



# OSLIS 2.0 **Advanced Tools**

## **My Stuff Folder Tips**

Be sure to log in at the appropriate site to access the advanced tools of OS LIS 2.0

- **STUDENTS**

- Elementary Level:
  - <http://elementary.oslis.org>
- Secondary Level:
  - <http://secondary.oslis.org>

- **EDUCATORS:**

- Elementary Educators:
  - <http://elementary.educator.oslis.org>
- Secondary Educators:
  - <http://secondary.educator.oslis.org>

# My Stuff

My Stuff folders all have the same capabilities.  
Elementary, Secondary, and Educator



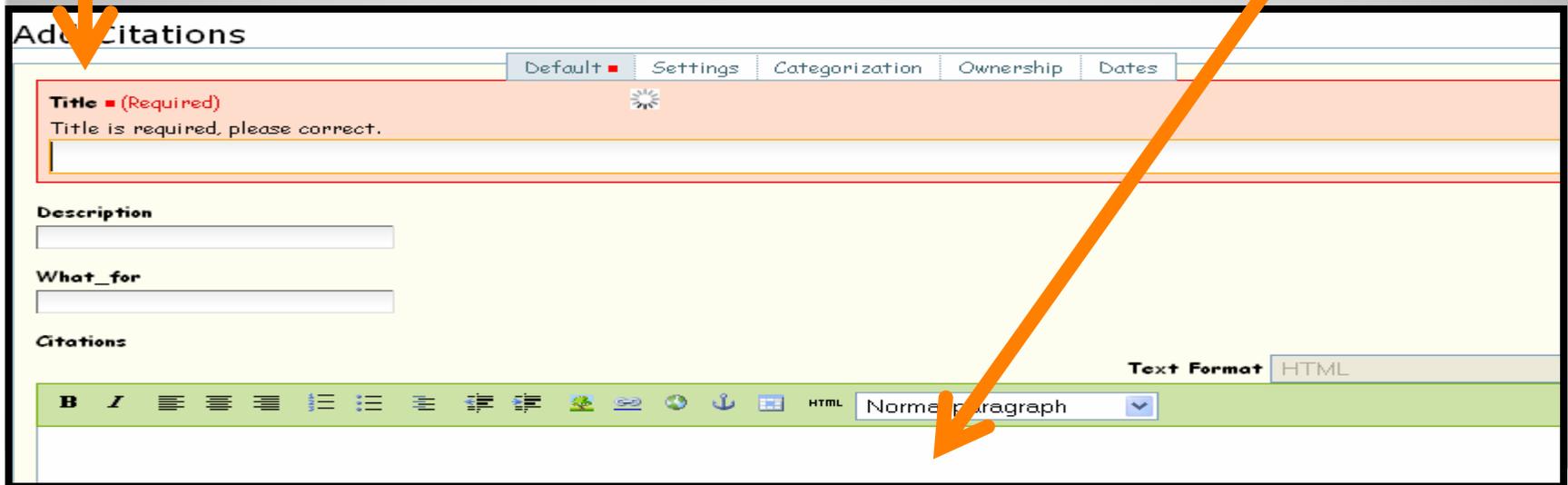
# Adding Content

- To add items to your folder, click the **Add New** drop down menu and select the item you want to add. They are all created in a similar way.



# Data Entry Boxes

A Title is **required** then you may fill in the other boxes as appropriate. In this example, you would copy and paste your citations from **Citation Maker** into the area below the text editor.



The screenshot shows a web form titled "Add Citations" with several tabs: "Default", "Settings", "Categorization", "Ownership", and "Dates". The "Title" field is highlighted in red and contains the message "Title is required, please correct." Below this are fields for "Description", "What\_for", and "Citations". At the bottom, there is a text editor with a toolbar and a "Text Format" dropdown menu set to "HTML".

**Add Citations**

Default Settings Categorization Ownership Dates

**Title** (Required)  
Title is required, please correct.

Description

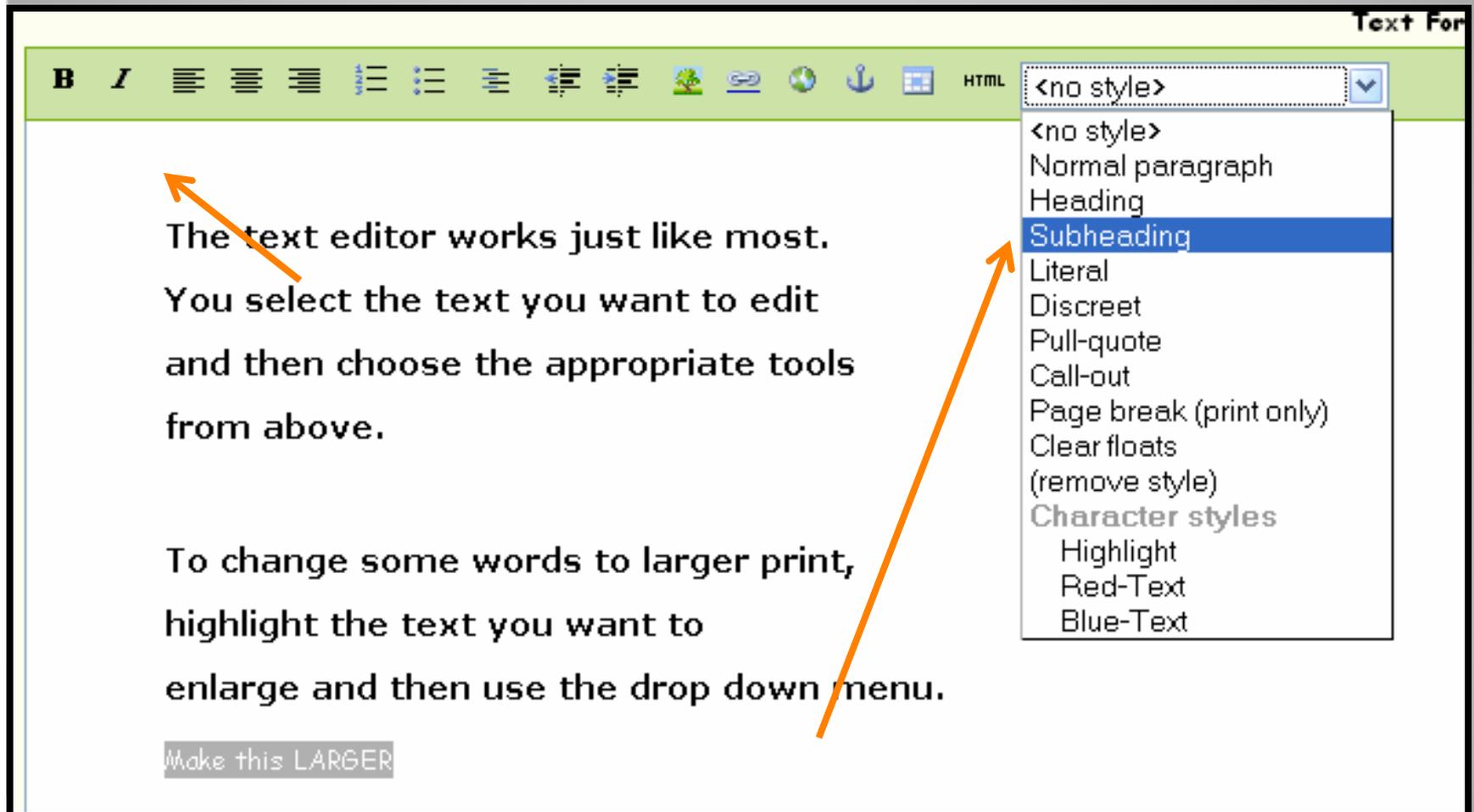
What\_for

Citations

Text Format HTML

B I [List Icons] [Link Icon] [Image Icon] [HTML] Normal Paragraph

# Text Editor



The screenshot shows a text editor window titled "Text For". The toolbar includes icons for Bold (B), Italic (I), text alignment (left, center, right, justified), bulleted and numbered lists, indenting, link, unlink, and HTML. A dropdown menu is open, showing options: <no style>, Normal paragraph, Heading, Subheading (highlighted), Literal, Discreet, Pull-quote, Call-out, Page break (print only), Clear floats (remove style), Character styles (Highlight, Red-Text, Blue-Text). Two orange arrows point from the text to the toolbar and the dropdown menu.

**B** *I* [Alignment icons] [List icons] [Indent icon] [Link icon] [Unlink icon] [HTML icon]

<no style> [v]  
<no style>  
Normal paragraph  
Heading  
**Subheading**  
Literal  
Discreet  
Pull-quote  
Call-out  
Page break (print only)  
Clear floats  
(remove style)  
**Character styles**  
Highlight  
Red-Text  
Blue-Text

The text editor works just like most.  
You select the text you want to edit  
and then choose the appropriate tools  
from above.

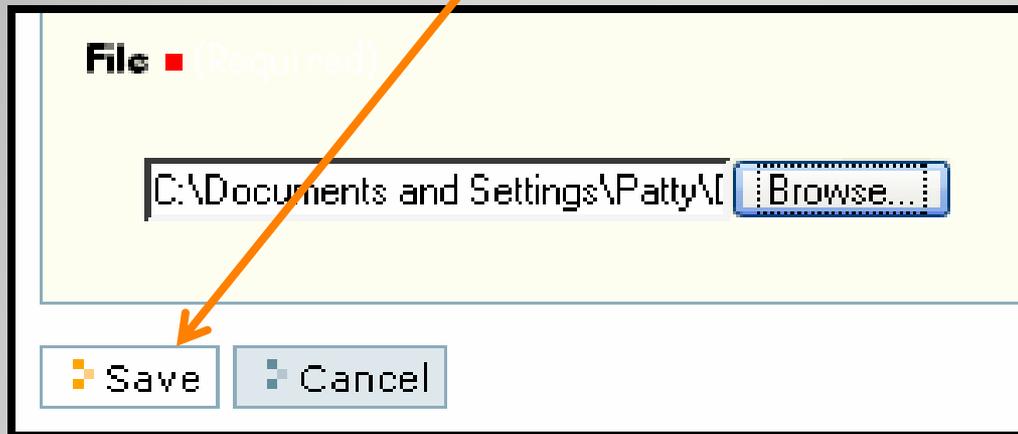
To change some words to larger print,  
highlight the text you want to  
enlarge and then use the drop down menu.

Make this LARGER

# Uploading files, images to your folder.

The screenshot shows a web browser window with a page titled "Oregon School Library Inf...". The page has a navigation bar with "Research-", "Digest", and "Cre...". Below the navigation bar, there are buttons for "View", "Edit", and "Sharing". An "Info" box states "File has been created." The main content area is titled "Add File" and contains the text "An external file uploaded to the site." Below this, there is a form with a "Title" field containing "Demo Uploading File" and a "Description" field containing "Uploading a file is easy, you give it a title and description then browse for it just like you do in other text programs." At the bottom of the form, there is a "File" label and a "Browse..." button. An orange arrow points from the "Browse..." button to the "File name" field in the "File Upload" dialog box, which is open over the form. The dialog box shows the "Look in:" path as "tutorials" and lists several files and folders, including "advanced", "OSLIS 2 intro", "OSLIS 2 introedit", "OSLIS 2 introshow", and "rss feed". The "File name" field in the dialog contains "rss feed" and the "Files of type" field contains "All Files". The "Open" and "Cancel" buttons are visible at the bottom right of the dialog box.

# Be Sure to **SAVE!**



# Images Provide a Preview

Sorensen → My Dog

View Edit Transform Sharing

**Info** Changes saved.

## My Dog

by [Chris Sorensen](#) — last modified Mar 23, 2008 07:13 PM

**The day he was born .**



[Click to view full-size image...](#) — Size: 791.3 kB

# My Stuff Contents

- The different type of files you add to your folder have icons that match their type.



 **Text Editor Citations** — by [Chris Sorensen](#)



 **Demo Uploading File** — by [Chris Sorensen](#) —  
Uploading a file is easy, you give it a ti



 **My Dog** — by [Chris Sorensen](#) — last modified  
The day he was born.

# File Access

- Your files can be accessed by you from any Internet computer.
- To edit the file, you will need the same program that you created the program with on your computer.
- Sharing files with others will be an option in the near future. Stay tuned.....
- After you make changes to your file on another computer, you will need to save it to that computer THEN upload it again to your my Stuff folder.

## Links, News Items & Student Project

- These are created just like the other word files but have specific purposes.
- **Links** are for storing web addresses.
- **News items** are for adding an event.
- The My Stuff **Student Project** is a *WHOLE* set of folders within your My Stuff folder.

# Create Your Student Project Folder

- This will be the **title** of your project. You can have several projects going at one time so be **specific** in the titles.



Add StudentProject

Default

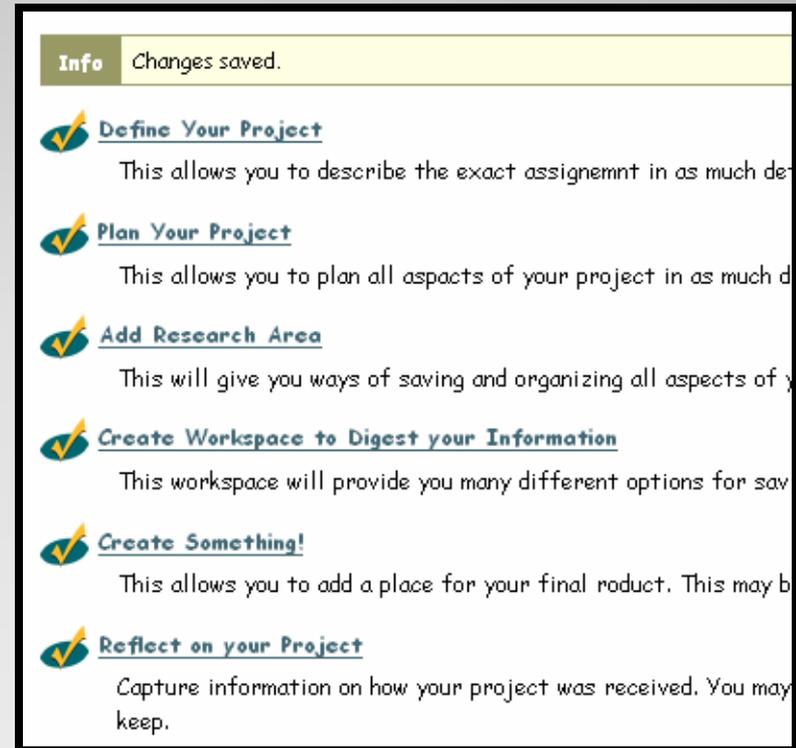
**Title**  
Carbon Dating Artifacts

**Description**  
Research for Science Period 2

Save Cancel

# My Student Project Files

Once you have given your project a title, you have access to various components which support the research process for your complete project.



The screenshot shows a software interface with a yellow header bar containing the text "Info Changes saved." Below this is a list of six project components, each preceded by a blue checkmark icon. The components and their descriptions are:

- Define Your Project**: This allows you to describe the exact assignment in as much detail as possible.
- Plan Your Project**: This allows you to plan all aspects of your project in as much detail as possible.
- Add Research Area**: This will give you ways of saving and organizing all aspects of your project.
- Create Workspace to Digest your Information**: This workspace will provide you many different options for saving and organizing your information.
- Create Something!**: This allows you to add a place for your final product. This may be a video, a poster, or a presentation.
- Reflect on your Project**: Capture information on how your project was received. You may keep this information for future reference.

# Project Files

- Work thru the project components adding info as needed.

Sorensen → Carbon Dating Artifacts → [...]

## Add ProjectPlan

Default ■ Settings Categorization Metadat

**Title** ■

Plan Carbon Dating Project

**Scope**

**B** *I* [List Icons] [Link Icon] [Globe Icon] [Download Icon] [HTML] Heading

Final senior project for Physics Class.

Work partner: **Seth**

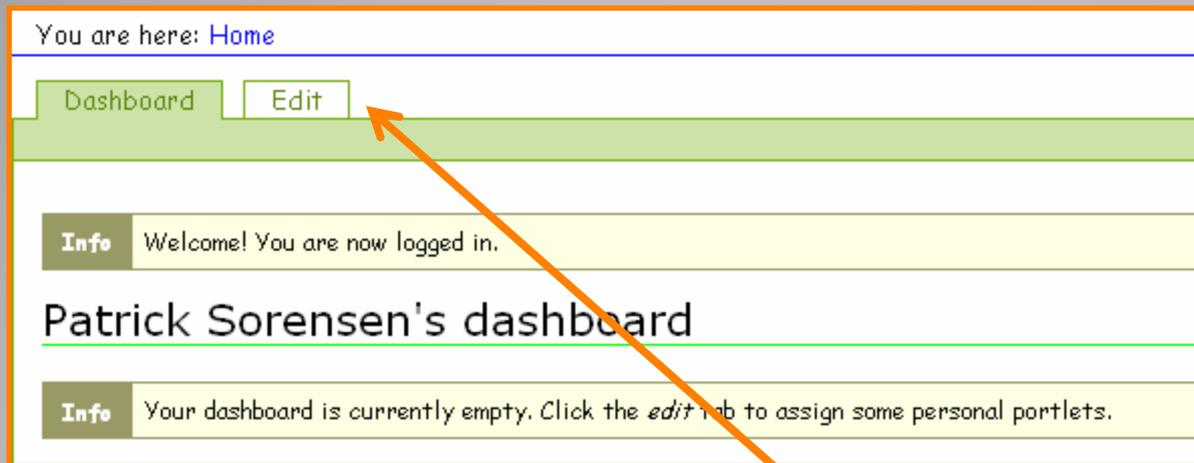
Due date: May 10



# Your Dashboard Feature

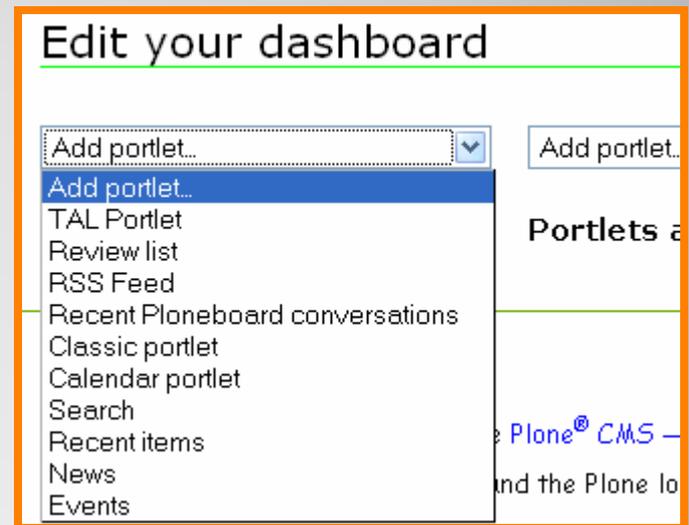


- Click on your username in the yellow or green bar area to access your dashboard.



Follow the directions. Click on EDIT.

Select which item you want to add.



- Click back on **Dashboard** to view what you've selected. In the future when you click on your username in the yellow box, you'll be brought right to this.

Dashboard Edit

Info Welcome! You are now logged in.

Patty Sorensen's dashboard

« March 2008 »

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
<b>24</b>	25	26	27	28	29	30
31						

**Today's Events**

- "Once Upon a Storytime." Mar 25, 2008
- "Toddler Tuesday." Mar 25, 2008
- "Stories and More if you are Three and Four." Mar 25, 2008

**Search**

Search Site

[Advanced Search...](#)

# Check Back for More!

- In the near future more features like file sharing, forums, school identification, etc. will be added to the OSLIS 2.0 site.
- Be sure to check the website and tutorials for updates on how to access and use them!

