

Using Recogito as a student

<https://recogito.pelagios.org/help>

About

Recogito is a tool that enables teaching staff to upload or import images and share them with you 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 manuscript.

1.Creating an account

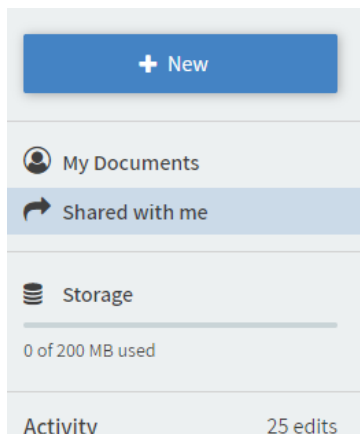
Your lecturer will set up a document in recogito for you or your group to annotate. You will need to create a recogito account and **share your username** with the lecturer so he can “invite” you into the document.

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

2.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,and see the documents shared with you by your lecturer.

Click “Shared with me” to see the document assigned to you by your lecturer, the double click on the one you need to work on.



Shared with me



3. Adding annotation


Your lecturer will outline your task, but generally it will involve adding annotations to a document either as an individual or working in a group. The key tools to add annotations are:

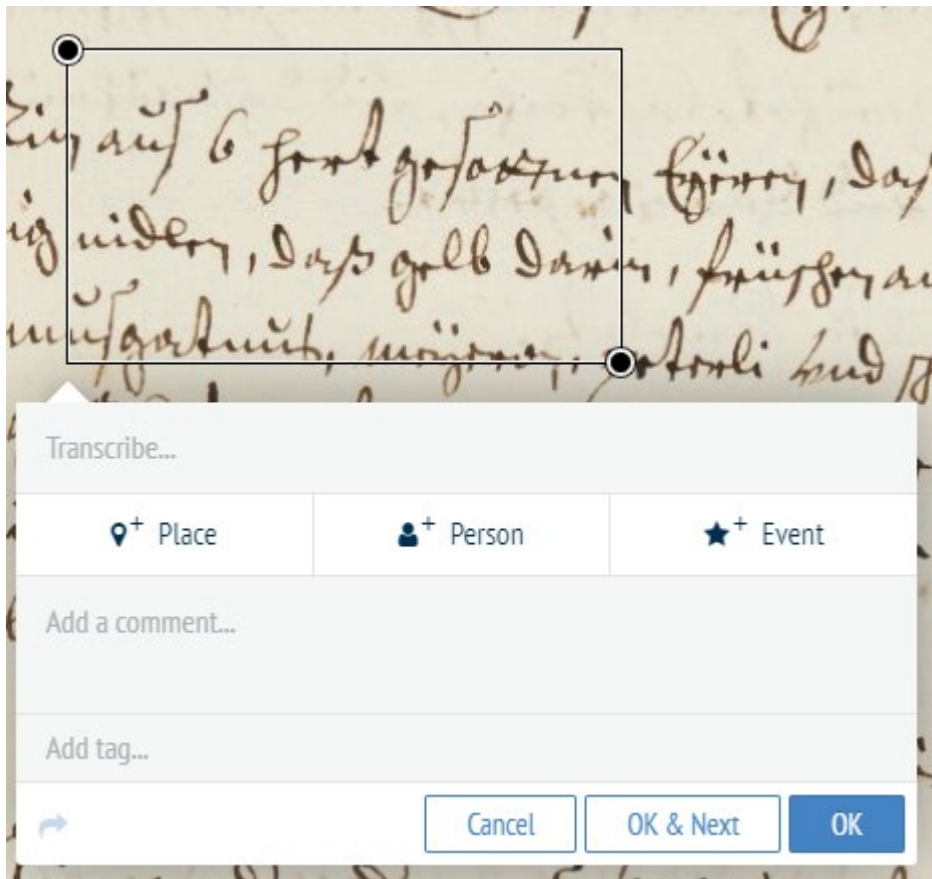
- Point- This enables you to add a specific annotation on one point on the image
- Rectangle – draw a rectangle around something you wish to annotate
- Tilted box – if the area you want to annotate is not level use this tool instead of the rectangle.



The annotation box

After clicking to place your point on draw your rectangle, the annotation box will appear. There are a few key options. Depending on the assignment set, you will need to use one or more of these options.

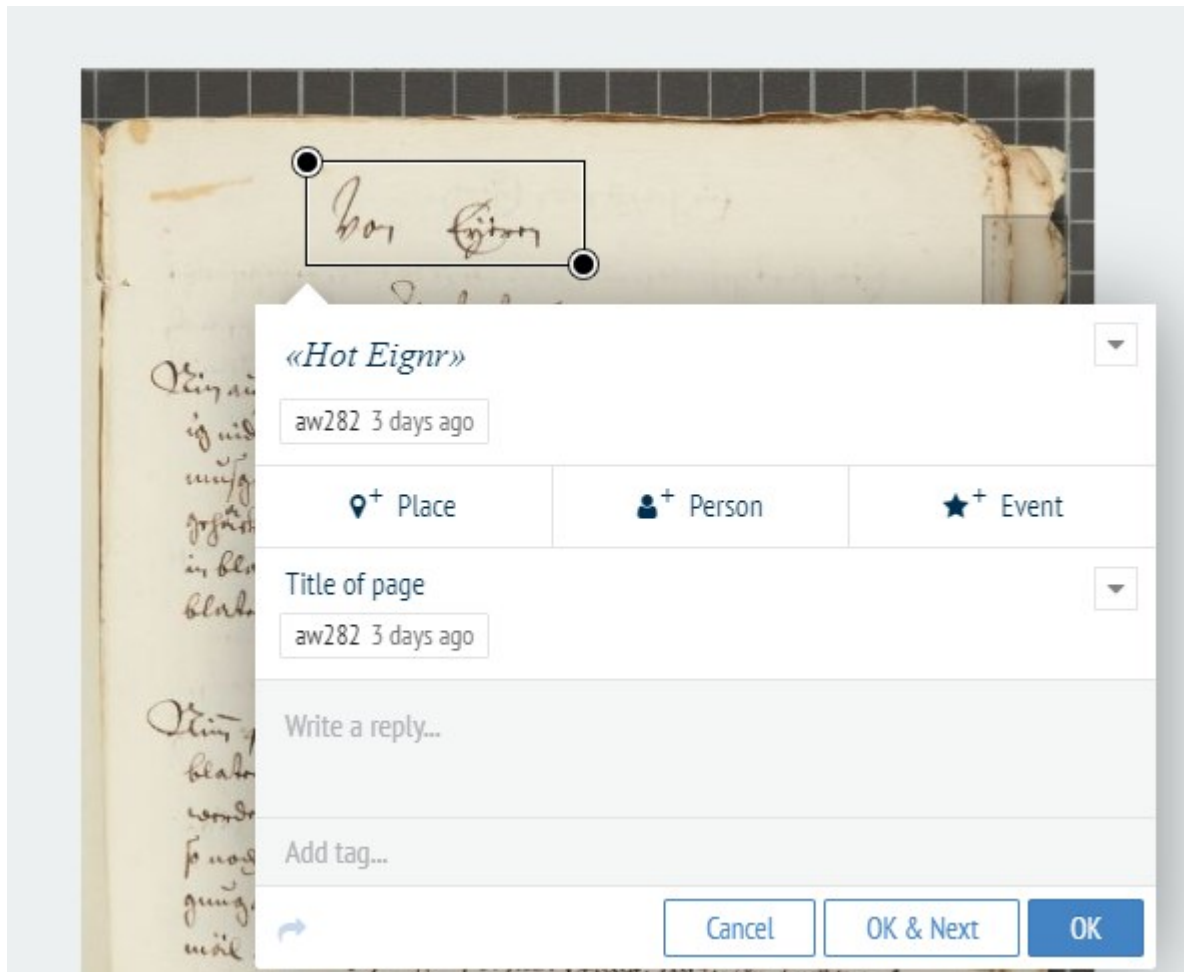
- Transcribe – transcribe or translate the text into this box
- Add a comment – add an annotation
- Place – search the geographic database to mark the annotation as being linked to a place.
 - Once added, you can click the map icon  at the top of the page to see your annotations placed on a map.
- Person and Event – you can mark annotations as being People or events (these do not have database lookups).



If you are working in a group there may already be annotations on the document. You can see an example below:



Clicking on an annotation will show the details, and the author. You can add comments to the annotation if you wish to discuss the annotation further.



Annotations are saved as you go-along, so there is no need to save. Once finished, your lecturer can access the document and review your annotations.