

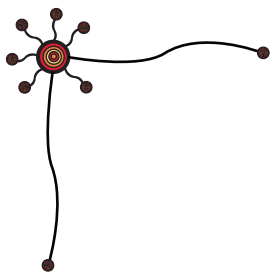
CONTROLS

Access, Visibility, Era, Locked, Archive, Main

How To Enter Each Of These Controls

What Are These Controls Used For





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Entering Controls

Entering controls allows you to control who has access to which words and which words get included when you create your word lists and dictionaries.

This section plays an important role in complying with community protocols.

Controls

☐ Main ☐ Checked by:

☒ Learner Accessible ☐ Locked by:

Visibility: ☐ Archived by:

Era:

Control Which Words Are Visible In The Learner Screen

For words to be visible in the Learner screen they must be:

- Ticked as 'Main'
- Ticked as 'Learner Accessible'
- Have Visibility marked as 'Unrestricted'

All 3 of these conditions must be met for a word to appear in the Learner screen.

Controlling Which Words Appear In Word Lists and Dictionaries

The Controls Panel works together with the Filters Panels in the Word List Maker and the Dictionary Maker.

When exporting with either the Word List Maker or the Dictionary Maker you can select whether or not to include words based on several different classifications. This includes the following which are set in the Control Panel:

- Main
- Visibility
- Era
- Archived

Dictionary Maker

Filters

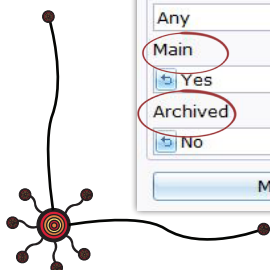
Word Category	Word Sub Category
All	All
Parts of Speech	Sub Parts of Speech
All	All
Visibility	
Unrestricted	
Library	
Any	
Main	
Yes	
Archived	
No	

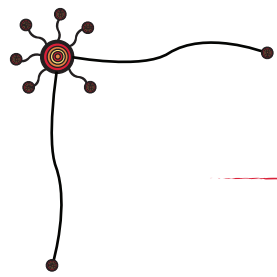
Make Dictionary...

Word List Maker

Word Lists

Main	Word Category	Part of Speech
Yes	All	All
Visibility	Word Sub Category	Sub Part of Speech
Unrestricted	All	All
Archived	Library Item	Era
No	All	All





How To Enter Controls

Main

a. Once you start working through your sources and your Miromaa database grows you may end up having multiple entries for words. If you would like an entry to be the **`Main'** entry **click** on the word Main or box next to it. You will see a tick appear in the box

b. If you would like to **remove** the selection **click** on it again

Our example word 'Berabakaan' is a main entry.

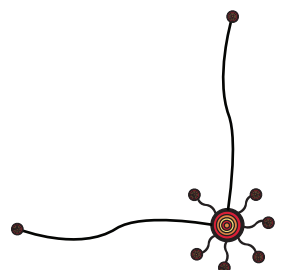
You will see later when you are creating wordlists and dictionaries you will have filters to choose if it is all words you want or only **`Main'** words in these resources.

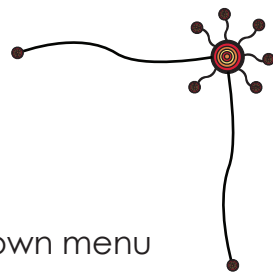
Learner Accessible

a. If you would like this word to be **visible** to Learners in the **Learner Screen**, **click** on the word **'Main'** or the box next to it. You will see a tick appear in the box

b. If you would like to **remove** the selection **click** on it again

Our example word 'Berabakaan' is Learner Accessible.





Visibility

Click on the arrow next to 'Unrestricted' in the Visibility Field. A drop-down menu will appear with the options:

Unrestricted, Questionable, Sacred, Sexual, Restricted

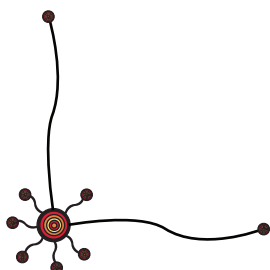
a. **Select** according to **cultural protocols** how you would like to **classify** this entry.

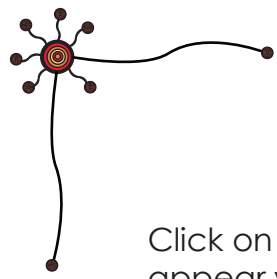
1. Click here to see list of options for 'Visibility'

2. Then click on your option in the list

You can **click** on your selection from the list directly or **type** in the letter next to it on the list to select it.

Our example word 'Berabakaan' is 'Unrestricted'.



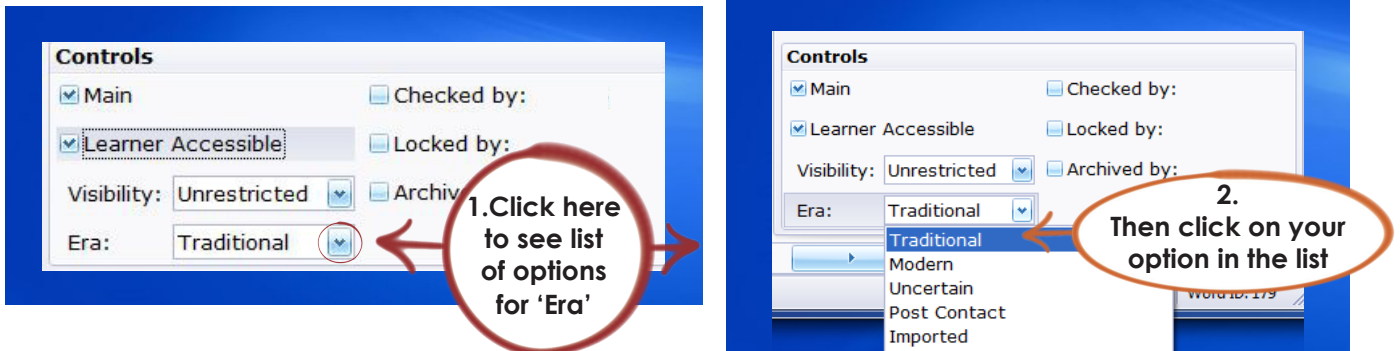


Era

Click on the arrow next to 'Traditional' in the Era Field. A drop-down menu will appear with the options:

Traditional, Modern, Uncertain, Post Contact, Imported, Not Yet Classified.

a. **Select** according to **cultural protocols** how you would like to **classify** this entry.



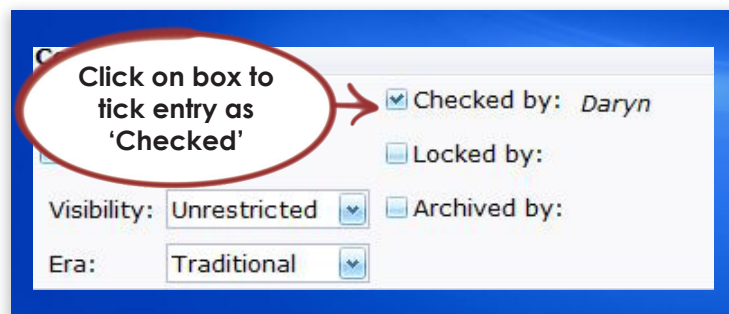
You can **click** on your selection from the list directly or **type** in the first letter of the word in the list to select it.

Our example word 'Berabakaan' is Traditional.

Checked by

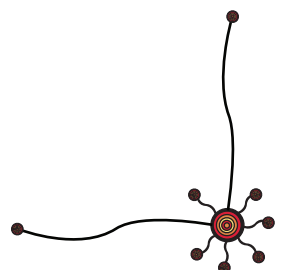
Once each entry has been checked and confirmed that it has no mistakes or inaccuracies you can tick it as 'Checked'.

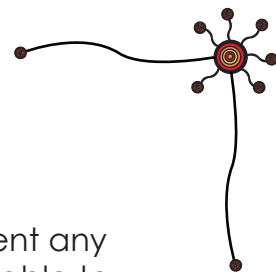
a. **Click** on the **box** next to the '**Checked By**' field



The username of the account that is logged in when the 'Checked By' field is ticked will automatically appear next to the field.

In our example Daryn's user account was logged in when the field was checked.

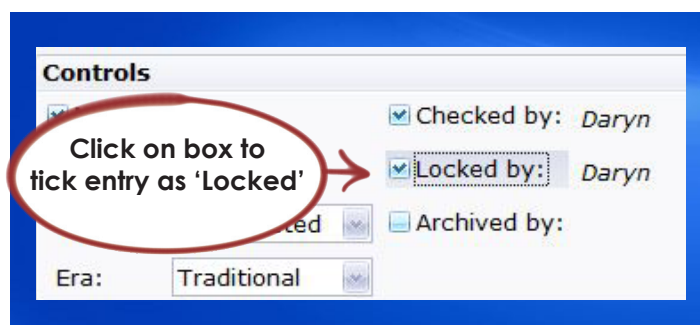




Locked By

Once a word has been checked and finalised it can be locked to prevent any unauthorised changes. Only the user account that has locked it will be able to unlock it if further changes are required later. To lock an entry:

- a. **Click** on the **box** next to the **'Locked By:'** field



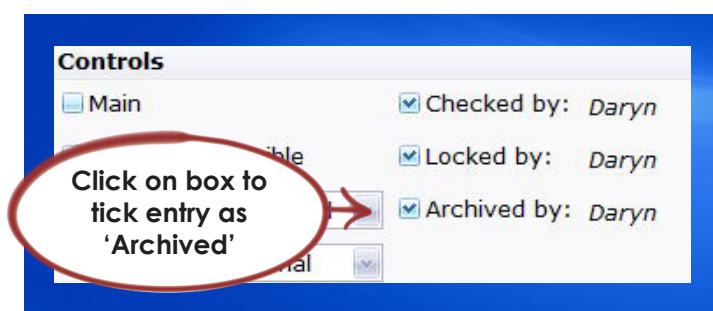
The username of the account that is logged in when the 'Locked By' field is ticked will automatically appear next to the field.

In our example Daryn's user account was logged in when the field was locked.

Archived By

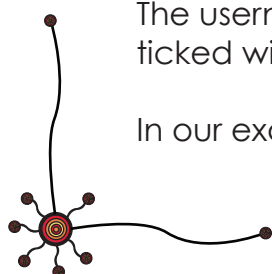
If you have more than one entry that is the same, which can happen when you are working with different sources, you can send the duplicates to the Archives. This means you can keep all entries but it will only show up in the Archive Screen and won't show up by default in your exported word lists and dictionaries. To archive an entry:

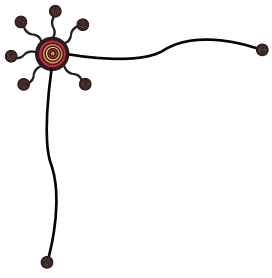
- a. **Click** on the **box** next to the **'Archived By:'** field



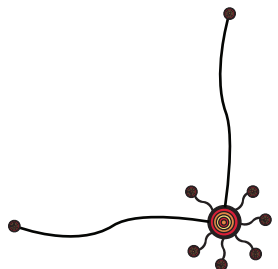
The username of the account that is logged in when the 'Archived By' field is ticked will automatically appear next to the field.

In our example Daryn's user account was logged in when the field was archived.

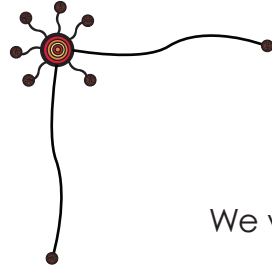




Notes

[illegible]





We would love to hear your feedback on Miromaa so please don't hesitate to tell us about your experiences:

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Remote Support

If you would like further help we can assist by providing support by email or by using our remote support software TeamViewer:

<http://miromaa.org.au/miromaa/support.html>

Miromaa Learning Room

The most recent version of this, and all of our training documents will be available in the learning room.

<http://www.miromaa.org.au/miromaa/learning-centre/learning-room.html>



Miromaa ALTC

Aboriginal Language and Technology Centre