Group or individual assignments in Recogito.

https://recogito.pelagios.org/help

About

Recogito is a tool that enables staff to upload or import images and share them with students to annotate and add comments as either an individual or group exercise.   The system is designed with cultural heritage/special collections objects in mind : rare books,manuscripts,photographs, artwork etc.

Example scenarios

A lecturer in mediaeval manuscripts would like to set an assignment to ensure students understand the material. They upload a scan of a digitised manuscript which they share with the students, asking them to "annotate 10 interesting points on this manuscript".

An Art History lecturer may upload a painting and request students annotate the painting.

A palaeography lecturer may upload an ancient manuscript and ask a group to translate and comment on the manscript.

Tutorial

### 1.Creating an account

- Visit https://recogito.pelagios.org/
- Choose a username (your university username will suffice)
- Enter your email address
- Enter a password

2. Ask students to create an account and supply you with there username

This will be required for later when you "share" their work with them.
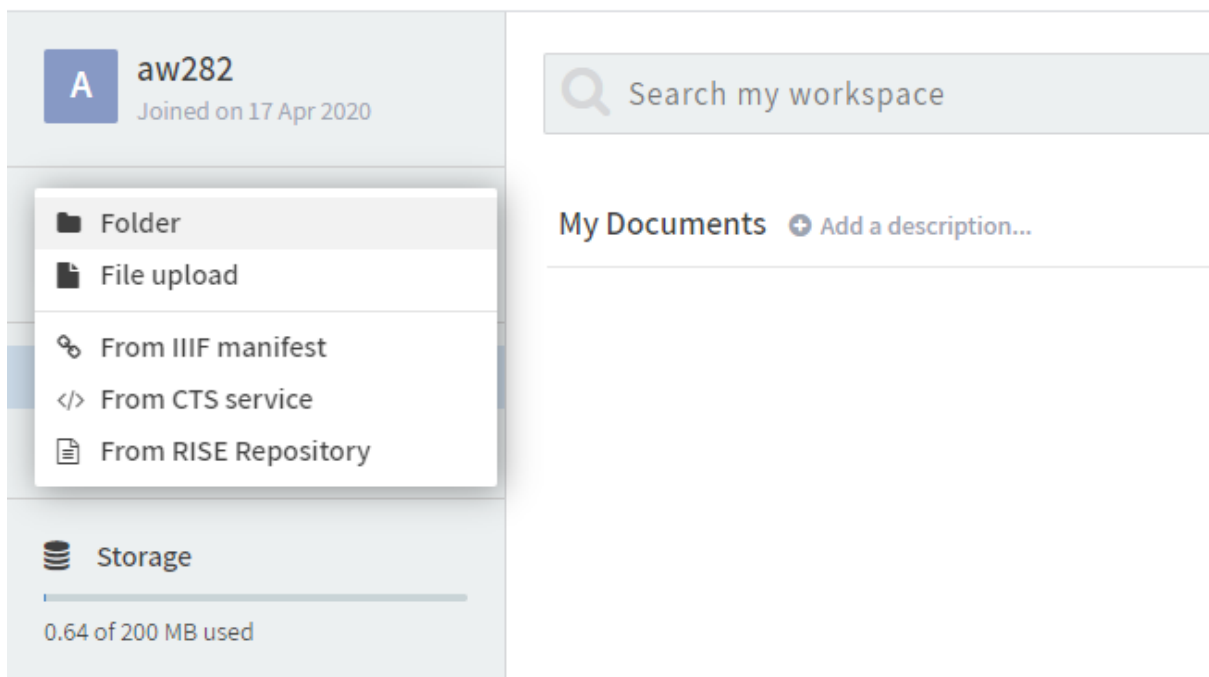
3.Your document area

Once logged in your will see the document area. This is where you upload and arrange any documents you have imported into Recogito.
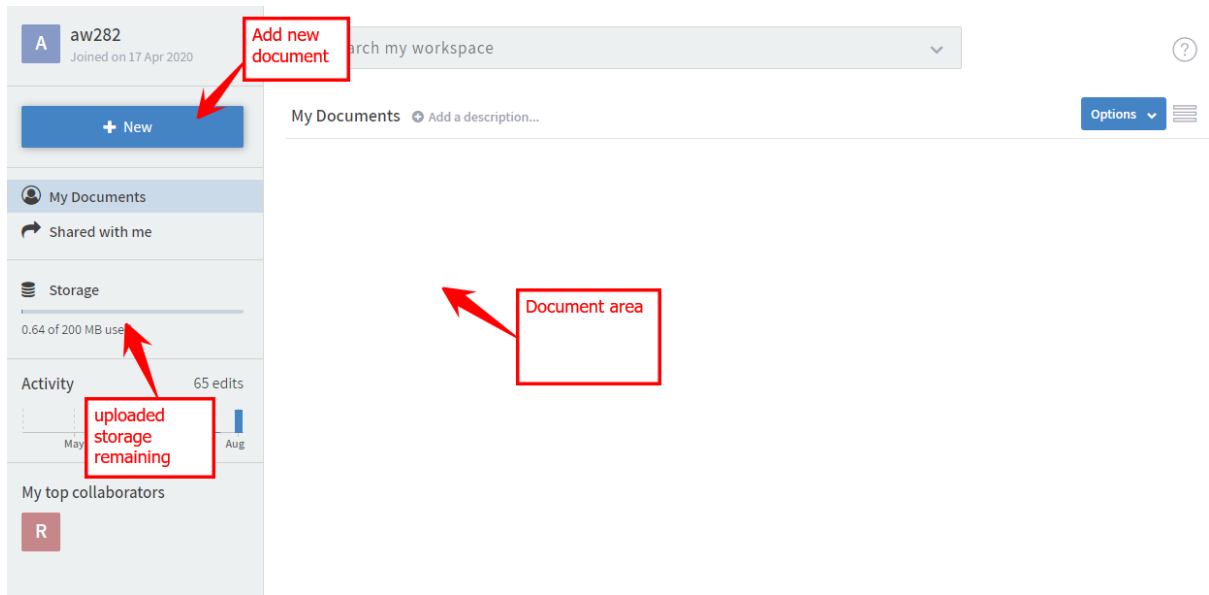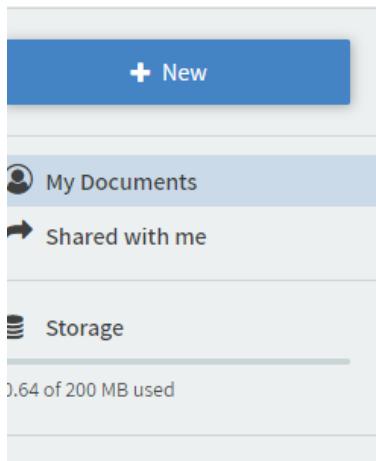
4.Creating a group or individual assignment

Create Folders
Create a new folder for each group by choosing New -> Folder

Create as many folders for the groups or individuals as required:

Uploading

If the material has been digitised from Special Collections:

Visit the selection provided to you for your digitised material, clicking on any of the items you wish to import into Recogito.

Alternatively search the collection system for the named material. (**Note the collection will say "Photographic Collection" but is being used to store other digitised assets such as rare books, museum objects and manuscripts.**). **https://www.st-andrews.ac.uk/library/special-collections/photographs/**

Once on the record page, locate the "View IIIF Manifest" link, and right clicking and copy the link (this may be "copy link address", or "copy link target" depending on the browser).
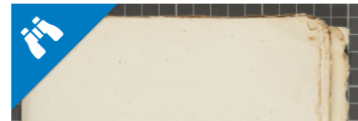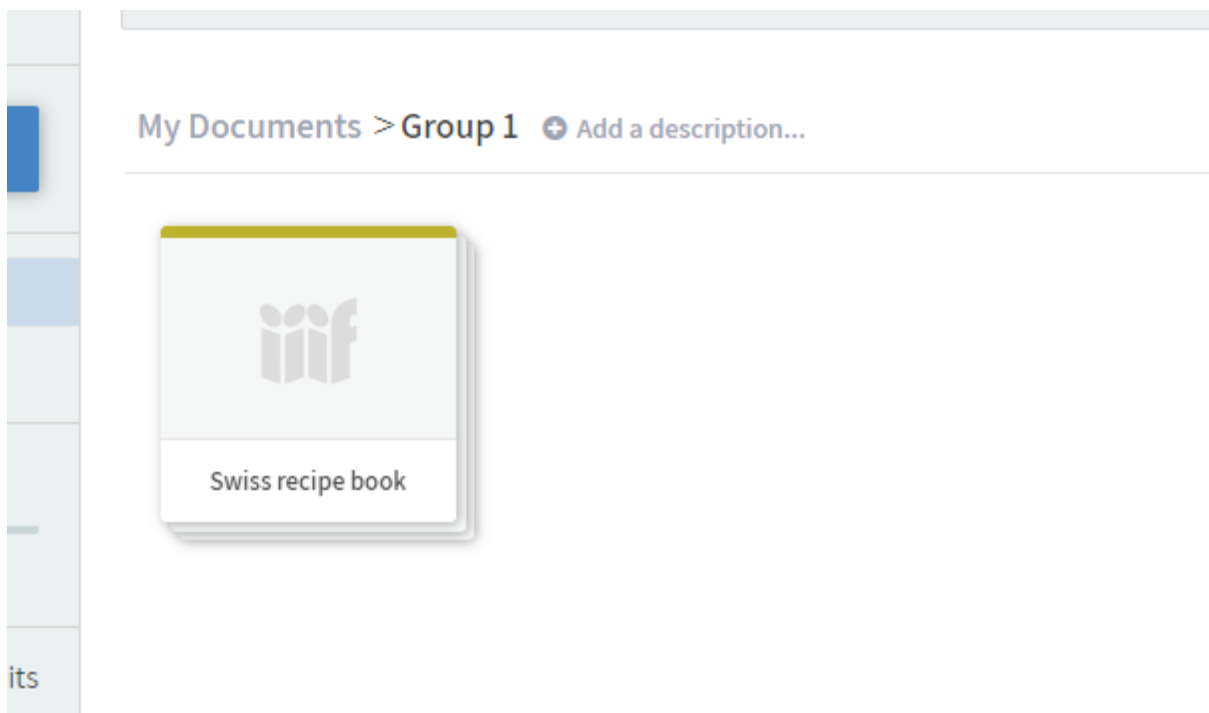
Go back to Recogito and double click on which group folder you wish to add the item to, then press the "New" button and "from IIIF Manifest"
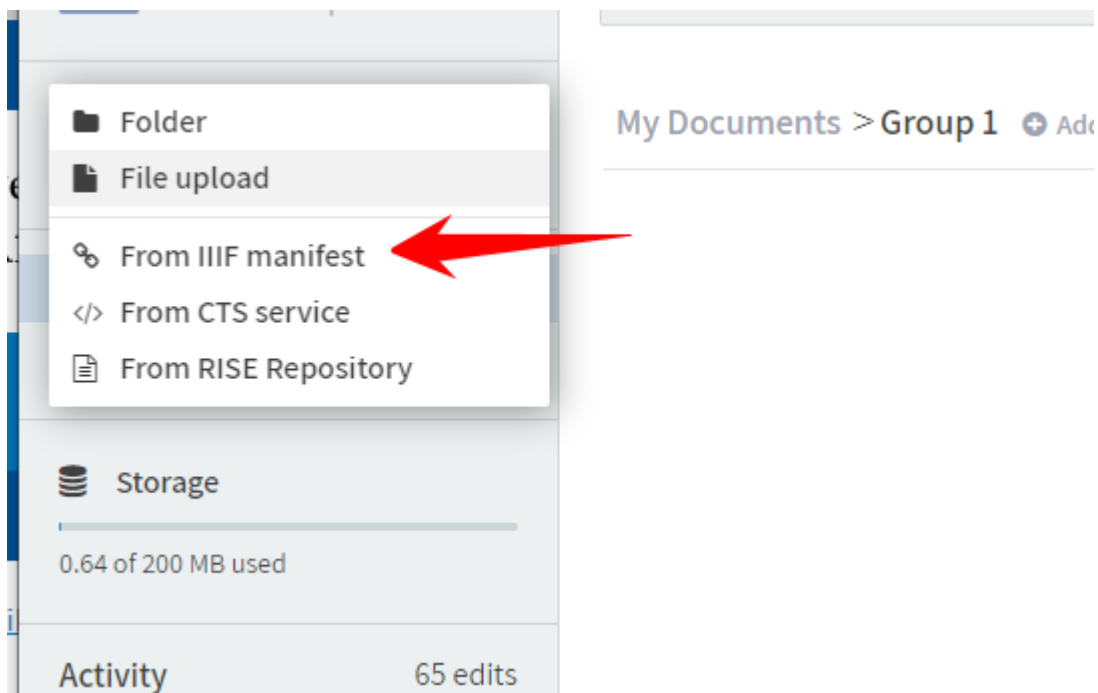
A box will appear, and paste the link you copied into the box, pressing OK:

The record will then be added to that group's folder:

If you want to upload your own scan

Double click on the group/folder you wish to upload the image to.

Click the blue "new" button and choose "file upload"
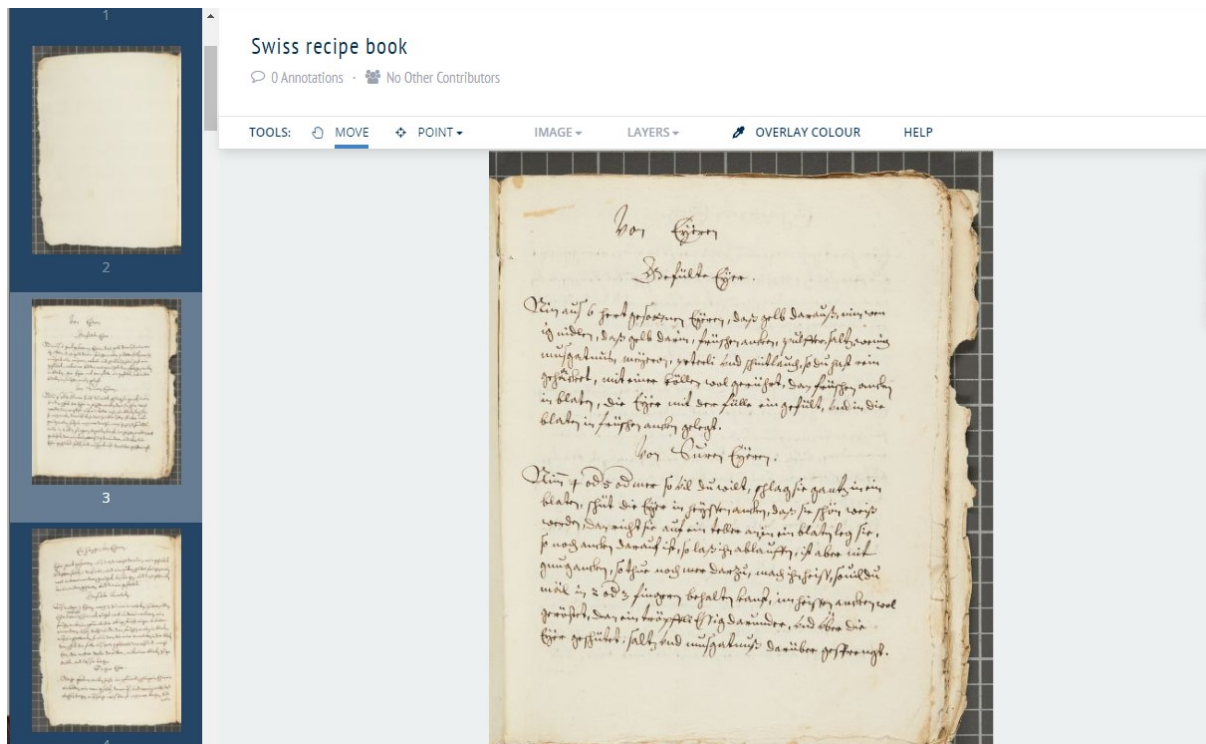
Upload the image.

Note – you only have 200MB per account, so try to use IIIF collections where possible (see above).

Check the image(s)

Double click on the image(s) that were uploaded. Then browse through to ensure the pages or images look ok.

You can use your scroll wheel to zoom in and out of the images.

Use the left section to move to other pages.

Add any annotations you wish to add

These are the tools the student will use to add annotations, however you might wish to add some in advance. Use the various tools to add annotations, the key ones are:

- Point- This enables you to add a specific annotation on one point on the image
- Rectangle – draw a rectangle around something you wish to annotate
- Tilted box – if the area you want to annotate is not level use this tool instead of the rectangle.

◆ POINT

▭ RECTANGLE

▱ TILTED BOX

The annotation box

After clicking to place your point on draw your rectangle, the annotation box will appear. There are a few key options:

- Transcribe – transcribe or translate the text into this box
- Add a comment – add an annotation
- Place – search the geographic database to mark the annotation as being linked to a place.

    o Once added, you can click the map icon at the top of the page to see your annotations placed on a map.
- Person and Event – you can mark annotations as being People or events (these do not have database lookups).

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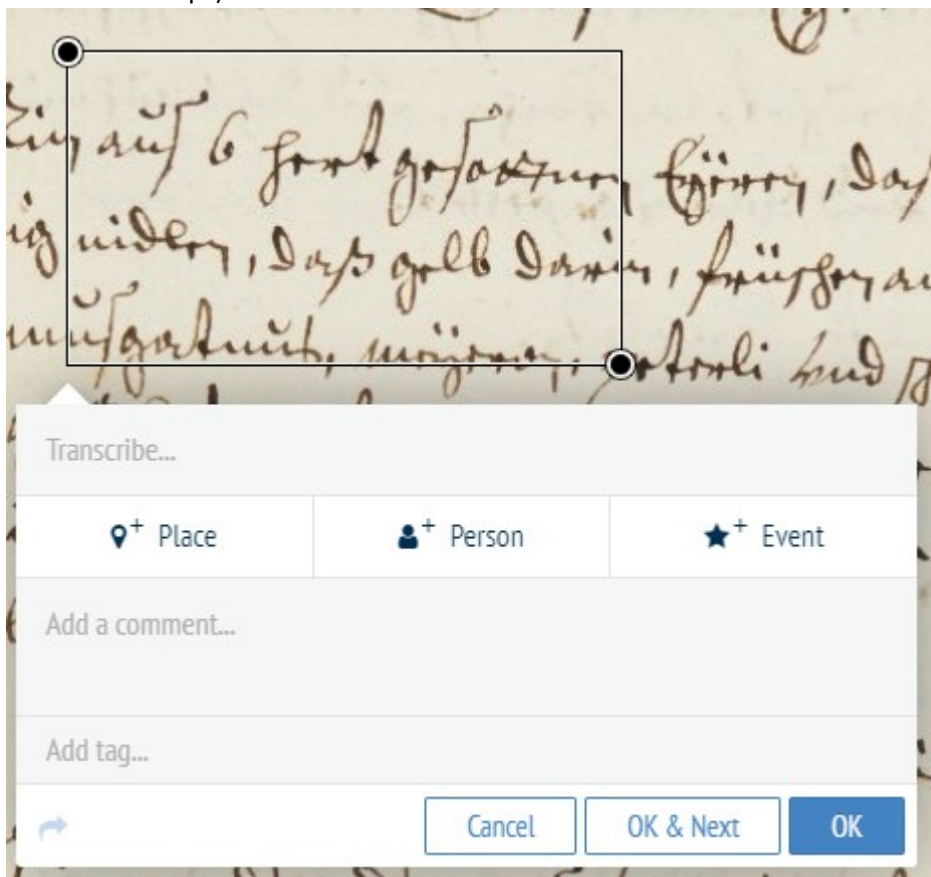
Share the document with the students in the group for them to annotate

Whilst in the document you wish to share, press the button then navigate to the sharing screen.

At the bottom of the page is a "collaborators" section. Enter the usernames(gathered from step 2) of each of the students in the group or just the individual student if an individual assignment, setting their access level to "write".

5.Set the assignment

Using the usual methods of communication with your students, let them know the groups they are in, and the description of their task ("describe 10 points of interest on page 3 of the document provided).

6.Students doing their assignment

Alongside this document,we will provide you with a student guide on annotating the documents.

Broadly, the students will log in to Recogito, then go to the "shared with me" area to see the document you uploaded to be annotated.
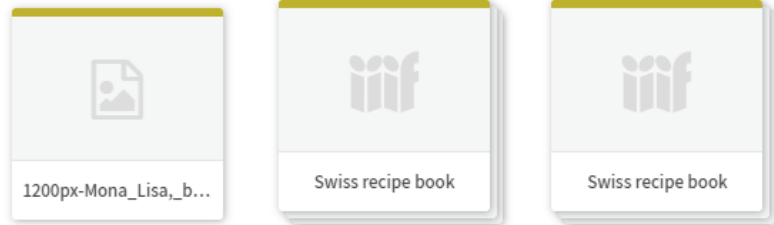
Students will then add annotations as instructed until complete.

Students can also add "replies" to existing annotations if they want to discuss.

7.Marking the assignment

Once complete you can go back to the document in "My Documents" and view the annotations the students have made. You can adjust the annotation colour by using the "overlay colour" selector to make hard-to-see annotations appear in a different colour.

Clicking on the annotation reveals the username of the student who made the annotation. You can then also leaves replies if you wish.
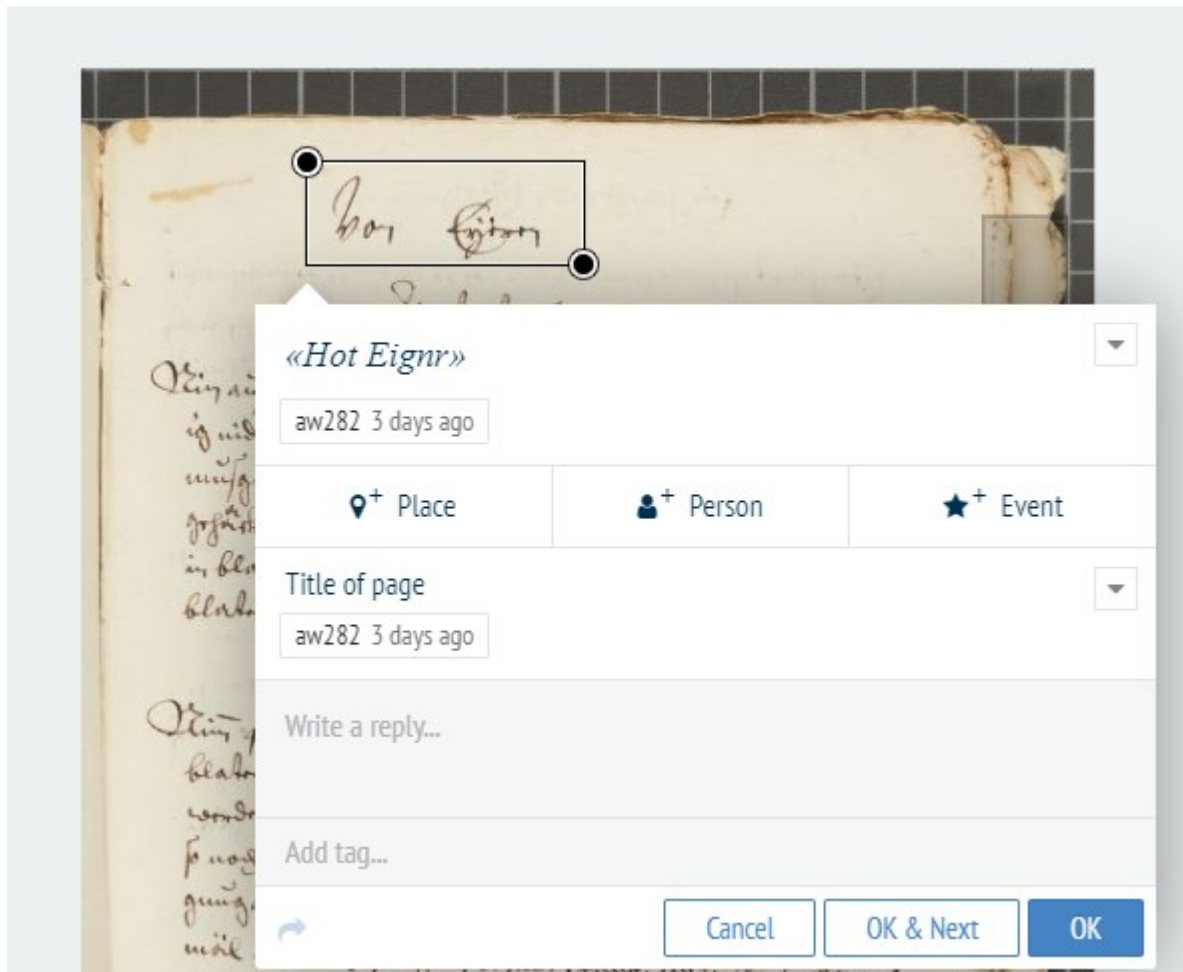
To get an overview of statistics you can view the Activity Statistics by pressing the button. This will break down the number of contribtuions by user.