**Care N Use**

**DAY 6: Mon Sep 8**

1. **Hand in Homework** (i.e. labels filled out for the printing quiz) in your enevelopes to your team folder, make sure your name is on your enevelope
   1. Check the JMM handling guide to make sure the catalog # placement and locality description is correct.
2. **Pick up a worksheet and a Project Description** for the Digital Collections Project
3. **Explain what they are doing** 
   1. The worksheets are in the folders, aren’t due until Wednesday, so you get two days to finish the activities plus the worksheet. Each team turns in 1 worksheet, so you need time to look over your sub-teams answers and decide
   2. Your password is Changeme
   3. The green sticky notes on the computers have the user IDs that will work on that computer. Not everyone can use every computer.
   4. Ask: What can you NOT take into the collections rooms? (FOOD or DRINKS!)
4. **10:00-10:30** work in pairs or one group of 3 to enter your 10 specimens into Fake Birds Didn’t even get started until 10:13, barely even got 5 records entered; should make sure the localities are in our database ahead of time—after Wednesday’s class, I realized how good it was for them to have to come back in and finish up. They were much smoother, had fewer questions. I think 10 records was a good idea. But I don’t think they needed to do all 10 for their printing quiz. 5 would have been fine per person. So that in pairs they were each doing 5 for a total of 10 different specimens per pair.
   1. **Have your team-mates check your work!**
   2. **Instructor NOTES:**
      1. **Make sure they are in the right collection (ie. Fake birds)**
      2. **Check that auto-numbering is off**
      3. **Check that they use the verbatim date, not the catalogued date for the day the specimens were collected**
      4. **Make sure the localities are in our database ahead of time so they can just search for them and not have to add them!**
5. **~~10:30-10:40~~** ~~once you are done, find another group to grade (1-5, where 5 is no errors)~~
6. **~~10:40-10:50~~** ~~Start on Worksheet~~
7. **REMIND**: Collections again on Wednesday

**REMIND THEM:**

**In the collections on Wednesday**

**PREP:**

* 6 computers for working in pairs
* Logins ready to go for each student on each computer
* team folders
  + Chart of catalog numbers and grades or sticky note to put on computers
  + Worksheets
  + Digital Collections Project Handout