

USER GUIDE Annual Copyright License for Student Assessments Content Discovery Portal – Provided by EBSCO

Copyright Clearance Center (CCC) has engaged EBSCO to provide you with complementary aggregated discovery and access to the **Annual Copyright License for Student Assessments Content Discovery Portal**. Powered by EBSCOhost, the portal enables you to do an aggregated search of the full text content from many Annual Copyright License for Student Assessments (ACLSA) participating publishers pre-authorized under your license for use in your student assessments and item banks as well as receive titles and additional detailed information about other works which match your search criteria. Additional content is accessible for review directly from publishers on CCC's ACLSA <u>Access Content</u> page.

Using the ACLSA and Content Discovery Portal greatly reduces the time and effort typically associated with the traditional methods of obtaining copyright permissions and searching for content, which can take weeks and months, thus reducing it to hours or even minutes in some cases. The ACLSA is your source for rights from over 1M works for use in your student assessments and item banks, and the Content Discovery Portal, provided by EBSCO, gives you easy access to much of the ACLSA content.

Please note:

- The portal is only for use by CCC ACLSA customers to search for content for use in K-12 student assessments and item banks covered under your CCC license. All other users and uses are prohibited.
 - You must always verify coverage using CCC's <u>RightFind Assessments</u> tool before using the content in your K-12 student assessments and item banks. We suggest you print the license coverage page for your records.
- The portal searches across multiple EBSCO databases and may mistakenly surface content not covered under the ACLSA or may present content from a participating ACLSA publisher that has not authorized a particular piece of content for use in student assessments. You must first verify coverage using CCC's <u>RightFind Assessments</u> tool before using the content in your K-12 student assessments and item banks.
- You may not use the Content Discovery Portal to create a collection of content with the intent to replace subscriptions.
- The Content Discovery Portal and the content available through the portal are provided by EBSCO, and your use of the portal is subject to EBSCO's <u>terms of use</u> and <u>privacy policy</u>.

If you have any questions about the Content Discovery Portal or the ACLSA, please email <u>aclsasupport@copyright.com</u>.

In this guide we'll briefly show you how to access the Content Discovery Portal, how to search for content, and refine your searches in a variety of ways, including by subject, author, grade level, Lexile score, and more.

Logging in to the Content Discovery Portal

To begin, please click on this <u>link</u> and you will be automatically authenticated into the Content Discovery Portal home page (see below). **Do not save this link as a bookmark as it contains your authentication information.** You will need to click this link each time you access the portal. You can also log in to the portal by going to the ACLSA Access Content and clicking the "Log In" button at the top of the page.

<u>Note</u>: For security purposes, the credentials in the link will change every six months. If you cannot access the portal, please contact <u>aclsasupport@copyright.com</u> and we will send you a link with the new credentials embedded.

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	Welcome to the CCC Annual Copyright License for Student Assessments Content Discovery Pontal Provided by EBSCOI This tool enables you to search the content of many Annual Copyright License for Student Assessments (ACLSA) participating publishers pre-authorized under your license for immediate use in your student assessments and item banks. Additional content is accessible for review directly from publishers on CCC's ACLSA Access Content page.	
	Please be aware that: • This portal is only for use by authorized users to search for content for use in K-12 student assessments covered under the ACLSA All other users and uses are prohibited.	
	All content discovered in this portal must be verned for coverage in ragine-ind Assessments (see button above) before being used in an item bank or on an assessment.	
	 tou may not use any questions about this portal or the ACLSA, please email aclassupport@copyright.com. 	
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	powered by EBSCOhost	

How to Search for Content

On the 'New Search' screen (see below), enter your basic search terms (keyword, title, author) in the search box and click on 'Search.' If you want to search for a phrase, enclose your words in "quotation marks."

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	 All content discovered in this portal must be verified for coverage in RightFind Assessments (see button above) before being used in an item bank or on an assessment. 		
	You may not use this portal to create a collection of content that is intended to replace subscriptions.		
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If you want to use any of the optional limiters or expanders, click the 'Search Options' link to open a window of

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choices shown in the second screenshot below. Please be aware that you will be searching thousands of works that could deliver results that are superfluous to your K-12 assessment content needs (e.g., scholarly journal articles), so we strongly recommend that you limit your search criteria up front as shown below or filter your search results afterwards as described in the next section.

Keep in mind, you are searching for content, not publications. If you search for "New York Times" you will yield search results about the New York Times as a company and not necessarily articles in published in The New York Times.

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Limit and Refine Your Search Results

Searches in the Content Discovery Portal can yield results from multiple databases, so the number of results can be quite large or superfluous. Here are some useful ways to limit and refine your search:

- Source Types (such as magazines, books, news, etc.)
- Subject
- Author
- Publication (the journals in which the highest number of matching articles are found)
- Subject
- Geographic location
- Date Range

You can click on a single option to limit your search to just the records matching that term, or you can apply several by clicking in their checkboxes. Any limits you apply will be shown in the 'Refine Results' area (shown below) with a cross symbol next to each one so that it is easy to remove that limiter.

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We strongly recommend you limit by the following 'Source Types' as shown below to reduce any superfluous search results. See checked boxes below for suggested Source Types. Click the "Show More" link to see the entire list of source types.

	Name 🕆	Hit Count *
	All Results	
7	Magazines	366
2	News	129
	Academic Journals	27
2	Trade Publications	5
	Reviews	2
	Reports	1
	Biographies	1
2	Books	1

View Full Records and Full Text Documents

The Content Discovery Portal displays brief records upon your initial search results. These brief records will often provide you with enough information to decide whether you want to see more. If an item is available in full text from one of the EBSCO databases, you will see an HTML or PDF full text link (see below), along with thumbnails of images in the article. Many of the HTML full text results will include tools to listen to the text (using automated speech-to-text) or to translate it (using machine translation).

If the full-text links (HTML and PDF) do not appear in your search results, that means that EBSCOhost does not have the full-text article in their database. However, you can click on the article link in the search results to view the abstract. Note: you may be able to obtain the full-text article on CCC's ACLSA Access Content page, if the publisher provides access to their digital library there. <u>Click here</u> to find out.



Sometimes you will see videos in your search results. Please be aware that the majority of videos will not be covered under the ACLSA, so we suggest you filter them out or disregard them entirely.

Using Quotation Marks in the Content Discovery Portal

When you enter a search term, the Content Discovery Portal looks for those terms as they are entered. The portal will assume adjacency searching, meaning words are searched in that exact order.

If your search does not use quotation marks and contains any Boolean operators ('and', 'or', and 'not'), those words will not be searched as a single phrase (see below). Instead the Content Discovery Portal will search for the individual keywords and phrases around Boolean operators appropriately.

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How do the "Find all my search terms" and "Find any of my search terms" Search Modes work?

The Content Discovery Portal does not automatically add 'AND' in between search terms when using the default 'Boolean/Phrase' 'Search Mode.' However, additional Search Modes offer users the ability to automatically add 'AND' or 'OR' between search terms. Search Modes are located below the Basic and Advanced search screens under 'Search Options' (see below).

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Boolean/Phrase	
O Find all my search terms	Also search within the full text of the articles
 Find any of my search terms 	
O SmartText Searching Hint	
	Apply equivalent subjects

You can view "Find all my search terms" searches in the Content Discovery Portal by automatically adding an 'AND' in between each of the terms entered in the main search field. (e.g., if you search for Global Warming and select "Find all my search terms" it will perform the search as "global AND warming").

You can view "Find any of my search terms" searches in the Content Discovery Portal by automatically adding an 'OR' in between each of the terms entered in the main search field. (e.g., if you search for Global Warming and select "Find any of my search terms" it will perform the search as "global OR warming").

Lexile Reading Levels

Some of the underlying EBSCO databases in the Content Discovery Portal include 'Lexiles,' or reading levels, in citation information. The Lexile Rankings assigned to a result provide educators with an estimate of the reading difficulty of the result, and the approximate grade level reading ability required for comprehension.

The Common Core Standards promote increasing text complexity to help students build on literacy success and challenge themselves with more complex texts. The chart shown below aligns the Lexiles with the Common Core Standards' recommendations for text complexity grade bands including text for a "stretch" to the next level.

Grade Band	Current Lexile Band	"Stretch" Lexile Band
K-1	N/A	N/A
2-3	LX 450-725	LX 420-820
4-5	LX 645-845	LX 740-1010
6-8	LX 860-1010	LX 925-1185
9-10	LX 960-1115	LX 1050-1335
11-CCR	LX 1070-1220	LX 1185-1385

The ability to limit by Lexile indexing requires the following:

- Databases which have been indexed with Lexile field codes
- Search parameters which limit your results based on the Lexile field codes

In order to limit your results in the portal by Lexile range – simply add the field code 'LX' to your search string with either the Lexile number (i.e., 900) OR the range (i.e., 900-1100). This will produce the results that meet both your search term and Lexile limiter criteria (see below).

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Have Questions?

For general operational questions about the Content Discovery Portal, the Annual Copyright License for Student Assessments, or RightFind Assessments, please contact <u>aclsasupport@copyright.com</u>.