ACTIVITY SEVEN

Undergradute Supervised Entry

SUMMARY
This activity allows students to work together to complete a database entry, based on a secondary source. For this, the instructor acts as the editor to organize and oversee the work of the students.

PURPOSE
Through the supervised entries, the students get hands-on experience working on a professional digital project, while continuing to work in their field of interest. This will help students understand the relevancy of their work, while learning both digital skills and gaining research experience in their field. If the project is published, they also have the opportunity to cite the entry as a publication.

INSTRUCTIONS

1. Organize your group
   • Your instructor will decide how many groups will be necessary to complete the entry, and suggest how many students should be in a group.
   • Your group will need to sign up with the database as a single expert – decide together what email address you will use as a log in. (Regular access to the email is not required).

2. Sign up as an expert
   • Once your instructor tells you to do so, sign up with your group as a single expert at: https://religiondatabase.org/accounts/signup/ when you get to the step where you choose your editor, pick your instructor from the list.

3. Work on the entry
   • Your instructor will set up the structure of the entry, and invite your group to be collaborators. Sign in to your account, and accept the invitation to collaborate (an invitation will also be sent to the account email).
   • Go to your “Dashboard” (select from the menu at the top of the screen).
   • Under “My Polls” click on the project that your instructor has set up.
   • Find the section that your instructor has assigned your group.
• You can now select the appropriate answer to the question, and add in comments to explain.
  ° If you answer “yes” to a question, more secondary questions may follow.
  ° Work with your group to write out your answers in the notes section. Remember that people viewing your entry are unlikely to have any background information, so try to be detailed and clear in your answers. Your instructor may suggest word limit expectations.
  ° When you want to stop working, be sure to save your work before closing the application.
    ▪ *Note – while anybody in your group can sign in from any location, be sure that you are not trying to save new information at the same time. Whoever saved last will overwrite any previous information. It is therefore often a good idea to work on drafts in applications such as Google Docs, and then have a single person enter the information into the database.
  ° Whenever you draw on sources, add them into the “sources” section of your entry. You can also add them as references for each of your answers.
  ° If your group decides there is more than one possible answer for each question, select “> add another answer” below the original question, and continue to fill in the information.
• You will only be able to see and edit the work that your group has completed. Be sure to only fill in the sections that have been assigned.
• Once your group has answered your section, let your instructor know.