

Marshall HS Questia Instructions

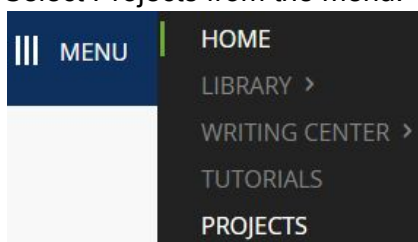
Login

Marshall HS has thirty (30) logins available which share a password. Please do not change the password and log off after using so that the logins are available to all students.

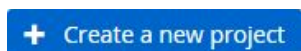
- <https://www.questiaschool.com/>
- Username: questia1@fcps.edu, questia2@fcps.edu, questia3@fcps.edu... and so on up to questia30@fcps.edu
- If you need the password, refer to your GCM Library course on Blackboard.
- Remember what login you used so you can come back to your project at another time.
- Please do not delete projects that are not yours.
- Do not change the password.

Creating a new project

- Select Projects from the menu.



- Select



- Name the project, make it your currently active project and save.

Project name (required)

Make this your currently active project

Adding resources to your project

- Begin your research by selecting the search box next to the menu.



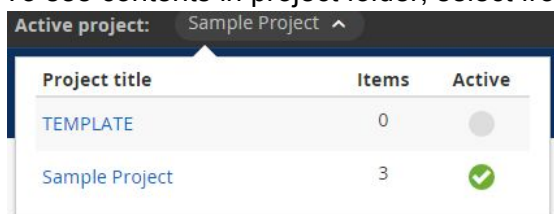
- As you find information of value, add it to your project



- When reading a full document, you can make notes, highlight text, and add citations. They will be saved to your project.

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- To see contents in project folder, select from drop down menu on top left of screen.



- From project folder contents, select items to move, copy or delete or create a bibliography from them.



Creating a bibliography

- Select the item(s) to create a bibliography from and select the format. The bibliography will be created on the screen. You may save it to your project, copy and paste to a separate document, or export to MS Word. Follow the links on the screen.

Logging off without finishing your project

- If you finish your Questia session and will need to come back to your project, make sure to remember what login you've used.
- It might be helpful to print the page showing your comments, notes, highlights, etc. From the currently active project page (as above), right click and select print. This will provide you with a record for your reference. Alternatively, you could select it and copy/paste it into a document.

Deleting projects

- When your research is completed, go back to projects page by selecting Back to all projects



- From here you can delete project.

