

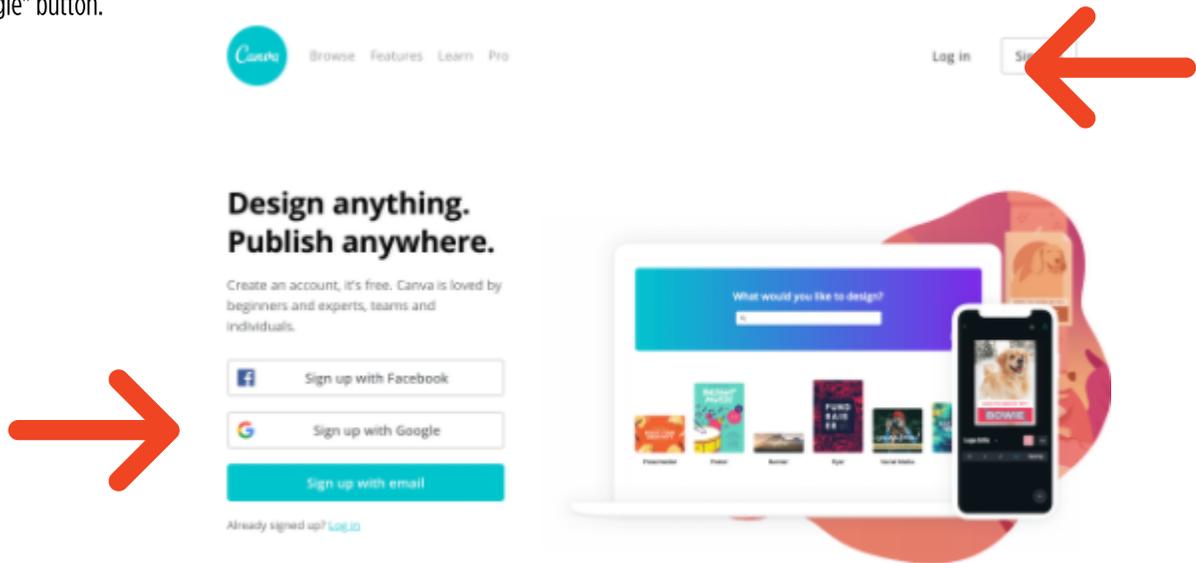
# Teacher Prep

## Before class: Set up an account for QR Code Generator

- QR Code Generator is a free website for making QR codes. It's very straightforward and user friendly.
- Before class, you will set up an account for all students to use. Go to <https://app.qr-code-generator.com> to set up a free account. When students come to class, they will all log into your account. Make sure that the email address and password you choose can be given out to students.

## Before class: Set up an account on Canva

- Canva is a free design system. It's very straightforward and user friendly.
- Before class, you will set up an account for all students to use. Go to [www.canva.com](http://www.canva.com) to set up a free account. All students will use your account. Make sure that the email address and password you choose can be given out to students.
- Teacher note: Because students will be working from the same account, they need to each label their project with their first name and last initial.
- Important notes about Canva:
  - If students have difficulty logging in using the main "log in" button in the top right corner, have them log in using the "Sign Up with Google" button.



## Before class: Set up a shared Google drive folder

- Students will need to upload their QR codes to a shared Google drive folder. You should email students the link to the folder before class so they can easily access it when they create their QR codes.

# Examples of Archives

Library of Congress > Digital Collections > Abraham Lincoln Papers at the Library of Congress Subscribe Share/Save

## COLLECTION Abraham Lincoln Papers at the Library of Congress

About this Collection Collection Items Articles and Essays

Results: 1-25 of 20,206 | Refined by: Part of: Abraham Lincoln Papers at the Libr... Available Online

### Refine your results

Available Online 20,206  
 All Items 20,206

### Original Format

Manuscript/Mixed Material 20,195  
Web Page 11

### Online Format

Image 20,197  
Online Text 11,249  
PDF 10,133  
Web Page 11

### Date

1900 to 1999 7  
1800 to 1899 20,145

### Location

## Collection Items

View List Go Sort By Select Go



MANUSCRIPT/MIXED MATERIAL

[Abraham Lincoln papers: Series 1. General Correspondence, 1833-1916: Isaac T. Smith to Abraham Lincoln, Friday, August 22, 1862 \(Sends extract of letter from King of Siam\)](#)

Contributor: Lincoln, Abraham

Date: 1862-08-22

Resource:

[View 4 Images](#)



MANUSCRIPT/MIXED MATERIAL

[Abraham Lincoln papers: Series 1. General Correspondence, 1833-1916: Utica New York Citizens to Abraham Lincoln, Friday, August 22, 1862 \(Petition concerning appointment\)](#)

#### Title

Abraham Lincoln papers: Series 1. General Correspondence, 1833-1916: Isaac T. Smith to Abraham Lincoln, Friday, August 22, 1862 (Sends extract of letter from King of Siam)

#### Contributor Names

Lincoln, Abraham, 1809-1865

#### Created / Published

August 22, 1862

#### Subject Headings

- United States--History--Civil War, 1861-1865
- United States--Politics and government--1861-1865
- Presidents--United States
- Manuscripts

#### Genre

Manuscripts

#### Notes

- Sends extract of letter from King of Siam

#### Call Number/Physical Location

series: Series 1. General Correspondence, 1833-1916

#### Source Collection

Abraham Lincoln Papers at the Library of Congress

#### Repository

Manuscript Division

#### Digital Id

<http://hdl.loc.gov/loc/rsa/rsa000001.rsa.30189a.1.791.000>

#### Part of

Abraham Lincoln Papers at the Library of Congress: Series 1. General Correspondence, 1833 to 1916 (15,114)

Abraham Lincoln Papers at the Library of Congress (20,206)

Manuscript Division (145,200)

#### Format

Manuscript/Mixed Material

#### Contributors

Lincoln, Abraham

#### Dates

1862

#### Language

English

#### Subjects

Civil War  
History  
Manuscripts  
Politics and Government  
Presidents  
United States

Example of what the Library of Congress database looks like when you go on their website.

Example of an entry in a Library of Congress Archive

# Steps to Make a Student-Friendly Archive

## Step 1: Read Requirements

You will create an entry that will go in your archive. Your entry needs to have the following:

- Name of the entry.
- Name of the archivist who created the entry (you should put your first name and last initial).
- A claim about how art was changing during the Middle Ages and Renaissance and how it can tell us about what was happening during those time periods.
- At least 1 piece of art that will back up your claim.
- An explanation about the source and why it backs up your claim.
- Three hashtags.
- Other images or pictures to make your entry informational and exciting for kids to read.

## Step 2: Brainstorm Ideas and Sketch What Your Entry Will Look Like

Follow the steps below to brainstorm ideas for your entry.

- Go to <http://bit.ly/middleageren>
- Read about each source.
- Come up with a claim about how art was changing during the Middle Ages and Renaissance and how art can tell us about a historical time period. Write your claim below.
- Then, choose 1 or more sources that back up your claim. Write which sources you are using below. Each source has a number with it in the Google Drive link.
- Decide what your entry will look like. Sketch below!

Claim:

Source(s) used:

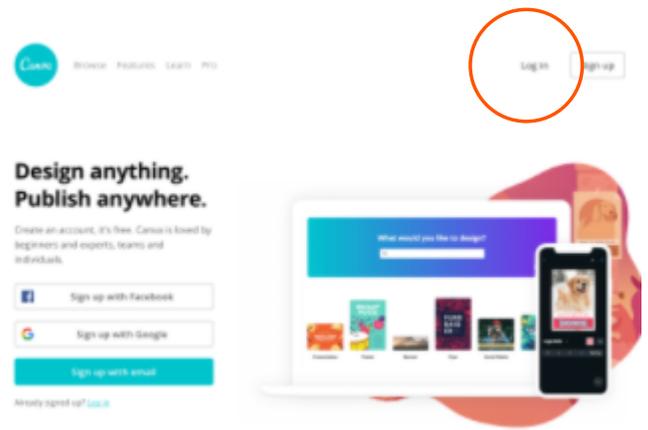
Sketch your entry below:

# Steps to Make a Student-Friendly Archive

## Step 3: Create Your Entries

Follow the steps below to design your entry on the computer.

- Go to this web address: [www.canva.com](http://www.canva.com)
- Click in the top right corner to log in. Ask your teacher for the email address and password for the account.



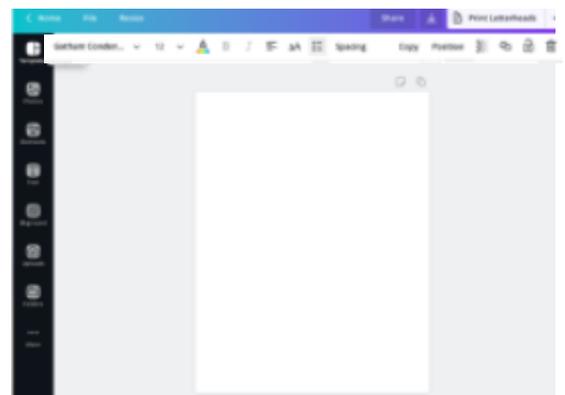
- Once you are logged in, click on the "folders" button on the left column. Create a new folder with your first name and last initial. For example, if your name is Jessica Gordon, your folder should be called "JessicaG"

## Design folders (0/2)

+ Create new



- **You are now ready to design your database. Refer to Step #1 of this handout for the requirements for your entry.**
- At the top of the screen, you will see buttons to change the font, size, and colors.
- On the left-hand side of the screen, you will see buttons to add text and elements (which are shapes).
- Begin adding text and symbols to your screen.
- You will also see a button called "uploads." You can upload pictures of your sources. Make sure that your sources are in "JPG" or "PNG" for the file type. You cannot upload a "PDF" to Canva.
- Once you have completed your entry, click the downward arrow button in the right hand corner and download a PDF.

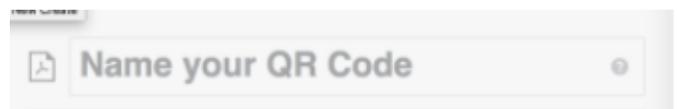
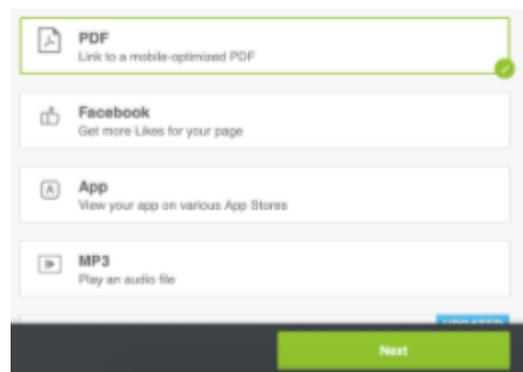
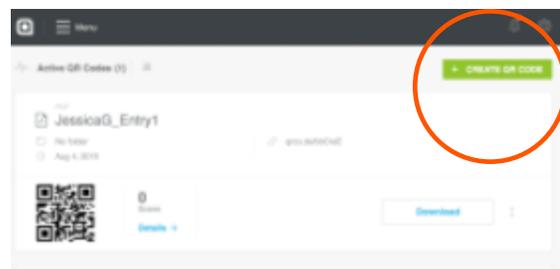
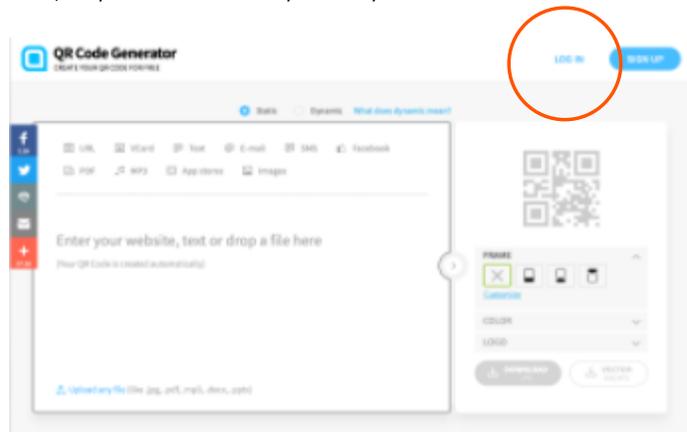


# Steps to Make a Student-Friendly Archive

## Step 3: Create QR Codes

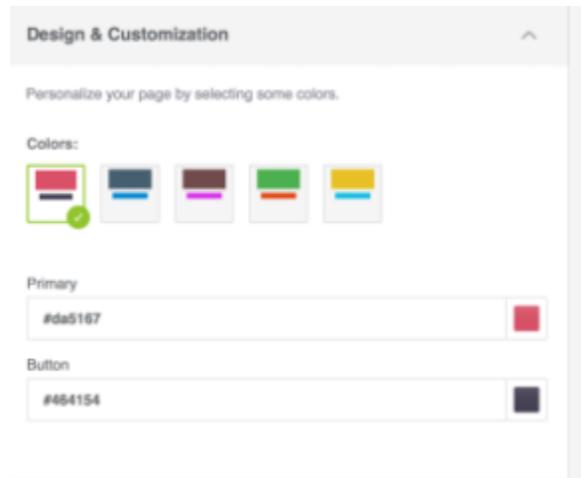
Follow the steps below to create your QR Code. When people click on your QR code, they will be able to see your entry.

- Go to this web address: <https://app.qr-code-generator.com>
- Click in the top right corner to log in. Ask your teacher for the email address and password for the account.
- Once you are logged in, click on the button that says "Create QR Code."
- Scroll down and click on the button that says "PDF." Click "Next."
- Add the following name for your QR code:  
FirstName\_LastInitial\_Entry\_Number  
For example, if your name is Jessica Gordon, and this is the first entry you are creating, put the following:  
Jessica\_Gordon\_Entry\_1.
- Next, upload the PDF of your database entry by clicking Upload PDF.



# Steps to Make a Student-Friendly Archive

- Choose what color you want your QR code to be in.



Design & Customization

Personalize your page by selecting some colors.

Colors:

Primary  
#da5167

Button  
#664154

- DO NOT fill out the next section that says "Basic Information." Skip this section.



Basic Information

Provide your business info and add some context to your PDF.

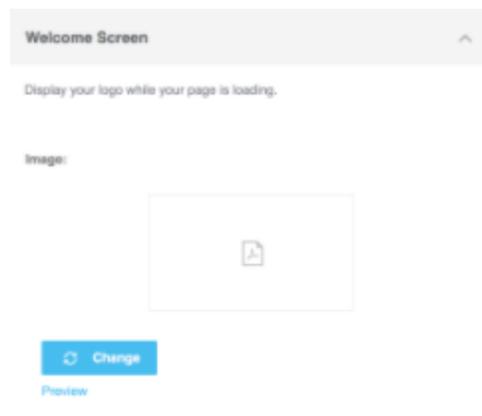
Company:  
Name of company or PDF owner

Title:  
Title or PDF name 0 / 100

Description:  
Provide more info about your PDF 0 / 100

Website:  
www.yourwebsite.com

- The next section says "Welcome Screen." If you have time, you can create an image that people will see when they are waiting for entry to load after they click on the QR code. This step is optional. You can create the image in Canva if you have time.



Welcome Screen

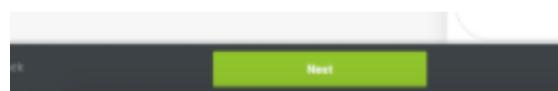
Display your logo while your page is loading.

Image:

Change

Preview

- Click "Next" at the bottom of the page and wait for your QR code to be created!



Next

# Steps to Make a Student-Friendly Archive

- Choose what frame you want your QR code to be in. Then, download your QR code!

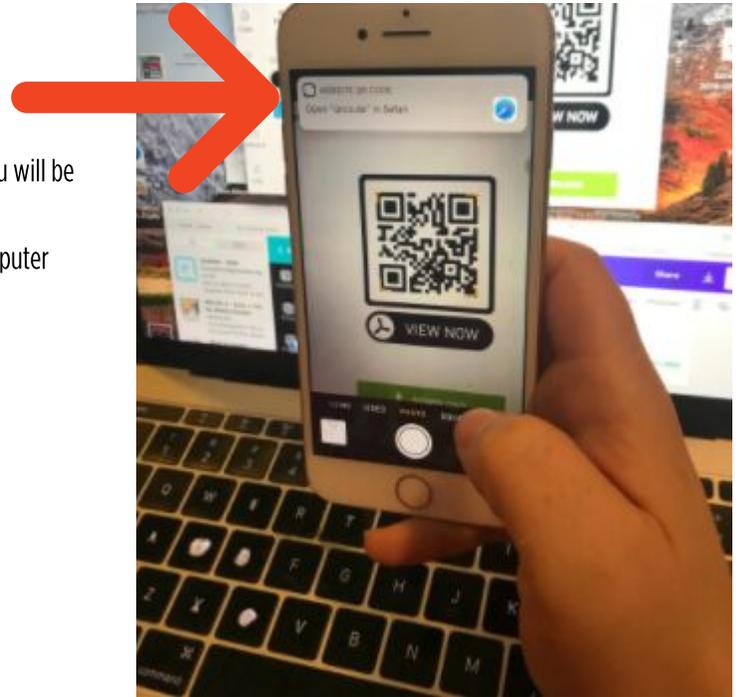


- Your QR code will pop up on your desktop. It will be a ".png." Save your code as a "PDF." Your code is then ready!

- Tell your teacher you are ready to pload your QR code to the class Google Drive folder. Uplaod the file as a PDF. This is where all of the students' QR codes for your class will go. Have your teacher send you the link to the folder so you can upload the QR code.

# Example QR Codes

- Go to the camera button on your phone.
- Hold the camera for a few seconds over the QR code.
- A set of words will pop up that say "open in Safari." Click on these words and you will be taken to the information that is in the QR code!
- Here is an image of what it looks like when you hold your camera up to the computer screen and hover over a QR code.



- Check out this QR code for an example from a middle school student who made an entry about a female leader during the American Revolution!

