

# HOW TO USE THE CROWDHERITAGE PLATFORM





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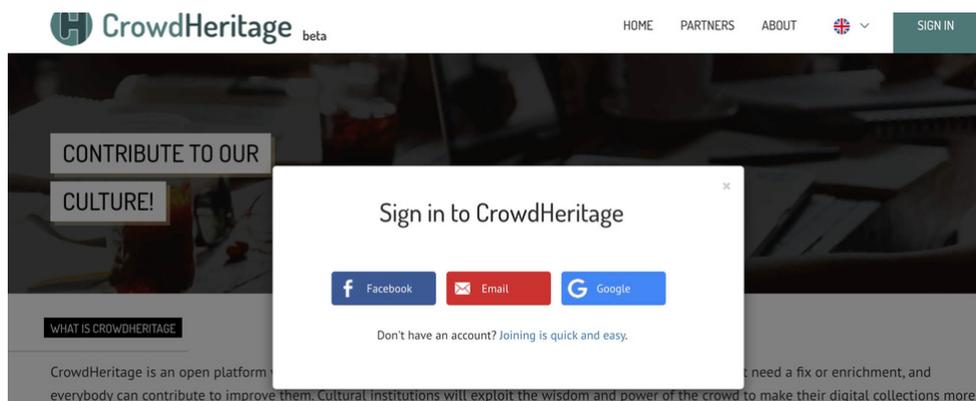




# NAVIGATING THE CROWDHERITAGE PLATFORM

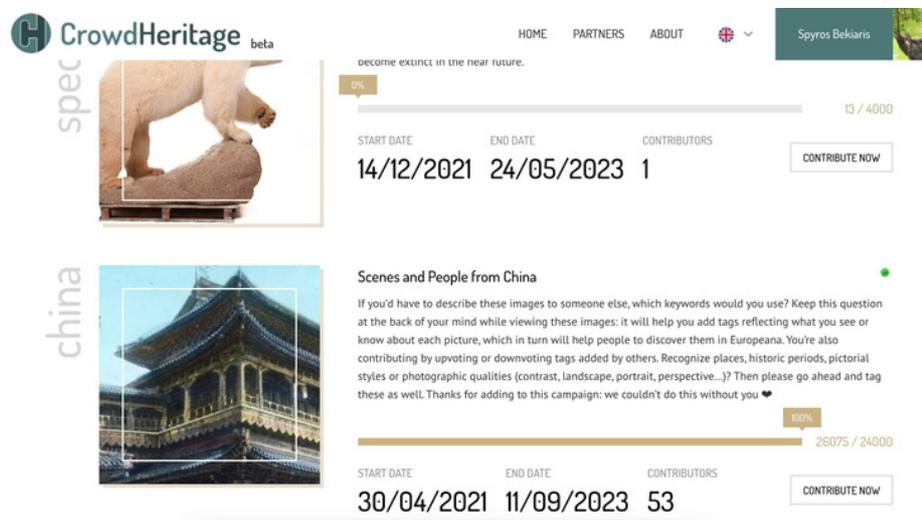
## 1. Sign in / Sign up

Visit <https://crowdheritage.eu/> and click on the 'Sign in' button on the top right. A pop-up will appear asking for your preferred sign in method or giving you the option to create an account if you don't already have an account. You can browse through the Campaigns and Collections without logging in, but you will not be able to contribute (Fig. 1).



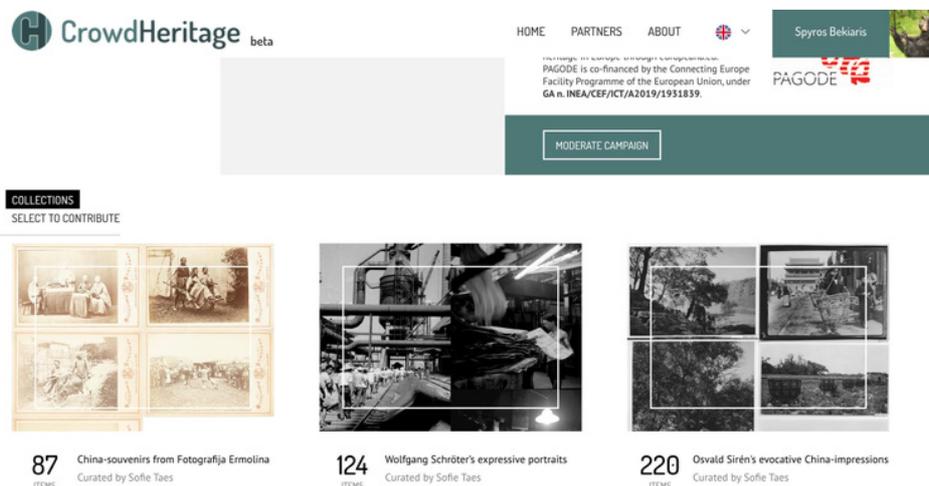
## 2. Choosing a Campaign

Once you have entered your credentials, you will now be able to see your username on the top right. Scroll down through the Campaign list on the main page and enter any Campaign you would like to contribute to. In this example, we will select the **Scenes and People from China Campaign** (Fig. 2).



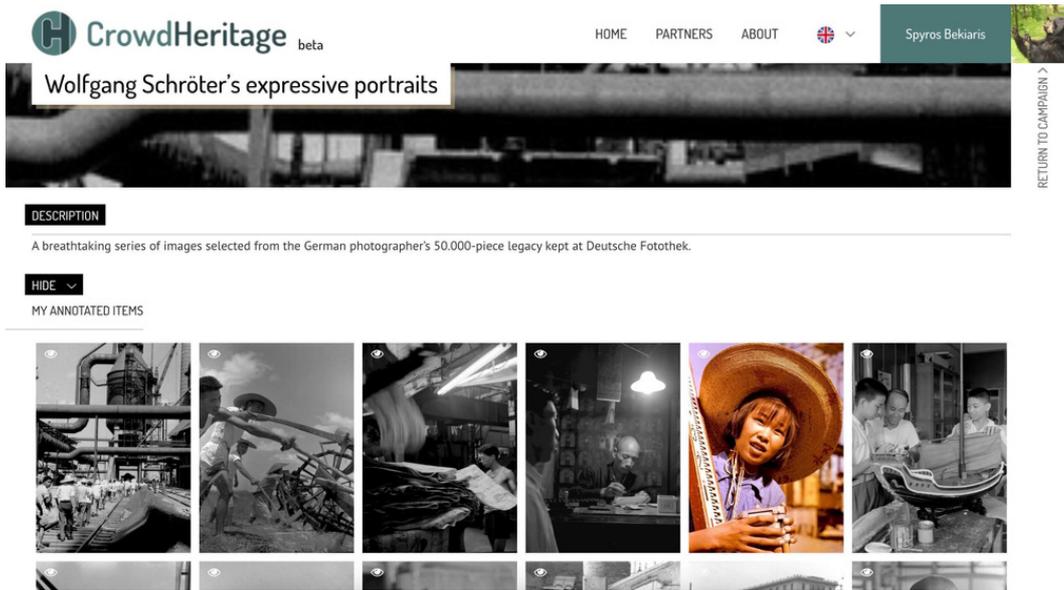
## 3. Entering a Collection

Each Campaign consists of one or more Collections. You can view those Collections under the Campaign information, by scrolling down further. Each listed Collection has a title, the number of items it contains, the name of its curator and a thumbnail made of some sample images from that Collection. Select the collection you are interested in and click on it to enter it (Fig. 3).

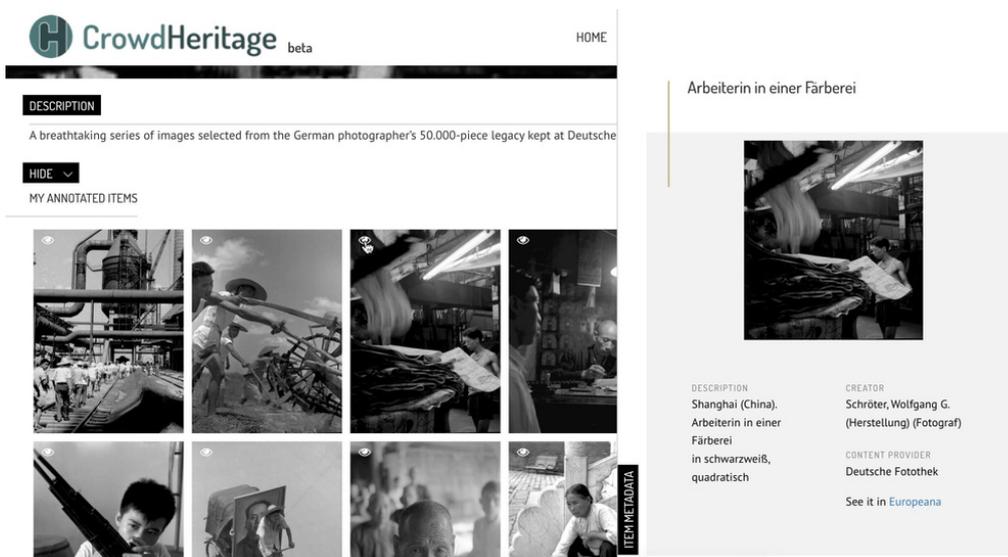


## 4. Selecting an Item

Within the Collection, you will be presented with a description of that Collection and the Items it contains. You also have the option to view or hide the Items you have already annotated, by selecting the **View** or **Hide** option on the selector (Fig. 4)



By hovering on the thumbnail of an Item, you can either click on it to enter the Item or click on the **eye** icon on the top left of each image to preview it (Fig. 5).



If you want to create annotations for an Item, click on it to access its page.

## 5. Annotating an item

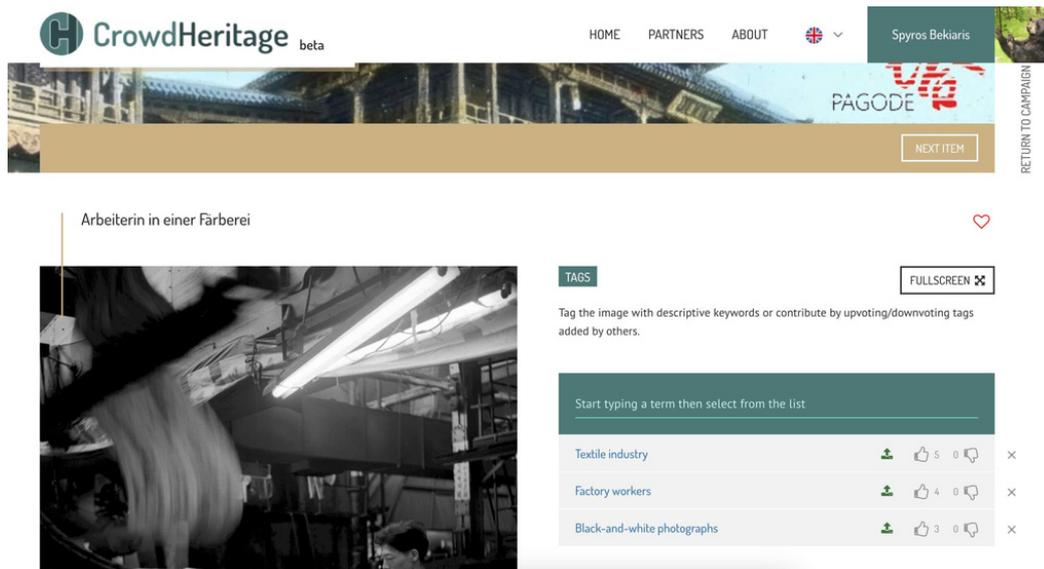
There are three types of annotation you can add to an Item:

1. Tags
2. Comments
3. Geotags

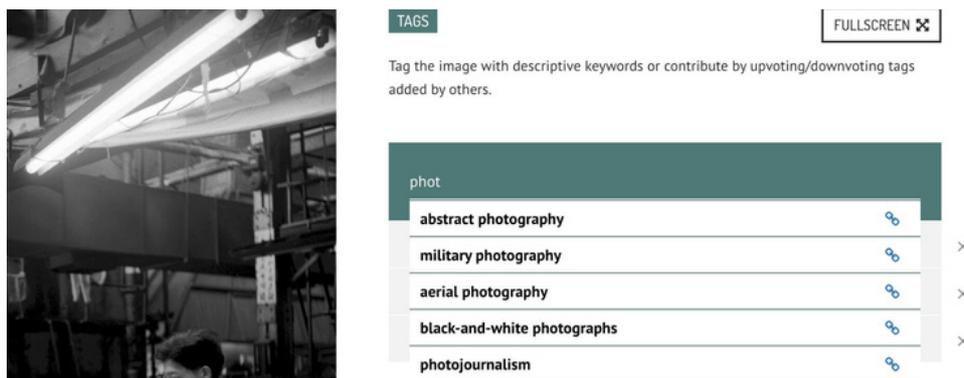
### 1. Tags

The first type of annotation you find on the right sidebar are **tags**. Tags are predefined categories that describe an Item.

If a tag has already been added by another user, you can either **Upvote**, **Downvote** or **Remove** the existing tag by clicking the 'thumbs-up', 'thumbs-down' or 'X' icon next to that tag, respectively (Fig. 6)



You can also **add a new tag** by typing it in the input field ('Start typing a term then select from the list'). Tags are pre-defined, so as you start typing in the input field, a list of relevant tags will appear in a drop-down list. The user will select the most appropriate one(s) within the list (Fig. 7).



## 2. Comments

The second annotation type is a **comment**. Comments are text annotations, just like tags, with the essential difference that they are a free-text strings instead of predefined strings. If a user feels that the information contained in the tags is not adequate, they can add a custom text that conveys the information they want to add as an annotation (Fig. 8).



**COMMENTING**

Describe the item in your own words.

Write your description here...

ADD

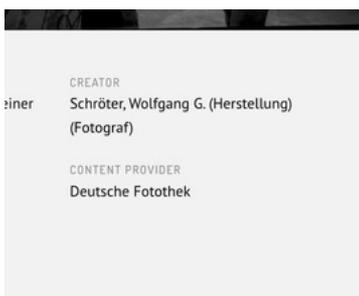
Photograph of a textile worker

👍 1 🗑️

Comments can also be **Upvoted**, **Downvoted** or **Removed** by other users.

## 3. Geotags

Lastly, **geotagging** is a special kind of tag that refers specifically to a location. The user will start typing the location name in the input field under the map, and then select the appropriate location from the suggested ones in the drop-down menu. Geotags can also be **Upvoted**, **Downvoted** or **Removed** by other users (Fig. 9).



**GEOTAGGING**

Add geographical information about the picture (e.g. countries, locations and landmarks).

Map Satellite

Start typing a term then select from the list

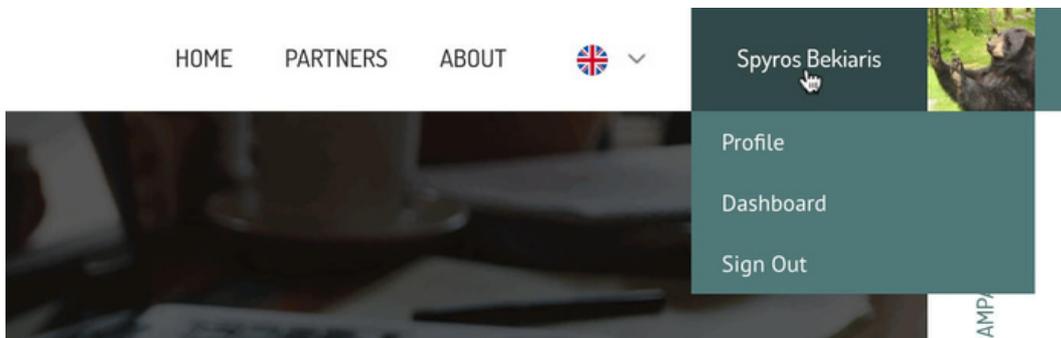
Australia

👍 1 🗑️

## 6. Campaign Organizers' tools

As a Campaign Organizer you have the additional capabilities to create and edit Campaigns, Collections, Vocabularies and Usergroups. As well as access to Campaign statistics and other moderating tools. We will first go through the Dashboard and then take a look on the Moderating tools.

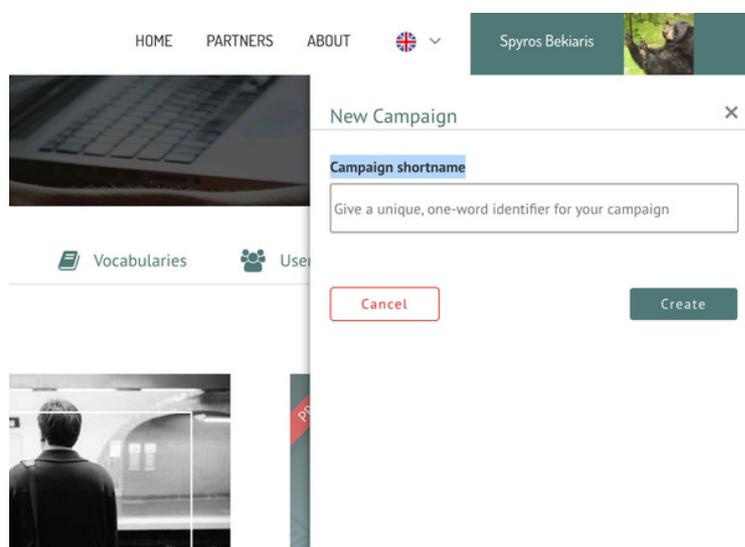
To access the dashboard, as a signed-in Campaign Organizer you will click on your username on the top right of the Navbar and then click on **Dashboard** (Fig. 10).



Within the Dashboard, a user can view all the Campaigns, Collections, Vocabularies and Usergroups - each under the respective tab - as well as create new ones or edit existing ones.

## 7. Create/Edit Campaign

To create a new Campaign, click on the **+ New Campaign** button on the top right of the **Campaigns tab** (as seen on the above screenshot). A sidebar will appear on the right, asking to choose the Campaign's shortname. If the shortname already exist, you will be notified to select another (Fig. 11).





Once you click on the **Create** button, your new Campaign will appear on the Campaigns list and you can click on it to edit any or all of the details. There is a long list of input fields like: Visibility, Start/End Dates, Input Language, Banner, Description and so on. There are buttons to **Preview** and/or **Save** the Campaign after you are done (Fig. 12).

CrowdHeritage beta

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Visibility:  Public

DELETE Preview

Input Language: English

**CAMPAIGN DETAILS**

Start Date: 05/02/2022 End Date: 10/02/2023

Banner:

Title (multilingual): Music genres, emotions and musical instruments

Description (multilingual): The collections in this campaign feature italian, classical and american popular music tracks. Try to recognise the genre and the instruments of the music tracks and tell us what they make you feel.

The input fields marked as **(multilingual)** can be edited in multiple languages by selecting their appropriate language on the **Input Language** dropdown menu on top. This way, whenever a user views a Campaign, it will appear in their own language if the Campaign Owner has added the relevant text in the user's language.

## 8. Create/Edit Collection

Creating a Collection is a similar process as creating a Campaign. The user has to navigate on the Collections tab and click on the **+ New Collection** button (Fig. 13).

CrowdHeritage beta

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Campaigns Collections Vocabularies Usergroups

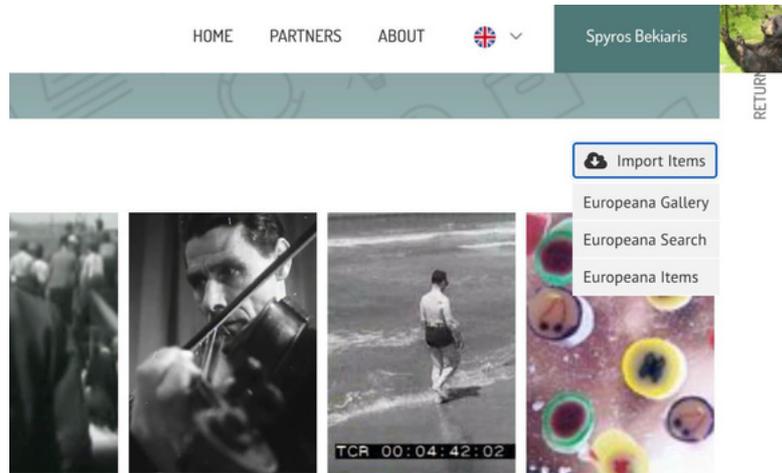
12 COLLECTIONS + New Collection

107 hotcollection ITEMS

4 emcol ITEMS

34 CrowdHeritage stuff ITEMS

Then fill the requested information, and select the newly created Collection to import Items in. (Fig. 14)



There are three options to import items when clicking the **Import Items** button:

1. Europeana Gallery - Import a whole gallery by entering the Europeana Gallery ID for that gallery
2. Europeana Search - Import a selected number of Items that contain a desired Search Term.
3. Europeana Items - Import specific Europeana Items by giving a list of those Items' URLs.

## 9. Create/Edit Vocabulary

Creating a Vocabulary is a similar process. The user has to navigate on the **Vocabulary** tab and click on the **+ New Vocabulary** button. Name the vocabulary and click on the edit icon in order to add terms to it (Fig. 15).



The terms can be either added one-by-one or batch imported as a CSV. They can also be Downloaded as a CSV. You can view all options by clicking **Manage Terms**. (Fig. 16)





## 10. Create/Edit Usergroup

Lastly, we have Usergroups which follow a similar process. The user has to navigate on the Usergroup tab and click on the **+ New Usergroup** button to give the usergroup a name and description (Fig. 17).

Group Name	Short Name	Creation date		
Polish schools	crowdschool-polish	2022/01/07		
French schools	crowdschool-french	2022/01/07		
Italian schools	crowdschool-italian	2021/12/20		
CrowdSchool admins	crowdSchool-admins	2021/11/10		
Arcangeli	arcangeli	2021/11/09		

Once the group is created, click on the Edit icon and add users in that group under the **Manage Users** section on the right sidebar (Fig. 18).

Cancel Save

Short Name

- crowdschool-polish
- crowdschool-french
- crowdschool-italian
- crowdSchool-admins
- arcangeli
- mygroup
- CultureLabsElsinki

### Manage Users

**Add user**

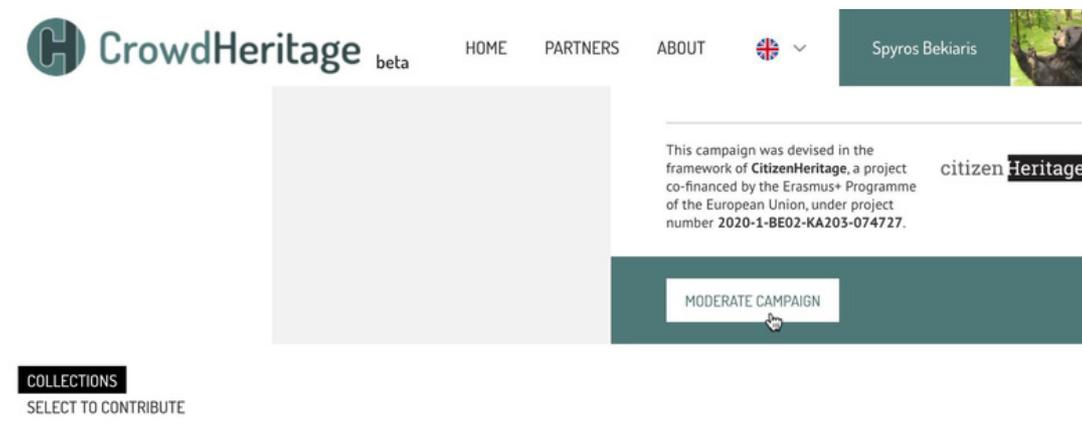
**Group Members (1)**

Username	Access	
spyrosbek	Editor	

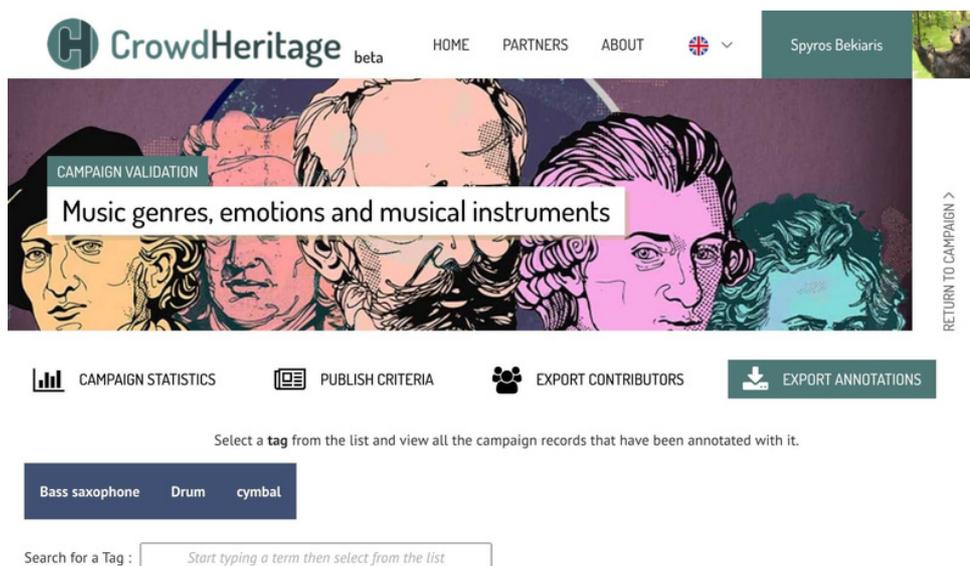
Close

## 11. Moderate Campaign

When a Campaign Owner visits a Campaign page, a button named **Moderate Campaign** appears between the Campaign information and the Campaign's Collections (Fig. 19).



This button navigates to a Campaign Validation page which provides some tools that only a Campaign Owner has access to (Fig. 20).





## 12. View annotations by TAG

By typing or selecting one of the available tags, like "Bass saxophone", a list of Items annotated with the chosen tag will appear (Fig. 21).

CAMPAIGN STATISTICS   
 PUBLISH CRITERIA   
 EXPORT CONTRIBUTORS   
 EXPORT ANNOTATIONS

Select a **tag** from the list and view all the campaign records that have been annotated with it.

Bass saxophone   Drum   cymbal

Search for a Tag :

BASS SAXOPHONE  
 0 ANNOTATED ITEMS

SORT BY UPVOTES ▾

## 13. Campaign Statistics

By clicking the **Campaign Statistics** button, the Campaign Owner can view some statistics about that specific Campaign, like total items, total annotations, annotation upvotes etc. (Fig. 22).

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 ▾   
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### Campaign statistics

<b>Campaign:</b>	music-citizen
<b>Contributors:</b>	8
<b>Collections:</b>	8
<b>Items:</b>	854
<b>Annotations:</b>	187
<b>Total annotation upvotes:</b>	210
<b>Total annotation downvotes:</b>	5

■ Items annotated  
■ Items not annotated

■ Annotations for publish  
■ Annotations discarded

■ Annotations

## 14. Publish Criteria

The Publish Criteria button opens a pop-up page in which the Campaign Owner can enter the appropriate criteria for the campaign they are organising (Fig. 23).

The screenshot shows a modal window titled "Annotation publish criteria" with a close button (X) in the top right corner. The form contains three input fields and a checkbox:

- Validation start date:** A date input field containing "2022/02/14".
- Minimum annotation score:** A numeric input field containing "1".
- Allow annotations with downvotes:** A checkbox that is checked.

At the bottom of the form are two buttons: "Cancel" (disabled) and "Submit" (active).

## 15. Export Contributors and Annotations

The final two buttons give the Campaign Owner the option to export the contributing users and the annotations of the Campaign, as a **JSON file**.



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