

Instructions: Using Omeka.net to build your own archive¹

First things first! Your collection.

This assignment requires that you digitize “primary source documents” for your own themed collection. These primary source documents are not subject to copyright; you must be sure you have rights to these images in order to digitize them. Do not download images from the internet. Your archive is a new collection and contributes new knowledge: photos, documents, 3-dimensional pieces, structures, etc. that you scan or photograph. Create and preserve a story through a collection of your own making. Now’s the time to commit to your theme! Choose the theme you already posted for class or, if you have changed your mind, go with that new theme.

Get your collection together: Scan your items and upload them to your workspace (either your desktop, laptop, or on a thumbdrive, Google Drive, or Drop Box so that you can move the scanned images into your archive site.)

How to digitize? I have had great success with the free version of Turbo Scan. You can use your smartphone camera or a digital camera as long as you have a way to move your scan from your device onto either your desktop or to cloud storage in Google Drive or in Drop Box.

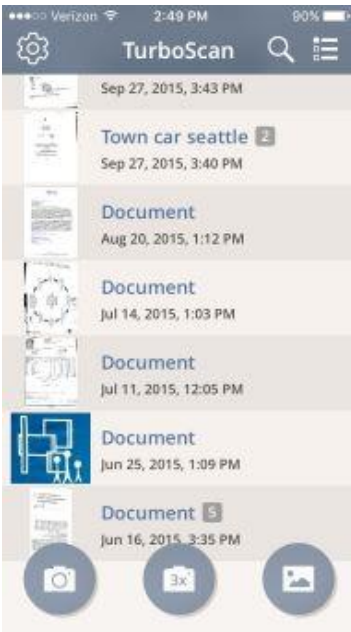
Here’s a step-by step for Turbo Scan with pictures. If you already know how to do this, skip to **PART B: OMEKA.**

The first thing I did here was to get my item and set it up in a well-lit place. Since next week is Mother’s Day, I chose a Mother’s Day card as a piece of correspondence from my family.

I turned on Turbo Scan and clicked on the “3X” icon –this gives sharp photos or pdfs of your documents.

¹ These instructions are based on those by Amanda French – amandafrench.net They have been illustrated, updated and adopted for Lane students by Doc McGrail

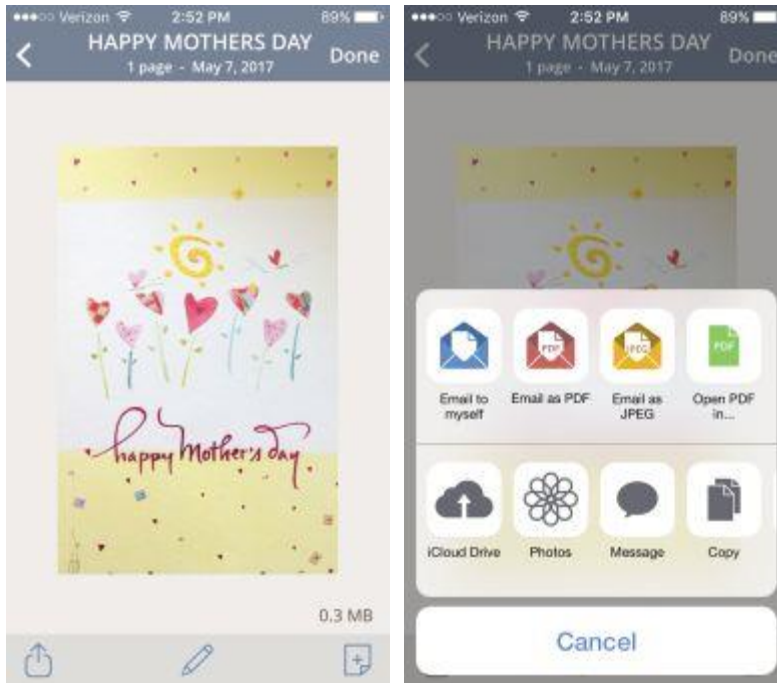




Scan your image: Holding very still (or using a tripod if you have one!) press the big white button and you'll get a photo image with a red frame around it. Adjust the red frame to where you want the picture to be (see image).



Notice that at first the scanner defaulted to Black and White. No problem, I just discarded it and then clicked the "B/W" at the bottom of the screen until it toggled to color.



Where to save/send your file: There! You see I have a .3 megabyte photo of my mother's day card. To save your file and be able to use it, you need to get it off of your camera by "sharing" it to yourself. At the bottom left of the screen you'll see a "share" icon (a little box with an arrow). Press it and you'll see your options for uploading to email, Drop Box etc. I sent mine to Drop Box. (You'll need to get an account on Drop Box if you don't have one, but it's very handy.) You can use your Lane Google Drive too or just email it to yourself. In Drop Box, I saved my scan under a file folder "OMEGA" so I can find it easily.

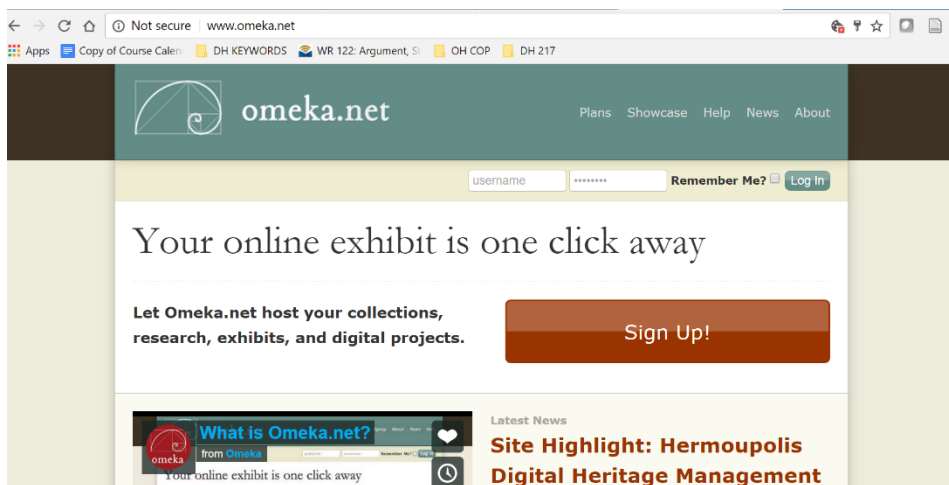


Repeat these steps with all of your photos and documents. This week you'll only need 3, but you can do as many as you wish.

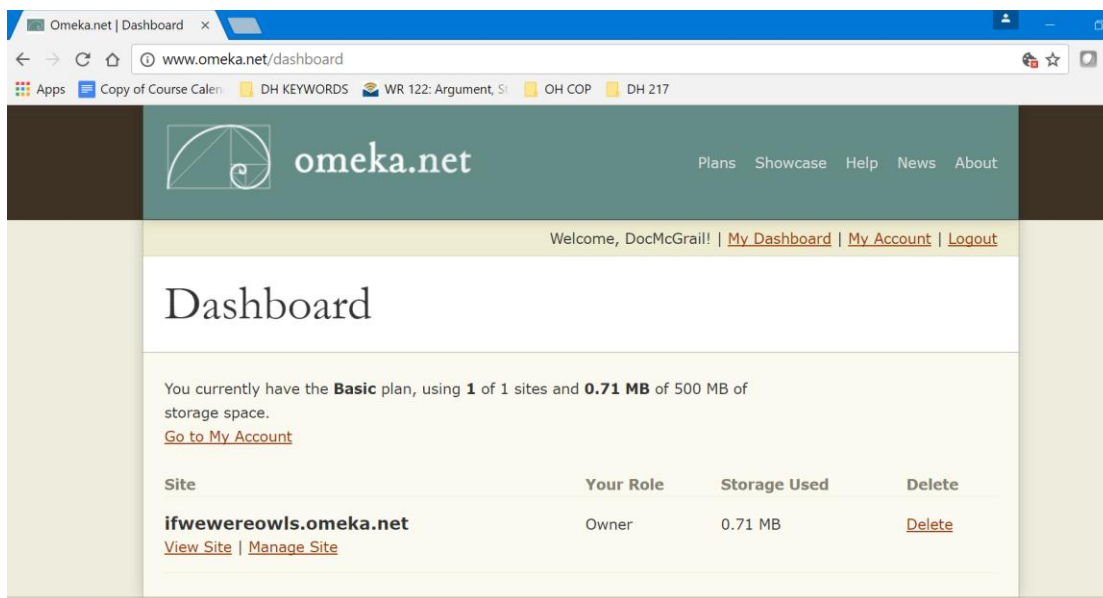
You're ready to get an OMEKA.net account and begin STEP B.

STEP B: OMEKA: Setting up your archive and uploading your items.

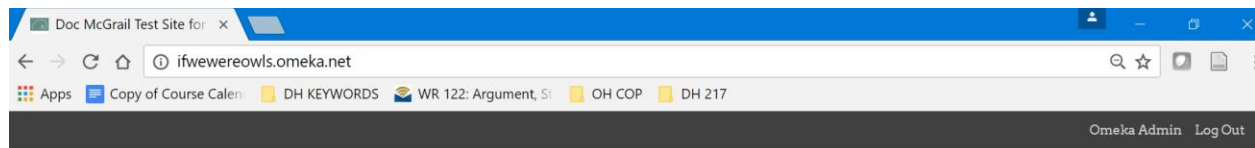
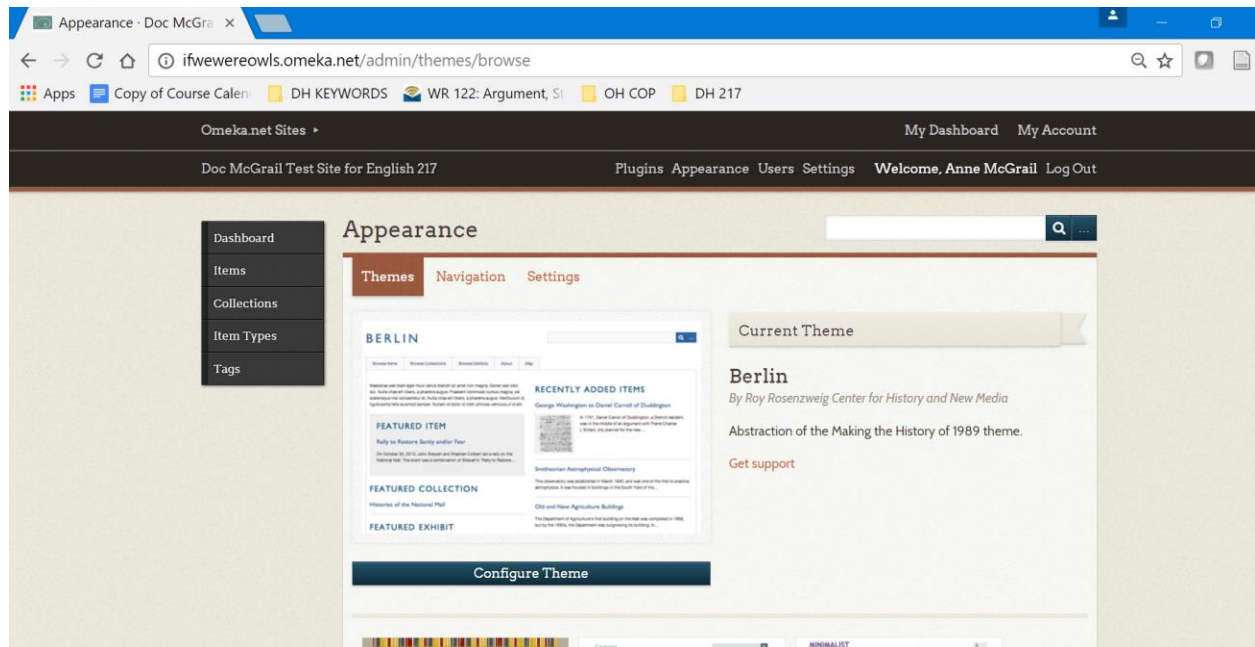
Go to omeka.net and click the big "Sign up!" button. Sign up for the free Basic plan. When you submit the form, you will be emailed an activation link and a username and password. If you don't get the email, check your spam folder.



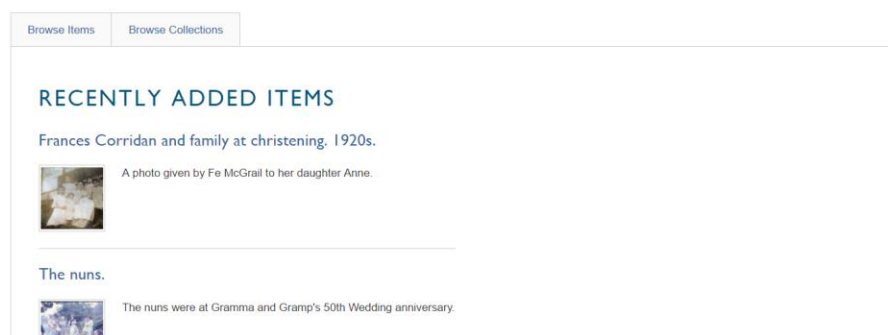
Once you have signed in, you'll see your dashboard:



Click on “Manage Site” and you can choose your design of your site. This design template is called a “Theme.” There are 4 themes to choose from in the free account. I chose “Berlin.”



DOC MCGRAIL TEST SITE FOR ENGLISH 217



Next, it's time to create a **collection**. Go back to your dashboard and click “Manage Sites.” (If you lose site of your dashboard just click on the “Omeka admin” link at the top right.) In your

dashboard, you'll see a link for "Add a new collection." Click on it. I'm titling my new collection "Mother's Day 2017." There are other places for information, but for now just title your collection and click the green "Add a collection" button.

Omeka.net Sites > Add any additional info you have My Dashboard My Account

Doc McGrail Test Site for English 217 Plugins Appearance Users Settings Welcome, Anne McGrail Log Out

Add a Collection

Dublin Core

The Dublin Core metadata element set is common to all Omeka records, including items, files, and collections. For more information see, <http://dublincore.org/documents/dces/>.

Title A name given to the resource

Add Input Mother's Day 2017

Use HTML ☐

Subject The topic of the resource

Add Input

Add Collection

Public ☐ Featured ☒

Back to the dashboard, click "Items" and add an item.

ifwewereowls.omeka.net/admin/items

Apps Copy of Course Calen DH KEYWORDS WR 122: Argument, SI OH COP DH 217

Omeka.net Sites > My Dashboard My Account

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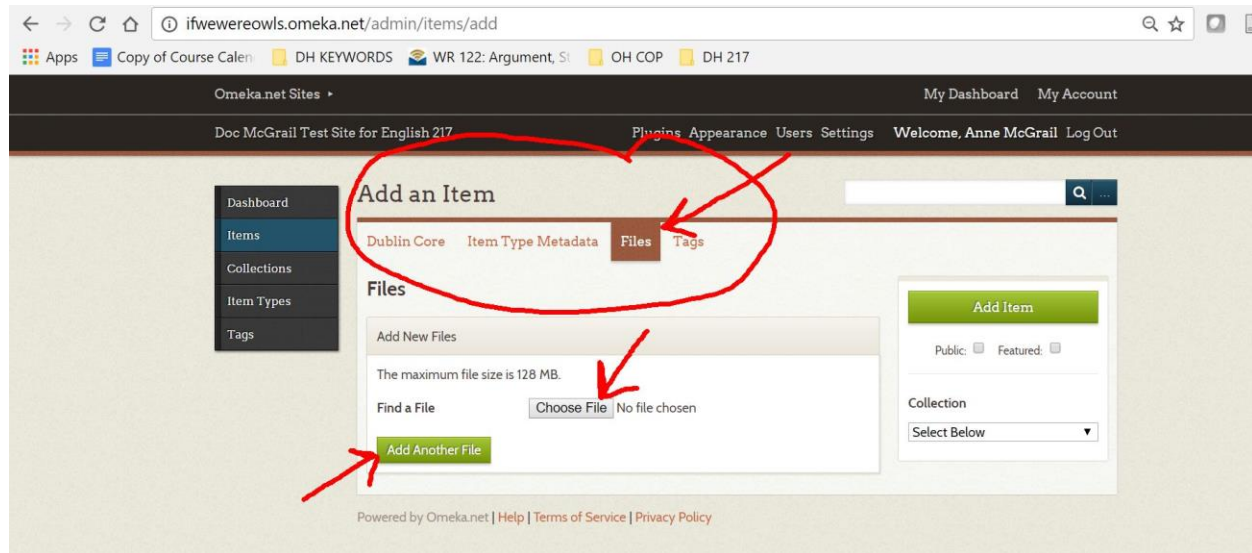
Browse Items (4 total)

Add an Item Show Details Search Items Edit Delete Quick Filter

	Title	Creator	Type	Date Added
<input type="checkbox"/>	Photo taken from Mom's neighborhood 2017 (Private) Details · Edit · Delete		Still Image	May 5, 2017
<input type="checkbox"/>	House on the Corner (Private) Details · Edit · Delete	From Facebook	Photo	May 5, 2017
<input type="checkbox"/>	Frances Corridan and family at christening, 1920s. (Private) Details · Edit · Delete	Corridan family--Mike Corridan?		Apr 22, 2017
<input type="checkbox"/>	The nuns. (Private) Details · Edit · Delete	Anne		Dec 7, 2011

Add an Item Show Details Search Items Edit Delete Quick Filter

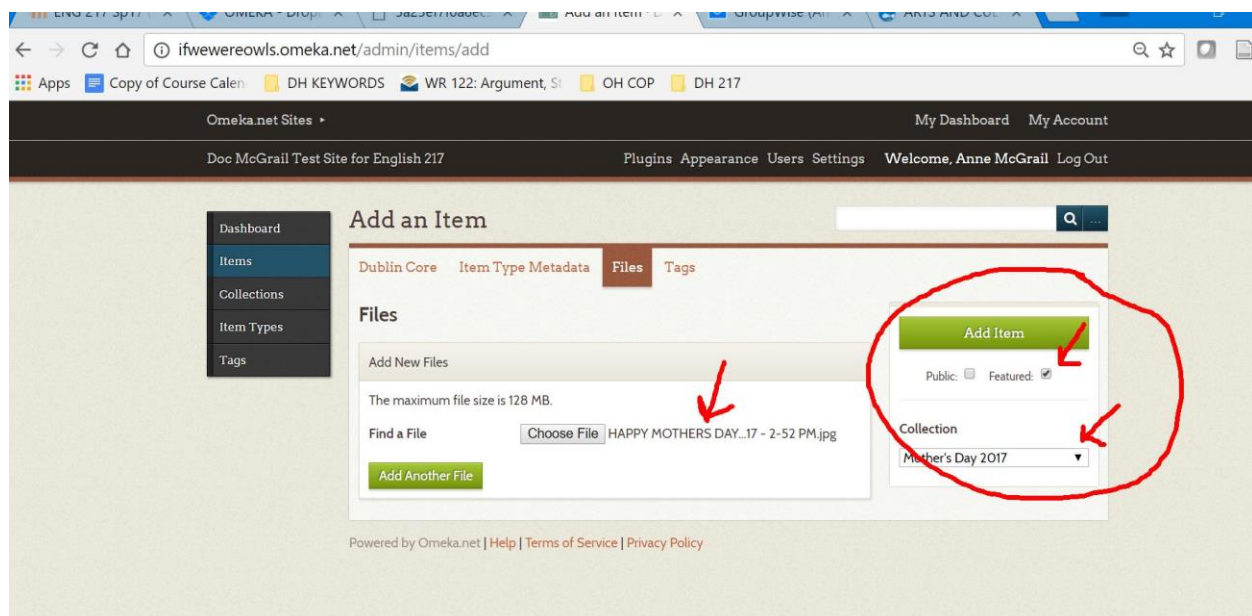
In the "Add an Item" dialogue box, click on the word "Files" (see below):



You'll probably recognize the "Choose file" process. Select your file.

Then **IMPORTANT!** click on the words "Dublin Core" and give a title to your file.

Next, choose which **collection** your item will go in. I created a collection "Mother's Day 2017" so I'll choose that one. You may only have one collection now but you might create several more this term. I'm uploading the Mother's Day card that I had scanned in and uploaded. I'm ticking the "featured" and "public" box in my "Mother's Day 2017" collection. (See image below).



There you have it! You have created a collection and you have featured an item in it. Now it's time to add the other 2 items for this week's assignment and post your link to your Omeka Site in Moodle. (You can create new collections or just keep all items in this one collection.)

Make sure you work ethically. Do you remember that last week you created a document for how you would ethically treat representations of others on your site? Keep this in mind as you upload images of people. Later this term I'll ask you to include a polished version of your statement on your completed Omeka site.

Write a reflection. When you are done uploading your images, write a 250-500-word reflection of your process. Talk about your choice of your theme, how you went about collecting items, your process of digitizing and uploading these items—including how you “ethically represent others”—and how satisfied you are so far with your collection. You'll be adding each week to your collection and I'll walk you through the steps. But for now, just take stock of this initial process. This reflection should be uploaded in the Moodle drop box along with the link to your Omeka site.

Assignment Rubric:

1. You named your Omeka archive.
2. You posted the link to your Omeka archive in Moodle and the site is visible to others.
3. You have digitized three primary source items of your own using an ethical process for representing yourself or others in this collection (i.e., have others' permission etc.) Your work is your own (i.e., you have not downloaded images off of the web but have scanned in images of photos, pictures, artifacts and/or documents that are yours to use and are free from copyright.)
4. You have posted your items and they are visible to others ('public') and are part of a named collection ('featured').
5. You include a 250-500 word reflection that discusses the following: your choice of theme, your process for collecting items, your process for digitizing and uploading these items, your satisfaction with your own work.

Grading Rubric

All 5 of the above posted on time in Moodle= **Grade of B**

All 5 of the above posted on time in Moodle and choice of theme, items, descriptions, and/or reflection show exceptional thoughtfulness and precision, care, thoroughness, insight and/or creativity and humor or originality.= **Grade of A**

4/5 of the above posted on time in Moodle=**Grade of C**

3/5 of the above posted in Moodle =**Grade of D**

1-2 of the above posted in Moodle = **Grade of F** (50% which is better than 0!)