

# User's Guide: Getting Started

## 1. View Lesson Plans and Activities

Get familiar with the activities you will be assigning to students and view downloadable standards-based lesson plans.

## 2. Print and Distribute Class Code

Access a printable sheet of codes for student registration. When you register, a student login code will be automatically generated. You will find this code in the gray box on the top right side of the My Workspace page. All of your students will use this code to create their own private workspaces where they will access their assignments and save their work.

## 3. Student Registration

**Students Register** - Students register by entering the class code on the Student Portal page and creating a profile. They will choose a Username and Password that they will use to login so that they can view their assignments and save their work.

**Students Receive Assignments** - Anytime after registering, students can login their own private workspaces where they will see their list of assignments. To begin work on an activity they simply click on the title of the activity.

**Students Save Their Work** - Students can save an incomplete assignment by clicking on "Save." They will be able to return to their work at any time. When they have completed the assigned activity they will have an option to save the work to return to later or hand it in. When they choose to hand in the assignment they will not be able to return to it. Assignments that are handed in are available to you for review, grading, and feedback.

## 4. Assign and Grade Student Work

**Assign Work** - When you register, ALL available student activities are automatically pre-assigned to your entire class. You can elect to remove an activity from the assignments by going to the 'Manage Class Assignments' page in My Workspace.

**Track Work** - Go to the Grade Assignments tab and quickly view which activities have been assigned, which activities the students are still working on, and which activities have been handed in for your review.

**Grade Work** - Click on the green Completed button and the student's completed assignment will appear. As you review the student's responses you can type your comments in the box to the right. Select a grade from the drop-down box at the bottom of the page and hit "Submit." Students will be able to see your comments and their grade the next time they login to their Workspace.

## 5. Manage Your Student List

Edit students' profiles or delete students from your list.

**TIP: Use interactives with the whole class:**

**Follow these instructions if you want to involve the whole class in an interactive and save the work for later. Teachers can only save work done on interactives from a student workspace.**

- 1. With the class code, create a student workspace.**
- 2. Access the interactive from your student account.**
- 3. Do the activity. You can click "Save" to go back to it later. After you complete the activity click "Save" and choose to "Continue working on assignment."**

## User's Guide: Viewing Items in Flash

Some portions of this site use the Adobe Flash Player plug-in for animation and interactivity. If you do not have the Flash plug-in installed, you will be able to access lesson plans. However, the student interactives will not work without Flash. For example, if you have clicked on the "Analyzing Political Cartoons" interactive and nothing appears on your screen, you may not have the Flash player installed on your computer. Flash players are available for free from Adobe, and can be installed to enable the enhanced content.

If you would like to install Flash, or get more information about the Flash plug-in, you can visit the download page at <http://www.adobe.com>.

## User's Guide: How to Bookmark Items

A search in the Library of Congress Web site yields Web pages which are assembled "on the fly" in response to your particular request. The word "temp" often appears as part of the URL shown in the Address/Location window of the page. If you bookmark this page, you will not be able to see it at a later date.

To bookmark an item record on the Library's Web site, follow the steps below.

- At the bibliographic (item) record screen, go to the **View** menu on the Web browser menu bar, then select **Page Source** (or Document Source or Source, depending on your browser).
- A new browser window will open showing the HTML formatting tags for the page you received from your search. Scroll to the bottom of this new window.
- You will see:

<!-- The following URL will result in display of this document -->

and on the next line a long URL enclosed in the same special brackets: <!-- and -->.

*Example:*

<!-- [http://lcweb2.loc.gov/cgi-bin/query/r?ammem/vv:@field\(NUMBER+@band\(cph+3c16995\)\)](http://lcweb2.loc.gov/cgi-bin/query/r?ammem/vv:@field(NUMBER+@band(cph+3c16995))) -->

Highlight and copy the complete URL, including final parentheses (but not the special brackets <!-- or -->).

*Example:*

[http://lcweb2.loc.gov/cgi-bin/query/r?ammem/vv:@field\(NUMBER+@band\(cph+3c16995\)\)](http://lcweb2.loc.gov/cgi-bin/query/r?ammem/vv:@field(NUMBER+@band(cph+3c16995)))

- Close the window displaying the HTML formatting tags.
- Paste the URL in your browser's Address/Location window, as you would any other URL.
- To test the URL, press the **Enter** or **Return** key on your keyboard. If the browser brings up the correct item, you now have the permanent URL!
- With the tested URL in the Address/Location window of the browser, you can now bookmark the Web page.
- Simply go to the **Bookmarks/Favorites** menu on the Web browser menu bar, then select Add Bookmark or Add to Favorites.

## User's Guide: Help With Images

Most prints and photographs on the Library Web site are displayed in GIF and JPEG formats and require no special viewers. Some images are also offered as TIFFs—higher-resolution images with larger file sizes. Although most browsers support display of jpg and gif images, an external viewer or plug-in is required for viewing TIFF images. **Imaging for Windows®** offers users basic desktop image viewing including TIFF files. Developed for Microsoft, it is currently included as an accessory in every copy of Windows 95 or later. Since it is part of the standard install, you may already have Imaging for Windows installed on your desktop. To find out if you do, click on the “Start” button, select “Programs” and then “Accessories” and look for “Imaging.” Early versions of Windows 95 did not have this software and users of this version of Windows can download it free of charge.

Various other programs are available for viewing TIFF images.

### Windows TIFF viewers:

- Alternatiff
- InterneTIFF
- IrfanView
- Quick View Plus

### Mac TIFF viewers

- OSX: locate "Preview" on your computer
- Graphic Converter

Sometimes, individuals have difficulty opening TIFF files. One possible explanation for this is that the file is large. (Many TIFF files exceed 10 megabytes, and some are as large as 190 megabytes.) It can take a long time to open a file if you are using a dial-up connection. You may want to try saving the file without first opening it.

Another TIFF downloading problem may occur if you have QuickTime® software. If after waiting for a TIFF file to load, you get what looks like a piece of torn movie film, you have encountered QuickTime unsuccessfully attempting to display the TIFF file. QuickTime tries to read TIFF files, but it can't read all varieties of TIFF files, including some found on the Library of Congress Web site. To correct this problem, you will need to instruct QuickTime to stop trying to display TIFF files. Once you've done this, your TIFF software should start working.

Here is how to disable QuickTime for the purpose of viewing TIFF files with a different software tool. A side benefit is that after following these steps, you are free again to assign any valid TIFF player to Web browser software.

1. Play a QuickTime Movie with the QuickTime Player.
2. At the right end of the navigation bar (below the movie window) click on the small down arrow. Click on "About QuickTime Plug-In" and make sure you have version 5 or higher. (If not go to <http://www.apple.com/quicktime> before proceeding with the rest of the steps and download and install the latest version. Then return to these instructions and begin again at step one.)
3. Click "OK," and then click on the down arrow again.
4. Select Plug-In Settings.
5. Select MIME Settings.
6. Double click the TIFF entries until the plus-signs there go away.
7. Now try the TIFF file again. It should work with the TIFF software on your computer if the TIFF file format is properly "associated" with your Web browser. (For a list of TIFF viewers, see: <http://memory.loc.gov/ammem/help/view.html#photograph>)

## User's Guide: Help With Maps

Maps and other large images are presented as GIF or JPEG files and require no special viewers. You need a special viewer if you want to download maps for offline use. You can download special viewers at: <http://memory.loc.gov/ammem/help/view.html#map>.