

# Facilitator's Guide

## Module 3

**Note:** Times, corresponding slide numbers, and activity descriptions in this Facilitator Guide are suggested. Trainers are encouraged to use the provided materials as best fits their learners. All materials can be used and remixed as needed.

Slide #	Learning Objectives Addressed	Content and Notes	Additional Resources or Supplies Needed	Suggested Duration
1		<p><b>Opening and Introductions</b></p> <p>Welcome the Learners and introduce the instructors.</p> <p>Ask Learners to introduce themselves and give one expectation they have for the session.</p>	For name tents - blank paper and markers	This module take approximately 2-2.5 hours
2		<p>Introduce the objectives:</p> <p>At the end of this module, learners will be able to:</p> <ul style="list-style-type: none"> <li>• Assign tags to a resource</li> <li>• Add new content to IOER (Tag Resources)</li> <li>• Create Indexed lists and sets of OER materials, around classroom topics and/or a specific purpose</li> </ul>		
3-5		Explain tags and the relationship they have to the filters on the OER site.		

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6		<p>List of tag categories. Indicate that most of these categories have controlled vocabulary (you can only use the tags provided in the system) however, some of the categories allow for you to enter any word or phrase.</p> <p>Hand out OER Tagging Guide. Give Learners about 5 minutes to look over the guide and familiarize themselves with the terms.</p>	<p>OER Tagging Guide found at <a href="https://ioer.ilsharedlearning.org/ContentDocs/bc2cc184-41bf-464b-a363-11a554da4126/303/IOER_TaggingGuide_June12_2017.pdf">https://ioer.ilsharedlearning.org/ContentDocs/bc2cc184-41bf-464b-a363-11a554da4126/303/IOER_TaggingGuide_June12_2017.pdf</a></p>	
7	Assign tags to a resource	<p>Activity</p> <p>Explain the requirements of the activity.</p> <p>Discuss the process and why the tags might differ.</p>	Facilitator can select a resource of their choice.	Approximately 10-15 min
8-10		Tagging a resource is one way to contribute to the IOER database. By tagging a resource you are adding content to IOER. Show participants where to get to the tagging tool.		
11		<p>Explain sources of resources.</p> <p>Information to note:</p> <ul style="list-style-type: none"> <li>• URL is used to tag an existing web-based resource.</li> <li>• When uploading a local file, you make a copy of the file in IOER. This gives your local files a web-based home.</li> <li>• Tagging a google file uploads a copy of the item from your Google Drive the same way the systems copies a local file. If you want to link to a Google file within the Google drive, use the same URL you would use to share that file with others.</li> </ul>		
12 – 13		There are several categories and options when tagging a resource. The tagging categories is review from slide 6. The publishing options on slide 13		

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		<p>tell the system who you are posting the resource on behalf of (personal resource or on behalf of your organization) and who can view the resource. If you do not want students to have access to the resource, select "Only Illinois Teachers". If you select "Anyone (including students)" the resource will be viewable by everyone including non-registered users.</p> <p>From this section you can also add the resource directly to your or your organizations' s library.</p>		
14	Add a resource to OER	<p>Tagging activity. Give instructions. Learners should work in small groups. Move around to be sure questions are being answered.</p>	User Guide OER Tag a Resource	Approximately 15-20 min
15 – 20		<p>Explain the concept of Learning Sets and Learning Lists.</p> <p>You might want to show an example of ISBE's Model Math Resources as an example of Learning Sets within the larger Learning List.</p> <p>This can also be demonstrated by using the live site. Show the difference between the Learning Set Builder and the Learning List Builder.</p> <p>Important ideas to note:</p> <ul style="list-style-type: none"> <li>You can add an untagged resource to your learning set/list or find a resource through IOER search. This feature is built into both tools.</li> <li>Be sure to clearly demonstrate the List navigation. Demonstrate how to add a child level. The child level is attached to the level you have selected at that time (this level will highlight as purple). Think of the navigation as an outline or multi-leveled bulleted list.</li> <li>In the List Builder, you can add collaborators on the Partners tab and see the latest changes or notes on the News tab.</li> </ul>	User Guide OER Learning Set OER Learning List	

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21 - 22		<p>Managing your created and tagged resources is done from the Dashboard.</p> <p>Information to Note:</p> <ul style="list-style-type: none"> <li>If all your created resources do not show, be sure to adjust your filters (see on slide 22). Default setting under Publish Status is "Published". Change to "In Progress" to view draft Sets and Lists.</li> </ul>		
23-34	Create indexed lists and sets of OER materials, around classroom topics and/or a specific purpose.	<p><b>Activity</b></p> <p>Go through directions and allow plenty of time for Learners to create Learning Set.</p> <p>Have participants create a Learning List using the same resources used in the set.</p> <p>Be sure to remind them NOT to publish the draft Sets and Lists. Once the activity is complete, they can delete the test Sets and Lists if they chose. To delete a resource, Choose the "Resources I Created" menu from the dashboard. Edit the resource and select "Delete this Learning Set/List tab at the top of the screen.</p> <p>Spend about 10 minutes sharing out the experience of the activity and the sets that were created.</p>	User Guide OER Learning Set OER Learning List	Approximately 20-35 minutes
	EXTENSION	Provide 1-inch grid paper. Have Learners pencil in resources they would like to find in order to create several Learning Sets. Then cut the Learning Sets apart to create a hierarchy that could be developed into a Learning List. This provides a physical model of how the sets and lists work. This can also be done on Post-it Notes.	Scissors, large grid paper <a href="http://www.printablepaper.net/category/graph">/www.printablepaper.net/category/graph</a>	Extensions are provided for advanced users or to provide a follow up activity at a later date.

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				Approximately 15-20 minutes
	EXTENSION	Allow work time for Learners to create Sets/Lists that are relevant to their classroom needs.		Approximately 30 min
	EXTENSION	<p>Host a Tag-a-thon– Have participants tag resources that they have found useful in their classrooms. You might provide a “Milestone Chart” for specific resources tagged, such as</p> <ul style="list-style-type: none"> <li>Three Math resources</li> <li>Four ELA</li> </ul> <p>This activity is also a very useful way to have teams of teachers vet and curate resources into a shared organization library.</p>		Approximately 2-4 hours