Instructions for locating Full Text tests with Norms/Analyses

1. Access the Library’s website: http://inside.ucumberlands.edu/library/
2. Click the Databases and Subject Guides link.
3. From that page, click the Clinical Psychology, Counseling, Education, or Psychology link.
4. Scroll through the list of databases and click the link to PsycTESTS.
5. If you are accessing the database from off-campus, you will need to enter your username (1st part of your email address) and email address password.
6. To locate all of the full text tests with Norms/Analyses in PsycTESTS:
   a. Scroll down to the section titled Limit your results.
   b. Click the box underneath Full Text (a check mark will be put in this box) Skip this step if you want to see all tests with Norms/Analyses, including those that are not available in full text.
   c. Scroll to the bottom of that same page to the section titled Supporting Documentation.
   d. Use the arrow to scroll through the selections under Supporting Documentation and click on Norms/Analyses (this highlights Norms/Analyses).
   e. Click Search at the bottom right-hand corner of the page. You do not need to put any topics in the search boxes at the top of the page.
7. You will have a Result List of tests with Norms/Analyses.
8. Click the PDF Full Text link under the test information to access the Full Text of that test, if available.
9. Return to the Result List and click the Title of the test to access the Description and Norms/Analyses for that test.
10. Scroll down to access information about the test, including the Description.
11. To access the Norms/Analyses: Scroll down further to the heading Supporting Documentation Link. Make sure the heading includes the term Link. Click the URL (http://...) beside this heading to access the Norms/Analyses for the test. Note: There is a heading titled Supporting Documentation with the term Norms/Analyses just above the Supporting Documentation Link. If you click on the term Norms/Analyses you will be directed to a Result List of tests that have Norms/Analyses, including some that do not provide the full text of the test.
12. Assistance: Jan Wren – 606-539-4328; jan.wren@ucumberlands.edu
    Carrie Byrd – 606-539-4160; carrie.byrd@ucumberlands.edu
    Sara Schumacher – 606-539-4464; sara.schumacher@ucumberlands.edu