Welcome to the make-IT place University!

1. Tips for *Getting Started*

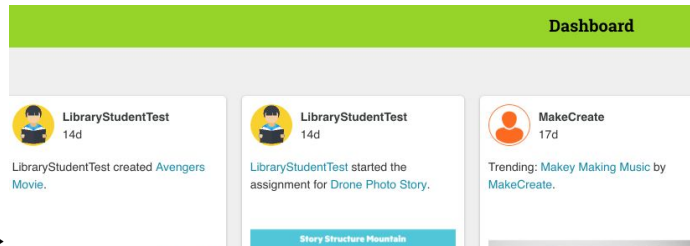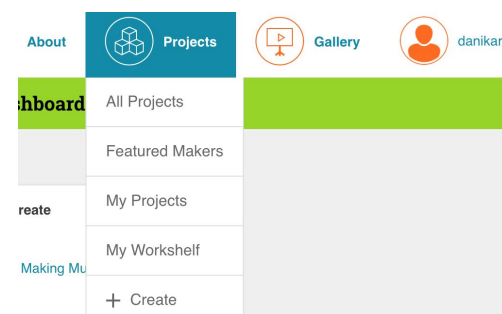Log in at https://makeitplace.carolib.org/ with your **make-It Place** username and password, selecting the **Librarian** role if prompted. After logging in, you'll land on your **DASHBOARD**.

Librarian
Create your librarian account and share lessons.

Dashboard

LibraryStudentTest
14d
LibraryStudentTest created Avengers Movie.

LibraryStudentTest
14d
LibraryStudentTest started the assignment for Drone Photo Story.

MakeCreate
17d
Trending: Makey Making Music by MakeCreate.

Story Structure Mountain

*Choose the **Librarian** role, and arrive at your Dashboard*→

Below are brief descriptions of what you'll find in the dropdown menus at the top of your **make-It Place** site:

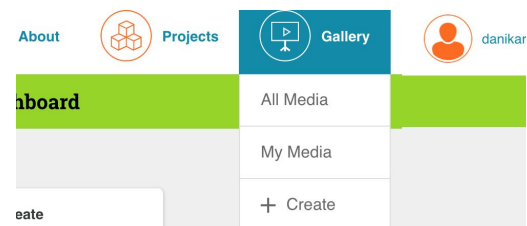| PROJECTS	
About Projects Gallery danikar **hboard** All Projects **reate** Featured Makers My Projects Making Mu My Workshelf + Create	**All Projects**: Search for any project available to **make-It Place** users. **Featured Makers**: Users can be **featured** so their creations are searchable by other **make-It Place** users. **My Projects**: Projects you have created, copied for revision, or are in the midst of drafting. **My Workshelf**: Projects you have started progress on. **+Create**: Start here when you're ready to create your own project! (see page 2 of this handout)

GALLERY	
About Projects Gallery danikar **hboard** All Media My Media **eate** + Create	**All Media**: Any media files that have been uploaded by any **make-It Place** user, either 1. to accompany a project or 2. to highlight an activity or event outside of a project (i.e., you can upload standalone files to the gallery if you want to show off something interesting that you are working on--perhaps an image of a poster advertising an event at your branch, or a photo of a reading activity that a patron completed). **My Media**: Any files that you have uploaded to your own projects. **+Create**: Upload a file or YouTube link separate from a project. *Gallery posts will appear on the Dashboard*. Creating a standalone Gallery item is a great way to start adding content to the site, especially if you don't feel ready to create an entire project. Upload photos from library events, club activities, or anything else you'd like to share or have on hand!

2. Tips for Creating Projects

Title & Description: Users will search and find projects based largely on the title and description

The **Main Image** is what users will see when browsing projects on the site. Make this interesting to attract users.

Does your project involve LED, drones, circuitry, books? Subject-matter **tags** will help users locate the projects they want to see, so be sure to add tags to your projects!

If your project involves **products**--drones, robots, etc.--select those here.

Describe what users will do with this project.

| Title & Description | Details | Standards | Steps |

Title*
Give your project a great name

Main Image
☁ Click to upload file

Tags
Add up to 10 tags to help users discover your project

Products
Choose a product

Description*
What will a user learn in this project?

Details: Indicate a **grade range** so users know who the project is targeting. Let users know the approximate **duration** you expect the project to take. If the project is in a **language** other than English, denote that here.

Does your project require a hot glue gun? Pipe cleaners? Popsicle sticks? Construction paper? Let your users know of any **supplies** they'll need for completing the project.

After the **details**, you can opt to include K12 learning **standards** if it makes sense.

| Title & Description | Details | Standards | Steps |

Minimum Grade
1

Maximum Grade
12+

Duration
Up To 1 Hour

Language
English

Supplies
List of supplies needed for your project (separate each by a comma)

Steps: The order of your steps can be rearranged at any point, and steps can always be added later.

If a **media** file will help guide users, upload into any step. YouTube videos will automatically embed if a link is added. A **description** is required to explain what the step involves.

Instructor tips are great if you have your own "pro tip" to help other **make-It Place** Librarians deliver your lesson--e.g., if the project involves a drone, you might suggest having extra batteries on hand for the project.

Choose how users will be **assessed** for completion of the step: A simple checkbox, free text, image upload, and multiple choice are the options.

| Title & Description | Details | Standards | Steps |

∧ Step 1: Untitled

Title — Enter a name for this step

Media — + Add Media

Description* — + Add Description

Instructor Tip — + Add Instructor Tip

Assessment Type — Checkbox

Preview your project at any point to see what the end user's view would look like.

Save as Draft is a great option if you're pressed for time and need to finish a project later.

Publish your project to *all* **make-It Place** users, or keep the project private.

Preview | Save as Draft | Publish