



Smithsonian  
Learning Lab

# Getting Started

## in the Smithsonian Learning Lab

*learninglab.si.edu*

This guide will help you **discover**, **create**,  
and **share** in the Smithsonian Learning Lab.

# Contents

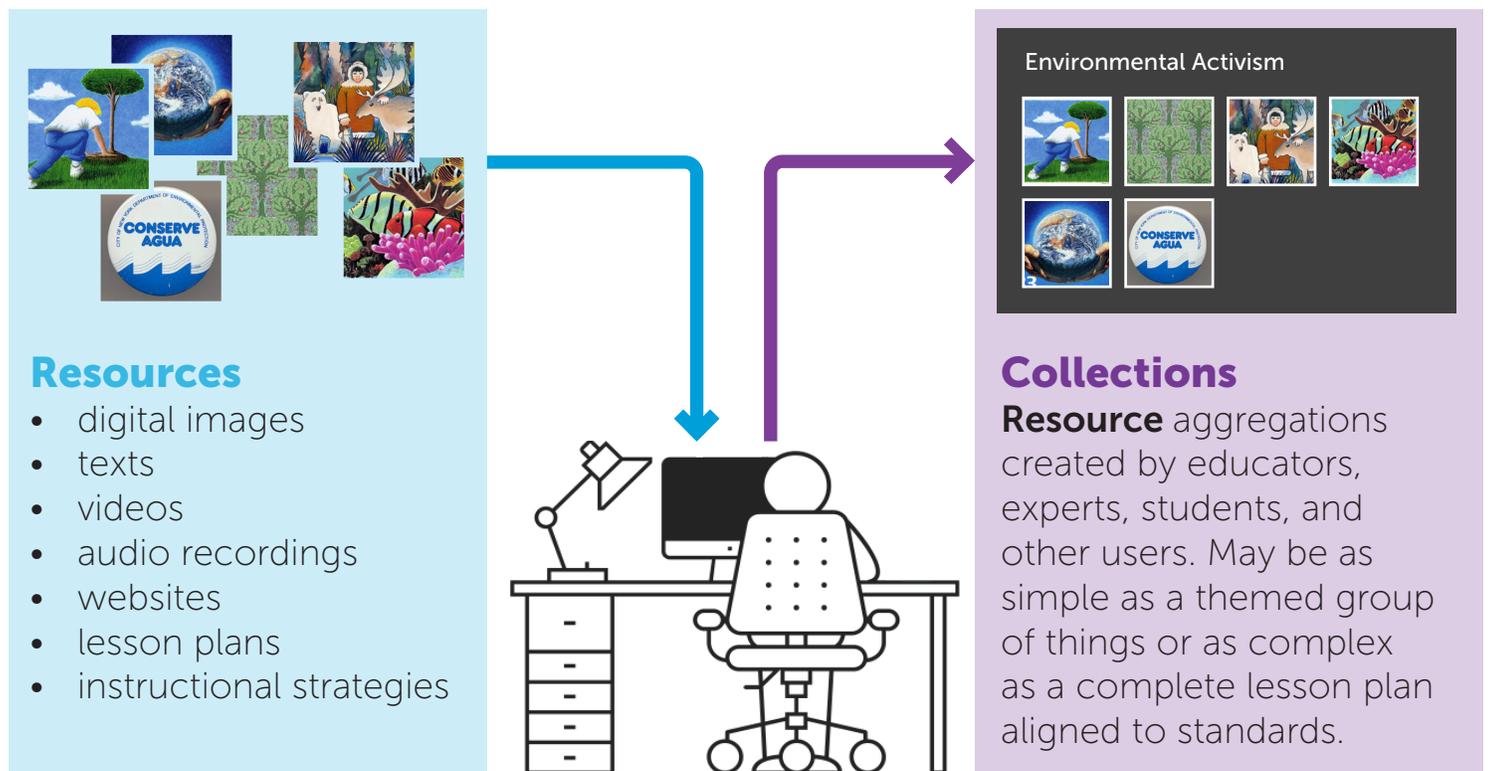
<b>THE BASICS</b>	<b>3</b>
What Is the Smithsonian Learning Lab?	3
Resource Overview	4
Collection Overview	5
Sign Up and Basic Navigation	6
Personalize Your Public Profile	6
<b>DISCOVER</b>	<b>7</b>
Search for Resources and Collections	7
<b>CREATE</b>	<b>8</b>
Create a Collection	8
Adapt an Existing Collection	8
Make a New Collection	8
Enhance and Refine Your Collection	9
Make It Interactive	10
Add a Standalone Feature	11
Upload a Resource (File or Website)	12
Describe and Title Your Collection	13
<b>SHARE</b>	<b>14</b>
Publish Your Collection	14
Embed a Collection in Another Website	15
Track Student Responses	16
Create and Manage Assignments	16
Create and Manage Student Rosters	17

# THE BASICS

## What Is the Smithsonian Learning Lab?

The Smithsonian Learning Lab is a free, interactive platform for **discovering** millions of authentic digital resources from the world's largest museum, education, and research complex, **creating** content with online tools, and **sharing** in the Smithsonian's expansive community of knowledge and learning.

## Here's what you'll find in the Smithsonian Learning Lab:

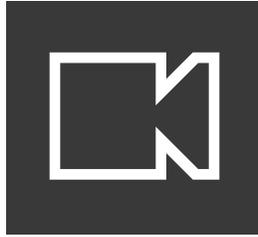


# Resource Overview

Resources may be from the Smithsonian or may be uploaded by Learning Lab users. These icons appear in the lower-right corner of each resource.



Photos,  
artworks,  
specimens



Video, audio  
recordings



Texts,  
scanned  
books



Websites,  
lesson plans



Instructional  
strategies

## You can interact with a resource in a variety of ways:

Return to search results or start a new **search**.

**Learn more** about the resource (who made it or where it came from).

**Save the resource into a collection** you are creating or have previously created.

**Favorite**, or bookmark, the resource.

**Share** the resource through social media and email, or embed it on a website.

**Generate a citation** in MLA, APA, or Chicago style.

**Format a print-friendly version**, including its descriptive details.

**Alert** the Learning Lab team to a concern, broken link, or something you find to be awesome.

**Zoom in or out** to explore details.

**Reset** the zoom level.

**Download** to your computer or device.

**Access** your collections, favorites, and more.

**View** copyright information.

**Access** help options.

# Collection Overview

Collections are aggregations of resources and can be simple as a themed group of things or as complex as a complete lesson plan aligned to standards. Using the Learning Lab's online tools, you can customize and enhance groups of resources to engage learners, or freely adapt collections already created.

## A collection looks like this:

**Start a new search.**

**Access your collections, favorites, and more.**

**Title of the collection.**

**Name of the collection's author.**

**Description of the collection.**

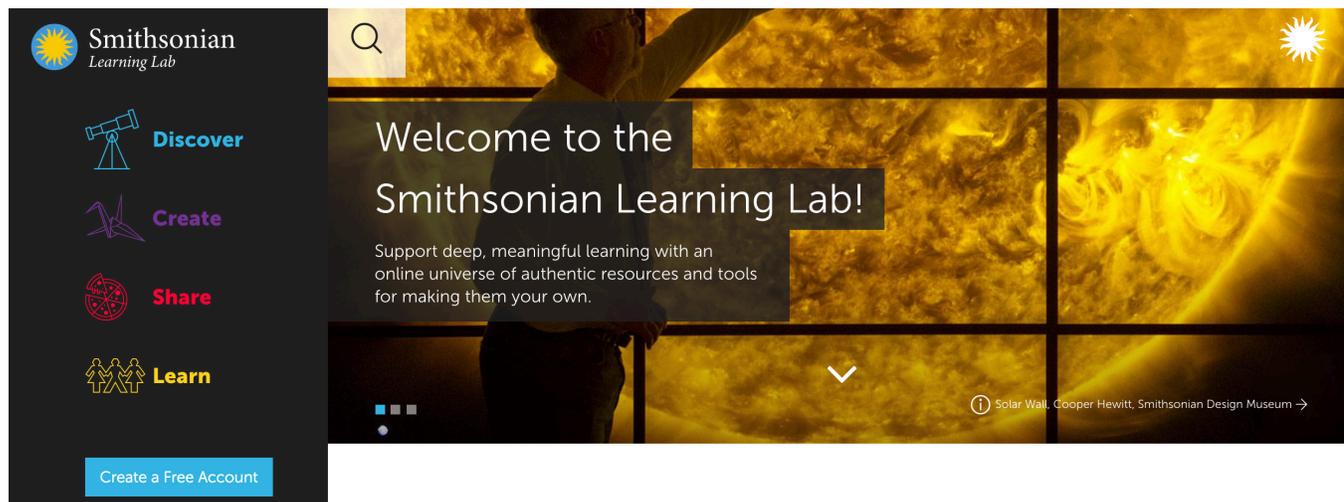
Collection **resources.** Click any thumbnail to view the resource and learn more about it.

## The icons show actions you may take:

-  **Copy** the collection to your account so that you can modify it to better suit your needs. Copying the collection does not affect the original version.
-  **Favorite**, or bookmark, the collection.
-  **Share** the collection through social media and email, or embed it on a website.
-  **Alert** the Learning Lab team to a concern, a broken link, or something you find to be awesome.
-  **Generate a citation** in MLA, APA, or Chicago style.
-  **Learn more** about the collection (how it might be used, age ranges, and applicable standards).
-  **Navigate back** to the main collection view when viewing a resource in a collection.

# Sign Up and Basic Navigation

Become part of the Smithsonian learning community.



On the homepage, click "Create a Free Account" and follow the prompts.



Click the Smithsonian sunburst in the upper-right of your screen to access your collections, favorites, and more.



Click this button, located in the lower-right of your screen, to turn screen tips on or off, access the help page, or submit feedback.

## Personalize Your Public Profile

Add a profile picture and tell others a little about yourself.



To access your profile, click the Smithsonian sunburst in the upper right and click "Profile." As you publish collections, they will appear on this page for others to access. Click the pencil icon to edit your profile.

# DISCOVER

## Search for Resources and Collections

Use the magnifying glass at the top of your screen to begin a search.

environmental movement

Update Search

Refine Search

Resources (227) Learning Lab Collections (6)

Found 227 Resources containing: environmental movement

Sort by Relevance (Best Match) ▾

Try This: Search for a topic such as "Environmental Movement."

Each thumbnail image is a search result.

- Click any one to view the item and learn more about it.
- Toggle between a list view and a grid view of search results using the buttons in the upper right:  

You can search for **resources** or **collections**.

- **Resources** include: digital images, texts, videos, audio recordings, websites, lesson plans, instructional strategies and more.
- **Collections** are resource aggregations created by educators, experts, students, and other users. May be as simple as a themed group of things or as complex as a complete lesson plan aligned to standards.

Toggle between the "Resources" and "Learning Lab Collections" tabs at the top of the page.

Narrow your search results by clicking "Refine Search" and selecting from the filters on the left.

# CREATE

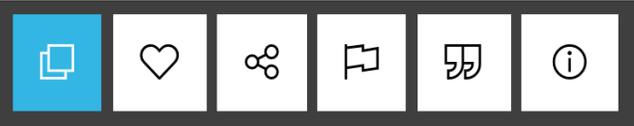
## Create a Collection

Create a collection in two ways: by **adapting an existing collection** or **making a new collection**.

**Note that all collections are unpublished and private by default.** While unpublished, a collection may be shared by giving its URL to someone else. See **Publish Your Collection** (p. 14) to learn how to make your collections public and visible in search results.

## Adapt an Existing Collection

You may use a published collection as is or adapt it for your own purposes and circumstances. Typical adaptations include removing or adding resources, renaming the collection, or rewriting the descriptive text to change the reading level.



Click this button to copy a collection into your account so that you can adapt it. Copying the collection does not affect the original version.

## Make a New Collection

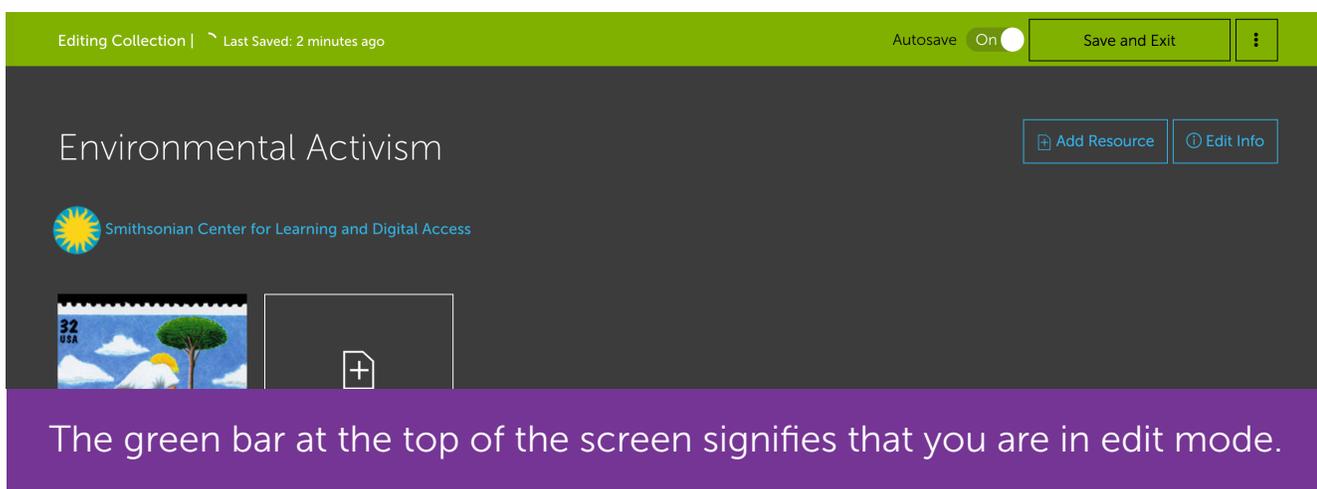
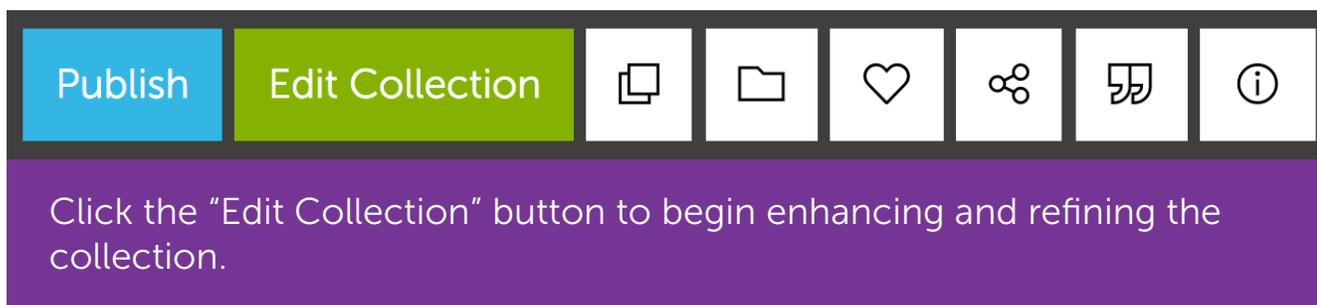
Start by organizing Smithsonian resources and ones you upload into a new collection.



First find a resource you would like to include. On that resource's page, click this button to create a new collection or add the resource to a collection you have previously created.

# Enhance and Refine Your Collection

Write or edit text, add or upload resources, and add interactive features.



In edit mode, the collection automatically saves every 60 seconds. You can toggle the autosave option on or off.

In edit mode, you can do the following:

- **Make It Interactive** by adding text, quiz questions, or image hotspots (p. 10).
- **Add a Standalone Feature** such as text, quiz questions, and sorting activities (p. 11).
- **Upload a Resource (File or Website)** from outside the Smithsonian (p. 12).
- **Describe and Title Your Collection** to help others find, understand, and use this collection (p. 13).



**Delete the collection** by opening the expanded menu.

# Make It Interactive

Add text, quiz questions, or image hotspots.

Editing Resource | Last Saved: 3 months ago

Done

+ Add

Info / Text

Quiz Questions

Image Hotspot

You can customize this resource by adding extra info and text, quizzes, and hotspots

Customize this Resource

32c Tree Planting single [View original](#)

32 USA

1995

Brian Halles, age 13

Click any resource to open and enhance it.

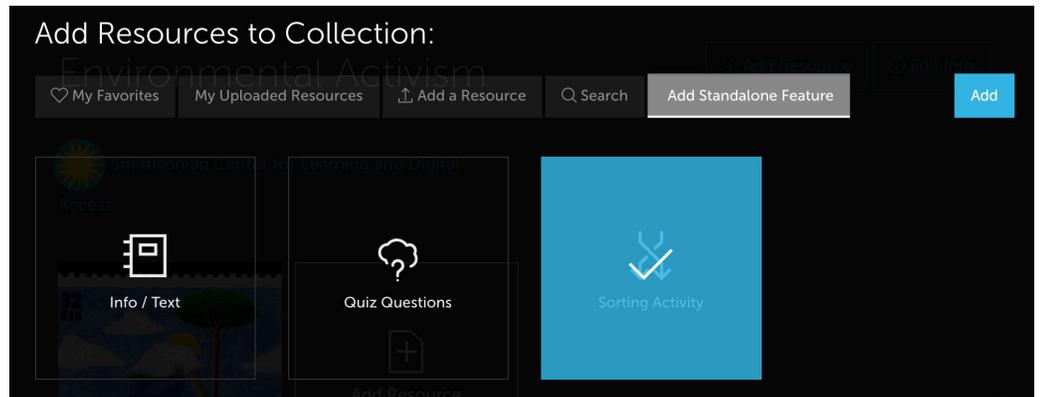
-  Click the paperclip icon on the left side of the screen to add:
  -  **Info/Text:** add descriptive details.
  -  **Quiz Questions:** includes true-false, multiple choice, short and long answer, and an option for uploading a file as a response.
  -  **Image hotspots:** highlight and annotate areas or points on an image.
-  Click the “Resource Information” button on the left side of the screen to edit the resource’s title or information.

# Add a Standalone Feature

In addition to adding text, quiz questions, or image hotspots to a resource (p. 10) you can include text, quiz questions, or sorting activities that will appear as a standalone resource.



Click the "Add Resource" button.



On the resulting overlay, click "Add Standalone Tool" and select one of three types of standalone features (listed below), and then click the blue "Add" button in the upper right.

 **Info/Text:** add descriptive details.

 **Quiz Questions:** includes true-false, multiple choice, short and long answer, and an option for uploading a file as a response.

 **Sorting Activity:** ask students to sort resources into multiple categories or in a linear order.

# Upload a Resource (File or Website)

Add a resource from outside the Smithsonian. First, enter edit mode (see **Enhance and Refine Your Collection**, p. 9).

Add Resources to Collection:

My Favorites My Uploaded Resources **Add a Resource** Search Add Standalone Feature Add

Title of your resource \*

Describe your resource (optional)

I want to upload a file  I want to contribute a website / URL

Click the “Add Resource” button, then the “Add a Resource” tab. Enter a title and description for this resource. Depending on the type of resource you’d like to upload, click one of the following options:

## I want to upload a file

Enter information for the Creator (required), Type (required), and Source URL (optional) into the new fields. Once you’ve completed the required fields, a new button will appear to upload your file: [Select a File \(Images and Documents\)](#)

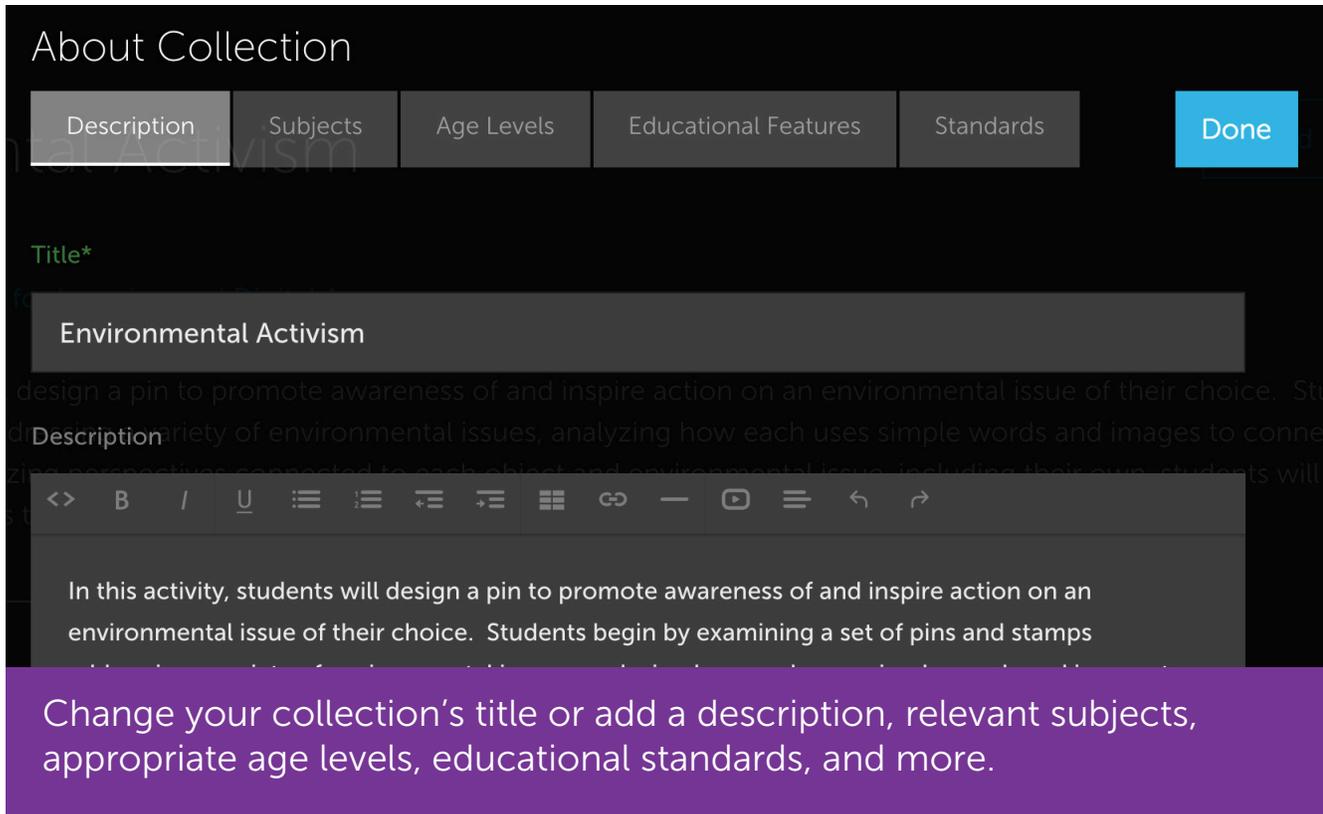
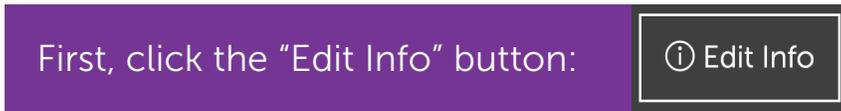
Once the file is uploaded, click the blue “Add” button in the upper right to upload your resource. Allowed file types: doc, docx, ppt, pptx, xls, xlsx, pdf, rtf, gif, jpeg, jpg, png, or mp4. The maximum file size is 4MB.

## I want to contribute a website / URL

Paste the webpage URL you’d like to include. Click the blue “Add” button in the upper-right corner to add a link and screenshot of the website. The Learning Lab will automatically generate a screenshot of the webpage.

# Describe and Title Your Collection

Explain what your collection contains and how to use it.



**Title:** Say what is included in your collection and its purpose. Put the most important words first. Examples: "Civil War Uniform Investigation" or "Pollinators: An Introduction."

**Description:** Give your collection a brief description that makes its purpose immediately clear to other users. Picture another user asking, "what can this collection be used for and what does it contain?"

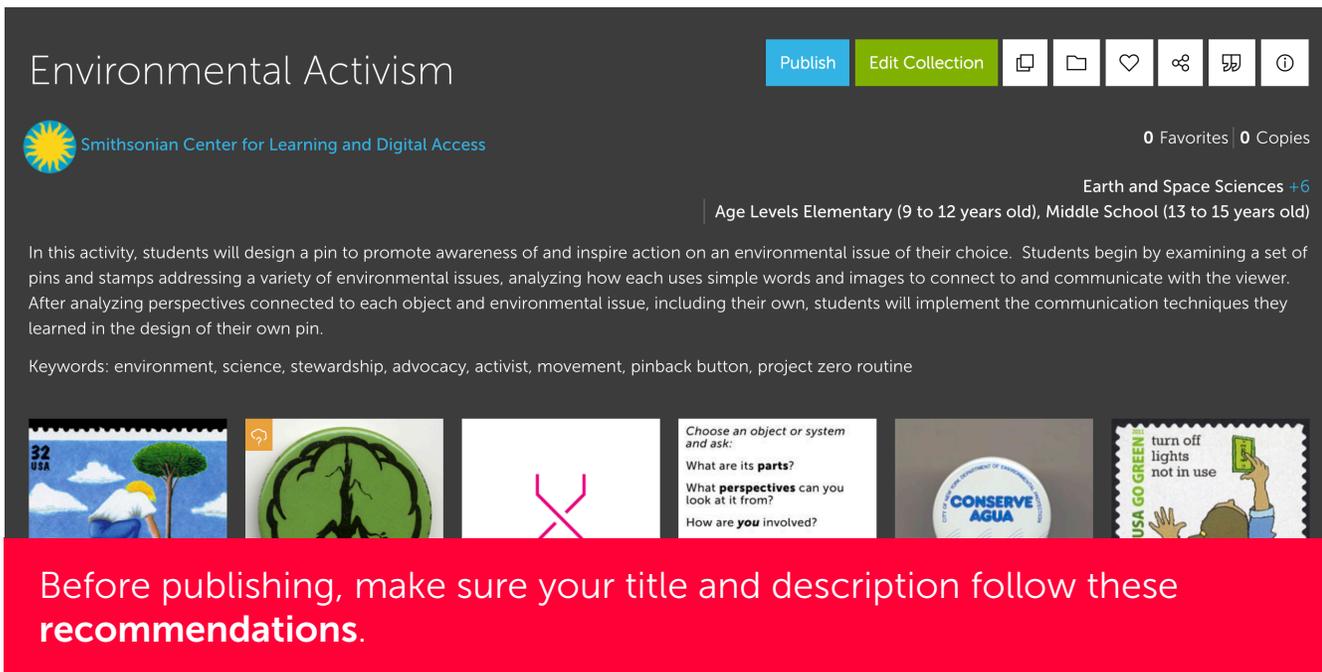
If you choose to **Publish Your Collection** (p. 14) the words within the title and description become searchable, enabling other users to find your collection.

# SHARE

## Publish Your Collection

Share what you've created with the Learning Lab community.

Click the "Publish" button to make your collection public and searchable.



The screenshot shows a collection page for "Environmental Activism" by the Smithsonian Center for Learning and Digital Access. The page includes a "Publish" button (highlighted in blue), an "Edit Collection" button (highlighted in green), and several utility icons. The collection is categorized under "Earth and Space Sciences +6" and is suitable for "Age Levels Elementary (9 to 12 years old), Middle School (13 to 15 years old)". The description states: "In this activity, students will design a pin to promote awareness of and inspire action on an environmental issue of their choice. Students begin by examining a set of pins and stamps addressing a variety of environmental issues, analyzing how each uses simple words and images to connect to and communicate with the viewer. After analyzing perspectives connected to each object and environmental issue, including their own, students will implement the communication techniques they learned in the design of their own pin." The keywords listed are: environment, science, stewardship, advocacy, activist, movement, pinback button, project zero routine. A row of six images is shown below the text, including a postage stamp with a tree, a globe with a tree, a pink 'X' shape, a text box with questions, a "CONSERVE AGUA" sign, and a "USA GO GREEN!" stamp with a hand holding a light switch.

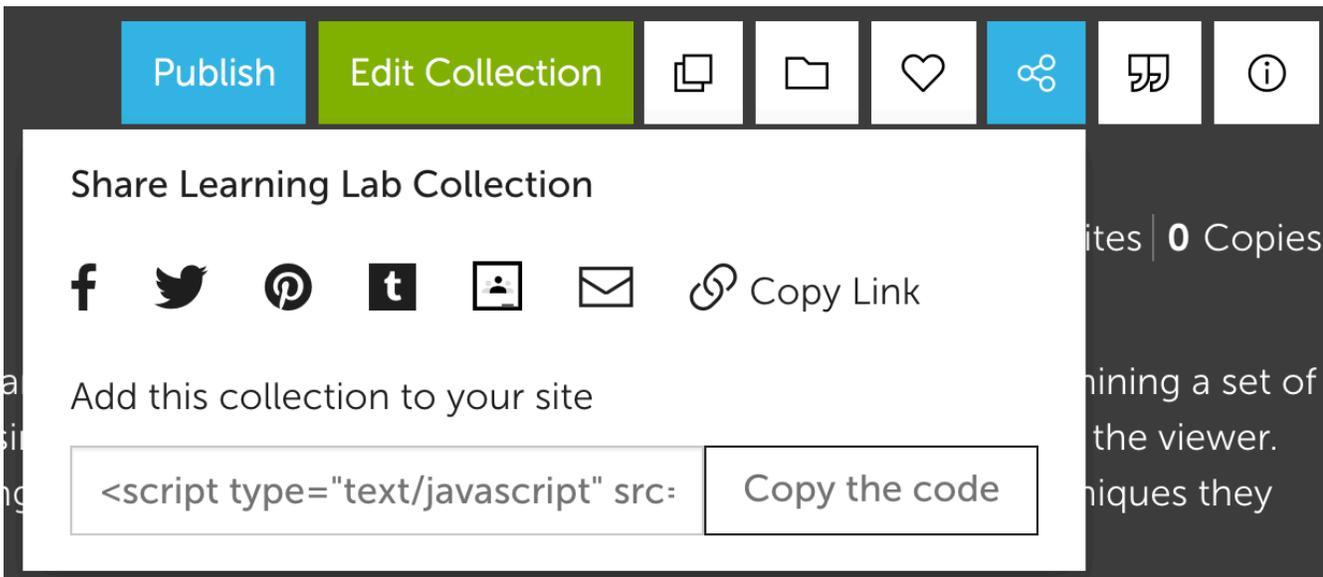
**Before publishing, make sure your title and description follow these recommendations.**

Until you publish your collection, it is private and may only be shared by giving its URL to someone else.

Once a collection has been published, you can still edit and modify it any time. You can also "Unpublish."

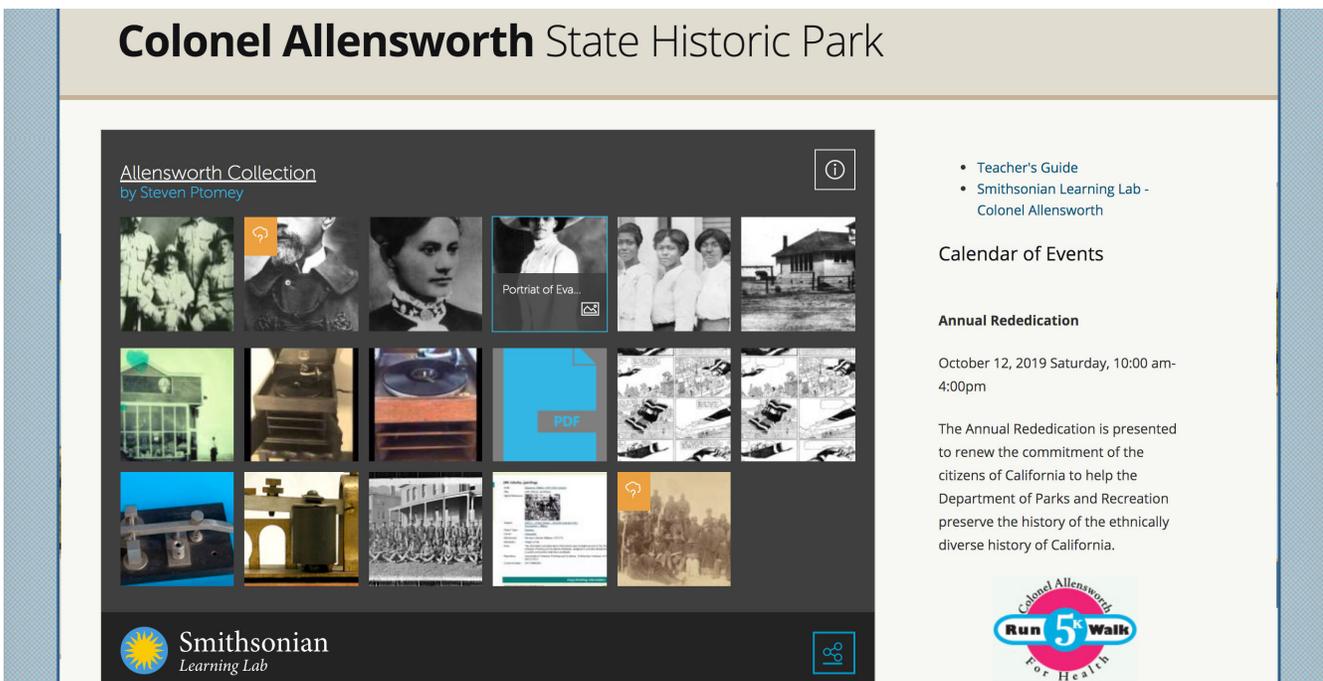
# Embed a Collection in Another Website

Copy a code to embed an interactive version of a collection in another website.



The screenshot shows the top navigation bar of the Learning Lab interface. The 'Edit Collection' button is highlighted in green. A share menu is open, displaying the title 'Share Learning Lab Collection' and the text '0 Copies'. Below the title are social media icons for Facebook, Twitter, Pinterest, Tumblr, and a person icon, along with an email icon and a 'Copy Link' icon. The menu also includes the text 'Add this collection to your site' and a code input field containing the snippet: `<script type="text/javascript" src=`. A 'Copy the code' button is positioned to the right of the code field.

Users will not have to leave your website to interact with the collection. Click the share icon to display and copy the code.



The screenshot shows an embedded Learning Lab collection titled 'Colonel Allensworth State Historic Park'. The collection is displayed in a grid format with various images and a PDF icon. The title 'Allensworth Collection by Steven Ptomey' is visible at the top left of the grid. To the right of the grid, there is a list of items: 'Teacher's Guide' and 'Smithsonian Learning Lab - Colonel Allensworth'. Below this list is a 'Calendar of Events' section for the 'Annual Rededication' on October 12, 2019, from 10:00 am to 4:00 pm. A description of the event is provided, along with a logo for the 'Colonel Allensworth Run 5k Walk For Health'.

The embedded version of your collection will be fully interactive.

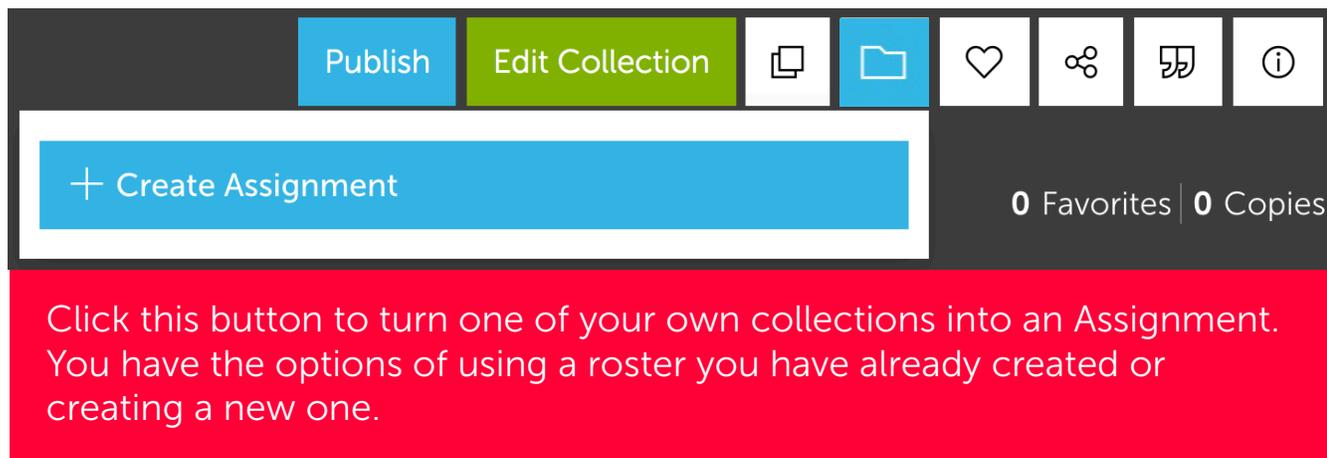
# Track Student Responses

Assign a collection to a roster of students\*.

The Smithsonian is committed to protecting the privacy of our users; only students 13 or older will be able to use the Assignment and Roster tools. More information about kids' privacy can be found in the Smithsonian Kids Online Privacy Statement: [si.edu/privacy/kids](http://si.edu/privacy/kids).

If you'd like to assign a collection created by another user, copy it (see **Adapt an Existing Collection**, p. 8) to your account first. Each student will need their own Smithsonian Learning Lab account in order to respond.

# Create and Manage Assignments

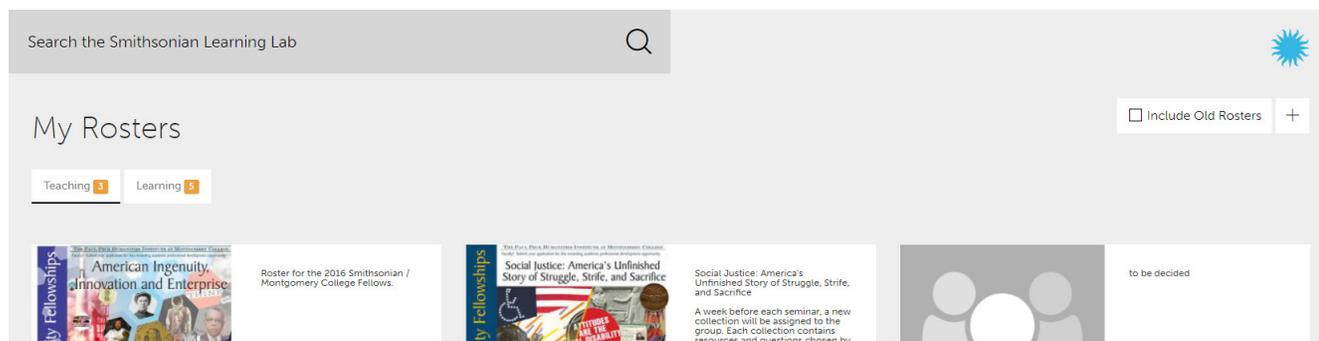


The screenshot shows a top navigation bar with buttons for 'Publish' (blue), 'Edit Collection' (green), and several icons (copy, folder, heart, share, print, info). Below the navigation bar is a large blue button labeled '+ Create Assignment'. To the right of this button, it says '0 Favorites | 0 Copies'. Below the navigation bar and button is a red callout box with white text that reads: 'Click this button to turn one of your own collections into an Assignment. You have the options of using a roster you have already created or creating a new one.'

Access your assignments and monitor student progress by clicking the Smithsonian sunburst in the upper-right corner of any page, then clicking "Assignments." On the Assignments page, click any assignment to see the details of the learning activity, the list of students you assigned it to, their status toward completion, and their individual responses.

\*This feature is not limited to students and can accommodate any group of users.

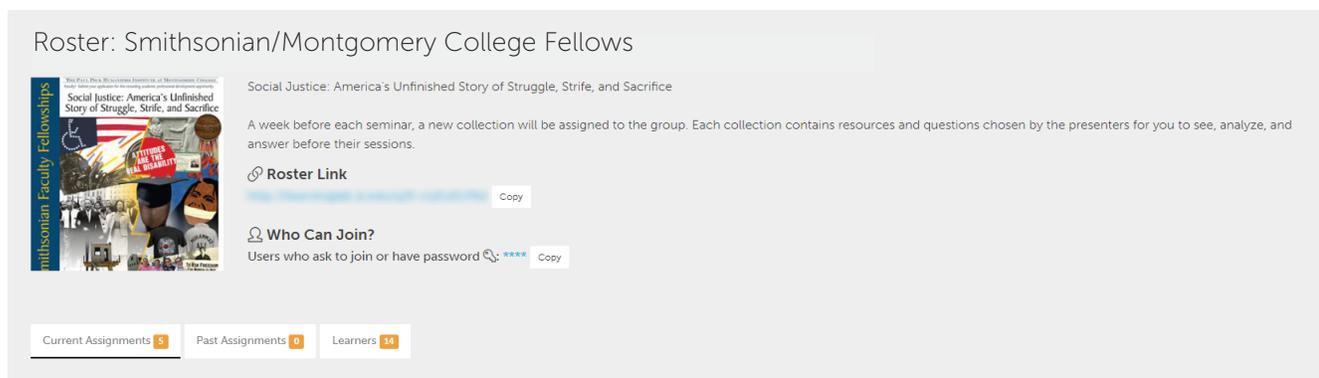
# Create and Manage Student Rosters



Click the Smithsonian sunburst in the upper-right corner of any page, then click "Rosters."

On this page, you can:

- Create a new roster by clicking the + (plus sign) icon in the upper-right corner of this page, then completing the prompts.
  - You can also create a new roster when creating a new assignment. See **Create and Manage Assignments** (p. 16).
- View and manage an existing roster by clicking on it. Here, you can access current and past assignments as well as the list of students registered in the roster.



To add students to a roster, first ensure that each has a Learning Lab account. Then, copy and share the roster link and password with the students. When the students click the link, they will be prompted to add themselves to your roster.

# Stay Connected

Check our **home page** ([learninglab.si.edu](http://learninglab.si.edu)) for upcoming events, webinars, and to sign up for the Learning Lab newsletter.

Want to learn more? **Contact us** at [learninglab@si.edu](mailto:learninglab@si.edu) or reach out on Twitter [@SmithsonianLab](https://twitter.com/SmithsonianLab).

View a web version of or download this guide: [learnignlab.si.edu/help](http://learnignlab.si.edu/help)