

# ARCHIVES 101

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**Level:** High school

**Goal:** Increase students' awareness about archive heritage

**Description:** This activity will take place in three parts.

First, reading of the *Archives 101* guide will help students understand the importance of archive heritage. What are archives? How are they used? What does an archivist do?

Second, students will visit the virtual exhibit *Montréal, 500 Years of History in Archives*.

Third, following the virtual visit, students will try their hands at being an archivist by analyzing an image and making an archive description for it. Students will have chosen their images from the virtual exhibit before beginning the activity.

**Instruction:** Teacher

**Total length:** Two or three class periods

**Location:** In the classroom

**Materials per student:**

- An *Archives 101* guide
- A transparent plastic sleeve (8 x 11)
- A pencil
- A ruler

**Skills to be developed:**

This activity will help students improve both linguistic and social skills. In addition, the visit to the virtual exhibit will also help students develop their ICT skills.

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## Suggested process:

### ○ Period 1

1. Begin the activity by asking students: "Who knows what archives are?" Stimulate the discussion with questions and answers.
2. Group reading of the first two pages of the *Archives 101* guide to introduce students to archive science.
3. Group reading of Page 3 of the *Archives 101* guide, which explains the description activity.

### ○ Period 2

4. Visit to the virtual exhibit *Montréal, 500 Years of History in Archives* during a free period in the classroom or at home. During this visit, students should choose the images they will describe.

### ○ Period 3

5. Analyze the image by individually answering questions on pages 3 to 5 in the *Archives 101* guide.
6. Describe the image by filling out the archive science description sheet (p. 6 of the guide) using the answers found in the analysis.