Open Educational Resources
Tagging Guide
Updated June 13, 2017

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.
- New web page to show content with or without file attachments.

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 a myriad of other types of resources. Tagging educational resources, even existing web pages, with OER will make it easy to find.

The chart below shows all of the tags available and best practices. Visit the IOER User Guide to learn more http://ioer.ilsharedlearning.org/Help/Guide.aspx

Getting Started	Required	Description	Best Practices
The Resource – Either tag an online resource or upload a digital file.			
Resource URL	X	Location on the internet where the resource can be found.	IOER will check for a valid URL but when tagging, be sure the correct URL is used.
Basic Information – Provides the recommended minimal amount of information about a resource so other users can find it with the search. *If you select to use the Quick Tag option, only Basic Information is entered. Use the full Tagger to have all tagging options available for tagging both online resources and uploaded files.*			
Resource Title	X	The name by which the resource or collection of resources is formally known.	Use the formal, full title without abbreviations.

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Description	X	A free text summary of the scope and content of the resource.	Try to use words that would be unique to this resource. Use terms and words that help to distinguish one resource from another.
Keywords	X	Keywords work like labels. They are a list of actual terms or phrases that when searched will include the resource you tagged. Another way to think about keywords is they work like hashtags.	At least one keyword is required. Include keywords that would help others find the resource and that would link to other resources.
Usage Rights		Restrictions on using, altering, and/or republishing the resource. Select from any of the Creative Commons Licenses. Creative Commons 3.0 Licenses were updated to 4.0 Licenses.	If you created a new resource as a digital file to upload, be sure to put a Creative Commons license that allows for sharing and/or remixing on the resource. When tagging an existing resource, review it and select the license used with that resource. If you cannot identify the license, select Rights Unknown or Read the Fine Print. Read the Fine print requires a URL. Options include: - Creative Commons Attribution Unported 3.0 - Creative Commons Attribution 3.0 Unported - Attribution-NonCommercial 3.0 Unported - Attribution-NonCommercial-NoDerivs 3.0 Unported - Attribution-NonCommercial-ShareAlike 3.0 Unported - Creative Commons Public Domain - Read the Fine Print - Attribution 4.0 International - Attribution-ShareAlike 4.0 International - Attribution-NoDerivatives 4.0 International - Attribution 4.0 International - Attribution-ShareAlike 4.0 International - Attribution-NoDerivatives 4.0 International

Getting Started	Required	Description	Best Practices
Access Rights		Indicates if access is free and open, has a cost, or requires a login or subscription.	Options for Access Rights include: Free Access, Free Access with Registration, Available for Purchase, Limited Free Access, and Available by Subscription.
IOER Access Limitations		Answers the question, "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.
Language		The default language for searching is English. Resources can be added in other languages.	Identify the language the resources is written or spoken in. The language options include: English, Spanish, Chinese, Polish, and Russian. If the resource is in language that is not included with the tags, add them as keywords.
Creator		The individual or entity credited with the creation of the resource.	In some cases, this may be the same as the publisher.
Publisher		The entity responsible for making the resource available or for publishing the resource.	For print materials, this would be the publisher. For online Resources, this would be the person or organization that owns the website. This may be a commercial publisher, an individual, a group, the same as the creator, or a college/university.
Technical/ Equipment Requirements		Devices, software, equipment, or other noteworthy things needed to use the Resource	Identify specific requirements helpful to others. For example, is a special device, software, or operating system needed that are found on certain types of computers or smart phones?
Library and Collection		You can automatically add this Resource to any Libraries you have curate rights to and put it in a specific Library Collection.	Organizing resources in Libraries and Collections in Libraries helps others find resources based on interests such as subjects and grade levels. Libraries can be followed and searched.

Getting Started	Required	Description	Best Practices
Organization		You can tag resources on behalf of Organizations that identify you as a member with permission to curate.	Selecting the organization helps others find all resources tagged by the organization.

Learning Standards		Select all of the Learning Standards to which the resource aligns.	Select all of the standards that apply and align to specific content levels for each standard and select all content areas and levels within each content area that are applicable. Other users will be able to search on the standards you selected and instructors can evaluate the alignment.
			
			• Select a Standards Body.
			• Select an Education Level.
			• Select a Content Area.
			• Identify if the resource:
			   o Aligns to the standard
			   o Assesses the standard
			   o Teaches the standard
			   o Requires the standard
			• Identify (based on PARCC) if the standards alignment is:
			   o Major
			   o Supporting
			   o Additional

Tags – Select additional tags that apply. All tags further describe career and educational resources. These tags show with the Search filters and provide more ways for users to narrow a search. ***If you select to use the Quick Tag option, only Basic Information is entered. Use the full Tagger to have all tagging options available for tagging. This option is available for tagging both online resources and uploaded files.***			
Resource Type	X	Describes the resource using career and educational types.	Select at least one type or more if they apply. Don't over-select. Only select types that describe the resource and helps others search and filter to find and use it. Options include: • Career Information • Course • Curriculum • Demonstration/Simulation • Game

Getting Started	Required	Description	Best Practices
			• 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
Media Type	X	The physical or digital medium that contains, stores, transports, and/or provides this resource.	Select at least one media type or more if they apply. Don't over-select. Only select types that describe the resource and helps others search and filter to find and use it. Options include: • Application/Software • Archive • Audio • Document/Text • eBook • Image • Interactive Whiteboard • Non-Digital • Other • PDF • Slides • Spreadsheet • Video • Webpage
K-12 Subject		These tags are applicable to K-12 education.	Select only applicable K-12 subjects. Don't over-select. Only select types that describe

Getting Started	Required	Description	Best Practices
			the resource and help others search and filter to find and use it. If a K-12 subject isn't listed, enter it as a keyword. K-12 Subject options include: • Arts • Career Development • English Language Arts • Health • Mathematics • Physical Education • Science • Social Studies • Technology • World Languages
Career Cluster		Combines the 16 national career clusters and the 9 Illinois Pathways (http://www.ilpathways.com). Career Clusters can be selected for any grade levels ranging from Pre-K - life-long learning.	Select only if the resource is applicable to one or more Career Clusters. Don't over-select. Only select Career Clusters that describe the resource and helps others search and filter to find and use it. Options include: • 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

Getting Started	Required	Description	Best Practices
			• Marketing, Sales and Service • Other
Grade Level		Identifies the range of grade levels from Pre-Kindergarten to Postsecondary.	Select only applicable grade levels. Don't over-select. Only select grade levels that describe the resource and helps others search and filter to find and use it. Options include: • 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 Educational Functioning Levels are Adult Education grade levels used for Adult Education curricula, program, and courses.	Select only applicable NRS levels for Adult Education resources. Don't over-select. Only select levels that describe the resource and helps others search and filter to find and use it. Options include: • 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
Educational Use		Describes how the resource should be used for instruction.	Select only the intended instructional use(s). Don't over-select. Only select uses that describe the resource and helps others

Getting Started	Required	Description	Best Practices
			search and filter to find and use it. Options include: • Assessment • Curriculum and Instruction • Enhancement • Intervention • Professional Development
End User		Select as many audience members as you determine are appropriate for this resources	Select only the intended audience/end user(s). Don't over-select. Only select users that describe the resource and helps others search and filter to find and use it. Options include: • Administrator • Adult Learner • Employer • General Public • Job Seeker • Laid Off Worker • Mature Worker • Mentor • Parent or Guardian • Person with a Disability • Professional • Re-Entry Person • Student • Teacher/Education Specialist • Veteran • Workforce and Education Partner • Youth
Group Type		Describes how the resource is best used in an educational setting.	Select only applicable group types. Don't over-select. Only select types that describe the resource and helps others search and filter to find and use it. Options include: • Class • Group Large (6+ Members) • Group Small (3-5 Members) • Individual • Multiple Class • Pair

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Assessment Type		Describes the assessment types for PK-12 education as defined by the Illinois State Board of Education. Type I - An assessment that measures a certain group of students in the same manner with the same potential assessment items, is scored by a non-district entity, and is widely administered beyond Illinois. Type II - An assessment developed or adopted and approved by the school district and used on a district-wide basis that is given by all teachers in a given grade or subject area. Type III - An assessment that is rigorous, aligned with the course's curriculum, and that the evaluator and teacher determine measures student learning.	If the resource is an assessment, select only applicable assessment type. Only select the type that describes the resource and helps others search and filter to find and use it. Options include: • Type I • Type II • Type III
Accessibility Control		Identifies input methods that are sufficient to fully control the described resource.	Only select the accessibility control if it is known through information with the resource or through using any of the controls with the online resources. Only select accessibility controls that describe the resource and helps others search and filter to find and use it. Options include: • Full Keyboard Control • Full Mouse Control • Full Switch Control • Full Touch Control • Full Video Control • Full Voice Control
Accessibility Feature		Content features of the resource, such as accessible media, alternatives and supported enhancements for accessibility.	Only select the accessibility features if they are known through information with the resource or through directly interacting with the resource. Only select accessibility

Getting Started	Required	Description	Best Practices
			features that describe the resource and helps others search and filter to find and use it. Options include: • Alternative Text • Annotations • Audio Description • Bookmarks • Braille • Captions • ChemML • Display Transformability • Display Transformability - Background Color • Display Transformability – Color • Display Transformability - Font Family • Display Transformability - Font Size • Display Transformability - Line Height • Display Transformability - Word Spacing • High Contrast Audio • High Contrast Audio - No Background • High Contrast Audio - Reduced Background • High Contrast Audio - Switchable Background • High Contrast Display • Index • Large Print • LaTeX • Long Description • MathML • Print Page Numbers • Reading Order • Sign Language • Structural Navigation • Table of Contents • Tactile Graphic • Tactile Object • Tagged PDF • Timing Control • Transcript • Unlocked

Getting Started	Required	Description	Best Practices
Accessibility Hazard		A characteristic of the described resource that is physiologically dangerous to some users.	Only select the accessibility hazards if they are known through information with the resource or through directly interacting with the resource. Only select accessibility hazards that describe the resource and helps others search and filter to find and use it. Options include: • Flashing • Motion Simulation • No Flashing • No Motion Simulation • No Sound

The IOER metadata uses Learning Resource Metadata Initiative (LRMI) and shema.org, and the IOER vocabularies follow the Common Education Data Standards (CEDS) and Race-to-the-Top Multi-State Tagging Initiative. Visit IOER Developer Documentation to learn more http://ioer.ilsharedlearning.org/developers/.