Focus on information need
- Narrow or broaden topic and write a thesis sentence.
- Determine how much information is needed.
- Define search terms.
- Outline a search plan and a timeline.

Investigate resources to search for answer
- Locate collections such as fiction, nonfiction, reference, biography, nonprint, and e-resources.
- Apply evaluative criteria to select the best resources to answer the search question.
- Demonstrate an understanding of how information is organized and located.
- Exhibit responsible care and use of materials, e-resources, equipment, and facilities.

Note and evaluate facts and ideas to answer the question
- Read, evaluate, and select information to answer search need.
- Take notes and record data required for citations.
- Analyze information gathered and compare with research need.
- Organize notes for clarity, coherence, and emphasis.

Develop information into knowledge for presentation
- Select a presentation format appropriate for the topic, audience, purpose, content, and technology available.
- Analyze and synthesize collected information.
- Use resources and technology to create and present a quality product.
- Demonstrate effective interpersonal communication skills to share ideas and information with others.

Score presentation and search process
- Apply or develop evaluative criteria for information problem or product.
- Reflect on the search process, noting strengths and weaknesses.
- Make recommendations for ways to improve search strategies.