

### **Quick Start Guide- Digital Education Resource Archive**

The IOE UK Digital Education Repository Archive (DERA) is a digital archive of documents published electronically by government and other relevant bodies in the areas of education, training, children and families.

This guide is intended to help you start searching the database and to save or print the documents you find.

## **Searching**

On the homepage click 'Search Repository'.

Welcome to Digital Education Resource Archive (DERA)
බ Atom බ RSS 1.0 බ RSS 2.0
Latest Additions
View items added to the rematory in the past week.
Search Repository
Search the repository using a full range of fields. Use the search field at the top of the page for a quick search.
Browse Repository
Browse the items in the repository by organisation.
About this Repository
More information about this site.
Repository Policies
Policy for use of material in this repository.

You will be taken to the Advanced Search screen.



search for in the documents themselves			search screen click	If you want a simpler search screen click here	
dvanced Search	the fields you don't want to search	ı blank. Click he	re for a simple search.		
	Search	Reset the form			
Full text:	all of 💌			?	
Title/Variant Title:	all of 💌	Click on any of the question marks for more information			
Authors:	all of 💌			?	
Corporate Authors:	all of 💌			?	
Year of publication:		Hold down the			
Series Name:	all of 🔳	·(	'Ctrl' button on your		
Organisations:	Education Committee       more than one organisation         Adult Learning Inspectorate (ALI)       organisation         Alliance of Sector Skills Councils (ASSC)       organisation         Audit Commission       Audit Scotland         British Educational Communications and Technology Agency (BECTA)       British Educational Communications and Technology Agency (BECTA)        Beyond Institution      Effective Learning and Teaching Practice       Technologies for Learning         Any of these       Technologies for Learning       Technologies for Learning				
Sub Collection:	<ul> <li>Main</li> <li>Statistics</li> <li>Legislation</li> <li>Comparative Education</li> <li>Official Publications</li> </ul>	1	Click 'Reset the form' to clear the page	?	
Item ID:		L		?	
Retrieved records must fulfill:	all of these conditions $\ lackslash$				
Order the results:	by year (most recent first) 💌				
	Search	Reset the form			

For most of the options you can choose either 'all of' or 'any of'. If you select 'all of', you will search for documents that include all of the words. For example if I type 'teaching children' in the box next to Title, documents with both words in their titles will appear in my search results, but not documents that have 'teaching' but not 'children' in their titles.



If you select '**any of**', you will search for documents that contain any of the words you type. For example if I type 'teaching children' in the box next to Title, my search results will include documents that have 'teaching' in the title, 'children' in the title or both.

Near the bottom you can choose between 'all of these conditions' or 'any of these conditions'. If I choose 'any of these conditions', and type 'teaching' next to Title and 'Williams' next to Authors, I will get search results either with 'teaching' in the title or 'Williams' as the author or both.

The simple search page uses 'all of' or 'any of' as well.

Simple Search		
all of 💌	Search	Advanced Search

After you have done a search you will see a search results page like the one below.

Click here to modify your search	Use the drop-down menu and clic to change the order of your sea	ck 'Reorder' rch results			
Full text match as "pedagogy"         Displaying results 1 to 20 of 1917         Refine search   New search   1   2   3   4   5   6   1   8   9   10   11   Next         Refine search   New search   1   2   3   4   5   6   1   8   9   10   11   Next					
Export 1917 results as ASCII Citation	Export SI RSS 1.0	Click on the title to see the document and			
National College for Teaching and Leadership (NCTL), corp creator. (2016) Assessment         its details           1.         Only criteria supporting advice: information for Assessment Only providers.         its details					
UNSPECIFIED (2016) Free schools: special, alternative provision and 1	: pre-opening proposer group guidance for: mainstream 16-19 free schools.	n, International			



### **Browsing**

If you want to browse the database, click **Browse** in the top left corner of the page. You can also click **Latest Additions** on the homepage to see the most recent documents, or **Browse Repository** to see a list of organisations you can search by.



When you click **Browse** you can choose which way you can browse.





Browse by Subject Please select a value to browse from the list below. Subject Areas (430) EDUCATIONAL ADMINISTRATION & SERVICES (176) Educational administration (60) Educational buildings & equipment (4) Educational courses (8) Educational leadership & management (16) Educational legislation (11) Welfare & related support services (educational) (33) Welfare & related support services (non-educational) (61) EDUCATIONAL ENVIRONMENT & POPULATION (78) Educational institution community relationship (5) Educational personnel (non-teaching) (6)

The numbers in brackets are the numbers of documents the database has from that year, subject, etc.





#### Viewing documents

Once you have clicked on the title of a document you will see a page like the one below.



# **PDFs**

To view the document you have to download it as a PDF, which allows you to save and print it.

If you use Firefox you will see this bar at the top:



If you use Internet Explorer you will see this at the bottom:





# If you need further help please contact the Online Library

+44 (0)20 7862 8478 (between 09.00 and 17.00 UK time) <u>OnlineLibrary@shl.lon.ac.uk</u> http://onlinelibrary.london.ac.uk/about/contact-us