



Quick Start Guide to Using the Doing What Works Library

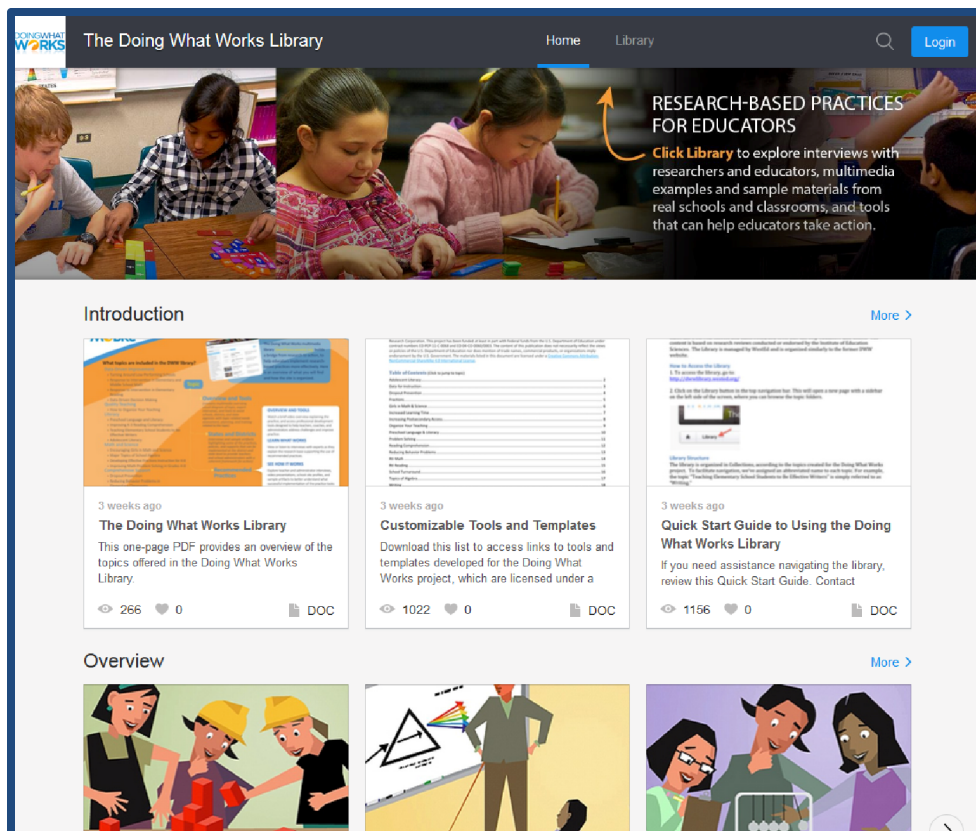
Introduction

The Doing What Works (DWW) Library houses **interviews** with researchers and educators, **multimedia examples** and **sample materials** from real schools and classrooms, and **tools** that can help educators take action. Produced by the *Doing What Works* project, the content is based on research reviews conducted or endorsed by the *Institute of Education Sciences*. The library is managed by *WestEd* and is organized similarly to the former DWW website.

How to Access the Library

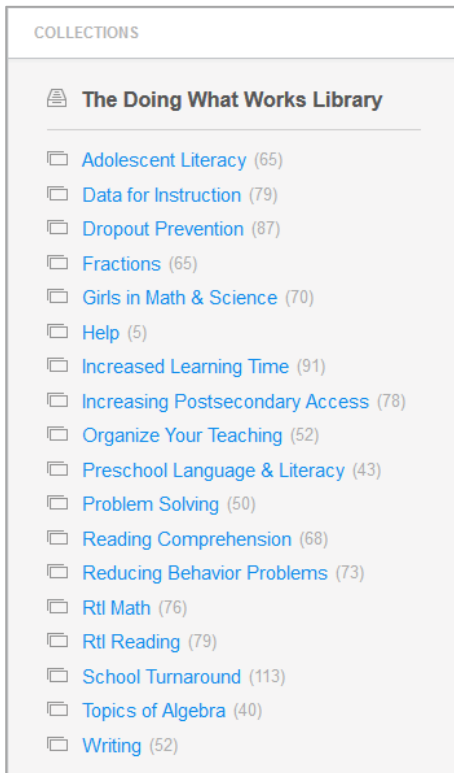
To access the library, go to: <http://dwwlibrary.wested.org/>

On the home page, you'll find quick links to a set of introductory documents that detail the topics included in the library and provide information on the how the site is organized and what materials are available. There are also links to a selection of topic and practice overview videos.



Click the **Library** link at the top of the page to view an index of available topics.

Library Structure



The library is organized in **Collections** based on the topics created for the *Doing What Works* project. To facilitate navigation, we've given the collections abbreviated names. For example, the topic "Teaching Elementary School Students to Be Effective Writers" is simply referred to as "Writing."

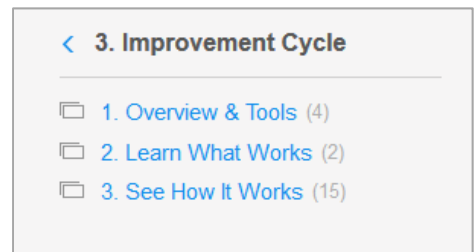
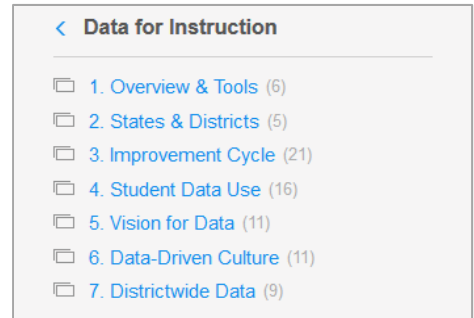
Next to each Collection, you will see the total number of resources available for that topic.

When you click on a Collection folder, you will see its content structure.

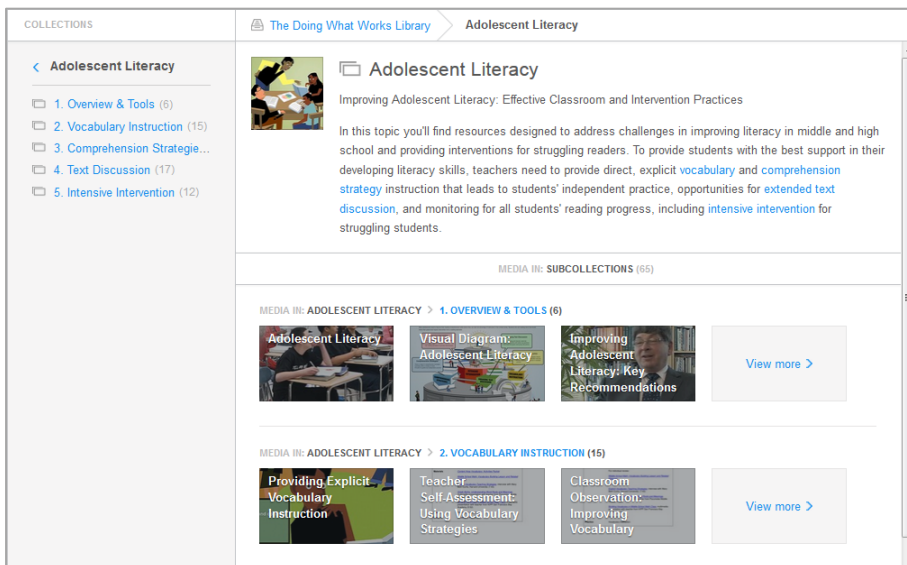
Each topic begins with an overview and planning tools. Some topics then include a section dedicated to state and district policy and practice resources. The rest of the folders are the recommended practices.

The resources under each practice are divided into three categories: **Overview**

& Tools, Learn What Works (expert interviews), and **See How It Works** (practitioner interviews and classroom videos and artifacts).



Inside a Collection Folder



When you click on a topic or practice, in addition to the left-hand navigation menu, you will see a description of the topic and practices followed by direct links to highlighted resources.

NOTE: In mobile viewing you will see only the list of available subcollections.

At the **Overview & Tools**, **Learn What Works**, and **See What Works** levels, the right hand side of the page will show the complete list of resources available. From here you have the option to sort items by name, date, or popularity or filter by file type.

To go back to a previous navigation level, click the blue carat next to the title of the collection or sub-collection in the left-hand menu, or use the links at the top of the page to jump back any number of levels.

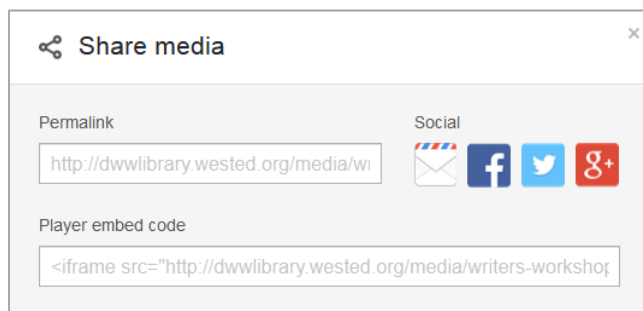
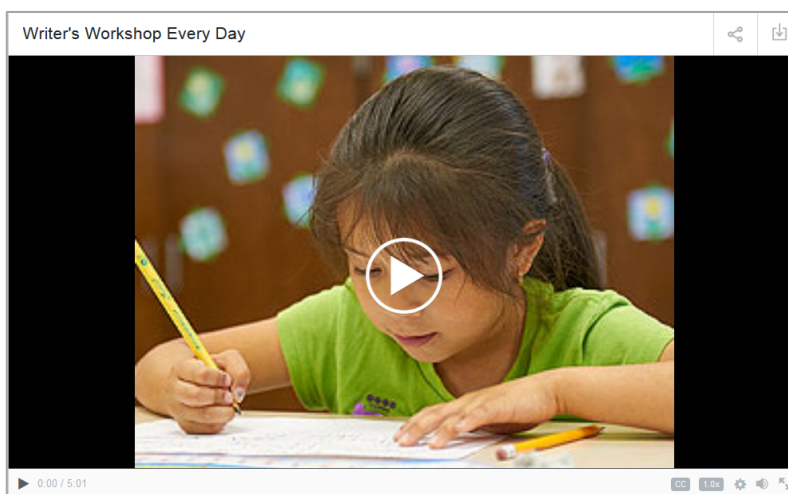
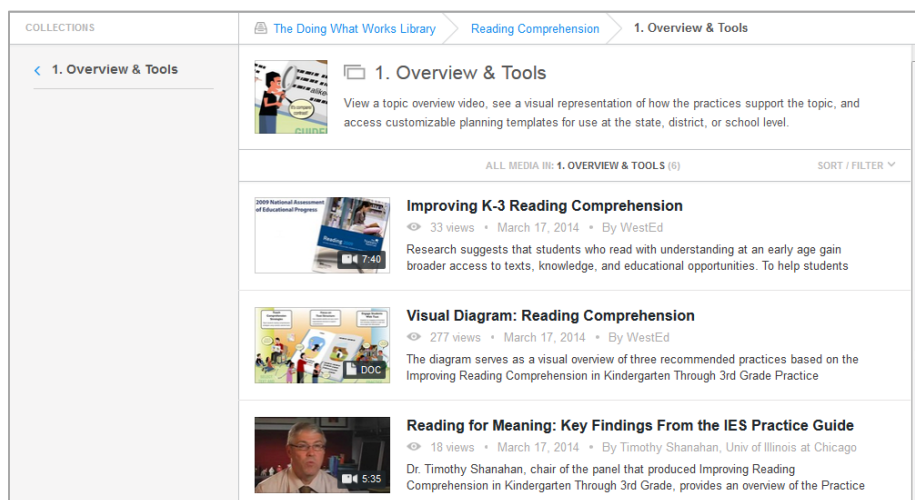
In general, you can navigate through the library using either the left-hand navigation panel or the right-hand lists and highlights.

Viewing, Sharing, and Saving Resources and Related Files

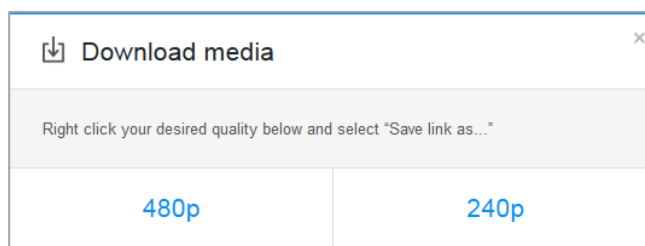
Click on the title or thumbnail of an item to go to the resource detail page. On this page you'll be able to watch or listen to media pieces or scroll through an embedded preview of PDF and Word documents

In the upper right-hand corner of the resource window are buttons to share or download the item.

Clicking on these will bring up the menus seen below:



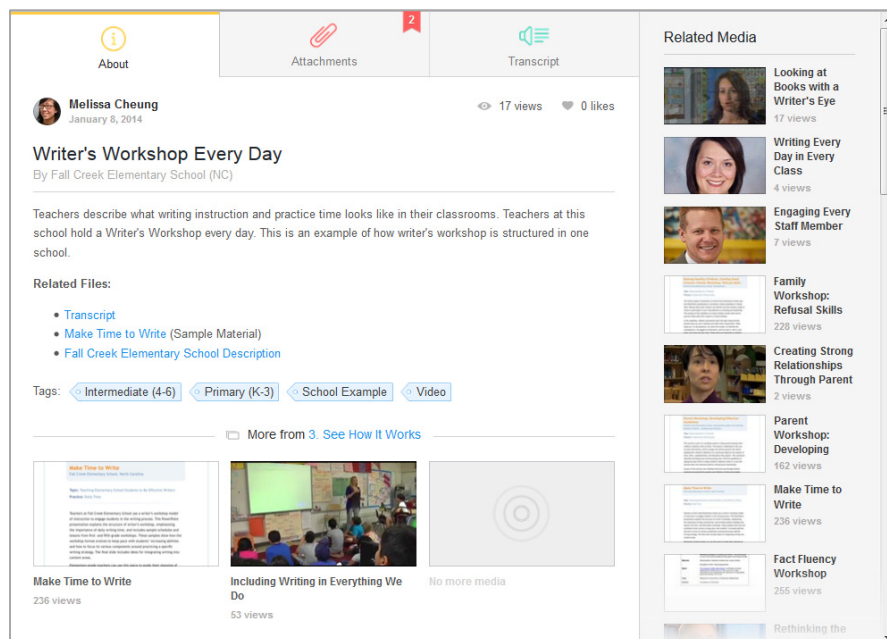
NOTE: Sharing to *Twitter*, *Facebook*, and *Google Plus* shares only the link to the resource page. It does not embed the video.



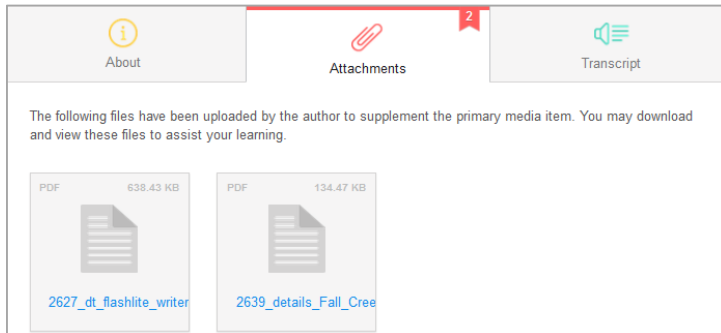
NOTE: Make sure to right-click and "Save As" and to rename the file when you save it, as the default filename is a random alphanumeric string.

Below the resource window is a multi-tab information panel.

The **About** tab provides the source of the material, a brief description, and links to related materials (e.g., a video transcript, profile of the school site source, and any other directly related media or materials). Below this are tags that you can use to find other resources of the same type/grade-level appropriateness. Finally, there is a link back to the sub-collection followed by quick links to other materials in the sub-collection.



The **Attachments** tab is where the resource transcript and source site profile are hosted. (*Note: In mobile view, the attachments are an expandable menu **below** the document description and related links.*) We have tried to make it easy on you by linking these things on the “About” tab, so it’s not necessary to view this tab unless you’d like to see the original file names for supplemental resource materials you’ve downloaded.



NOTE: As with the resources themselves, if you download transcripts or site profiles, make sure to give them a recognizable name when you save them to your computer.

The **Transcript** tab is a feature currently in development by MediaCore, and we ask that you please use the official transcripts we provide.

Permissions and Attribution

As noted above, the DWW Library makes it easy to download, share or embed the content.

We encourage you to save these resources for your own use and to share them with your colleagues. We, however, do ask that you please:

- Give attribution to the *Doing What Works* project when you use the content. For example, include “from Doing What Works” in webtext about an individual item or a section of your website. Keep the *Doing What Works* attribution and the *U.S. Department of Education* disclaimer on materials you download.
- Do not edit the media or PDF files without written permission from *WestEd*. Word document items may be edited freely.
- Please contact dww@wested.org with questions or to seek permission to alter PDF or media files.