Focus on the information need
- What is my assignment or the information problem to be solved?
- What are my questions and/or thesis sentence?
- What types of information will be needed?
- How will I organize my search plan?
- What keywords and alternate search terms would be best for my topic?
- What search terminology and techniques should I use?

Investigate resources to look for an answer
- What criteria should I use to evaluate and select the information sources?
- Where are the sources located and what information does each source provide?
- Where is the information within each source and how do I locate it?
- What problems am I having in finding information and how do I solve these problems?
- How can I find what I need and respect the rights of others to equal access to information?

Note and evaluate facts
- What criteria should I use to evaluate the information I found?
- Does the information I found relate to my topic and questions?
- How do I take notes so that they are in my own words?
- Which facts do I need to create a citation for each source?
- Do I have facts from all points of view on my topic?
- Do I have the information I need and is my research complete?

Develop information into knowledge for presentation
- How should I present the information to best share what I learned with others?
- How do I organize the notes for my final presentation?
- Have I analyzed and used the information effectively?
- Are my conclusions based on the research evidence?
- How do I organize my citations into a bibliography and what format will I use?
- How do I integrate technology to enrich, publish, or present my project?

Online tools:
http://www.sunlink.ucf.edu/finds/I.html
http://www.sunlink.ucf.edu/finds/D.html
http://www.sunlink.ucf.edu/finds/N.html
http://www.sunlink.ucf.edu/finds/F.html
http://www.sunlink.ucf.edu/finds/S.html
http://www.sunlink.ucf.edu/finds/F.html