

DEPARTMENT OF HISTORY—WESTERN WASHINGTON UNIVERSITY

**HIST 490/507: Digital Methods in History**

**Digital Exhibit Activity**

1. Begin by drafting the concept for your exhibit. This should include a historical research question that is being addressed by your project, 2–3 educational goals that you would like to achieve with the exhibit, and a narrative structure. (These details will be added to the assignment worksheet.)
2. Once you have an exhibit focus, create an account with [omeka](#) (use the Omeka.net website vs. downloading the software; make sure to use the free trial plan).
3. Before starting to build an omeka site, read through the [Dublin Core Elements](#) and their definitions.
4. Locate 4–6 items to include in the exhibit. These could be photographs, objects, texts, maps, etc. These items must be legally available to share (either under Creative Commons licensing or Open Access).
  - a. You can read more an overview of image copyright on this [Harvard page](#) (the page also includes excellent links to shareable holdings and image collections)
  - b. Good places to start searching including [Wikimedia Commons](#) and [Flickr](#)
5. Once you have your items selected, start a spreadsheet with the Dublin Core elements as the column headings. I would also add a column to input the URL to the object image. Fill in all the information for each of the items in your exhibit (this sheet will be a helpful resource for you for the Timeline / StoryMap assignment).
6. Once you have your spreadsheet completed, go to your omeka account (you will need to activate the account using the automated email they send).
7. Then build your exhibit site by selecting “Add a Site”.
8. Create a URL name, a Site Title, and a Site Description. These details should reflect the content and narrative of your exhibit.
9. Now select the option to “Manage Site”. This will take you to the site dashboard, in which you can add new content.
10. Click on the “Plugins” tab and click on “Install” for the Exhibit Builder plugin. On the next page, click on the option to “Allow Contributor and Researcher users to view unpublished exhibits”. Then click “Save Changes”.

11. Click on the “Users” tab and invite me as a “researcher” using the email Christine.Johnston@wwu.edu
12. If you want to change the visual theme for the exhibit, click on the “Appearance” tab, and select the desired theme.
13. Now begin adding each of your items to your omeka site using the “Add New Item” option in the dashboard.
14. For each, complete as many of the Dublin Core elements as possible and add 3–5 item Tags. When you add each item, make sure to add it to your collection (there should be a dropdown menu on the right below the “Add Item” navigation link).
15. Select the “Exhibits” tab on the menu on the left side of the screen. Click the button to “Add an Exhibit.”
16. Complete the information details for the exhibit. This will include selecting a cover image (could be an Item image or a separate image all together). Select the option to “Use a Summary Page”.
17. Click “Save Changes” to save your work.
18. At the bottom of the exhibit editing page, select the option to “Add Page.” Select the layout you would like to use for the collection. You can decide whether you want to have all of the items displayed on one page, or to include different pages with different items / content included.
19. Fill out the page(s) of your exhibit. Remember, your exhibit should have a clear narrative structure (e.g., it should tell a story). Think about what information is needed for your viewer in order for you to achieve your educational goals.
20. Once the exhibit is complete, select the option to “View Public Page”, and share the link for this page on the top of the assignment worksheet.