



SOLAR

Searching Online Library Academic Resources

Solar allows you to search for books and videos in our Library’s catalog and at the same time search for articles in all of our EBSCO brand databases as well as add in other resources. This makes searching for academic resources as easy as using Google, but be prepared to be overwhelmed! This tutorial will help you make the best use of this powerful resource.

Accessing SOLAR

Go to the Library Homepage css.edu/Library and select SOLAR in the column to the left.

Library of The College of St. Scholastica: Home
Welcome to the CSS Library. Please contact us if you need assistance.

Home Getting Started Encyclopedias Books Articles Citation Help Archives Friends

Welcome to the Library

Links Contact Us Hours

Old Sol might be down to his last 4 billion years but SOLAR will just keep serving your needs. It's like Google, only better.

- SOLAR
- ScholastiCAT
- Databases, A to Z
- Newspapers
- The Script
- LibGuides
- Interlibrary Loan
- e-Reserves
- Distance Students
- Tutorials for Library Resources
- Faculty Resources

Keyword Search SOLAR for books, articles, and more ... Search

What do you need help with?

Ask a CSS Librarian a question.

Question

More Detail/Explanation

Your Info

Email *

Name

Library News

No. 126

This beautiful Barred Owl visited our Duluth campus over Thanksgiving becoming the 126th bird on our local species list. Visit our [Catalog of Birds](#) to see more photos and an article on the call of the Barred Owl which was written by our colleague, Dr. Pam Freeman.

If you are off campus, when you click on SOLAR, this window will automatically pop up:

Database Access via The College of St. Scholastica Library

Please enter your username:

Please enter your password:

Login

Your network login is active as long as you are a registered student, faculty or staff member of The College of St. Scholastica.

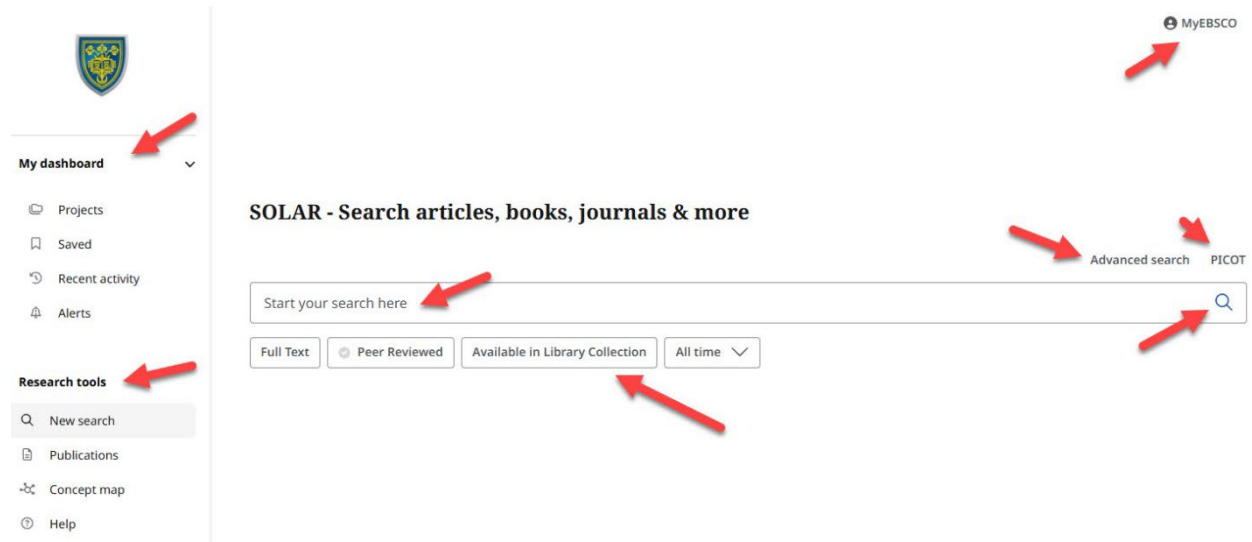
Enter your Novell username and password (what you use to log in to Brightspace, your CSS email, or any computer in a lab on campus).

****Note:** If you have trouble logging in, please contact the IT help desk (helpdesk@css.edu or 218-723-7007).

Defaults to a basic keyword search, which is good for simple searches. Enter a search term in the search box located in the middle of the screen and click on the magnifying glass.

Below the search box are popular limits such as to results with *Full Text*, from *Peer Reviewed* journals, items *Available in the Library Collection* like books, or by publication date such as *All time* or the past 5 years.

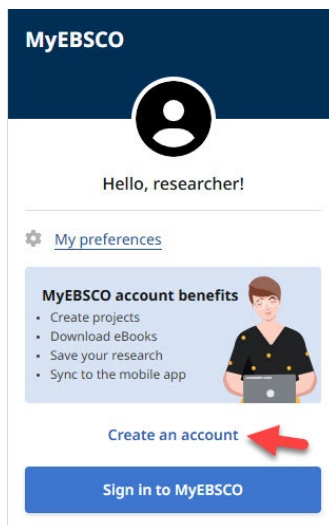
Click on the *Advanced search* link for more options to limits and to combine your search terms.



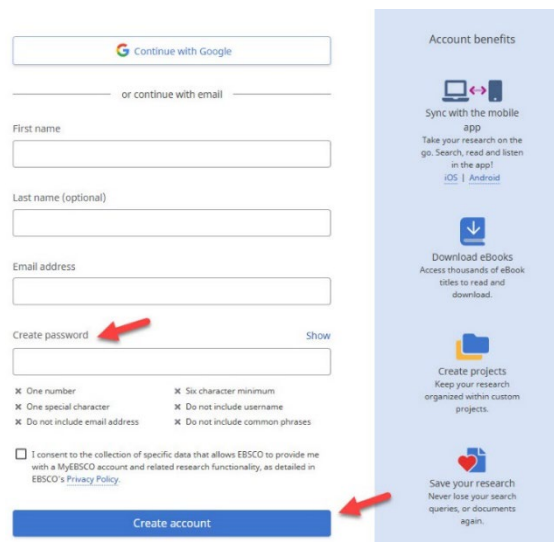
In the upper right-hand corner, log in to *MyEBSCO* to organize your research projects and save materials across devices

To create a MyEBSCO account to help with saving your research including eBooks and articles, just click on the MyEBSCO link in the upper right-hand corner of any EBSCO database and follow the instructions. This account is your personal one with EBSCO, so if you forget your password, you will need to work with their system for assistance.

Step 1:



Step 2:



Options on the left under *My dashboard* and *Research tools*:

Projects – access your saved projects after you sign in to MyEBSCO

Saved – view records or searches you have saved

Recent activity – see your search history and viewed records

Alerts – view alerts you have set up for specific journals or searches by signing in to MyEBSCO

New Search – start a new search

Publications – search the publications available through The College of St. Scholastica Library

Concept map – search terms to discover deep knowledge

Help – view EBSCO’s tutorials

PICOT

Select this option on the main search screen to enter keywords or subject terms of your PICO(T) question into the corresponding boxes.

Once you click on the *Add to search* button, this will populate a search box with a search string including the appropriate Boolean operators for you. Click the *Search* button to see the results.

PICOT guided search ✕

Population, problem or patient

Intervention

Comparison (optional)

Outcome (optional)

Time or type (optional)

Cancel Add to search

Advanced Search

Combine multiple ideas of your topic by putting one subject term in each search box. Click on the dropdown arrow at the end of the *All fields* box to search by title, author, subject heading, journal title, etc.

To string your terms together, click on the drop down arrow at the end of the *and* box. Choose AND, OR, NOT to broaden or narrow your search.

AND – narrows searches by combining terms. Citations must have **all** your terms to be included in results list. Ex. Shellfish AND allergy AND precautions.

OR – broadens searches by searching for all terms separately. Citations will have **either** term. Ex. Higher Education OR College

NOT – narrows searches by excluding a portion of a large topic. Citations will have the first term but **NOT** the second term. Ex. Dogs NOT Poodles, Management Styles NOT TQM

You can add more search boxes by clicking on the *Add fields* plus sign.

Below are filters you can place on your results to limit them such as to *Full Text, Peer Reviewed, Catalog Only* for books from the CSS Library, *Available in Library Collection, GVLR titles owned by CSS* which are encyclopedias from the Gale Virtual Reference Library, *Location, Publication Date, Journal Name, Collection, Language, Author, or Title*.

Search options allow you to search by proximity or expand your search. The Publications tab is to search which periodicals the CSS Library has access to either online or in print.

The screenshot shows the SOLAR search interface. At the top right, there is a "MyEBSCO" logo with a red arrow pointing to it. Below the logo, the text "SOLAR - Search articles, books, journals & more" is displayed. The search area contains three search boxes, each with a dropdown menu set to "All fields". Red arrows point to the "AND" dropdowns between the search boxes and to the "Add fields" button below them. A "Search" button is located to the right of the search boxes. Below the search area, there are three tabs: "Filters", "Search options", and "Publications". The "Filters" tab is selected. Under "Limit your results", there are several checkboxes: "Full Text", "Peer Reviewed", "Catalog Only", "Available in Library Collection", and "GVRL titles owned by CSS". Below these is a "Location" dropdown menu set to "All". At the bottom, there is a "Publication Date" section.

Results List

Click on the boxes above the results list to refine your search results such as to peer reviewed or past 5 years. Source type allows you to limit to just one type of resource like eBooks or academic journals.

The default to display our results is by *Relevance* meaning that the items that are most strongly associated with your search terms will be display first. You can click on the pull-down menu to change the results to be displayed *Date newest* or *Date oldest* if that is helpful.

Click on the title to view the article's full record.

Below each result you will see some information such as a brief summary, subjects that are linked to other results that also have those subjects, as well as the authors.

The options to the full text include an *Access options* box with a pull-down menu where you can select the *Online Full Text*, a link to another database, *Interlibrary Loan and/or Request*, or *PDF*.

If only the PDF is available, then click on the *Access now (PDF)*. The article opens in Adobe Acrobat Reader.

For *Interlibrary Loan and/or Request* – This means that access to the full-text of the article is only available by freely requesting it with an online form. Click on the link and then enter your Novell username and password (what you use to log in to Brightspace, your CSS email, or any computer in a lab on campus).

The screenshot shows a search results page for the term "leadership". At the top, there is a search bar containing "leadership" and a filter bar with options for "All filters (1)", "Full Text", "Peer Reviewed", "All time", and "Source type". Below the search bar, a "RESEARCH STARTER" section is highlighted with a red arrow. It features a graphic of a magnifying glass over a globe and the text: "Leadership: Research Starters Topic. Leadership involves a complex set of interactions between an individual and a group. The conclusion of extensive research on leadership is that good leaders come in many forms; there is no one best type of leader. Effective leadership has been shown to depend on characteristics of the group and its... Leadership: Research Starters Topic, 2021. Other topics: Leadership, Critical Skills: Leadership, Leadership and social psychology. Read more".

Below this, a list of search results is shown. The first result is "Knowing but Not Enacting Leadership: Navigating the Leadership Knowing-Doing Gap in Leveraging Leadership Development." with a red arrow pointing to the title. The abstract reads: "What managers know about leadership (e.g., conceptual and procedural knowledge) does not necessarily predict what they do (applied knowledge) in organizations. This research explores the... Show more". The subjects listed are "Leadership", "Organizational learning", "United Kingdom", "Phenomenology", and "Leadership training". The achievement gap is noted, published in "Academy of Management Learning & Education, Sep2023", from the "Business Source Complete" database, by "Ahmadi, Amal; Vogel, Bernd". A red arrow points to the "Access options" dropdown menu, which is open to show "Online full text" and "PDF" options. Another red arrow points to the "Access now (PDF)" button below the second result, "The identification of misplaced moral ingredients that obscure sustainable leadership".

Sample Article

In the upper-right hand corner are options to save; cite; add to a project; share via Google Drive, OneDrive, Create a permanent link, or Email; or download the record.

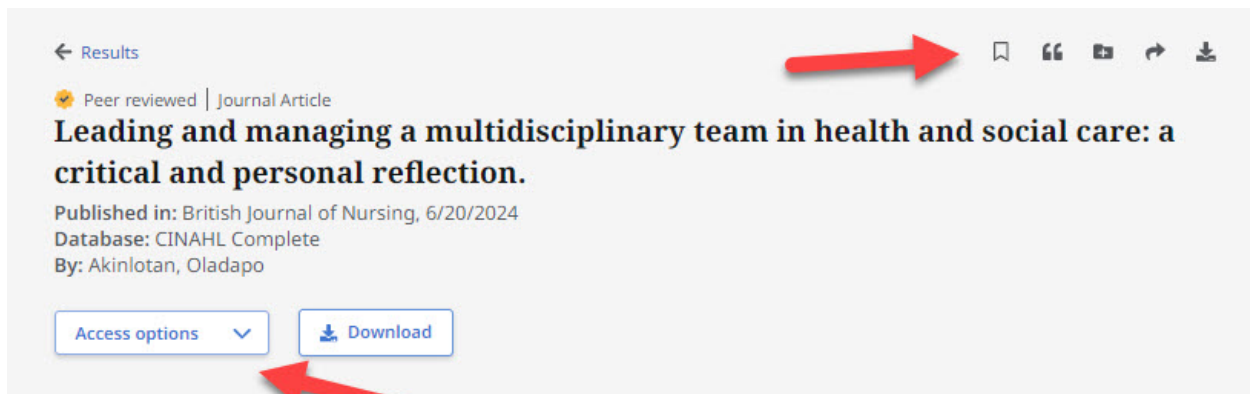
Listed below the title are options to the full text including an *Access options* box with a pull-down menu where you can select the *Online Full Text*, a link to another database, *Interlibrary Loan and/or Request*, or *PDF*.

Click on the *Download* box to download the *Full text* in either a *PDF* or *Online full text (HTML)* or select the tab for the *Metadata only*.

Subject terms have been assigned to the article. These are links to other articles that have also been assigned these terms.

Save articles you are interested in by either clicking on the ribbon icon to save or the folder icon to add them to a project. In order to save to a project, you must have created a MyEBSCO account and be signed in.

At any time, you can click on ribbon to the left of the screen to view what you have added. From here you can export the citations to EndNote or download all the items you have collected.



The screenshot shows the top portion of an EBSCO article page. At the top left, there is a back arrow and the word "Results". To the right, there is a row of icons: a bookmark icon, a quote icon, a camera icon, a share icon, and a download icon. Below this is a yellow checkmark icon followed by the text "Peer reviewed | Journal Article". The main title of the article is "Leading and managing a multidisciplinary team in health and social care: a critical and personal reflection." Below the title, it says "Published in: British Journal of Nursing, 6/20/2024", "Database: CINAHL Complete", and "By: Akinlotan, Oladapo". At the bottom of this section, there are two buttons: "Access options" with a downward arrow and "Download" with a download icon. Two red arrows are overlaid on the image: one points from the right towards the top-right icons, and another points from the bottom towards the "Access options" button.

Additional information

Title

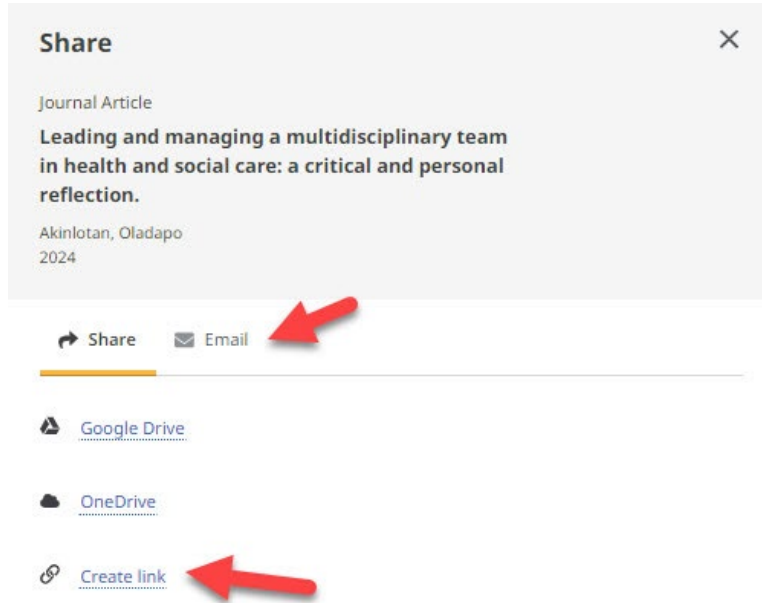
Leading and managing a multidisciplinary team in health and social care: a critical and personal reflection.

Authors

[Akinlotan, Oladapo¹](#)

Share

To add a record to your *Google Drive* or *OneDrive*, click on those options. To create a permanent link to the record, which is helpful for professors to add articles or ebooks to courses in Brightspace, click on *Create link*. To *Email* a record, click on that tab.



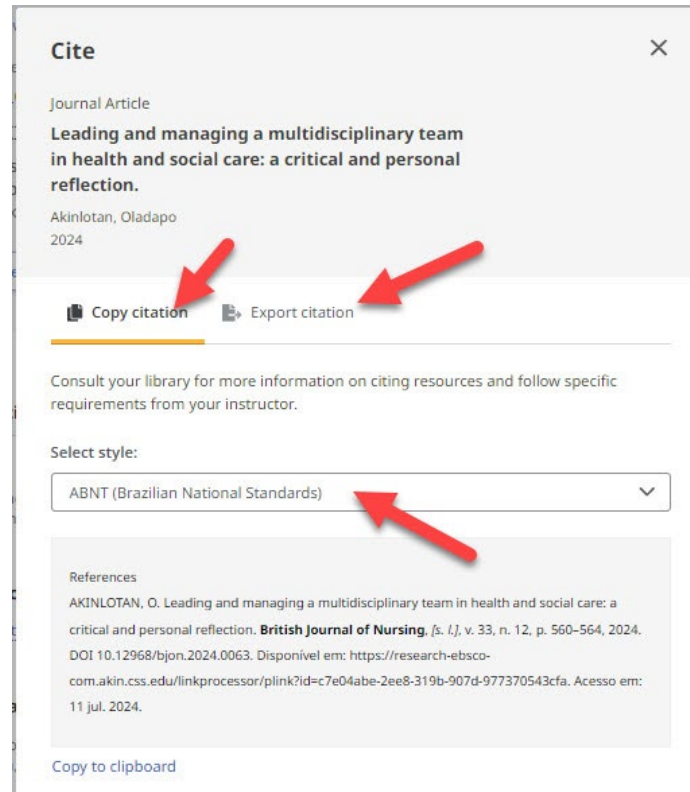
Online Full Text

If you click on *Online full text*, the result will display like this with options in the upper-right hand corner to download, translate into many other languages, listen or download a MP3 file of the audio, save, cite, add to a project, share via email, or print.



Cite

To cite a record, click on the cite icon and then choose either to copy or export the citation. From the *Select style* pull-down menu, select which citation style like APA or MLA that you would like.



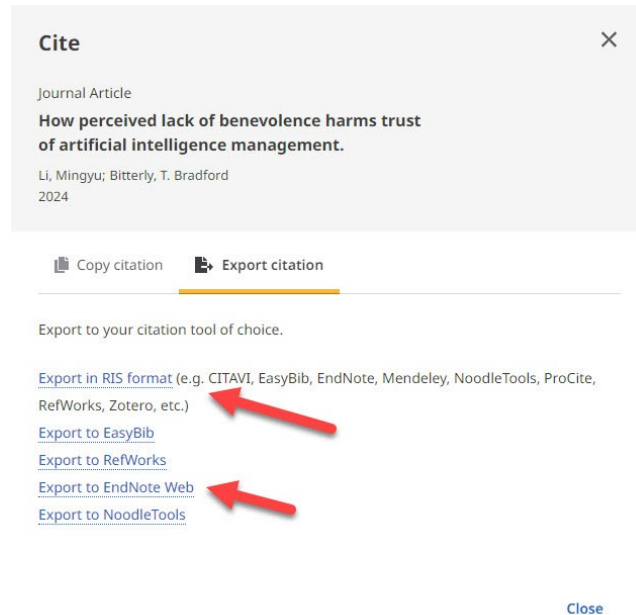
The screenshot shows a 'Cite' dialog box with the following content:

- Cite** (with a close icon)
- Journal Article
- Leading and managing a multidisciplinary team in health and social care: a critical and personal reflection.**
- Akinlotan, Oladapo
2024
- Buttons: **Copy citation** and **Export citation** (both with red arrows pointing to them)
- Text: Consult your library for more information on citing resources and follow specific requirements from your instructor.
- Select style: **ABNT (Brazilian National Standards)** (with a red arrow pointing to the dropdown menu)
- References section containing a citation for AKINLOTAN, O. in the *British Journal of Nursing*.
- Link: [Copy to clipboard](#)

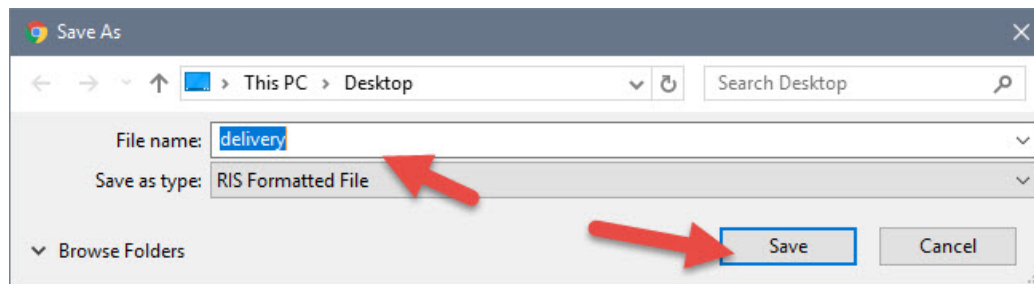
Exporting Citations to EndNote

(see [instructions for EndNote](#) for information on how to use this program)

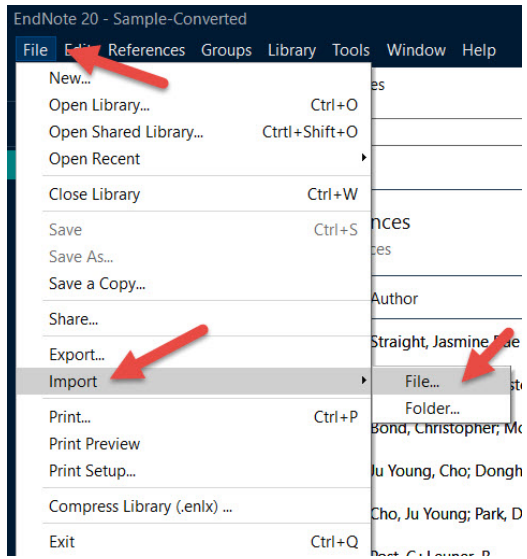
Once you click on *Export citation*, click on the *Export in RIS format*, which is what works for EndNote. If you have set up EndNote Web, you can select that option.



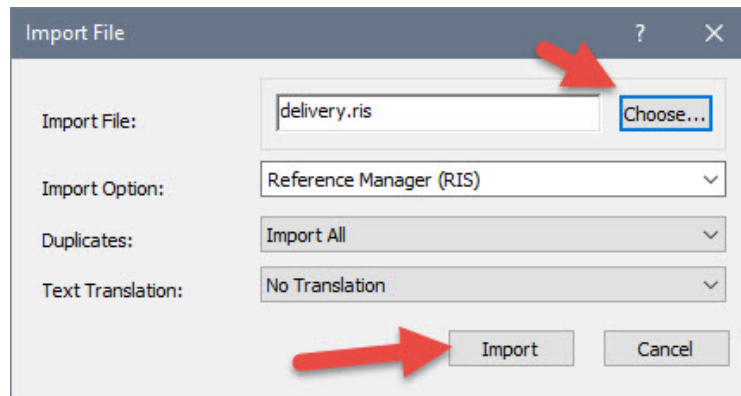
Click on the *Save* button when you have selected where you wish the file to be saved.



Open the EndNote library you wish to add the citation to and in the *File* tool bar option, select *Import* and *File...*



Click on *Choose...* to select the file you just saved and click on *Import* once you have selected it.



Your citations will now automatically be added to your EndNote library.