

Locus Tempus

Quick Start Guide for Contributors

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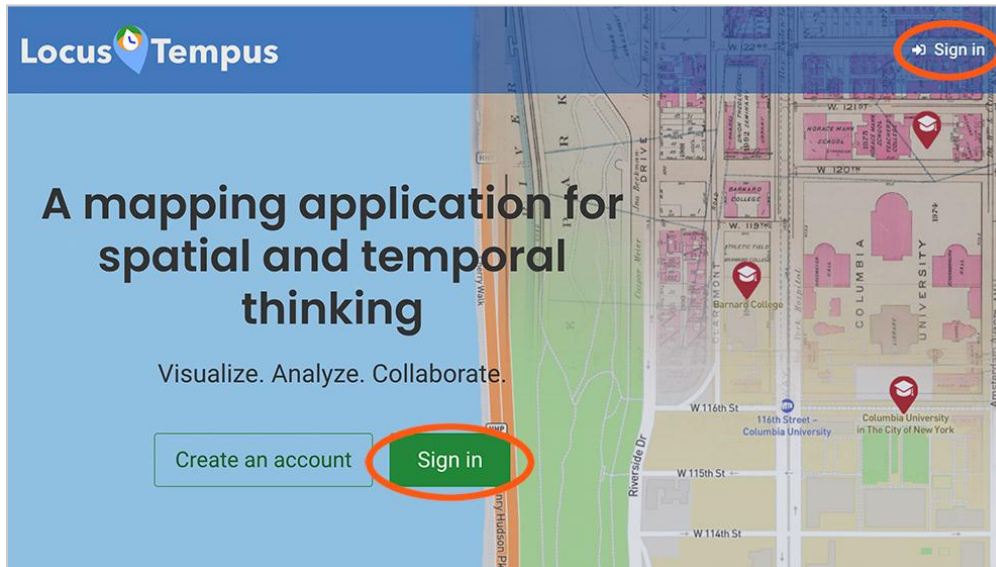
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Revised *Mar 10, 2023*

1 Sign in



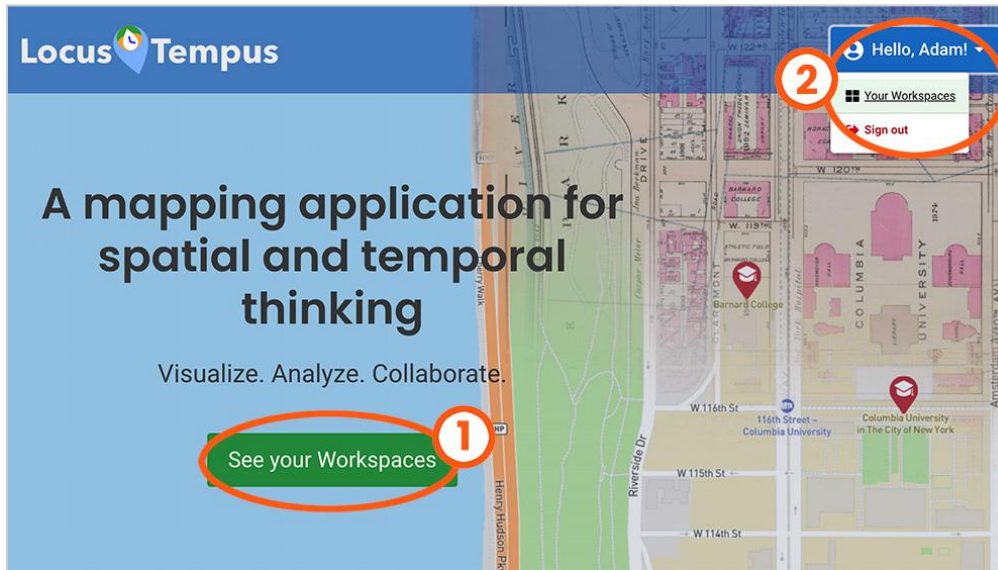
Locus Tempus URL: <https://locustempusctl.columbia.edu>

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.

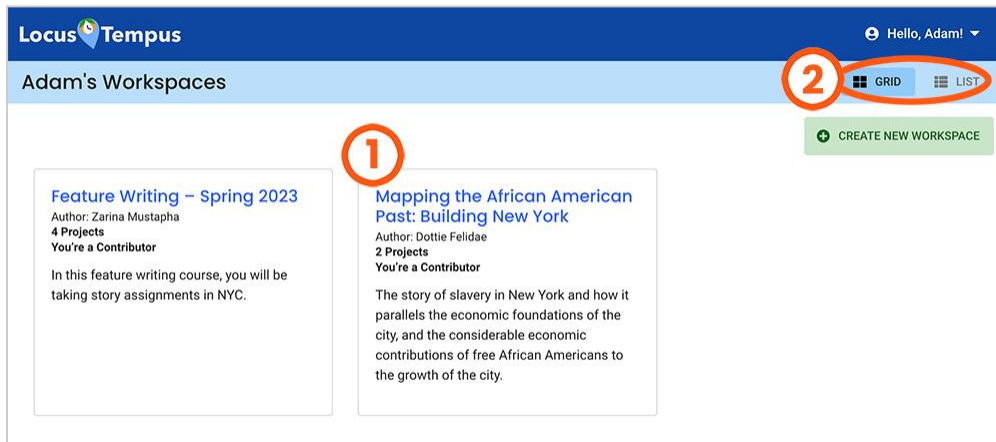
After sign-in



- (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."

2 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.

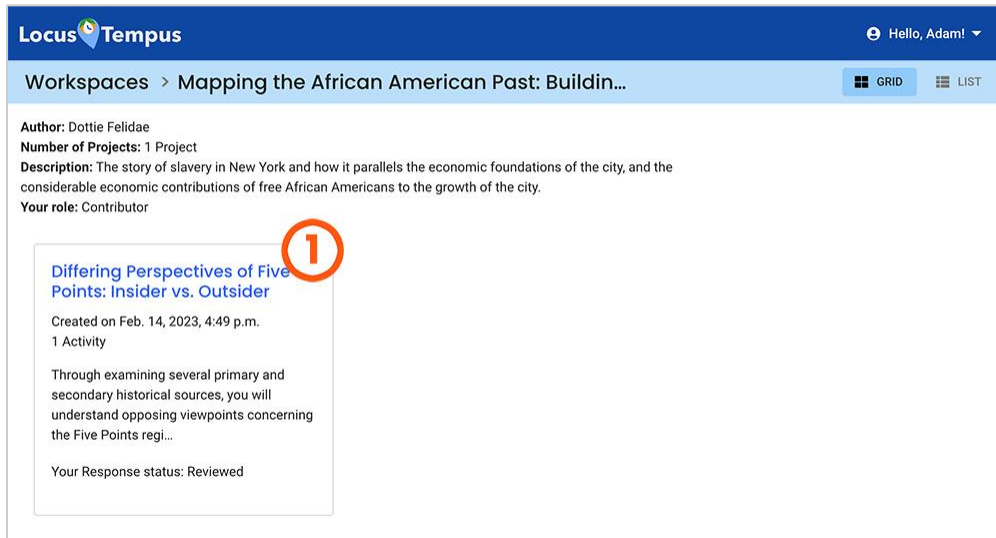
If you created a workspace, you are its **author**. If Locus Tempus is activated through CourseWorks, the author is the instructor of a course.

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

Workspace's Project List



The screenshot shows the Locus Tempus interface for a workspace named "Mapping the African American Past: Buildin...". The user is logged in as "Hello, Adam!". The workspace has 1 project. The project title is "Differing Perspectives of Five Points: Insider vs. Outsider", which is highlighted with a red circle containing the number 1. The project was created on Feb. 14, 2023, at 4:49 p.m. and has 1 activity. The description states: "Through examining several primary and secondary historical sources, you will understand opposing viewpoints concerning the Five Points regi...". The user's response status is "Reviewed".

- (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.

3 Projects

To access a project, click its title in the workspace's project list page.

Locus Tempus Hello, Adam! ▾

Differing Perspectives of Five Points: Insider vs. Outsider

OVERVIEW | BASE LAYERS | RESPONSE

Through examining several primary and secondary historical sources, you will understand opposing viewpoints concerning the Five Points region of NYC in the 19th century.

Activity instructions

1. Listen to [Kenneth Jackson describe Five Points](#).
2. Using the resources below, add five Event markers that exemplify the "insider"/"outsider" perspective of the Five Points neighborhood. Of particular interest are events or

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.

Project panes

There are three panes in the project's space.

Overview

Through examining several primary and secondary historical sources, you will understand opposing viewpoints concerning the Five Points region of NYC in the 19th century.

Activity instructions

1. Listen to [Kenneth Jackson describe Five Points](#).
2. Using the resources below, add five Event markers that exemplify the "insider"/"outsider" perspective of the Five Points neighborhood. Of particular interest are events or sites that engendered an "us" vs. "them" mentality.
3. Write a reflection drawing parallels to the neighborhood where you grew up. Were you an "insider" or an "outsider"? How did the geography contribute to the feeling?

Resources

- Group 1: [Description of Five Points History](#)
- Group 2: [The Five Points Archaeological Dig](#)
- Group 3: [The New York City Abolitionists Riot, 1834](#)
- Group 4: [New York City Draft Riots and Five Points](#)

Contains project description and activity instructions.

Base Layers

Overview | **BASE LAYERS** | RESPONSE

- Untitled Layer
- Lower Manhattan Grid 1854
 - Five Points Intersection [MORE](#)
 - The Bend on Mulberry Street
 - View of Five Points September 13, 1873

Contains layers and event markers created by the project's author.

Response

Overview | BASE LAYERS | **RESPONSE**

You have not submitted your response.
Use this space to craft your response to this activity by adding event markers, and composing your reflection. You can save your response as draft, or submit it when done.

Event Markers

[ADD LAYER](#)

Untitled Layer

Untitled Layer is empty.

Reflection

[SAVE AS DRAFT](#) [SUBMIT RESPONSE](#)

Contains the space for contributors to add layer, event markers, and analysis.

The response pane is where a contributor will be doing much of the work in a project's activity.

Note that contributors' submitted responses are listed in the Base Layer pane.

4 Response

A **response** is the work submitted by a contributor to the author's project, according to the activity's instructions. It consists of a collection of layers and their constituent events, as well as a reflection, a summary, or analysis, of the collected event markers.

The image displays two screenshots of the Locus Tempus interface. The left screenshot shows the 'RESPONSE' tab for an activity titled 'Differing Perspectives of Five Points: Insider vs. Outsider'. It includes a map, an 'Event Markers' section with an 'ADD LAYER' button, a 'Reflection' section, and 'SAVE AS DRAFT' and 'SUBMIT RESPONSE' buttons. An orange arrow points from the 'Event Markers' section to a zoomed-in view of the 'RESPONSE' tab on the right. This zoomed-in view highlights four specific features: (1) 'Event Markers' with an 'ADD LAYER' button, (2) 'Reflection' with a rich text editor, (3) 'Feedback for you' with a 'SUBMIT RESPONSE' button, and (4) another 'SUBMIT RESPONSE' button at the bottom of the interface.

- (1) Event markers make up the first component to an activity. See [“Add Layers and Event Markers.”](#)
- (2) Reflection is a text space for a contributor to compose a summary, or additional overall analysis of the event markers as part of their response.

- (3) A contributor can save their response as draft, and submit it when they are ready. The responses can be updated at any time.

- (4) An author can send a comment or reaction back to the contributor once the response is submitted. The contributor will see the feedback on their response panel.

Completed Contributor's Response (example)

The screenshot displays the Locus Tempus interface for a contributor's response. The main title is "Differing Perspectives of Five Points: Insider vs. Outsider". The interface is divided into three tabs: OVERVIEW, BASE LAYERS, and RESPONSE. The RESPONSE tab is selected, showing a map of the neighborhood with event markers for Columbus Park and Yu & Me Bookstore. A reflection text area contains the text: "These are some of the current business and community locations in the neighborhood that was once known as Five Points." A feedback section from Dottie Felidae, submitted on July 7, 2022, at 12:28 PM, provides positive feedback and asks for more detail on the history of these establishments. An orange arrow points from the top right of the main interface to the top right of the expanded response view.

Peer Responses and Time Filter

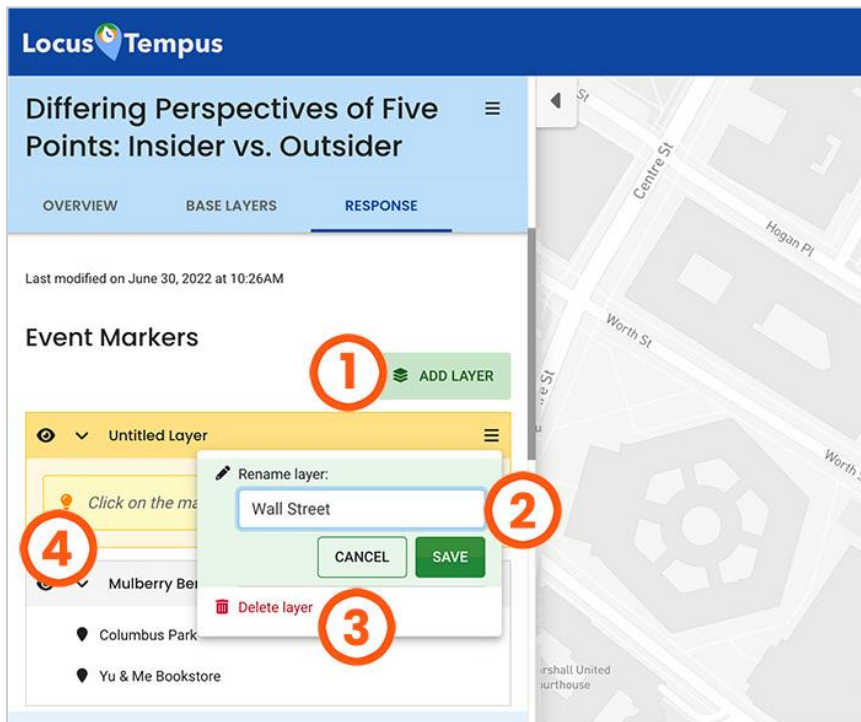
- (1) Once your response is successfully submitted, you will be able to see your peers' contributions on the Base Layers pane. The aggregate of Contributors' responses also includes your own set.
- (2) The aggregate responses can be filtered by dates associated with the event markers. Note that events without dates will be filtered out if this function is used.

The screenshot displays the 'BASE LAYERS' tab in the Locus Tempus interface. At the top, there are three tabs: 'OVERVIEW', 'BASE LAYERS', and 'RESPONSE'. Below the tabs, the section is titled 'Contributors' responses'. A date filter is present, showing 'Filter by date' with a calendar icon, a date field containing '12/01/2022', a 'to' label, and another date field containing 'mm/dd/yyyy'. Below the date fields, it says 'Filtering 2022-12-01 to present...'. There are two green buttons: 'CLEAR' and 'SEARCH'. A red circle with the number '2' is overlaid on the date filter area. Below the filter, there are three response sections:

- Response by Adam Hadley**: A red circle with the number '1' is overlaid on the right side of this section. It shows a dropdown menu with 'Mulberry Bend -- Now' selected, and two location markers: 'Columbus Park' and 'Yu & Me Bookstore'.
- Response by Alexis Chan**: Shows a dropdown menu with 'Untitled Layer' selected.
- Response by Isaac Hoffman**: Shows two dropdown menus. The first is 'Untitled Layer' and the second is 'Mulberry Bend (outsider POV)'.

5 Add Layers and Event Markers

Layers



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

- (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.”
- (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.

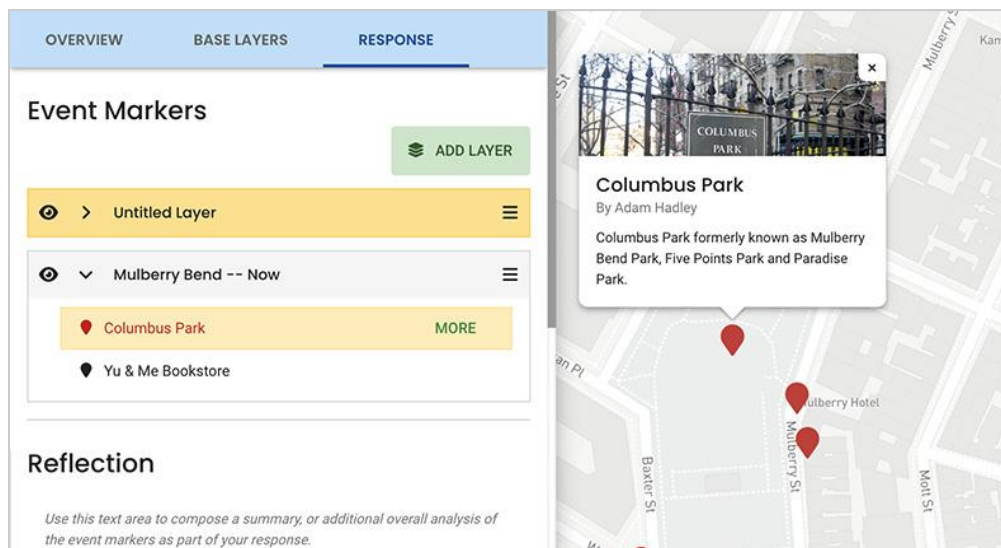
The screenshot displays the Locus Tempus interface for adding an event. It is divided into two main panes. The left pane, labeled with a circled '2', contains the following fields: 'Name' (with the text 'View of Five Points September 13, 1873'), 'Associated date' (with the text 'mm/dd/yyyy' and a calendar icon), and 'Image' (with a 'CHOOSE FILE' button and 'No file chosen' text). The right pane, labeled with circled numbers 3 through 7, contains: 'Name' (3) with the same text as the left pane; 'Associated date' (4) with the text '09/13/1873'; 'Image' (5) with a wood engraving print and a 'REMOVE THIS IMAGE' button; 'Caption' (6) with the text 'Midsummer in the Five Points, September 13 1873'; 'Alt Text' with the text 'Wood engraving print depicting the bustle of activity in fr'; 'Source' with the text 'C.A. Keetels, Artist, Source: NYPL Digital Gallery'; and 'Description' (6) with a rich text editor containing the text 'Description to be added soon.' and an 'Image source' section with a URL. At the bottom of the right pane is a 'SAVE CHANGES' button (7). A map (1) in the center shows a location marked with a blue pin, with an orange arrow pointing from the map to the form.

- (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

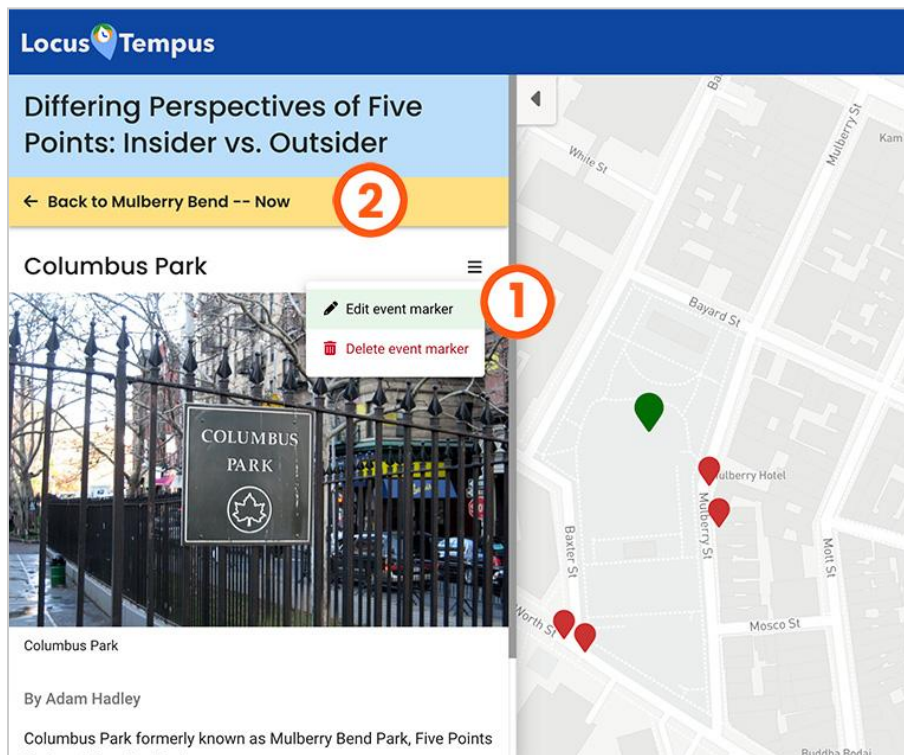
opening day. Another event marker on the same bridge can have December 8, 2010 as its date, the day it was renamed to Ed Koch Queensboro Bridge.

- (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.



- (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.

6 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.

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

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.