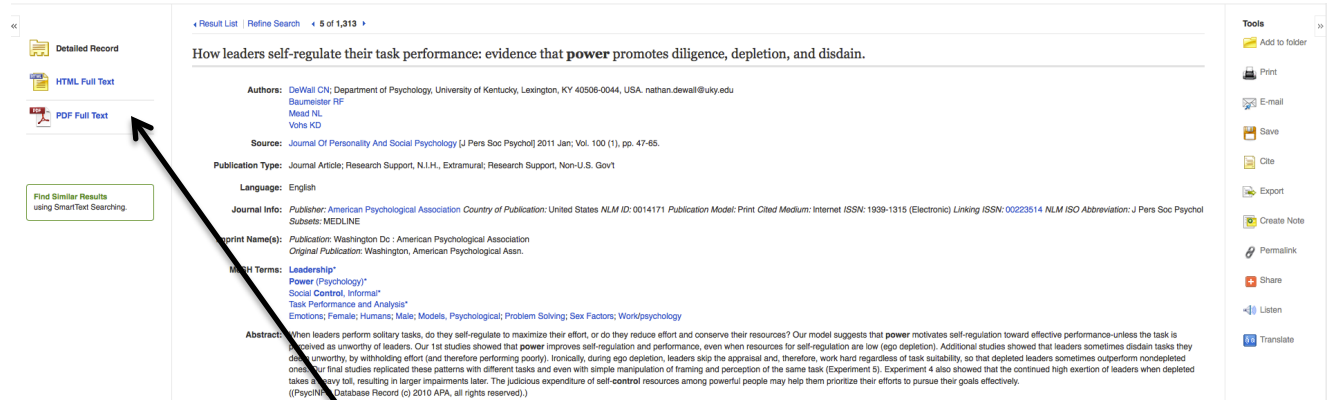


## Posting and linking an article from a library database

Occasionally, your instructor may ask you to find an article from a library database, read it, summarize it and post your summary into a discussion forum in Moodle. You will also be asked to provide a link to that article in order for your classmates to read it and respond as well.

This brief tutorial will demonstrate the proper way to link that article. This information has been provided by the MNU library.

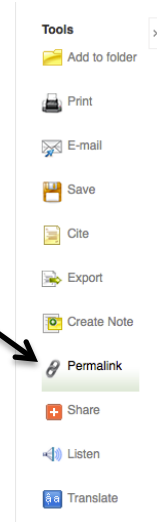
1. Locate an article with full text PDF and/or HTML. Do not convert the PDF to a Word Document. That can cause issues of exceeding file size limits in Moodle.



The screenshot shows a library database interface. On the left, there are three buttons: 'Detailed Record', 'HTML Full Text', and 'PDF Full Text'. A black arrow points from the 'HTML Full Text' button to a text box below. Below these buttons is a button labeled 'Find Similar Results using SmartText Searching'. The main content area displays the article title 'How leaders self-regulate their task performance: evidence that power promotes diligence, depletion, and disdain.' followed by author information, source, publication type, language, journal info, reprint name, MeSH terms, and an abstract. On the right side, there is a 'Tools' menu with various options: 'Add to folder', 'Print', 'E-mail', 'Save', 'Cite', 'Export', 'Create Note', 'Permalink', 'Share', 'Listen', and 'Translate'. A black arrow points from the 'Permalink' button in the 'Tools' menu to the same text box below.

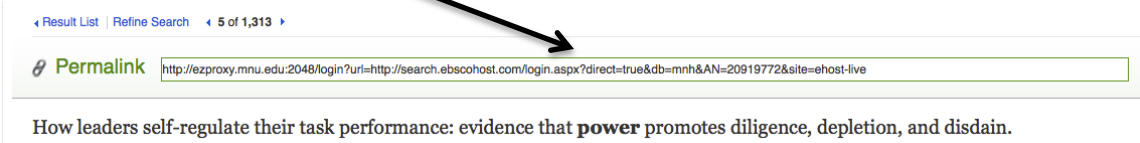
Article contains links to HTML full text and/or PDF full text.

2. Next, look to the right of your screen and find "Tools".
3. Find the "permalink" button and click it.

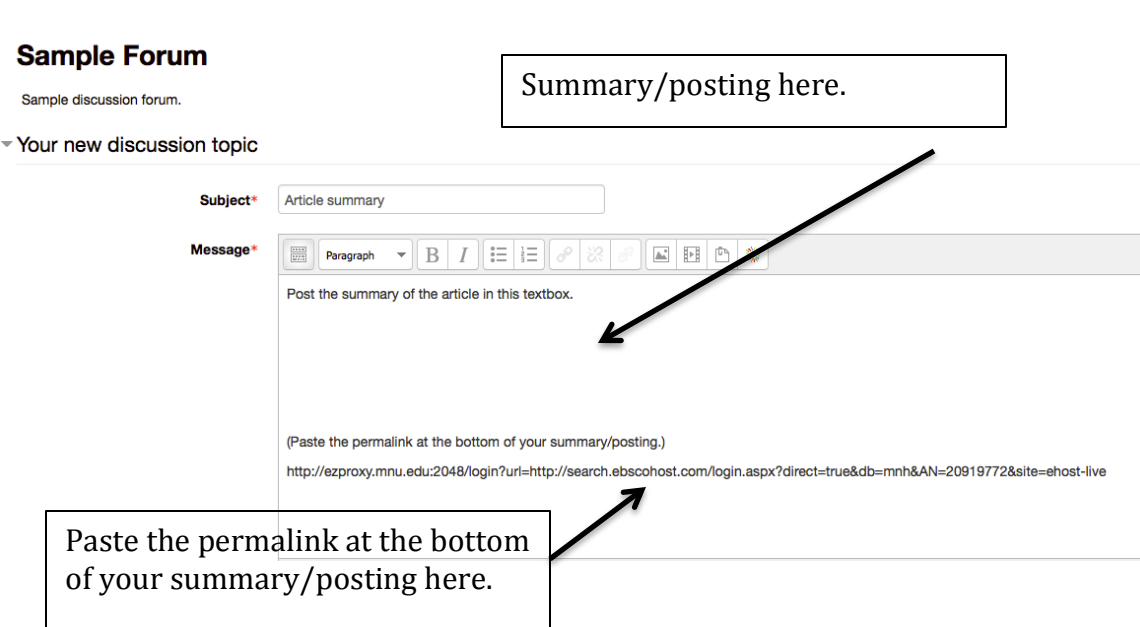


This is a close-up of the 'Tools' menu from the library database interface. The menu items are: 'Add to folder', 'Print', 'E-mail', 'Save', 'Cite', 'Export', 'Create Note', 'Permalink', 'Share', 'Listen', and 'Translate'. The 'Permalink' button is highlighted with a green background, and a black arrow points to it from the left.

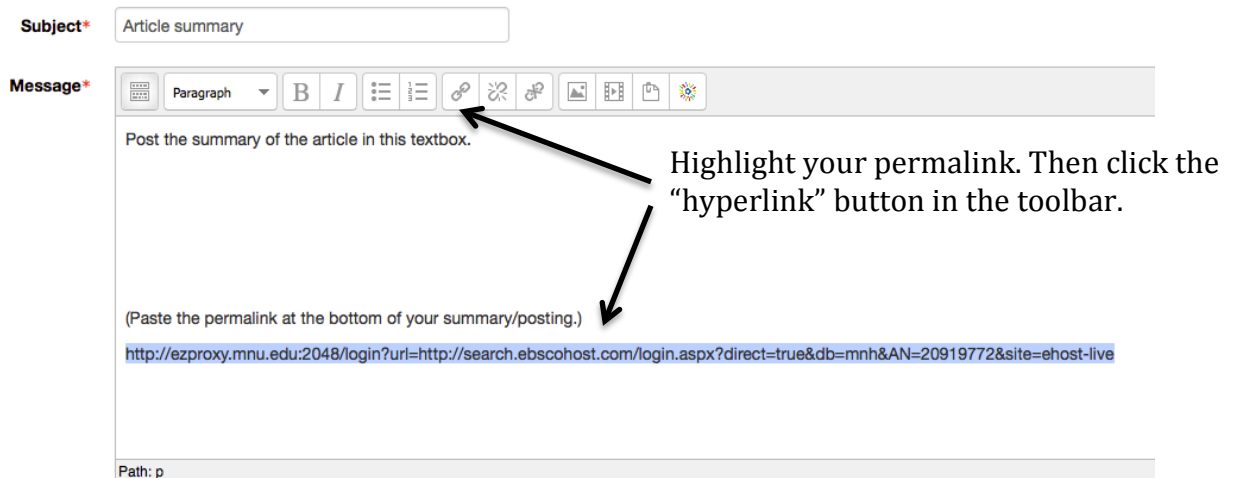
- When the permalink to the article is displayed at the top of the page, copy the permalink.



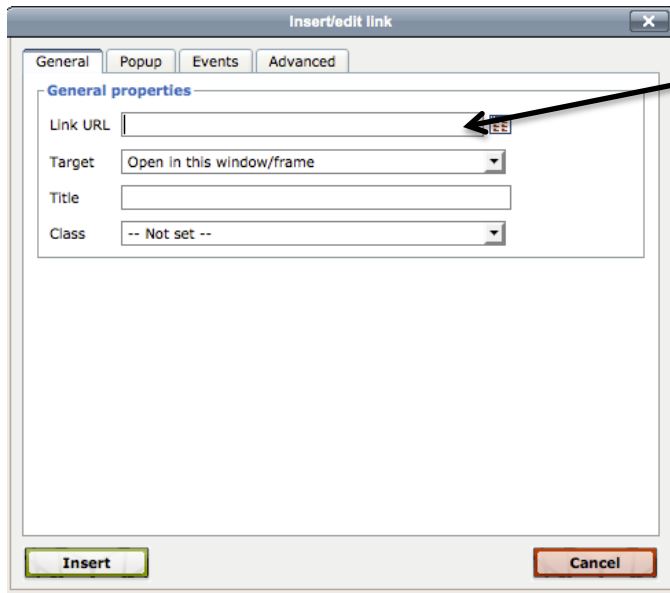
- Now go to your Discussion Forum and paste the permalink in the forum text box at the bottom of your posting.



- You also need to make this a hyperlink. Highlight the permalink, then click the "Hyperlink" button in your toolbar (looks like a chain link).

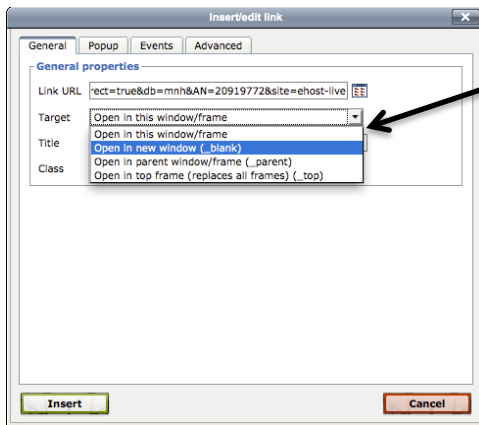


7. An “Insert/edit link” box will appear. Paste the permalink into the “Link URL box”.



Paste the permalink here.

8. In the “Target” box, it is better if you select “Open in New Window”. This keeps your discussion forum open, but will allow you to read the article without having to use the “Back” button in your browser.



Click the “down” arrow in the “Target” box and select “open in a new window”.

9. The link to the article will appear in the discussion forum as a hyperlink.

Paragraph **B** *I* [List] [List] [Link] [Image] [Video] [File] [Globe]

Post the summary of the article in this textbox.

(Paste the permalink at the bottom of your summary/posting.)

<http://ezproxy.mnu.edu:2048/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=mnh&AN=20919772&site=ehost-live>

Path: p » a

Article can now be easily accessed by classmates and the instructor.

10. If a classmate or the instructor wishes to read the posted article, they simply click on the permalink and it will direct the viewer back to the article summary. The viewer then clicks on the PDF full text or HTML full text as appropriate.



The screenshot shows a research article page with the following details:

- Title:** How leaders self-regulate their task performance: evidence that **power** promotes diligence, depletion, and disdain.
- Authors:** DeWall CN; Department of Psychology, University of Kentucky, Lexington, KY 40506-0044, USA, nathan.dewall@uky.edu; Baumeister RF; Mead NL; Vohs KD
- Source:** Journal Of Personality And Social Psychology (J Pers Soc Psychol) 2011 Jan; Vol. 100 (1), pp. 47-65.
- Publication Type:** Journal Article; Research Support, N.I.H., Extramural; Research Support, Non-U.S. Gov't
- Language:** English
- Journal Info:** Publisher: American Psychological Association; Country of Publication: United States; NLM ID: 0014171; Publication Model: Print Cited Medium: Internet; ISSN: 1939-1315 (Electronic); Linking ISSN: 00223514; NLM ISO Abbreviation: J Pers Soc Psychol; Subsets: MEDLINE
- Imprint Name(s):** Publication: Washington Dc : American Psychological Association; Original Publication: Washington, American Psychological Assn.
- MeSH Terms:** Leadership; Power (Psychology)\*; Social Control, Informal\*; Task Performance and Analysis\*; Emotions; Female; Humans; Male; Models, Psychological; Problem Solving; Sex Factors; Workpsychology
- Abstract:** When leaders perform solitary tasks, do they self-regulate to maximize their effort, or do they reduce effort and conserve their resources? Our model suggests that power motivates self-regulation toward effective performance-unless the task is perceived as unworthy of leaders. Our 1st studies showed that power improves self-regulation and performance, even when resources for self-regulation are low (ego depletion). Additional studies showed that leaders sometimes disdain tasks they deem unworthy, by withholding effort (and therefore performing poorly). Ironically, during ego depletion, leaders skip the appraisal and, therefore, work hard regardless of task suitability, so that depleted leaders sometimes outperform nondepleted ones. Our final studies replicated these patterns with different tasks and even with simple manipulation of framing and perception of the same task (Experiment 5). Experiment 4 also showed that the continued high exertion of leaders when depleted takes a heavy toll, resulting in larger impairments later. The judicious expenditure of self-control resources among powerful people may help them prioritize their efforts to pursue their goals effectively. (PsycINFO Database Record (c) 2010 APA, all rights reserved.)

On the left side of the page, there are three links: 'Detailed Record', 'HTML Full Text', and 'PDF Full Text'. A black arrow points from the 'Find Similar Results using SmartText Searches' button to the 'HTML Full Text' and 'PDF Full Text' links. On the right side, there is a 'Tools' section with various icons for actions like 'Add to folder', 'Print', 'E-mail', 'Save', 'Cite', 'Export', 'Create Note', 'Permalink', 'Share', 'Listen', and 'Translate'.

Click on the HTML Full text or PDF Full text to read the article.

This is the proper way to link and display peer-reviewed articles in a Moodle Discussion Forum. This is the correct format so that everyone stays in compliance with copyright.

If you have any questions, please contact your instructor.