



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

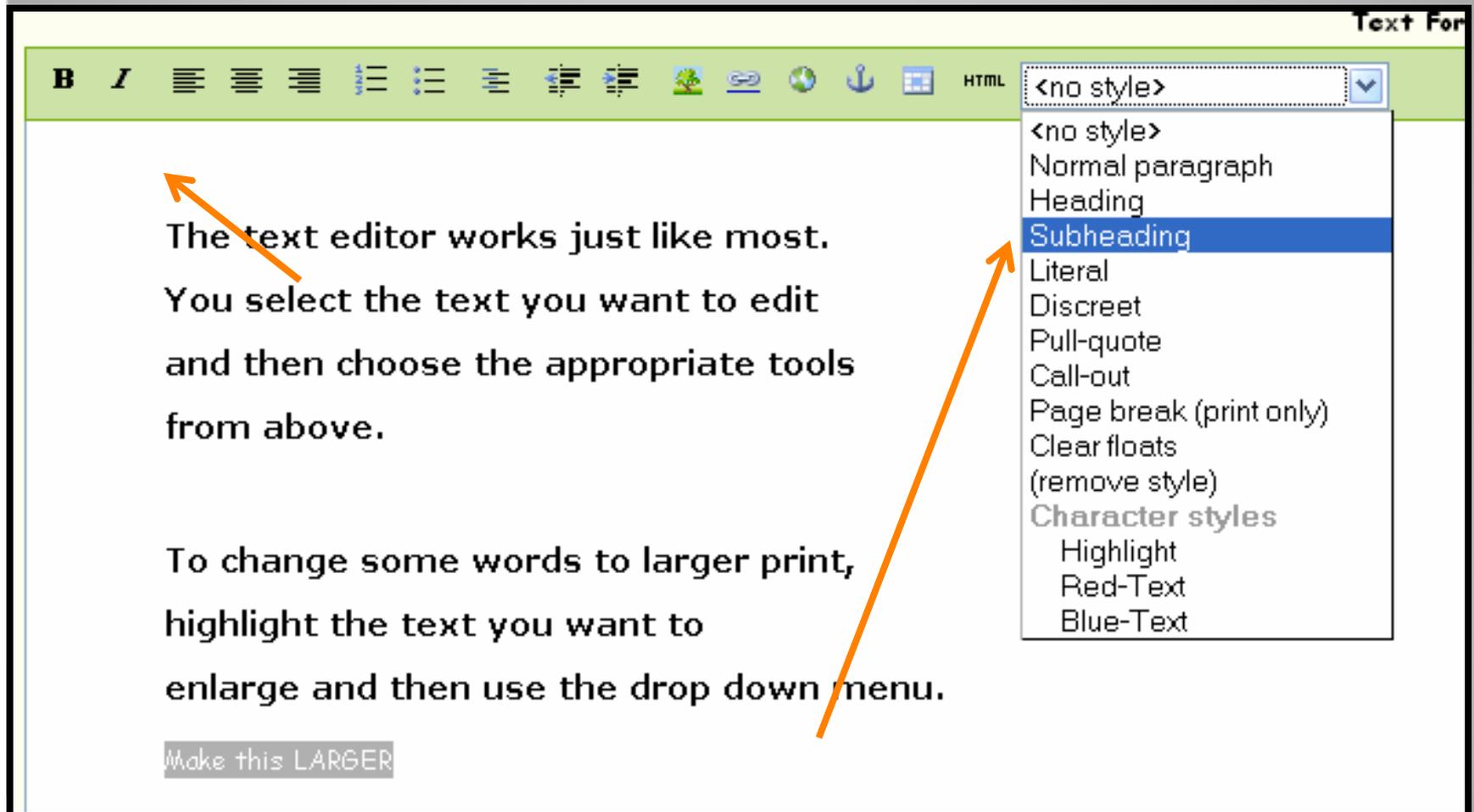
A Title is **required** then you may fill in the other boxes as appropriate. In this example, you would copy and paste your citations from **Citation Maker** into the area below the text editor.

The screenshot shows a web form titled "Add Citations" with several tabs: "Default", "Settings", "Categorization", "Ownership", and "Dates". The "Default" tab is active. The form contains the following sections:

- Title (Required):** A red error message states "Title is required, please correct." Below this is an empty text input field.
- Description:** An empty text input field.
- What_for:** An empty text input field.
- Citations:** A rich text editor with a toolbar containing icons for bold, italic, text color, background color, bulleted list, numbered list, link, unlink, and insert image. The text format is set to "HTML" and the current selection is "Normal paragraph".

Two orange arrows are overlaid on the image: one points from the text "you would copy and paste your citations from Citation Maker" to the empty "Title" field, and the other points from the text "into the area below the text editor" to the rich text editor.

Text Editor



The screenshot shows a text editor window titled "Text For". The toolbar includes icons for Bold (B), Italic (I), bulleted list, numbered list, indent, decrease indent, link, unlink, refresh, 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.

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 "Create" buttons. 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 includes the text "An external file uploaded to the site." Below this, there are fields for "Title" (containing "Demo Uploading File") and "Description" (containing "A short summary of the content."). A text area below the description contains the text "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, there is a "File" label and a "Browse..." button. An orange arrow points from the "Browse..." button to the "Open" button in the "File Upload" dialog box.

File Upload

Look in: tutorials

- advanced
- OSLIS 2 intro
- OSLIS 2 intro
- OSLIS 2 introedit
- OSLIS 2 introshow
- rss feed

File name: rss feed

Files of type: All Files

Open

Cancel

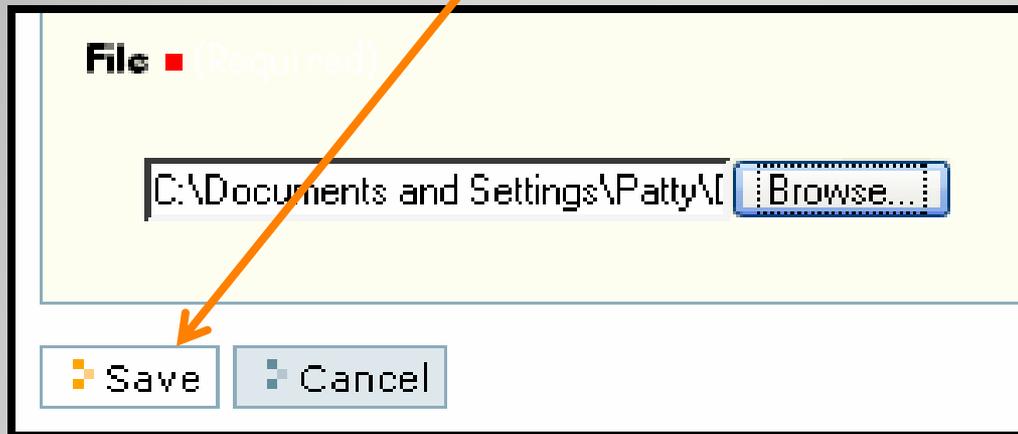
Title
Demo Uploading File

Description
A short summary of the content.

Uploading a file is easy, you give it a title and description then browse for it just like you do in other text programs.

File

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

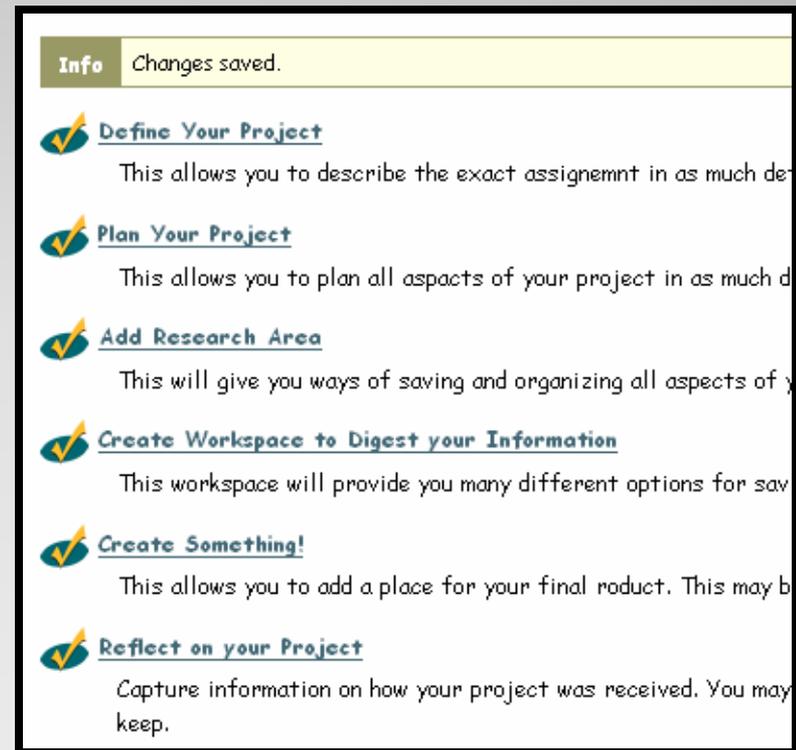
Title
Carbon Dating Artifacts

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, there is a list of six project components, each preceded by a blue checkmark icon. The components are: "Define Your Project", "Plan Your Project", "Add Research Area", "Create Workspace to Digest your Information", "Create Something!", and "Reflect on your Project". Each component has a short descriptive text below it.

- Info** Changes saved.
-  **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 want to keep this 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.

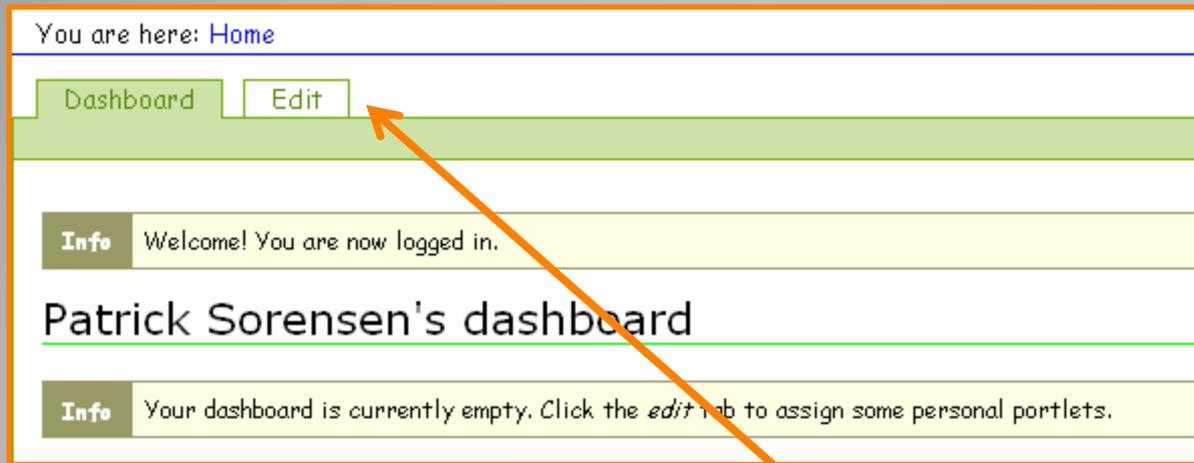
You are here: [Home](#)

Dashboard [Edit](#)

Info Welcome! You are now logged in.

Patrick Sorensen's dashboard

Info Your dashboard is currently empty. Click the *edit* tab to assign some personal portlets.

A screenshot of a web dashboard. At the top, it says "You are here: Home" with a blue link. Below that is a green navigation bar with "Dashboard" and "Edit" buttons. An orange arrow points from the "Edit" button down towards the text below. Underneath the navigation bar is a yellow "Info" box with the text "Welcome! You are now logged in." Below that is the title "Patrick Sorensen's dashboard" in a green-bordered box. At the bottom is another yellow "Info" box with the text "Your dashboard is currently empty. Click the edit tab to assign some personal portlets."

Follow the directions. Click on EDIT.

Select which item you want to add.

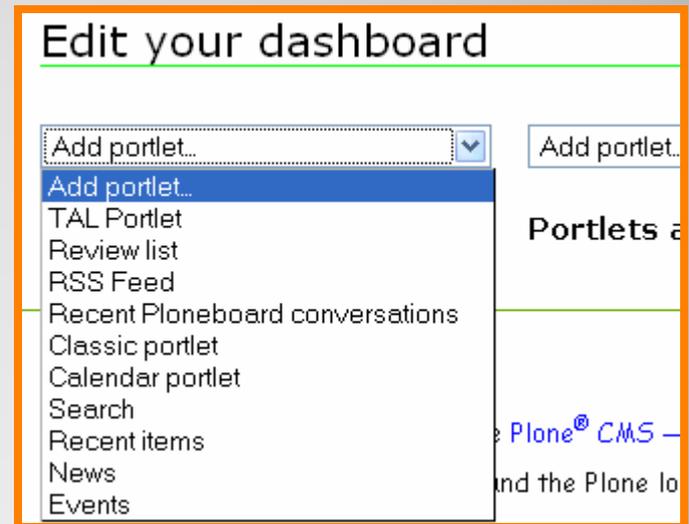
Edit your dashboard

Add portlet..

- Add portlet..
- TAL Portlet
- Review list
- RSS Feed
- Recent Ploneboard conversations
- Classic portlet
- Calendar portlet
- Search
- Recent items
- News
- Events

Portlets a

Plone® CMS — and the Plone lo

A screenshot of the "Edit your dashboard" interface. It features a dropdown menu with "Add portlet.." selected, showing a list of available portlets: "Add portlet..", "TAL Portlet", "Review list", "RSS Feed", "Recent Ploneboard conversations", "Classic portlet", "Calendar portlet", "Search", "Recent items", "News", and "Events". To the right, there is a button labeled "Add portlet.." and a section titled "Portlets a". At the bottom right, there is a link for "Plone® CMS" and the text "and the Plone lo".

- 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
24	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!

