

American Government Database User Guide

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INTRODUCTION

Welcome to the User Guide for the **American Government** database from **ABC-CLIO**. Taking a few minutes to tour the database using this simple guide will help you get the most this database has to offer. The American Government database is an innovative resource and curriculum-driven instructional tool. An abundance of authoritative and comprehensive content, along with customizing capabilities, makes this a total system solution for your American Government curriculum needs.

For more information on the American Government database or this user guide, contact us by phone at 1-800-368-6868 Monday through Friday, 7:30 am to 4:00 pm Pacific Time, or by email at service@abc-clio.com.

LOGIN PROCESS



ABC-CLIO®
SOLUTIONS

Educator Support Site ▼ Login

Welcome to ABC-CLIO Solutions

Log In

Username:

Password:

Log In

Forgot your username or password? Contact [customer support](#).

For **Public Library** access, log in [here](#).

Accounts are given **TWO** types of usernames and passwords (or access codes):

Educator Support Site Code

This username and password combination gives educators access to the Educator Support Site—a separate website that allows educators and administrators to create Research Lists, align database content to their curriculum, set user preferences, access lesson plans, view account information, and much more.

Student Access Code

This username and password combination allows students to access the database from school or home.

Student Access

Here are the directions students/public users should follow to access the non-staff version of the American Government database.

1. Open a browser and go to <http://americangovernment.abc-clio.com>.

<http://americangovernment.abc-clio.com>

2. On the American Government login screen, enter the username and password assigned to your class or non-staff users.
3. Click the **Log In** button.

Educator Access

This access code allows administrators and/or staff to access the Educator Support website. Staff users can log in following the steps under **Student Access** above using the staff username and password, or they can log in through the Staff login page following the steps below.

1. Follow the steps under **Student Access** above, but direct the browser to **http://databases.abc-clio.com**.
2. Under **Go to Databases**, click on the American Government icon.
3. Click on the **Educator Support Site** link at the upper right of the database's home page.
4. On the staff login screen, enter the staff username and password you received from ABC-CLIO or your school's database administrator.
5. Click the **Log In** button.

Access for IP Address Users

If your database has been set up through an IP address, which does not require a username and password, follow the steps below to gain access to the database.

1. Open a browser and go to <http://americangovernment.abc-clio.com>.
2. Click on the **Educator Support Site** link at the upper right of the database's home page.
3. On the login screen, enter the staff username and password you received from ABC-CLIO or your school's database administrator.
4. Click the **Log In** button.

Creating a Shortcut Link

To set up a shortcut link that will bypass the login screen:

1. Right-click on your desktop.
2. Select **New**.
3. Click **Shortcut**.
4. Type in <http://americangovernment.abc-clio.com/login.aspx?ipaddress=true>.
5. Click **Next** and type in a name for the shortcut.
6. Once you have named the shortcut, click **Finish**.

An icon for the shortcut will now appear on your desktop. Click the icon to automatically open the American Government home page.

Custom ABC-CLIO Link

To create a custom-designed ABC-CLIO American Government link, click on the **Shortcuts & Logos** link in the help menu. Custom logos can be found under **Add Icons to a Web Page**.

Multiple ABC-CLIO Subscriptions

Users who subscribe to multiple ABC-CLIO databases can use a universal login screen to access their databases.

1. Open a browser and go to <http://databases.abc-clio.com>.
2. On the databases login screen, enter the username and password you received from ABC-CLIO or your school's database administrator.

If you are accessing through an IP address, you will not require a username and password. Simply direct the browser to <http://databases.abc-clio.com>.

Logging Out

Always remember to log out. To do so, click on **Log Out**. The initial database login screen will appear with the verification that you have logged out of this session displayed at the top. To regain access, you will need to log in again. Logging out is especially important for staff access users since anyone can access customizable tools from within the Educator Edition.

HOME

When first logging in from the login screen, you are brought to the Home page. To navigate back to the homepage from anywhere in the database, click on the **ABC-CLIO SOLUTIONS** logo in the main navigation bar at the top left of any page or the Home icon on the top right. Below is a brief description of the various sections of the database that can be reached from the Home page.

The screenshot shows the ABC-CLIO SOLUTIONS American Government database home page. At the top left is the logo, and at the top right are navigation links: Home, Educator Support Site, Switch Database, and Logout. The main heading is "American Government". Below it is a search bar with the text "Search this database" and a magnifying glass icon, with a link to "Advanced Search". The "Explore by Themes" section features four cards: "Foundations of American Government" (with a scroll of parchment), "Legislative Branch" (with the US Capitol), "Executive Branch" (with Mount Rushmore), and "Judicial Branch" (with a gavel and American flag). A "Show All +" button is at the bottom right of this section. Below are two main sections: "Academic Success Corner" and "How to Use the Database".

Academic Success Corner

- Researching (magnifying glass icon)
- Writing (pencil and paper icon)
- Reading (book icon)
- Critical Thinking (gears icon)
- Working with Primary Sources (document icon)
- Ask a Cybrarian (speech bubble icon)
- CLIOview (bar chart icon)

How to Use the Database

This section contains a grid of 12 thumbnail images representing various database features and content, including historical scenes, portraits, and documents.

Educator Support Site

The Educator Support website accessed through this link will help educators customize ABC-CLIO resources into teaching practices. See **Login Process** instructions above.

Logout

Automatically logs a user out of the database.

Search this database

This feature offers a text search of the entire database's contents. [See **Search this database** below].

Advanced Search

Click here to access such Advanced Search options as filtering and searching across multiple databases. [See **Advanced Search**]

Explore by Themes

The Explore by Themes feature allows users to select database topics by subject. Use the two arrows located on the sides of the carousel of images to scroll through the themes. Alternatively, users can click on the **Show All** + link to view all of the available themes on one page. Note: You can select Carousel mode or Show All mode as the default display through the Educator Support Site's Admin Center page in Account Preferences.

Academic Success Corner: Student Tools

The Academic Success Corner consists of four video tutorial series for students: **Writing, Reading, Researching, and Critical Thinking**. Each video series offers advice to help students continue strengthening these key academic skills. Also included are **Working with Primary Sources** worksheets and the **Ask a Cybrarian** and **CLIOview** features.

- **Researching:** A series of brief videos featuring such researching strategies as Explorative Research, Developing Ideas, Primary vs. Secondary Sources, and Evaluating Sources.
- **Writing:** These entertaining and informative videos focus on different stages of the writing process, and inspire students to improve their writing skills.
- **Reading:** To help students improve their reading skills, these videos feature several techniques, including passive vs. active reading, and other strategies that enhance reading comprehension.
- **Critical Thinking:** Our Critical Thinking videos align with skills that students use in our Investigate Activities, which illustrate what it means to Summarize, Define, Describe, and Classify. Higher-level skill videos address Analyzing, Interpreting, Evaluating, and Arguing. These videos take these seemingly abstract abilities and transform them into concrete processes for students.
- **Working with Primary Sources:** A series of worksheets that can help students analyze different types of primary sources, from works of art, to editorial cartoons, to formal speeches, including helping them identify the origin of the primary source, place it in context, and discover any claims (or biases) that might be present.
- **Ask a Cybrarian:** A source for database assistance—students and teachers can send a question in a simple email, and the Cybrarian responds by providing reference information and help in searching the database.

- **CLIOview:** This tool allows for easy comparison of state-by-state statistics on American Government. Users can select one or more states to compare categories of statistical and political data, including population, election results, and current governors, among many others.
 1. Select states from the **States** list on the left by clicking on one or more state names. (Use the Shift key to select an alphabetical block of states, or the Control key [Command for Macintosh users] to select numerous states not in an alphabetical block.) Add to the **Selected States** list on the right by clicking on **Add**. Similarly, states may be removed from the list on the left by clicking on the state name and clicking on **Remove**. **Add All** and **Remove All** will add or remove all items from a list, regardless of selections made. Click **Submit** when all desired selections have been made.
 2. Selected states will display in an alphabetical list. From the drop-down menus above this list, choose up to three categories of statistical and political data to use for comparison. Click **Submit**.
 3. States and their specific statistical and political data will appear in an alphabetical list. This list can be sorted by any of the data categories selected.
 4. To change the data categories, select another category from one of the drop-down menus and click **Submit**.
 5. Results can be printed—organized by either state or category. Click one of these options from the **Print Display Options** and click **Print Page** to print information. Results may also be organized and viewed in graph format (bar graph, line graph, and pie chart). Click on **Graph Results** to make graph selections.

How to Use the Database

This introductory video demonstrates how teachers and librarians can easily navigate through ABC-CLIO's Solutions databases to empower student learning. The video displays the databases' student-friendly layout and Search methods and shows ways of accessing several levels of curriculum-aligned content, student sharing and learning tools, and video lectures—all of which drive students' foundational learning and critical thinking skills.

Research Lists

This resource is made available to students when a staff member on the account has created and posted a **Research List**. All lists on the account appear with the names of the staff person who created them and the date they were last modified. Clicking on the name of the Research List will reveal the titles of reference and curriculum items compiled for that list. Click on the title of a reference item to access it directly from the Research List.


Advisory Board

The American Government Advisory Board comprises master high school educators, academic subject specialists, professional librarians, and other content experts. Board members are carefully selected for their knowledge, experience, and unique insights on making government and learning accessible to students. Together, they help determine the editorial scope and direction for each site, consult on new content types, and advise ABC-CLIO on new directions in their fields.

EXPLORE BY THEMES

American Government is a broad subject area that lends itself to many topics for exploration. Users may view these topics through the **Explore by Themes** section. Clicking on one of the themes will give users access to a number of topics within that theme, each of which provide an in-depth investigation of a particular theme, including textual, video, and assessment material.

Select a topic by clicking on it from the carousel of images on the Home page. Clicking on a topic takes the user to that subject's **Theme** page, which serves as a hub for material related to that theme. The **Theme** page allows the user to select from various **Topic Centers** within that **Theme**.


 **American Government** [Home](#) [Educator Support Site](#) [Switch Database](#) [Logout](#)

Foundations of American Government


Principles of Government

Examine core principles of government, including the basic purposes of government, key concepts like natural rights, government's impact on individual rights, and how the idea of consent of the governed is manifested in the U.S. Constitution.


Topic Centers




Why Government?



Types of Government



What Is Democracy?




Majority Rule, Minority Rights


Origins of American Government

Delve into the origins of U.S. government, from its roots in British tradition; to colonists' declaration of independence from England; to the Articles of Confederation (1781), the nation's first governing document, which was later replaced by the U.S. Constitution (1787).


Topic Centers



Roots of U.S. Government



Declaration of Independence



Articles of Confederation

Clicking on one of the Topic Center options brings up the introductory **Topic Center Overview** essay designed to help students obtain a general understanding of the subject at hand. To the left of the Overview is a navigation column containing the **Topic Essentials**, **Investigate Activities**, and **Topic Library** sections, which provide topic-specific curriculum, critical thinking, and additional reference material.

Topic Center Overview

The Overview provides a "big picture" perspective of a particular topic, establishing key terms, concepts, and themes. This broad essay prepares students to be able to understand the topic in greater detail through reference entries and other resources available in the Topic Center. Links within the Overview text itself connect relevant terms to additional information.

In the left column beneath **Overview**, users can click on **Topic Essentials**, a series of videos and foundational resources that help students understand the subject further; **Investigate Activities**, designed to cultivate and enhance students' critical thinking skills; and the subject's **Topic Library**, which provides all the resources needed for a full exploration.

The screenshot shows the 'American Government' website interface. At the top, there is a search bar and navigation links for Home, Educator Support Site, Switch Database, and Logout. The left sidebar is titled 'TOPIC CENTER' and lists 'Why Government?' with sub-links for Overview, Topic Essentials, Investigate Activities, Topic Library, and CLIOview. The main content area is titled 'Why Government?' and 'Overview'. It features a historical painting of men in 18th-century attire gathered around a table, with a 'Click to Enlarge +' link below it. The text discusses James Madison's view on government and the concept of a state of nature. It mentions Thomas Hobbes' 'Leviathan' and John Locke's theories on natural law and government. A small image of the title page of 'Two Treatises of Government' by John Locke is also visible, with a 'Click to Enlarge +' link.

Topic Essentials

Topic Essentials offer a deeper exploration of the topic with resources for the Overview, including Video Lessons, Key Questions, Vocabulary, and a Check Your Understanding self-assessment quiz.

American Government Search this database [Advanced Search](#) [Home](#) [Educator Support Site](#) [Switch Database](#) [Logout](#)

TOPIC CENTER

Why Government?

Overview

Topic Essentials

Investigate Activities

Topic Library



CLIOview

[Back to Theme](#)



[Save](#) [Email](#) [Print](#) [Cite](#) [Listen](#) [Transcripts](#)

Why Government?


Topic Essentials [Transcripts](#) | [Outlines](#)

Kristin Swanson
Why Government?: Introduction [1:16] State of Nature and Natural Law [3:09]

Purpose of Government [5:27] U.S. Government [3:17]



Why Government?: Closing [:29]

- **Videos:** At the top of each Topic Essentials section are in-depth video presentations about the selected Topic Center. Each Topic Essential features an opening and closing video in which a master teacher introduces the Subtopic and then reiterates what the student has learned. At the core of the Topic Essentials is a set of 3–5 short audio/video slideshows exploring key aspects of the topic. Narrated by master teachers, these videos cover key information and concepts and feature photographs, illustrations, and maps to provide visual and aural dimensions to the presentation of the concept. Transcript and Outline versions of the videos are also available through links at the top.
- **Key Questions:** The Key Question section offers a series of questions to promote foundational understanding for each Topic.
- **Vocabulary:** Definitions for key terms, events, or sources relating to each Topic.
- **Check Your Understanding:** This assessment feature lets students test what they have learned in the Topic. Quizzes consist of multiple choice questions, plus questions based on primary source texts and the close reading of secondary sources in the database. In cases where students answer the question incorrectly, the quiz directs them to the page in the database where they can find more information about the Topic. At the end of the quiz, students will be able to see their total score. In addition, they have the option to review all of the questions and compare their responses to the correct answers.

Investigate Activities

American Government's **Investigate Activities** can be accessed through the link on select Topic Center Overview pages. These multi-part interactive activities are designed to help students develop and enrich their critical thinking skills by posing a historical **Inquiry Question** with an "Understand the Question" link to background information, which helps students strengthen their knowledge about the topic. Also provided is an **Activity Worksheet** to assist students in keeping track of their findings, along with links to evidence sources that help them answer the Inquiry Question.

The screenshot shows the 'American Government' website interface. The top navigation bar includes a search bar, 'Advanced Search', and links for 'Home', 'Educator Support Site', 'Switch Database', and 'Logout'. The left sidebar lists 'TOPIC CENTER' options: 'Why Government?' (Overview, Topic Essentials, **Investigate Activities**, Topic Library, CLIOview). The main content area is titled 'Why Government?' and 'Activity 1: Roles and Responsibilities'. It contains three numbered sections: 1. 'Inquiry Question' with the text 'What are the primary roles of government?' and a link 'Understand the Question'. 2. 'Activity Worksheet' with the text 'As you explore the sources, print and use this worksheet to help keep track of your findings and answer the Inquiry Question.' and a thumbnail of a worksheet titled 'ABC O CLIO'. 3. 'Sources' section with a 'Video' icon, two 'Image' icons showing portraits of Benjamin Franklin, and another 'Image' icon showing a historical document.

Inquiry Question

This is an essential topic-based question to be addressed. Clicking on **Understand the Question** provides additional support:

- **Clarifying Questions** to help focus on issues to consider
- **Vocabulary** to help identify and understand the key terms
- **Background Information** to provide important context and broader understanding on important individuals, organizations, movements, events, and places associated with the question

Activity Worksheet

The Activity Worksheet provides students with a valuable tool to help their thinking as they respond to the Inquiry Question.


Sources

Students use key selected sources to help answer the **Inquiry Question**. Clicking into each **Source** brings up not only the source itself, but important questions about who created it, what it discusses, and suggestions for **Context and Things to Consider**.

Topic Library

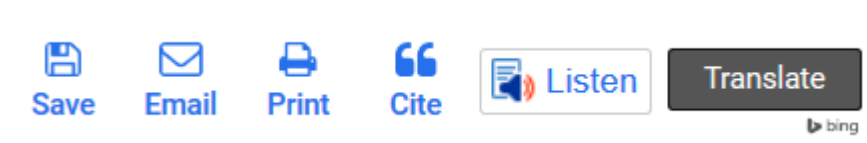
The Topic Library section contains numerous images, documents and other references students need to better understand the Topic. All of the material in this section has been carefully curated by subject experts and includes links to information essential to each Topic. Using the **Filters** feature, users can select particular types of resources, and the **Results Per Page** button allows users to select how many are displaying at one time.

The screenshot shows the 'American History' database interface. At the top, there is a search bar with the text 'Search this database' and a magnifying glass icon, followed by a link to 'Advanced Search'. Navigation links include 'Home', 'Educator Support Site', 'Switch Database', and 'Logout'. On the left, a 'TOPIC CENTER' sidebar lists 'Mercantilism' with sub-links for 'Overview', 'Topic Essentials', 'Investigate Activities', and 'Topic Library' (which is highlighted). The main content area is titled 'Mercantilism' and 'Topic Library'. It features a 'Filters -' button and a '50 Results Per Page -' dropdown. Below this, four search results are listed, each with a checkbox, a title, a resource type, a time period, and a brief description:

- [Exploration and Colonization, 1350-1760](#)
Resource Type: *Timelines* | Time Period: *Exploration and Colonization, 1350-1760, Revolutionary Era, 1754-1783*
A timeline that lists the principal events associated with the European exploration and colonization of North America along with the preparation of the English colonies for independence from Great Britain.
-  [Boston Tea Party](#)
Resource Type: *Photos & Illustrations* | Time Period: *Revolutionary Era, 1754-1783*
American patriots, disguised as Native Americans, destroy tea at Boston Harbor on December 16, 1773.
- [Coercive Acts \(1774\)](#)
Resource Type: *Political, Government & Court Documents* | Time Period: *Revolutionary Era, 1754-1783*
A series of four acts passed by the British Parliament in the spring of 1774, the Coercive Acts were intended to punish the residents of Boston for destroying 342 chests of tea in the Boston Tea Party of December 1773, which had been a protest of the hated Tea Tax.
- [Colonial Administration](#)
Resource Type: *Reference Articles* | Time Period: *Revolutionary Era, 1754-1783*
Colonial administration was the system by which England attempted to exert commercial and fiscal control over its American colonies and eventually led to the separation of the colonies from Britain.

TOOLS

ABC-CLIO Solutions databases employ various tools to help students navigate through and make the best use of our content:



Save

Clicking on the **Save** icon on the top right-hand portion of your screen allows users to save a PDF file to the Cloud using one of three options: Google Drive, Google Classroom, or Dropbox. Users must have an account with these services in order to save files to them. Certain browsers may not support this functionality; if this is the case, the Save button will be grayed out.

Email

Click on this icon on the top right-hand portion of any page to email content from that page.

Print

The **Print** icon is located next to the email icon and allows users to print the main window of each page.

Cite

The **Cite** icon shows users the three most common forms of citation for the article being referenced: MLA, Chicago, and APA. Users are also able to export the entry to either EasyBib or RefWorks citation creators.

ReadSpeaker (Listen)

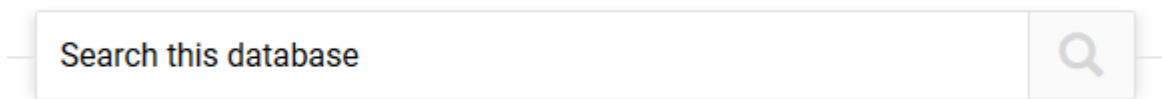
This icon activates the **ReadSpeaker** capability, which allows text in the database to be read out loud. For more information about this function, see the ReadSpeaker/Translation tool tab in the Help menu.

Translate

Clicking on the **Translate** button will translate the text on the page to one of 12 languages. Users can also click on a language with the ReadSpeaker function to have it read back in that language.

SEARCH THIS DATABASE

Whether users are beginning a significant research project or verifying a few facts, the **Search This Database** function is a good place to start researching. To search by text, enter a word or phrase into the search field on the home page and click the magnifying glass icon.

A search bar with the text "Search this database" and a magnifying glass icon on the right side.

Search results are grouped into resource types. Using the buttons at the top, the number of results per page can be changed, and search results can be sorted by relevance or title (alphabetical order). To further narrow a search, use the **Filter** option. To do this, select the categories that are of interest and click on Filter. You can also click on the boxes next to search results to save, email, or print a group of entries, and educators that are logged on with the educator password can add the selection to Research Lists. For more searching options, use **Advanced Search** on the right side.

Advanced Search

The **Advanced Search** function allows users to preselect their search criteria based on the type of resource they are searching for as well as the subject they would like the results to correspond to. The Library section includes General Resources, Media, and Document options, while the Themes & Topic Centers section includes the key themes featured in the database. To search, enter a topic into the advanced search field and then select a specific

<http://americangovernment.abc-clio.com>

category or categories from either the Library or the Topic Center or both. Users also have the option of searching across ABC-CLIO databases to which they subscribe by clicking on the **Search across all databases** link.

WEBSITE INFORMATION

Terms of Use

States and clarifies the database's legal terms of use and copyright rules.

Privacy Policy

This section provides information about ABC-CLIO's privacy policy. ABC-CLIO is committed to protecting the privacy of visitors to its databases. Personally identifiable information is not collected unless willingly provided by database visitors. ABC-CLIO requests that students under the age of 13 ask their parents or teachers for approval before sending any personally identifiable information.

MARC Records

This link leads to a page with downloadable MARC records for ABC-CLIO databases. Select the appropriate products and click the **Get MARC Records** button.

About

This section provides information about ABC-CLIO, a publisher of educational and reference products, as well as information on the editorial team behind the database.

DATABASES

Quick access to subscribed ABC-CLIO databases and the Multiproduct Homepage.

CONTACT

Customer Support

Quick access to contact information for technical support or customer questions.

Help

The Help section provides access to FAQ, Tech Notes, ReadSpeaker/Translation, the User Guide, and Ask the Cybrarian.

- **FAQ:** Lists the most frequently asked questions users have about the database.
- **Tech Notes:** Gives information on system requirements, plug-in updates, and downloads.
- **ReadSpeaker/Translation:** Provides details regarding the use of the ReadSpeaker and Translation tool functions.
- **Contact Us:** Provides contact information for ABC-CLIO Customer Service and Tech Support.
- **User Guide:** Helps users learn how to use and stay current with the database.
- **Ask the Cybrarian:** The Ask the Cybrarian tool is an online guidance source that provides reference information, search help, and support via email. If several reference searches have not yielded the answers you need, you may want to try the Ask the Cybrarian tool. Questions are submitted in the submission box and then sent to the Cybrarian, who will respond by email to the sender, usually within one to three days.
- **Cybrarian Q&A:** Frequently asked questions about the Cybrarian and their answers are posted for quick reference.
- **Shortcuts & Logos:** This page provides directions to add a shortcut to ABC-CLIO's databases onto a desktop or to add hyperlinked logos for ABC-CLIO's Social Studies Databases onto a web page.

EDUCATOR SUPPORT SITE

The Educator Support website accessed through this link will help educators customize ABC-CLIO resources into teaching practices.