# Historiana User's Guide

Historiana is an eLearning environment, which is developed by history educators from Europe and beyond, in order to help their colleagues, engage learners with innovative and responsible history education. This guide is made to demonstrate how the Historiana website functions.

The **top menu** gives access to the different sections of the website: The home page, the historical content section, the teaching and learning section, the eActivity Builder, and MyHistoriana.
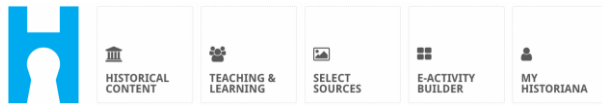
The **home page** highlights resources, which are recommended by the people who developed the resources, shows what is new on Historiana, and how users can become active within the Historiana community.

The **historical content** section enables users to browse Historiana based on historical themes, historical periods, and source types.

The **teaching and learning** section enables users to browse Historiana based on aspects of historical thinking, teaching challenges, and teaching methods.

The **select sources** section can be used to search source collections on Historiana, sources in the digital collections of selected archives, museums and libraries and the Europeana collection. Registered and logged-in users can save the sources that they find, and use them for the creation or editing of their own eLearning Activities.

The **eActivityBuilder** makes it possible for users to create their own eLearning Activities in the language or their choice.

The **Building blocks** in the eLearning Activity can be used to create eLearning Activities with the eActivity Builder. Each building block has its own functionality, they can be combined and put in an order of choice by dragging.
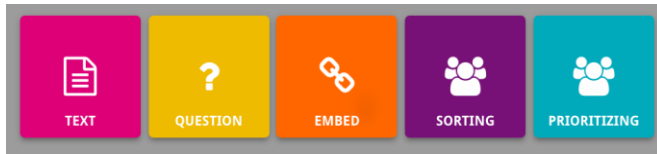
The **MyHistoriana** section, is a personal space that is unique for each user. Registered and logged-in users can upload their own sources, and find back the answers of the people who completed the eLearning Activity.
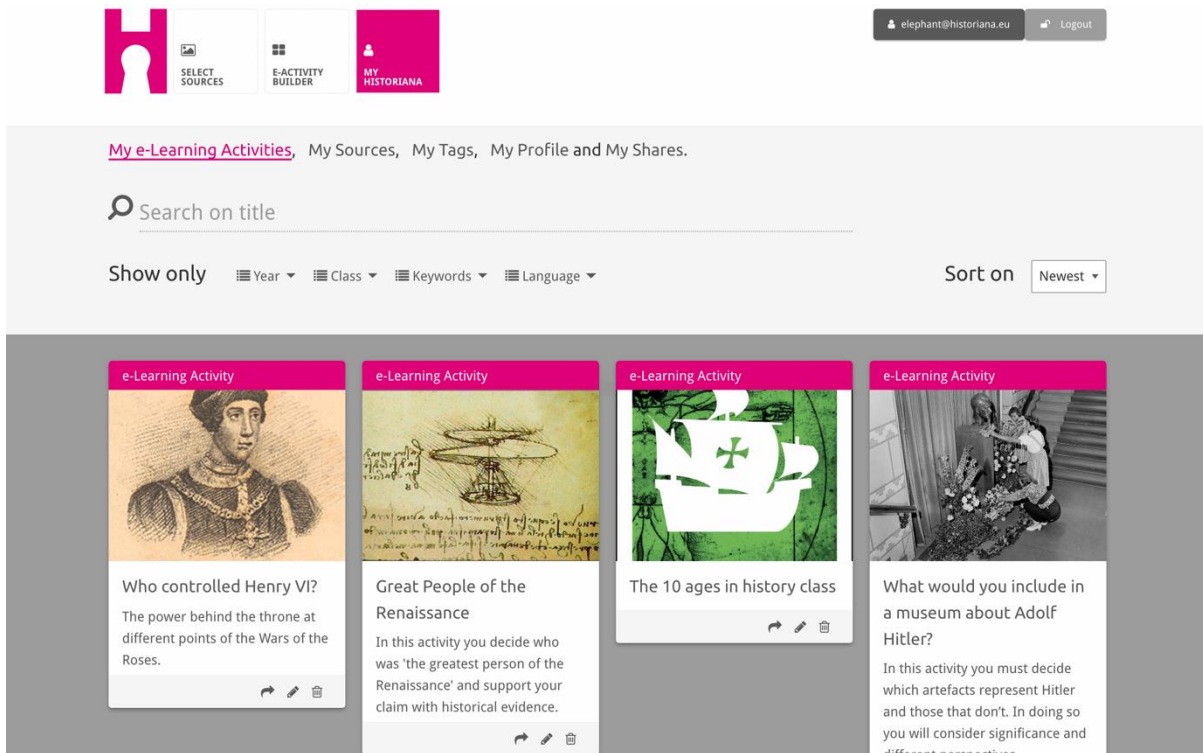
Index cards represent the different resources that are available on Historiana. The index card contains the following about any resource: The resource type, the title, an image, a short description, and tags associated with this resource. Clicking on an index card will open the resources that the index card represents.

An index card, can have the following **action buttons.**

➕ Add/Select

✏️ Edit

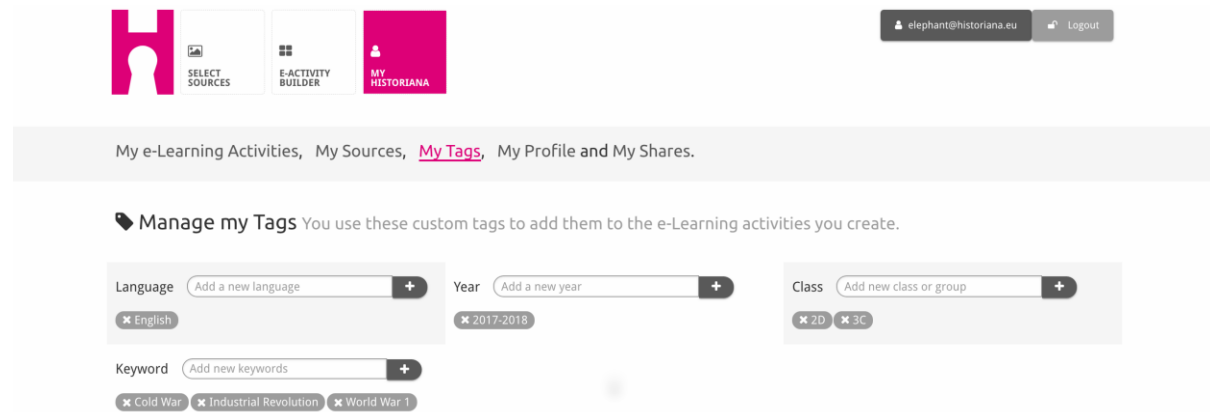➦ Share

🗐 Copy

🗑 Delete

Tags are used to help organise, group and find back resources on Historiana. Clicking on a tag will result in a search for all resources with this tag.

Adding and removing tags

To add tags, type the tag that you want to use in the text field, and push "enter". You will see the tag appear.

To remove tags, click on the [✖] delete tag button. You will see the tag disappear.

Creating, saving and editing eLearning Activities
To create an eLearning Activity, drag the building blocks you need in the work space of the eActivity Builder, and put them in the order you want. Click on the edit [✎] button to fill the building blocks with content. Most building blocks will require you to add sources, which you add by clicking Add Sources [✚]

To save an eLearning Activity, click "back to builder" and then "save". You can now find your eLearning Activity back in the MyHistoriana section.
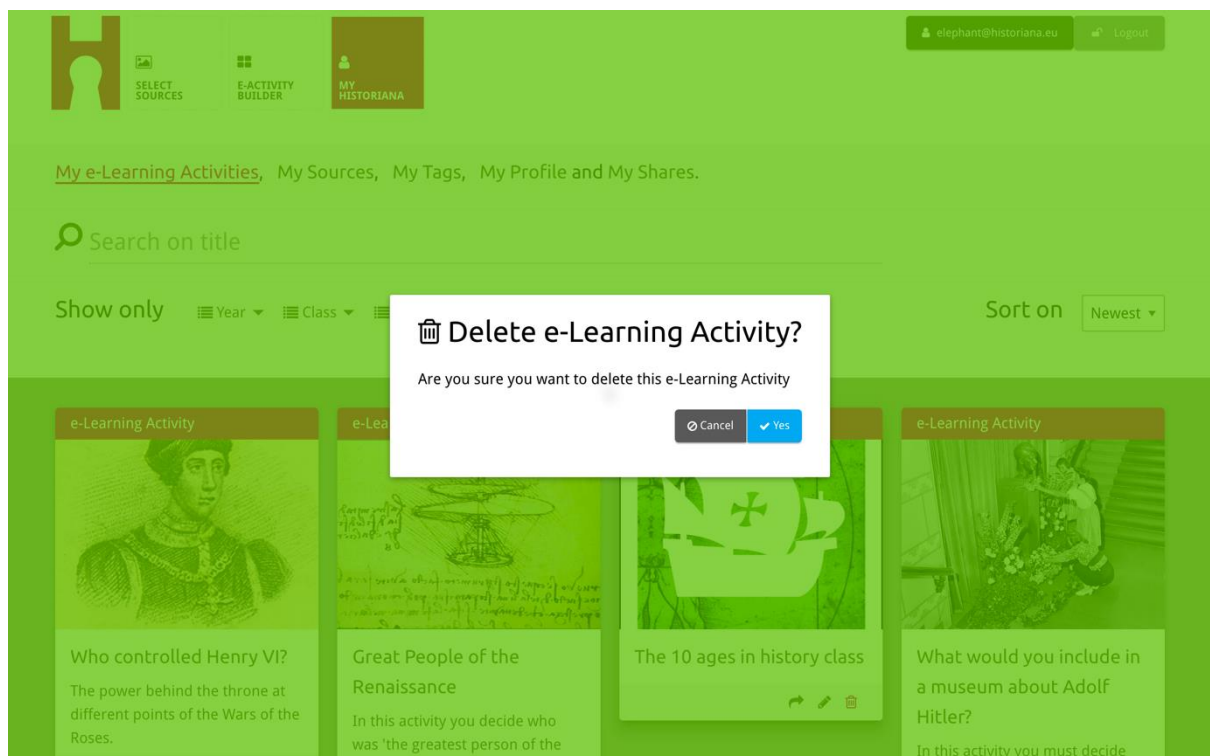
To edit an eLearning Activity, first find the eLearning Activity you want to edit in My e-Learning Activities in the MyHistoriana section, and then click on the edit [✎] button.

Importing and deleting eLearning Activities

To import an existing eLearning Activity, go to the Teaching and Learning Section, find the eLearning Activity, and click on the [➕] add button. You will then see a confirmation that the eLearning Activity is added. This means you can find the eLearning Activity back in the MyHistoriana section.

To delete eLearning Activities, find the eLearning Activity that you want to delete in the MyHistoriana section, and click on the delete [🗑] button. Then confirm that you want to delete the Activity.

NB. In case you used an eLearning Activity with your students, deleting the eLearning Activity, will also result in the loss of their work.

Sharing eLearning Activities

To share an eLearning Activity, click on the share [↱] button. You can share eLearning Activities with students or with others via a shareable link. The shareable links that you create for others, enable people who click on the link, to copy, edit, or comment on the eLearning Activity. The sharable links that you create for students, enable students who click on the link to follow the sequence you created and answer the questions. Adding tags (Year, Class) before you share the eLearning Activity with students will enable you to only review the answers by students who used that link.

Reviewing student's answers

To review the student's answers, go to MyHistoriana, and click "MyShares". Here you can see an overview of all the times that an eLearning Activities has been shared. Use the tags and free text search to find back the share that you are looking for.

	Title	Year	Class	Short link	Date shared ⌄	Shared with ⌄
☐	Who controlled Henry VI?			https://hi.st/CV	a month ago	Others
☐	What would you include in a museum about Adolf Hitler?			https://hi.st/CS	2 months ago	Others

Selecting and uploading sources

To select sources, go to "MySources" in the MyHistoriana section. Use the free text search. Then use the [✚] select button to select the source you want. Unless you select a source for a building block that is designed for use with one source, it is possible to select multiple sources.
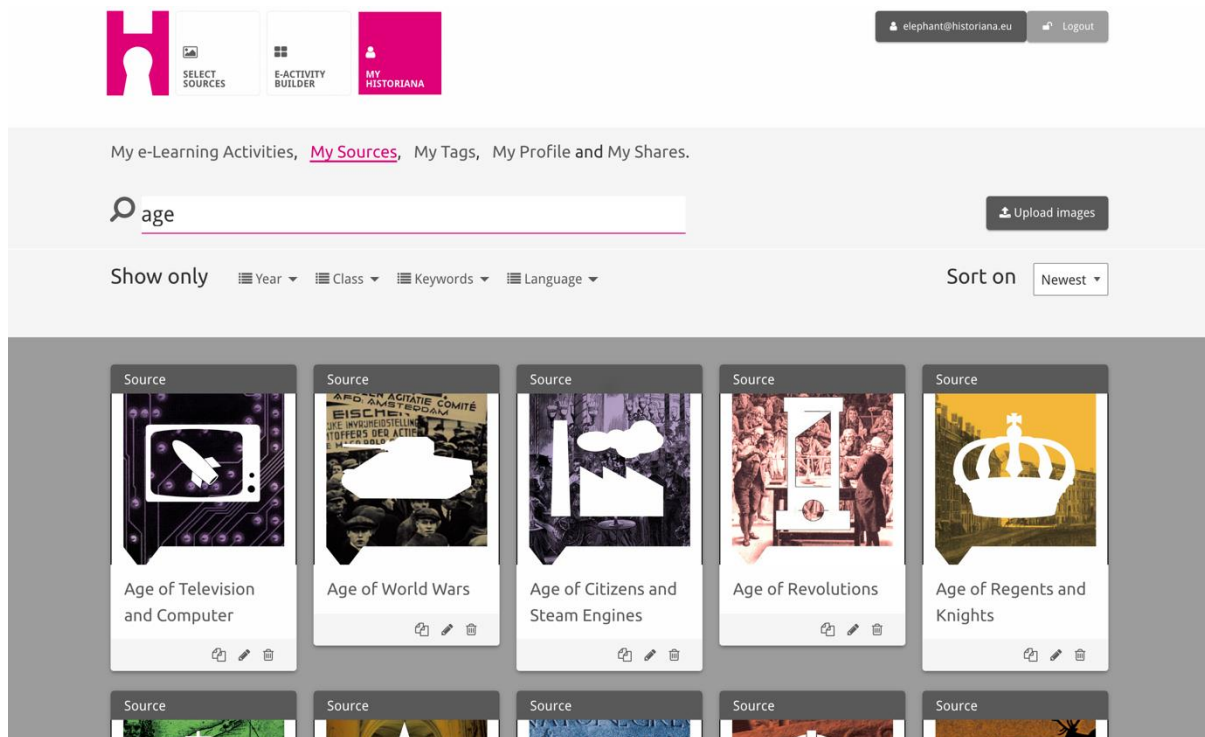
To upload sources, click on "Upload sources", drag sources from your computer into the area that is marked "Drop sources here", click "upload" and add or edit the information that you find necessary.
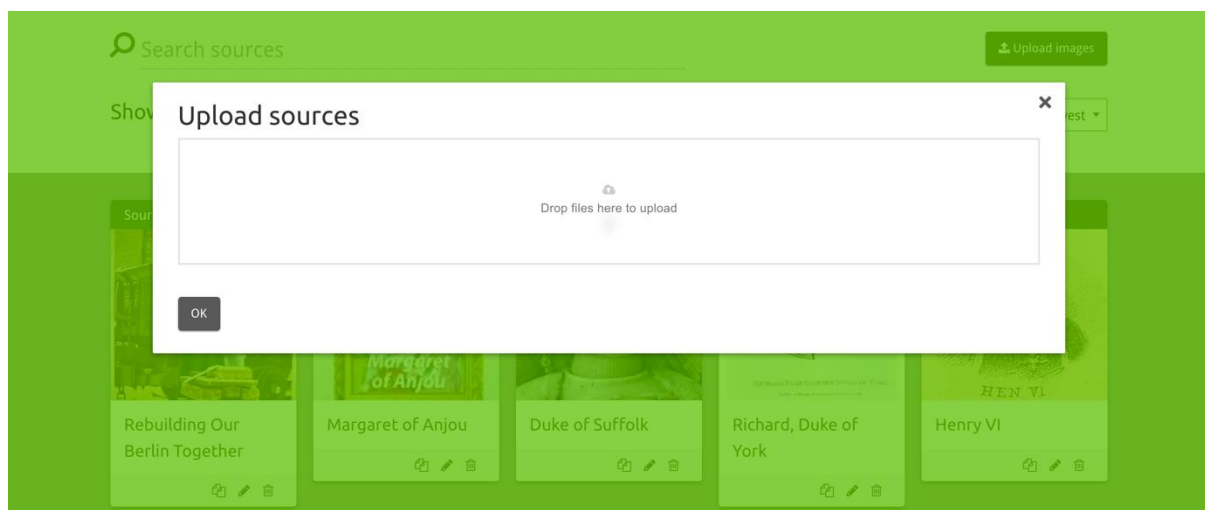
The "**text**" block is designed to present information to students, without any further interaction. Students will see the text that you provided here. The "text" building block is very suited to provide the information that students need to make sense of the eLearning Activity, to add more information after an activity, and to help students understand how the different parts of an eLearning Activity connect.

The **"question"** block has the same functionality as the text box, but in addition allows students to type an answer. Add a question, and some more information if needed. Students see the question and the other information, and add their answer in a text box. The answers of the students are saved and can be accessed by the teacher who shared the link with them.
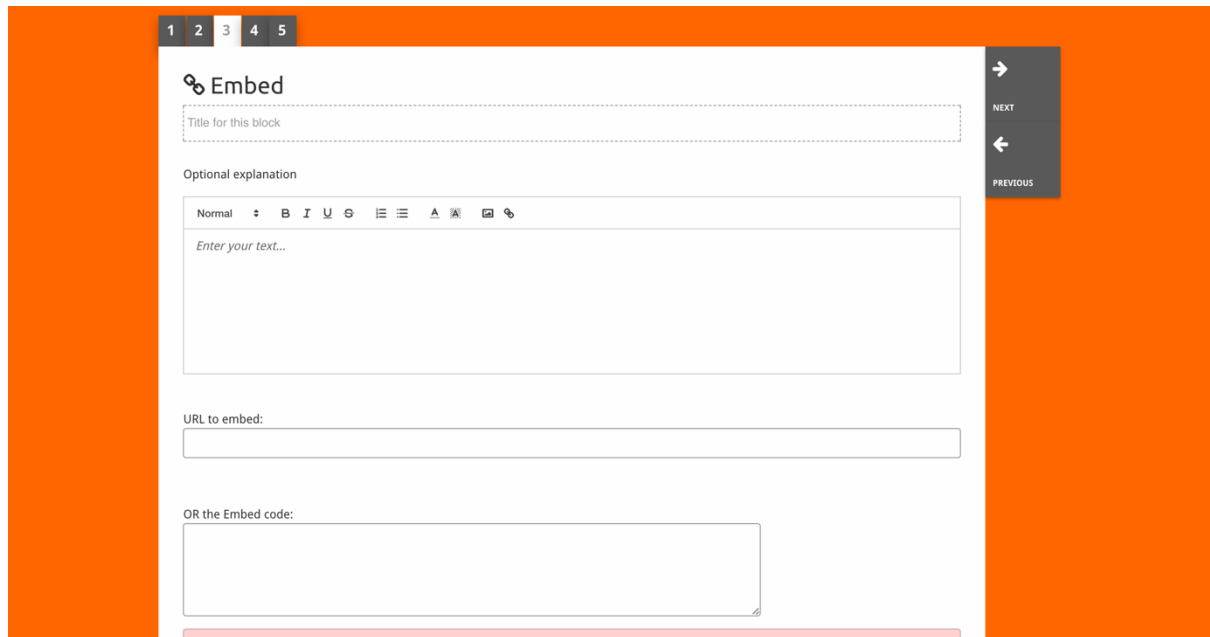
The **"embed"** block, is designed to include information that is available from outside Historiana, such as videos, timelines or websites. To include this information, copy the URL or the embed code of the website in the relevant space.


NB Embedding only works as long as the links and embed codes are still active.

The **"sorting"** block allows users to choose a background, select and remove sources, and add and edit accompanying texts. Students can read the texts and move the sources on the background. Students need to use their knowledge and or judgement in deciding where to place each source.
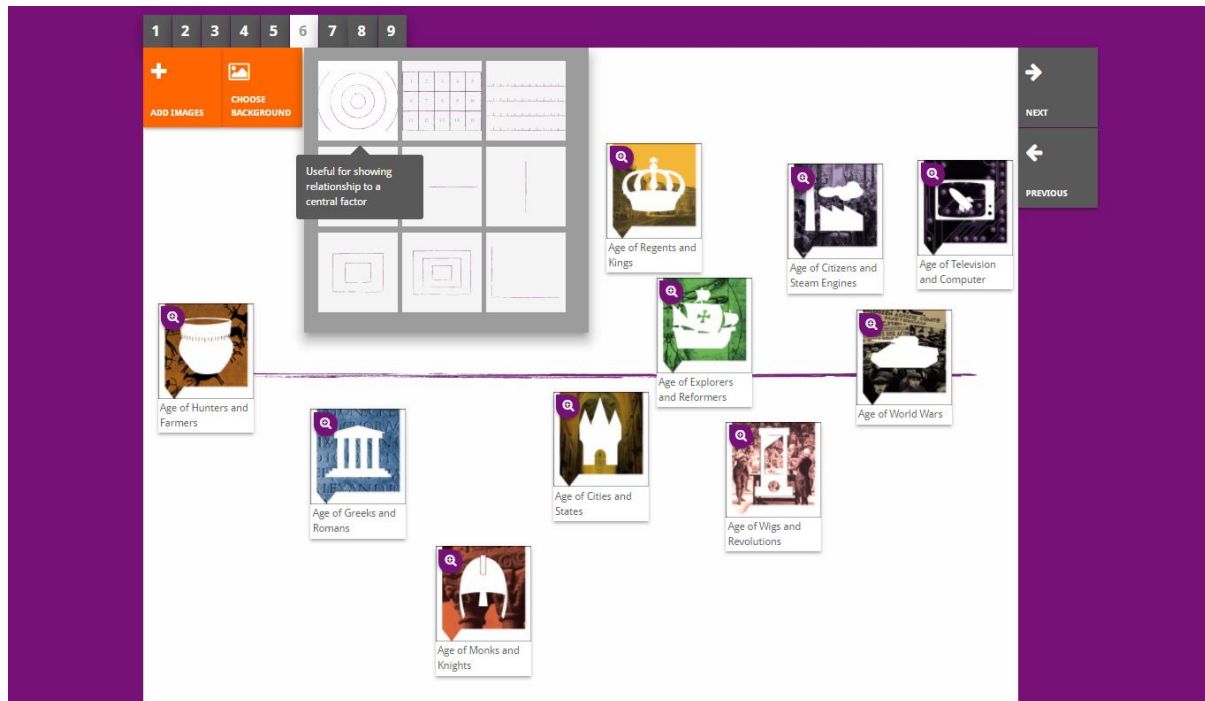
The "**prioritising**" block allows users to select and remove sources, and add and edit accompanying texts. Students can move the sources, read the accompanying texts and adjust the size of each source.
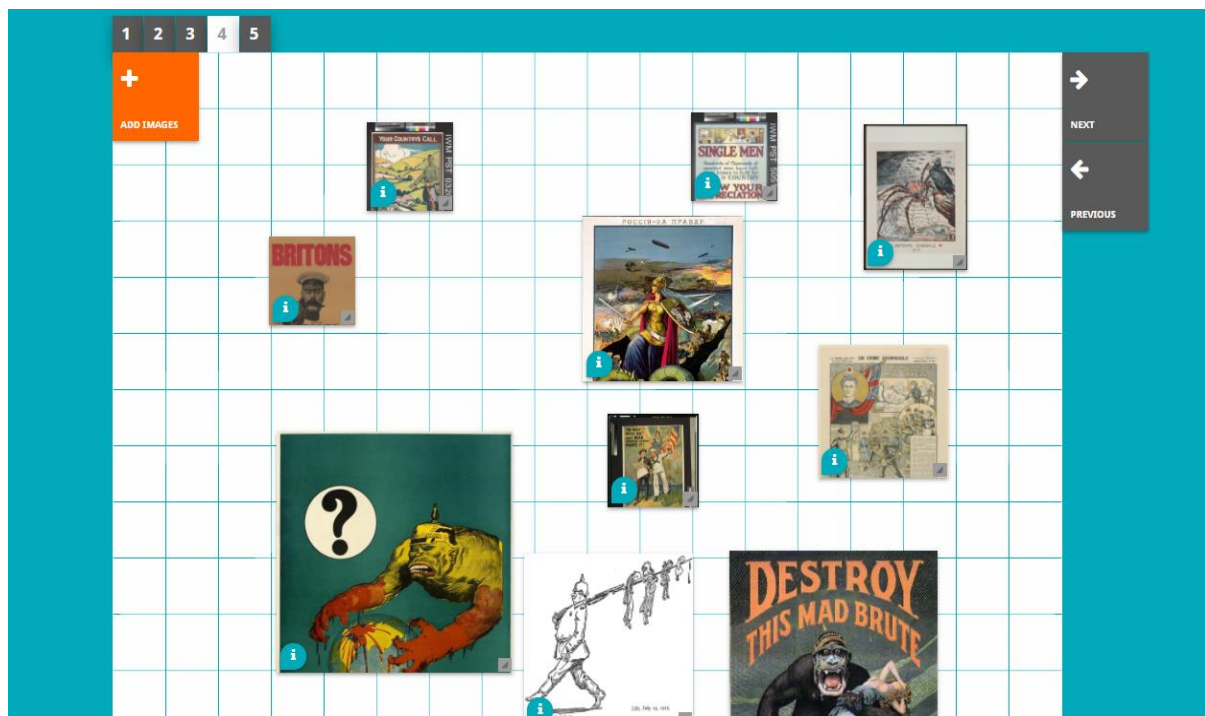
The development of the Historiana eLearning environment and this guide is co-financed by the Erasmus+ programme of the European Union.