

ARTstor Tips for UHM Faculty and Other Instructors

❖ System Requirements

Browser requirements to use all of ARTstore's features: later version of Flash Player, Java, Quicktime Player, and disabling pop-up blocker. See the system requirements page: http://help.artstor.org/wiki/index.php/ARTstor_Tech_Specs

❖ Accessing ARTstor

Go to the Hamilton Library website (<http://library.manoa.hawaii.edu/>). Click Voyager (under "Research Tools") and search "artstor". By clicking the link at "Web Site/Electronic Resource", you will be prompted to enter your UH username and password. Once you see the ARTstor front page, click "Enter Here" (top right). Click "Log in" or register as a new user.

NOTE: Once you made an initial access through the Library website, you will have an option to access ARTstor remotely (off-campus, or without going through the Library) for a semester period. Go directly to: <http://www.artstor.org/>

❖ User Registration

- *Set up a **user** account* – Click "Not Registered?" at the right top on the ARTstor digital library front page
- *Set up your account as an **Instructor**-level user*– Email kanako3@hawaii.edu or uhmeres@hawaii.edu with your name, title and department

❖ Browse Collection

- *Click "Find" on the top menu, and select "Browse ARTstor by".*
 - Geography – by country
 - Classification – by medium (e.g. Paintings, Sculpture, etc.)
 - Collection – by collection name of contributing organizations (e.g. The Metropolitan Museum of Art Collection)
 - Featured Groups – by sample topic (subject) (e.g. American Studies, Language and Literature, History, etc.)
 - Public folders created by instructors at UHM
- *Subject Guides*

Useful subject guides to learn about collections. (e.g. Anthropology, Asian Studies, Literary Studies, History, etc.). Go to this link: <http://www.artstor.org/subjectguides>
- *Collection descriptions*

You can see each collection description, collection size and the progress status at: <http://www.artstor.org/what-is-artstor/w-html/collection-status.shtml>

❖ Search

- *Search by Keywords*


Enter terms in the Search box. Characters such as * (**wildcard**) and _ (**character wildcard**) can be used to broaden queries; **quotation marks** (" ") can be used for exact phrases.

Search in All Collections, or your Personal Collection (*instructor-level users only*), or within an Image Group by clicking the drop-down menu next to the search box.
- *Advanced Search*

Click the “advanced search” link under the basic search window, or click “Find” on the top menu and select “Advanced search”. You can limit your search by year range, geography, classification, etc.

- *Narrow / Save Your Search Results*


Once you get search results, you can refine your search by entering another term(s) and selecting “**Within this search result**” in the drop-down menu next to the search box.


Click the triangle next to “Sort by” to change the order of results (by Relevance, Title, Creator or Date). By clicking the  plus icon, you can filter the results by Classification and Geography. Also, slide the pointers in the timeline bar to narrow the years.

New!

You can **save** your filtered search for future use by clicking “My saved searches” under the search window.


❖ View Search Results

Double click a thumbnail to open the image, and click the  icon to view the full record with annotations.


You can switch to the larger thumbnail view by clicking the  icon below the search box.


Personal notes can be entered by clicking the image caption below the small thumbnail, or “View Full Record” buttons on the large thumbnail view.


- *Meaning of icons for special features* (Click the icon to use the feature)

 There are multiple images for this piece from which you can choose

 “You may be also interested in...” – related artwork by the artist or the time period

 IAP (Images for Academic Publishing) – high quality images for use in scholarly publications free of charge

 3-D images – view a piece from various angles

 QTVR (QuickTime Virtual Reality) – explore a panoramic perspective of architecture or historical sites

❖ Save and Organize Image Groups, and Make Citations

Highlight desired images (single click). You can go to the next page to select more images.

When finished, right click, or go to “Organize” to select “Save selected images to”.

Name the image group, and click “**My Work Folder**” (your private folder) to save the image group for future use. (*Image groups under your work folder can be viewed only by you.)

If you check “Open group in separate window” and click “Save & Open” in the Save window, the image group opens in the half of the screen. This **split screen** allows you to **drag images** to add more images from search results to the image group. You can also drag images to rearrange within the image group.

To save a **detail view** of an image, zoom in the image and click the save icon; it downloads the detail view onto your computer. It can also be saved to an image group.


To save **citations** for images, single click images that you wish to save citations. Right click, or go to “Tools” and select “Save citations for selected images”. You can also save citations for an entire image group.

View your saved citations by going to “Tools” to select “View and export citations”.

❖ Download, Print, and Present Images

- *Download an image or an image group onto your computer*

New!

To download an entire image group (up to 150 images), open an image group and click the  icon on upper right. To download a single image, double click a thumbnail to full view, and click the Save icon. A zip file with

a .JPEG file (image) and an .HTML file (description text) will be downloaded to your computer. Change the file names for easy access later.

- *Print single image with description text*

Double click a thumbnail to full view, and click the Print icon.

- *Print an image group*

Open an image group, and go to “Share” on the top menu. Select “Print image group”. The options are: full record; brief record with instructor notes; or brief record with personal notes.

- *Download an image group directly to PowerPoint*

Open an image group, and go to “Tools”. Select “**Export image group to PowerPoint**”. Exporting is limited to 2,000 images per semester period.

Each image in the image group will be downloaded on each slide, and the text data in the Notes field.

NOTE: PowerPoint 2007 or higher is recommended. If you only have MicroSoft Office 2004 or earlier, download a conversion application, or use a free file conversion website (e.g. <http://zamzar.com/>) to convert the .pptx file to the .ppt format. If you are using Keynote on Mac, open the downloaded .pptx file on Keynote.

- *Create an OIV (Offline Image Viewer) presentation – Alternative to PowerPoint*

OIV is free software created by ARTstor. It enables you to create presentations with very high-quality images allowing you to easily zoom-in to details while presenting. You can download ARTstor images as well as upload your own images to OIV to make presentations.

NOTE: OIV software must be installed on the computer(s) to use it. Download the OIV software by logging in ARTstor, selecting “Tools” on the top menu and “Download offline presentation tool (OIV)”.

❖ Share Images With Students/Colleagues at UHM

- *Let students view an image group you made*

Open an image group. Go to “Share” on the top menu and click “Generate image group URL”. Choose “Thumbnail page URL” if you wish to let students view the thumbnails first. Email the URL to students. (*They need to have their own ARTstor account.)

NOTE: It is recommended to generate a URL while accessing ARTstor remotely in order to ensure students’ ability to open the URL off-campus. To access ARTstor remotely, simply go to this address to log in with your account: <http://www.artstor.org/>

- *Share image groups for class or communicate with students interactively using a folder (*Instructor user only)*
(*See also “**ARTstor Tips for Creating Student Assignments**” on page 6)

Step 1: Create a password-protected folder

Click “Share” on the top menu and select “Create folder”. Make it “Institutional pwd-protected”, and create a password. When it asks to “Enable student work folders”, click “Yes”, and enter a date of the end of semester or later (optional). All student work folders (unique to each student) will disappear after this date.

Select images for students to work on. Save the images to a new image group, and save it under the password-protected folder you made (if you have saved images in an existing image group or under other folder, go to “Share” and “Manage folder(s)” to move the image group to the password-protected folder).

Step 2: Let students unlock the folder

Notify students of the password, and instruct them to unlock the folder by going to “Find” and “Unlock password-protected folder” (they have to be logged in with their own account). **See an example of email in **Appendix** on the last page of this handout.*

Once students unlock the folder, the instructor will see their names in the “My students” tab in the folder manager under the top menu “Share”.

If you have enabled “**Student workfolders**”, you will see folders that appear to be identical to the one you have made but has each student’s initials once they unlock the folder. “Student workfolders” is an **optional feature** to give each student own workspace within the shared folder. Students can copy your image group to their student workfolder, so will be able to enter “Student notes” to images or add images of their selection. Student workfolders are only visible to each student and the instructor, and will disappear on the expiration date you have set.

NOTE: Next semester, you will be able to **reuse the same password-protected folder** for new students by changing the password.

- Make a PowerPoint file from your image group

You can export an image group directly to PowerPoint for a presentation or sharing with students/colleagues. The description text for the images will be downloaded to the slide Notes field. For details, see “*Download an image group directly to PowerPoint*” on page 3.

❖ Upload and Save Your Own Images to ARTstor (**only available to instructor-level users*)

Instructor-level users can upload their own image/sound files to **Personal Collection** in ARTstor (up to 1,000MB total).

- *Upload your own files*

Go to “Upload” on the top menu, and select “Image and audio files”.

- *View your own images alongside ARTstor images*

You can save your own images to an existing image group that already has ARTstor images.

Once you have uploaded images into your Personal Collection, go to “Find” and select “Browse personal collection”. Single click desired images to select, and right click, or go to “Organize” to select “Save selected images to...”, and save to the existing image group you wish. If the image group is shared with other users, they can also see your images alongside ARTstor images.

NOTE: If you wish to make your own images searchable and downloadable by other UHM users (e.g. your students), you need to change the access level for your images. Go to “Upload” and “Manage personal collection”. Right click an image or a category, and set it to **institutional access**. This will make your own images available to search and download within UHM (your own images will never go public outside UHM).

- *Remove images from your Personal Collection*

Go to “Upload” and select “Manage personal collection”.

❖ Other Free Image Resources on the Web

Excerpt of a list of other sources that complement ARTstor's collections. See more extensive list on the Hamilton Library's **LibGuides**: <http://guides.library.manoa.hawaii.edu/art>

- **UH Manoa Library – Digital & Digitized Collections** <http://library.manoa.hawaii.edu/research/digicoll.html>
Downloadable images from Archives and Manuscript collections, the Asia Collection, artworks from the Jean Charlot Collection, the Rare collection, and resources related to Hawai'i and Pacific culture and history.
- **Oxford Art Online** (*free at UHM only*) <http://micro189.lib3.hawaii.edu/ezproxy/details.php?dbId=53051>
Searchable index from the vast content of **Grove Art Online** (online dictionary) and Oxford art reference publications. Click the "Images" tab on an article to see images as well as links to images on other websites.
- **DPLA (Digital Public Library of America)** <http://dp.la/>
A portal that cross-searches collections (images, sounds, maps, etc.) in libraries, archives, and museums in the U.S.
- **Europeana** <http://europeana.eu/>
A portal that cross-searches collections (images, sounds, maps, etc.) in libraries, archives, and museums in Europe.
- **American Memory** (Library of Congress) <http://memory.loc.gov/>
Browse by topics such as immigration, American expansion, Presidents, and War. Includes still and moving images, sound recordings, maps, etc., which document the American experience.
- **World Digital Library** (Library of Congress & UNESCO) <http://www.wdl.org/>
High-resolution images of manuscripts, maps, rare books prints, photographs, etc., around the world.
- **Timeline of Art History** (Metropolitan Museum of Art) <http://www.metmuseum.org/toah/>
Great source for academic study. Artwork information for world-wide locations and thematic essays.
- **Wikimedia Commons** <http://commons.wikimedia.org/>
A social repository making available public domain and freely-licensed educational media files (images, sound and video clips). Some prestigious museums and archives around the world are sharing historical photograph images.
- **Google Cultural Institute** <https://www.google.com/culturalinstitute/>
New! Growing projects such as **Art Project** and **World Wonders Project** that allows walking through art museums or historic sites with the "street view". Offers no download but incredible zoom-in feature for artworks.
- **Artcyclopedia** <http://www.artcyclopedia.com/>
A fully searchable index of artists and art movements that provide links to images of the artists' works in museums and other websites. Notable useful websites linked are: **World Images** (California State University IMAGE Project), **Artchive** and **Athenaeum**, which often have images unavailable in ARTstor.
- **artasiaamerica** (Asian American Arts Centre in NYC) <http://artasiaamerica.org/>
The history of contemporary Asian American art in the U.S. In addition to many artwork images, related documents (artist's statements, reviews, essays, etc.) are also downloadable for educational purposes.

* Some museums have made their works of art images *Open Access* and freely available. Check out websites such as **LACMA**, **NGA Images**, **National Portrait Gallery**, **Yale Museum**, **NYPL Digital Gallery**, **British Museum**, and **Victoria & Albert Museum**.

ARTstor Tips for Creating Student Assignments

This section explains some details about how instructor-level users can use ARTstor to leave notes about images for students, and to create ARTstor assignments for students.

❖ Leave Instructor Notes with Images for Students

With each image, you can leave instructor notes such as “Know this image for exam” or point out what students should focus on when looking at the image. To enter instructor notes, click the image caption below the small thumbnail. Click the “Instructor notes” tab. Make sure to **uncheck the “Hide” button** and choose either:

○ Public notes:

All UHM users will see your instructor notes. The notes are visible no matter if image(s) are saved in an image group/folder or not. Your name will also be visible to all users as the creator of the notes.

○ Restricted notes: *Recommended*

Restricting allows you to share your instructor notes only with certain users at UHM. This is useful for most of class setting. You will need to create a password-protected folder for your class, and put the image(s) with notes in this folder. For details of making and sharing folders, see “***How do you create a password-protected folder to share with students?***” on the next page. Make sure to save the image(s) with notes to an image group, and save/move the image group under the password-protected folder for students to view.

Once a password-protected folder is set up, another easy way to share restricted notes is to generate a URL so they can simply click the link from an email.

*How to generate a **single** image URL:*


Click the image caption below the small thumbnail. Go to “File properties”, copy the URL in “Image URL”.

*How to generate a URL for **multiple** images:*


Create an image group with desired images in a password-protected folder. Open the image group, and go to “Share” to select “Generate image group URL”. Copy and paste the URL, and send it to the students who have the access to the folder.

How can students view your instructor notes?

If you have generated a **URL**, email it to students. Remind them that they need to have their own account for ARTstor, and their computer should meet all **system requirements**, such as disabling pop-up blockers. (See: http://help.artstor.org/wiki/index.php/ARTstor_Tech_Specs)

When they click the URL in your email (or copy and paste it in the browser address box), they will be prompted to enter their ARTstor account. They can see your instructor notes for each image (if any) by clicking the  icon on the image viewer.

If you have created a **folder**, students can log in with their own ARTstor account and unlock the folder. For details about how they unlock and access the shared folder, see “***How do students view the password-protected folder you created?***” on the next page.

Once they have access to the image group, the instructor notes can be viewed by double clicking the thumbnail, and clicking the  icon at the bottom. They can also see **instructor notes for all images as a list** by going to “Share”, and “Print image group”, then selecting “Brief record with instructor notes”.

❖ Why and How Do You Use ARTstor For Graded Assignments?

By creating a password-protected folder for students to work on, you can give them assignments such as letting them create an online exhibition, or letting them compare two images and leave their comments. One of the advantages is that the folder can be reused for new students in the following semesters by changing the password.

How do I create a password-protected folder to share with my students?

Click “Share” on the top menu and select “Create folder”. Name the folder (e.g. ART001 Assignment 1), and make it “Institutional pwd-protected”, with a password. When it asks to “Enable student work folders”, click “Yes”, and enter a date of the end of semester or later (the student workfolders will disappear after this date). Then, email students with the appropriate password. For an example email, see **Appendix** on the next page.

How do students view the password-protected folder you created?

Students need to unlock the folder using the password you notified. They should log in ARTstor with their own ARTstor account, and go to “Find” on the top menu to select “Unlock password-protected folder”. Once they unlock the folder, the folder will automatically appear in their image group menu. In addition to the password-protected folder, they will also see their own student workfolder, which appears to be identical as the folder the instructor has made, but is followed by the student’s initials in parentheses (e.g. ART001 Assignment 1 **(JD)**). This student workfolder is specific to each student, and image groups under it can be viewed only by the student and instructor.

○ **Assignment Example 1: Let students create a set of images as an online exhibition**

Students log in with their own account, select images, save them to a new image group, and name the image group (e.g. Exhibition by John Doe). They need to save the image group under the student workfolder (the folder that has the student’s initials) to make it visible to the instructor.

Instructor views each student’s work by going to “Organize” and selecting “Open image group”. You will see all student workfolders (with their initials) under the password-protected folder. Double click each folder to view.

○ **Assignment Example 2: Let students compare two images and leave their comments**

Instructor selects two images. If you wish, you can leave instructor notes with the images (see page 6). When saving as a new image group (e.g. ART001 Assignment 2), make sure to save under the password-protected folder you created for students. Inform students of the name of the folder and image group, and directions on how to unlock the folder and leave student notes for images (see **Appendix** on the next page).

Students unlock the folder, and go to “Organize” to open the password-protected folder and the image group for the assignment. Then, they need to copy the entire image group to their student work folder (the folder with their initials) by going to “Organize”, “Save image group as...”, and saving as a new image group under their student workfolder (the folder that has their initials). This enables the student and the instructor to communicate through the student workfolder. They can name the image group as they like.

Students open the copied image group under their student workfolder, and leave student notes by clicking the image caption below the thumbnail (if the instructor has left instructor notes, they can see them in the same window). Make sure they **uncheck** the “Hide note” box at the bottom to be visible to the instructor.

Instructor views each student’s notes by opening the password-protected folder. It should have all students’ workfolders (with each student’s initials). Double click each student’s image group, and then click the caption below the thumbnail of each image to view the student’s notes.

Appendix

Examples of email to students – Replace bold text with your own text.

For Assignment 1: Create an online exhibition

Subject: **ART001 Assignment 1 – Create an online exhibition**

Dear Class,

I have made a password-protected folder in ARTstor for this assignment. Unlock the folder, and create your online exhibition in your Student workfolder.

Directions:

Go to the Hamilton Library website (library.manoa.hawaii.edu) to access ARTstor. Log in ARTstor with your own account (you need to be registered on ARTstor first). Unlock the “**ART001 Assignment 1**” folder by going to “Find” on the top menu and selecting “Unlock password-protected folder”. The password is: **001exhibition**.

Search for images. Save selected images to a new image group. Name the image group “**Exhibition by (you name)**”, and save it under your Student workfolder (the folder that has your initials in parentheses).

For Assignment 2: Compare two images and leave your comments

Subject: **ART001 Assignment 2 – Compare two images and leave your comments**

Dear Class,

I have made a password-protected folder in ARTstor for this assignment. Unlock the folder, copy the image group to your Student workfolder, and leave your comments for each image.

Directions:

Go to the Hamilton Library website (library.manoa.hawaii.edu) to access ARTstor. Log in ARTstor with your own account (you need to be registered on ARTstor first). Unlock the “**ART001 Assignment 2**” folder by going to “Find” on the top menu and selecting “Unlock password-protected folder”. The password is: **001comparison**.

Go to “Organize” and “Open image group”. Find the folder and open the image group “**ART001 Comparison Assignment**”. Then, Save the entire image group to your Student workfolder (the folder with your initials) by going to “Organize” and “Save image group as...”. Save as a new image group, the name of the group should be: **Comparison by (your name)**.

Open the saved image group in your Student workfolder. Click the caption of each image to leave your comments in the “Student notes”. Make sure to uncheck the “Hide note” box at the bottom.

For more information or questions, contact:

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