



EDUCATION AND LEARNING ONLINE RESOURCES

Continued Professional Development for Archivists

User Guide: Creating Resources

OVERVIEW

Creating interesting educational resources from archive records is essential for engaging students in the work of archives and the treasures they contain. There is, of course, no one method for doing this. Our 'Creating Resources' workshop is a beginner's guide to creating simple educational materials and activities from archive records. From this step-by-step approach you can quickly adapt and develop your own educational approach to your collections.

RESOURCES

1. Seven-step Guide to Creating Resources: *Word document outlining the process*
2. Adams household ammonia advertisement – *sample record*
3. Titanic law suit list 1 – *sample record*
4. Titanic law suit list 2 – *sample record*
5. Catsup label USA – *sample record*
6. Barbed wire patent application – *sample record*
7. Peter Scott underwear advert – *sample record*
8. Peter Scott underwear advert teachers guide - *a sample resource created by The National Archives*
9. The Anna Dispute activity list - *a sample resource created by Borders Heritage Hub from court deposition documents and maps related to a land dispute*
10. Social Studies Curriculum Outcomes document – *one of the collection of curriculum documents published by the Scottish Government. The other documents are available from in the "Guide To the Scottish Curriculum" section of our website or from Education Scotland.*

HOW TO USE THE RESOURCES

Use the materials individually or (preferably) in a small group, working through the steps of the process outlined in the PowerPoint slides. The seven-step process is described separately in a downloadable Word document, while the slides describe the educational principles and processes involved and take you through the steps we covered in the workshop. Sample records and education materials are provided, or you may choose to use your own records. There is no one 'right way' to create education materials and the process described here is intended to be flexible, drawing on your own ideas and imagination.

SUGGESTED OUTCOMES

- This resource is intended for archives staff and educators seeking to create educational resources for school students using original source materials from archive collections. It outlines a seven-step process working from an archive record or records to a finished set of educational activities.
- Learning and using this simple process should build your ability and confidence to see the educational potential in archive records and develop appropriate resources and activities for school students to learn more about archives.

POTENTIAL PROBLEMS

- The first of the seven steps in our process is “***Choose the right records***”. Not all records lend themselves to educational activities and choosing ones that work well can take a little practice.
- Education activities can sometimes look good on paper but prove difficult to use with students for practical reasons such as limited classroom space, available resources or underestimating the timing of activities, or for other reasons such as missing background knowledge or difficulties with reading. Don’t be discouraged by this if it happens; adapt your materials to address issues that arise.

QUESTIONS AND FURTHER HELP

If you would like further information about this resource, or more general advice and support about archives education work, please contact our Education Development Officer Douglas Roberts at d.roberts@scottisharchives.org.uk



W WWW.SCOTTISHARCHIVES.ORG.UK

E CONTACT@SCOTTISHARCHIVES.ORG.UK T +44 (0)131 535 1362

A GENERAL REGISTER HOUSE 2 PRINCES STREET EDINBURGH EH1 3YY