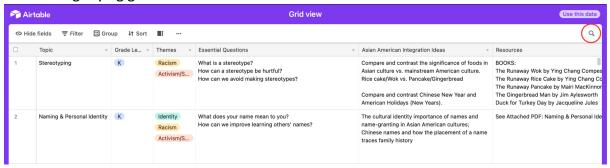


How to Use Airtable

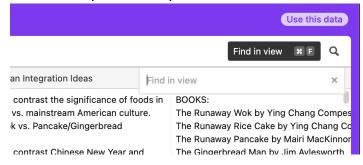
Asian American Education Resource Database K-12: https://airtable.com/shrFpwhS1ZE1By68A

Search:

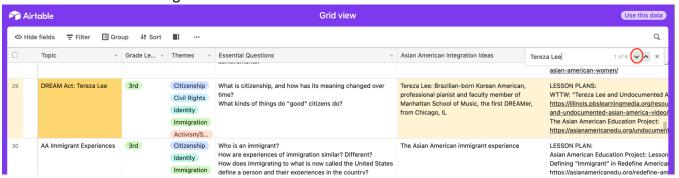
1. Look to the right-hand side of the table, you will be able to find the "Search" button with the magnifying glass icon.



2. Click on the magnifying glass icon, and you can search for the word or term that you are looking for to incorporate into your curriculum.

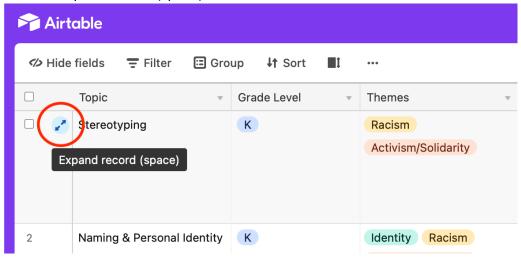


3. For example, you may look up "Tereza Lee" and the results including "Tereza Lee" in its boxes will be highlighted. You can press the toggle to the side of the text (as shown in the following picture) to find other results throughout the document.

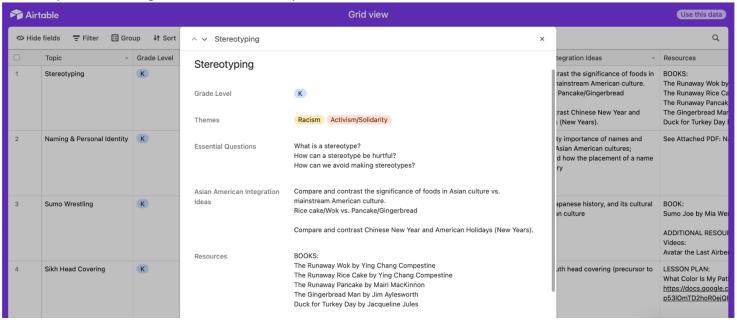


Expand:

 Hover your cursor over the section between Topic and number, and you will be able to find the icon for "Expand record (space)"



2. You will be able to see all the components in a single-page view from the Topic to the resources to the specific learning standard that this topic can be connected to.

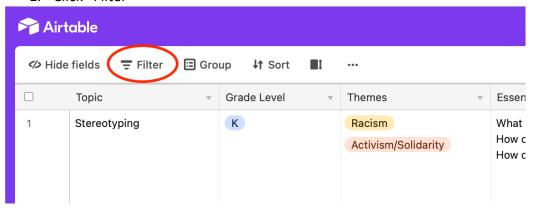


^{*}For the topics that have "See Attached PDF..." in the Resources column, please go all the way to the right of the table to see the attached PDF and get a comprehensive list of the resources that were selected for the topic.

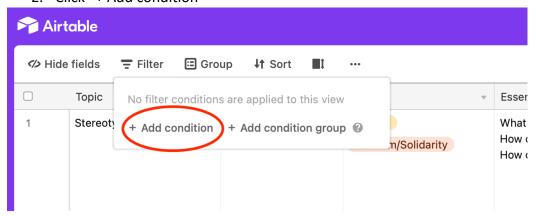
^{*}If you have already expanded the record, scroll all the way down to open the PDF attachment.

Filter by Grade Level:

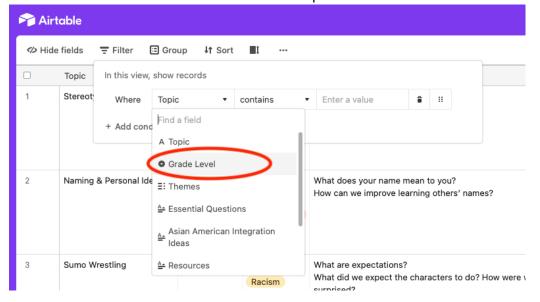
1. Click "Filter"



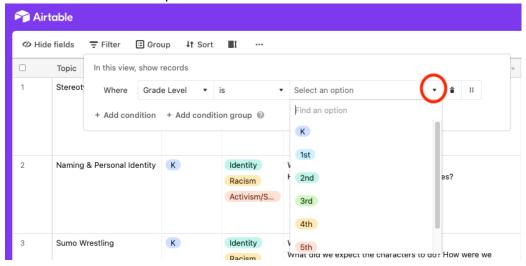
2. Click "+ Add condition"



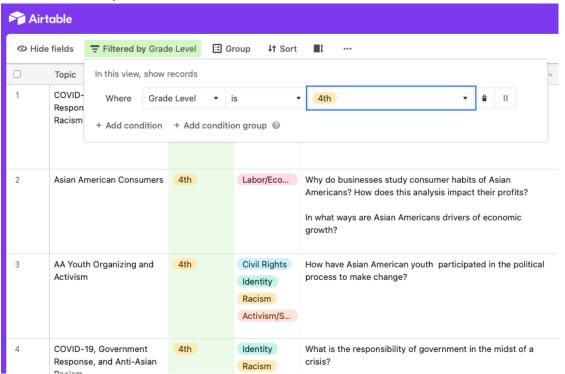
3. Choose "Grade level" from the first drop-down menu



4. Choose the grade level you'd like to filter down the results to, from the third drop-down menu and make sure to keep the second choice as "is"

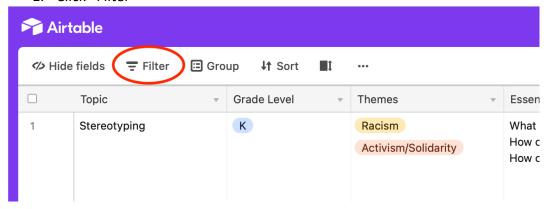


5. (For example, if you choose "4th", it will only show you results that are listed with "4th" grade level resources)

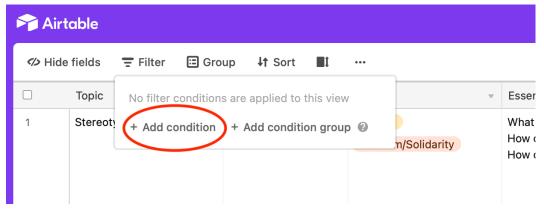


Filter by Themes:

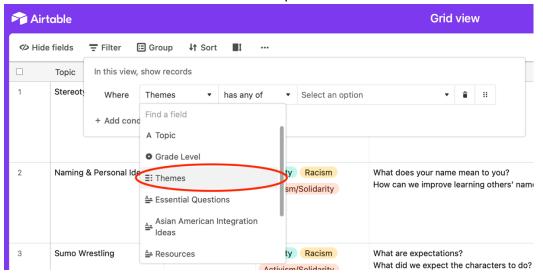
1. Click "Filter"



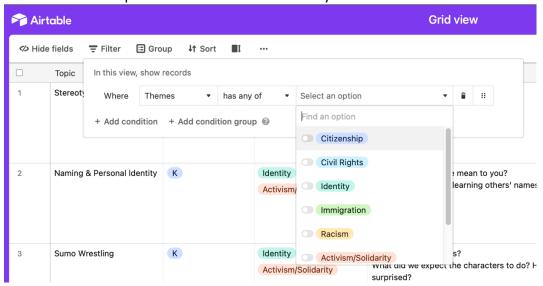
2. Click "+ Add condition"



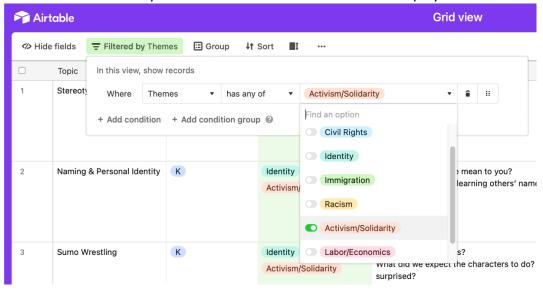
3. Choose "Themes" from the first drop-down menu



4. Choose which theme you'd like to filter down the results from the third drop-down menu and make sure to keep the second choice as "has any of"

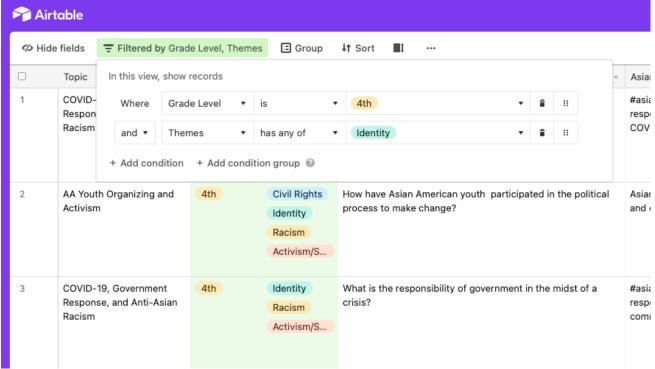


- 5. (For example, if you choose "Activism/Solidarity", it will only show you results that are listed with the theme "Activism/Solidarity")
 - a. You may also select more than one theme to display more results.



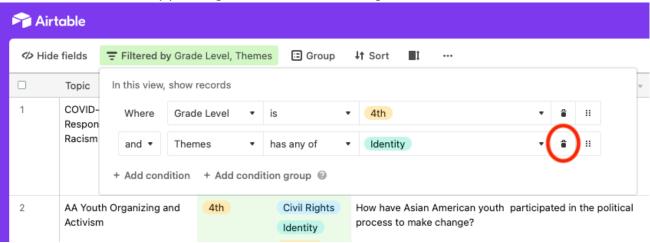
Applying Multiple Filters:

You can also apply multiple filters at once.



- In this example, the results will only show resources pertaining to resources for 4th grade with the theme of "Identity".
- Another filter that you can consider using is "ISBE Topics", with which you can filter the resources by the topic of the Social Science Learning Standard.

You can remove filters by pressing the trash icon on the right.



Hide Fields:

If you do not think that all of the columns are useful to you as a teacher, you can also hide some of the fields to get a more concise view of the resources.

Select the columns that you would like to see, and deselect the ones that are not useful to you.

