

How to use **Know Your Place**



Lesson 2

How to use *Know Your Place*

▶ LEARNING OBJECTIVES

To learn how to navigate around the *Know Your Place* website with confidence and how to upload content onto the community layer.

⚙️ ACTIVITIES

- ▶ Class timeline
- ▶ How well do you *Know Your Place*?
- ▶ Creative writing with *KYPexplore*
- ▶ Changing places
- ▶ Understanding copyright

▶ OUTCOMES

- ▶ Pupils will have searched for and found a location on the map, select and compare different maps, select and search on the information layers and used the community layer to find information that other people have shared.

▶ OUTPUTS

- ▶ Better understanding of chronology of the local area
- ▶ Class produced historical timeline
- ▶ Piece of creative writing or storyboard
- ▶ Basic understanding of copyright

📎 RESOURCES

▶ RESOURCES PROVIDED

- ▶ Pupil instruction sheet
- ▶ Teacher's and adults instruction sheet
- ▶ A Georgian Facelift – Westgate Street, Bath
- ▶ High Street, Chippenham 1930s

+ RESOURCES REQUIRED

- ▶ Online access to *Know Your Place*
- ▶ Coloured pens, pencils

▶ OTHER SUBJECTS

- ▶ Geography
- ▶ ICT
- ▶ English

Lesson 2

How to use Know Your Place

? What is Know Your Place?

i *Know Your Place West of England* is the online mapping resource that is putting your neighbourhood's heritage on the map.

You can explore your neighbourhood's heritage online through old maps, historic images and historical data and contribute to the published information yourself.

? How do I use Know Your Place?

💻 **Go to Know Your Place by opening www.kypwest.org.uk**

Open the maps from your local region by scrolling down and clicking on the corresponding link.

🔗 **You can also access each location directly through the following URL's:**

- ▶ **Bath and North East Somerset**
maps.bristol.gov.uk/kyp/?edition=banes
- ▶ **Bristol**
maps.bristol.gov.uk/kyp/?edition=
- ▶ **Gloucestershire**
maps.bristol.gov.uk/kyp/?edition=glos
- ▶ **North Somerset**
maps.bristol.gov.uk/kyp/?edition=nsom
- ▶ **Somerset**
maps.bristol.gov.uk/kyp/?edition=som
- ▶ **South Gloucestershire**
maps.bristol.gov.uk/kyp/?edition=southglos
- ▶ **Wiltshire**
maps.bristol.gov.uk/kyp/?edition=wilts

Lesson 2

How to use Know Your Place

+ Other resources and useful links



Explore the map:

www.kypwest.org.uk/explore-the-map

- ▶ Useful posts, advice, news and updates from the project over the past 2 years are available on our blog: www.kypwest.org.uk/blog

- ▶ Exhibition KYPexplore:

www.kypwest.org.uk/exhibition

KYPexplore is an online exhibition about the rich heritage of the West of England region.

It incorporates some of the stories that have been added onto *Know Your Place*, alongside collections from museums and archives across the region, to show common themes in the history of the West of England.

You may want to explore KYPexplore separately as part of an activity to tell stories about the heritage around you.



The exhibition is available online using any smartphone or connected device at www.KYPexplore.com



Next are two sets of step by step instructions which go through how to use *Know Your Place* and how to choose, prepare and share records onto the site.

You may like to teach it to the class or allow the pupils to have a go themselves by printing it off as a handout.

Anybody using these resources should be aware of how to use *Know Your Place* and be familiar with, guidance or independently, uploading information onto the community layer of *Know Your Place*.

Lesson 2 Activities

How to use Know Your Place

⚙️ Class timeline

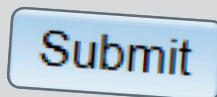
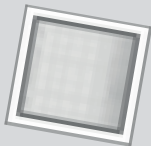
- ▶ Using dates from the basemaps on *Know Your Place*, devise a class timeline on a whiteboard or by clipping paper or card to string.

▶ Look at the maps to reveal major building developments in your area, the growth of your hometown...

or the appearance of local buildings or landmarks and add them to the timeline.

⚙️ How well do you Know Your Place?

- ▶ Test the class on the buttons, symbols and features on *Know Your Place*. This could be a simple question and answer session or pupils could demonstrate on tablets. For example, where is the 'search' button? How do I find listed buildings? What do the green diamonds represent? Find a community contribution etc.



⚙️ Creative writing with KYPexplore

- ▶ Look at the resource below called **A Georgian Facelift** or you could choose another photograph from the KYPexplore site (www.kypexplore.com).

Pick an individual from the photograph and draw a storyboard or write a diary entry from the perspective of this person.


Are you making a delivery? Going to visit a friend?
Is it your first day on the job or are you shopping for groceries?



Lesson 2 Activities

How to use Know Your Place

Changing places


-  In pairs or table groups, look at the photograph of High Street, Chippenham in the 1930s from the resources below.

Look at the shops, clothes people are wearing, and the transportation they are using. What differences are there between then and now? Discuss as a class.

Are there any old photographs of a street you know on *Know Your Place*? What buildings have stayed the same? What has changed? Would a time-traveller from the past recognise it now?




Understanding copyright

-  Copyright is a rule that protects a piece of work from being edited, copied or used without the owner's permission. It can be applied to written work, books, music, images, photos and more.

For Example

If you took a photograph of your pet, the copyright would belong to you as the author. The same would apply if you wrote a poem or a story.

Copyright protects you from other people copying your work, issuing copies of your work to other people or displaying it publically without your permission. However as the copyright holder, you also have the right to let people do this to your work if you want to. It is illegal for anyone to do any of these things with your permission.

When you see this symbol , it means that that person or organisations owns the copyright to that product. Look in 3 different books. Who owns the copyright? What do you need to do to get permission to publish or copy from the book? Refer to the projects copyright page for guidance: www.kypwest.org.uk/explore-the-map/copyright-guidance

Lesson 2 Activities

How to use Know Your Place

Understanding copyright Continued

 **Present these copyright scenarios to the class and discuss.**

Amar

Amar's mum shows him a photo of her as child sitting outside an old mining cottage where she used to live. Amar thinks it would be a great photo to put onto *Know Your Place*.

Amar's mum isn't sure whether she wants it to be put online.

Should he go ahead and upload it anyway?

Heidi

Heidi is looking through Twitter and sees a photo somebody else has taken of Weston Pier.

She saves it on her phone with the intention of putting it on *Know Your Place* without crediting the person who took it.

What should she do?

Karolina

Karolina finds a couple of photos in a family album that her grandmother had from the Second World War.

She tells her grandmother about *Know Your Place* and asks her if she can scan the photos and upload them onto the site. Her grandmother says yes.

Does she have permission to put the photos on *Know Your Place*?

What other information does Karolina need?

Dan

Dan has taken a photo of his local war memorial for a history project. Phoebe likes the photo Dan has taken and wants to upload it onto *Know Your Place*.

What should Phoebe do next?

Lesson 2

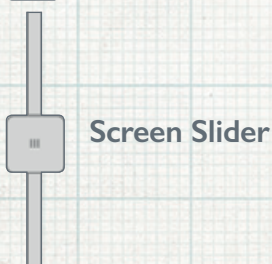
Pupils: Getting started on Know Your Place

Find your location



Key

- Find my House
- Zoom in/out
- Zoom in/out
- Set Location
- Basemaps
- Explore the Map
- Contribute
- Magnifying Glass



Screen Slider

Open Know Your Place.

- ▶ Can you see a **House** button in the top left corner?
Click here and type in a postcode, street name, village or town
- ▶ When you see it in the drop down menu, click on it!
- ▶ What do the **+** and **-** buttons do?
- ▶ Click and hold the mouse and drag it across the screen. Where have you moved to on the map?
- ▶ Now try finding your house by using your postcode or first line of your address!



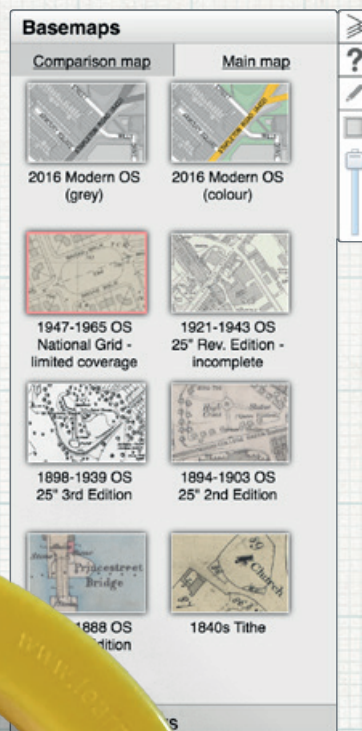
Lesson 2 Pupils

Getting started on Know Your Place

2 Let's look at other maps!

▶ Click on the tab that says Basemaps.

- ▶ Look at all the historic maps you can examine!
- ▶ Click on **comparison map**.
- ▶ Can you find the 1844-1888 or the 1898-1939 map? Choose one of these maps and click on its image.



- ▶ Have a go at changing the **comparison map** and **main map** layers and see what happens. Which is your favourite map and why?

- ▶ Can you see the grey slider bar in the middle of the screen? Drag it across the screen.
- ▶ What do you notice?
- ▶ Remember the + and - buttons?
- ▶ Try zooming in and out and moving around the area.

Your very own spyglass!

Now you can focus on a particular place on the map by dragging it over:

Have a go! Below the grey square is a slider. Drag it down slowly. What happens to the map in the spyglass?

To change back to the slider, click the grey square again

? **Which is your favourite map and why?**

Lesson 2 Pupils

Instruction Sheet - Putting content on the community layer

+ Sharing your information with Know Your Place takes just a few simple steps, but it's really important to prepare your information! Always ask your teacher, leader, parent or guardian to check it first!

1 First things first!

► Look at the information you have and think of a few things first:

? Has it been digitised and put onto the computer?

? Does it have a location that it can be linked to on the map?

? Is it suitable?

? Do you have permission to upload it?
Is it your image or do you have the permission of the person whose image it is to upload it?

? Have you chosen the best example to show off your work and research?

? Are you prepared to publish an image of it so members of the public can see it?

? If you have answered yes to all of these and have checked with an adult, you're ready to move on! Keep adding to the map!

Lesson 2 Pupils

Instruction Sheet - Putting content on the community layer

2 Picking and choosing information

▶ **Now you can start preparing to add records!**
First, you will need the following information:

- ▶ **Name of Object** - Give your record a title! i.e. Church Farm 1954
- ▶ **Type of Object** - What is it you're adding? A photo? Information? Memory? Oral history?
- ▶ **Description** - This is your chance to show off your knowledge! Write some information about the record, a description, where it came from, it's history, date etc. If you want to link it to a website, put the web address in here as well.
- ▶ **Condition of Object** - How well preserved is your object? Excellent, good, fair, poor?
- ▶ **Your Name** - an obvious one! We need to make sure the right person is credited for uploading this object!
- ▶ **Your Organisation** - this is whoever holds the item or has undertaken the research. If it is a project or homework activity then write your school, group or club.
- ▶ **Your contact details** - put your teacher, leader, parent or guardian's contact details. This doesn't get published, it's just in case the person moderating the site needs to ask a question about your object!
- ▶ **Any attachments** e.g. jpeg - if you have a photo, video, file or audio file make sure its digitised, on the computer and ready to go!
- ▶ Have an address or location to search for.

? Why don't you create a table or word document to put your information in?

You might find it useful if you have lots of information to upload!

Lesson 2 Pupils

Instruction Sheet - Putting content on the community layer

3 Finding your location on the map!

▶ Once you have your information ready, it's time to upload it!

▶ **Step 1 - Go to www.kypwest.org.uk and click on your county name to open the map.**

▶ **Step 2 - Search for the location.**

Can you remember how to look at the different maps? Find the map that's date is closest to your relevant information. For example if you have a voice recording of somebody talking about your area during the Second World War this would fit best on the 1921 – 1943 OS map, but if you had a photo of an object from your school during the Victorian period, put in it on the 1844 – 1888 or 1894 – 1903 OS map.

▶ **Step 3 - Make sure it's the right location!**

Check and check again until you are happy that you have the right place!

▶ **Step 4 - Is there any other information from the community layer in that area?**

Have a look at what's already there to make sure you're not repeating it!

4 Ready, steady, load!

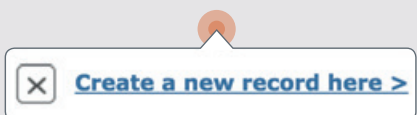
▶ Once you have your information ready, it's time to upload it!

▶ **Step 1 - Zoom right into the location you are going to add information to.**

▶ **Step 2 - Pick up the Pencil** 

Click on it - what colour does it change to? This activates the **contribute** function!

▶ **Step 3 - Click on the location where you would like to add your information.**



You should see a pop-up box! Click on the blue text.



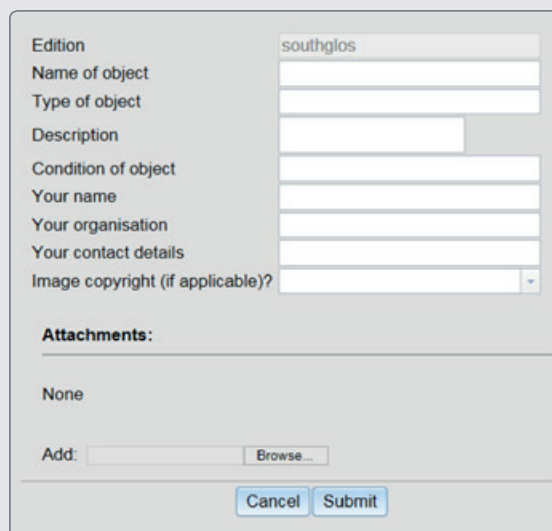
Lesson 2 Pupils

Instruction Sheet - Putting content on the community layer

5 Fill in the Record form

▶ Now you'll see the same titles that you prepared information for earlier - this bit should be easy as you've already done the hard work!

- ▶ Hover over each box to see more information on what goes in each section.
- ▶ When you're confident with what information goes where, type your information into the relevant fields.
- ▶ Don't forget to add your attachments! Perhaps a photo you took, a film you made, an interview you recorded?
- ▶ Click on the **Browse** button and select the material from your computer.



6 Confirm your copyright! - This is really important!

i By ticking this box, you confirm you have the permission of the person who owns the image or file you are uploading, to publish it on *Know Your Place*.

- ▶ If it was a photograph a friend took for example, you need to ask their permission to put it onto *Know Your Place*.
- ▶ If it was a photo or recording that you took yourself then yes, you do have copyright because the image or file belongs to you.
- ▶ However if you are copying a historic document from the archives or an illustration from a book, you do not have copyright. The document is owned by the archives and the illustrator owns that image.
- ▶ **Ask an adult if you are unsure.**
You need to make sure you have permission before you submit anything.

! Remember
If in doubt,
leave it out!

Lesson 2 Pupils

Instruction Sheet - Putting content on the community layer

7 Submit your entry

- ▶ When you are happy that your information is ready to be published, you have permission and have checked it again and again, click on the **Submit** button.
- ▶ If you want to delete your entry click **Cancel** instead.
- ▶ When you click **Submit**, a message will pop up to tell you when your record will appear on *Know Your Place*.
- i** First of all it needs to be checked by one of our moderators for *Know Your Place* behind the scenes to make sure there isn't anything inappropriate going onto the website and that every record has copyright permission to be uploaded.

Submit

Once they check it, they will publish it online!

**? Well done, you've submitted a record!
Keep adding to the map!**



Lesson 2 Adults and Teachers


Getting started on Know Your Place

1 Find your location

1 Set your Location


When you open *Know Your Place* for the first time, it will give you the option to set your location as the area which appears on the map.

TOP TIP

If you want to do this manually, you can click on the **Satellite icon**  which will say **location found** and a blue dot will appear at your location on the map.



2 Search for an address

If you have specific address or postcode you would like to find, click on the **House icon**  and type your search into the text box that appears.

- ▶ Click on the **looking glass**  to search.

3 Zoom In and Out

Click on the **+** or **-** buttons at the top left of the screen to zoom in and out of the map.

TOP TIP

If you have a mouse with a scrolling wheel, you can use this to zoom in and out instead


4 Move around

Click and hold the mouse button down while moving the mouse, to move the map around your screen.

Try it yourself!

Exercise 1

Finding Locations

- ▶ Open up *South Gloucestershire KYP* by clicking on the link at www.kypwest.org.uk
- ▶ Find your current location using the Satellite icon.
Note: this feature does not work on Google Chrome.
- ▶ Find Yate using the **House icon** 
- ▶ **Zoom in** to Yate Railway Station
- ▶ Move the map across to show the Shopping centre and Firgrove Crescent, Yate.

TOP TIP

If you have a mouse with a scrolling wheel, you can use this to zoom in and out instead.

Lesson 2 Adults and Teachers

Getting started on Know Your Place

2 Use the Basemaps

1 Select your maps

Click on **Basemaps** to open the menu of maps available to look at in your area. This will bring up a series of small images of each type of map, with its name and approximate date beneath the image. Directly below 'Basemaps' you will find two tabs, one for the Main Map, one for the Comparison Map.

2 Click on the Main map tab and select the first map you would like to look at, from the options available, by clicking on its image.

3 Click on the Comparison map tab and select the second map you would like to compare with the first, from the options available.



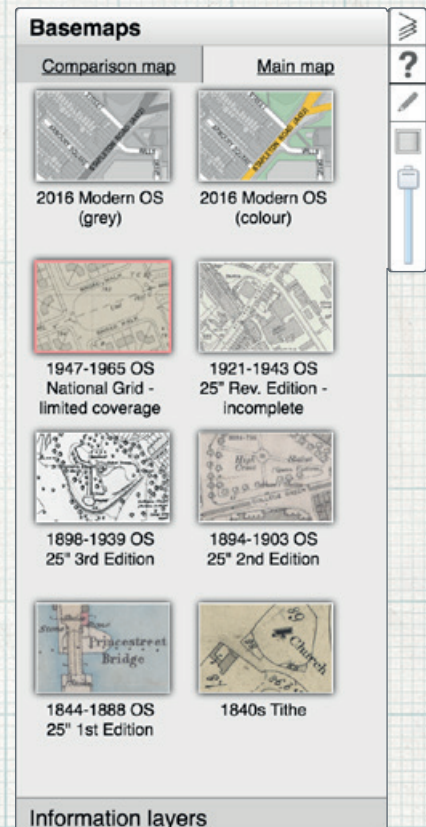
NOTE

Some map layers don't provide complete coverage of an area. Gaps in coverage can be caused by a number of different reasons, including:

- ▶ this map layer is still under construction during the project
- ▶ the original map no longer exists or is still in copyright so can't be published
- ▶ the original map contains holes or missing information in its fabric
- ▶ the original map was inaccurately drawn, meaning it does not correctly 'fit' to map beside it

4 Select your maps

Click on **Basemaps** to open the menu of maps available to look at.



Lesson 2 Adults and Teachers

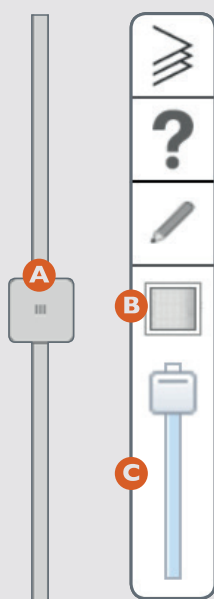
Getting started on Know Your Place

5 Use the Basemaps Continued

I Compare maps

Once you have selected your two maps, there are three different tools you can use to compare them:

- ▶ **Screen Slider A** - Click and drag left to right on the vertical grey line on the screen, to draw one map over the other.
- ▶ **Spyglass B** - Click on the square icon at the top right of the screen to activate the spyglass. Then click and drag it around the map. To change it back to the slider, click it again.
- ▶ **Transparency Slider C** - Click and drag the slider at the top right of the screen up or down to make one map more or less visible through another.



TOP TIPS

- ▶ You can use the transparency slider at the same time as using the screen slider or spyglass.
- ▶ If you need further help, click on the **question mark** ? which takes you to our **Explore the Map** page with additional resources and tools

Try it yourself!

Exercise 2

Using the Basemaps

- ▶ Change the **Main Map** to show the **2016 grey map**.
- ▶ Change the **Comparison Map** to show the **1840s Tithes**. (If the map layer doesn't appear, why might this be? Move around / zoom out of the map to find the answer).
- ▶ Change the **Comparison Map** to show the **1898-1939 Ordnance Survey 2nd edition**.
- ▶ Use the **Screen Slider** to identify how Firgrove Crescent looked in the 1900s.
- ▶ Use the **Basemaps menu** to compare the **1898-1939 Ordnance Survey 2nd edition** and the **2016 grey map**.
- ▶ Use the **Transparency Slider** to more directly compare the two maps.
- ▶ Click on the **Spyglass** - how does this change your view?

Lesson 2 Adults and Teachers

Getting started on Know Your Place

3 Use the Information Layer

1 Select your Information Layer

Click on **Information Layers** to open the menu information available to look at in your area. Directly below **Information Layers** you will find three tabs; the middle one is a **List** of the Information, the left tab is the **Key** and the right tab is the **Search** facility.

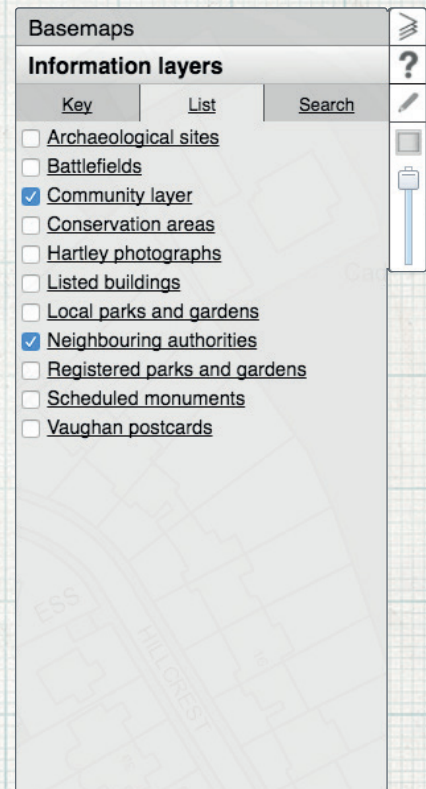
2 Click on **List**. This will bring up a list of different types of information available in your area, with a tick box to the left of each.

3 Select a layer from the list that interests you - click on the tick box to open this layer. You may see a clock timer appear in the middle of the page while this information loads.

4 Point Data: opening and expanding

Once the information has loaded, you should see a number of different spots or **points** of information. You may have to zoom out to see these.

- ▶ To view what has been added, simply select a point and click on it to open. A pop-up box should appear with summary information about this record.



TOP TIP

If it is not the information you were looking for, click anywhere on the map to close the pop-up box, or on the **X** in the box at the top left.

Lesson 2 Adults and Teachers

Getting started on Know Your Place

3 Use the Information Layer Continued

- 5 Click on the arrow at the top right to open up the detailed entry. At the top right this will tell you if there are multiple pages of information to look at, or just a single page '1 of 1'.
- 6 If an image has been added to the record, you can click on it to open a larger picture.



TOP TIP

Right click on the image and select **Open link in new window** if you want to be able to compare the record and the detailed image.



To return to the map, click on the 'X' in the box at the top left or the 'down arrow' at the top right.



Try it yourself!

Exercise 3

Using the Info Layers

- ▶ Open up the **Info Layers** menu.
- ▶ Notice which layers are already switched on. Zoom in and out of the map to find information relating to these.
- ▶ Switch off the **Community Layer** and switch on the **Archaeological sites layer** and explore some of the information this reveals.



TOP TIP

On some Information Layers, different information is represented by differing shaped or coloured points.

Click on the **Key** Tab to open up a key of different points and what they mean.



TOP TIP

Sometimes it can take a little while to load all the information onto Know Your Place.

You can sometimes speed up the process by switching off any information layers you don't want to look at, so there is less information being loaded.

Lesson 2 Adults and Teachers

Choosing, preparing and sharing records on Know Your Place

4 Selecting Records for Know Your Place

i Sharing your information with *Know Your Place* takes just a few simple steps, but deciding on what records to add and preparing the relevant information is a crucial bit of work which will take a bit more time.

+ See template for adding records in lesson 4.

You could use the **I know my Place survey sheet** as a template and adapt.

5 Reviewing what you've got

▶ Firstly, review the material you are thinking of adding to check if it is suitable. Ask yourself:

- ▶ Does it have a geographical association that can be mapped?
- ▶ Is it the best example to showcase your collections and stories?
- ▶ Has it been digitised?
- ▶ Are you prepared to publish an image of it?
- ▶ Do you hold its copyright, or do you have the copyright holder's permission?

💡 TOP TIP

You will find it quicker and easier for uploading records to have all this information to hand before you start, especially if you are adding more than one record in one session.

Use a table or spreadsheet as a template in which to add collection items data to the relevant fields.

6 Preparing information to go into the record

▶ Once you are satisfied with the answers to these questions, you can prepare to add records. To get your material ready before you go online you will need the following:

- | | |
|--|--|
| ▶ Object Title and Collections information | ▶ Any attachments e.g. jpeg |
| ▶ Detailed description | ▶ Have an address or historic location to search for |
| ▶ Object condition | |
| ▶ Contact Information | |

Lesson 2 Adults and Teachers

Choosing, preparing and sharing records on Know Your Place

7 Locating where it should go


- ▶ **Sharing your information with *Know Your Place* takes just a few simple steps.** Now you're ready to go onto *Know Your Place*.
- 1 Go to www.kypwest.org.uk and click on the map or county name to open the map.
- 2 Search for the location and use the Basemaps menu to select and compare historic maps nearest the object's date.
- 3 Be sure! Check and check again until you are happy that you have the right location

TOP TIP

Before adding your new record to *Know Your Place*, it is worth reviewing the information that has already been added to the Community Layer in your area to avoid duplicating what is already there.

8 Contributing

? Ready to add your record onto *Know Your Place*?

- 1 **Confirm that you the right location**
Move around and zoom in on the *Know Your Place* map to find the exact location that you would like to add information about.
- 2 **Confirm that you the right location**
Click on the **Pencil**  icon at the top right of the screen. This activates the **contribute** function on the website.



Lesson 2 Adults and Teachers

Choosing, preparing and sharing records on Know Your Place

8 Contributing Continued

3 Pick the location

Click on the location where you would like to add information. This will create a pop-up box which says **Create a new record here**. Click on the words to open up the contribution form.

4 Fill in the Record form

Fill in the different fields on the contribution form with the heritage information you would like to share. By hovering over each field with the mouse, you can get more instruction on what information goes where.

- ▶ Be as specific and detailed as possible, and please leave your name and an email address so we can contact you if we have any queries about your information. **(Your email address will not be shared).**
- ▶ You can add attachments, such as an image, film or audio file by clicking on the **Browse** button and selecting your material.

5 Confirm you have copyright

This is really important. By ticking this box, you confirm you have the copyright of the record you are adding, or that you have the permission of the copyright holder to put this in the public domain. If not, you could be in breach of copyright and your record may not be published.

6 Submit your entry

When you are happy that your contribution form is ready to be published, click on the **Submit** button. If you want to delete your draft form, click **Cancel** instead.

Once you click **Submit** an acknowledgement message appears, which will tell you when you can expect your contribution to appear on *Know Your Place*. It has been sent to your local **Historic Environment Record (HER) Officer** for checking and approval before it goes online.

You can refer back to our website about who is the responsible **HER** officer in your local area.

The image shows a pop-up box with a close button (X) and the text "Create a new record here >". Below it is a form titled "Edition" with the following fields: "Name of object" (containing "southglos"), "Type of object", "Description", "Condition of object", "Your name", "Your organisation", "Your contact details", and "Image copyright (if applicable)". Below these fields is an "Attachments:" section with a "None" label, an "Add:" label, and a "Browse..." button. At the bottom of the form are "Cancel" and "Submit" buttons.

Remember
If in doubt,
leave it out!

Lesson 2 Activity 3

Creative writing with KYPexplore

A Georgian Facelift - Westgate Street, Bath



Copyright Bath Records Office - BRO PX515.
This image with further information is available from: www.kypexplore.com

Lesson 2 Activity 4

Changing places

 Historic photograph of the High Street, Chippenham, 1930s.



Chippenham Museum and Heritage Centre.
Available from www.southglos.gov.uk/kypchippenhamhighst