I. Goals of Workshop
Either display the goals at www.ccsf.org/Library/instruct/workshops.html or state them.
- Understand what the Web is and is not.
- Understand some basic concepts relating to the Web (e.g., browser, links, Webmaster, Web site and Web page)
- Understand the elements of URLs and how to interpret them.
- Understand the concept of Web search tools and the differences between subject directories and search engines
- Basic search techniques

II. Internet vs. the Web: Concepts and Terminology
- Internet vs. the Web (refer to handout)
- Web browser and its features; Web site homepage, links from homepage to to web pages (illustrate online)
- URLs – elements (refer to handout)

III. Misconceptions about the Web
Pose as questions and connect responses to defining the various types of Web search tools.
- Is everything on the Web/Internet freely accessible? What kinds of info. resources are not? Reinforce the understanding that the subscription databases like InfoTrac are part of the “invisible Web”
- Is information on the Web always more current?
- Is there any Web search tool that searches the entire Web?
- Do you need to evaluate the results of your Web searches? Why? Remind them that Workshop W covers this topic.

III. Variety of Types of Web Search Tools: When to Use One or Another? (Sections III. and IV. could be intertwined and presented together)

A. Use Library “Search the Web” page as organizer and the handout to explain briefly each type of search tool below.

   1. Subject Directories Features: (Refer to handout)
   2. Search Engines (Refer to handout)
   3. Metasearch Engines (Refer to handout)

B. Potential questions to ask to reinforce and promote active learning:
   1. If you have a very broad topic like abortion, which type of search tool might be good to start with?
   2. If your instructor told you to only use high quality information from the Web, which type of search tool will provide only evaluated, good quality Web sites?
   3. If you have a very narrow topic, such as the crime rate in San Francisco among homeless people, which search tool would be the best to use?

IV. Basic Search Techniques
1. Stress the need to read the “Help” or “Search Tips” to become better Web searchers.

   2. Subject Directories – “drilling” down through narrower categories/topics; use of search box with exact phrase searching; AND as the default
   3. Search Engines – exact phrase searching; concept of AND as the default

V. Recap/Questions and distribute Assignment – Try to give them 10 min. to begin Assignment.