Step-by-Step Checklist

Teacher | **Students**

downloads LWF Project from Library and Archives Canada Web site to school server for student use or for complete contents.

assigns cenotaph names and prints Library and Archives Canada Order Form.

print Student Guidelines and templates.

faxes completed order form to Library and Archives Canada, allowing 30 days for photocopies to arrive.

fill out order form and begin Web site searches outlined in Student Guidelines.

requests school librarian set aside all books on the First and Second World Wars.

cross-reference date of death with known battles.

research battles using military textbooks and Internet sources.

distributes photocopies of military files from Library and Archives Canada to students.

copy cemetery maps and save in Grave Reference template.

write essay using information from military files, textbooks and Internet sources.

follow footnote and bibliography format outlined in sample essay.

ensure quality of each other's work.

print hard copy for teacher's evaluation and save templates and essay in appropriate folders on school network.

The final product includes:
- Service Personnel Information
- Military Service Record
- Essay complete with footnotes and bibliography
- Grave Reference and cemetery map
- Digital image of soldier, if possible.

sends CD-ROM version to Canadian Virtual War Memorial at Veterans Affairs Canada.