

NCLOR Contribution Wizard

A GUIDE TO ASSIST WITH THE CONTRIBUTION PROCESS

I. Introduction

Items are contributed to the LOR through the *Contribution Wizard*. The wizard guides you through several steps that define the metadata for the item you are contributing. This metadata is used to identify who can find the item and how. It's important to note that you do not have to complete the wizard at one time. You can save your item as a draft [discussed in Section III of this document] and then complete the wizard later. You can also make changes to the item until it is live.

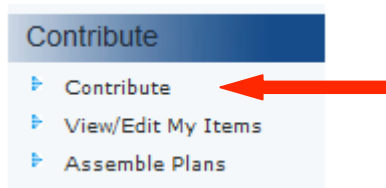
II. Contributing

Contribute

The *Contribution Wizard* consists of eight steps, each of which is explained in detail in this section.

1. Audience
2. Copyright
3. DRM - Details
4. Upload
5. Basic Info
6. Discipline
7. Instructional Info
8. Review

To access the *Contribution Wizard*, click on the link under *Contribute* on the left hand navigation.



Select a Group of Educators

This selection identifies the audience who will be able to find the item you are contributing. The options you see here depend on your permissions, but will typically include *Higher Education account holders only* or *K-12 account holders only*, and *All NCLOR account holders*. To make an item available to all users, select *All NCLOR account holders*.

The screenshot shows the 'Contribute' tab selected in the top navigation bar. The main heading is 'Contribute'. Below it, a question asks: 'Once this content item(s) is published, by default, which group of educators should be able to search for it and use it?'. A dashed box highlights the 'Select a Group of Educators' section. Under this section, there are two radio button options:

- All NCLOR account holders**
Includes community college, K-12, and university educators with NCLOR accounts
- Higher Education account holders only**
Includes community college and university educators with NCLOR accounts

The left sidebar contains navigation links for 'Search' (NCLOR Home, Advanced Search, Search Other Repositories, My Search) and 'Contribute' (Contribute, View/Edit My Items, Assemble Plans).

Audience

The first tab in the *Contribution Wizard* is *Audience*. The questions on the audience tab further define the group to whom you want to make this item available.

The first question is *Should guests to the NCLOR be able to access this item?* Guests [who do not have an account to login to the LOR] will only be able to access items where the answer to this question is *Yes*. Selecting *No* will prompt you to answer another question, *Is this item intended for just you and/or a few others to collaborate?* If you are working on material in partnership with others [whether they have an account for the LOR or not], you can collaborate with them in LOR in a few different ways. Selecting *Yes* for this question will provide you with instructions on how to do so.

The second question on this page asks if your item should be available to partner repositories. Partner repositories [like those you can choose from when searching other repositories] can only access items where the answer to this question is *Yes*. For a list of partner repositories, click *partner* as indicated below.

The final question on this page asks if you would like NCLOR members to be able to contact you regarding your item. You can enter your email address in the box provided to allow them to do so. Your email address will then be visible when others find your item and they may reach out to you about the item itself or a common interest you may share. When you have completed the first tab, and as you complete subsequent tabs, click the *Next* link [also shown below].

Search All NCLOR account holders

Audience Copyright DRM - Details Upload Basic info Discipline Instructional Info

Review

In addition to the main group of educators you just selected, please respond to the questions below regarding other groups you would like to be able to search for and use this content.

Should guests to the NCLOR be able to access this item? *

Yes

No

Is this item intended for just you and/or a few others to collaborate?

Yes

No

Should partner repositories outside North Carolina be able to access this item? *

Yes

No

Would you like NCLOR members to be able to contact you about this item?
If so, please enter your email address below

Save | Next >>

Copyright

The copyright agreement for the LOR is defined in this step. Additional information on some of the terms can be obtained by clicking on the hyperlinks throughout the paragraphs. Select the appropriate copyright statement(s) and then indicate your agreement at the bottom of the page as shown below. *Please note, you must agree to the copyright statement if you wish your item to be made live in the LOR. If you do not agree, you may still save the item in draft form.*

Contributors to these collections are responsible for compliance with U. S. copyright law and the relevant copyright and intellectual property policies of their home institutions. Placing material in the NCLOR will not alter its previously existing copyright ownership status.

Contributors affiliated with a community college must comply with the North Carolina Community College System [Intellectual Property Policy For the Virtual Learning Community](#) and/or other applicable policies

Contributors affiliated with University of North Carolina (UNC) institutions must comply with the [UNC Copyright Use and Ownership Policy](#), and their constituent institution copyright policies and regulations. A [Copyright Primer and Fair Use Worksheet](#) is available to aid in applying these policies.

The U.S. copyright laws, which apply to displays and performances in online education (The TEACH Act), are more restrictive than those which apply to face-to-face teaching in the classroom. The [Teach Act Toolkit](#), a resource developed at NCSU, can be consulted when displays or performances (e.g., photographs or videos) are submitted. The restrictions on the use of text are essentially the same online as in a classroom – the use must be either fair use or used with permission. Fair use is always applicable to the use of both online materials and face-to-face teaching -- regardless of the form of the materials.

If you own the copyright in a submission, a [Creative Commons](#) license offers a way for content creators to protect their works while encouraging certain uses of them. For example, you give permission for others to use your work for limited educational purposes, but not for commercialization. You may wish to read more about this and select a Creative Commons license for your work (a "wizard" is also available to assist in choosing a license). Typically, a link to the Creative Commons license provisions is placed into the work or on the Web site where it resides.

Links to works, such as those posted on the Internet, whose copyright is owned by external creators may be added to the NCLOR for the purpose of "bookmarking" those works or documenting their relevance to the educational mission of the NCLOR and its users. No permission is required to merely link to an external source.

Copyright use and ownership can be complicated. If there is any question whether or not your use is permitted under the copyright laws or the UNC policies, you should consult the materials listed above. If you are still unsure, you should consult your librarians and campus attorneys.

Please select the appropriate copyright statement below: *

- I am the copyright holder of the submission and/or I have the authority to add it to this collection. I grant to the NCLOR the right, without changing the content, to migrate one or more copies of the submission to any medium or format for backup and preservation purposes; OR
- This work is freely available online or is in the public domain of the country in which it is published.

I also represent that my submission does not, to the best of my knowledge, infringe upon anyone's copyright. *

- I agree

You must select the appropriate copyright statement and agree to the non-infringement statement above in order to submit this resource. If not ready to agree, you can still save as draft for now.

<< Prev | Cancel | Preview | Save | Next >>

DRM - Details

DRM stands for Digital Rights Management. While this information is different than the copyright, it is equally important because it identifies to whom the item belongs as well as the privileges granted to someone who wishes to use it [in its

live state]. If the item was created by several people, they can be listed here. The questions on this tab include:

- Who created this item?
- Other creators or contributors
- What rights should the end user be provided?
 - Allow users to only take and use this item - requires users to agree to the following before accessing the item:
 - This item may freely be displayed, executed, played, printed
 - On reuse of this item you must attribute ownership to the original owners listed below [your name and email address]
 - Allow users to take, use and modify this item if required - includes the following agreement:
 - This item may freely be displayed, executed, played, printed
 - Additionally, you as the user may modify, remove excerpts from, annotate and/or aggregate this item
 - On reuse of this item you must attribute ownership to the original owners listed below [your name and email address]
 - Specify custom usage and reuse permissions - allows you, as the owner of the item, to determine which of the actions in the bulleted items above are allowed

The screenshot shows the NCLOR (North Carolina Learning Object Repository) interface. The header includes the NCLOR logo and the text 'North Carolina Learning Object Repository'. Below the header, there is a navigation menu with categories like 'Search', 'Contribute', and 'Administer'. The main content area is titled 'Higher Education' and contains several tabs: 'Audience *', 'Copyright *', 'Upload *', 'Basic info *', 'Classification *', and 'Educational *'. The 'DRM - Details' tab is selected, and the 'Review' sub-tab is active. The 'Who created this item?' section has three radio button options: 'This item was created solely by me' (selected), 'I am but one of the creators of this item, others are listed below', and 'This item was created by others who are listed below'. Below this, there is a section for 'Other creators or contributors' with fields for 'Name:' and 'Email:', and a large text area for listing names. There are 'Add', 'Remove', and 'Edit' buttons for this list. The 'What rights should the end user be provided? *' section has three radio button options: 'Allow users to only take and use this item' (selected), 'Allow users to take, use and modify this item if required', and 'Specify custom usage and reuse permissions (Advanced users only)'. At the bottom right, there are navigation links: '<< Prev | Cancel | Preview | Save | Next >>'. The footer of the page indicates 'Page 5 of 14'.

Upload

The next tab is the *Upload* tab. Here you select the type of item you are contributing to the LOR. The options include:

- File (Word document, PowerPoint, etc.)
- Group of files
- Link to website (www.nclor.its.state.nc.us, www.cnn.com, etc.)
- IMS/SCORM package

Simply select the appropriate option and follow the instructions.

The screenshot shows the NCLOR user interface for uploading content. At the top, there are tabs for 'Audience *', 'Copyright *', 'DRM - Details', 'Upload' (which is active), 'Basic info', and 'Discipline'. Below these are 'Instructional Info' and 'Review' tabs. The main content area is titled 'Contribution Type *' and asks 'What type of item are you contributing?'. There are four radio button options: 'File', 'Group of files', 'Link to website', and 'IMS/SCORM package'. The 'File' option is selected. On the left, there is a navigation menu with 'Contribute' selected. At the bottom right, there are navigation buttons: '<< Prev | Cancel | Preview | Save | Next >>'. The top of the page shows 'Search' and 'All NCLOR account holders'.

Basic Info

The *Basic Info* tab includes the following fields:

Field	Description
Title	Title is displayed with the item and included in searches
Description	Description is displayed with the item and included in searches
Keywords	The Keywords field contains important information since it is the primary field used in basic searches [the most commonly used search option]
Description of use of this item	This field explains how the item is used in the classroom [or other learning environment]
Date created	This is the date the item was originally created [not the date it was contributed to the LOR]
Language	Default language is English
Technical Requirements	Any special plug-ins or programs [Macromedia Flash, Adobe Acrobat Reader, etc.], which are required to view the item you are contributing. Anything else that might affect one's ability to use the item should also be included here.

Search

NCLOR Home

Advanced Search

Search Other Repositories

My Search

Contribute

Contribute

View/Edit My Items

Assemble Plans

All NCLOR account holders

Audience *
Copyright *
DRM - Details
Upload *
Basic info
Discipline

Instructional Info
Review

Title *
Please enter a title for this item

Description
Please enter a brief description for this item

Keywords
Please enter searchable keywords so others can locate this item (comma separated)

Description of use of this item

Date Created (if known)

Language
Please select the language for this item

English (U.S.) ▼

Technical Requirements
Please list any special technical requirements for usage of this item

<< Prev | Cancel | Preview | Save | Next >>

Discipline

The *Discipline* tab allows you to select the Discipline(s) or Subject(s) associated with the item you are contributing. These metadata fields are categorizations used when searching the LOR, so it's important to select appropriately.

Many, if not all, of the disciplines have subdisciplines available. You will see the available subdisciplines after you have selected the discipline. The example below shows the subdisciplines for Agricultural and Natural Sciences. *Please note that the disciplines shown in these images may be different from those available when you are contributing an item.*

The screenshot shows the 'Discipline' tab in the NCLOR interface. It features a navigation menu on the left with options like 'NCLOR Home', 'Advanced Search', and 'Contribute'. The main content area is titled 'All NCLOR account holders' and has several tabs: 'Audience', 'Copyright', 'DRM - Details', 'Upload', 'Basic info', 'Discipline' (selected), and 'Instructional Info'. Under the 'Discipline' tab, there is a 'Review' section with a 'Discipline/Subject *' heading. A grid of checkboxes lists various disciplines, with 'Agricultural and Natural Sciences' checked. Below this is a section for 'Subdisciplines - Agricultural and Natural Sciences' with a red arrow pointing to it. This section contains a list of subdisciplines, with 'Botany' and 'Forestry' checked. At the bottom, there is a 'Related Course Classification' section with a dropdown menu and a text input field for a course number. The footer of the form includes navigation links: '<< Prev | Cancel | Preview | Save | Next >>'.

In addition to the disciplines and subdisciplines, you may also add course information. If the item you are contributing is designed for use with a particular course, you can include that with your item. This gives others the ability to search the repository for course-specific material. First select your institution [for universities] or *NCCCS Common Course Library* [for community colleges]. Then enter the course number in the box provided [ex. ANT 210].

Instructional Info

Like the *Discipline* tab, the *Instructional Info* tab contains metadata information which will be used when searching the LOR. The information includes:

- Learning Resource Type – description of the item [Figure, Image, Syllabus, etc.].
- Level – the instructional level to which the item applies

In between these two fields is a question asking if your item is a structured learning object. The answer to this question will define the review process for an item. Structured learning objects will undergo a more thorough review process before being made live. The definition of a learning object is provided, and you simply need to select *Yes* or *No*.

Search
All NCLOR account holders

NCLOR Home

Advanced Search

Search Other Repositories

My Search

Contribute

Contribute

View/Edit My Items

Assemble Plans

Audience *
Copyright *
DRM - Details
Upload *
Basic info *
Discipline *

Instructional Info
Review

Learning Resource Type *
Please select all that apply

<input type="checkbox"/> 3-Dimensional Object	<input type="checkbox"/> Animation	<input type="checkbox"/> Assessment Material	<input type="checkbox"/> Audio
<input type="checkbox"/> Case Study	<input type="checkbox"/> Community (e.g., blog, wiki)	<input type="checkbox"/> Course	<input type="checkbox"/> Dataset
<input type="checkbox"/> Demonstration	<input type="checkbox"/> Diagram	<input type="checkbox"/> Educator's Guide	<input type="checkbox"/> Exam
<input type="checkbox"/> Exercise	<input type="checkbox"/> Figure	<input type="checkbox"/> Game	<input type="checkbox"/> Graph
<input type="checkbox"/> Image	<input type="checkbox"/> Index	<input type="checkbox"/> Interactive Resource	<input type="checkbox"/> Lab Demonstration
<input type="checkbox"/> Lecture	<input type="checkbox"/> Lesson plan	<input type="checkbox"/> Map	<input type="checkbox"/> Multimedia
<input type="checkbox"/> Narrative Text	<input type="checkbox"/> Poster	<input type="checkbox"/> Presentation	<input type="checkbox"/> Problem Statement
<input type="checkbox"/> Questionnaire	<input type="checkbox"/> Reference Material	<input type="checkbox"/> Research Paper	<input type="checkbox"/> Research Study
<input type="checkbox"/> Self Assessment	<input type="checkbox"/> Simulation	<input type="checkbox"/> Slide	<input type="checkbox"/> Software
<input type="checkbox"/> Study Guide	<input type="checkbox"/> Syllabus	<input type="checkbox"/> Table	<input type="checkbox"/> Textbook
<input type="checkbox"/> Tutorial	<input type="checkbox"/> Unit	<input type="checkbox"/> Video	<input type="checkbox"/> Website
<input type="checkbox"/> Other			

Is this a structured Learning Object *
A learning object is a self-contained learning unit that structures content in a context that includes learning objectives and some type of feedback, exercise, or assessment.

Yes

No

Level *
Please select the appropriate instructional level for this item.

<input type="checkbox"/> K-8	<input type="checkbox"/> Secondary/High School	<input type="checkbox"/> Adult/Continuing Education	<input type="checkbox"/> Higher Education
<input type="checkbox"/> Research/Collaboration	<input type="checkbox"/> Professional Development		

<< Prev | Cancel | Preview | Save | Next >>

Review

The last step in the *Contribution Wizard* is the *Review*. Here you can view the information you provided in previous steps.

The screenshot shows the 'Review' page for an item titled 'Matthiessen State Park'. The page is divided into several sections:

- Navigation:** A top bar with tabs for Audience, Copyright, DRM - Details, Upload, Basic info, Discipline, and Instructional Info. A 'Review' button is highlighted.
- Search and Navigation:** A search bar and a sidebar with links to NCLOR Home, Advanced Search, Search Other Repositories, My Search, and Contribute (with sub-links for Contribute, View/Edit My Items, and Assemble Plans).
- Item Information:**
 - Owner:** Demo User [ccuser]
 - Collection:** All NCLOR account holders
- Details:**
 - Learning Context:** Higher Education, PD
 - Discipline:** Agricultural and Natural Sciences
 - Subdiscipline:** ANS - Botany, ANS - Forestry
 - Learning Resource Type:** Image
- Notifications:** A section with a warning icon and the text 'Select users to notify when this item becomes publicly available.' Below it is a 'Select Users' button.
- Shared Ownership of Item:** A section with a person icon and the text 'Do you wish to share the ownership of this item with other users in a collaborative form?' Below it is a 'Share Ownership' button.

At the bottom right of the page, there are navigation links: '<< Prev | Cancel | Preview | Save'.

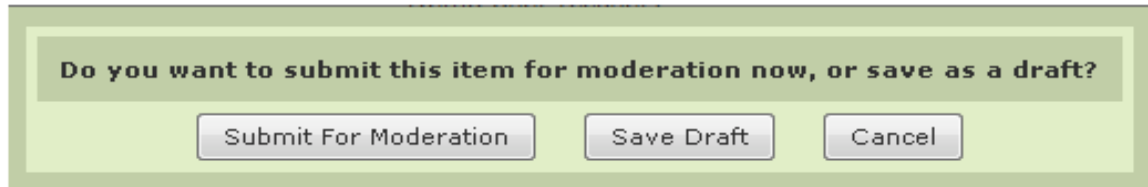
You can also share ownership of the item with other NCLOR users by clicking on the *Share Ownership* button. A new window will open as you see below. Enter the person's name and click *Search*. When you see them listed in the box on the left, click once on their name and again on the single arrow pointing to the right. You should now see the person's name in the box on the right. Repeat this process to add additional names and click *OK* when you have finished.

The 'Share Ownership' dialog box is titled 'Share Ownership' and contains the following elements:

- Instruction:** 'Please select users you wish to share ownership of this item with: (* = wildcard character)'
- Search:** A text input field followed by a 'Search' button.
- User Selection:** Two empty rectangular boxes representing lists of users. Between these boxes are four buttons: '>>', '>', '<', and '<<', used for moving users between the lists.
- Confirmation:** 'OK' and 'Cancel' buttons at the bottom right.

III. Saving

When you have either completed the wizard or would like to stop working on an unfinished item, click the **Save** link. Another set of options will appear as shown below.



If you have completed the wizard and are ready to submit your item for moderation [in order to make it live], click the *Submit For Moderation* link. If you do not want your item to be searchable, or would like to come back to it later, click *Save Draft*.

Search
All NCLOR account holders

NCLOR Home

Advanced Search

Search Other Repositories

My Search

Contribute

Contribute

View/Edit My Items

Assemble Plans

The item was successfully saved

Name: Matthiessen State Park
Description:
Owner: Demo User [ccuser]
Item Status: draft
Version: 1

Advanced Image Viewer

This item contains images that users may wish to view using the advanced image viewer. This requires some preparation work that you can choose to be performed now. This work will be performed separately on the server and not affect your own work.

Moderation History - [show all details]

- Edited (Demo User) 13:00:08 - 24 June 2008
- Edited (Demo User) 13:01:23 - 24 June 2008

Version Management

Version	Title	Status
1	Matthiessen State Park	draft

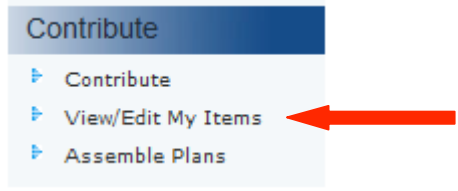
Do you want to contribute another item?

- Contribute another item of the same type
- Contribute another item with the same metadata, but no attachments
- Contribute another item with the same metadata and attachments
- Contribute items of a different type

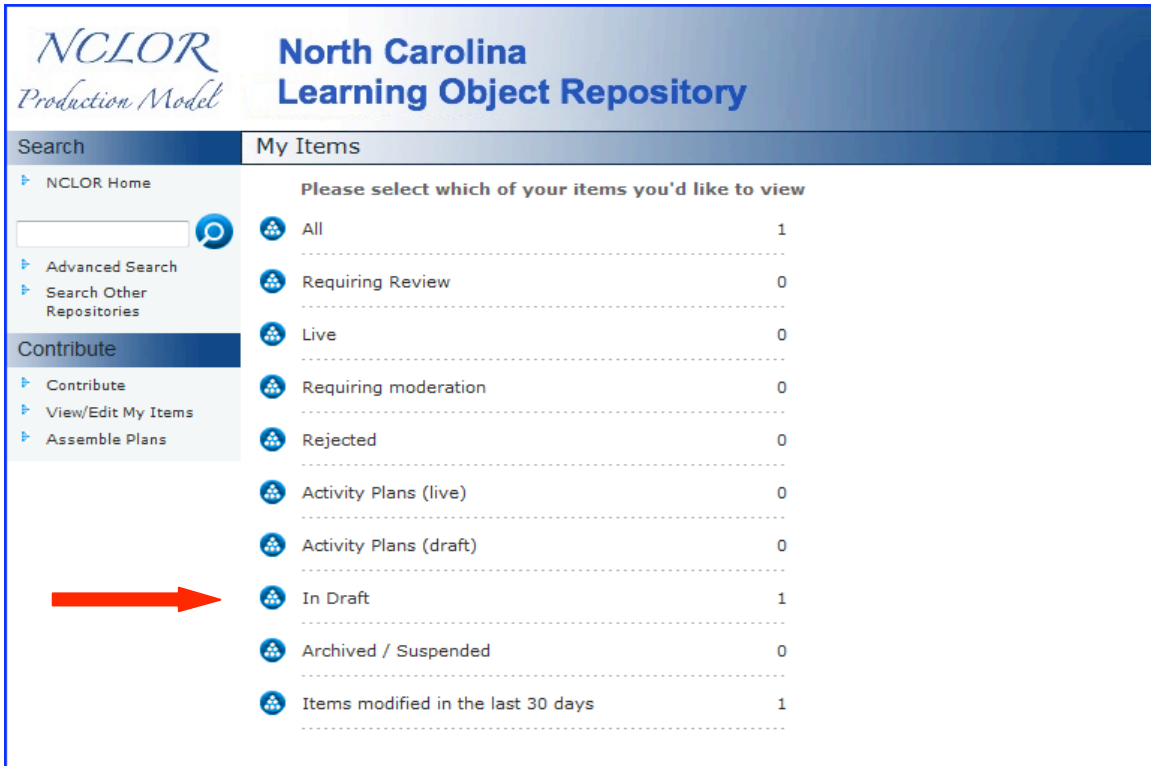
[View](#) | [Home](#) | [Close](#)

IV. Editing

As previously mentioned you can return back to a saved item at any time. The link to access items you have contributed is called *View/Edit My Items* and is located directly below the *Contribute* link you used to begin the *Contribution Wizard*.



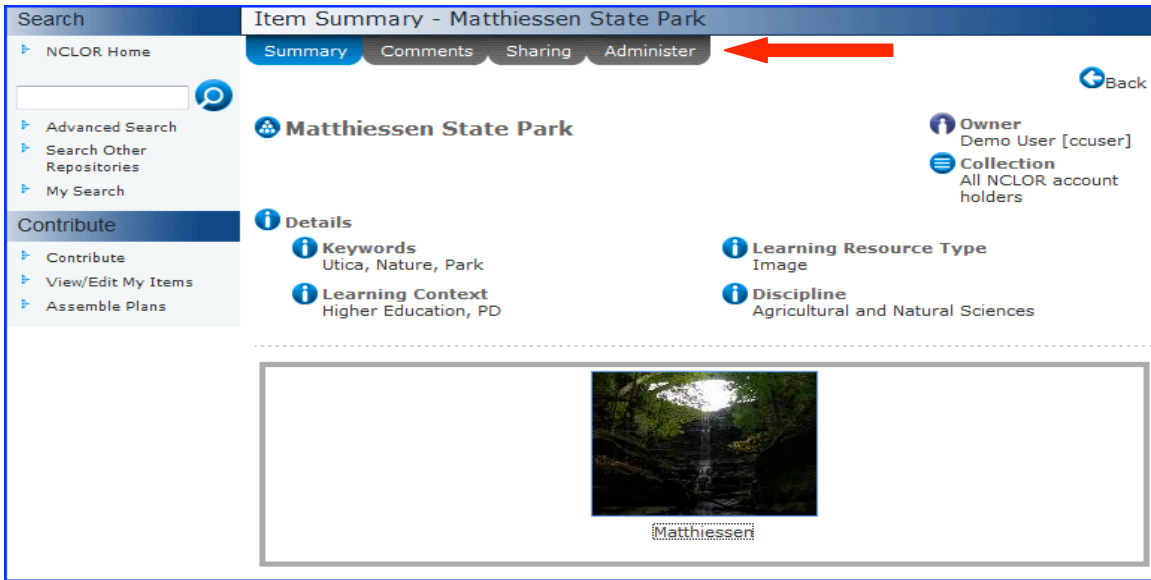
After you have clicked on *View/Edit My Items*, links to the items you have in various states will display. If you have items in draft form, you can access them by clicking *In Draft* as shown below.



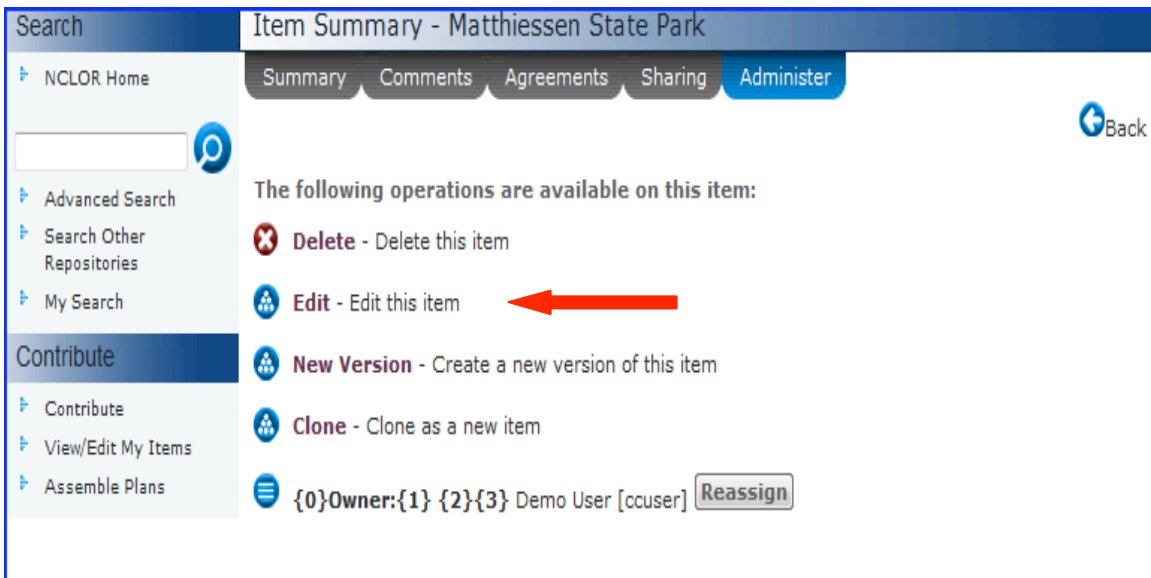
You may have multiple items saved as drafts. Select the item you wish to edit by clicking on *View more details* as you see below.



A summary with the metadata associated with your item will display. To make any changes click the *Administer* tab.



The next screen will look similar to the one below. Click on the *Edit* link to begin editing your item.



When editing your item, you have returned to the *Contribution Wizard*. Please refer to sections II and III of this guide for assistance in editing or saving your item.

Other Options for Saved Items

If your item is live, or if you wish to make changes without modifying the existing copy, you can do several things:

- Create a New Version
- Clone the item

As the owner of the item, you can also delete it or reassign it to someone else [if it is in draft form] by clicking the corresponding option [see image above].