



Using “My Collections” on a Field Trip



What is “My Collections”?

My Collections is your own personalized group of digitized artifacts from the Collections of The Henry Ford.

How do I register for “My Collections”?

In the exhibition, presenters (docents) will have My Collections cards to distribute. Once you have a card, place it in the cardholder on any kiosk (lower right edge of the case). It will ask you for registration information including an email address and password. After you have registered, you can begin building your collection.

How do I build “My Collections”?

Place your card in the cardholder on any kiosk. Choose the “Explore Our Collections” button. Then touch any artifact on the screen to enlarge it. To add the artifact to your collection, touch “Add to My Collections” (just below image of artifact, towards the right). To find other artifacts, use the scrolling tools on the bottom of the screen and search and refining features on the left side of the screen.

Can I access “My Collections” after I leave Henry Ford Museum?

Yes! Immediately upon registration, you will be sent an email with a link to access your collection online. You can make changes to your collection using The Henry Ford’s Online Collections if you wish. You can also share your collection with friends and family or even with the entire world by designating it as “public.”

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How can teachers use “My Collections”?

Pre-visit:

- You, the teacher, can visit Henry Ford Museum to preview the exhibit (admission is free for a teacher who has booked a trip). While there, make a collection of artifacts that you would like to show students to prepare them for the trip. You will be able to access your collection online via an email from The Henry Ford.
- If you cannot preview the exhibit before your field trip, you can use a similar online feature through www.collections.thehenryford.org. Register to create “My Set.” Add artifacts you would like to discuss with your students before the field trip.
- Show your collection or set using a computer with internet and a digital projector. If you don’t have reliable internet, you may copy and paste images of artifacts in your collection into a PowerPoint presentation.

During your field trip:

- Assign your students to create a collection.
- You may want each student to have his/her own card. Or, you may want only chaperones to have cards so students work in groups.
- Each student or group can collect artifacts on a different theme, or their favorite artifacts.

After your field trip:

Students will be able to access their collections online via an email from The Henry Ford. They can refine their set further and even add to it online. Students can make a presentation from their collection. Better yet, assign students to use our ExhibitBuilder app to make their collection into an exhibit complete with an organizational structure and panels describing the exhibit’s big idea and artifacts.

What are the special logistics of concern to teachers?

- The **fewer** in a group, the better. Only 3-5 people can see the kiosk at a time.
- To register for My Collections, you must have an **email address**.
- To use My Collections, you must give a **password**. If you forget it, the password can be reset online from your pc or mobile device.
- You can use the **same email address and password for multiple cards**. If your students do not have their own email addresses, you may want to have them all use the same email and password. You could use your own email address, or create an email address specifically for this project. If all students are using the same email address and password, all their artifacts will put into one collection.
- If your students are **under age 13**, we recommend having them use an email address you set up for class use. The Henry Ford does not knowingly collect personal information of children under age 13. However, it is difficult for us to prevent a card from being registered to an email address belonging to someone under age 13. To remove an email address from our encrypted database, a parent or guardian should call The Henry Ford.
- My Collections cards should be **returned to Museum staff** at the end of your visit. You do not need the physical card to access your collection online.
- Students’ **personal information** (except first name) **will not be accessible** if someone else picks up their My Collections card. That person may be able to add other artifacts to their collections but the students can make changes online later.
- If a student **loses** their My Collections card, ask a presenter for a new card. The student will have to sign-in as a returning visitor with his/her email and password.
- The Henry Ford **will not make further contact** with students (or anyone signed up for My Collections) unless they opt in to our e-communications.

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