ISLE Open Educational Resources

Tag and Upload Resources

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IOER – Tag and Upload Resources

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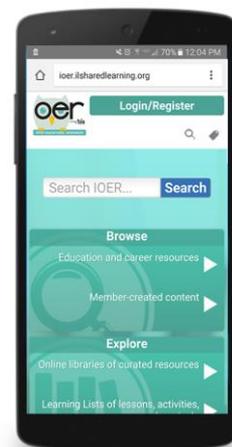
Options for Sharing

IOER offers options to share career and educational resources. Resource formats include:

- **Existing online resources.**
- **Digital files that get uploaded to IOER.**
- **Sets of files and/or web pages that need to be kept together such as a lesson or a complete curriculum.**

Login to begin using any of the IOER options for contributing resources.

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Options for Sharing

Contribute Open Education Resources!

There are a few ways to add your Resources to the IOER Repository. Take a look:

Tag a Resource

Resources are the bread and butter of IOER. A resource is a webpage from the Internet or a file from your computer (or your Google Drive!) with a complete set of information (the "tags") to describe it so others can find and make use of it.

Go to Tagging Tool →

Create a Learning Set

A learning set is an ordered sequence of resources bound together by a common purpose. It is suitable for lessons or activities that need multiple supporting resources.

Go to Learning Set Builder →

Create a Learning List

A learning list is a structured heirarchy of learning sets. It is suitable for a larger series of lessons, a curriculum, or anything in between. If you have need to express both sequence and scope, a learning list is the way to go.

Go to Learning List Builder →

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About Tagging

Tagging is way to give resources labels, keywords, and descriptions. IOER uses the tags to create metadata. Metadata helps describe each resource and allows it to be found again by browsing or searching.

IOER follows standards for tagging that make resources and aligned standards highly searchable. These are the standards Google and other major search engines use specific to educational resources.

Educational resources can be difficult to find via search engines, they get buried with myriad other types of resources. Tagging educational resources, even existing web pages, with IOER will make it easy to find.

Options for Sharing

Allowed File Types

Supported File Types
Upload file
MS Office (.doc/docx, .ppt/pptx, .xls/xlsx, etc.) **Documents** (.pdf, .txt, .rtf, .pages, etc.) **Images** (.jpg, .png, .gif, etc.) **Audio** (.wav, .mp3, .ogg, etc.) **Archives** (.zip, .rar, .7z, etc.) **Smart Board**(.xbk, .notebook)
You may upload most file types (up to 25MB) except for executables and other potentially dangerous files. All files uploaded are subject to a virus scan.

Tag a Resource

Tagging a resource adds more labels that make it highly searchable. You can tag existing online resources or you can upload a file.

1. Begin by:
   - Entering a URL or uploading a file or upload from Google Drive.
   - Entering a Resource Title
   - Describing the Resource.

The Resource

First, enter a URL or provide a file:

| Tag a URL | Upload a File | Google Drive |

Enter the URL to the Resource:

http://

Please ensure that the URL you're tagging:
- Goes directly to the resource
- Is publicly available
- If the resource requires registration, please mention this in the description and select the appropriate Access Rights in the form below.

Basic Information

Next, tell us a few things about the resource:

Title (Required) ⓘ

Description (Required) ⓘ

Keywords (Required) ⓘ

Enter a keyword or phrase and press Enter

Usage Rights ⓘ

UNKNOWN LICENSE | Unknown Usage Rights ▼
The usage rights are not known or not supplied

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Tag a Resource

2. Enter at least one Keyword.
   Select Usage Rights.
   Select IOER Access Limitations.
   Select the Language the resource is written or recorded in.
   Select the Access Rights.
   Identify the Creator (this is the original creator of the resource).

Keywords (required)   *Keywords help others find the Resource*
Add keywords (or phrases) by typing them one at a time below and pressing <u>Enter</u> after each word or phrase.

Type a keyword or phrase and press Enter

Usage Rights (required)
Restrictions on using, altering, and/or republishing the Resource

RIGHTS UNKNOWN | Rights Unknown ▼
Unknown Usage Rights
Validated

IOER Access Limitations   *Who can access this Resource?*
If you select "Anyone can access", the Resource will be published to the Learning Registry and freely available for anyone to access. If you need to restrict access to the Resource (e.g., for tests and answer keys), select the group of users that will be allowed to see it.

Anyone can access, including students ▼

Language   *The primary language of the Resource*
For example: a Resource that teaches Spanish, but is meant for use by English-speaking students, would be considered English here.

English ▼

Access Rights   *Requirements for accessing the Resource, if any*

Free access ▼

Creator   *The original creator of the Resource*

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IOER Access Limitations

Groups of Users	Description
Anyone can access, including students.	Anyone browsing or searching IOER will have full access without logging in.
Only education staff at my school.	This requires staff to login and be affiliated with your organization to see the resource.
Only staff of an ISLE approved organization.	These are organizations that have requested to be setup by the IOER team. To see these resources, organization members have to login.
Only education staff in my school district.	School districts can request to be setup by the IOER team. To see these resources, school district staff have to login.
Only education staff at schools in Illinois.	To see these resources, users have to be logged in and affiliated with an Illinois school district.

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Tag a Resource

2. Enter the Publisher, for print materials, this would be the publisher. For online Resources, this would be the person or organization that owns the website.

   Enter any technical or equipment requirements.

   Optionally, place the resource in your library and in a collection within the library.

   Identify if your tagging the resource on behalf of an organization.

   If applicable, select Learning Standards the resource is aligned.

Publisher
The person or organization currently making the Resource available
For print materials, this would be the publisher. For online Resources, this would be the person or organization that owns the website.

Technical/Equipment Requirements
Devices, software, equipment, or other noteworthy things needed to use the Resource

Library and Collection
You can automatically add this Resource to a Collection in your Library
Select a Library ▼
Select a Collection... ▼

Organization
You can tag this Resource on behalf of your Organization
None (not tagging on behalf of an organization) ▼

Learning Standards
Learning Standards to which the Resource aligns
Select a Standard Body... ▼
Select an Education Level... ▼
Select a Content Area... ▼

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Learning Standards Included with IOER

Levels	Learning Standard	Levels	Learning Standard
K-12	Illinois (CCSS) Math Standards	Adult Education	Illinois (ABE/ASE) Reading Standards
K-12	Illinois (CCSS) ELA/Literacy Standards	Adult Education	Illinois (ABE/ASE) Writing Standards
K-12	Next Generation Science Standards	Adult Education	Illinois (ABE/ASE) Mathematics Standards
K-12	Illinois Fine Arts	Adult Education	Illinois (ABE/ASE) English Language Arts Standards
K-12	Illinois Physical Education and Health Standards	National K-12	Framework for 21st Century Learning
K-12	Illinois Social Science Standards	National K-12	National Health Education Standards
K-12	Illinois Social/Emotional Development Standards	National K-12	National Standards for Personal Finance Education
K-12	Illinois Foreign Language Standards	National K-12	Voluntary National Content Standards for Economics
		National K-12	National Standards for Financial Literacy

* Learning Standards are added as they become available in open formats that allow open sharing and tagging.

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Tag a Resource

3. Select applicable Resource Types.

3. Tags

Resource Type (required - select at least one.)

- ☐ Career Information
- ☐ Course
- ☐ Curriculum
- ☐ Demonstration/Simulation
- ☐ Game
- ☐ Image/Visuals
- ☐ Lab Material
- ☐ Learning List
- ☐ Learning Task
- ☐ Learning/Curriculum Map
- ☐ Lesson Plan
- ☐ Manipulative
- ☐ Primary Source
- ☐ Reading Material
- ☐ Reference Material
- ☑ Rubric/Scoring Guide
- ☐ Syllabus
- ☐ Unit
- ☐ Alternate Assessment
- ☐ Assessment Item
- ☐ Formative Assessment
- ☐ Interim/Summative Assessment
- ☐ Self Assessment
- ☐ Other

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Tag a Resource

3. Select applicable Media Types.

   If applicable, select K-12 Subjects.

Media Type (required - select at least one.)
- Application/Software
- Archive
- Audio
- Document/Text
- Image
- Interactive Whiteboard
- Non-Digital
- Other
- PDF
- Slides
- Spreadsheet
- Video
- Webpage

K-12 Subject
- Arts
- Career Development
- English Language Arts
- Health
- Mathematics
- Physical Education
- Science
- Social Studies
- Technology
- World Languages

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Tag a Resource

3. If applicable, select Career Clusters.

Career Cluster
- Agriculture, Food, and Natural Resources
- Architecture and Construction
- Energy
- Finance
- Health Science
- Information Technology
- Manufacturing
- Research and Development
- Transportation, Distribution and Logistics
- Arts, A/V Technology and Communications
- Business, Management and Administration
- Education and Training
- Government and Public Administration
- Green Economy Sectors
- Hospitality and Tourism
- Human Services
- Law, Public Safety and Security
- Marketing, Sales and Service
- Other

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Tag a Resource

3. If applicable, select P-K Grade Levels.

   If applicable, select NRS Educational Functioning Levels for Adult Education.

Grade Level

| All Elementary |
| All High School |

- Pre-Kindergarten
- Kindergarten
- Grade 1
- Grade 2
- Grade 3
- Grade 4
- Grade 5
- Grade 6
- Grade 7
- Grade 8
- Grades 9-10
- Grades 11-12
- Adult Education
- Technical
- Postsecondary

NRS Educational Functioning Levels

- NRS 1 - Beginning Adult Basic Education Literacy
- NRS 2 - Beginning Basic Education
- NRS 3 - Low Intermediate Basic Education
- NRS 4 - High Intermediate Basic Education
- NRS 5 - Low Adult Secondary Education
- NRS 6 - High Adult Secondary Education

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Tag a Resource

3. Select the Educational Use.

   Select the End Users.

Educational Use

- Assessment
- Curriculum and Instruction
- Enhancement
- Intervention
- Professional Development

End User

- Administrator
- Student
- Teacher/Education Specialist
- Adult Learner
- Employer
- General Public
- Job Seeker
- Laid Off Worker
- Mature Worker
- Mentor
- Parent or Guardian
- Person with a Disability
- Professional
- Re-Entry Person
- Veteran
- Workforce and Education Partner
- Youth

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Tag a Resource

3. Select the appropriate Group Type for using the resource.

   If the resource is an assessment, select from the list options.

Group Type
- ☐ Class
- ☐ Group Large (6+ Members)
- ☐ Group Small (3-5 Members)
- ☐ Individual
- ☐ Multiple Class
- ☐ Pair

Assessment Type
- ☐ Type I
- ☐ Type II
- ☐ Type III

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Tag a Resource

Type I, II and III Assessments are based on the Illinois State Board of Education Guidebook on Student Learning Objectives for Type III Assessments, February 2013, Guidance Document 13-04.

Table 1. Types of Assessments

Assessment Type	Description from Illinois Administrative Code Part 50, Sub. A, Sec. 50.30
Type I	"A reliable assessment that measures a certain group or subset of students in the same manner with the same potential assessment items, is scored by a nondistrict entity, and is administered either statewide or beyond Illinois"
Type II	"Any assessment developed or adopted and approved for use by the school district and used on a districtwide basis by all teachers in a given grade or subject area"
Type III	"Any assessment that is rigorous, that is aligned to the course's curriculum, and that the qualified evaluator and teacher determine measures student learning in that course"

Note. Type I and II assessments may be also be considered Type III if they align to the curriculum and are capable of measuring student learning in the subject (Illinois Administrative Code Part 50, Sub. A, Sec. 50.30).

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Tag a Resource

3. If applicable, select Accessibility Controls, Features, and Hazards.

   Select Finish. A message will show to let you know the resource is published. You can follow the link to go directly to the resource.

   Your resource was successfully published!
   View Resource: http://ioer.ilsharedlearning.org/resource/584189/Open_Policy_Network
   If you would like to tag another resource using the same tags, continue below. If you would like to start fresh, reload the page.

   If you want to tag or upload more resources, IOER saved some of the tags just used. Repeat the steps and be sure to remove tags you don't need. OR refresh the page to remove all stored tags.

Accessibility Control
- Full Keyboard Control
- Full Mouse Control
- Full Switch Control
- Full Touch Control
- Full Video Control
- Full Voice Control

Accessibility Feature
- Alternative Text
- Annotations
- Audio Description
- Bookmarks
- Braille
- Captions
- ChemML
- Display Transformability
- Display Transformability - Background Color
- Index
- Large Print
- LaTeX
- Long Description
- MathML

Accessibility Hazard
- Flashing
- Motion Simulation
- No Flashing
- No Motion Simulation
- No Sound
- Sound
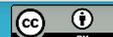
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Contact the IOER Team:

Online contact form:
http://www2.illinoisworknet.com/Pages/Contact-Us.aspx
Email: info@siuccwd.com

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