

## How to Find Schools that Use ProCon.org Checklist

### 1. Searching for schools:

#### A. Open existing lists for reference to double check that schools found are not already on our lists.

- Open "How Schools Are Using ProCon.org" (<http://www.procon.org/how-schools-are-using-procon.php>) to see over 1,000 schools already on our list.
- Staff:* Open Urchin at <http://72.32.204.137:10000/> and log in with username and password (refer to Managing Editor) to verify that schools found are not already in "User Submission" list.

#### B. Yahoo searches:

- Enter "linkdomain:[topic url] -site:[topic url]" without quotes into the Yahoo search box, ie linkdomain:milk.procon.org -site:milk.procon.org
- Scan the pages for school related results, ie ".edu," ".wikispaces," "psych101.org," and/or "mr.smith.com." If unsure, err on the side of looking into all possible school references.
- When a new school resource is found, create a PDF of the page (see #2) and enter it into the system (see #3).
- Consider search complete when 10 pages of results have turned up no new schools.

#### C. Staff: Urchin searches:

- In Urchin, click the topic link.
  - In the "Date Range" calendar, click on the applicable month.
  - In the "Reports" box, click "Referrals" and then "Referrals" again in the drop down menu.
  - Set "# Shown" at the top to "100."
- Scan the pages for school related results, ie ".edu," ".wikispaces," "psych101.org," and/or "mr.smith.com." If unsure, err on the side of looking into all possible school references.
- When a new school resource is found, create a PDF of the page (see #2) and enter it into the system (see #3).
- Consider search complete when 3 pages of 100 results have turned up no new schools.

### 2. Saving page as a PDF:

- Open PDF converter ExpertPDF (<http://www.html-to-pdf.net/free-online-pdf-converter.aspx>).
- Enter full url of school page into the box next to "Url: "; click "Convert to PDF."
- Double check that the PDF page created is the full page that includes the active ProCon.org link.
  - If page is not correct, create the page by "printing" (File>Print) with "CutePDF" (download from <http://www.cutepdf.com/>) or other PDF converter option.
- Save created PDF as full school name without spaces or capitalization, ie "johnadamshighschool."

### 3. Entering schools into system for review:

- Click on "A. Online Form" under "IV. Add My School to ProCon.org" in "Teachers' Corner" (<http://www.procon.org/education.php>).
- Fill out the page following its instructions with information gained from the PDF school page. If more information is needed search the school's main website.
- For schools that are already listed, but have a new resource:
  - "Add" the school
  - In Net Editor's "Institutes using ProCon.org" find school under "User Submissions"
  - Click "Edit" in the same line as the name of the school
  - In the "Add" field, change default "As New Institution" to correct school in "Under Existing..."