

Help Screen Text

—Folder view—same for inbox, all subfolders of inbox (not EDSITEment Materials)

Folders contain images, text, and bookmarks for your class to access and use. This screen contains a thumbnail display of objects within your folder. You can choose to share the folder with students, create a gallery of these items, duplicate items or folders, and add items to your folder.

You can create a new folder by clicking on the (folder + icon) at the top of the left menu bar. To rename a folder, select the folder from the right side menu. Then click on the folder name displayed at the top of the page (the text background be highlighted). A text field opens up with the folder name inside. Edit the name. Click Save.

If the folder you are currently viewing contains instructions, they will be displayed below the folder title in the main section of the screen.

The main section of the screen also provides access to any objects in the folder. To open an object, click on it or on “view.” To view or edit object details—including the title, body text, citation information, as well as other information—choose “details.” To make a copy of an object, choose “duplicate.” You can reorder objects by clicking on the up and down arrows. You can also drag and drop objects into other folders or the trash.

—Gallery—

The Gallery tool allows you to create a digital display of objects from a given folder. To begin, open the folder that contains the objects you wish to put on display. Next, choose the “gallery” option in the menu beneath the folder name in the main section. You will then be prompted for a title and a description for your gallery. After you save your gallery, you can choose to publicly display it. If you choose this option, by clicking “Display Gallery,” A URL will appear, which can be distributed. If an instructor has created a class gallery, it can be accessed _____ [where?]. After publishing the gallery, you will have the option to hide your gallery from public display by clicking the “Hide Gallery” button.

—Share—

This screen allows you to select how students can participate with the objects in the folder from which you selected the “share” function. Using the dropdown menu, choose the class you wish to change sharing permissions for. Then using the check boxes, choose whether students in the selected class can view, edit, delete, move, copy, or add details and items. From here you can also link folders between classes. To add additional classes, click “Save permissions” and a drop-down box of your other classes will appear.

—Image view—

The Image screen allows you to zoom around, annotate, and add comments to the selected image.

To zoom in and out, click on the “+” and “-” icons in the upper right hand corner of the image. To move around within the image while zoomed in, click and drag the image.

To add an annotation, click on the annotation bubble icon immediately above the image. An expandable box will appear. You can drag the box anywhere in the image. You can also enlarge or reduce the box using the white stretch buttons in each corner. Type your annotation in the adjoining text box. To save the annotation, select the green checkmark. To cancel your annotation, select the red “x” mark. After you save your annotation, your annotation will appear when you hover with your mouse over the red shaded area of the image that corresponds to your annotation box. You can edit the annotation by clicking on the notepad icon that appears in the upper right hand corner of the annotation box while hovering over it. Click your mouse in the text box to edit the text. To save the edits, click on the green checkmark. To close the annotation, click on the red X. To remove the annotation entirely, click on the recycle icon. If the annotation box overlaps with another annotation box, it may be difficult to close the annotation box. If this happens, move the boxes so they don’t overlap. The annotation box outline will stay active on the image as long as your mouse hovers somewhere on the image.

You can also add comments to images on this screen. At the bottom of the page, add a subject in the text box, then add a comment and hit “Submit.”

Comments and annotations will be marked by who created them.

—Text view—

This screen allows you to read a text, add annotations within the text document, and write comments at the bottom of the screen.

To add an annotation, click on the annotation cloud icon found immediately below the folder title in the main section of the screen. You will be prompted to “highlight the text you want to annotate.” Type your annotation in the adjoining text box. Click “Save” to save your annotation, or “close” to close without saving your change. After you save your annotation, a cloud icon will appear at the end of the highlighted text, and the highlight will disappear. You can view the annotation by clicking on the cloud icon in the text. From there you can edit or close the annotation. You can choose to display or hide all annotation clouds by clicking on the main cloud icon near the folder title at the top of the screen.

You can also add comments to images on this screen. At the bottom of the page, add a subject in the text box, then add a comment and hit “Submit.”

Comments and annotations will be marked by who created them.

—Object details—

This page contains information on the selected object. You can edit some of the details in this screen, while other details can be edited by selecting "edit details."

The "Title" is the name which will appear above the image or text, and by which it will be known in the folder and in the gallery. "Type" indicates whether the object is an image or text. The date and creator of the object are also noted.

—Edit object details—

From this screen, you can edit many of the object details. The "Title" is the name which will appear above the image or text, and by which it will be known in the folder and in the gallery. You can add "Keyword" tags to further define the object. "Citation" and "Source" fields allow you to indicate the print, web, or archival sources for each object. If you wish for the bibliographic information to be visible alongside the image or text, enter it as a "Citation", which will make it appear at the bottom of the document while it is being viewed. "Caption" offers space for explanatory text that will appear below the image or text, as well as any "Instructions" you have for students. From the "Edit details" screen you can also indicate whether the item will be displayed in a gallery generated for this folder and enable or disable viewers ability to comment on the object.

—My Classes—

This page allows you to manage all of your classes. To enter a new class, click "create new class", enter the class name, and click "Create Class." You will be taken back to the list of classes, and should now see the newly added class. If you have multiple classes, they are listed in the order in which you created them. For each class listed, you have the option to rename, edit the class roster, or control shared folders.

—Class roster—

This screen displays any students that have already been added to the class. You have the option to add students one by one or as a batch. You can also edit or remove individual students.

—Add—

This screen allows you to manually add individuals to your class. Fill in the student's first and last names, then create a username and password.

—Batch Add—

This screen allows you to add multiple students to a class at the same time. Instructions for uploading a data file containing the students' information is provided on the screen.

—Shared folders—

This screen allows you to review which folders and galleries have been shared with a given class.