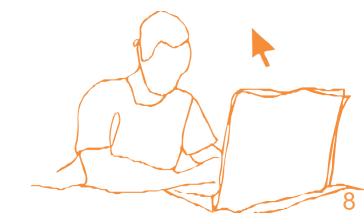




Authentication Options

Email Domain

- Your institutions email domain is recorded against your account. Any user who
 establishes a personalised account with Informit using an email address under this
 domain will automatically be associated with your institutional subscription and will be
 given access under that personal account.
- Note: This step requires the manual creation of personalised accounts by users to gain access to your subscription.





Accessing Informit Explore

Once you have established access to Informit Explore through your chosen authentication method, there are various ways you can log in.

Logging into Explore via SSO

- Access the homepage from this <u>link</u>
- Navigate to the Institutional Login button, in the top right corner
- 3. Search for your school in the Find your institution box
- You will then be redirected to your school's SSO login page where you will need to enter your school credentials.
- 5. Alternatively once your SSO has been tested and configured our Customer Success Team will send you a URL that will take users directly to their homepage without needing to sign in. We would recommend putting this URL behind a password protected intranet server for streamlining purposes.

Logging into Explore via passcode

- 1. Access the homepage from this <u>link</u>
- Navigate to 'Your Library / School' and search for your school's name
- 3. Enter your passcode
- 4. Alternatively once your barcode/passcode has been set up the Customer Success Team will send you a URL that will pre-fill your institution, so all your users will need to do it type in the password and they will have access.

For a demonstration, please refer to this video here

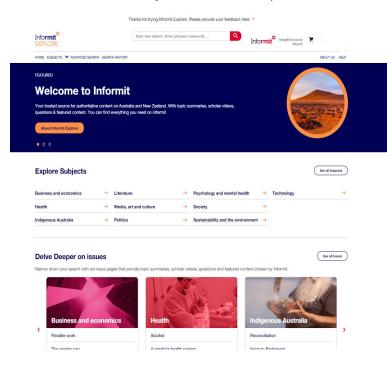




Explore Subjects

Informit Explore has been designed as a research database with classroom application.

It is intended to be used by secondary students who may not be confident creating their own searches and require some guidance. To that end, we've curated content on Explore to create a browsable search experience that can assist with introducing Informit into a classroom setting. We've created original educational content that helps contextualise different issues and subjects featured on Explore.



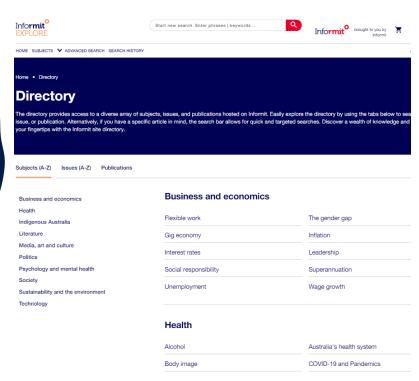


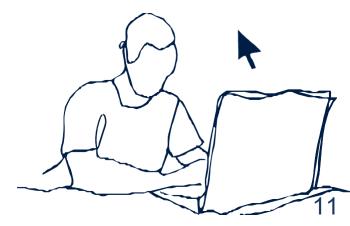


Explore Subjects

To select a subject that interests you, browse through the recommended subject selections available. You can also select **See All Subjects**.

Explore the directory by using the tabs below to search by subject.







Issues Page

Delve Deeper on issues

Issue pages have been designed with the classroom in mind as introductions to complex topics that aim to be informative, but not overwhelming, and guide students toward their own research and thinking. In fact, many teachers report that our issues pages can easily be configured into a 90-minute lesson plan.

Australian Curriculum

All issue pages are mapped to version 9 of the Australian curriculum. If you scroll to the bottom of the issue page, you'll find links to the curriculum there.

Some issue pages also include video interviews with experts in the field discussing their opinions on the issue. These can be a great way to start the conversation and get students interested in the topic.







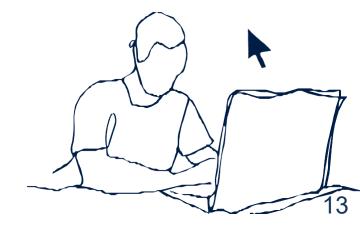
Issues Page

From here you can assign the written summary as a reading task for students, and then work through the comprehension and discussion questions, either in groups or with the entire class, depending on the number of students you have.

Comprehension Questions How is terrorism best defined? What are the motivations of those who commit acts of terrorism? What challenges do the media face in reporting of terrorist activities? **Discussion Questions** What measures can Australia take to reduce terrorist activities both within its borders and in other countries? Why can it be difficult to clearly separate terrorism from war? Can you identify any instances of where you think the terms terrorism or war have been used incorrectly? Is the problem of terrorism is getting worse or better? How could we check our beliefs in regard to this question?

Once students have a baseline understanding of the issue, you might want to introduce them to some of Informit's recommended articles. Students could be assigned an article, or choose their own, and then present back to the class on their learnings from that article or use them as sources for a research task. Likewise, our issue summaries are citeable and an instant citation can be generated using the citation tool.

For more advanced students, you may want to guide them toward a search so they can find their own article to read and present on. You can use the pre-formatted searches created for every issue to get students started with a search, or you can help them construct their own research questions and search queries.

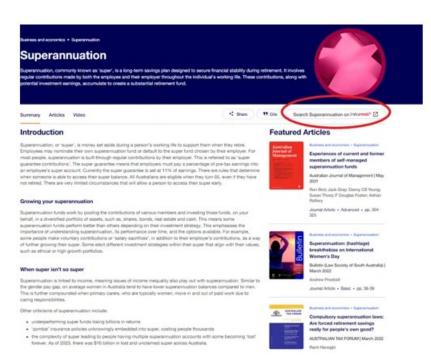




Using Pre-Formatted Searches

For all the issues featured on Explore, we have built searches that can be accessed with just one click. You can find these searches on the issue pages themselves, just above the featured article list.

Click the 'Search 'Issue on Informit' button to be taken directly to a search results page for that issue.





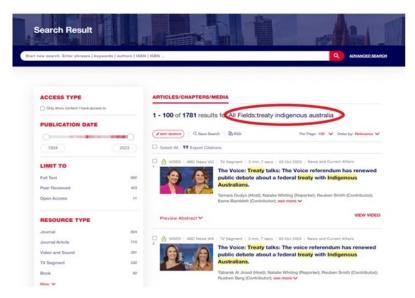


Constructing your own Search

The best way to find the content you need is by familiarising yourself with Informit's search capabilities and entering your own search query. It can be challenging to narrow down your results and find the right search terms, but it's best to start with a broader search query using key terms relevant to your line of enquiry, as opposed to writing out a full research question or limiting your search from the start with too many terms. From there, you can add more key terms to narrow your results.

If no Boolean operators are used, the search engine automatically reads your query as an 'OR' and then ranks the results based the frequency of the terms. It also favours more recently published content.

So, for example, if your search query contained the key terms 'treaty' and 'Indigenous Australia', our search engine would read it as 'treaty OR Indigenous Australia' unless Boolean operators are applied.

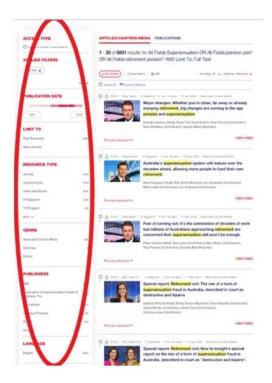


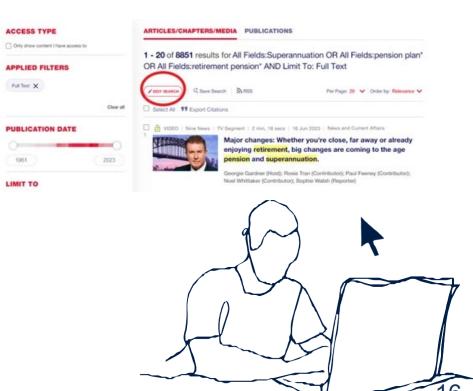




Constructing your own Search

Some helpful tools to narrow down your search include the left-hand search facets side bar that accompanies all search results:





Advanced Search | Hompage

For a more focused search, use Advanced Search to refine your search query. Here's a short <u>video</u> that summarises more complex searching on Explore. You'll find more detailed information on this page and in our <u>search strategies</u> tutorial and guide.

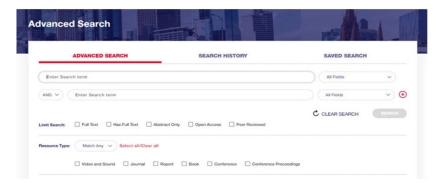
While simple searching permits you to search for an individual term or phrase within the Informit platform, an Advanced Search lets you string together a more complex query.

To get started, select 'Advanced Search' from the top panel:



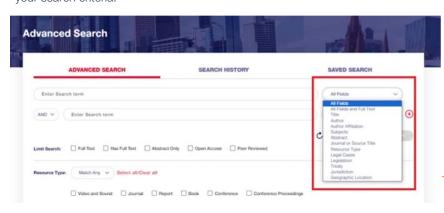
Advanced Search | Homepage

You will be taken to the Advanced Search page:



Search box

The search box allows you to search for a term within a specific field. If you select All Fields from the drop-down menu next to the search bar, your search will be conducted across all metadata fields. If you want to narrow down your search, for example to 'Author', your search will produce results for authors that fit your search criteria.







Advanced Search | Add Search Term

Add search terms

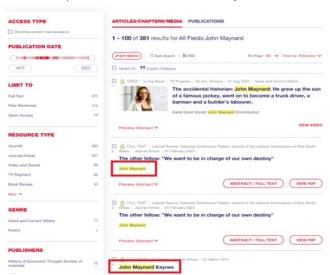
The Advanced Search lets you utilise a Boolean operator in a second search box to pair terms and create a more complex search query. Boolean operators are terms like 'AND', 'OR' and 'NOT, which can be used to group or exclude search terms.

AND pairs terms together and requires both terms to be included in each article returned in the search eg. Physiotherapy AND Chiropractic will show results containing both and will not deliver results of articles with just one of the terms included.

<u>OR</u> returns results from either search term or both terms eg. Physiotherapy OR Chiropractic will show results from both terms, separately and together.

NOT excludes results of a specific term or resource type from the search eg. Physiotherapy NOT Chiropractic will exclude search results from Chiropractic.

In this example, a search for author John Maynard will result in records that also refers to John Maynard Keynes:

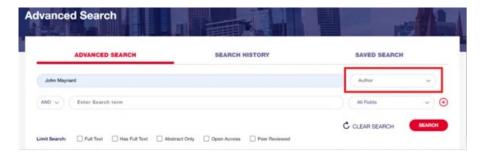




Advanced Search | Limit Search

Exclude search terms

To limit the search to resources authored by John Maynard, limit search to 'author' field:





Add or Remove search terms

Search terms can be added or removed by using the 'X' and '+' buttons on the right side:





Advanced Search | Limit Search

Additional advanced search features

The advanced search has many ways to limit your search.

Limit Search

You can choose to limit your search based on the type of resource you're searching for. For example, you might only want to search for peer reviewed resources. Some of the categories you can explore, include:

- •Full Text Informit holds the full text version of this resource that is to say, the item is directly embedded within the platform itself, inclusive of both written and media content
- •Has Full Text The full text version exists but Informit does not hold the resource. It might be accessible elsewhere.
- •Abstract This refers to a record or summary only, the full text version is held elsewhere and may not be accessible.
- •Open Access Free access is available to all users
- •Peer Reviewed Only returns results that have been reviewed by subject matter experts

You can combine any of these different categories together to truly narrow your results down.

Advanced Search

ADVANCED SEARCH

SEARCH HISTORY

SAVED SEARCH

Enter Search term

All Fields

All Fields

C CLEAR SEARCH

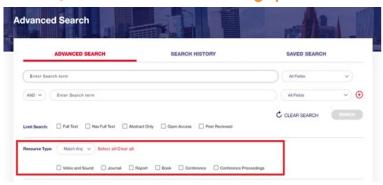
Limit Search

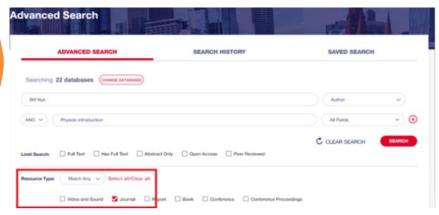
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Advanced Search | Resource Type

Like the Boolean operators used earlier, Resource Type can be used to include, combine, or exclude specific resource types





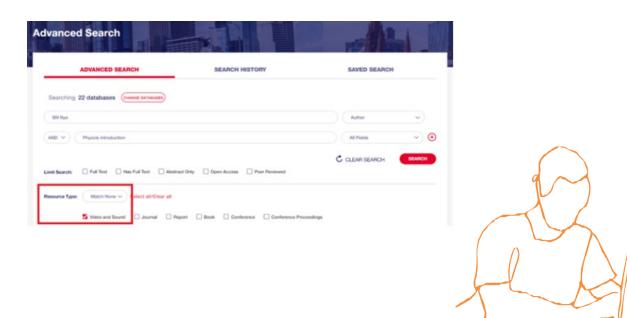
For example, if you only wanted your results to show journal articles and not video and sound, you could select Match Any from the drop-down box and select Journal



Advanced Search | Resource Type

If you want to exclude resource categories, you can select 'Match None' and then select the category you don't want to see in your search results.

To conduct the same search described above, we could select 'Match None' and then 'Video and Sound'. This specifically excludes Video and Sound would be excluded from your results:



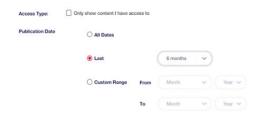
Advanced Search | Publication Date

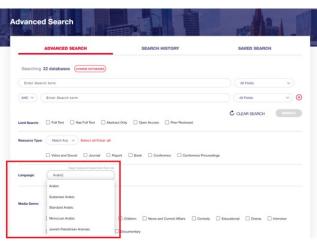
Language

If you want to limit results to a specific language, you can select a language from a drop-down. Only available languages will appear:

Publication Date

As discussed in the basic search guide (insert link), publication dates can be defined to limit to a specific date range or by the pre-selected time blocks ie last 6 months:







Advanced Search | Tips

Boolean operators

- •Use Boolean operators AND, OR and NOT (in capitals) to combine search terms within any search box
- •The AND relationship between search terms is set as a default. For example, the search query 'civil war' finds content containing civil AND war
- •Enclose a phrase within quotation marks for an exact match: "civil war" finds content containing that exact phrase
- •To find all records in a field, enter a*
- •Use parentheses to group terms and Boolean operators: care AND (cat OR dog) finds content containing care and containing either cat or dog; care AND cat OR dog (no parentheses) finds content containing both care and cat, or containing dog
- •Use AND, OR or NOT selector in additional search boxes (accessible on the advanced search) to combine searches across multiple fields
- •Use a question mark (?) wildcard to represent one character: ta?k finds content containing talk, task, tank...
- •Use an asterisk (*) wildcard to represent zero or more characters: *travel* finds content containing travel, travels, travelling...
- •Wildcards do not work at the start of a search term; wildcards do not work within quotation marks
- •Use Match Any, Match All, Match None selectors to include and exclude other available search parameters with your search terms

Combining search terms

- •You can use Boolean operators AND, OR and NOT (always typed out in capitals) to combine search terms within any search box.
- •Use AND, OR or NOT selector in additional search boxes to combine searches across multiple fields.
- •Use parentheses to group terms and Boolean operators: care AND (cat OR dog) finds content containing care and containing either cat or dog; care AND cat OR dog (no parentheses) finds content containing both care and cat, or containing dog.
- •AND relationship between search terms is default: civil war finds content containing civil AND war.

Writing search queries

- •Enclose a phrase within quotation marks for an exact match: "civil war" finds content containing that exact phrase.
- •You can add an asterisk (*) to a keyword to search for the word in multiple forms (for example, searching for gene* will bring up word results for gene, and for genetics, and so on).
- •To find all records in a field, enter a*



Advanced Search | Tips

Using Wildcards

- •Use a question mark (?) wildcard to represent one character: ta?k finds content containing talk, task, tank...
- •Wildcards do not work at the start of a search term; wildcards do not work within quotation marks.

For further information please refer to:

Search Tips

Advanced Search article

Advanced Search Guide.





Padlocks | Labels

Padlocks

Different padlocks stand for different access levels:

You may notice padlock icons attached to search results. A green unlocked padlock means that the full text is available on Informit. An orange padlock means that it is available and an open access item. Meanwhile, a red padlock means that you don't have access to an item on Informit.

Labels

Different labels stand for different types of access:

- FULL TEXT: record is associated with Informit hosted content (in PDF, HTML Format) or has links to full text via external links to full text (eg. DOI links etc.)
- VIDEO: record is associated with Informit streaming video content
- ABSTRACT ONLY: record provides metadata and may have external links

Green padlock



Green padlock indicates access to the full text or index record

Orange padlock



Orange padlock indicates open access content, full text is available

Red padlock



Red padlock indicates that you don't have access to the full text record





Administrator Access

Accessing Informit as a librarian or administrator

Administrator Account:

As an administrator, you can access expanded functionality and self-service options for a more seamless experience of the Informit platform. To be set up as an administrator, please contact our Customer Success team who will upgrade your profile to administrator access.

- 1. Access Informit Explore
- Select Login | Register in the top right hand corner of Informit
- 3. Select Individual Login | Register
- 4. Choose your preferred login method, using the email address you provided when establishing your subscription

Administrator access

Now that you are logged in, you can manage your Informit subscription:

- 1. Select your name in the top right hand corner of screen
- 2. Select My Account
- 3. From here, you can access expanded features such as usage analytics and customisation

Features Overview

In addition to the existing features of a User Account, such as Saved Searches and Alerts, your administrator, or Institutional, access allows greater control over your Informit experience.





Informit Video Library

Welcome to the Informit Video Library

Explore our Videos:

- Watch our 4-minute <u>introduction/how-to video</u> to familiarise yourself with Explore's main features and functionalities.
- Logging in to Informit Explore <u>video</u>
- Advanced Search <u>video</u>
- Admin Access <u>video</u>







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