

## Submitting your field notes: A brief tutorial COMT/HDP 115 – Fall 2009

Field notes should be written within 24 hrs of your site visit, *and* they should be submitted before you visit site again. This will prevent contamination of your impressions from your original visit from impressions developed in subsequent visits.

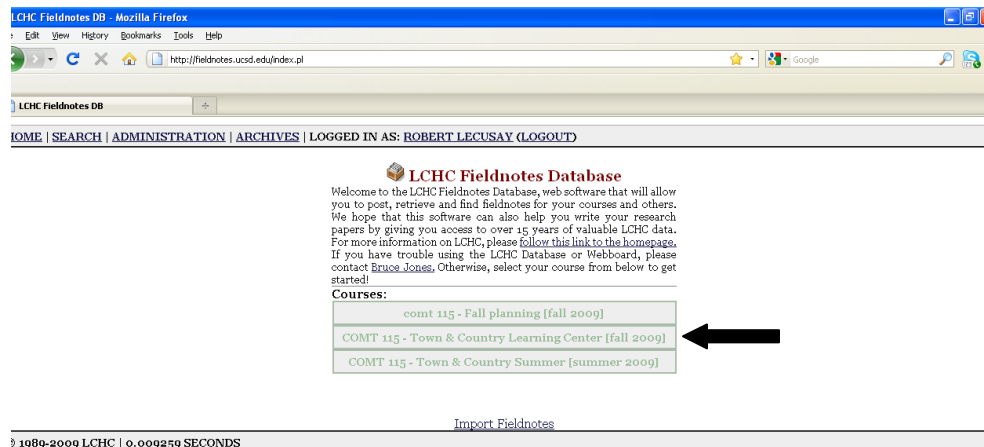
The instructor and TA will be reading and commenting on your notes. In addition, take the time to read and comment on the notes of your classmates, particularly if you have relevant information to contribute (e.g. you can fill in gaps in your classmates field note). At the end of the quarter, you will print your field notes, with comments, and include them in your final portfolio.

1. Submit your field notes at: <http://fieldnotes.ucsd.edu>:



**You will be given your password during the first class meeting.**

2. Select the link titled “COMT 115 - Town & Country Learning Center [fall 2009]”:



HOME | SEARCH | ADMINISTRATION | ARCHIVES | LOGGED IN AS: ROBERT LECUSAY (LOGOUT)

**LCHC Fieldnotes Database**  
Welcome to the LCHC Fieldnotes Database, web software that will allow you to post, retrieve and find fieldnotes for your courses and others. We hope that this software can also help you write your research papers by giving you access to over 15 years of valuable LCHC data. For more information on LCHC, please follow this link to the homepage. If you have trouble using the LCHC Database or Webboard, please contact Bruce Jones. Otherwise, select your course from below to get started!

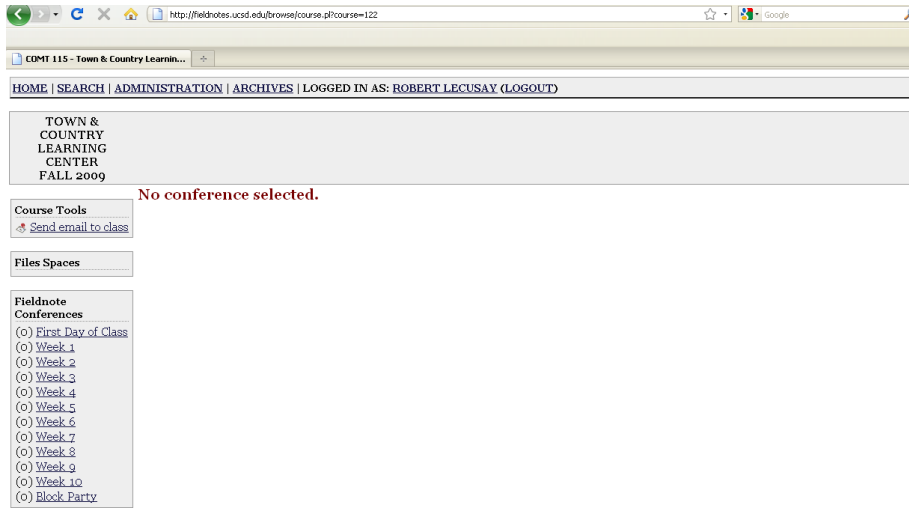
**Courses:**

comt 115 - Fall planning [fall 2009]
COMT 115 - Town & Country Learning Center [fall 2009]
COMT 115 - Town & Country Summer [summer 2009]

Import Fieldnotes

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3. Select the relevant conference. For example if you are submitting field notes for Week 1, select the conference titled “Week 1.”:



4. Select “POST: Fieldnote”



5. Set the date of your visit  
(CAREFUL: the default date  
will be the day you submit your  
field note. You will have to change  
the date if you submit your note on a  
day other than your visit date.)

6. Select the kids you interacted  
with.

7. Select the activities you  
engaged in.

8. Upload digital media  
(e.g. pics, documents, movies)  
that is relevant to your field note  
(if you have it!).

The screenshot shows a web browser window titled "Add fieldnote". The browser's address bar shows "HOME | SEARCH | ADMINISTRATION | ARCHIVES | LOGGED IN AS: ROBERT LECUSAY (LOGOUT)". The form is divided into several sections:

- Name:** Robert Lecusay
- Site:** Town & Country Learning Center1
- Date of Visit:** August 27, 2009
- Kids:** A.J. (with an "add kid" button)
- Activities:** Language Explorer (with an "add activity" button)
- Files:** (with an "add file" button and a "Browse" button)
- I. General Site Observations:** A large text area for notes.
- II. Narrative:** A text area for a narrative.
- III. Game-task Level Summary / Letter to Wizard:** A text area for a summary or letter.
- IV. Reflection:** A text area for a reflection.

Four black arrows point from the numbered instructions on the left to the corresponding fields in the form: from instruction 5 to the "Date of Visit" field, from instruction 6 to the "Kids" field, from instruction 7 to the "Activities" field, and from instruction 8 to the "Files" field.

9. Guidelines for completing sections I – IV are laid out in the *Field Note Writing Guide* (INSERT URL). Rather than typing your notes directly into the field note database (you may lose all you wrote if your computer goes off-line), write your notes on a word processing program first, then cut and paste your text into the appropriate sections into the spaces provided on the data base.

10. When you're done, hit the "SUBMIT FIELDNOTE" button on the lower right-hand corner of the screen.