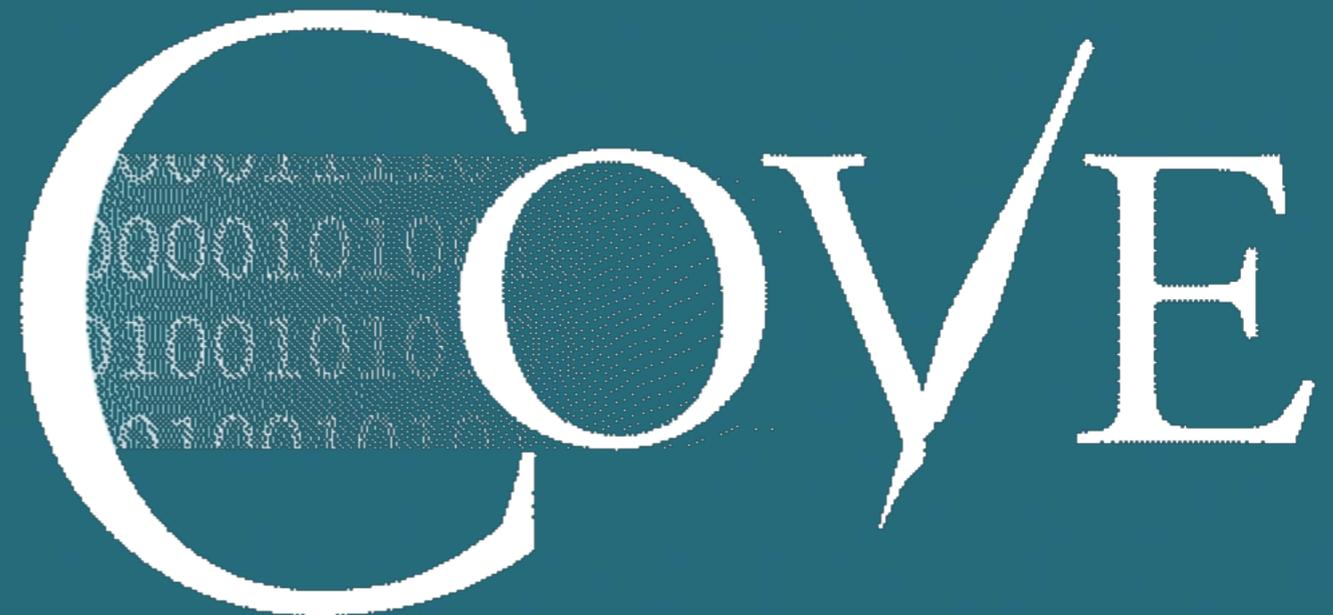


<http://covecollective.org>

TEACHER GUIDE

Answering your students' questions
about getting started with COVE

The logo for COVE is displayed in a white, serif font against a teal background. The letter 'C' is the largest and contains a pattern of binary code (0s and 1s). The letter 'O' is smaller and also contains a binary code pattern. The letters 'V', 'E', and 'E' are the same size as the 'O' and do not contain patterns. The background of the entire page is a close-up photograph of blue water with ripples.

HOW TO SIGN UP

There are two spaces at COVE. At **COVE Editions**, you can access published scholarly editions and build collective timelines, maps and galleries. At **COVE Studio**, you can access texts for your classes and annotate them.

If you are at a university that subscribes, your students can login using their institutional login/password. Otherwise, they need to pay just \$10 by credit card here:

<https://www.navsa.org/members/join-navsa/#cove-only>

They click on "One Year" or "Recurring Yearly," then "Check Out." At the subsequent form, they answer at the minimum all required fields (marked with an asterisk), then they add their credit card information using the Stripe interface. They will receive a receipt from NAVSA.

Once they pay, they will receive a login/password that will allow them to access the tools at COVE. To login, they need to use the same email they used to sign up. If they do not receive an email, have them check their spam filter. If you run into problems, email: coveeditions@gmail.com.

COVE is non-profit; all proceeds go back to COVE to help improve the system and build new content.

I only want access to the COVE toolset.

(Choose one option under each of the two headers below. When you have made your choices, a button for payment will appear.)

Membership Type	Membership Length
<input checked="" type="radio"/> COVE	<input checked="" type="radio"/> One Year
	<input type="radio"/> Recurring Yearly

CHECK OUT (\$10)

Country

Postal/Zip Code

Phone

About Me

If you receive a card please explain here

Billing Method

[+] Add Billing Method

powered by **stripe**

Checkout Now

SUBMIT FORM

stripe

COVE Only Member . Digital . One ...

Email

Card number

MM / YY CVC

Add \$10.00

THE FIRST STEPS

Different teachers use different parts of COVE. You might want your students to annotate a single text at COVE Studio or you might be making all your material available in this way. On the other hand, you may be interested only in the tools at COVE Editions: a timeline-builder, a map-builder, a gallery-builder and a classroom space where you can keep track of the collective work of your students. Here, you can build timelines, maps and galleries that draw on COVE authoritative content; you can also have your students add items to your collective resources as a class project.

At COVE Studio, you can assign an edition tag to a text and have your students access your material that way. (These are added to the Profile link on your Dashboard.) Or, you can make use of COVE's anthology-builder, which allows you to find items in our database and to add them to an anthology that is then shared with your students. For the anthology feature, click on "Create new anthology."

At COVE Editions, you start by clicking on your name after you login (top right). Once at your dashboard, click on "Create Groups." The first time you do this, you need to wait for us to give you a permission bump, after which you can start building your class space.

COVE Studio COVE Editions My Profile Logout Manage Users

Dashboard / My Profile

My Profile

Personal Information

First Name
Dino Franco

Last Name
Felluga

Editions jamie-test x Editions
Enter the names of any Editions you're in (or want to join), and press ENTER after each.

Teams Teams
Enter the names of any Teams you're in (or want to join), and press ENTER after each

Update Cancel

Anthologies

ENGL 202 Fall 2020

[See more of my anthologies...](#)

+ Create new anthology

HOW TO JOIN A CLASS

If a professor wants students to join a class space at COVE Editions, students need to go here after subscribing:

<http://covecollective.org>

Click on Login, then Log in with NAVSA. After login, they'll see their name appear at the top right; clicking on their name brings them to their dashboard. They can say something about themselves by clicking on "Edit" or they can just scroll down to "Subscribe to Course/Group" and subscribe to your group/course. Once they have the right group, they click on "join" on the next page. They will be asked if they are willing to have their created content accessible on the web. If they wish to keep their material private, they can click "I disagree" and you can keep their material private.

After this step, they are taken to your course space, where they can access the collective resources that you can build as a class. **Tip:** Have them scroll down to "Galleries, Timelines, and Maps" for your collective resources (an easy way to keep track of student content). You likely do not want them to click on the links at the top (like "write posts" or "create timelines") since that creates new resources.

The image shows two screenshots of the COVE website. The top screenshot displays the main navigation menu with options: MAP, IMAGES, TEACHING, HOW TO, and ABOUT COVE. A 'Log in' dropdown menu is open, showing 'Log in with NAVSA' and 'Not A NAVSA member?'. Below the menu, a large 'ABOUT COVE' button is visible. An arrow points from the 'Log in with NAVSA' button to the second screenshot. The second screenshot shows a user dashboard with the text '0 / 1 Hello Dino Franco Felluga Log out' and the NAVSA | BAVS | AVSA logo.

COVE Publishing Agreement

Just one more step before you begin. We need to know how the content you create will appear on the site.

By selecting 'agree,' you are stating that you are willing to have your work publicly accessible on the World Wide Web. If you disagree, please inform the leader of this group, who can easily make alternative arrangements.

You will retain copyright following Creative Commons 3.0 licensing protocols. You will have the responsibility to use Public Domain images in your work and to ensure proper credit is given for all images and citations.

- I agree
 I disagree

Submit

HOW TO JOIN AN ANTHOLOGY

If a professor wants students to join an anthology or edition at COVE Studio, students need to go here after subscribing:

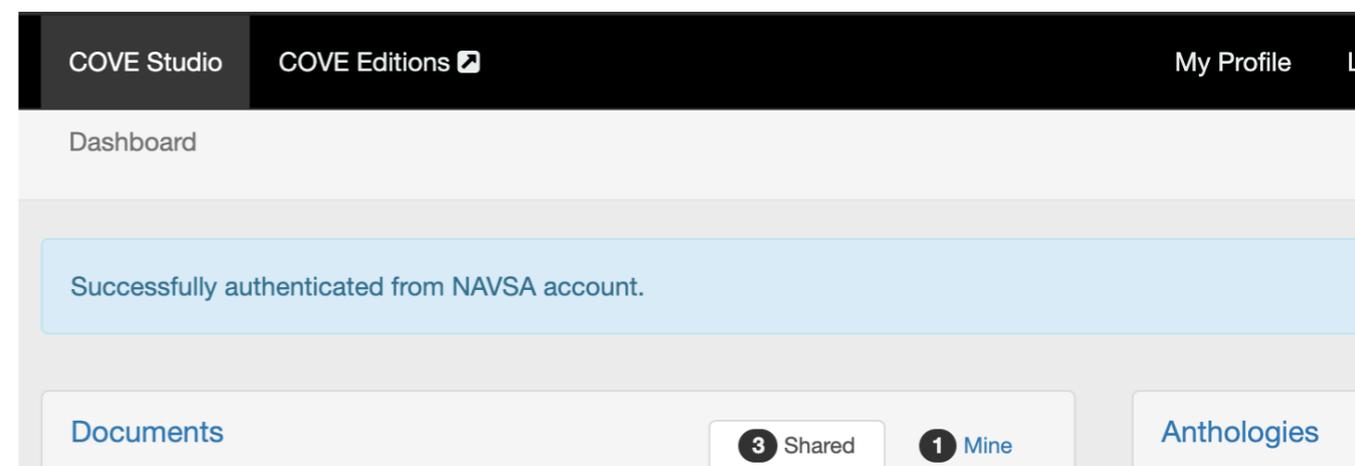
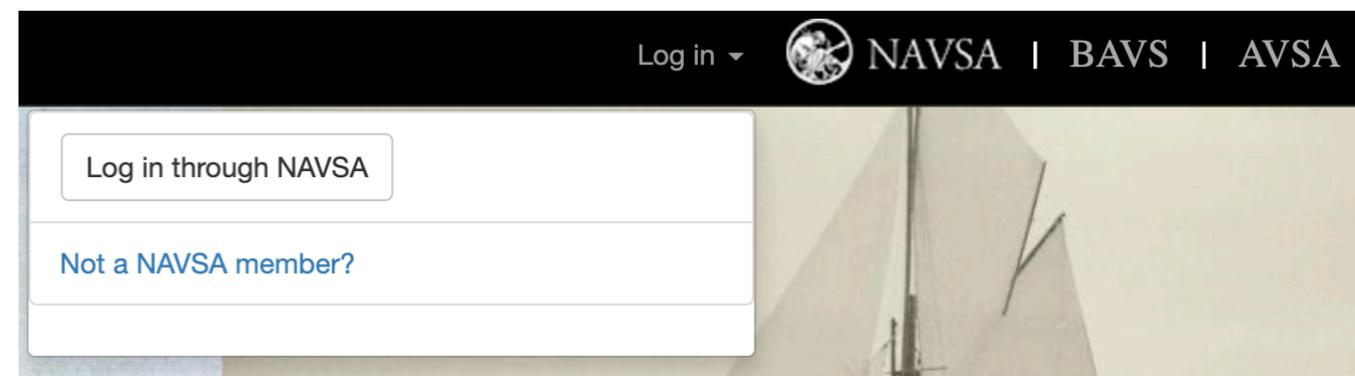
<http://studio.covecollective.org>

Students click on Login, then Log in with NAVSA. Students will be taken to their dashboard, where they will likely see an empty space. If you are providing an edition tag, they add it by clicking on "My Profile." Have them add the tag to Editions under Personal Information, click return, then "Update" towards the bottom of the page. The text will then appear in their dashboard under Editions.

If you have created an anthology, you will need to add students to your anthology, but this can only happen after they login officially. Once you add students, your anthology will appear for them on the right under Anthologies.

By clicking on the link, students will find a list of texts you have made available for reading and, possibly, annotation.

They can click on any title to be taken to that text, after which they can begin annotation (see next page).



Title	Author
As Kingfishers Catch Fire	Gerard Manley Hopkins
Frankenstein: Or The Modern Prometheus VOLUME 1	Shelley, Mary Wollstonecraft
Frankenstein: Or The Modern Prometheus VOLUME 2	Shelley, Mary Wollstonecraft
Frankenstein: Or The Modern Prometheus VOLUME 3	Shelley, Mary Wollstonecraft
God's Grandeur	Hopkins, Gerard Manley
[If by dull rhymes our English must be chain'd]	Keats, John

Filter annotations by:

Who made them:

Me

Teams

Editions

By User

Pamela Buck



Where they occur:

Visible portion

Whole document

How they are tagged:

Enter tag(s) to filter on

How they are categorized:

punctuation

typo

Cultural

HOW TO ANNOTATE

To annotate, go to any text you have assigned at COVE Studio. To the right of the text, you will find the filter field. This can be toggled on and off by clicking on the gear icon:

Tip: for long documents, it may be useful to click between “visible portion” and “whole document.”

To annotate, highlight any text, click on the pencil icon that appears, and start typing. You have the ability to include links and multimedia as well, which you can add by clicking on the appropriate buttons:



Tips: Make sure you click “My groups can view this annotation” if you want everyone in the class to see your annotation. You can consider using a tag scheme, which allows you to filter for specific kinds of annotation. You can also tag with the pre-set categories (punctuation, typo, etc.). If you or your student is not seeing all annotations, you probably have a filter enabled; disable them and be sure you are looking at “Editions” (top right in the filter field). You can also filter by user so you can quickly find a single student’s work.



Filter annotations by:

Who made them:

Me Teams Editions

By User

Pamela Buck

Where they occur:

Visible portion Whole document

How they are tagged:

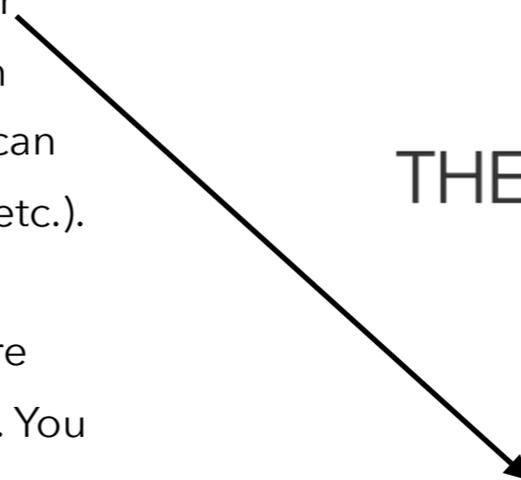
Enter tag(s) to filter on

How they are categorized:

punctuation typo Cultural



FRANKENSTEIN;
OR,
THE MODERN PROMETHEUS.



Add some tags here...

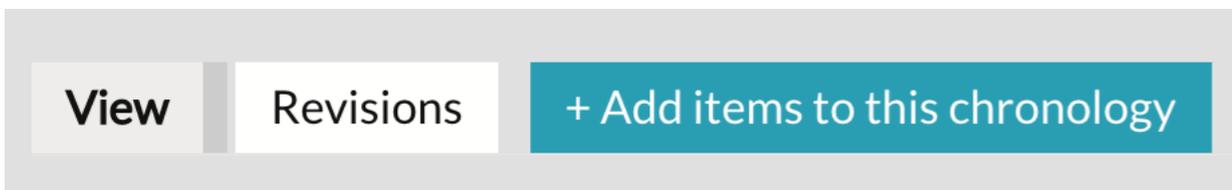
My groups can view this annotation

punctuation typo Cultural

HOW TO EDIT A TIMELINE, MAP, AND/OR GALLERY

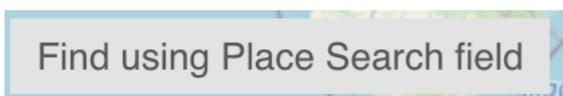
At COVE Editions, you can create a collective resource together with your students. The same interface is used for all three tools, though each is driven by different software.

Click on your collective resource by scrolling down to "Galleries, Timelines, and Maps" on your group page. Click on the one you want, then add to the collective resource by clicking +add items:



Fill in the required fields marked with a red asterisk. Don't forget the event date for timelines.

Note that the map-builder includes a search function. To use it, type in your place, then click "Find using Place Search field" to the right of the search box:



Tip: Timeline entries look more professional if you add an image by clicking on "Image" and uploading a file. Encourage your students to provide source and copyright information.

You can associate or link timeline, map and gallery images by clicking on "Add items" under Associated Places or Associated Events.

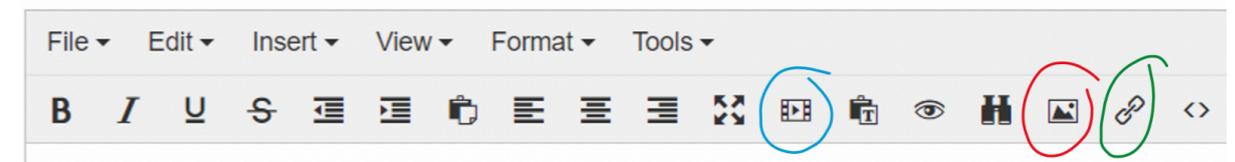
Tip: To associate your own material, you need first to create your entries, then go back to associate them.

Tip: Images added to a collective exhibit can be associated with both places and timeline entries; however, you cannot associate in the opposite direction.

Once you associate elements, they will appear together whether you are at your timeline entry, your map description or your gallery image.

Note: you have the ability to edit your entries in multiple ways, including the addition of link, images and even films:

Body ([Edit summary](#))



Note: Sometimes the map will appear with a layer for the United Kingdom from an 1880s ordnance survey. You can toggle between this version and the Google map by clicking on "Layers."

<http://covecollective.org>

QUESTIONS?

If you run into trouble, you can
always email for further help:

coveeditions@gmail.com

COVE