

Instructions for Timetoast

1. For this part of the project, your group will be provided with a user name and password. Only one person will be able to work on your timeline, so plan accordingly. You are not to work on the timeline until at least one group member has completed his/her individual presentation tool. When one group member has finished, see Mrs. Wickline for your user name and password.
2. Before logging in, make a group decision what picture you want to use to represent your decade on the timeline (save to your file on the server) and what title you will give your decade. Then go to <http://www.timetoast.com/> and log in.
3. Under the question, "What would you like to do?" click **Create a new timeline**.
4. The **New Timeline** box will now appear. Type the name your group has selected for your decade.
5. Click **Choose an Image**. Click **Upload** and locate the picture on the server. Click **Open**. Click **Done**.
6. This will take you back to the **New Timeline** box. Use the pull-down arrow under **Category** and choose **History**.
7. Then click **Go**.
8. On the right hand side, click **Add Timespan**. In the **New Timespan** box under **Title**, type the years of your decade, for example, 2000-2009. Under **Start date**, use the pull-down arrows to select **1, Jan.** and the first year of your decade, for example 2000. Under **End date**, use the pull-down arrows to select **31, Dec.** and the last year of your decade, for example 2009. After you have this information selected, click the **Create Timespan** button in the lower right hand side and the **New Timespan** box will close.
9. Now decide which ten items you want to include for your portion of the group presentation tool. You will need a specific date for each item, so choose items that have exact dates. Click **Add Event**. In the box labeled Title, first type what section of the report you are responsible for, so type either **Sports and Music, Science and Technology, World Events**, or **Fashion and Entertainment**. Follow this with a colon and then the title of the item. For example, if I am in charge of world events for 2000-2009, I would type for an item on 9-11 the following: **World Events: 9-11**. Change the date to the date of your event. Write one to two summary sentences about your event under **Description**. You will not use **Insert Link**, but you will **Choose an image**. Click those words and then click **Upload an image**. Find where you saved your pictures for your individual presentation and choose the one to upload. Click **Open**. Click **Done**. This will return you to the **New Event** box. Click **Create Event** and this will complete your first item. Repeat these steps until all ten items are added.
10. When all group members have added their ten items, proofread each other's work. When you have carefully checked everything, you are ready to publish your timeline. Click **your timelines** at the top of the screen on the upper right hand side. Click the button **publish**. Please have Mrs. Wickline then post it to the class wiki.