

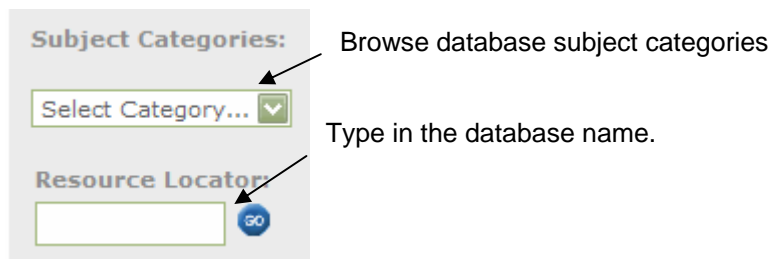





### Create an OncourseCL Database List with MetaSearch

This tool is designed for those that have 'instructor' and 'assistant' rights to a specific course and section in OncourseCL. Those who have student or visitor privileges for a course/section will not be able to create a MetaSearch e-Shelf folder that will be visible in OncourseCL.

#### Start in MetaSearch:

1. Select MetaSearch off the Library's homepage: [www.ulib.iupui.edu](http://www.ulib.iupui.edu) and log into the resource with your IUPUI Network ID and password.
2. Search for Databases that you wish to include in your Database list by selecting from either Subject Categories or Resource Locator :



3. Click the  sign to add the Database to your 'My Sets'; this places them in a 'Temporary Set' folder
4. To move the databases to a new or previously created folder, select the 'My MetaSearch' tab and then the 'My Databases' option.
5. Select the 'Create new set' icon  to create a set of databases or select from the 'Select set' drop down menu to access your current sets.
6. Click on the 'My Resources' arrow key  to move the database to the selected set folder.

#### Finish in Oncourse CL:

1. Log into Oncourse CL using your IUPUI Network ID and password.

2. Select the course for which you are creating a reading list.
3. From the left navigation bar, select 'Library Resources'
4. Under the MetaSearch Quick Search, select 'Edit' and turn on access to the database set that you want assigned to the course.

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**Created:** 04 August 2004, JWE

**Updated:** 11 April 2007, SN

**[Comments or suggestions?](#)**

**URL:** <http://www.ulib.iupui.edu/metasearch/quickref.htm>