

Accessing and Importing Resources from TheDump

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The following is a simple guide that describes how to access and import resources from TheDump into a course in the LON-CAPA system. Basic knowledge of the course coordinator interface, specifically, the resource (RES) space, and document management system (DOCS), is assumed in this guide. For more information on the course coordinator interface, please see the “Course Coordinator Manual” at <http://help.loncapa.org>.

A. Finding TheDump on the LON-CAPA Network

TheDump's repository of K-12 level sequences is located inside the Michigan State University domain (msu). Therefore, the address of TheDump in the [RES] space is:

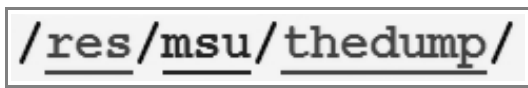
A screenshot of a browser address bar showing the URL `/res/msu/thedump/`. The text is in a monospaced font and is underlined. The entire address bar is enclosed in a thin black border.

Illustration 1: URL of TheDump as seen in [RES] space

TheDump is arranged by subject, and while each subject has a unique organization system, all are intuitive and easy-to-follow.

B. What is a Sequence?

TheDump does *not* actually contain single resources or problems, but rather sequences (or maps) of resources that can be used in any course in the LON-CAPA network. This allows for resources from around the world to be collected and used, while only having a single copy of the file. Sequences merely reference this single copy, acting similar to a “shortcut” on the Windows desktop or a Bookmark in a web browser.

There are two methods of using a sequence in a course, “Import” and “Load Map”, both of which are accessible through the [DOCS] interface. For using sequences in TheDump, it is strongly recommended that the “Load Map” feature be used. More information on this is found in *section D*.

C. Accessing and Browsing TheDump from [RES] space

When accessing TheDump simply to browse the materials contained within, not with the intent of actually loading those problems into a course, it is simplest to use the [RES] interface to view sequences. This means that any author, co-author, or course coordinator can view TheDump in this manner.

To access TheDump's contents through the [RES] space:

1. Click on the [RES] button on the Main Menu or Remote Control.
2. Navigate to the `msu` domain, and the folder `thedump`. It is located about 2/3 of the way down the page.

- Each major subject (biology, chemistry, mathematics, physics, etc.) receives its own top-level folder. Click on its folder icon to open it.
- Each subject contains topics and subtopics in nested folders. These folders contain sequences, denoted by a “puzzle piece” icon (*see Illustration 2*). To expand a sequence, click on the drop-down arrow to the left of the icon. (*See Illustration 3.*)

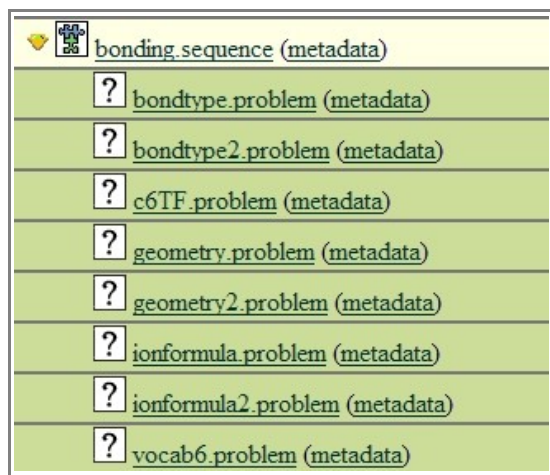


Illustration 2: Sequence Puzzle-Piece Icon

Illustration 3: Expanded sequence, as seen in [RES] space.

- To view more information on this screen, it is possible to check some of the boxes at the top of the screen (*see Illustration 4*) in order to view resources' authors, titles, or to “Show Resource”, and actually be able to see and try every resource in the folder at once.

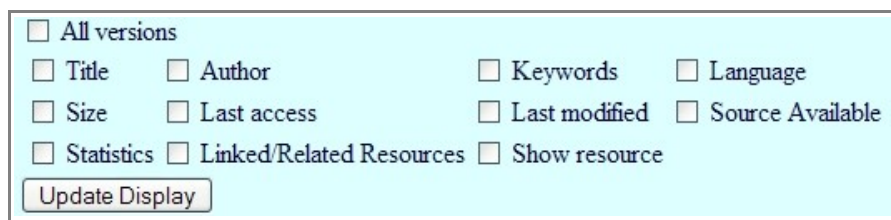


Illustration 4: Additional options for viewing the contents of a folder/sequence in [RES] space.

- It is also possible to click on each individual resource to view it and try it, or to click on the “(metadata)” link (*See Illustration 3*) to see additional information about the resource, such as grade level, courses the resource is used in, etc.

D. Accessing and importing resources from TheDump using [DOCS]

When accessing TheDump with the intent of loading a sequence of problems into a course, the [DOCS] screen must be used.

To access TheDump's contents through the [DOCS] space:

1. Click on the [DOCS] button on the Main Menu or Remote Control to enter the course documents screen.
2. Navigate to the folder in the course where you would like the resources to be loaded.
3. Scroll down the DOCS screen to the section of the page entitled “Import a Document”. (See *Illustration 5.*)

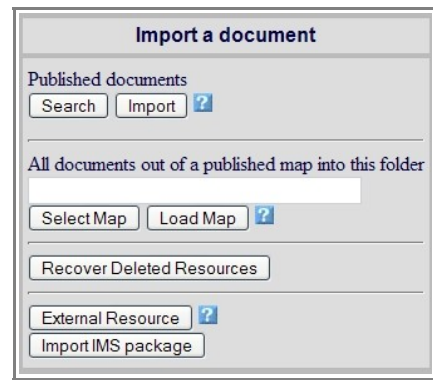


Illustration 5: “Import a Document” section of DOCS screen.

There are two different ways to bring a document into a course, with important distinctions between the two:

Method A:



combined with:



This method makes it possible to easily preview and import single resources or groups of resources from a selected sequence.

4. To import selected problems from a sequence, press the “Import” button. A window very similar to the one used in [RES] space will appear. Using the same instructions from *section C*, navigate to the subdirectory in which the sequence is contained.
5. Press the “Show Resource” button to see mini-thumbnail versions of all resources.
6. Then, to expand a sequence and list its contents, click on the arrow next to the sequence. Check boxes will appear next to each resource inside the sequence.

 (Closed Arrow)	Non-Expanded Sequence
<p style="text-align: center;">(Resource View)</p>	<p>After clicking on the arrow. Note the check boxes next to each individual resource.</p>

7. Check the resources that you would like to import, and then click on the “Import” button at the top of the page.

Please note that is not recommended to check and import the actual sequence file (with the puzzle piece icon), because it will be imported “all-or-nothing”, there is no way to rearrange, rename, delete, etc. the files contained within it.

Method B:

This method loads all of the resources contained within the sequence into the course. These resources are now able to be reordered, renamed, deleted, etc. as desired.

Select Map

and

Load Map

4. After clicking “Select Map”, a window very similar to the [RES] space will appear. Using the same instructions from [section C](#), navigate to the directory of TheDump from which you would like to load a sequence.
5. When viewing TheDump in this “Select Map” screen, a “Select” button appears next to the sequence (*see Illustration 6.*):

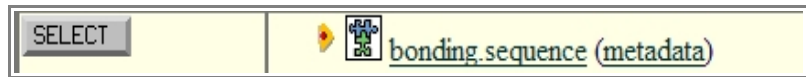


Illustration 6: View of “Select Map” screen (note the “Select” button).

6. Press the “Select” button, and you will be returned to the DOCS screen.
7. Press the “Load Map” button to bring the resources into your course.

E. Additional Information

TheDump is designed to be an easily accessible tool in building a course. Sequences inside the repository are designed to have more problems than may be wanted/needed for a unit; this allows for a teacher to choose the resources that he/she wants.

The goal of TheDump is to have **high quality** K-12 level resources that can easily be accessed by teachers from around the world. To achieve this goal, every resource now submitted to TheDump is checked for its accuracy and correctness. However, if there are any problems or concerns with the material contained in TheDump or this guide, please e-mail the appropriate Subject Coordinator and/or the Student Coordinator about the issue.

1. Adding to TheDump

Additions to the material in TheDump are always encouraged and welcomed. When you find a resource that you feel is appropriate for inclusion in the repository, please go to TheDump's website, <http://thedump.loncapa.org>, and click on the link provided to submit a new resource. It takes only seconds to submit a resource, and once included, it can benefit hundreds of teachers from around the world.

For additional information about TheDump, including dates/times of workshops and meetings, please visit TheDump's website at:

<http://thedump.loncapa.org>