



# User's Guide

[www.educationdaily.com](http://www.educationdaily.com)

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# Chapter 1

## Introduction to *EducationDaily.com*<sup>TM</sup> on the Web

*EducationDaily.com*<sup>TM</sup> is the one-stop online resource for effective education administration. By having access to *EducationDaily.com*<sup>TM</sup>, you have access to daily coverage of important news and developments in education – from elementary to the postgraduate levels. You also have access to summaries of the latest education research, federal policy and guidance, sample forms and tools, federal statutes and regulations, full text of federal and state judicial decisions and so much more.

*EducationDaily.com*<sup>TM</sup> can only be accessed through the internet. To begin, launch your internet browser and type the web address – [www.educationdaily.com](http://www.educationdaily.com) – in the address or location box. The *EducationDaily.com*<sup>TM</sup> login page will display. See Figure 1.1.

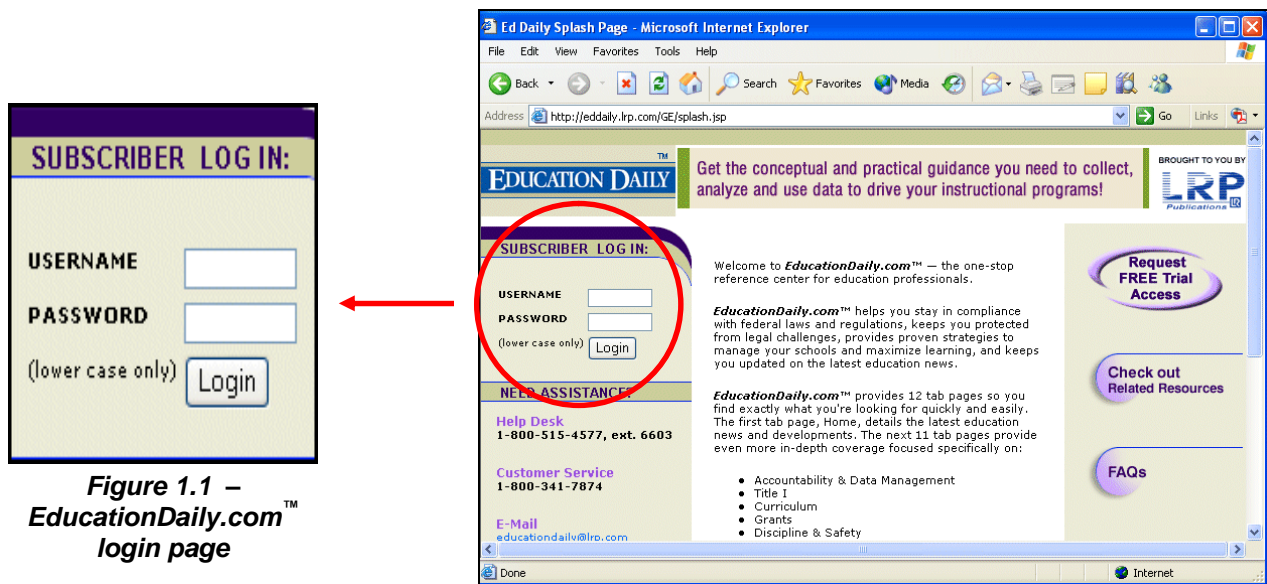


Figure 1.1 –  
*EducationDaily.com*<sup>TM</sup>  
login page

### *EducationDaily.com*<sup>TM</sup> Login Page

*EducationDaily.com*<sup>TM</sup> - [www.educationdaily.com](http://www.educationdaily.com) - is a password protected web site - only licensed users (those organizations that have signed a license agreement and have been assigned a user name and password) can access the site. To login, enter your user name and password in the appropriate boxes on the left side of the *EducationDaily.com*<sup>TM</sup> login page - **your user name and password must be entered in lowercase only**. After logging in, the *EducationDaily.com*<sup>TM</sup> homepage will display. See Figure 1.2.

## EducationDaily.com™ Home Page

**EducationDaily.com™** offers 12 topic pages - so you can find exactly what you're looking for quickly and easily. The first topic page, **Home**, provides the most timely and important news and developments in education. To access the **Home** topic page, click on the **Home** tab - the color of the **Home** tab should now be light purple. **A light purple tab indicates that you are currently looking at that specific topic page.** The center of the homepage consists of articles relevant to everyone involved with education. Notice that a brief introduction of the article is displayed - to view the entire article, click the **More** link located under the introduction. The other 11 topic pages provide even more in-depth coverage focused specifically on **Accountability & Data Management, Title I, Curriculum, Grants, Discipline & Safety, Management & Administration, Board & Staff, Career Education, Athletics & Activities, Legal Research Center and Special Education.**

**Note:** All features discussed in this section of the User's Guide can be accessed from any topic page.

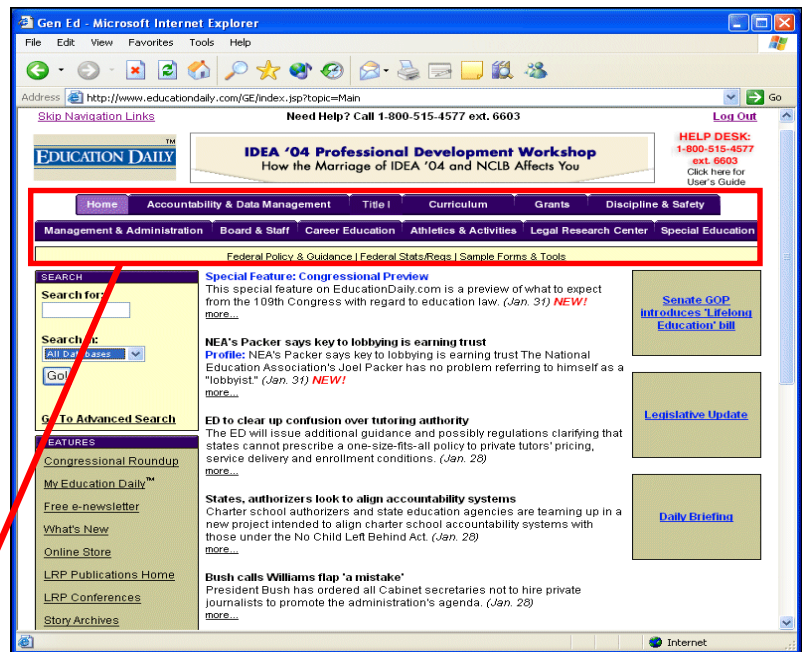


Figure 1.2 – EducationDaily.com™ Home page

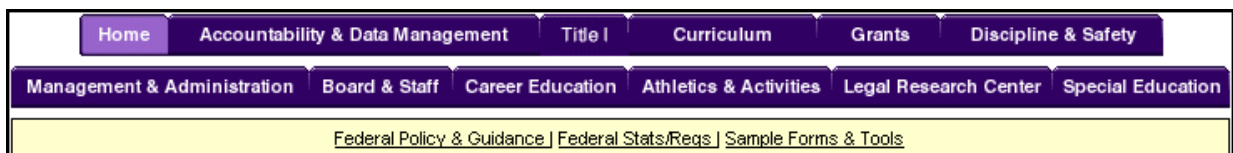


Figure 1.3 – The toolbar on the Home topic page

### **Toolbar** (See Figure 1.3)

#### **Briefs & Pleadings**

Attorneys briefs filed in court for important education cases.

#### **Data Bank/Studies**

Data Bank/Studies provides federal and state-specific data on math and reading, educational environments, AYP analyses, gap studies, and more.

## Decisions & Rulings

Full text of federal and state judicial decisions from federal courts and all 50 states.

## Ed Policy Letters

Provides guidance and insight on a variety of topics of interest to State Educational Agencies (SEAs), school districts, federal program directors, and others in implementing No Child Left Behind.

## Federal Policy & Guidance

Federal Policy & Guidance is the one place to access key regulatory and non-regulatory guidance and policy statements directly from the U.S. Department of Education, Office for Civil Rights, National Center for Education Statistics and other governing agencies – related to issues that affect you and your staff.

## Federal Stats/Regs

Browse through the full-text of federal statutes and parallel regulations. You'll find No Child Left Behind, Title I, IDEA, ADA, Civil Rights Act of 1974, General Provisions Act, Gun-Free Schools Act of 1994, and more.

## Funding Finder

Funding Finder provides instant access to education funding and grant opportunities nationally. You'll find the value of the grant, deadlines for applying and a brief description.

## Legal Watch

Legal Watch provides an “at a glance” review of relevant, timely and important cases on specific topics.

## Program Implementation Ideas

Reports, assessments, transcripts and innovations from various education experts, local education agencies, national centers, U.S. Department of Education and other federal agencies.

## Sample Forms & Tools

Usable charts, checklists, forms, guides, letters, notices and policies relating to education. To use any form and/or tool, click the **Printable Version** link at the top of the document. Once the form or tool is displayed, click your web browser's Print button or copy and paste the text into a word processing program to fill or modify.

## Features (See Figure 1.4)

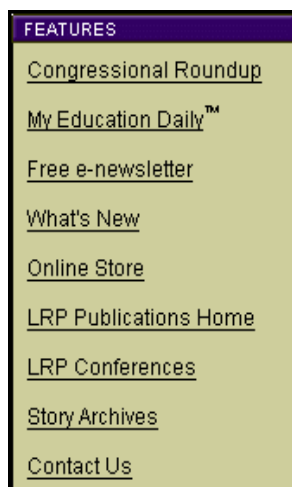
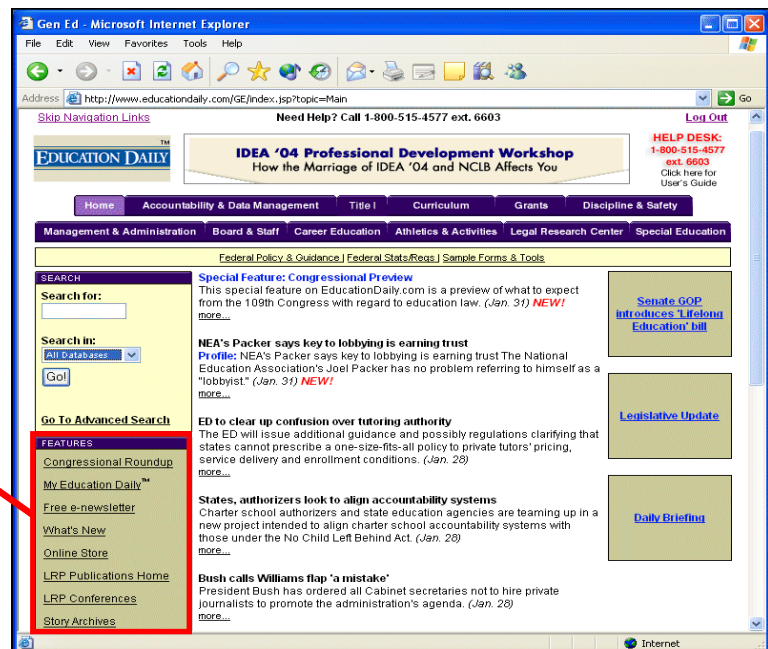


Figure 1.4 – Features





### **Congressional Roundup**

*Congressional Roundup* lists pending bills currently going through the legislative process that would have an impact upon the education community if approved by Congress and signed into law by the president.

### **My EducationDaily™**

View your current session's search history, save queries that you have constructed and run queries that have been previously saved as well as customize your home page and search results page.

### **Free e-newsletter**

**EducationDaily.com™ e-headlines** is delivered to your email inbox each weekday to keep you up-to-date with the headlines and breaking news regarding education. Each headline links you directly to the complete news story.

To begin receiving **EducationDaily.com™ e-headlines**, click the **Free e-newsletter** link located on the left side of any **EducationDaily.com™** page under **Features**. Fill out the sign-up form – when finished, click the **Subscribe** button.

### **What's New**

*What's New* contains the latest changes to our web site. We recommend that you check this page often to see if there are any new features or changes that may interest or benefit you.

### **Online Store**

*Online Store* provides information on our education products including newsletters, case reporters, pamphlets, videos, books and audio subscriptions. You can search by topic to find the resources you need and shop online.

### **LRP Publications Home**

The LRP Publications home page – <http://www.lrp.com>.

### **LRP Conferences**

The LRP Conferences home page – <http://www.lrpconferences.com>.

### **Story Archives**

Lists past articles that have appeared on the topic page. Click any link to list all articles posted on that specific topic page for that month.

### **Contact Us**

Displays the key contacts at LRP Publications and their email addresses.

# Chapter 2

## General Information

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### System Requirements

To use **EducationDaily.com**<sup>™</sup>, you need:

- ✓ A connection to the Internet
- ✓ A Web browser (i.e., Netscape<sup>®</sup> Navigator<sup>®</sup> 4.0+ or Internet Explorer<sup>®</sup> 4.0+)

Each Internet Web browser has different hardware requirements. Check your Web browser's user guide to see if your computer meets these requirements.

### LRP Customer Service

LRP Customer Service Representatives are available **toll-free** at **1-800-341-7874** Monday through Friday between 8:00 a.m. and 5:00 p.m. ET to answer your questions about the terms and billing of your subscription. The customer number on your invoice will help the Customer Service Representative handle your inquiry.

### LRP Training & Technical Assistance

LRP provides **FREE** phone training for all new and current **EducationDaily.com**<sup>™</sup> subscribers. To schedule a training session, please call **toll-free 1-800-515-4577, ext. 6603**.

**EducationDaily.com**<sup>™</sup> users can also get technical assistance by calling **toll-free 1-800-515-4577, ext. 6603**. Technical assistance is available Monday through Friday between 8:00 a.m. and 6:00 p.m. ET. Please have the following information available to facilitate your call:

- ✓ Customer Number
- ✓ Username, password and security code
- ✓ Web browser type (Netscape<sup>®</sup>, Internet Explorer<sup>®</sup>)

You may also e-mail us for training and technical assistance at [educationdaily@lrp.com](mailto:educationdaily@lrp.com).

### Suggestions

Any suggestions or comments about the **EducationDaily.com**<sup>™</sup> User's Guide? Please e-mail [educationdaily@lrp.com](mailto:educationdaily@lrp.com).

## EducationDaily.com™ License Agreement

The following is the **EducationDaily.com™ License Agreement** that you agreed to when you, your agency or your organization ordered the service:

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I also understand that the Username and Password assigned to me are licensed for my use only and are not to be used by any other person during my subscription term.

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Usage may be denied to anyone who misuses, abuses or otherwise interferes with **EducationDaily.com™** in the sole judgment of LRP Publications.

**EducationDaily.com™** is designed to provide accurate and authoritative information in regard to the subject matter covered. It is provided with the understanding that the publisher and editors are not engaged in rendering legal counsel. If legal advice is required, the services of a competent professional should be sought.

## Trademarks

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- ❑ **EducationDaily.com™** is a registered trademark of LRP Publications.
- ❑ Microsoft® Internet Explorer® and Microsoft® Windows are registered trademarks of Microsoft®.
- ❑ Netscape® and Netscape® Navigator® are registered trademarks of Netscape Communications Corporation in the United States and other countries.
- ❑ THOMAS and the THOMAS Website (<http://thomas.loc.gov/>) are a service of the U.S. Congress through its Library.
- ❑ Oracle® is a registered trademark of Oracle Corporation.
- ❑ Macintosh is a trademark of Apple Computer, Inc., registered in the United States and other countries.

# Chapter 3

## Constructing Queries

A query (or search) will find all occurrences of a word or phrase in the text of a document within the database you are searching. Once you determine how to phrase your query, the next step is to determine where to enter your query statement.

There are several searching options.

- Search allows you to search one or more databases for a word or phrase. **Search** is located on the left side of every page.
- Advanced Search searches across multiple databases for a word or phrase and provides various options to limit your search.
- Focus On Search allows you to narrow your search results by searching specific fields rather than the full text.

Let's look at each of these options in more detail:

### Search

**Search**, which is located on the left side of any *EducationDaily.com*<sup>TM</sup> topic page, allows you to enter a query and choose specifically which *EducationDaily.com*<sup>TM</sup> database(s) you are interested in searching. See Figure 3.1.

1. To begin searching, click in the **Search for** box, and type a word or phrase. For this example, type the acronym **nclb**.

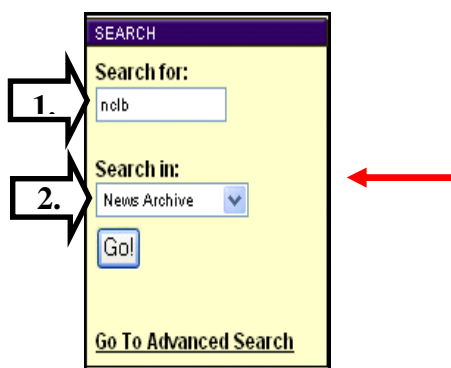
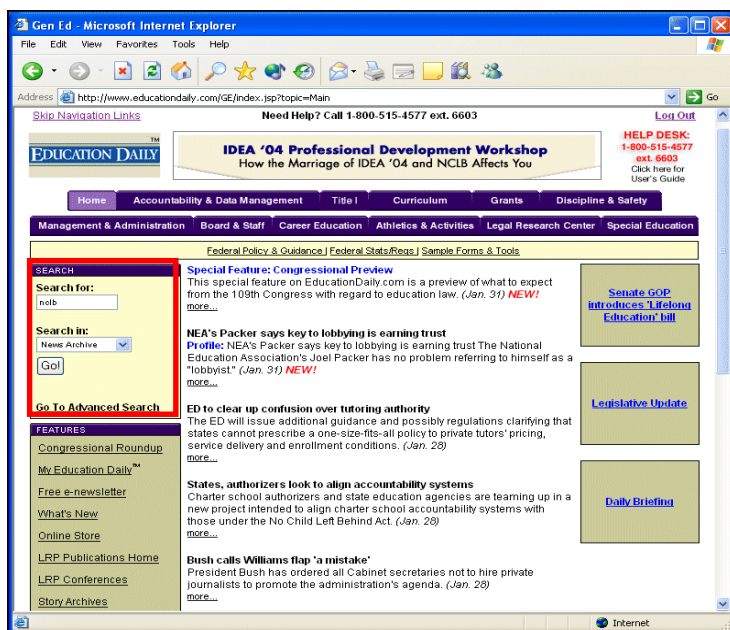


Figure 3.1 – Search



2. The **Search in** box allows you to select database(s) you would like to search. For this example, select **News Archive**.
3. Click on the **Go!** button to submit your search.

## Reviewing Search Results

Figure 3.2 displays a partial list of the documents produced by typing **nclb** in the **Search for** box and selecting **News Archive** under **Search in**.

**Links**, which is located at the top of the page, displays the database(s) searched, as well as the number of documents found in each database - the databases listed under this section are book-marked. At the time these instructions were written, the search found 1033 documents within the **News Archive** database, with each document containing at least one occurrence of **nclb**. To narrow your search results, click **Refine Search** or to begin a new search, click **Search Again**. To save a query, refer to page 10, **Saving A Query**.

The **Query Summary** displays the word or phrase searched, the number of documents found which contain the word or phrase, and the number of documents or results displayed per page. The system also has a built in thesaurus that will search for synonyms and acronyms. When searching for **nclb**, the system will also return documents containing **No Child Left Behind**. The first 20 documents are displayed on page 1 of your **Search Results** page. To access the second page of search results, click the underlined number 2 or **Next Page**. Each number listed under the **Query Summary** is an additional page of results.

The **Hit List** displays the list of search results. The title of every document on the Hit List is linked to that document. To view the document, click the title. For this example, click document #2 under the Hit List.

**Note:** Your search results are listed by order of relevance – relevance is based on the number of times that the search word or phrase is found within a document.

The screenshot shows the search results page for the query 'nclb'. The **Links** section shows 'News Archive - 1033 hits' and buttons for 'Refine Search', 'Search Again', and 'Save Query'. The **Query Summary** section shows the query '(((NCLB)|(NO CHILD LEFT BEHIND)))', '1033 hits returned', and '20 results per page'. It includes a list of page numbers (1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13) and a 'Next Page' link. The **Hit List** section shows a table of results from the 'News Archive' database.

	Score	Title	Date	Download?
1.	(100)	<a href="#">Addressing the NCLB's impact on collective bargaining issues</a>	08/27/03	<input type="checkbox"/>
2.	(90)	<a href="#">Free tools to help you navigate NCLB</a>	11/19/03	<input type="checkbox"/>
3.	(78)	<a href="#">States, Districts Looking to Quantify Costs Under NCLB</a>	11/01/03	<input type="checkbox"/>
4.	(78)	<a href="#">Surf your way to NCLB expertise</a>	11/20/03	<input type="checkbox"/>
5.	(73)	<a href="#">NCLB far from perfect, but signals a push in right direction</a>	01/14/04	<input type="checkbox"/>
6.	(73)	<a href="#">A closer look at the underlying issues of the No Child Left Behind Act</a>	06/01/04	<input type="checkbox"/>
7.	(73)	<a href="#">Legal issue over unfunded NCLB mandates headed to federal court</a>	08/13/03	<input type="checkbox"/>
8.	(73)	<a href="#">NCLB takes center stage at conference</a>	12/17/03	<input type="checkbox"/>
9.	(67)	<a href="#">ED has different take on issues raised in CEP report</a>	02/26/04	<input type="checkbox"/>
10.	(67)	<a href="#">The NCLB's impact on special education students</a>	10/08/03	<input type="checkbox"/>
11.	(67)	<a href="#">ED: Report uncovers misinformation floating amid education realm</a>	02/11/04	<input type="checkbox"/>
12.	(67)	<a href="#">Data promise to make, break NCLB lawsuits</a>	07/16/04	<input type="checkbox"/>

Figure 3.2 – Search results page

The **Current Results** box, which is displayed at the top of the document, provides links to the previous and next documents. Click **Back to Search Results** to return back to the **Search Results** page. The **First Match** link will jump to the first hit or occurrence of your search word/phrase in the current document — click  $\geq$  to jump to the next hit within the document or  $\leq$  to jump back to the previous hit. See Figure 3.3.

**Note:** Since this User's Guide was created, documentation has been added to the Web site and may cause you to receive different results than what is shown in this example.

Figure 3.3 – Document under the Hit List

**Current Results**

<a href="#">Addressing the NCLB's impact on collective bargaining issues</a>	08/27/03
<a href="#">Free tools to help you navigate NCLB</a>	11/19/03
<a href="#">States, Districts Looking to Quantify Costs Under NCLB</a>	11/01/03

[Back to Search Results](#)  
[Printable Version](#)  
[First Match](#)

**Free tools to help you navigate NCLB ≥**

Looking for some common sense help when it comes to the **No ≤ Child Left Behind ≥ Act**? Here is a sampling of some of the many free resources you can find on the Web.

The **Public Education Network** has a series of action briefs it created with the **National Coalition for Parent Involvement in Education**. The briefs are released weekly. Previous topics include **≤ NCLB ≥** and Title I overviews, teacher and principal preparation, and teacher and paraprofessional quality. Future topics will include testing, state and local report cards, supplemental services, transferability, and the relationship between **≤ NCLB ≥** and the **Individuals with Disabilities Education Act**.

Download the briefs at [www.publiceducation.org/≤ nclb ≥ actionbriefs.asp](http://www.publiceducation.org/≤ nclb ≥ actionbriefs.asp).

The **American Association of School Administrators'** Web site includes a section on resources and best practices for implementing **≤ NCLB ≥**. Access it at [www.aasa.org](http://www.aasa.org). Also, this site includes the AASA's guide for small and rural districts. Access it at [www.aasa.org/government\\_relations/rural/≤ NCLB ≥\\_and\\_rural\\_schools.pdf](http://www.aasa.org/government_relations/rural/≤ NCLB ≥_and_rural_schools.pdf).

For tips on explaining **≤ NCLB ≥** provisions, check out:

*Communicating about Achievement Gaps and ≤ NCLB ≥: Strategies, Tools and Tips* from **The Education Trust**. View it online at [www.ccsso.org/content/pdfs/02Strategiestoolsandtips.ppt](http://www.ccsso.org/content/pdfs/02Strategiestoolsandtips.ppt).

*A Practical Guide to Talking With Your Community About No ≤ Child Left Behind ≥ and Schools in Need of Improvement*. It is online at [www.learningfirst.org/publications/nclbguide](http://www.learningfirst.org/publications/nclbguide).

The **U.S. Department of Education** has a desktop reference to **≤ NCLB ≥** online at [www.ed.gov/offices/OESE/reference.pdf](http://www.ed.gov/offices/OESE/reference.pdf).

Trying to remember what all that **≤ NCLB ≥** lingo means? **Houghton Mifflin** has a free **≤ NCLB ≥** glossary available at [www.eduplace.com/≤ nclb ≥/resources.html](http://www.eduplace.com/≤ nclb ≥/resources.html).

## Saving A Query

Queries can only be saved from the **Search Results** page. To save a query, enter a name in the **Query Name** box on the right side of the **Search Results** page and click the **Save Query** button. See Figure 3.4. For this example, type **nclb** in the **Query Name** box and click the **Save Query** button — the **My EducationDaily.com™** page displays. See Figure 3.5.

Figure 3.4 – Query Name box on the Search Results page

**Links**

[News Archive - 1033 hits.](#)

[Refine Search](#)  
[Search Again](#)

Query Name:

**Query Summary**

((NCLB)|(NO CHILD LEFT BEHIND)))

1033 hits returned.  
 20 results per page.

1 2 3 4 5 6 7 8 9 10 11 12 13 [Next Page](#)

**Download/Print Format:** ☒ HTML ☐ PDF\* (Cases Only)

**Hit List**

	Score	Title	Date	Download?
1.	(100)	<a href="#">Addressing the NCLB's impact on collective bargaining issues</a>	08/27/03	<input type="checkbox"/>
2.	(90)	<a href="#">Free tools to help you navigate NCLB</a>	11/19/03	<input type="checkbox"/>
3.	(78)	<a href="#">States, Districts Looking to Quantify Costs Under NCLB</a>	11/01/03	<input type="checkbox"/>
4.	(78)	<a href="#">Surf your way to NCLB expertise</a>	11/20/03	<input type="checkbox"/>
5.	(73)	<a href="#">NCLB far from perfect, but signals a push in right direction</a>	01/14/04	<input type="checkbox"/>
6.	(73)	<a href="#">A closer look at the underlying issues of the No Child Left Behind Act</a>	06/01/04	<input type="checkbox"/>
7.	(73)	<a href="#">Legal issue over unfunded NCLB mandates headed to federal court</a>	08/13/03	<input type="checkbox"/>
8.	(73)	<a href="#">NCLB takes center stage at conference</a>	12/17/03	<input type="checkbox"/>
9.	(67)	<a href="#">ED has different take on issues raised in CEP report</a>	02/26/04	<input type="checkbox"/>
10.	(67)	<a href="#">The NCLB's impact on special education students</a>	10/08/03	<input type="checkbox"/>
11.	(67)	<a href="#">ED: Report uncovers misinformation floating amid education realm</a>	02/11/04	<input type="checkbox"/>
12.	(67)	<a href="#">Data promise to make, break NCLB lawsuits</a>	07/16/04	<input type="checkbox"/>

With **My EducationDaily.com™**, you can view your current session's search history, save queries that you have constructed and run queries that have been previously saved as well as customize your home page and search results page. To rerun any saved query, click the query name under **Saved Queries**.

The screenshot shows the 'My EducationDaily.com' interface. At the top, there are links for 'Query History', 'Saved Queries', and 'Preferences'. Below these, the 'Query History' section shows a single query: '1 (((NCLB)|(NO CHILD LEFT BEHIND)))' with '1033 hits'. The 'Saved Queries' section shows a single saved query: '1 nclb' dated '01/28/2005' with a 'Delete' button. The 'Preferences' section is titled 'Default Settings' and includes options for 'Show Decision Summaries' (yes/no), 'Find Related Words' (yes/no), 'List Results by:' (newest first/oldest first/relevance), and 'Number of Results per Page:' (20/50/100). There are 'Save' and 'Reset' buttons at the bottom of the preferences section.

Figure 3.5 – My EducationDaily.com™

## Advanced Search

One way to narrow your search is to use **Advanced Search**. Access the **Advanced Search** by clicking the **Go To Advanced Search** link located at the bottom of the **Search** box. See Figure 3.6.

**Advanced Search** not only allows you to search across multiple databases but also provides you with a number of settings to limit your search.

This is a close-up of the search box. It has a 'Search for:' input field, a 'Search in:' dropdown menu set to 'All Databases', and a 'Go!' button. At the bottom of the search box, the link 'Go To Advanced Search' is circled in red. A red arrow points from this link towards the right, indicating the next step in the process.

Figure 3.6 – Go To Advanced Search link

This screenshot shows the 'Education Daily' website. The search box is on the left side of the page, with the 'Go To Advanced Search' link circled in red. The website has a navigation bar with links like 'Home', 'Accountability & Data Management', 'Title I', 'Curriculum', 'Grants', 'Discipline & Safety', 'Management & Administration', 'Board & Staff', 'Career Education', 'Athletics & Activities', 'Legal Research Center', and 'Special Education'. The main content area features several articles, including 'IDEA '04 Professional Development Workshop', 'ED to clear up confusion over tutoring authority', 'States, authorizers look to align accountability systems', 'ED trains microscope on teacher quality this year', 'Spellings names Dunn as chief of staff, two others', and 'GAO: Financial aid office no longer in 'at-risk' category'.

The screenshot shows the 'Search' interface. At the top left, there is a 'Look for:' text box containing the text 'professional development & training'. Below it are 'Search' and 'Reset' buttons. An arrow labeled '1.' points to the 'Look for:' text box. Below the search box is a section titled 'Look in:' with a dropdown menu. The dropdown menu is open, showing options: 'News Archives', 'Stats/Regs', 'Briefs/Pleadings', and 'Fed. Policy/Guidance'. An arrow labeled '2.' points to the dropdown menu. To the right of the search box is a 'Settings:' section. It contains several options: 'Date Range for Decisions (mm-dd-yyyy):' with 'From' and 'To' input fields; 'Show Decision Summaries:' with radio buttons for 'yes' and 'no' (where 'no' is selected); 'Find Related Words:' with radio buttons for 'yes' and 'no' (where 'yes' is selected); 'List Results by:' with radio buttons for 'newest first' (selected), 'oldest first', and 'relevance'; and 'Number of Results per Page:' with radio buttons for '20' (selected), '50', and '100'. Below the search box is an 'Advanced Search' section with a prompt 'Select category to display advanced search fields.' and a list of categories: 'Briefs and Pleadings', 'Data Bank/Studies', 'Decisions and Rulings', 'ED Policy Letters', 'Federal Policy and Guidance', 'Program Implementation Ideas', and 'Stats/Regs'.

1. To begin searching, click in the **Look for** box, and type a word/phrase. For example, type **professional development & training**.
2. Click on the down arrow in the **Look in** box and select the database(s) to search. To select more than one database, hold down the **Ctrl** key on your keyboard while making your selections. To search all **EducationDaily.com™** databases, select **All Databases**. For this example, select **News Archives** and **Fed. Policy/Guidance**.

Figure 3.7 – Advanced Search page

## Settings

One way to refine your Advanced Search is to use the **Settings** found on the right of the **Advanced Search** screen. **Settings** allow you to:

The screenshot shows the 'Settings:' section. It contains several options: 'Date Range for Decisions (mm-dd-yyyy):' with 'From' and 'To' input fields; 'Show Decision Summaries:' with radio buttons for 'yes' and 'no' (where 'no' is selected); 'Find Related Words:' with radio buttons for 'yes' and 'no' (where 'yes' is selected); 'List Results by:' with radio buttons for 'newest first' (selected), 'oldest first', and 'relevance'; and 'Number of Results per Page:' with radio buttons for '20' (selected), '50', and '100'. Arrows labeled 1 through 5 point to these respective settings.

Figure 3.8 – Settings

1. Set a date range using either the **mm-dd-yyyy** or **mm/dd/yyyy** format.
2. Display the summary of all cases within your list of search results.
3. Choose whether to search for synonyms or acronyms of the word/phrase you are searching.
4. Organize your Search Results by newest, oldest, or most relevant.
5. Select the number of documents displayed on the Search Results page.

## Focus On Search

Although the **Advanced Search** feature allows you to enter a query and search for documents, you may want to combine search options to narrow your search. To perform a more advanced search, choose a category from the selection box at the bottom of the **Advanced Search** page (see Figure 3.7).

For example, click on **Decisions and Rulings** in the **Advanced Search** selection box. (See Figure 3.7) Notice that the top portion of the search page looks similar to the **Advanced Search** page. You now have the option to type a word or phrase in the **Look for** box, as well as the option to narrow your search by selecting the type of case you are looking for from the **Look in** box.

**Figure 3.9 – Decisions and Rulings Search**

The **Focus On** screen allows you to narrow your search using one or more of the criteria selections provided. Below is the **Focus On** section for searching Decisions and Rulings.

**Figure 3.10 – Focus On**

1. **Citation Number/Docket Number** – Enter the case or docket number associated with a particular case.
2. **Court/Authority/State** – Enter a court or authority to find cases which it decided/ruled.  
*Note: When searching for a specific circuit court, the number must be spelled. For example, to search for 9<sup>th</sup> Circuit decisions, type ninth circuit in the Court/Authority/State box.*
3. **Index Topic/Number** – Enter an index number or topic to locate cases tagged with that index number and/or the related topic.
4. **Summary** – Enter a word or phrase to search the summaries of the cases.

5. **Citation Tracker** – Enter a case citation number to retrieve cases that cite your case and verify if the case is still considered “good case law.”
6. **Case Name** – Enter the last name of a person to find all cases mentioning that name.
7. **Stat/Reg Cited** – Enter a statute or regulation to locate cases that cite a particular USC or CFR.
8. **Judge (Before)** – Enter the last name of a judge to find all cases heard by a particular judge.

These text boxes perform an important function by isolating specific information from the full text of a document. For example, if you want to pull up one specific case by typing the citation number, it is important to type the citation number in the appropriate **Focus On** text box, as opposed to the **Look for** box. The **Citation Number/Docket Number** text box isolates the citation number, and pulls up only one case in your search results. If you were to type the citation number in the **Look for** text box, your search results will include every document that references that citation number in the text.

You can also use multiple text boxes to conduct a search as displayed in the example below.

1. To begin searching, click in the **Look for** box, and type a word/phrase. For example, type **discipline and violence**.
2. Click on the down arrow in the **Look in** box and select the database(s) to search. To select more than one database, hold down the **Ctrl** key on your keyboard while making your selections. To search all **EducationDaily.com™** databases, select **All General Education Decisions**. For this example, select **Judicial Decisions** under the **Look in** box.
3. Click in the **Court/Authority/State** text box and type **ca**.

This query will return all **California** judicial decisions that reference **discipline and violence**.

Figure 3.11 – Search Decisions and Rulings

**Note:** For a complete description of each field, see [Appendix B](#).

## Printing

### To print a document:

1. Open the document by clicking the document title.
2. Click the **Printable Version** or **PDF Version** (available for Case Decisions only) link at the top of the document.
3. Once the page displays, select **Print** from the **FILE** menu or click your Web browser's **Print** button on the taskbar.

**To print multiple documents:**

1. Select the documents by clicking in the checkbox to the right of each document title.
2. Choose the **Download/Print Format** by clicking HTML or PDF. HTML format is the default. PDF is available for Case Decisions only.
3. Click the **Download** button at the top or the bottom of the **Hit List**. All of the selected documents will appear in a “printer friendly” format. To print, select **Print** from the **FILE** menu or click your Web browser's **Print** button on the taskbar.

**Note:** The download button creates a “printer friendly” version of selected documents and does not download anything to your hard drive.

## Stop Words

There are a number of words that are considered ‘stop words’ by the **EducationDaily.com**<sup>TM</sup> Oracle-based database. Typing a stop word in the **Look for** text box on any search screen will yield inconsistent results. For example, the word **over** is a ‘stop word.’ Typing the phrase **over forty** in the **Look for** text box will **NOT** necessarily return documents that reference that phrase. When using stop words or phrases containing stop words, it is important to remember to place parentheses around the word or phrase. Please see [Appendix C](#) for the full list of stop words.

## Wildcards and Operators

It is important to remember the numerous operators and wildcards you can use to narrow your search results. For example, a sample query for **nclb** yielded far too many search results to review. You may use operators and wildcards to narrow your results.

If you want to search for several words that have some characters in common, you can create a **pattern** for these words in the query by using a **wildcard**. A wildcard is a special character that can be inserted in the query as a placeholder for other characters. Wildcards are used to find variations of a word.

**Logical operators** are special characters used for combining different terms in a query. They're useful for searching words that occur in the same context, words that don't occur in the same context, and logical combinations of these attributes. **Proximity operators** allow you to search for words or phrases that appear within a specific distance from each other in the text of a document.

## Wildcards

### Percent Sign (%)

The percent sign (%) represents zero or more characters in a word. By typing the first few letters of a word followed by the percent sign, you will retrieve every word beginning with those letters. For example:

The query	<b>discrim%</b>		
finds the words	<b>discriminate</b> <b>discriminates</b>	<b>discrimination</b> <b>discriminatory</b>	<b>discriminated</b> <b>discriminating</b>

### **Underscore (\_)**

The underscore (\_) represents exactly zero or one character in a word. It can help you find words that you may have trouble spelling. You must enter one underscore for each missing character in a word. For example, if you are unsure how to spell the word evaluation:

The query **evalu\_\_ion**

will find documents containing the word evaluation.

## **Logical and Proximity Operators**

### **ABOUT**

The **ABOUT** operator is used to query on concepts. For example:

The query **about (age discrimination)**

does not retrieve every document that contains the phrase **age discrimination**, but each document found is relevant to the word or phrase.

### **AND (&)**

The ampersand (&) operator (created by pressing **SHIFT+7**) represents a logical **AND**, which will find all documents in which two words or phrases appear. For example:

The query **absenteeism & termination**

or **absenteeism and termination**

will find all documents that contain both the words **absenteeism** and **termination**.

### **EQUIValence (=)**

The equal to symbol (=) or the letters **EQUIV** can be used to specify an acceptable solution for a word in a query. For example:

The query **(sexual = gender) discrimination**

will find results that contain the phrase **sexual discrimination** or **gender discrimination**.

### **Fuzzy (?)**

The question mark (?) can be used to expand queries to include words that are spelled similarly to the specified term. This is helpful for finding more accurate results when there are frequent misspellings in the documents. It's also useful if you are unsure of the spelling of one or more words. For example:

The query **?federil ?emploee**

will find documents containing the words **federal employee**.

## **NEAR**

Use NEAR to return results based on the proximity of two or more query terms. For example:

The query **near((age, gender),5)**

will find documents in which the word **age** occurs 5 words before or after the word **gender**. If no word span (i.e., 5) is defined, then the default span is 100.

## **NOT (~)**

The tilde (~), as well as the word NOT, finds records that include the first term, but exclude the second term. For example:

The query **leave ~ maternity**

or **leave not maternity**

will find documents containing the word **leave** but not **maternity**.

## **OR (|)**

The | symbol (pipe), or the word OR, returns records that contain the first term or the second term, and possibly both terms. For example:

The query **absenteeism | termination**

or **absenteeism or termination**

will find documents containing the word **absenteeism**, the word **termination** or both.

## **SOUNDEX (!)**

The ! symbol is used to expand queries to include words that have similar sounds. This allows comparison of words that are spelled differently, but that sound alike. For example:

The query **!smyth**

will find documents containing the word **Smith**, **Smyth** or **Smythe**.

## **STEM (\$)**

The \$ symbol finds all tenses of a particular word. This operator can not be mixed with other operators or wildcards in the same term, and must be added to the beginning of the search term. For example:

The query **\$negotiate**

will find documents containing the words **negotiates**, **negotiated** and **negotiating**.

## Grouping and Escape Symbols

By default, **EducationDaily.com™** evaluates the components of a query in a specific order as listed in *Appendix A*. First, the individual terms, from left to right are evaluated (including wildcards and phrases) then all the operators are applied to the terms they precede from left to right.

### Parentheses ( )

Parentheses can be used to nest portions of a query so the evaluations of logical operations are made in an order different from the default (described above). The effect of parentheses is exactly the same as in a mathematical expression. For example:

The query **(probation and termination) or supervisor**

will find all documents that contain **probation** and **termination** or documents that contain the word **supervisor**.

The query **probation and (termination or supervisor)**

will find all documents that contain **probation** and either **termination** or **supervisor** or both.

### Braces {}

Braces can be used to escape a string of characters or symbols. To query on words or symbols that have special meaning to query expressions, such as **and** / **or**, you must escape them. For example:

The query **{impact and implementation}**

will find documents that contain the phrase **impact and implementation**, rather than the word **impact** and the word **implementation** within the document text.

### Slash \

Use \ to escape a single character or symbol.

The query **full\time**

will escape the stemming operator to find the words **full time** or **full-time** within the text of a document.

## Appendix A – Wildcards & Operators

The list below defines all available operators as well as their functions or descriptions. All the terms are shown exactly as would be typed (upper or lower case) in the query window. Look at the examples provided for correct format.

Wildcards	Definitions	Examples
Percent Sign (%)	Represents zero or more characters in a word. This is particularly useful for finding words with the same root or stem.	<b>discrim%</b> This example finds documents containing: <ul style="list-style-type: none"> <li>- <b>discriminate</b></li> <li>- <b>discriminated</b></li> <li>- <b>discriminates</b></li> <li>- <b>discrimination</b></li> <li>- <b>discriminatory</b></li> </ul>
Underscore (_)	Represents exactly zero or one character in a word. It can help you find words that you may have trouble spelling, such as proper names. You must enter one underscore for each missing character in a word.	<b>rec__ve</b> This example finds the word <b>receive</b> .
Operators	Definitions	Examples
ABOUT	Use ABOUT to query on concepts. An ABOUT query increases the number of <u>relevant</u> documents returned from the same query without this operator.	<b>about(age discrimination)</b> This example yields fewer <u>overall</u> occurrences of <b>age discrimination</b> , but each document found is more <u>relevant</u> to the word or phrase.
AND (&)	The symbol & (ampersand) and the word AND returns records that contain the first term as well as the second term to qualify.	<b>absenteeism &amp; termination</b>  <b>or</b> <b>absenteeism and termination</b> These examples find documents containing the word <b>absenteeism</b> and the word <b>termination</b> .
EQUIVAlence (=)	Use EQUIV to specify an acceptable substitution for a word in a query.	<b>(sexual = gender) discrimination</b> This example finds documents containing the phrase <b>sexual discrimination</b> or the phrase <b>gender discrimination</b> .
Fuzzy (?)	Use fuzzy (?) to expand queries to include words that are spelled similarly to the specified term. This is helpful for finding more accurate results when there are frequent misspellings in the documents. It's also useful if you are unsure of the spelling of one or more words.	<b>?resonable ?acomodation</b> This example finds documents containing the words <b>reasonable accommodation</b> .

NEAR	Use NEAR to return results based on the proximity of two or more query terms. <b>Syntax:</b> NEAR((word1, word2,..., wordn), max_span) Spans of more than 100 return an error. The default span size is 100.	<b>near((age, gender),6)</b>  This example considers the phrase to be found in a document if the word <b>age</b> appears 6 words before or after the word <b>gender</b> in the text.
Not (~)	The ~ symbol and the word NOT find records that include the first term but exclude the second term.	<b>property ~ personal</b> <b>property not personal</b>  These examples find documents containing the word <b>property</b> but not the word <b>personal</b> .
Or ( )	The   (pipe) symbol and the word OR return records that contain the first term or the second term, and possibly both terms. Although some records contain both words, those records are counted only once.	<b>suspension   termination</b> <b>suspension or termination</b>  This example finds documents containing just the word <b>suspension</b> , just the word <b>termination</b> , or both.
Soundex (!)	Use the ! symbol to expand queries to include words that have similar sounds; that is, words that sound like other words. This allows comparison of words that are spelled differently, but that sound alike.	<b>!smyth</b>  This example finds documents containing the words: <ul style="list-style-type: none"> <li>• <b>Smith</b></li> <li>• <b>Smyth</b></li> <li>• <b>Smythe</b></li> </ul>
Stem (\$)	An operator that finds the word form (or stem) of the term or phrase. The parts of speech - singular, plural, past tense, present tense, future tense, etc - define word forms. This operator cannot be mixed with other operators or wildcards in the same term, and must be added to the beginning of the term.	<b>\$negotiate</b>  This example finds documents containing: <ul style="list-style-type: none"> <li>- <b>negotiates</b></li> <li>- <b>negotiated</b></li> <li>- <b>negotiating</b></li> </ul>
<b>Grouping and Escape</b>	<b>Definitions</b>	<b>Examples</b>
( )	Parentheses serve to group terms and operators.	<b>(probation and termination) or supervisor</b>  This example finds documents containing both the words <b>probation</b> and <b>termination</b> , or just the word <b>supervisor</b> , or all three words.
{ }	Use braces to escape a string of characters or symbols. To query on words or symbols that have special meaning to query expressions such as <b>and</b> , <b>&amp;</b> , <b>or</b> , <b> </b> , you must escape them.	<b>{reversed and remanded}</b>  This example finds documents containing the words <b>reversed and remanded</b> as a phrase.
\	Use \ to escape a single character or symbol.	<b>full\time</b>  This example finds documents containing: <ul style="list-style-type: none"> <li>- <b>full time</b></li> <li>- <b>full-time</b></li> </ul>

## Appendix B – Focus On Text Boxes

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The following is a table of some of the text boxes and their definitions:

Text Box	Definition
<b>Case Name</b>	Enter the last name of a person to find all cases mentioning that name.
<b>Chapter</b>	Enter a chapter number to search a particular chapter of a USC or CFR.
<b>Citation Number/Docket Number</b>	Enter the case or docket number associated with a particular case.
<b>Citation Tracker</b>	Enter a case citation number to retrieve cases that cite your case and verify if the case is still considered "good law".
<b>Court/Authority/State</b>	Enter a court, authority or state to find cases which it decided or ruled.
<b>Index Topic/Number</b>	Enter an index topic or number to locate cases tagged with that index topic and or the related number.
<b>Judge (Before)</b>	Enter the last name of a judge to find all cases heard by a particular judge.
<b>Part</b>	Enter a part number to search a particular part of USC or CFR.
<b>Section</b>	Enter a section number to search a particular section of a USC or CFR.
<b>Stat/Reg Cited</b>	Enter a statute or regulation to locate cases that cite a particular USC or CFR.
<b>Summary</b>	Enter a word or phrase to search for cases containing that term within the summaries written by LRP editors. (Not all cases are summarized.)

## Appendix C – Stop Words

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### A

a  
about  
after  
all  
also  
an  
and  
any  
are  
as  
at

### B

be  
because  
been  
but  
by

### C

can  
co  
corp  
could

### F

for  
from

### H

had  
has  
have  
he  
her  
his

### I

if  
in  
inc  
into  
is  
it  
its

### L

last

### M

more  
most  
mr  
mrs  
ms  
mz

### N

no  
not

### O

only  
of  
on  
one  
or  
other  
out  
over

### S

s  
so  
says  
she  
some  
such

### T

than  
that  
the  
their  
there  
they  
this  
to

### W

was  
we  
were  
when  
which  
who  
will  
with  
would

### U

up

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