User Guide

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Introduction

What is Cabinet?

Cabinet is an award-winning online platform designed to encourage the use of museum collections in education. Originally funded by the IT Innovation Seed Fund in 2015, it has since received support from the University's Van Houten Fund and the GLAM Digital Strategy.

You can view the platform at https://www.cabinet.ox.ac.uk/

Please note that the majority of content is only visible behind Single Sign-On. For the majority of users, access to Cabinet is controlled through a Virtual Learning Environment (VLE) such as Canvas or WebLearn.

Some Key Terms

The basic hierarchy of Cabinet (largest to smallest) is **Paper → Unit → Source → Source Media**.

Paper	This is the largest category on Cabinet, equivalent to a particular course, module or group of materials (e.g. 'History Paper 7').
Unit	This is a subdivision within a Paper, whether by class, week, topic, theme or another category (e.g. '*Class 1*', *or* '*Tutorial 5*').
Source	An individual 'page' within Cabinet, which can contain multiple images (known as Source Media). A Source could be about a single object (e.g. a Wooden Shield, with multiple photographs from different angles), a theme (e.g. 'Renaissance Sundials', with images of different styles/models), a person (e.g. Elizabeth I of England, containing multiple royal portraits). The key point to emphasise is flexibility: a Source can be considered a 'page', to be used as best suits your teaching style.
Source Media	One source may contain multiple Source Media (e.g. two images and a 3D model), each of which can be annotated individually. Usually, these images relate to the same idea or concept, e.g. multiple images of the same museum object, or of a monument from different angles, or different portraits of an historical figure. *Note: It is worth bearing in mind that all of the images attached to a Source will load together at the same time when the user opens the page. Therefore, adding large numbers of images to a single Source may increase loading time. If you wish to upload several images, e.g. multiple pages from a manuscript, a better course of action may be to upload each page as a separate Source, then group them together in a Source Category (discussed below).*
Source Category	Where desired, multiple Sources within a Unit can be grouped into a 'Source Category' so that they are displayed together (e.g. '*Maps of Oxford*'). This can also be a useful feature if you wish to upload, for example, multiple pages of a document, or a series of related drawings.

Using Cabinet as a Student

The Cabinet Viewer

Cabinet is a platform designed to integrate objects and images more effectively into teaching and learning. As such, the 'Cabinet Viewer', through which 2D and 3D images are displayed, can be seen as the focal point of Cabinet for the student user. The Cabinet Viewer can be controlled using a series of buttons along its base.

The Toolbar of the Cabinet Viewer: *(From left) Show scale; Add annotation; Show/hide annotations; Zoom in; Zoom out; Adjust viewer size; Full-screen mode. Note that some buttons may not display when not in use, e.g. the scale button will not display if no value has been set by the uploader.*

Adding an annotation

Annotations can be used by both students and staff to draw attention to particular areas of an image. Each can also be discussed by users by clicking 'read more'. To add an annotation, click the 'Pencil' button next to the image. The 'Create Annotation' window will appear. Click on a point on the 2D or 3D image, enter a title and description, and click Save. Your annotation will now be visible on the Source page.

Adding a comment

Cabinet allows comments to be posted regarding individual annotations made to an image or 3D model. Open an annotation and click 'read more' to access this feature.

Using Cabinet as a Tutor

Creating a Paper

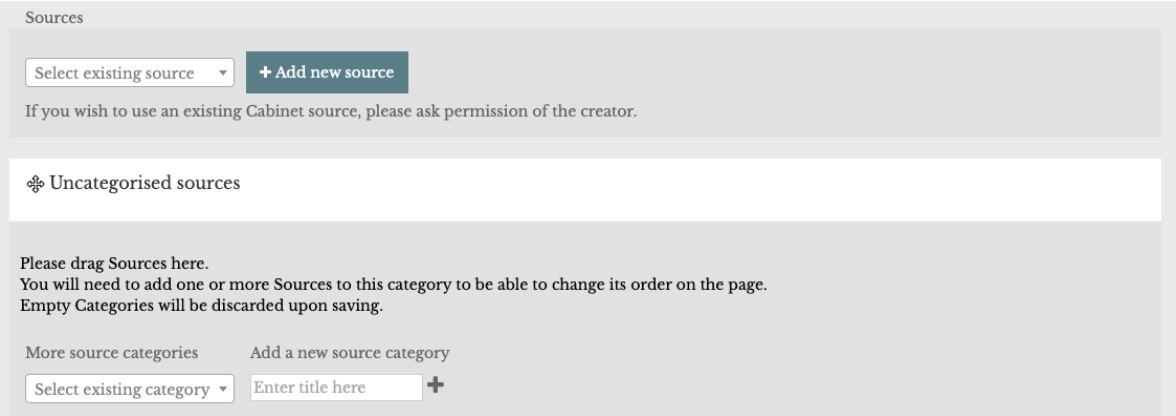
On the 'My Papers' page, click 'Create New Paper'. Enter the title, description and other information, then click ‘Save’.

Creating a Unit

The next step is to create a Unit within your paper. Open your (currently empty) Paper and click the ‘Edit’ on the top right of the window. On the resulting ‘Edit Paper’ page, scroll down to the 'Units' heading, and click the 'Plus' sign to the right of the blank field(s). On the resulting ‘Create Unit’ page, enter the title, description and other information, then click Save. The 'Edit Paper' page will now be displayed. Click Save again to finish and view your new Paper and Unit(s).

Creating a Source

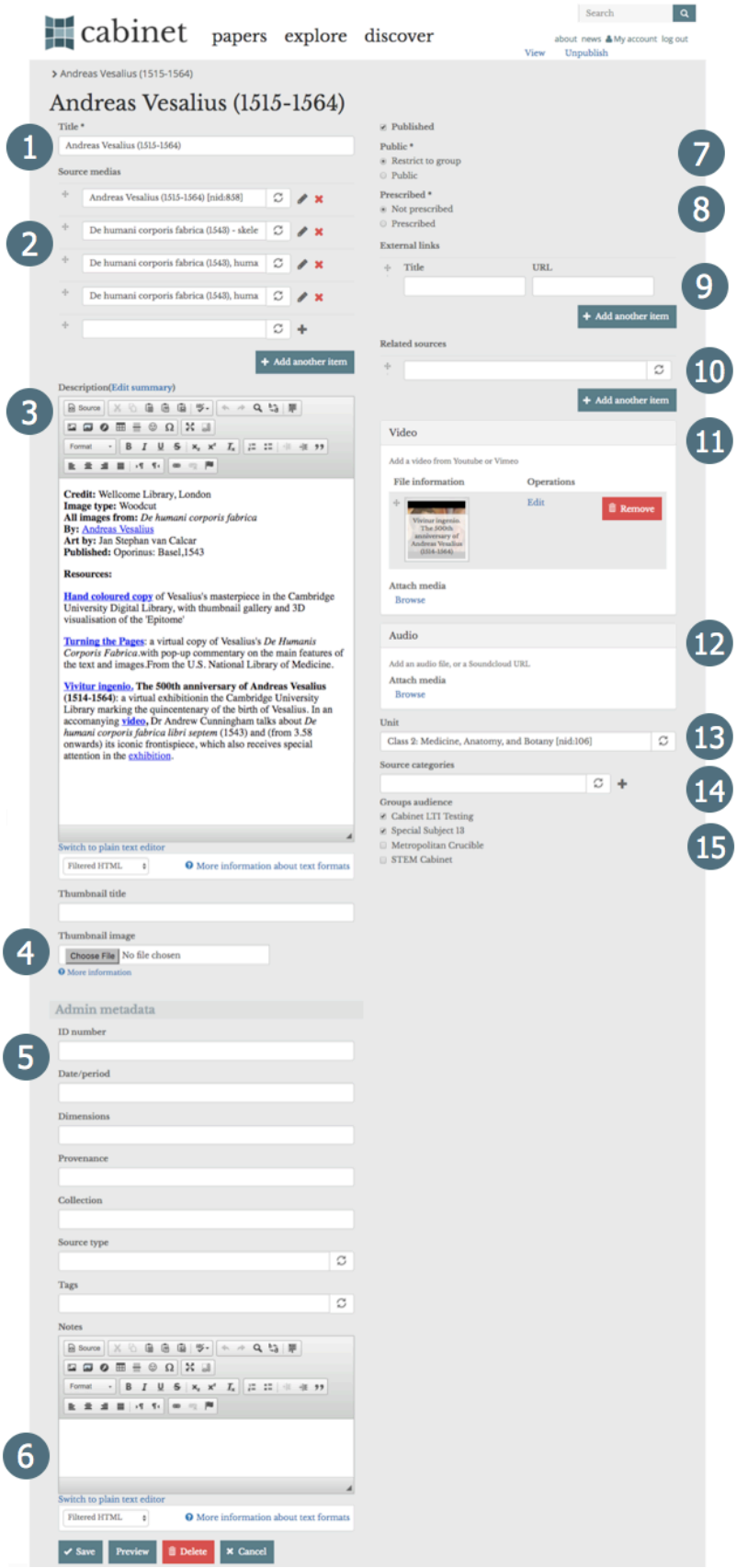
Now that you have a Paper with one or more Units sitting within it, you're ready to add your first Source. Open your Paper, then your (currently empty) Unit, then click on 'Edit' towards the top right of the window. You will arrive at the 'Edit Unit' page. Scroll down to the 'Sources' heading. Once you have added one or more Sources, they will appear here with thumbnail images, but for now, this space will be empty.



To add your first source, click the 'Add new source' button. This will take you to the 'Create Source' page, which allows you to customise your Source with a range of tools. The features listed below are shown on the diagram overleaf.

Note: If you want to add a Source that has already been uploaded elsewhere on Cabinet, e.g. by a colleague, you can add a copy of the Source to your own Unit using the 'Select Existing Source' box. Start typing the title of the Source into the search bar, and Cabinet will suggest existing Sources that match your query. To add the source, simply click on it. It will then appear as a thumbnail. Make sure you click Save when you're finished.

1) Edit Title**:** Change the title of the Source.
2) Add Source Media**:** Allows you to add individual (2D or 3D) images to your Source, as well as information particular to each image, such as details of the copyright holder.
3) Description/Commentary**:** Free text to appear on the Source page.
4) Thumbnail**:** Replace the automatically generated thumbnail of the Source with a different image of your choosing.
5) Metadata**:** Information relating to the Source as a whole (as opposed to individual Source Media). The relevance of the different fields available here will depend on the nature of the content uploaded.
6) Notes**:** A space for notes about the Source. These are not visible on the Source page.
7) Public/Restrict to Group**:** Choose whether your Source should be openly accessible to anyone online and displayed on the Cabinet front page, or restricted to users with access to your Paper.
8) Prescribed**:** Use this option to mark Sources as 'essential' or 'key', to help students prioritise material.
9) External Links**:** Use this tool to list useful links to resources outside Cabinet, e.g. relevant journal articles, or the online catalogue entry of a museum object.
10) Related Sources**:** Use this tool to add links to other Sources within Cabinet. These will appear as small thumbnail images on the right of the Source page.
11) Video**:** Embed video clips from YouTube or Vimeo, or upload your own video file.
12) Audio**:** Embed audio from SoundCloud, or upload your own audio file.
13) Unit**:** Displays the Unit to which this Source belongs.
14) Source Categories**:** Displays the Source Categories to which this Source belongs.
15) Groups Audience**:** Tick the Groups of users to which you would like to grant access.

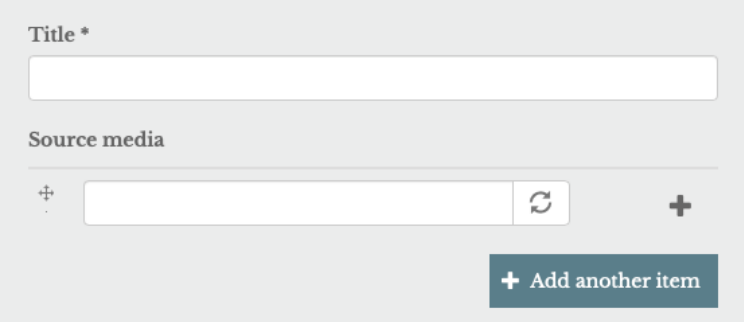


The 'Edit Source' Page: *This page can be accessed either by clicking the 'Edit' button within an individual Source, or by clicking the 'pencil' icon next to a listed Source when viewing the 'Edit Unit' page.*

Creating Source Media

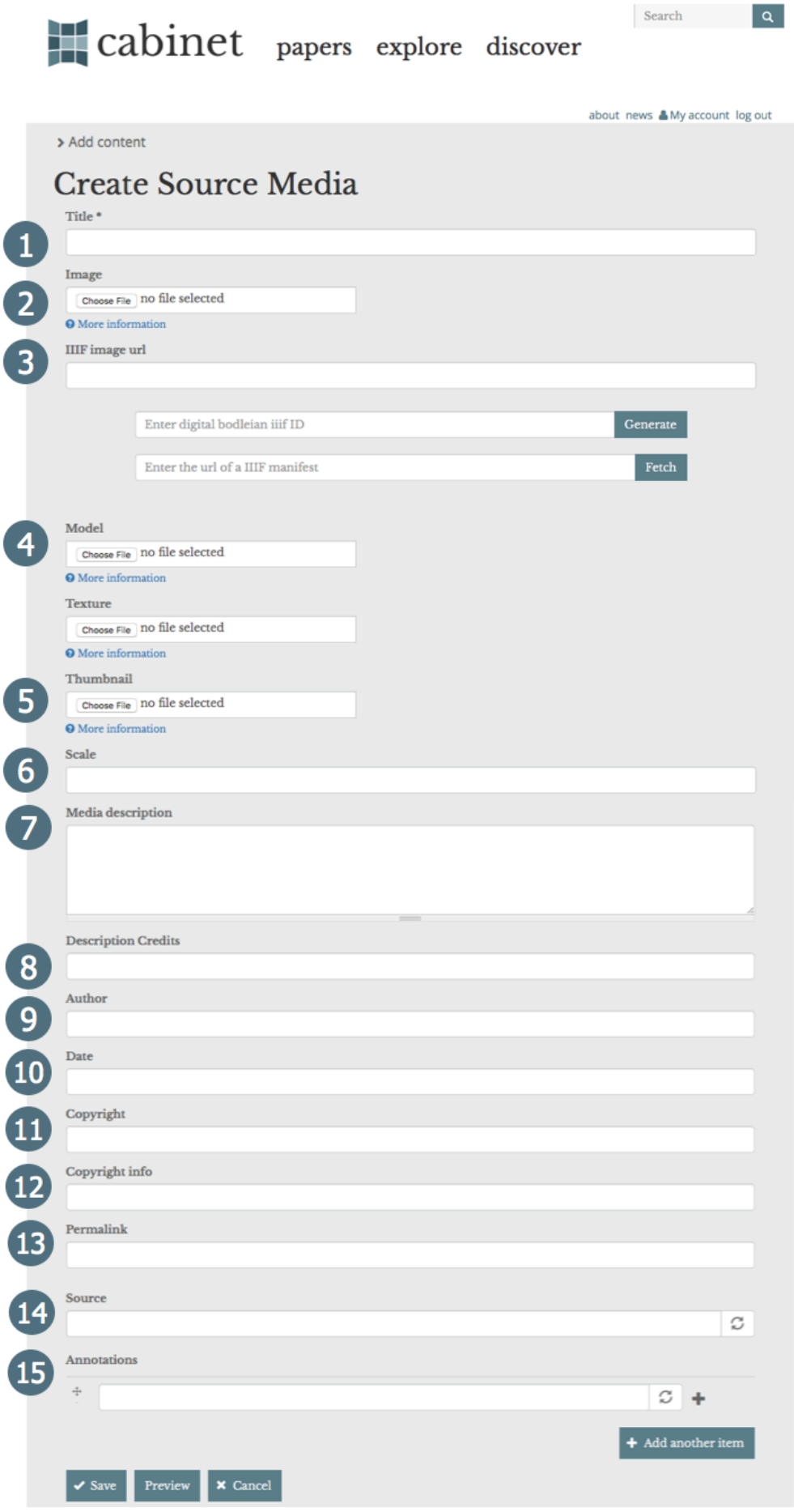
Perhaps the most important of all the features highlighted above is the ability to add 'Source Media', or the individual image(s) that will appear along the lower edge of the Cabinet viewer. Each can be given its own metadata (copyright information, age, country of origin, author/artist, etc.), which will display beneath the Viewer, but separately from the Description/Commentary box. This allows the relevant metadata to change as the user clicks through multiple images attached to the Source.

To add an image, click on the '+' sign next to an empty field under the 'Source media' heading.



The diagram overleaf shows the features of the resulting page listed here:

1) Edit Title: Change the title of the Source Media.
2) Image: Upload a 2D image to display in the Viewer.
3) IIIF: Import an image from a IIIF-compliant institution (see video tutorial for details).
4) 3D Model & 3D Texture: Upload a 3D model and surface texture to display in the Viewer.
5) Thumbnail: Upload an image to use as the thumbnail (this is automatically generated for 2D images, but can be replaced if desired).
6) Scale: Insert the approximate width of the 2D image or 3D model in cm. Cabinet will then calculate the other dimensions of the image and display scale bars in the Viewer, which can be toggled on or off.
7) Media Description: Add a description.
8) Description Credits: Add the author of the description.
9) Author: Add the author of the Source Media (if applicable).
10) Date: Add a relevant date (if applicable).
11) Copyright: Add copyright details (e.g. Public Domain or Creative Commons).
12) Copyright Info: Add further details on Copyright (if applicable).
13) Permalink: Add a URL for the image.
14) Source: Displays the Source to which the Source Media belongs (this may appear blank when the Source Media is first created).
15) Annotations: Any annotations added to the Source Media will be listed here.


cabinet
papers
explore
discover
Search
about
news
My account
log out
Add content
Create Source Media
Title *
1
Image
2
Choose File
no file selected
More information
3
IIIF image url
Enter digital bodleian iiif ID
Generate
Enter the url of a IIIF manifest
Fetch
Model
4
Choose File
no file selected
More information
Texture
Choose File
no file selected
More information
Thumbnail
5
Choose File
no file selected
More information
Scale
6
Media description
7
Description Credits
8
Author
9
Date
10
Copyright
11
Copyright info
12
Permalink
13
Source
14
Annotations
15
Add another item
Save
Preview
Cancel