

LAB 3: Drupal Modules Instruction Sheet

If you are creating a brand new article...

A. CREATE A NEW STUB ARTICLE

1. Visit the Japan History Lab home page
2. Hover over “Content” in the admin menu at the top of the page, then over “Add Content.” Click “article.”
3. Put your working Title in the Title field.
4. Scroll down and click on the “Revision Information” box near the bottom of the page.
5. In the “Revision log message” field type a few important points about your idea for the article and its temporal and geographical aspects.

This fulfils the criteria for moving the article from 'Stub' to 'Selected,' which you'll do in Step 7, below. It is a good idea to add a revision log message each time you make changes to an article to keep a record of what you've done. Where can you view the revision logs from previous revisions?

6. Click on the 'Authoring Information' box. Delete 'Admin' and enter your Drupal username. The form will try to auto fill after you've typed a few letters.
7. Scroll back up a little bit and change the Workflow state from 'Stub' to 'Selected'
8. Add the tag Hist3652015. Add descriptive tags as you see fit.
9. Scroll down and Click Save.
10. You are now looking at your very own article. Claim it by changing the workflow state from Selected to Assigned.
11. In the 'Workflow Comment' field write your Drupal username and the following text.
“Assigned by peer review.”
12. Click 'Update Workflow'

This is the second of two methods for changing the state of an article's workflow. You used the first method in Step 7. Why is this method preferable? Where can you view workflow comments?

If your assigned article already has a stub article...

B. SELECT AND ASSIGN A STUB ARTICLE

1. Find the stub article you have been assigned on JapanHistoryLab.ca

How do you find it?

2. Click on the “Edit” tab.
3. Change the Title to the working title you decided on in the Workshop.
4. Scroll down and click on the “Revision Information” box near the bottom of the page.
5. In the “Revision log message” field type a few important points about your idea for the article and its temporal and geographical aspects.

This fulfils the criteria for moving the article from 'Stub' to 'Selected,' which you'll do in Step 7, below. It is a good idea to add a revision log message each time you make changes to an article to keep a record of what you've done. Where can you view the revision logs from previous revisions?

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6. Click on the 'Authoring Information' box. Delete 'Admin' and enter your Drupal username. The form will try to autofill after you've typed a few letters.
7. Scroll back up a little bit and change the Workflow state from 'Stub' to 'Selected'
8. Add the tag Hist3652015. Add descriptive tags as you see fit.
9. Scroll down and Click Save.
10. You are now looking at your very own article. Claim it by changing the workflow state from Selected to Assigned.
11. In the 'Workflow Comment' field write you Drupal username and the following text.
"Assigned by peer review."
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This is the second of two methods for changing the state of an article's workflow. You used the first method in Step 7. Why is this method preferable? Where can you view workflow comments?

C. ADD A FEATURE IMAGE TO AN ARTICLE

1. Visit the article's page on Japan History Lab and click the 'Edit' tab.
2. Click on 'Browse' in the 'Feature Image' field and select an image from your hard drive.

The image must be smaller than 2MB and one of the following formats: .png, .gif, .jpg, .jpeg. If your image doesn't meet these requirements let Joel know and he can help you edit it. There are placeholder images in the S drive folder that you can use to try it out. Where does the feature image show up? How does it look?

D. UPLOAD RESEARCH ESSAY FINAL TEXT TO AN ARTICLE

1. Visit the article's page on Japan History Lab and click the 'Edit' tab.
2. Paste the text of your research essay (including footnotes) into the 'Body' field. Make sure to include all your cited sources as a bibliography at the end.
3. Make a note in the "Revision log message" field.
4. Save the article.
5. Change the article's Workflow state from 'Assigned' to 'Drafted.' Don't forget to add a comment in the 'Workflow Comment' field, and click 'Update Workflow.'
6. Add any sources you cited, but which weren't included in your bibliography assignment, to the Japan History Lab Zotero Group Library (See Lab 2 Instructions: http://japanhistorylab.ca/sites/default/files/Lab02_Instructions.pdf)

E. PERFORM A REVIEW ON AN D

1. Choose an article that isn't currently under review and visit its page.
2. Click on the 'Edit' tab and type 'Under Review:' at the beginning of the title, and immediately save it. This will let other students know that the article has been claimed for review.
3. Read the article, and think about it.
4. Read it again and think about it some more.
5. Write a thoughtful and constructive review of the article.
6. Return to the article's 'Edit' tab, and paste your review at the top of the 'Body' field. Be very

careful to not overwrite the author's text.

7. Put a comment, including you Drupal username in the “Revision log message” field.
8. Save the article.
9. Change the article's Workflow state from 'Drafted' to 'Reviewed.' Don't forget to add a comment in the 'Workflow Comment' field, and click 'Update Workflow.'

F. UPLOAD RESEARCH ESSAY TEXT TO AN ARTICLE

1. Visit the article's page on Japan History Lab and click the 'Edit' tab.
2. Paste the text of your research essay (including footnotes) into the 'Body' field. Make sure to include all your cited sources as a bibliography at the end.

You can paste over the existing text. It will be preserved as a revision.

3. Make a note in the “Revision log message” field. Explain how you have responded to the review provided by your colleague.
4. Save the article.
5. Change the article's Workflow state from 'Reviewed' to 'Edited.' Don't forget to add a comment in the 'Workflow Comment' field, and click 'Update Workflow.'
6. Add any new sources, to the Japan History Lab Zotero Group Library (See Lab 2 Instructions: http://japanhistorylab.ca/sites/default/files/Lab02_Instructions.pdf)

REFERENCE

Taken from Japan History Lab Reference Sheet: <http://japanhistorylab.ca/content/japan-history-lab-reference>

B. WORKFLOW STATE AND CONDITIONS

The listed conditions must be completed before advancing to the next state.

1. Publication Workflow (Articles)

- | | |
|---|---|
| i. Stub
<i>Original State</i> | vi. Edited
<i>Author's final version saved in “Body” field</i> |
| ii. Selected
<i>Working Title Chosen
Contributions to Map and Timeline considered
Fit with Theme approved by 2 peers</i> | vii. HTML, Footnotes and Media
<i>HTML added to “Body”
Media & footnotes embedded in “Body”
Dates and / or coordinates added</i> |
| iii. Assigned
<i>Author assigned</i> | viii. Proof Read 1
<i>Detailed Proofread Completed</i> |
| iv. Drafted
<i>Plain text draft saved in “Body” field by Author</i> | ix. Proof Read 2
<i>Second proofread completed</i> |
| v. Reviewed
<i>Peer review prepended to “Body”</i> | x. Published
<i>Instructor's check completed</i> |

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2. Bibliography Checks (Biblio)

- i. **Imported**
Original State

- ii. **Proof Read 1**
First proofread completed

- iii. **Media Digitized**
Folder created on Mega Drive, list places cited and embedded completed
Media Sources: Media located, digitized and saved to Mega
Textual Sources: Footnotes added to all articles that cite the source (Skip to v.)

- iv. **Media Uploaded to Drupal**
Media uploaded to Drupal (Biblio node, or Map layer)
Tracking File on Mega drive updated

- v. **Footnotes and Visualizations**
Media embedded in articles or incorporated into maps.
Tracking File on Mega drive updated

- vi. **Proof Read 2**
Final proofread completed
Tracking File on Mega drive updated.