

Genealogy Beginners Class Outline

Session 1 - Introduction

What is genealogy vs Family History
Relationships
How to Begin
Guides to Data Entry: recording names, dates, places
Pedigree or Ancestral Chart
Family Sources checklist
Family Tree Chart
Ancestral Chart
Search Form Checklist
Research Checklist
File naming standard

Session 2 – First Steps

Gathering Oral History
Family Group Sheets
Documentation
Sources and Evidence
Standards for Sound Research

Session 3 – Research Basics I

Short-term Goals
Long-term Goals
Putting the Pieces Together
Search Guidelines
Determining Death Date
Census Records
Female Ancestors
Records Selection Table
Independent Cities (USA)
Keys to Surnames, Given Names, Occupations
Checklist for Completed Searches
Epidemics in U.S.
American War List
Passports
Common Errors

Session 4 – Research Basics II

Five Golden Rules:

1. Do Not Assume
2. Do Your Own Research
3. Treat Brothers & Sisters as Equals
4. One Source Doesn't Equal Proof
5. Share the Wealth

Research Logs

Analyzing Data

Record Your Sources

Evaluate Your Findings

Abstracting & Transcribing Documents

Reading & Understanding Old Documents & Records

Letter Writing

“The Rules” for Genealogists

Patrilineal & Matrilineal Register form

Family History Research Record

Genealogy Records Inventory

Analysis Sheet

Genealogy Correspondence Log

Additional forms

Session 5 – Online Research

Using the Internet

Obituaries, Death Indexes, Cemeteries

Locations

Library websites

Message Boards

Social Networks, Blogs

Webinars

Writing a Query

Some Research Sites

Session 6 - Field Trip