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# UW-System Biology Cases Portal

## KEEP toolkit Guide

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### What is the KEEP Toolkit?

The KEEP Toolkit provides a simple mechanism for creating text and importing documents, photos and video into a pre-structured web page to allow you to describe your work so other viewers can understand it easily. We have provided a template for uniformity.

UW-System Biologists would like to use KEEP is a way to build networking and collaboration across the UW-System Biology community. A UW-System Biology Case Workshop will be held October 26, 2007 in Madison, sponsored by OPID and the Center for Biology Education, in response to interest expressed at the UW-System Biologists conference in 2004. This Portal will be used to share what has already been done by UW-System Biologists at the meeting, as well as motivation for people to add their cases and experiences after the meeting.

### What is a "Snapshot"?

A "Snapshot" is a web page, or a linked series of web pages, that provide a quick picture of your work. Typically a Snapshot has a title box and a series of 5-6 boxes arrayed underneath, each of which describes or shows some aspect of the work. There are options to link to other pages (other Snapshots, web sites, or documents) and to upload images and video.

The Knowledge Media Lab of the Carnegie Foundation developed the KEEP Toolkit for Carnegie CASTL Scholars who needed a way to display their work on the scholarship of teaching and learning. As the toolkit developed, Carnegie and KML decided to offer it as a free kit to anyone who wanted to use it. The name, the KEEP Toolkit, is an acronym for Knowledge, Exchange, Exhibition and Presentation.

The KEEP Toolkit allows anyone with an account to create his or her own snapshots, which are stored on the Carnegie server. Anytime you login to your account, you can see the snapshots you have created. We will create a gallery of links to individual Snapshots to form a UW-System Biology Cases Portal. You can also share your snapshots directly with other KEEP users or give their specific URL's to others so they can access them.

### What am I supposed to do?

1) Send request: Send an email ([cbe@mailplus.wisc.edu](mailto:cbe@mailplus.wisc.edu)) asking us to create an KEEP Toolkit account. You will receive an email from KEEP when the account is ready for you. The login will be your email address and the password "keeptoolkit".

2) Create a snapshot: Go to [www.cfkeep.org](http://www.cfkeep.org) and login. The first time you login, you will be asked to make an alias (could be your last name or initials?). After you login you will be directed to your "Dashboard" (the working page of the Keep Toolkit), where you will find any snapshots that you currently have under construction. We will have provided you with a template for the UW System case snapshots, which will be entitled "UW System Biology Case Author Template". Click the "edit" icon to the right. The template has a predetermined layout and format for your initial Snapshots. The purpose is to guide your thinking and to allow others to more easily read and learn from your work and others'. Edit the text in each box according to the suggestions. Use the "Edit Links" feature to upload additional

documents or to connect to additional Snapshots. When you are done, click "Dashboard" in the top menu bar. Rename your snapshot with an informative title.

(For complex or related cases, you may also want to use the "Stitch" tool to link separate snapshots. For more information about the "Stitch" tool, please see <http://www.cfkeep.org/static/help/help.html>.)

We are most interested in the information, rather than the aesthetics, however if you have time, adding graphics that enhance content, links descriptively, and some color may encourage readers to continue reading. You may also wish to use the snapshot to post on your home webpage as a way of sharing what you have created or adapted.

3) Make your snapshot public: to do this,

- a) From the Dashboard, choose "Yes" in the "Public" column for your snapshot.
- b) Send a regular e-mail message to [tong@wisc.edu](mailto:tong@wisc.edu), with the URL of your snapshot in the body of the message (copy the URL shown in your browser address window when looking at your snapshot and paste it into the e-mail message. Your snapshot(s) will be listed in a gallery. The way KEEP galleries work, any changes you later make to your snapshot will be automatically reflected in the gallery.
- c) In addition, from the dashboard view in KEEP, check the box beside your snapshot and click "send to" in the menu bar. Type in the email address [tong@wisc.edu](mailto:tong@wisc.edu). This will give us a static picture of the snapshots at one point in time.

You can find complete help documentation for using the KEEP Toolkit at [www.cfkeep.org/static/help/help.html](http://www.cfkeep.org/static/help/help.html).

**Thank you for your contribution!**