Locus Tempus
Quick Start Guide for Authors

Contents

Revised Mar 10, 2023

1 Sign in

Locus Tempus URL: https://locustempus.ctl.columbia.edu
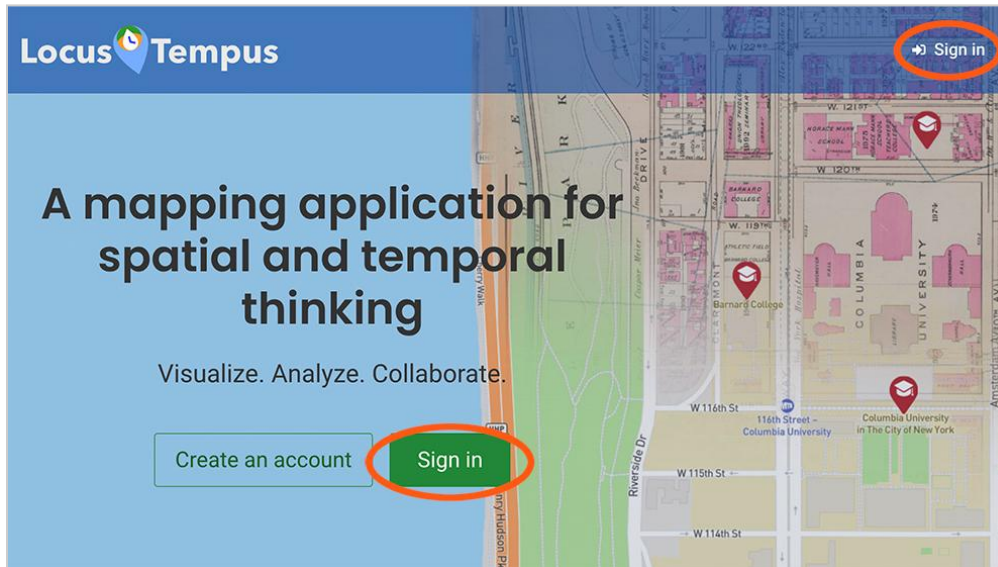
To begin using Locus Tempus, click the "Sign In" button on the home page.

Sign in with your Columbia UNI or with custom Locus Tempus account credentials if you've created one.
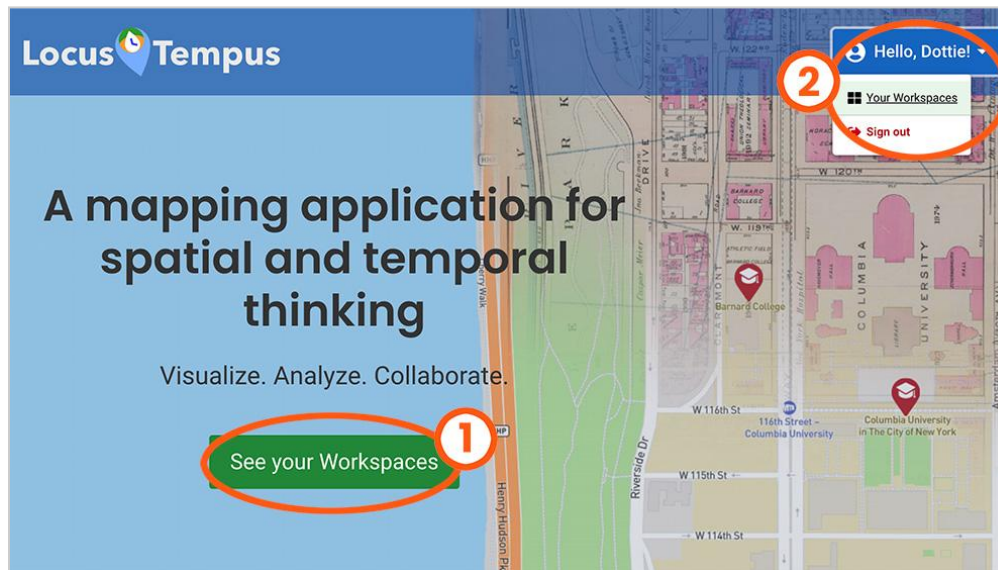
You can also create a Locus Tempus account by clicking the "Create an account" button.

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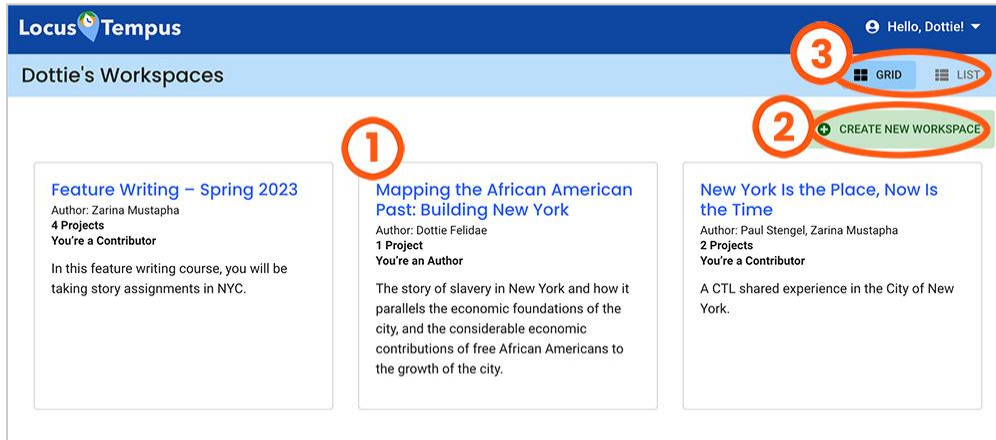212-854-1692

After sign-in

(1) "See your Workspaces" takes you to your workspaces dashboard.

(2) This menu is available at the top right of the site, anywhere within Locus Tempus. You can also access "Your Workspaces" here. To log out of Locus Tempus at any time, select "Sign out."

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2 Set up Workspaces

Dashboard

A **workspace** is a place for people to convene, visualize, analyze, and collaborate on activities in its projects.

A **workspace** can be a course in a classroom setting, but it is not limited to that.

If you created a workspace, you are its **author**. If Locus Tempus is activated through CourseWorks, the author is the instructor of a course.

If you're invited to join in, or a student of a workspace, you are its **contributor**.

(1) The workspaces dashboard lists out all the workspaces that you have created, or are affiliated with. Click on the title to review the workspace's roster and project list.

(2) To set up a new workspace, click "Create New Workspace."

○ **Is your class on CourseWorks@Columbia?** If so, you can activate Locus Tempus there by contacting *ctl-locustempus@columbia.edu*. Once you have activated Locus Tempus, your workspace will be created, and your students will be provisioned accounts on this site. You can use this option so you can continue to focus on using CourseWorks as your main portal for online components of your class.

(3) You can toggle the dashboard view between grid and list layout using these selections.

Roster and Projects

(1) A workspace's page lists out all the projects that have been created in the space. Click on a title to view the project.

(2) If you're the author of the workspace, you can create projects.

a. To **create a new project** in the workspace, click "Create New Project."

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(3) If you're the author of the workspace, you can view the workspace **roster** of **contributors**, or invite new members from this menu, "Manage Roster." To update the workspace details, select "Edit Workspace."

3   Create Projects

A **project** is a collection of a base map with event layers, that is created and prepared by the author of the workspace.

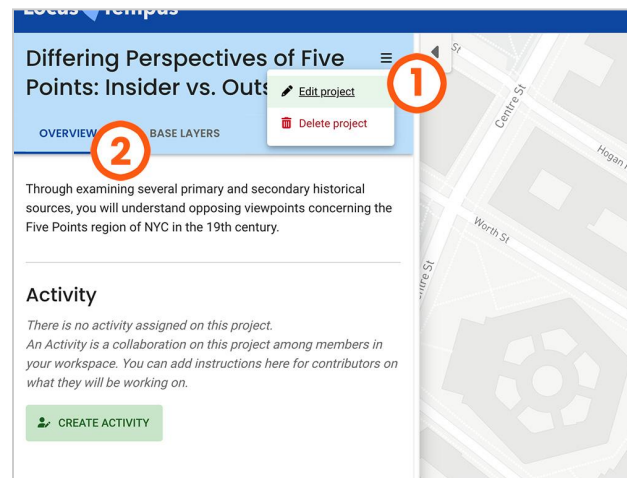Only the author of the workspace can create projects.

When you click "Create New Project" on the workspace's page, you'll be directed to the Locus Tempus project environment.

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(1) You can begin by filling in the details of your new project in the form on the pane.

(2) Name your new project. The default name is "Untitled Project."

(3) Describe what your new project is about. You can return later to fill this part out.

(4) The base map for your project is a basic grayscale map. You can select a different map, or change it later.

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(5) To save and continue with your project creation, click "Save & Continue." Click "Cancel" to remove the project and return to the workspace detail page.
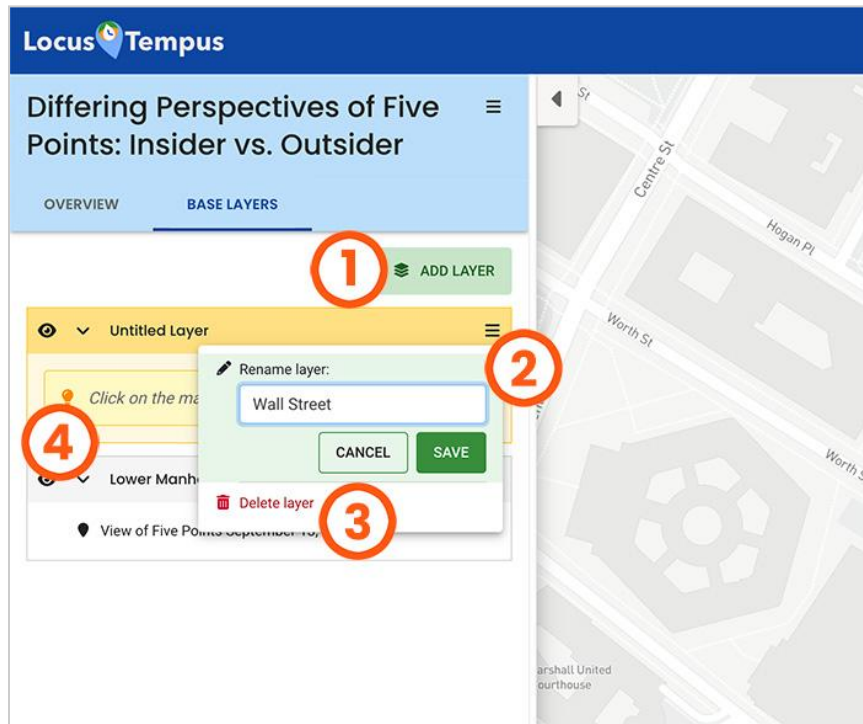
Project panes

(1) The overflow menu reveals the options to edit project details, and to delete the project.

(2) The **Overview** pane contains project details, and assigned activity for contributors.
The **Base Layers** pane is the space for you to add layers and map event markers.

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4 Add Layers and Event Markers

Layers

A **layer** is a place for you to group your event markers. A new project has one default layer for you to start working on immediately.

Authors can add layers and event markers in the "Base Layer" pane.

(1) Click "Add Layer" to add more layers.

(2) The default layer name is "Untitled Layer." To rename a layer, click the overflow menu icon. Type the new name and click "Save."

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(3) You also have the option to delete the layer.

(4) Event markers on the map can only be added to an active layer. An active layer is highlighted.

Add Event Markers

An **event** marker is a pin on a map, defined by location (latitude and longitude), date, and other attributes such as title, description, and images.

Event markers on the map can only be added to an active layer. Tap on a layer to select it as active.

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(1) To add an event marker, click on a location on the project map.

(2) You can begin by filling in the details of your new event marker in the form on this pane.

(3) Give your event marker a name.

(4) An event can be associated with a date. For example, an event marker on Queensboro Bridge can be associated with March 30, 1909 – to mark its

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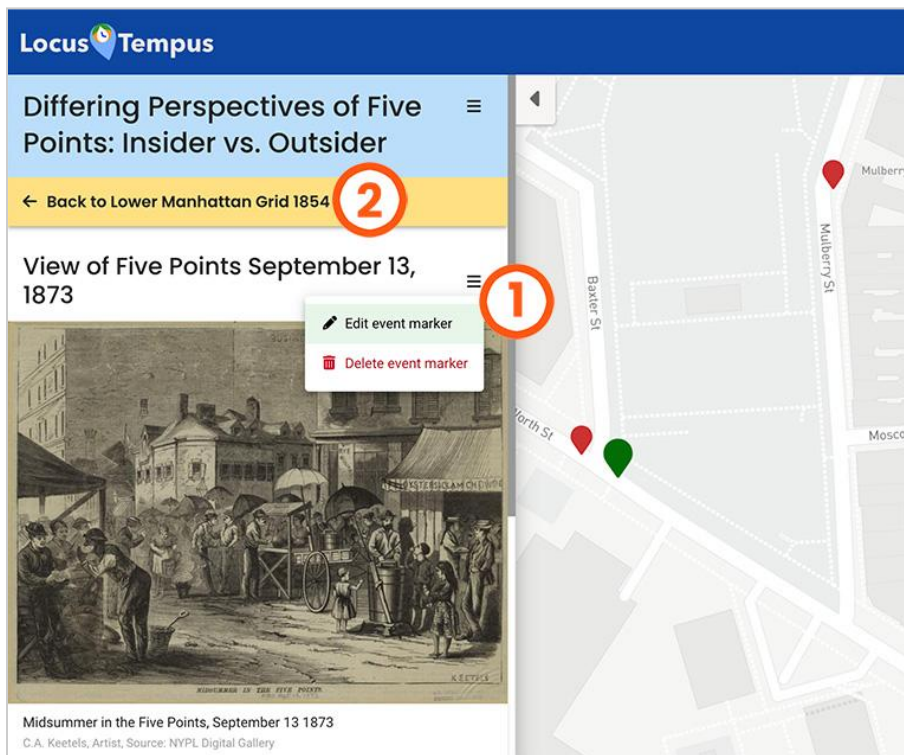Center for Teaching and Learning

opening day. Another event marker on the same bridge can have December 8, 2010 as its date, the day it was renamed to Ed Koch Queensboro Bridge.

(5) You can also upload an image for your event marker.

(6) Describe what your new event marker is about. You can return later to fill this part out.

(7) Finally, click "Save", or "Save Changes" in editing mode.

View Event Markers
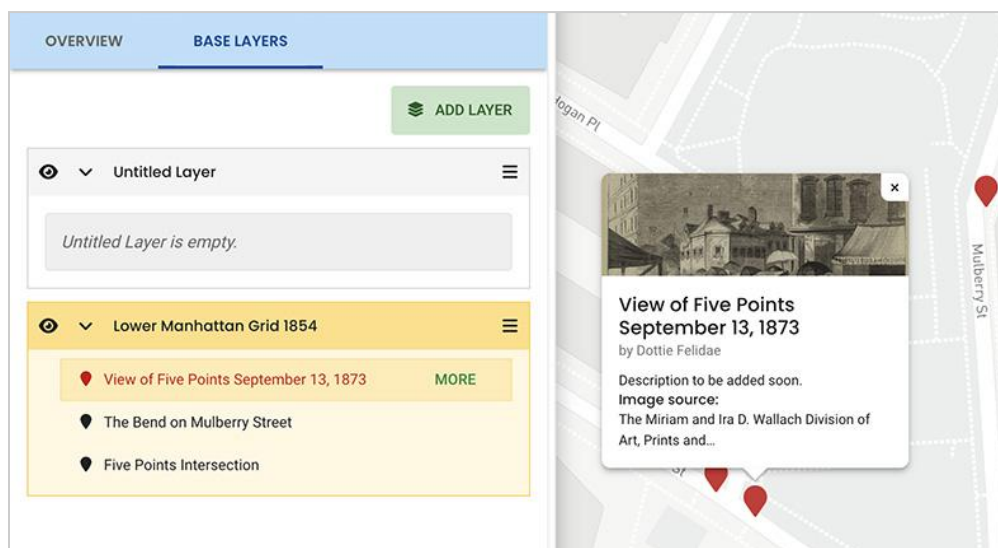
To view a summary of an event marker, click on either the event marker's title in a layer, or a marker on the map. Click "More" for its detailed view.

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(1) In the detailed view of the event marker, you can select "Edit event marker" in the overflow menu to update the marker. You can also delete a marker from this menu.

(2) Click "Back" to return to the layers pane.

5   Assign Activities

An **activity** is a collaboration on a project among contributors in a workspace. It is a space for response to its instructions to augment the content associated with a project.

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(1) You can create an activity for the project to assign it to the contributors in your workspace. On the Overview pane, click "Create Activity", and compose your instructions. Then, click "Create." Contributors of your workspace can only see projects that have activities.

(2) The overflow menu displays the options to edit the activity instructions, or to delete the activity.

(3) After an author creates an activity for the project, the responses tab becomes visible, and the count reflects the number of contributors who have submitted their responses. Author can view the list of responses by clicking this tab.

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6 Responses from Contributors

A **response** is the work submitted by a contributor to the author's project. It consists of a collection of layers and their constituent events, as well as their reflection.

(1) After an author creates an activity for the project, the responses tab becomes visible, and the count reflects the number of contributors who have submitted their responses. An author can view the list of responses by clicking this tab.

(2) To view a contributor's response, click the layer icon.

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(3) To show or hide a contributor's event markers on the map, click this icon.

View Contributor's Response

(1) An author can access a contributor's detailed response by clicking the layer icon on the response list.

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(2) A contributor's response consists of a collection of layers and their constituent events.

(3) It can also contain the contributor's reflection, a summary, or analysis, of their collected event markers.

(4) An author can use this feedback space to submit a comment or reaction back to the contributor. The contributor will see the feedback on their response panel.

7   Questions and Feedback

If you're interested in implementing this tool in your teaching practice, to learn more about Locus Tempus, or to send feedback on this application, please reach out to the CTL project team that is developing Locus Tempus using our feedback form at locustempus.ctl.columbia.edu/contact/, or email us at *ctl-locustempus@columbia.edu*.

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Locus Tempus
Glossary

Author
The creator and owner of a workspace and its projects. In a classroom setting (through CourseWorks), an author is the instructor of a course. An author can promote other workspace members (e.g. teaching assistants) as co-authors, but this practice should be done with caution. **Important:** Workspace authors have permissions to edit and delete their affiliated workspaces and all related projects.

Members of a Workspace
Author(s) and contributors who are affiliated to the workspace.

Contributor
A person who is affiliated to a workspace not as an author. In a classroom setting, a contributor is the student of a course.

Workspace
A digital place in Locus Tempus for Members to convene to visualize, to collaborate in activities, and to understand/study/learn through analysis of events on maps in projects. A workspace is a piece of a course in a classroom setting, but it is not limited to that.

Project
A collection of a base map with event markers in layers, that is created and prepared by the author of the workspace.

Parts that make a project:
1. A base map
2. Layers and event markers

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Activity

An activity is a collaboration on a project among contributors in a workspace. It is a space for response to its instructions to augment the content associated with a project.

Layers

A layer is a place to group event markers.

Event Markers

A pin on a map, defined by location (latitude and longitude), date, and other attributes such as title, description, and images.

Response

A response is the work submitted by a contributor to the project author. It consists of a collection of layers and their constituent events, as well as text.

Feedback

Feedback is a textual reply from a project author to a contributor's response.

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