

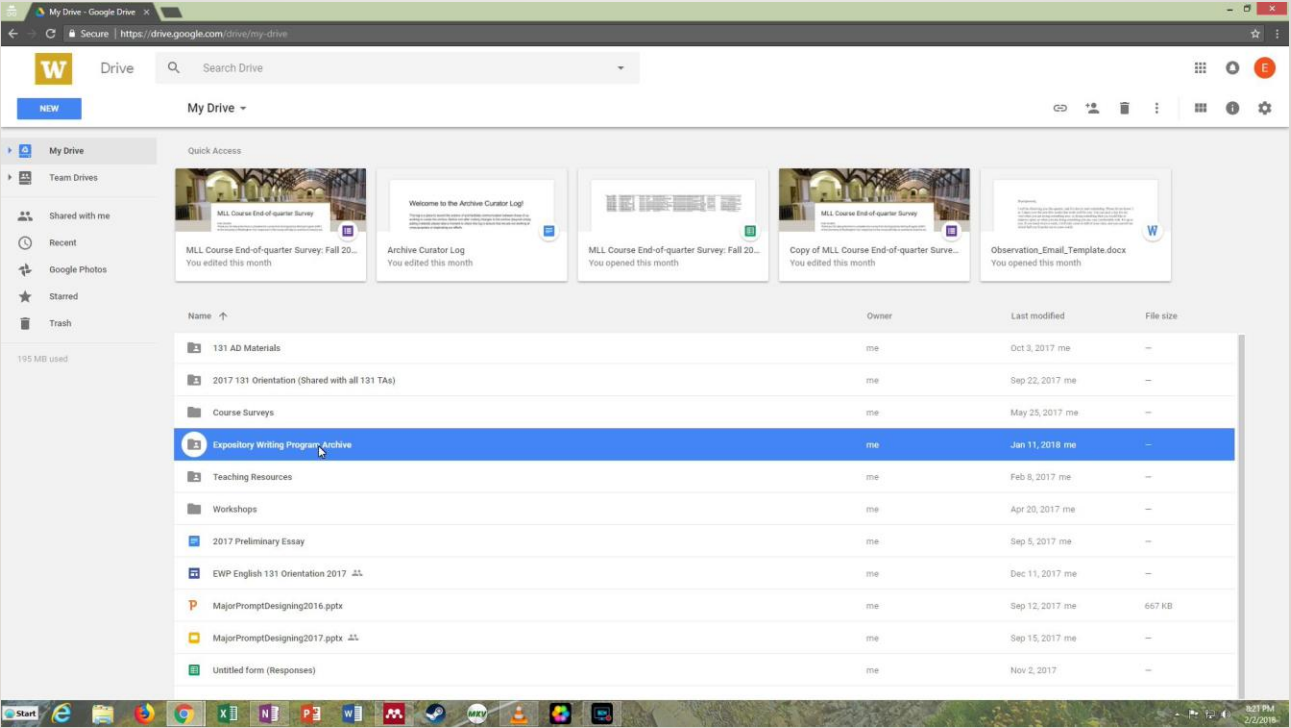
# ADDING FILES TO THE EWP ARCHIVE

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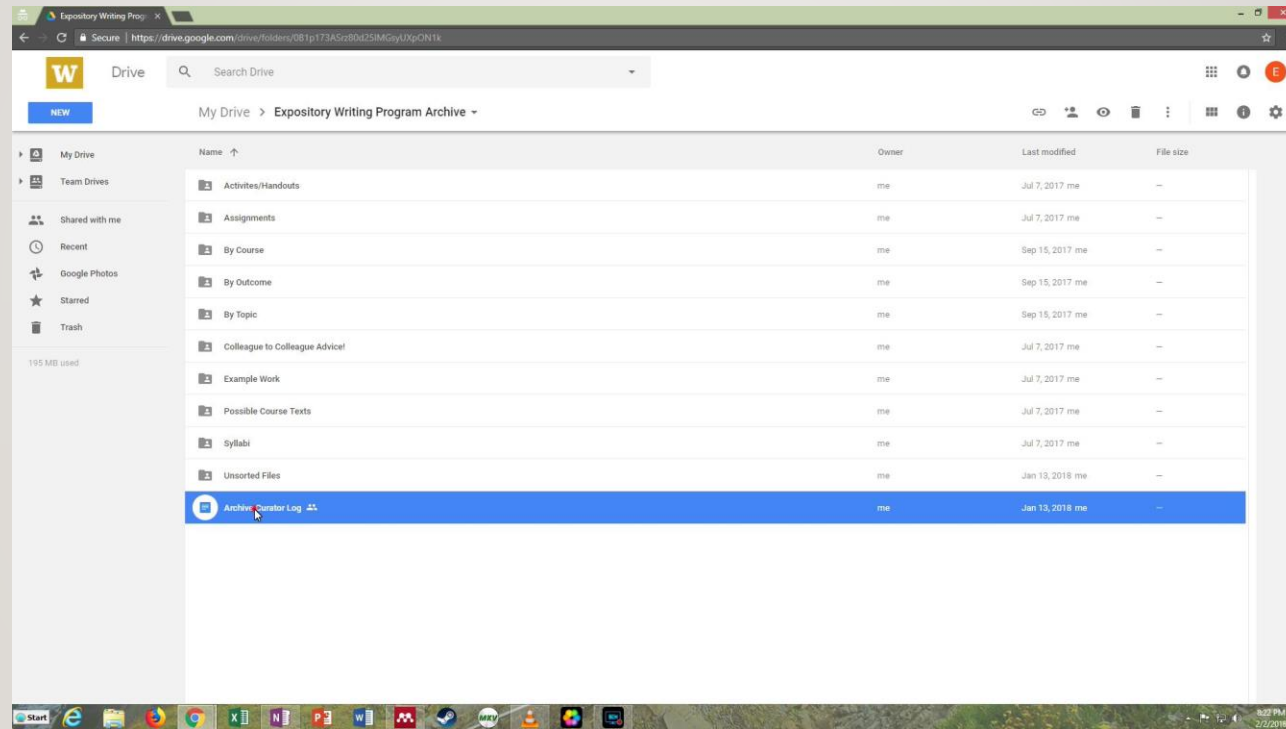
BEST PRACTICES FOR DUMPING AND GRINDING ARCHIVE MATERIALS



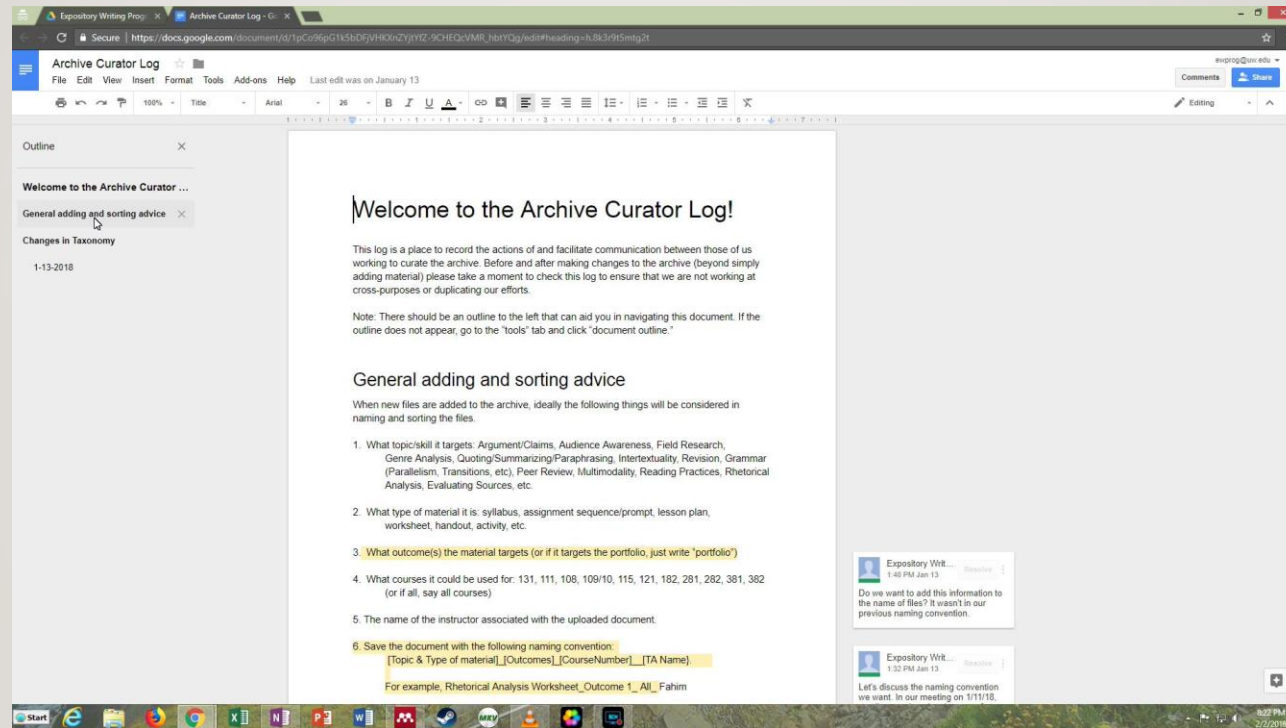
# TO ADD RESOURCES, GET INTO THE “EXPOSITORY WRITING PROGRAM ARCHIVE”



# ONCE IN THE ARCHIVE, TAKE A QUICK LOOK AT THE “ARCHIVE CURATOR LOG”



# USE THE “OUTLINE” ON THE LEFT-HAND SIDE OF THE SCREEN TO NAVIGATE THE LOG



The screenshot shows a Google Docs interface for a document titled "Archive Curator Log". On the left-hand side, there is an "Outline" pane with the following items:

- Welcome to the Archive Curator ...
- General adding and sorting advice
- Changes in Taxonomy
  - 1-13-2018

The main content area of the document contains the following text:

## Welcome to the Archive Curator Log!

This log is a place to record the actions of and facilitate communication between those of us working to curate the archive. Before and after making changes to the archive (beyond simply adding material) please take a moment to check this log to ensure that we are not working at cross-purposes or duplicating our efforts.

Note: There should be an outline to the left that can aid you in navigating this document. If the outline does not appear, go to the "tools" tab and click "document outline."

### General adding and sorting advice

When new files are added to the archive, ideally the following things will be considered in naming and sorting the files.

1. What topic/skill it targets: Argument/Claims, Audience Awareness, Field Research, Genre Analysis, Quoting-Summarizing/Paraphrasing, Intertextuality, Revision, Grammar (Parallelism, Transitions, etc), Peer Review, Multimodality, Reading Practices, Rhetorical Analysis, Evaluating Sources, etc.
2. What type of material it is: syllabus, assignment sequence/prompt, lesson plan, worksheet, handout, activity, etc.
3. What outcome(s) the material targets (or if it targets the portfolio, just write "portfolio")
4. What courses it could be used for: 131, 111, 106, 109/10, 115, 121, 182, 281, 282, 381, 382 (or if all, say all courses)
5. The name of the instructor associated with the uploaded document.
6. Save the document with the following naming convention:  
[Topic & Type of material]\_[Outcomes]\_[CourseNumber]\_[TA Name]

For example, Rhetorical Analysis Worksheet\_Outcome 1\_All\_Fahim

At the bottom right of the document, there are two chat messages from "Expository Wrt...":

- 1:40 PM Jan 13: Do we want to add this information to the name of files? It wasn't in our previous naming convention.
- 1:43 PM Jan 13: Let's discuss the naming convention we want. In our meeting on 1/11/18.

# IF THE OUTLINE IS OFF, TURN IT ON USING THE DROP-DOWN MENU IN THE “VIEW” TAB



The screenshot shows a Google Docs interface for a document titled "Archive Curator Log". The "View" menu is open, and the "Show document outline" option is checked. The document content includes a welcome message, a note about the outline, and a section titled "General adding and sorting advice" with a numbered list of instructions. The list includes: 1. What topic/skill it targets, 2. What type of material it is, 3. What outcome(s) the material targets, 4. What courses it could be used for, and 5. The name of the instructor. A sixth item is partially visible: "6. Save the document with the following naming convention: [Topic & Type of material]\_[Outcomes]\_[CourseNumber]\_[TA Name]".

Archive Curator Log

File Edit View Insert Format Tools Add-ons Help Last edit was 4 days ago

Print layout  
Mode  
Show ruler  
Show document outline **Ctrl+Alt+A** **Ctrl+Alt+H**  
Show equation toolbar  
Show spelling suggestions  
Full screen

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Expository WI...  
1:40 PM Jan 13  
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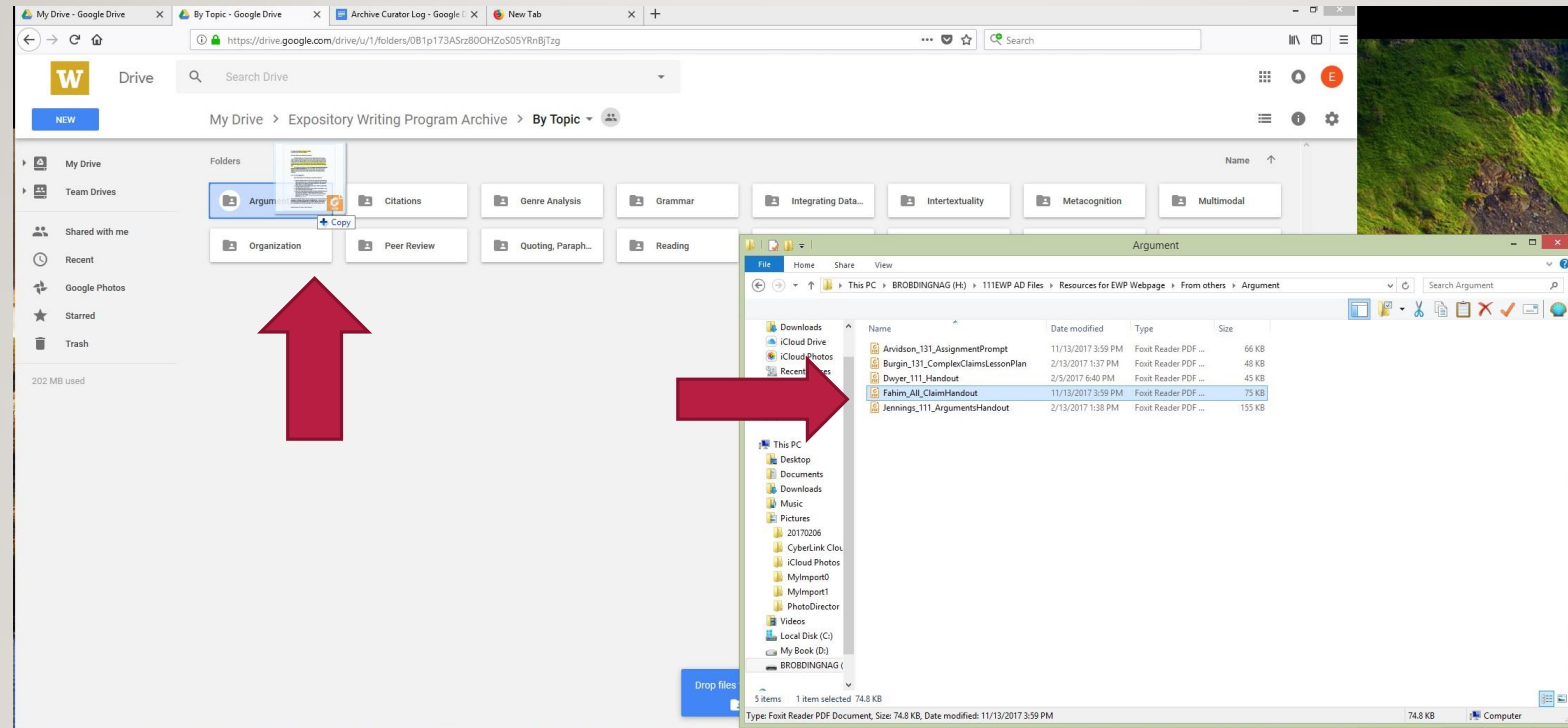
Expository WI...  
1:32 PM Jan 13  
Let's discuss the naming convention

# MAKE A NOTE WHEN MAKING CHANGES THAT WILL AFFECT OTHER USERS OF THE ARCHIVE

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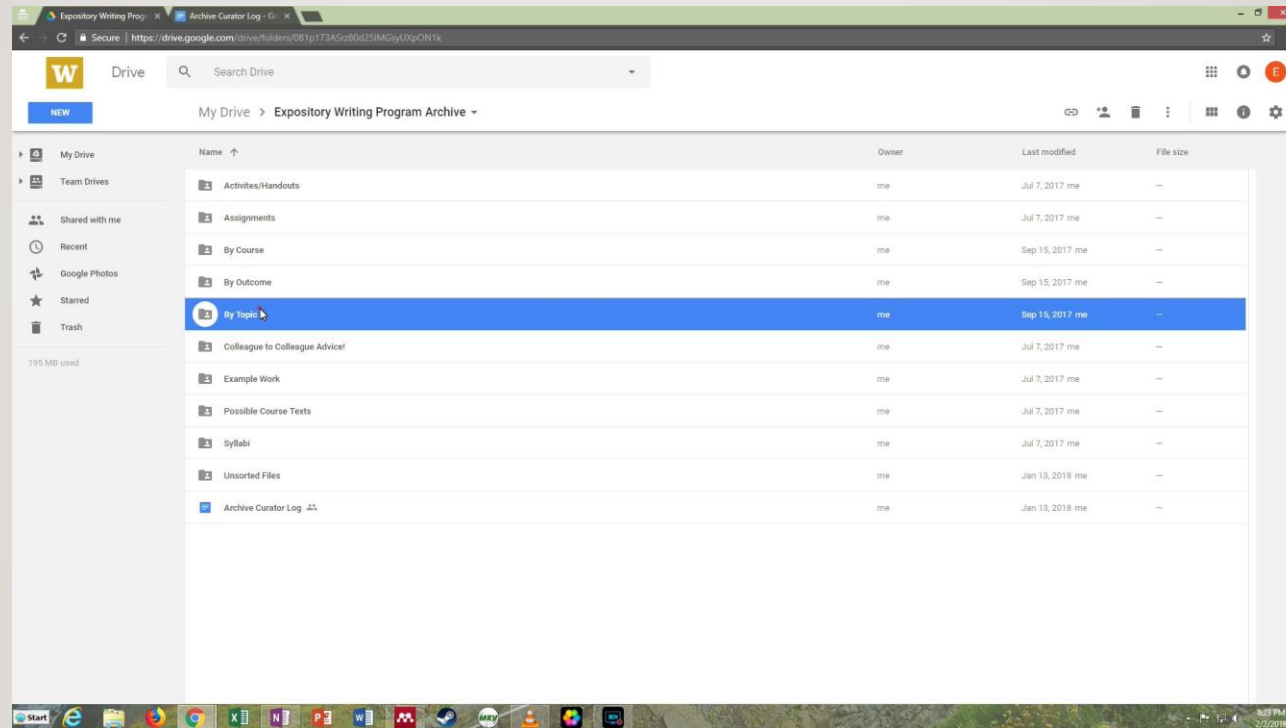
The screenshot shows a Google Docs interface for a document titled "Archive Curator Log". The document content includes a section titled "Changes in Taxonomy" dated "1-13-2018". The text under this heading reads: "TJ has collapsed the 'Specific Courses' file and the 'By Course' file into the same folder, since having both seems redundant." A comment from "Expository Writ..." is visible on the right side of the document, stating: "This is a terrible name for this heading, but I couldn't think of something more appropriate. Can anyone think of a snappy heading for a section where we record changes in the way we organize the archive? -TJ". The comment includes a "Reply" field and a "Resolve" button. The document's left sidebar shows a table of contents with "Changes in Taxonomy" selected. The top of the window shows the browser address bar with the URL: "https://docs.google.com/document/d/1pC9SpG1E5bDFVHK0nZjyVIZ\_9CHEQvMR\_hbYUg/edit#heading=h.p80h3bqqt9a". The Windows taskbar at the bottom shows various application icons and the system clock indicating 8:22 PM on 2/2/2018.

- GIVE FILES A NAME THAT HAS A SEARCHABLE KEYWORD OR PHRASE IN THE TITLE (E.G. 131 CLAIM HANDOUT, -OR- 111 READING ACTIVITY)
- DRAG AND DROP THE FILE INTO THE APPROPRIATE FOLDER



# ADD A GIVEN FILE TO ALL THE RELEVANT FOLDERS (E.G. ADD IT TO THE APPROPRIATE 'COURSE' AND THE APPROPRIATE 'TOPIC' FOLDER)

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# THERE ARE A WIDE VARIETY OF WONDERFUL TOPICS TO CHOOSE FROM!

