

Information Search – Key Research Steps:

Guidelines for elementary school, high school, and university students



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1. Information retrieval

- I have a clearly defined idea of what I'm looking for.
- If I'm looking for a certain kind of file (e.g., video, image), I specify it.
- I use the four search operators (i.e., Boolean operators) in Google: +, -, OR, and *.
- I use the Advanced Search functions in Google.

2. Evaluating the reliability of information

- I have criteria or guidelines for deciding whether the information I find is reliable.
- I can compare several sources.
- I know which sites are more reliable than others.
- I can find out how many times the information I find has been posted on the Internet.

3. Organizing retrieved information

- I use a practical save strategy for information that I find.
- I use an efficient management strategy for information that I find.

4. Effectively communicating retrieved information

- I can effectively communicate the information that I find.
- I use a variety of methods to effectively communicate the information that I find.
- I always cite the source for information that I find.

5. Keeping up to date on topics that interest me (advanced)

- I create Google alerts to let me know about new developments in topics that interest me.
- I use social networks to catch up on various topics that I'm following.
- I use tools like Pinterest to find new content and trends in topics that I'm following.

6. Understanding how search engines work (advanced)

- I understand how search engines work.
- I understand what "exploratory search" means in search engines.
- I understand what "web indexing" means in search engines.

