Teaching with Primary Sources • Professional Development

ANNOTATED RESOURCE SET – PHASE I DEVELOPMENT

GOAL	Saving and Presenting Primary Sources	**Time Required**

OBJECTIVES	Participants will:

- Review an exemplary Annotated Resource Set
- Develop Phase I of an Annotated Resource Set

Standards

MATERIALS   **Materials/Resources Using Primary Sources in the Classroom**

- Computer with Internet access
- ARS Template document:
  http://www.mscd.edu/tps/assets/pdf_doc/ARS_template.doc

PREPARATION

- Ensure that you can access the Library of Congress website at http://www.loc.gov/.
- Download and open the ARS Template document found here: http://www.mscd.edu/tps/assets/pdf_doc/ARS_template.doc

PROCEDURE

1. Review an exemplary Annotated Resource Set here xxxx and gain insight and ideas about creating your own ARS.
2. Open the Annotated Resource Set (ARS) Template document.
   - The ARS Template has three sections. The first contains information about your set. The second is for storing your resource information. The third is for annotations that will help you integrate the resources into your lessons and share them with others.
3. Start by looking at the first page. This is where you will enter your set's content theme, your name, and add a textual paragraph that will describe your set's intended purpose. Don't worry if you don't know these now, you can always come back later.
4. Search for resources at The Library of Congress web site: http://www.loc.gov/.
5. When you locate a primary source you would like to add to your set, copy the permanent URL and paste it into the "Resource Link Here" cell on the second page your ARS Template.
   - Copying the URL should always be your first step to assure that you can access your primary source from your ARS later.
6. Hitting Enter on your keyboard should automatically create your hyperlink, but you may want to check the link by holding *Ctrl* on

your keyboard and clicking on the link.

7. Next, copy and paste the title of the resource in the "Resource Title Here" cell.
   - o We recommended that you use the bibliographic title of the resource found below the thumbnail image as your resource title. These titles are almost always unique and can be used as search terms to find the resources again if your hyperlink doesn't work.

8. The next step will be to collect a visual representation of the primary source. Locate the thumbnail image of the primary source and Right-click anywhere on the image. Click *Copy*. In some cases, such as audio or video files, it may not be possible to include an image. In this case you may want to add an icon or some other visual representation for the media type.
   - o Almost all items found will provide a thumbnail image. These are usually found on the bibliographic page for the primary source.

9. Return to your ARS list and click on the Image Placeholder icon. Once the Image Placeholder icon is selected, right-click and select *Paste*.

10. You will probably need to resize the thumbnail image in order to have it fit correctly in the available space. To do this, move your mouse over the corner of the image until your cursor becomes a resize arrow. Click and move your mouse toward the center of the image to decrease its size.
    - o Hint: Holding down the Shift key while resizing will keep the image from distorting. You should get used to holding down the Shift key while resizing any image to maintain the aspect ratio.

11. Continue steps 4-10 for each of your resources. This completes Phase I of your ARS.

12. Review Phase II of the ARS. Foundations Annotations allows you to offer strategies for integrating the resources you find into your curriculum and to facilitate sharing and collaboration among other educators.

ANNOTATED RESOURCE SET – PHASE I DEVELOPMENT

ASSESSMENT   Have participants share questions they would like to investigate and
discuss what activities may materialize as a product of your ARS.