

## OSLIS 2002-2003 Site Refresh

Last revised: 10 April 2003

### Reference Documents

< <a href="http://beta.oslis.k12.or.us/oslisnewdrafts/">http://beta.oslis.k12.or.us/oslisnewdrafts/</a> >	Design documents; elementary and secondary how-to drafts. Design docs will be removed from server or moved to /sitedocs at some point.
guidelines.doc	Guidelines from Donna
assignments.doc	How-tos, and who is responsible for each; experts list
infolitstds.doc – AASL Info Lit Standards infolitstds.rtf	Not to be published as a whole! We can publish the categories and standards but not the indicators. We must include the permission line on the pop-ups we create in the how-to teacher resources sections.
jan26mtgnotes.doc	Compiled notes from Jan 26 peer review, w/ updates
siterefresh.doc	This document, which incorporates guidelines.doc, assignments.doc, and oslisdesignfixes.doc
< <a href="http://beta.oslis.k12.or.us/elementary/howto/templates/">http://beta.oslis.k12.or.us/elementary/howto/templates/</a> >	Elementary How-To templates
< <a href="http://beta.oslis.k12.or.us/tutorials/">http://beta.oslis.k12.or.us/tutorials/</a> >	Old Secondary How-To Index page
< <a href="http://beta.oslis.k12.or.us/elem/howto/">http://beta.oslis.k12.or.us/elem/howto/</a> >	Old Elementary How-To Index page

### Background

When we created the original OSLIS Web site, it was a secondary-school project. We made no distinction between elementary and secondary because there was no elementary project at the time. The original home page was what is now the Secondary home page; the original banner read Oregon School Library Information System. We had to adjust when we added the Elementary project, so we morphed the old home page into the Secondary home page, created an Elementary home page and sub-site, created separate banners for elementary and secondary, and created a new OSLIS home page to encompass both elementary and secondary. The new home page was always an add-on. What we want to do now is make the OSLIS home page a “real” home page, retain separate elementary and secondary how-to sections but streamline the other information and fold what we can into a unified whole.

### Goals & Objectives

- Refresh site content, especially How-Tos.
- Improve usability.
- Create an integrated whole - eliminate the interim elementary and secondary home pages. Content on those pages will be accounted for elsewhere or removed. There will still be separate elementary and secondary how-to sections. Users will get to the elementary and secondary how-to index pages directly from the OSLIS home page.

-- EBSCO access will be from the elementary and secondary how-to index pages.

-- Oregonian access can be from the elementary and secondary how-to index pages, and from the OSLIS home page.

### Guidelines

Excerpted from e-mail attachment (guidelines.doc) received 12/20/02 from Donna Cohen:

(snip)

#### Links on Main How-To pages:

On each main How-To page, there will be two (2) links in addition to any created by the writer/developers.

- Link 1 - to a Web page of various Teacher Resources, standards, etc.. The design for the Teacher Resources page will be sent to OPEN after the New Year.
- Link 2 - goes back to the Research Process How To, whichever section it relates to. Garnetta is putting finishing touches on those links and I will send them in as soon as I receive Garnetta's material.

At this time, we can establish a placeholder *back* from each secondary How To. The elementary Research section is not yet ready, however, we can place a dummy link *back* to a soon-to-be research section on each Elementary How-To page also.

So, we are talking about this on each main How-To page:

[Link 1] **Research Process Step** [elementary terminology may change]

[Link 2] **Teacher Resources**

[use any color for these]

(end)

## Assignments

### Elementary How-Tos

Do Research – JoAnn Klassen  
 Choose Library Resources – Cheryl Young  
 Find Information – Char Wisely  
 Use Online Tools (Search the Web) – Melinda Warburg  
 Evaluate Information – Cheryl Young  
 Cite Sources – JoAnn Klassen  
 Take Notes – Melanee Lucas  
 Glossary – as is

### Secondary How-Tos

Research Process – Steve Bahr and Garnetta Wilker  
 Search Strategies – Sharon Porter and Garnetta Wilker  
 Beyond Surfing – Nicki Maxwell  
 Evaluating Information – Dolores Johnston  
 Gathering and Organizing Information – Nicki Maxwell  
 Presenting Results – Sharon Porter  
 Online Tools – Steve Bahr  
 Citing Sources – Dolores Johnston

As of 12/30/02 (from Donna Cohen):	Who
Parents & Teachers	
Resources for Parents and Teachers Connecting Standards to Curriculum	Melanee
Helping Students Do Research and Search the Web	
Glossary of Internet and Research-Related Terms	Leave, excellent
Child Safety on the Internet	Melanee
Finding Children's Literature	JoAnn
Suggestions and Comments	OK
LMS Desk	
OSLI S 2000 Implementation Manual	Sharon
OSLI S Evaluation Tools	Garnetta and Dolores
OSLI S Discussion Lists/Professional Contacts	OK
Collaboration Plans and Projects	JoAnn
LMS Links	Cheryl
Oregon Standards	OK
Oregon Information Literacy Guidelines	OK
OSLI S Presentation	Re-do after project
Product Support Numbers	Melanee
About OSLI S	
Elementary and Secondary - update Web-site credits	

## Design Decisions from January 29, 2003

### BANNER

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#### Main:

OSLIS logo (home) | Oregon School Library Information System | Elementary How To |  
Librarian's Desk | Secondary How To |

#### Elementary:

OSLIS logo (home) | Oregon School Library Information System - Elementary |  
Librarian's Desk | Secondary How To |

#### Secondary:

OSLIS logo (home) | Oregon School Library Information System - Secondary |  
Librarian's Desk | Elementary How To |

### EBSCO/OREGONIAN

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Use logos or icons for links at top of elem and sec how-to main indexes  
Remove Topic Search  
Add EBSCO Spanish

### CRUMBS

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\* Font size: use "-2"

\* Scheme -

on main elem and sec indexes use:

OSLIS >> Elementary How To

OSLIS >> Secondary How To

on individual how-tos use:

Elementary How To >> How to Do Whatever >> Section Name

Secondary How To >> Research Process >> Section Name

### HOW-TO NAVIGATION

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Both elem and sec need Prev/Top/Next navigation.

Icons can be different for elem and sec, but don't have to be. They shouldn't take up a lot of screen space.

PREV TOP NEXT Name of Next Page/Section

Prev = previous page (except on first page)

Top = top of current page

Next = next page (except on last page)

#### Elementary icons done:

Fingers Pointing Left: /elementary/howto/images/prev.gif

Fingers Pointing Right: /elementary/howto/images/next.gif

Grey "House" Icon: /elementary/howto/images/top.gif

Secondary icons - Gus will make smaller versions of the green-turning-red balls he used on secondary Search Strategies how-to.

For interim "Top of page" links, use the standard OPEN little red up arrow:

Top of page ^ (see an example on main elementary how-to index page)

#### FOOTER

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Links should be:

OSLIS (Home) | Elementary How To | Secondary How To | Help | Site Map | Site Usage  
(/reports/)

[Maybe we can condense it? Could use "-2" font size for it, too?]

To be consistent with crumbs at top, use "OSLIS" instead of "OSLIS Home"

#### LAST-UPDATED DATE

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We want to be able to put a last-updated date in the file - not just a date stamp, but the last time somebody actually did something significant to the file - and display that date in the page footer. Need to use JavaScript to do that.

We've got the JavaScript that we need now. Requires JS code in both HTML files and in footer file.

#### BLOCKQUOTE

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Use BLOCKQUOTE for the main table, rather than CELLPADDING="5"

#### FONT FACE AND SIZE

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Use <FONT FACE="comic sans ms,arial,Helvetica">, default size, for main content, both on secondary and elementary. [that's what the majority said they wanted last fall]

Use <FONT FACE="comic sans ms,arial,Helvetica" SIZE="-1"> for links (e.g., to worksheets, TOCs, teacher resources) and for teacher resource pages (howto/teacher/).

Use smaller font for URLs that are displayed with text links, e.g.,  
www.yahooligans.com <font size="-2"><http://www.yahooligans....></font>

#### COLORED TEXT

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Secondary liked GREEN text for explanations. <FONT color="#008000">

They liked RED for warnings/cautions. <FONT COLOR="#ff0000">

Use NAVY for activities. <FONT color="#000080">

(see elementary/howto/chooselib/choose02.html)

Don't use blue for text that isn't link text.

There may be some judgment calls as to what is an explanation and what is a warning.

#### BOLD

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Don't bold link text.

Don't bold how-to headings (<FONT SIZE="+1">, but DO bold sub-headings.

## OFF-SITE LINKS

OSLIS wants off-site links to come up in pop-up windows (not full size; no toolbar so kids can't go off somewhere else from there)

Gus says to just open a new window (TARGET="\_blank" or TARGET="win2"), not a pop-up. If we do use pop-ups, we \*will\* need to include the toolbar, because for at least some of those links, kids will need to actually explore the site.

## INTEGRATED ACTIVITIES

Each how-to is supposed to have at least one integrated activity. Some have printable worksheets and additional info for teachers. These should be linked to individually at the bottom of the appropriate how-to pages.

We'll need printable versions of integrated activities (HTML or PDF)

Use a red version of the apple bullet for these links.

## TEACHER RESOURCES

Crumbs

Links to:

- AASL Standards and Indicators (JS pop-up window)
- Oregon CCGs (JS pop-up window)
- More Activities (jump down the page)
- More Web-Site Resources (jump down the page)

All Activities - PDF of all the integrated activities in the how-to

More Activities - Self-check w/ answer key, plus any additional activities

More Web-Site Resources - one or two excellent Web sites for more information

## CITE SOURCES

Link to Citation Maker (Cite Works Form) should be at top of index/citeintro page so that it's easy to get to it.

## SELF-CHECKS

Elementary: Use Quiz Server at discovery.com

(<http://school.discovery.com/quizcenter/quizcenter.htm>).

An account is set up for Marilyn Kelly (kelly\_m@4j.lane.edu)

Secondary: Use Hot Potatoes from Half Baked Software

(<http://web.uvic.ca/hrd/halfbaked/>)

## Site Organization

### Home, How-To

See diagrams for home page, elementary and secondary how-to index pages, and individual how-tos.

OSLIS home page	oslishome.gif
Elementary How-To directory structure	howtoelem.gif
Secondary How-To directory structure	howtosecondary.gif
<b>Elementary How-Tos</b>	
Do Research	elementary/process.gif

Choose Resources	elementary/chooselib.gif
Find Information	elementary/findinfo.gif
Use Online Tools	elementary/searchweb.gif
Evaluate Information	elementary/evaluate.gif
Cite Sources	elementary/cited.gif
Take Notes	elementary/takenotes.gif
<b>Secondary How-Tos</b>	
The Research Process	secondary/process.gif
Search Strategies	secondary/strategies.doc secondary/strategies.xls
Beyond Surfing	secondary/engines.gif
Evaluating Information	secondary/evaluate.gif
Gathering and Organizing Information	secondary/organize.gif
Presenting Results	secondary/present.gif
Online Tools	secondary/tools_online.gif
Citing Sources	secondary/cited.gif

### Old "About OSLIS"

The six items indicating "COMBINE" will be integrated into 1-3 documents.

- **Introduction** - COMBINE
- **The OSLIS Story** - COMBINE
- **Purpose** - COMBINE
- **History** - COMBINE
- **Future Directions** - COMBINE
- **OSLIS Fact Sheet** - COMBINE
- **Material available through OSLIS** [JIM UPDATES]
- **Brochure (PDF - 74K)** \*  
\* Formatted for landscape printing on 14" x 8 1/2" paper
- ~~**Sponsors**~~—CHANGE NAME TO "PARTNERS" AND WILL GO TO PAGE WHICH INCLUDES STEERING COMMITTEE, PILOT SCHOOLS LIST and MAILING LIST [FRANK AND NANCY TO UPDATE]
- **Steering Committee** FRANK WILL UPDATE
- **OSLIS Board Calendar** STEERING COMMITTEE WILL DISCUSS
- **Web-Site Credits**

### New "About OSLIS"

The new About OSLIS index page will be organized like this:

#### Information

[OSLIS Fact Sheet](#)

[Material Available through OSLIS](#) (goes to /develop/)

[Equitable Access: The Dream and The Promise](#) (equitable.html)

[Archives – Press Releases](#) --> pr\_index.html

- August 14, 2000
- January 21, 1999
- April 8, 1998
- December 19, 1997

\* Update crumbs & navigation on these as necessary.

## Structure

[Partners](#)  
[Steering Committee](#)  
[Pilot Schools List](#)

## Operations

[Original Web-Site Credits](#)  
[Credits for Web-Site Update](#)  
[Web-Site Documentation](#)

## History (Evaluation Information)

[OSLIS TLCF 2002 Budget](#) (PDF)  
[Final Evaluation Report for OSLIS 2001-2002 TLCF Project](#) (PDF - 159 KB) \*\*\*  
[/develop/evaluate/docs/01\_02report.pdf]  
[Final Evaluation Report for OSLIS 2000-2001 TLCF Project](#) (PDF - 124 KB) \*\*\*  
[/develop/evaluate/docs/00\_01report.pdf]  
[Appendix A](#) (PDF) \*\*\*  
[/develop/evaluate/docs/00\_01appendix.pdf]  
[Evaluation Packet - TLCF Grant, August 2000](#) \*\*\*  
[/develop/evaluate/eval2000.html]  
Update crumbs, links, and internal navigation.  
On eval\_form8.html, remove bottom link back to Evaluation Tools.  
[Final Evaluation Report for OSLIS 1999-2000 TLCF Project](#) (PDF) \*\*\*  
[/develop/evaluate/docs/finalrpt\_99\_00.pdf]

\*\*\* Should be moved from /develop/evaluate/ to /about/docs/

## New "Librarian's Desk" (formerly "LMS Desk")

### Boolean Bookmarks

### OSLIS Evaluation Tools

Remove the Final Evaluation Reports, Evaluation Packet, and Online Reference Services Evaluation Form, leaving only the pretests.

Dolores wants to add one more question to the middle and high school pretests:

## A DATABASE is superior to a search engine because  
a. The authority and sources have gone through some evaluation process.  
b. It is organized by both human and electronic brain power.  
c. The text comes from verifiable and reputable sources.  
d. All of the above.

Answer: d

The evaluation reports and packet should be listed on the About OSLIS page and should be accessible (not hidden).

[OSLIS 2000 Implementation Manual] delete, but some of the items are being used under Collaboration Plans, and in About OSLIS. See \* below.

### Copyright Guidelines for Schools

### [Professional Contacts /] OSLIS Discussion Lists

Change heading to "OSLIS Discussion Lists";

### Collaboration Plans and Projects

Revise the annotation to: "Example collaboration plans, lessons, student activities, and articles about collaboration."

On the Collaboration index page, three sections:

### **About Collaboration** (new)

Link to the three documents below, currently in Impman; use the same annotations for them; update crumbs and navigation as necessary.

The Library Media Specialist's Taxonomy (lmstaxon.html)

Role of the Library Media Specialist as a Collaborator (collab/docs/role\_of\_lms.pdf)

Steps to Collaborative Teaching \* (collab/docs/steps\_collab.pdf)

### **Elementary**

projects... \*\*

### **Secondary**

projects... \*\*

Remove the link back to the Implementation Manual (at the bottom of the page)

### **Connecting Standards to Curriculum**

Copy the document from /elementary/parents/ to /develop/, and link to it here.

### **LMS Links**

### **Oregon Standards**

### **Oregon Information Literacy Guidelines**

### **Information Literacy Standards for Student Learning** (off site)

We either link to the AASL site <[http://www.ala.org/aasl/ip\\_nine.html](http://www.ala.org/aasl/ip_nine.html)> or create our own page of the standards (for which we have permission to post the nine standards but NOT the indicators).

[OSLIS Presentation] delete

### **Product Support Numbers**

\* Implementation Manual is being deleted, but:

1) Move Taxonomy, Role...as Collaborator, and Steps...Wisconsin to Collaboration Plans and Projects

2) Move "Equitable Access: The Dream and The Promise" to About OSLIS

\*\* Jim was going to create PDFs of these. Did he?

### **Parent/Teacher Section**

There will be **NO Parent/Teacher section**. Instead, "Connecting Standards" will be in the Librarian's Desk section, and these will move:

#### [Suggestions and Comments](#)

Send us your suggestions, questions, or comments about the OSLIS elementary Web site.

#### [Child Safety on the Internet](#)

Read about the issues and discuss them with your child. The best defense is knowledge. Children can and do use the Internet safely and responsibly.

#### [Finding Children's Literature](#)

We've selected a few Internet resources related to children's literature; they, in turn, will lead you to more.

#### [Reference](#)

Internet reference sites that provide immediate, easily accessible, authoritative, and frequently updated online alternatives.

**Suggest this be for both elementary and secondary: one to go on the Index page of each section.**

4/10/03 - Eliminate this link. We have an oslisinfo link on the home page, and osliswebmaster in the footer of every page. ds, mjk

**Add this item to the Index page for elementary**

2/2/03 Design? Put in a small right-aligned table. mjk

**Add this item to the Index page for elementary**

2/2/03 same as above

**Add this item to the Index page for secondary**

4/10/03 Back by popular demand. Make this a small right-aligned table (like Webopedia on /tools\_online/glossary.html) mjk