

THE HERITAGE RESOURCES PORTAL: GUIDANCE NOTES FOR RESOURCE PROVIDERS

The [Heritage Resources Portal](#) is an [Archaeology Scotland](#) initiative for learning. Learning forms an integral part of Archaeology Scotland's activities. Our aim is to encourage understanding of, and promote involvement in, Scotland's archaeological heritage for all ages and levels of interest – from formal education to informal learning. This is also towards realising [Scotland's Archaeology Strategy](#), in particular Aim 4: Promoting Greater Engagement. In addition, the Heritage Resources Portal is supported by the resource providers, such as members of the Heritage Education Forum, and others.

A special thanks to [Historic Environment Scotland](#), who fund and support the Portal as part of achieving [Scotland's Archaeology Strategy](#) [#HESSupported](#) [#scotarchstrat](#)



WHAT IS THE PORTAL AND ITS AIMS?

The Portal is a one-stop shop for educators to find the best digital resources on Scotland's past. Its primary aim is to increase the promotion and use of existing heritage resources by showcasing them. The resources are primarily pedagogical or androgical in nature (activity and project ideas, background information, handling kits) but also include places to visit for boosting fieldtrips and tourism, and resources aimed at learners themselves, such as games, apps and any in the former categories that are formatted in such a way to appeal to learners. The Portal will also illustrate:

- archaeology as a vehicle for the delivery of Curriculum for Excellence, different learning and teaching styles, settings and trends in education
- exchange of ideas and best practice in heritage learning
- the study of Scotland's past encompasses a myriad of skills and multi-disciplines
- learning and teaching Scotland's past is fun and engaging
- topics popular in Scottish schools
- resources on other history/heritage/archaeology topics to light, such as archaeological methods; documents relating to women's roles in WWI; related topics like outdoor learning, or even natural heritage that cultural heritage institutions have/will exhibited, e.g. 'Monkey Business' at National Museums Scotland 2016-17



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WHAT RESOURCES CAN GO ON THE PORTAL?

The Portal primarily showcases digital heritage resources for learning, which do any of the following and more: illuminate Scotland's past; explore the modern, recent past (20-21st century); illustrate historical, archaeological, anthropological and other methods; illustrate career pathways in heritage and related sectors; and show visitor-learners where to go on fieldtrips. Secondary showcase items are links to webpages with your events on it – these need to be fairly static i.e. a link to your 'events' page, not to an individual event, so that the link can stay on the Portal as long as possible without needing editing.

The resources are chosen by you, the resource creators, as the 'best' ones in your collection. What you decide that means is up to you. The primary aim is to showcase resources that are Scotland-based, but the resources can be from other locals as long as they shed light on a contemporary phenomenon in Scotland (e.g. a resource about WWI from another location in UK might be useful, or one about WWI). You can also choose to put in some that explore the natural world, if there is a link to Scotland's past - either from your organisation or the resource itself.

Resources are displayed in a blog-style format. Resource providers enter their resources via an online form. We accept many [resource types](#), and are happy to accept more that we've not thought of yet!

You don't need to be a heritage organisation to submit a post! If you have a resource, including primary sources, that explores the past, please do submit it or contact the Portal coordinator (see footer).

CAN YOU HELP? KEEP THE PORTAL FRESH - AND UP IN THE SEARCH ENGINE RATINGS - BY SUBMITTING NEW RESOURCES OR A WRITE UP OR A TIP FOR A BLOG POST, WHENEVER YOU CAN. THANKS IN ADVANCE!

EDITING RIGHTS

Edits are kept to a minimum to ensure that it is your collective organisation's voice that leaps off the page.

Please note that sometimes the Portal coordinator has editing rights – s/he sometimes needs to edit a post without resource provider's approval. Examples include but are not limited to: add in copyright information to a picture if it's not provided; fix spelling mistakes; attach categories to your entry/ies; and add information to bulk out a post or make it in line with the tone or look of the Portal. If you spot a problem, simply get in touch with the Portal coordinator (see footer) to talk it through.

From time to time, the Portal coordinator may get in touch and ask you to update your permissions to Archaeology Scotland around your data, contact details and images.



WHAT DO I GET OUT OF HAVING MY RESOURCE ON THE HERITAGE RESOURCES PORTAL?

1. your resource is promoted on cool new format
2. your resource will be promoted as part of promotion of the Heritage Resources Portal e.g. at conferences
3. your organisation's logo is displayed on each of your posts, and links to your website
4. your organisation's logo is displayed on 'who we are' on the About page, and links to your website
5. it is an opportunity for you to refresh your resources and think about them in a new way

WHAT ABOUT PERMISSIONS?

Archaeology Scotland asks for a set of permissions in order to: 1. display your data and images and 2. to promote the portal online (e.g. press releases) and on paper (leaflets). These are all listed in the entry form with a y/n option.

HOW DOES IT WORK? WHAT DO USERS SEE?

The Portal uses a magazine-style blog interface to showcase resources. For each resource entry, the Portal creates a button on the homepage for each entry as well as a post for each entry. How the button is displayed on the Homepage depends on if it's in one of the 5 sections on the Homepage: a scrolling picture menu shows a random selection of all resources in the Portal; Archaeology Scotland's resources; resources for learners, featured Topic, Primary School level resources and Secondary School level resources.

Each resource needs to have: a picture, this becomes the 'button' for the post on the homepage and is the most visual representation of the resource; the resource title - this goes beneath the picture on the button; a short description - the Portal algorithm sometimes displays this as part of the button on the homepage; your logo - we add this to each entry and also onto our About page; your information in case we need to contact you about your entry.

Once a user clicks on the button, a longer description of the resource and your logo are visible.

At first, we thought the 'longer description' should just be a couple of paragraphs, but we've received feedback that this makes the entries look 'abrupt'. So, for the longer entries please do add any of the following, and more:

- A detailed description of the resource - are there themes etc within it?
- Links e.g. to further information, where to borrow (a handling kit), your blog post about the resource
- Information about your organisation



RESOURCE CATEGORIES

We use several categories to sort data: Curriculum for Excellence Level, and Area; Resource Type; intended User audience; Topics; Learning Setting; and Scottish time period.

AS YOU GET YOUR RESOURCE READY TO SUBMIT, SOME KEY THINGS TO THINK ABOUT ARE:

- What **resource type** is it? Those displayed in the Portal are: Places to Visit, Activity (takes 45 mins or less); Project (takes more than 45 mins and up to several weeks), Background Information that you want educators to know, such as information on a technology or time period; Apps; Games; and Handling Kits . These are explained in greater detail below.
 - Note that you can only click **one** type because from an information technology point of view, that works best. Have a think about if you need to split up your resource(s) into component parts (e.g. background information about a period, activity that is 45 mins or less).
 - **Places to visit** - have you also thought to submit information on your actual sites that people can visit? Pass this idea along to your marketing team or other relevant person/department.
- **learning setting** - don't just click each one. Many of us have made resources in the past to cover each setting, but is this really the case? Or are you flogging an activity aimed at Primary schools and saying it is for 'all ages'? Remember that session leaders in different learning settings require different things:
 - youth-led work – session leaders here don't want something that is too 'teacher-y' or reminds the learners of school. However the session leaders but need those Curriculum for Excellence links, just like teachers do, for their assessors.
 - informal learning providers - may be more looking for ideas to adapt
 - adult learning tutors/community groups -does your resource fit in with the principals behind [androgogy](#) or [Community Learning and Development](#) (CLD)?
 - Secondary schools - does your resource really fit in with what secondary topics and needs, or with National 4, 5, Highers or Advanced Highers?
 - Are there skills, outcomes and objectives that you could flag up a bit more?
- **Users** - educators or learners. Again, have a think: is your resource something educators *or* learners *or* both will really use or do you need to finesse part or all of your resource? Do remember that you have the option of splitting your resources up, and have more than one resource on the Portal that is related - just make sure that what you produce has an actual home somewhere on your website that the Portal can (literally!) link to.



CATEGORIES – A DETAILED EXPLANATION OF EACH:

CURRICULUM FOR EXCELLENCE LEVELS AND AREAS

CURRICULAR AREAS

These three are the responsibility of educators across the curriculum:

- Literacy across learning
- Numeracy across learning
- Health and Wellbeing

The other areas, in no particular order, are:

- Expressive Arts
- Languages
 - Classical
 - Gaelic (Learners)
 - Gaelic and Literacy
 - Literacy and English
 - Modern Languages
- Mathematics
- Religious and Moral Education
- Sciences
- Social Studies
- Technologies

CURRICULAR LEVELS

There are five curricular levels. They do not have ceilings, i.e. some learners will complete a level earlier or later than others, so these age ranges are just a guide:

- Early Years - preschool to age 5
- First Level - from P1 to the end of P4
- Second Level - P5 to the end of P7
- Third and Fourth Level - S1 to S3 with Fourth level at approximately SCQF level 4
- Senior Phase - S4 to S6 and college or other studies

LEARNING SETTING

Each type of Learning setting is in bold: **Early Years** need tailored resources. Most resources on the portal currently would need to be adapted for Early Years.

Schools: Most of the resources we have produced are for **primary** schools, hence why the main audience for the Portal is teachers. **Secondary** teachers need resources specifically tailored to



secondary teaching. At the moment, most of what we have labelled as 'secondary' are primary sources.

Many of the resources can be adapted for **youthwork-led, informal** and **adult learning** and/or **community group** settings. We've split out community groups from adult learning because there are so many community heritage groups in Scotland. We will be illustrating and exploring the learning settings on our Blog.

SCOTTISH TIME PERIOD

*some sites may link to resources from other places. Refer to these time periods below to see if they match what was happening in Scotland at the time. You'll see a lot of 'c.' this means 'circa' i.e. 'this time roundabout'. It's difficult to pin down exact time periods and these change as new research extends or shortens them:

Prehistoric

- Stone Age c. 8,500 BC-2,000 BC includes the Mesolithic (middle stone age) and Neolithic (new stone age)
- Bronze Age c. 2,000 BC-1,000 BC
- Iron Age c. 1,000-BC 500-100 AD

Proto-historic ('proto' because the Romans wrote about the native peoples here, rather than us having records of native voices)

- Roman AD 80-c. 400 AD

Historic (all AD):

- Early Historic 300-1100
- Viking/Norse 8th-15th centuries
- Medieval c. 11th-12th centuries
- The Stuarts 14th-17th centuries
- Renaissance 15th-17th centuries
- Union and Rebellion - 17th/18th centuries
- Enlightenment - 18th century
- Industrial/Victorian - 18th/19th centuries
- Modern times - 20-21st centuries

USERS

Some resources are tailored to educators, such as lesson plans encapsulated in an activity, while others are aimed at educators, such as Games. Some are a mix of the two.

TOPICS



These are what we/you understand educators are looking for (including us actually asking them). We will be update the topics listed constantly. We'd love to [hear from you](#) if you have more ideas to add! We'll feature a new one on the homepage every month. As of November 2018, we have these topics, in no particular order:

- Bridges
- Animals
- Outdoor Learning
- Learning for Sustainability
- Mary Queen of Scots
- Jacobites
- Archaeology
- Ancient Egypt
- History
- Scots language
- Geography
- Natural World

TYPE OF RESOURCE

- Places to visit - for field trips
- Activities (45 minutes or less)
- Projects (over 45 minutes and up to several weeks)
- Background information - to aid session delivery, such as in-depth information on e.g. an event or technology
- Educators' notes - instructions
- Apps - often aimed at learners
- Games - often aimed at learners
- Handling kits - these are usually a mix of real and replica objects, information cards and activity ideas

BLOG:

Please [get in touch](#) if you'd like to contribute to the blog! We'll write post blogs once a month minimum, on topics of interest to educators. Some of these will be static posts and some will be 'living documents' that we'll update as and when. Topics will include, but aren't limited, to:

- best practice
- showcase of our resource providers
- in-depth reviews
- using resources - how this works in a variety of learning settings and for different audiences
- 'how to's
- case studies
- funding sources - where to go

FEATURED TOPICS

each month we change the 'featured topic' on the homepage and create a blog post to match

- January: Handling Kits



- February: Apps
- March: Outdoor Learning
- April: Vikings
- May: Early Years
- June: Places to Visit
- July: Secondary level
- August: Community Groups
- September: Archaeology

OTHER TOPICS

we are looking for guest bloggers on these topics:

- youth engagement
- home schooling
- using archaeology to teach STEM
- Heritage Hero Awards
- simple survey methods
- desk-based research
- career in archaeology/heritage
- Gaelic resources
- Scots Language
- computer games
- ...? Please [get in touch](#) to tell us your own ideas!

