Learning Object Repository

User Guide 2.0

Statewide Longitudinal Data System (SLDS)
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Introduction

The Learning Object Repository (LOR) is designed to store, share, and catalog resources using a metadata schema. The LOR acts as a digital library of educational content. Georgia’s LOR is designed to share learning objects through Teacher Resource Link (TRL).

Metadata fields have been customized to match LRMI’s Cross State sharing initiative as well as Georgia’s needs. Currently, the LOR is CEDS 3.0 compliant. Metadata fields are explained in an additional document. For information regarding CEDS visit https://ceds.ed.gov/Default.aspx

Intended Audience

The Georgia Department of Education (GaDOE) is pleased to present this document as a guide for teachers using the Statewide Longitudinal Data System (SLDS) and LOR. The intended audience of this guide includes administrators, curriculum directors, lead teachers, principals and other users as determined in the State of Georgia school districts for grades K-12.

By developing this LOR User Guide, the GaDOE is assuring that all State of Georgia districts have access to the same information. The development and delivery of teacher resources is more efficient and effective when all individuals work from the same knowledge base.

This guide is meant to serve as the GaDOE’s LOR User Guide. It is not intended to state new law or supplant any Federal or State laws, regulations, or requirements. Nothing in this guide should be seen as having the force of law. This guide should not be cited as law or as imposing any additional requirements or obligations outside the requirements of existing law. Systems, schools, and parents are not required to adhere to this guide, but only to the requirements of the IDEA as codified in 20 U.S.C. § 1400 et seq., its regulations promulgated in 34 C.F.R. Parts 300 and 301, and the rules of the State of Georgia promulgated by the State Board of Education.
Access to LOR

To access the LOR, a user must be provisioned within the SIS Profile Manager or provided with an external link. Please note: the external link is not available for district or school users. This is provided for GaDOE employees who do not have SIS access.

1. Through SIS.
   a. Log into the district SIS
   b. Click on SLDS icon
   c. From the blue menu bar, click on LOR
      i. If LOR is not a choice, please contact the district’s data manager.
      ii. Not all applications listed above are available to all users.
Communities and Collections

The LOR is organized by communities and collections.

**Community:** The LOR content is organized around Communities. Within each community there can be an unlimited number sub-communities and an unlimited number of collections.

**Sub-Community:** Sub-Community is the secondary Community under the Community. Within each Sub-community there can be an unlimited number of collections.

**Collection:** Communities can maintain an unlimited number of collections in the LOR. Collections can be organized around a topic, or by type of information.

**Item:** Each collection may contain an unlimited number of items.

Districts will have an individual community as well as collections. This area is specific to district users and is not available for viewing or editing by users other than those within the specific district. The State Collection and GaVS collections are open for viewing in the LOR but are not able to be edited by users other than those given specific credentials by the collection's owners.
Discovery Tools

Location Bar

The site navigation bar allows the user to move back to pages using the quick links as "bread crumbs" for the user’s path. The user profile for External Site users is included in the Navigation bar.

Navigation Bar

The navigation bar enables the user faceted searching. Thus a user can filter what they are looking for by grouping entries into a facet, and drill down to find the content interested in. Instead of user searching: [wetland + "dc.author=Mitsch, William J" + dc.subject="water quality" ], users can complete an initial search, [ wetland ], and then filter the results by attributes. The main navigation bar is compiled of Search, Browse, and My Account. This menu transitions the right side work area with various content.
Search

1. Search Scope: Choose community
2. Enter search topic in GO space.
3. Click the Go button

Adding Filters

1. To refine a search Add filters.
2. Choose where to apply filter
   a. Title: name of the resource
   b. Author: the person credited for creating the resource
   c. Subject: educational subject material
   d. Course: course alignment
   e. Creator: the person credited for tagging the resource
   f. Publisher: the entity credited for publishing the resource
   g. Date Issued: the date the object was loaded into the LOR
3. Click on the ADD button
4. Click the GO button once filters have been added
5. To remove filters, uncheck the box in the Filters area.
Browse

The browse feature allows the user to view items within a specific community and collection. Only the collections and communities the user has access to will appear in the work area.

1. Click on a community or collection to Browse.
2. When the community or collection appears, the Navigation Bar will transition to provide more options for searching and filtering in the community or collection.
3. Statistics and Resource Library are added into the Navigation Bar.
   • Statistics provides information on access within the LOR only.
4. Resource Library provides predetermined filters for the community or collection.
   • Title: name of the resource
   • Author: the person credited for creating the resource
   • Subject: educational subject material
   • Course: course alignment
   • Creator: the person credited for tagging the resource
   • Publisher: the entity credited for publishing the resource
   • Date Issued: the date the object was loaded into the LOR
   • Clicking on any Grade or Subject heading in the Resource Library will filter the results.
My Account

My Account has two options:

1. Submissions: This area provides access to previously submitted resources.
2. Start A New Submission: This area provides link to begin tagging a new object.

Submissions

The “Start a New Submission” link allows users to tag new learning objects for release in TRL.

1. Click Start New Submission
2. Choose Community and Collection
3. Enter **Metadata Tags** [See **Cross State Metadata Guide** for details (Appendix A)]

   a. Enter the Resource Title
   b. Enter the Resource Description
   c. Enter Keywords (up to 5) after each Keyword typed in, click add.
   d. Choose a Grade
   e. Choose a Subject
   f. Choose a Course Number (multi-select CTRL+Click)
   g. Choose Educational Alignment (multi-select CTRL+Click)
   h. Choose an Element if appropriate or available
   i. Choose Alignment Type:
      a. Assesses
      b. Teaches
   j. End User
      a. Student
      b. Teacher
      c. Parent
      d. Administrator
   k. Digital Media Type (select from drop down menu)
   l. Copyright Permission (select from drop down menu)
   m. Publisher/Provider
   n. Resource shared with State
   o. Creator

   Click NEXT or Save and Exit

   p. Specify URL or Upload a file – choose from drop down.
   q. Enter the URL or Upload the file
   r. Choose program if applicable
   s. Choose the Learning Resource Type that best describes the resource
   t. If the resource is an article or book, specify the Lexile level
   u. Choose Resource Classification that best fits the resource
   v. File Extension

   Click Next
w. Review submission metadata

Correct one of these will allow user to edit metadata before submission.

The item has not been submitted for approval until the Complete Submission button has been clicked.

Return to previous submission screen.

To return to a submission later without submitting for approval, click Save & Exit. The submission will appear in Unfinished Tasks Tab.

Workflow Tasks

Depending on permissions established by the district, users may see some or all of the following tabs:

- Unfinished Items
- Pending Tasks
- Items Being Reviewed
- Approved Items
- Rejected Items

1. **Unfinished Items**: these are learning object tags that have not been completed. In order for a resource to appear here, the user may have timed out, exited without submitting for approval, or exited without saving.

2. **Pending Tasks**: these are items that are awaiting approval and have not been “taken” by an approver for review.

3. **Items Being Reviewed**: these are items that have been taken by an approver and are being reviewed for approval.

4. **Approved Items**: these are items that have been approved for release in TRL.

5. **Rejected Items**: these are items that an approver has rejected. These resources will appear in the unfinished items for a submitter.
Unfinished Items

1. To complete an unfinished item, click on the Title.

2. Review item and tags.

3. Click Resume.

4. Continue tagging with the metadata fields

Pending Tasks

These tasks are items that are awaiting approval before they are added to the repository. There are two task queues:

1. **Tasks You Own**: for tasks which an approver has chosen to accept

2. **Tasks in the Pool**: for tasks which have not been taken by an approver yet
3. To take a task from the Task Pool, click the check box and click on Take Selected Tasks.
4. The tasks selected will then be moved to the Tasks You Own area.
5. Items can be removed from the Tasks You Own to the Task Pool by clicking the check box, then Return selected Tasks to the Pool.

**Items Being Reviewed**

This tab displays resources that have been submitted and are currently under review by an approver. To appear in this section, an approver must “take the task” from the task pool. There are no functions in this tab.
Approved Items

This tab displays the completed submissions that have been reviewed and approved by an approver. See Reviewing Items section for details on how to approve items.

Rejected Items

This tab displays the resources that have been reviewed and rejected by the approver. If the approver enters a reason for the rejection, it will appear in the Reject notes section. See Resubmission section for direction on resubmitting a rejected item.
Reviewing Items for Approval

Only users with the approver permission will be able to approve and reject items in the repository. Once approved, these items will sync with TRL within 24 hours.

There are 3 steps in reviewing an item for approval:

1. Take Task
2. Review metadata tags
3. Approve or Reject item

To Take Task

1. From the Home screen My Account click on Submissions.
2. Click on the Pending Tasks tab
3. Select tasks from the Tasks In the Pool by checking the box to the left of the item
4. Click on Take Selected Tasks.
5. The task should now appear in the top section called Tasks you Own.

To Review Metadata Tags

1. Click on the Item title from the Tasks you Own section.
3. The title, description, grade, subject standard and course alignment are provided on this page.
4. In this window, click on Show full items record to display ALL metadata tags.
5. The Full Item Record will be displayed for review.

If an item is a file rather than a URL, the file will be available for viewing and downloading in this section.
Approve, Reject or Return

1. In the area marked **Actions you may perform on this task**: there are buttons to
   - **Approve item**: will mark item approved and send to TRL.
   - **Reject item**: will mark item as rejected and will not send to TRL.
   - **Return to Task Pool**: will neither approve nor reject the item.

2. Items are able to be approved, rejected or returned when showing Simple or Full Item Record.

### Resubmission

If an item has been rejected it will only appear in the Rejected Items tab. All users have permissions to see rejected resources.

1. Click on Rejected Items.
2. Click on the Title of the Item to be resubmitted.
3. Edit appropriate metadata fields.
4. Complete submission.
5. Task will be returned to Task Pool when it has been marked a complete submission.

A resource can also be deleted in the rejected area.

1. Click on the Rejected items.
2. Click the check box for the resource to be deleted.
3. Click Remove Selected Submission button.
Editing an Approved Resource

After an item has been submitted to the LOR and synced to TRL it can be edited, withdrawn or deleted. There are several steps to editing, withdrawing or removing an item.

1. Find item in the LOR.
   a. Complete a search by using the title OR
   b. Complete a search by using the URL
2. From the Work area choose the resource by clicking on the Title.
3. The simple item record will appear.
4. From the Context Menu select Edit this item.

While there are several tabs in the Edit Item workspace, only use and edit the item in the Item Status Tab. The other tabs are for coding and syncing purposes. Any changes to this area will impact the item and/or collection in TRL.

Export item and Export Metadata are not fully functioning at this time.
Within the edit **Item Status** tab, there are several actions that can be applied to the item.

**Authorizations:** This should not be changed as it will impact TRL.

**Withdrawn item:** It is a logical deletion. It can be restored. Use this this option to keep the item in the LOR but remove it from TRL.

**Move:** This feature allows the resource to be moved to another collection. The user must have permission to access the collection in order for the item to be moved.

**Permanently Delete:** This will remove the item from the LOR and TRL permanently.

**Update Item:** Allows the user to Edit the metadata tags submitted with the resource.

For each option chosen, the user will need to confirm the action on the next screen.

**Common Issues**

**Log-Out**

Currently, the LOR does not have a log out feature for users accessing the LOR using an external log in; accessing the LOR via SLDS through a SIS does provide a log out. It is best to clear out your browser settings (Clear Cache) when entering into a new LOR session. Using the incognito/private mode on your browser is also suggested.