

How to access and use Keystone e-Media's Teachers' Domain

Go to WPSU Educational Services at www.wpsu.org/edservices
Click on Keystone e-Media icon and sign in

To create a folder:

1. Click on My folders > Manage My Folders
2. Click on Create a New Folder
3. Give a title to your folder and describe it. Click on Create New Folder
4. Uncheck if you do not want this folder displayed on your drop down "My folders" menu.

To create a group:

1. Click on My groups
2. Click on Create a New Group
3. Give a title to your group and describe it.
4. Uncheck "Allow all access requests" if you want to limit who accesses to this group. Then you need to respond access request for each person.
5. Click on Create New Group
6. Add/Remove folders to this group.

To join a group:

1. Click on My groups
2. Scroll down the page and near "Groups I have Joined" title, click Join a Group
3. Enter the group ID number, 1487, for a folder of **WPSU provided collections**.
4. Uncheck if you do not want this folder displayed on your drop down "My folders" menu (**Group folders** are displayed **under My Folder** menu too)

To update your profile:

1. Click on My Profile
2. Make necessary changes and click update

How to access and save the resources

One way to find the resources is following the **topic or text links** from the home page of Keystone Emedia's Teachers' Domain. For example:

1. To go to the homepage from any page of Keystone Emedia's Teachers' Domain, click on standard teachers' domain text icon which is at the left top corner.
2. Click on "physical science", then "energy" and "energy sources"
3. 42 resources are listed. You can eliminate some of these by selecting the grade level (up right corner) near Help and Sign out
4. Click on any resource, e.g. a Lesson Plan (As the Rotor Turns: Wind Power and You) and Save this lesson plan as folder (at the right column). Then all the resources of that lesson plan are saved and reachable under "My Folders".
5. If you want to save a single resource, click on the specific resource, e.g. Bear Creek Wind Farm Tour. Then click on Save to a folder. And choose your desired folder, including a lesson plan folder which you have created before.

Another way of finding the resources is to use the **search** button.

1. At the left top corner, write your keywords, e.g. **Penn State** and click search.
2. You can filter the results (111 found) by **selecting the grade** "6 to 12"
3. By **selecting the media type** "video" and "interactive"
4. By **selecting the subject** "life sciences". Finally you have 8 results.