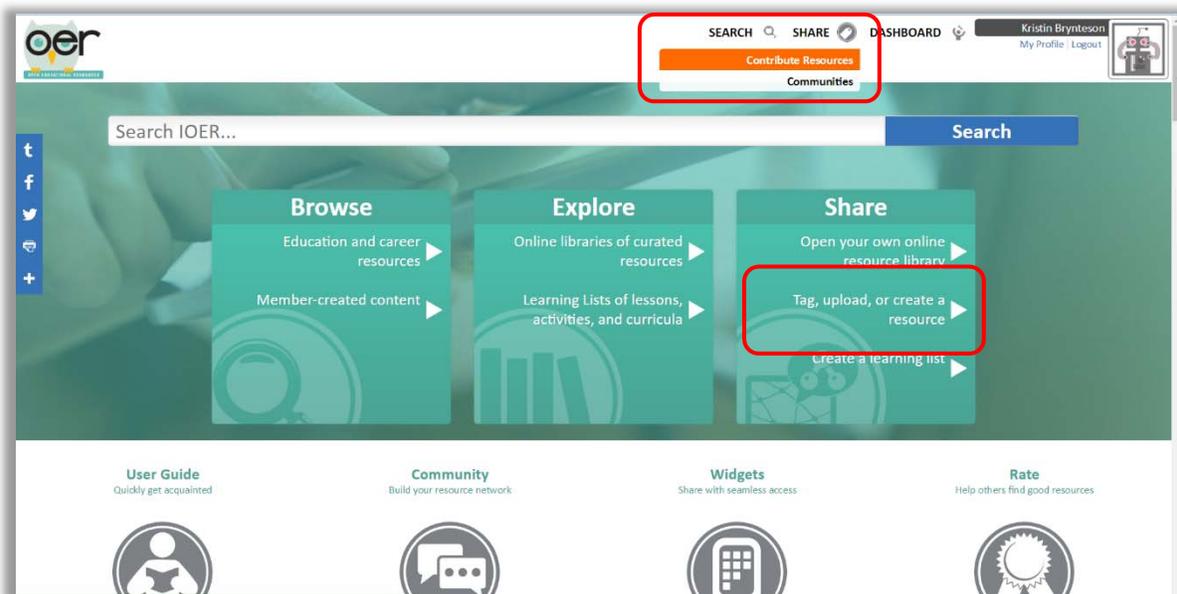




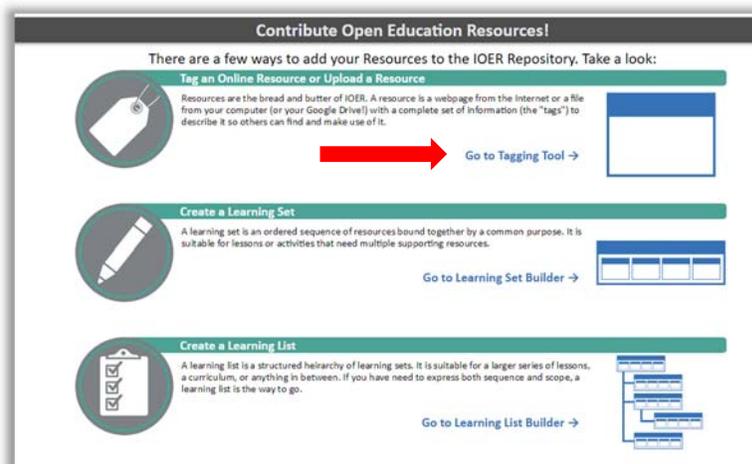
Tag Resources

Tags are keywords, labels and other information associated with a resource, learning list or learning set. Tags are used as *Filters* when you search for resources. Note: You must be a registered user to tag a resource.

1. Open the Contribute Screen from the *Share* menu on the top of the page or from the home screen.



2. Select the *Tagging Tool*.





Illinois Open Educational Resources (IOER)

ioer.ilsharedlearning.org

- You can tag a web-based resource, upload a file from another location, or copy a file from your Google Drive. To tag a web-based resource, enter the URL of the resource you want to tag into the box.

IOER Resource Tagger

The Resource

First, enter a URL or provide a file:

Tag a URL	Upload a File	Google Drive
-----------	---------------	--------------

Enter the URL to the Resource:

- 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.

- If you get this message, it means the resource has already been tagged and entered into the IOER site. Select *Click Here* to go to the resource's description page.

IOER Resource Tagger

The Resource

First, enter a URL or provide a file:

Tag a URL	Upload a File	Google Drive
-----------	---------------	--------------

Enter the URL to the Resource:

Resource already exists in IOER: [Click Here](#)

- 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.



5. If you receive this message, it means that the resource has not yet been tagged.

IOER Resource Tagger

The Resource

First, enter a URL or provide a file:

Tag a URL | Upload a File | Google Drive

Enter the URL to the Resource:

Validated

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.

Follow these guidelines for tagging a web-based resource

6. Proceed with the tagging process. Type in a title. Add a description that adequately tells about the site. Type in some key words that will help with the search function. Select the Usage Rights from the drop down menu, if you know it.

Basic Information

Next, tell us a few things about the resource:

Title (Required)
Validated

Description (Required)
Validated

Keywords (Required)
Press Enter to add this keyword

standards X dance X media arts X theater X music X standards by discipline X

Usage Rights
The usage rights are not known or not supplied

You must click Enter after typing each keyword. The words will appear under the text box. You can remove a word by clicking the red x.



7. Expand or collapse categories using the blue carets. Select for *Education Levels* and *Resource Type*. You may select more than one item in any of the categories.

Education Levels ▲

<input type="checkbox"/> Pre-Kindergarten	<input checked="" type="checkbox"/> Grade 6	<input type="checkbox"/> NRS 2 - Beginning Basic Education
<input checked="" type="checkbox"/> Kindergarten	<input checked="" type="checkbox"/> Grade 7	<input type="checkbox"/> NRS 3 - Low Intermediate Basic Education
<input checked="" type="checkbox"/> Grade 1	<input checked="" type="checkbox"/> Grade 8	<input type="checkbox"/> NRS 4 - High Intermediate Basic Education
<input checked="" type="checkbox"/> Grade 2	<input checked="" type="checkbox"/> Grades 9-10	<input type="checkbox"/> NRS 5 - Low Adult Secondary Education
<input checked="" type="checkbox"/> Grade 3	<input checked="" type="checkbox"/> Grades 11-12	<input type="checkbox"/> NRS 6 - High Adult Secondary Education
<input checked="" type="checkbox"/> Grade 4	<input type="checkbox"/> Adult Education	<input type="checkbox"/> Technical
<input checked="" type="checkbox"/> Grade 5	<input type="checkbox"/> NRS 1 - Beginning Adult Basic Education Literacy	<input type="checkbox"/> Postsecondary

Resource Type ▲

<input type="checkbox"/> Blended Learning	<input type="checkbox"/> Learning Task	<input type="checkbox"/> Unit
<input type="checkbox"/> Career Information	<input type="checkbox"/> Learning/Curriculum Map	<input type="checkbox"/> Alternate Assessment
<input type="checkbox"/> Course	<input type="checkbox"/> Lesson Plan	<input type="checkbox"/> Assessment Item
<input type="checkbox"/> Curriculum	<input type="checkbox"/> Manipulative	<input type="checkbox"/> Formative Assessment
<input type="checkbox"/> Demonstration/Simulation	<input type="checkbox"/> Primary Source	<input type="checkbox"/> Interim/Summative Assessment
<input type="checkbox"/> Game	<input type="checkbox"/> Reading Material	<input type="checkbox"/> Self Assessment
<input type="checkbox"/> Image/Visuals	<input checked="" type="checkbox"/> Reference Material	<input type="checkbox"/> Other
<input type="checkbox"/> Lab Material	<input type="checkbox"/> Rubric/Scoring Guide	
<input type="checkbox"/> Learning List	<input type="checkbox"/> Syllabus	

8. Select *Media Type* and *Subject*.

Education Levels ▼

Resource Type ▼

Media Type ▲

<input type="checkbox"/> Application/Software	<input type="checkbox"/> Image	<input type="checkbox"/> Slides
<input type="checkbox"/> Archive	<input type="checkbox"/> Interactive Whiteboard	<input type="checkbox"/> Spreadsheet
<input type="checkbox"/> Audio	<input type="checkbox"/> Non-Digital	<input type="checkbox"/> Video
<input type="checkbox"/> Document/Text	<input type="checkbox"/> Other	<input checked="" type="checkbox"/> Webpage
<input type="checkbox"/> eBook	<input type="checkbox"/> PDF	

Subject ▲

<input type="checkbox"/> Agriculture, Food, and Natural Resources	<input type="checkbox"/> Government and Public Administration	<input type="checkbox"/> Physical Education and Health
<input type="checkbox"/> Architecture and Construction	<input type="checkbox"/> Health Science	<input type="checkbox"/> Psychology
<input checked="" type="checkbox"/> Arts, A/V Technology and Communications	<input type="checkbox"/> Hospitality and Tourism	<input type="checkbox"/> Religious Education and Theology
<input type="checkbox"/> Business, Management and Administration	<input type="checkbox"/> Human Services	<input type="checkbox"/> Research and Development
<input type="checkbox"/> Career Development	<input type="checkbox"/> Information Technology	<input type="checkbox"/> Science
<input type="checkbox"/> Citizenship	<input type="checkbox"/> Law, Public Safety and Security	<input type="checkbox"/> Social Sciences and History
<input type="checkbox"/> Education and Training	<input type="checkbox"/> Life and Physical Sciences	<input type="checkbox"/> Special Education
<input type="checkbox"/> Energy	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Technology
<input type="checkbox"/> Engineering	<input type="checkbox"/> Marketing, Sales and Service	<input type="checkbox"/> Transportation, Distribution and Logistics
<input type="checkbox"/> English Language and Literature	<input type="checkbox"/> Mathematics	<input type="checkbox"/> World Languages and Literature
<input type="checkbox"/> Finance	<input type="checkbox"/> Military Science	



9. If the resource is aligned to a specific set of standards, use the drop down menus to indicate the standards.

Education Levels ▼

Resource Type ▼

Media Type ▼

Subject ▼

Learning Standards ▲

If the resource aligns to any learning standards, please indicate the specifics of those alignments here:

Select a Standard Body... ▼ Select an Education Level... ▼ Select a Content Area... ▼

10. Provide as much additional information as you can.

Additional Information ▲

Please tell us as much as you can about the resource:

Creator ⓘ
Teachers, administrators, teaching artists, arts organizations, government, private foundations, advocates, and others
Validated

Publisher ⓘ
The Illinois Arts Learning Standards Initiative is coordinated by Arts Alliance Illinois in partnership with the Illinois State Board of Education
Validated

Technical/Equipment Requirements ⓘ

Access Rights ⓘ
Free access ▼

Language ▼

Educational Use ▼

End User ▼

Group Type ▼

Assessment Type ▼

Accessibility Control ▼

Accessibility Feature ▼

Accessibility Hazard ▼

Filling out details in these categories helps the user find the resource.



11. Determine *Publishing Options*.

Publishing Options

You're almost done! Just a few more things to consider:

Organization ⓘ
None (Not tagging on behalf of an organization) ▼

IOER Access Limitations ⓘ
Anyone can access, including students ▼

Library and Collections
Optionally, you may select one or more of your collections to add this resource to:

Cheryl's Library ▲

Default collection

MyIRC Resources ▼

You can add this resource directly to one of your libraries.

12. Look for the message *Ready to Publish* and click *Finish!*

Publishing Options

You're almost done! Just a few more things to consider:

Organization ⓘ
None (Not tagging on behalf of an organization) ▼

IOER Access Limitations ⓘ
Anyone can access, including students ▼

Library and Collections
Optionally, you may select one or more of your collections to add this resource to:

Kristin Brynteson's Library as Hot Pink Tech ▼

Kristin Brynteson's Personal library ▼

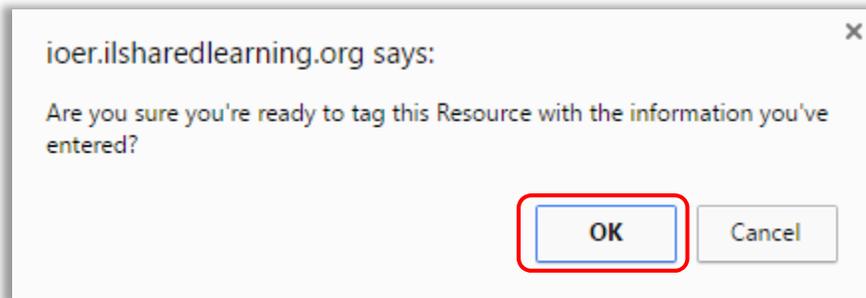
IOER Tagging Community Working Library ▼

Ready to publish! ▲

Finish!



13. You will receive a verification prompt. Click *OK*.



14. You will receive a confirmation message at the very top of the screen.

