Special Workbook Instructions for Distance Education students

Buy the *Library Research Workbook* from the Cuesta Bookstore ([https://bookstore.cuesta.org/](https://bookstore.cuesta.org/)). If you are not local they can mail it to you. **Do not** use an older version, since the questions have changed. The current workbook has a green cover.

Accessing Library resources from remote locations is easy. Use your myCuesta login for either the Library home page or the myCuesta portal.

Once you have accessed your myCuesta page, choose the **Resources** tab to get to the Library channel.

There are some small differences between the way topics are arranged on the Library home page and in myCuesta, but the same information is on each page.

You will be posting the answers to your workbook assignment on an online form. The online submission form is found under the **English 201A Workbook** drop-down list.

From the Library home page or myCuesta, open the drop-down box that says **English 201A Workbook** to access the **Updates and Corrections** page that has the link to the online submission form and other useful links to help with the workbook.

Because the Library Workbook covers online databases and Internet resources, information changes and updates are needed. Updates are at [http://www.cuesta.edu/library/documents/workbook/updates.pdf](http://www.cuesta.edu/library/documents/workbook/updates.pdf). In myCuesta, click on the **Resources** tab, then look under the “English 201A Workbook” heading. Choose “Workbook Updates.” **Check for updates and corrections before starting the workbook.**

If you have trouble using online databases in myCuesta, make sure your pop-up blocker is turned off. If you still can't get through, try holding down your control key when you click. Sometimes systems have more than one pop-up blocker installed. You can also call the library for help at 805-591-6211 (North County) or 805-546-3157 (San Luis Obispo). Use the Ask a Librarian chat feature for instant answers.

Jessica Gonsalves,
Reference Librarian

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