

Create Your Own Instructional Kit

A unique feature of the America on the World Stage Digital Library is the ability for members to create their own instructional kits using items from various kits which have already been published to the library. Below are detailed instructions on how to do it.

STEP 1: Create a New Kit

- To create a personalized instructional kit, click on the The Library link in the navigation bar at the top of the Hands on History Library homepage.
- From The Library Page, click on the MyKits link in the left hand column
- Then click on the MyKits link which is listed in the center of the My Instructional Kits page. (See Figure 1)

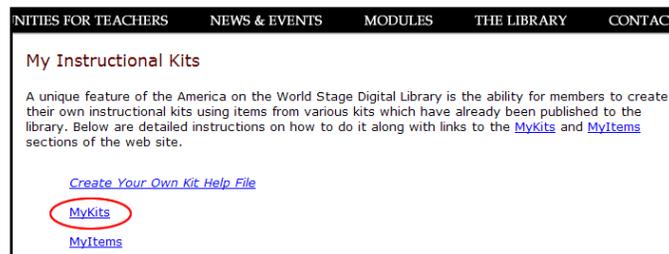


Figure 1

When you click on the MyKits link, you will see a login screen similar to the one shown in Figure 2. Use your AOTWS username and password.



Figure 2

On the MyKits page, click on the New button in the navigation bar as shown in Figure 3 below.

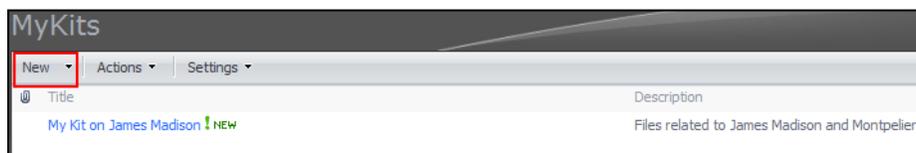


Figure 3

Enter a Title and short description of your kit on click OK. (See Figure 4)

Figure 4

After your kit has been created, you can now use the search features in the America on the World Stage Digital Library to locate individual documents which you would like to include in your instructional kit.

STEP 2: Add Documents to Your Instructional Kit

To locate individual documents, you can use the browse and search functions of the America on the World Stage Digital Library. The Grade, Subject, Keywords, Master Teacher, and Standards search functions will display instructional kits which fit the criteria of your search. Each of those kits will then have a link which will route you to a page which displays all of the documents in that kit. (See Figure 5).

Figure 5

Click on the link of the kit you wish to view. You will then see a page similar to the one in Figure 6. This page will display of the documents in that kit.

Documents	Type
COMPLETE KIT - Dolley Madison America's First Lady	Kit
Dolley Madison - Classroom Practice	Document
Dolley Madison - Scholarship Research	Document
Dolley Madison Post-Assessment	Document
Dolley Madison Post-Assessment Answer Key	Document
Dolley Madison Pre-Assessment	Document
Dolly Madison - Abstract	Document
Lesson 1 - Americas First Lady	Document
Lesson 1 Dolley Payne Madison Storybook	PowerPoint

Figure 6

This will direct you to page with a link to the document you wish to add to your kit. Click on the small down arrow which is located to the right of the document's name to display a popup menu. From the menu, select [send To/ MyItems]. (See figure 7).

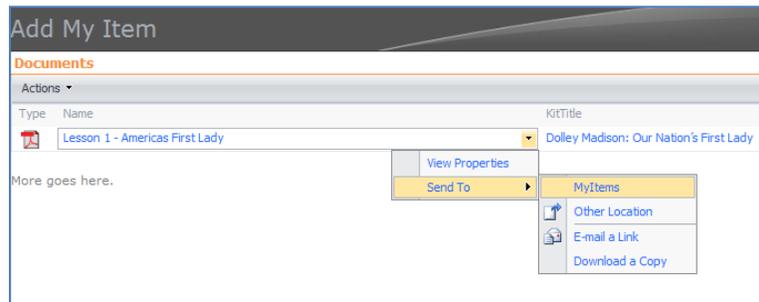


Figure 7

At this point, depending on whether you have already logged into the web site, you might be directed to a login screen like the one shown in Figure 8. If so, login using you AOTWS username and password.



Figure 8

You will then be directed to a dialog screen where you will need to assign a name to the file you are adding. Please add some reference to your username to the name of the file such as [Dolley Madison – Classroom Practice – AMink] or [Dolley Madison – Classroom Practice – CBunin] (See Figure 9). DO NOT change the destination document library or folder. Then click OK.

Since other users might also be including a copy of this file in their custom instructional kit, naming the file with some reference to your username will prevent files from being overwritten.

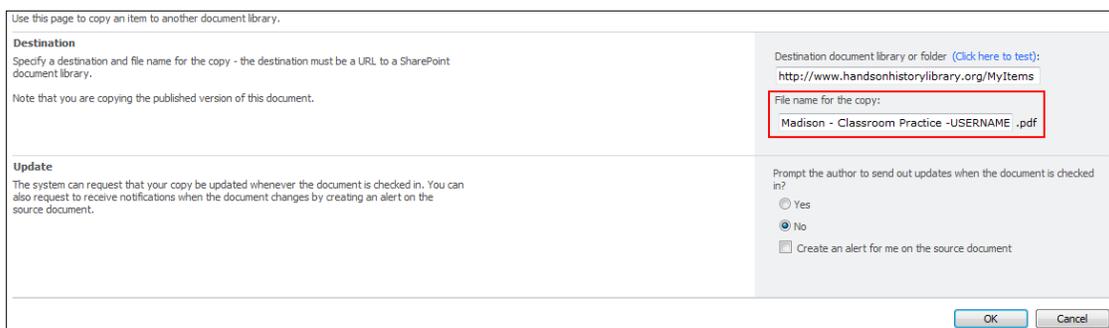


Figure 9

You will then see a screen similar to the one pictured in Figure 10. This will advise you that you will not receive updates when the original file is updated. That will not be an issue. Go ahead and click OK.

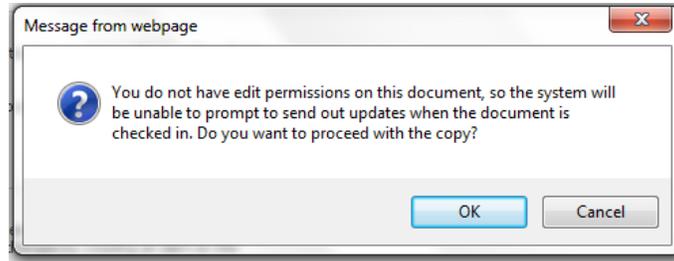


Figure 10

On the following screen, you will be asked to confirm the copying of the file to the MyItems location. Click OK. (See Figure 11).

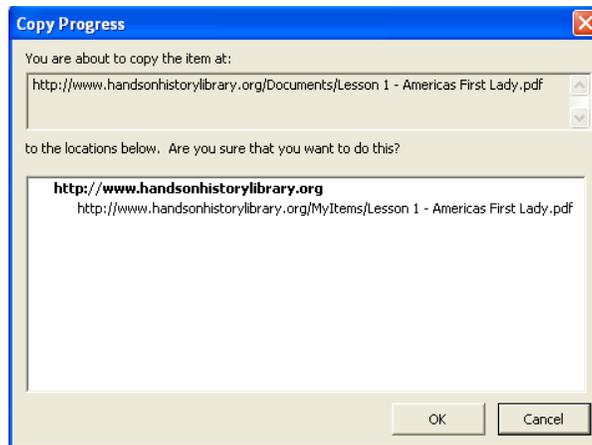


Figure 11

You will then see a screen similar to the one pictured in Figure 12 confirming that the copy procedure was successful. Click [Done]

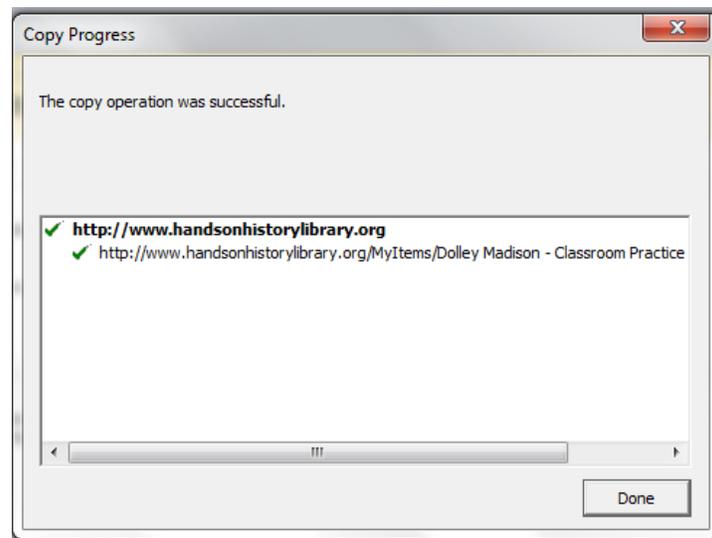


Figure 12

When the process is complete, you will be returned to the original screen from which you initially sent the document to MyItems. From there, click on the link for **Go to My Items**.

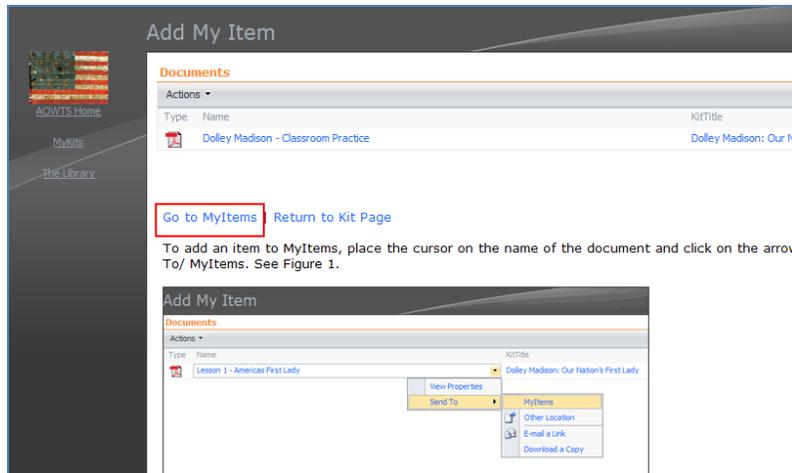


Figure 13

STEP 3: Tagging Documents to Your Instructional Kit

The final step is to link the document you just uploaded to MyItems to one of the instructional kits you have previously created in MyKits.

Click on the arrow to the right of the document you wish to link to your instructional kit. Select [Edit Properties] from the dropdown menu. (See Figure 14).

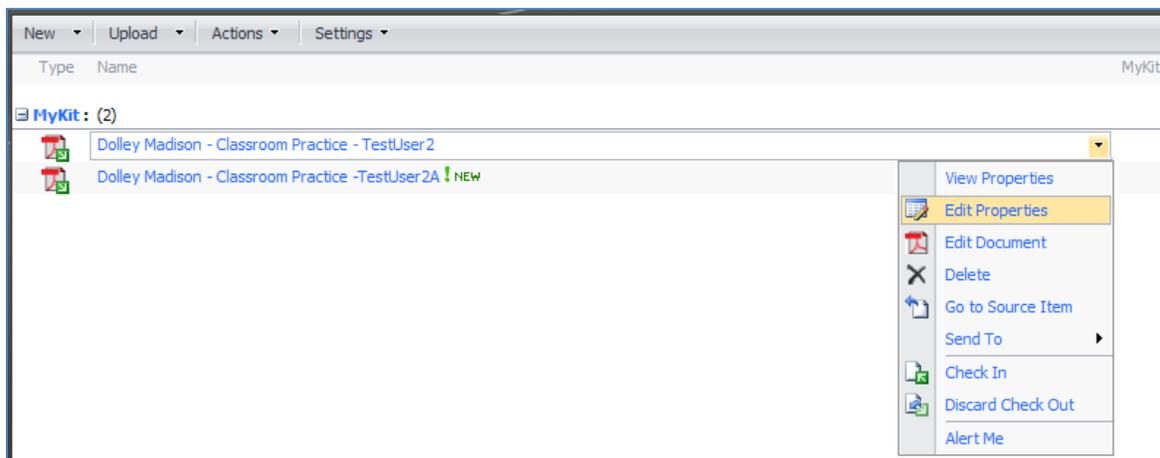


Figure 14

In the field named [MyKit], select the kit from your list to which you would like to link this item. (See Figure 15)

Delete Item * indicates a required field

Name * Dolley Madison - Classroom Practice - .pdf

Title Dolley Madison - Classroom Practice

MyKit * My Kit of Thomas Jefferson
My Kit on Thomas Jefferson with a kit which you have created in
My Kit on James Madison

Created at 8/7/2010 12:20 PM by SP022\testuser2
Last modified at 8/7/2010 12:20 PM by SP022\testuser2

MyKit OK Cancel

Figure 15

After clicking OK, you will be directed to a screen displaying all of your items and the kits with which they are associated. As individual items are linked to kits, they will appear in the list of documents under the appropriate kit. (See Figure 16)

MyKit : (1)

Dolley Madison - Classroom Practice - TestUser2A ! NEW

MyKit : My Kit on James Madison (1)

Dolley Madison - Classroom Practice - TestUser2

Figure 16