DIRECTIONS FOR GETTING AN ACCOUNT ON THE *EAST ASIA GATEWAY FOR LINKING EDUCATORS* (EAGLE).

As a NCTA participant, you are entitled to an account on our EAGLE website for teachers. It is your participation on this website that will make this resource particularly useful for everyone.

To access EAGLE, go to the following URL:

http://www.eagle.pitt.edu

How to request an account: Request an account clicking on "Create an account now" under "Community" on the main page. Fill out the fields, click on "create an account" and your request will be sent to the University of Pittsburgh NCTA office. In a few days, you will receive a reply email giving you a user name and password. *PLEASE CHANGE that password to one that you can easily remember once you have successfully logged onto the site.* There is an option called "Request new password" for this purpose; just click on "User Login."

Go to the website and click on "Books and Resources."

You can now search by title, media, subject, date, country, or even by star ratings. The "Search" button is right under the image, on the left.

To Rate and Review Items in the Books and Resources Database:

Step 1: To rate and review an item, search for the item (book, curriculum unit, film) by title. The item's name should come up in a list. Scroll down the page and click on the item's title, and you will be taken to the page with full information on it.

Step 2: Then scroll down that page until you see "Reviews for (name of material)." Below that, there is a link that reads "Rate (name of material) and add a review." Click on those words and you will be able to rate and review the item.

GIVE THE ITEM A STAR RATING before beginning your review! (Click on a star to assign the rating.)

You can either type your review directly into the box provided, or paste your written review into the box from a Word document on your own computer.

Step 3: Helpful hints—

Choose something that you may already use in your classroom or would like to consider using. If we don't already have it on the EAGLE, we can add the item for you to the database.

> Please include your name, grade and subject you teach, and your school at the beginning of your review.

Please tell the reader what grade level and/or age for which the material is appropriate.

Ask yourself, what would YOU want to know about this material if you were considering using it in your classroom? Please tell the reader what the teaching material is about, and make suggestions for how you would use it (or have used it) in class.

BE SURE TO GIVE THE ITEM A STAR RATING before adding your review.

When your review is NOT the first one for an item: In this case, you do NOT need to tell the reader about the contents of the item. You can contribute by telling your readers how you incorporated the resource into your lessons, how you adapted the contents for advanced or lower level students, what aspects you found to be of particular value, etc.

Step 4: SAVE your review (button on the lower left)

To return to the main Books and Resources page, click on "Books and Resources" in the upper section.

Warning! Users sometimes go into the "Lesson Materials" section by accident and create a review there. If you did NOT see the stars that indicate the Star Rating for your review, you are in the wrong section of the website!

Q&A:

Can I see a sample book review? To see a sample book review and rating, search for the books *Lost Names* or *A Single Shard*.

What is the "Supplemental Contributions" section on each page? You can upload a word document or pdf to any teaching resource item. Good items to upload are your own lesson plans or culture notes for teaching (such as culture notes for a film).

What if the item that I want to review is not in the database? If the item is NOT in the database, please notify the administrator by clicking on "contact site administrators." Tell us what item you want added to the catalog; please add the ISBN number or the website URL (for its page on Amazon.com, for example), so that we add exactly the item that you want added.

ADDING A LESSON MATERIAL TO THE WEBSITE:

Step 1: Go into the Books and Resources Section and search for the book/film/curriculum unit that would be most central to your lesson materials. In other words, if you had created a lesson that uses *Lost Names* as a crucial resource, then search for *Lost Names*. Click on the title of the book/film/curriculum unit.

Step 2: Once you are on the page for that item, scroll down to the section that reads "Supplemental Contributions." You will be able to click on a link there that allows you to upload your files and attribute them to you, as the author.

Step 3: You will see a series of fields that you can fill out, including one that reads "File Attachments." Click on that link and you will be able to upload your files. Be sure to "Save" after you are done.

Helpful hints: suggest you change all files to pdf before uploading. This gives your work some protection from being easily copied and also is a form that is easier to download than a Word document or other type of document (usually).

The "Vocabularies" choices are there to help others find your lesson materials through a search. Please select whichever choices best fit your lesson material.

And thanks for helping us to improve and expand the offerings of this website!