



IOER Learning List Guide

Thanks for trying out the IOER Learning List system! This guide will walk you through setting up a Learning List and publishing it for others to see and use.

What is a Learning List?

A Learning List is a grouping of resources that can be formatted to show their relationship as levels. The easiest way to understand levels is to think about folders on your computer: They can contain subfolders and/or files. Similarly, a school curriculum or outlines for an essay are broken into an organized group of smaller items.

Learning List levels can contain:

- One or more Levels (*called **children** or **child levels***)
- Files or references to websites (*called **attachments***)

Each level and each attachment can also be aligned to **Learning Standards**. When a user is viewing the Learning List, standards that apply to levels and attachments at and below the level they are viewing are displayed.

What are Learning Lists for?

Learning Lists are for grouping of resources that need to be shown with their relationships. For example:

- A school curriculum or digital textbook
 - A hierarchy of levels would make up modules, units, lessons, assessments and so on.
 - Each level could contain one or more files or links to websites.
- An individual lesson
 - Even if it's only one level, you could group the files and websites together with it.

The Fun Part: Building Your First Learning List

Step One: Login

1. Visit <http://ioer.ilsharedlearning.org>
2. Click **Login/Register** in the upper-right corner.
3. If you have an account, login. Otherwise, complete the registration.

Step Two: Create a Learning List

1. In the **Share** menu at the top of the page, click **Contribute Resources**.
2. In the **Create a Learning List** section, click **Go to Learning List Builder**.
3. Here you will enter a Title and Description. This will help others find and understand it.
4. Click **Create**.

*Note: To edit an existing Learning List you already started, login and click **My Dashboard** in the top-right. Next, in the menu on the left, click **Resources I Created**. On the next page, find or search for your Learning List and click **Edit**.*

Step Three: Build the Relationships

The menu on the left displays the current relationships, or levels, for the Learning List and lets you navigate from one layer to the next. Since you just started, you'll only see one Level. The drop-down menu below the hierarchy



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allows you to add, remove, and reorganize levels in the hierarchy. A Learning List can only have one level at the very top, so right now, your only option is to add a child level.

1. Select **Add a child level** if it's not already selected and click **Select**.
2. When the page updates, you'll see **New Level** indented under your top level. You'll also see that it's highlighted--this means we're currently editing this level.
3. Update the **Basic Information** in the section to the right:
 - a. Title: Replace **New Level** with proper title.
 - b. Description: Give a good description that will help others understand this level
 - c. Approximate timeframe to complete: This is an optional field to provide more information.
 - d. Permissions List: This is a drop-down list that lets you select your audience, for example educators only or anyone.
 - e. Image: Upload an image that represents the whole Learning List.
4. Click **Save Changes**.

*Note: If you need additional help or information, click the **Help** button on the top-right of the editor.*

Step Four: Get Creative!

From here, you can continue fleshing out your hierarchy with more nodes, or focus on enriching the current node before moving on. You can do this by:

- Adding Attachments
 - Click the **Attachments** tab at the top
 - Give the attachment a title, then either select a file or enter a web URL.
 - Select who can access that file (for example, you wouldn't want students to access answer keys).
 - Optionally, feature the item. Each level can have one featured item, which will automatically display when a user views that level.
 - Click **Save Attachment**.
- Organize and update Attachments
 - Once you've added a few attachments, you can feature/unfeature, rename, replace, remove, and reorganize them by first selecting the attachment to edit and performing the desired actions.
- Adding Standards (to either the node itself or to individual attachments):
 - Click the **Add Standards** button while on the Level Properties tab or while an attachment is selected, depending on what you want to align. As you align standards they will automatically roll up so users will be able to see all aligned standards so only tag standards where they align.
 - Use the standards browser to find and indicate the standards alignment(s), and click **Finish**.

At any point, you can click **Preview this Level** on the **Level Properties** tab to check your progress. Note that private levels and attachments will still be visible to you, and that **only you** have access to this preview.

Step Five: Wrapping Up

Once you're finished with your Learning List, click **Publish** it to make it available in the IOER search, which allows you and others to find it and follow it, add it to IOER Libraries, embed it on a website, comment on it, and many other useful features. Note that you can still edit your Learning List even after it's published--but any changes you make will be immediately visible to anyone with access.

To publish your Learning List, go to the top level and click **Publish Learning List**. That's all there is to it!