

## Implementing Autology

### Implementation Checklist

1) Log in as a student on your school network and sign in to your Autology community at [http://\\*\\*\\*.autologyworld.co.uk](http://***.autologyworld.co.uk) For the purposes of this test, you should log in to Autology as your admin user.

Please do a search for 'How plants turn light into energy'.  
In the results list click on a link for each of the following:

A) A Letts resource

(Up to 18 tab - 'Biology - Energy for life - Chapter 1 - Letts Study Guide - Post 16')

B) A Heinemann resource

(Up to 18 tab - 'Biology AQA A2 - Variation - Module 4 Unit 2 - Heinemann - Key Stage 4')

C) A Worldbook Student resource

(Up to 14 tab - 'Ecology')

D) A Worldbook Advanced resource

(Up to 16 tab - 'Ecology')

E) An Autology Wiki resource

(Up to 14 tab - 'Photosynthetic reaction centre')

F) A BBC Bitesize resource

(Up to 14 tab - 'BBC - KS3 Bitesize: Science - Energy transfer and storage...')

G) Please also try a selection of external website addresses. These are indicated by the subject icons such as a globe, a ladybird or a beaker.

If you have followed the whitelisting guide, you should not have any problem browsing to Letts, Heinemann, Worldbook or Autology Wiki resources.


If you are restricted from viewing external URLs, you will need to whitelist these on a reactive basis. We are here to help at <http://support.autology.org>

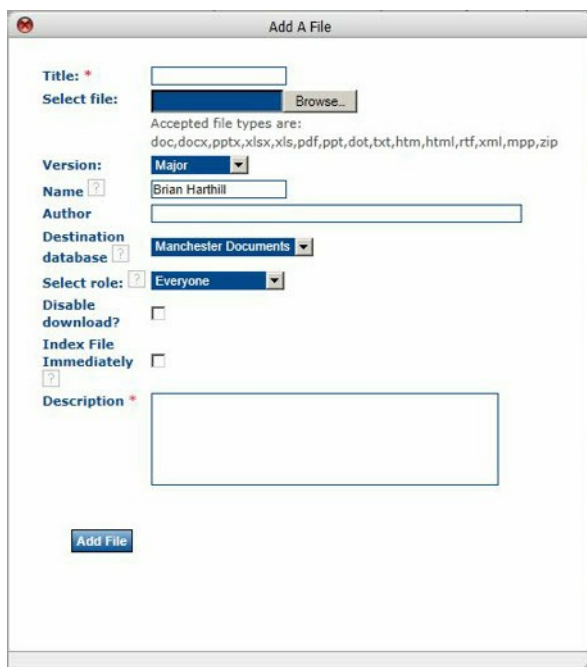
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2) Now you should test the video resources in Autology. Please go back to the search tab and do a search for 'travel in India'

Switch to the video tab and try several videos. They all open in new browser windows, so please ensure you have pop-ups enabled in Internet Explorer. If they do not buffer, it may be that the video URLs are not properly whitelisted on your network. You will need to double-check your web-filtering.

3) Now to test the uploading of resources into Autology.

From the dropdown menu at the top, click on 'My Learning Support'. This will take you to the **Document Management System**. You will see a list of curriculum subject folders. Click on the folder you wish to upload to, then click the 'Add a new document' button towards the top.  You will see the following screen:



- Fill out the Title field with the name you would like to give your resource.
- Click Browse to browse to the file on your PC/network, then click Open.
- Fill out the Name and Author fields. Leave role as 'Everyone' and leave the two checkboxes unticked.
- Write a brief description of the article (just a couple of words) and click 'Add file'
- After a short while you will see your document in the right-hand pane.
- Tick the checkbox next to it then click the *index now* icon

The resource will now be automatically indexed into your school's Autology database.  
*NB - This has been completed without any complex meta tagging.*

You may now do a search that is contextually relevant to that article. You will find that your resource will be displayed under your school document's database tab.