

INSTRUCTIONS

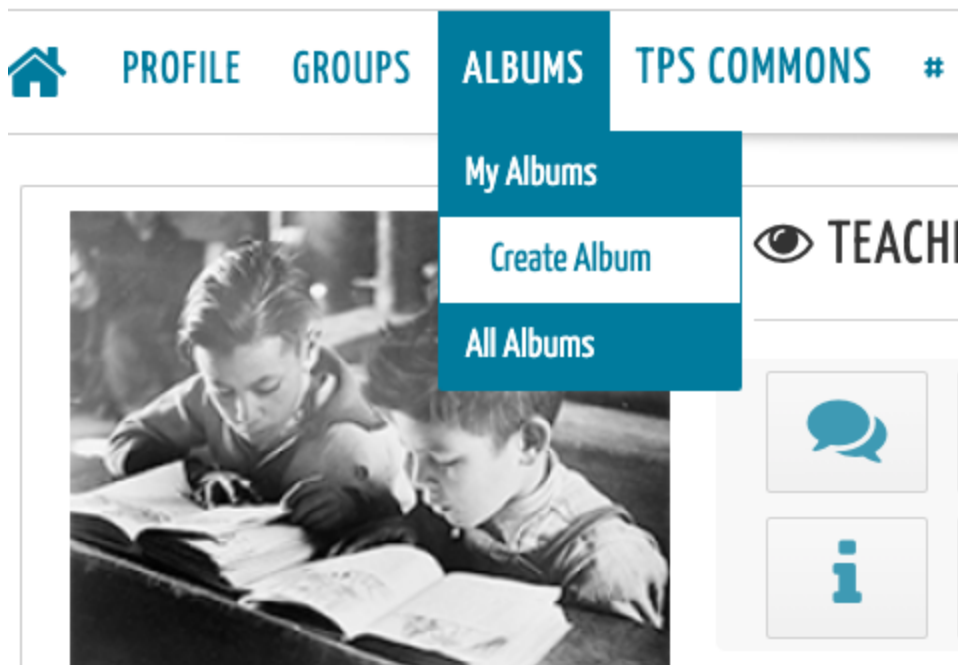
TPS Teachers Network Album for Accessing Inquiry projects

1. Create Album 2. Add Source 3. Add Reference Notes 4. Upload Source 5. Repeat!

TPS Teacher Network Album ([Tutorial from Network's Help Center](#))

Albums for Accessing Inquiry projects must include one or more items from the Library of Congress or the World Digital Library, and include a description in the "Reference Notes" field for each item. Accessibility-focused source sets should have several types of items to maximize engagement and representation options.

Step 1. Create an Album. Give it a title. Draft a description.



Once you select "**Create Album**" you will choose what group it will appear under (choose the group used for your Accessing Inquiry discussion posts).

You will have the opportunity to add to your album later. The first time, choose, “Create a New Album”

Title: Your title will be used in the album’s shareable URL, and won’t change even if you edit the title later. Shorter is probably better as you start.



Description: Example: This primary source set places English-Learner Laurent Clerc's role in developing American Sign Language in context with sources showing an early film of sign language, with links to correspondence with Alexander Graham Bell (an opponent of sign language use). Classroom photos of deaf students, images of Clerc, and the diary Clerc kept while he was learning English are included in this group of sources.

You will be able to edit this description later, but add at least some description now.

Optional for Album description: Briefly describe the lesson or activity this source set will support, key objectives and/or compelling questions, and ways you have enhanced accessibility. You may also provide additional historical context or background if you wish.

Once you have a starter description, click “Add Album” at the bottom of the window.



Step 2. Add sources using “Add Media”

Choose how you want to import your media

Insert Link

- Use the URL from the 'About this Item' page for images, audio, and video from the Library of Congress to import sourcing information and media automatically.

Or

Upload File

Choose File

No file chosen

File types allowed: pdf, docx, doc, txt, xls,xlsx, ppt, pptx, php, jpg, jpeg, png, gif

Max file size: 10Mb

Insert Link

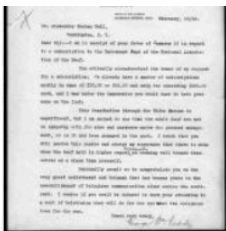
Library of Congress items and Youtube videos should automatically create a thumbnail image for your Album when you "Insert link". Many other links will display only a generic link icon above the title. (See example below.)



Upload File

Use "Upload file" if you want to feature an image that does not automatically appear when you paste the link, or an image for which there is not a URL link available.

In the example below, the top row of primary source images and titles appeared automatically using "Insert link" with a Library of Congress URL. The bottom three sources were first added using "Insert Link", but even though two sources had URL links leading to a resource with images, images didn't display in the Album. Rather than having them display with no image, we saved a screenshot related to each source and tried again, using "Delete and Restart", and switching to "Upload file". This improved accessibility of the album by adding a visual image for the source.



Letter from George W. Veditz to Alexander Graham Bell,
February 10, 1915



[Teaching a deaf-mute to talk. Training School for Deaf
Mutes. See 4843-4851.] Location: Sulphur, Oklahoma. /
[Lewis W. Hine]



Deaf & dumb children of St. Rita's School, Cincinnati,
singing Star Spangled Banner



Laurent Clerc - Apostle to the Deaf People of the New
World.jpg



What exactly is a disability? by Wendy Harris



Preservation of the Sign Language.png

 DELETE MEDIA AND RESTART

Step 3. Edit Title, Add Reference Notes for the source

Upload Completed



Name: Screen Shot 2020-12-16 at 4.54.59 PM.png

Size: 52 Kb

Type: IMAGE/PNG

Edit Details

Title	<input type="text" value="Screen Shot 2020-12-16 at 4.54.59 PM.png"/>
Reference link	<input type="text"/>
Teaching Notes	<div><div>↩ ↪</div><div>Formats ▾</div><div>B</div><div><i>I</i></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div></div>

If you uploaded an image, enter the correct title, and provide a **Reference Link** to the source archive or publisher. (These fields auto-populate for “Insert Link”; do not edit auto-generated text, as that may break the link.)

In the **Reference Notes** (the field is at the bottom of the window), provide the following information (if you wish, you may add to, or edit, the auto-generated content):

Creator:

Year:

Description/Annotation (Brief):

Step 4. Add Teaching Notes (Optional) and “Upload Media”

While not required, completing the teaching notes section enriches the album. Consider pasting in teaching activities from your Accessing Inquiry template, or just jotting down how you would use the source with students. THIS IS OPTIONAL for Accessing Inquiry credit.

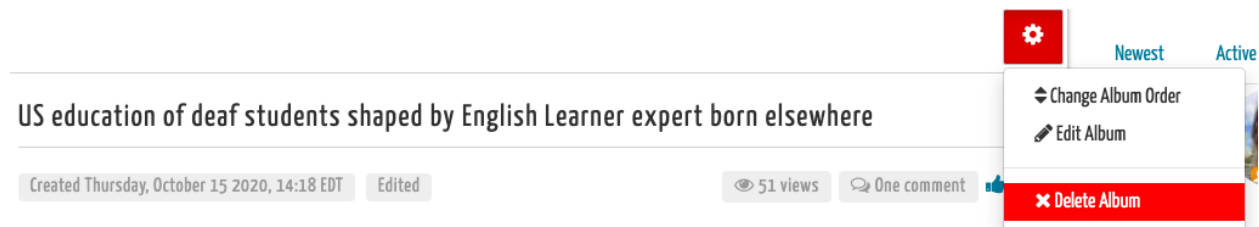
When finished, select “Upload Media...”



Step 5. Repeat for additional sources



Step 6. Final step - Review Album



Use the red gear icon to access editing options. You can change the sequence of sources, and refine the description and title if it has changed since you began adding sources. Once you are finished, share it!

TPS Teachers Network Albums

- Do not require that viewers have a TPS login - anyone can open the link
- Provide a way to share sources electronically without sharing your own info
 - All personally identifiable information is removed from the shareable URL album for privacy and security reasons
- Can be downloaded as a PDF without special formatting
- Are a great way to share a source set with students

Resources for Albums from the TPS Teachers Network

The [Tutorial from Network's Help Center](#) offers guidance on creating a new album, sharing a completed album (several different ways - as a PDF, as an exportable album that can go outside the Network, as an album in Facebook, etc.), and more, with several embedded screencasts showing exactly how to navigate.

[TPS Teachers Network Instructions](#) (GoogleDoc) offers guidance you can copy for

- using #tags to make your album searchable, and
- tricky advanced download features where you can select specific items and adjust the order on a one-time basis
- social media sharing tools