

Learning Object Repository

User Guide 2.0

Statewide Longitudinal Data System (SLDS)



Table of Contents

INTRODUCTION 3

INTENDED AUDIENCE..... 3

ACCESS TO LOR 4

COMMUNITIES AND COLLECTIONS 5

LOCATION BAR 6

NAVIGATION BAR 6

SEARCH..... 7

 ADDING FILTERS..... 7

BROWSE 8

MY ACCOUNT 9

 SUBMISSIONS 9

 WORKFLOW TASKS..... 11

 Unfinished Items 12

 Pending Tasks 12

 Items Being Reviewed 13

 Approved Items 14

 Rejected Items..... 14

REVIEWING ITEMS FOR APPROVAL..... 15

 To Take Task 15

 To Review Metadata Tags 15

 Approve, Reject or Return 16

RESUBMISSION 16

EDITING AN APPROVED RESOURCE..... 17

COMMON ISSUES 18

 Log-Out..... 18



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.

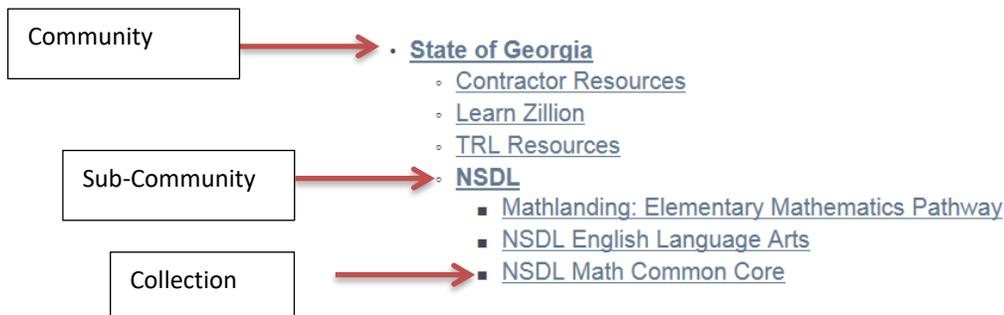
Community: The LOR content is organized around Communities. Within each community there can be an unlimited number sub-communities and an unlimited number of collections

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

The screenshot displays the DOE LOR interface. At the top, a 'Location Bar' contains the breadcrumb 'DOE LOR Home → Community List'. Below this, the interface is split into two main sections. On the left, a 'Navigation Bar' contains three main categories: 'Search DOE LOR' with a 'Click to Search' button, 'Browse' with a link to 'All of DOE LOR Communities & Collections', and 'My Account' with links for 'Submissions' and 'Start A New Submission'. On the right, the 'Communities in DOE LOR' section prompts the user to 'Select a community to browse its collections.' It lists several communities under a 'Work Area' heading: 'GAVS' (with sub-links for 'GAVS_External_Submissions' and 'GAVS_Shared'), 'State of Georgia' (with sub-links for 'Contractor Resources', 'Learn Zillion', and 'TRL Resources'), and 'NSDL' (with sub-links for 'Mathlandng: Elementary Mathematics Pathway', 'NSDL English Language Arts', and 'NSDL Math Common Core').

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 DOE LOR
[Click to Search](#)

Browse
 All of DOE LOR
[Communities & Collections](#)

My Account
[Submissions](#)
[Start A New Submission](#)

Click *Search* to find specific resources with in communities or collections.

Click *Browse* to view available resources in communities and collections.

Click *My Account* to **Approve** submissions or to **Create** a new submission.

Search

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

Drop down menu provides user access to specified collections.

Search
 Search Scope: State of Georgia - 1

Go Space

Go Button

Filters
 Add Filters:
 Use filters to refine the search results.
 Title **Add**

Sort options
 Results/page: 10 | Sort items by: relevance | in order: descending | **Apply**

Search Results
 Search produced no results.

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.

The screenshot shows a search interface with the following components:

- Search Scope:** State of Georgia - 1
- Search:** A text input field containing "writing" and a "Go" button.
- Filters:** A section titled "Selected filters:" with a checked checkbox for "Title: rain" and an "Update filters" button.
- Sort options:** A section with "Results/page" set to 10, "Sort items by" set to "relevance", and "in order" set to "descending".
- Search Results:** A section titled "Search Results for Community: State of Georgia - 1" showing "Now showing items 1-2 of 2".

Annotations include a box labeled "Check box" pointing to the "Update filters" button, and a box labeled "Search Results" pointing to the search results section.

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. Statics 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.



The screenshot shows the 'Learn Zillion' interface. On the left is a navigation sidebar with sections: Search DOE LOR, Browse, My Account, Context, Statistics, and Resource Library. The 'Context' section is highlighted with a red box and labeled 'Context is available to provisioned users.' The 'Resource Library' section is also highlighted with a red box and labeled 'Newly presented Navigation Bar fields'. The main content area shows 'Browse by' options (Issue Date, Authors, Titles, Subjects) with a 'Quick filter options' label and a 'Keyword search in collection' input field. Below this is the 'Recent Submissions' section, which is titled 'Search Results' and lists several educational resources with details like 'Created', 'Subject', 'Course Name', 'Grade', and 'Resource URL'.

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.

The screenshot shows the 'Submissions & Workflow Tasks' page. On the left, the 'My Account' section is highlighted with a red box and labeled 'Start a new submission click in the Navigation Bar or in the Workflow area'. The main content area has a 'start a new submission' button. Below it is the 'Approved Items' section, which contains a text box stating: 'The Submitter will see Approved, Pending and Rejected items in this area. Only Approvers will see Task Pool.' Underneath is the 'Archived Submissions' section, which displays a table of accepted submissions. The table has columns for 'Date accepted', 'Title', 'Collection', and 'Submitter'. One entry is shown: '2013-11-14', 'Serendipitous Fairy Tale Tabloids', 'TRL_Resources -1', and an empty submitter field.

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)]

Select Collection to tag resource into.

Click *Next*

- 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

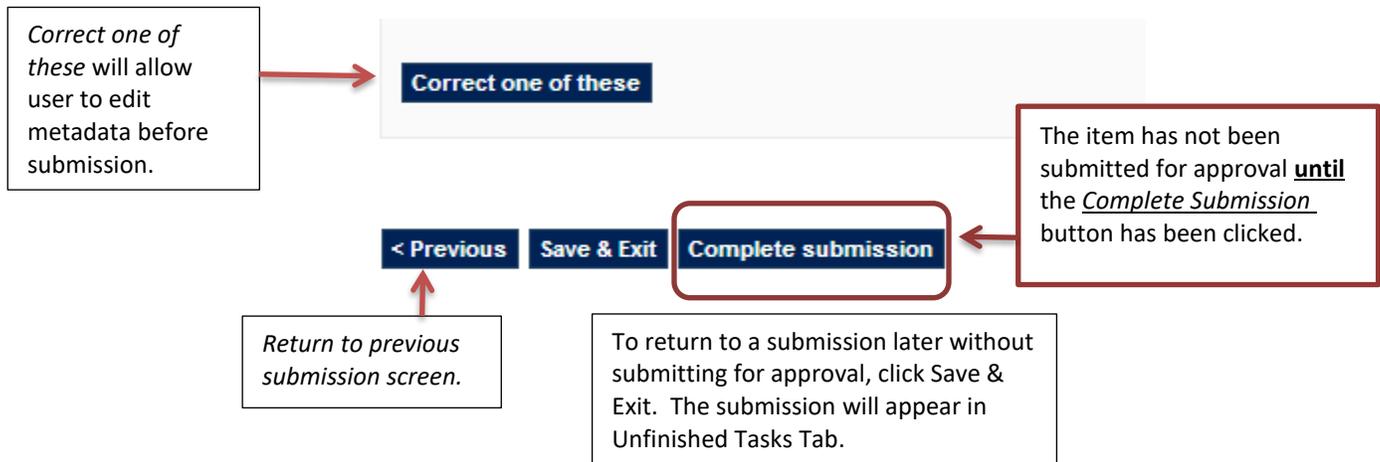
Click NEXT or Save and Exit

- 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

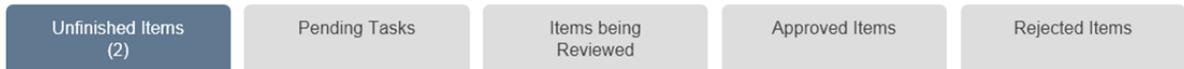


w. Review submission metadata



Workflow Tasks

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



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

Submissions & Workflow Tasks

[start a new submission](#)

Unfinished Items (2) Pending Tasks Items being Reviewed Approved Items Rejected Items

Unfinished submissions

These are incomplete item submissions.

Show 10 entries Search: [Remove selected submissions](#)

	Date Submitted	Title	Collection	Submitter
<input type="checkbox"/>	2013-11-14:13:25	Training Guide	Contractor Resources - 1	
<input type="checkbox"/>	2013-11-18:13:38	Untitled	TRL Resources - 1	

Showing 1 to 2 of 2 entries ◀ Previous Next ▶

Click title to finish submission.

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

Item submission

Testing

Description: Testing

Grade: 9-12
Subject: CTAE
Standard Name: ENGR-AE-2
Standard Element Name:
Course Name: Advanced AC and DC Circuits - 21.x530

Files in this item

 Name: DSPACEGUIDEIII.doc
Size: 76Kb
Format: Microsoft Word

[View/Open](#)

[Show full item record](#)

[Resume](#) [Cancel](#)

Show Full Item Record will present the saved tags.

To complete submission, click *Resume*.

View/Open will open the file for review.

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.



Workflow tasks
 These tasks are items that are awaiting approval before they are added to the repository. There are two task queues, one for tasks which you have chosen to accept and another for tasks which have not been taken by anyone yet.

Tasks you own
 Show 10 entries

Task	Item	Date Submitted	Collection	Submitter
<input type="checkbox"/> Submission being reviewed	Realism	2013-11-18:15:13	Contractor Resources - 1	

Showing 1 to 1 of 1 entries

Tasks in the pool
 Show 10 entries

Task	Item	Date Submitted	Collection	Submitter
<input type="checkbox"/> Awaiting reviewer's attention	Training Guide	2013-11-18:15:26	Contractor Resources - 1	

Showing 1 to 1 of 1 entries

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*.

Unfinished Items (2) **Pending Tasks** Items being Reviewed Approved Items Rejected Items

Workflow tasks
 These tasks are items that are awaiting approval before they are added to the repository. There are two task queues, one for tasks which you have chosen to accept and another for tasks which have not been taken by anyone yet.

Tasks you own
 Show 10 entries

Task	Item	Date Submitted	Collection	Submitter
<input type="checkbox"/> Submission being reviewed	Lesson Plan: Romanticism Overview	2013-11-19:07:56	TRL Resources - 1	

Showing 1 to 1 of 1 entries

Tasks in the pool
 Show 10 entries

Task	Item	Date Submitted	Collection	Submitter
<input type="checkbox"/> Awaiting reviewer's attention	American Romanticism	2013-11-19:08:00	TRL Resources - 1	

Showing 1 to 1 of 1 entries

Take or Return Tasks

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.

Unfinished Items (1) Pending Tasks **Items being Reviewed** Approved Items Rejected Items

Submissions being reviewed
 These are your completed submissions which are currently being reviewed by collection curators.

Title	Date Submitted	Collection	Status	Submitter
Romanticism A definition	2013-11-18:13:38	TRL Resources - 1	Submission being reviewed	
Training Guide	2013-11-18:15:26	Contractor Resources - 1	Awaiting reviewer's attention	

Showing 1 to 2 of 2 entries



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.

Unfinished Items (1) Pending Tasks Items being Reviewed **Approved Items** Rejected Items

Archived Submissions

These are your completed submissions which have been accepted into DOE LOR.

Show 10 entries

Search:

Date accepted	Title	Collection	Submitter
2013-06-20	Memoir Booklet Information Sheet	TRL Resources - 1	
2013-06-20	Memoir Peer Review	TRL Resources - 1	

Showing 1 to 2 of 2 entries

Previous Next

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.

Unfinished Items (2) Pending Tasks Items being Reviewed Approved Items **Rejected Items**

Rejected Submissions

Show 10 entries

Search:

[Remove selected submissions](#)

	Date Submitted	Title	Collection	Submitter	Reject Notes
<input type="checkbox"/>	2013-11-19 08:05	Lesson Plan: Romanticism Overview	TRL Resources - 1	lordundeeteacher	Rejected by reason: Please review standards alignment and resubmit for approval. on 2013-11-19T13:05:47Z (GMT)

Showing 1 to 1 of 1 entries

Previous Next



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.
2. A new window will appear.
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.

Item submission
Principles of Marketing eTextbook Simple Item Record.

Description:
 An Open Ed textbook on Marketing Principles. This text was adapted by The Saylor Foundation under a Creative Commons Attribution-NonCommercial-ShareAlike 3.0 License without attribution as requested by the work's original creator or licensee.

Grade: 9-12
 Subject: CTAE Pathway
 Standard Name: MKT-MP-1; MKT-MP-10; MKT-MP-11; MKT-MP-12; MKT-MP-13; MKT-MP-2; MKT-MP-3; MKT-MP-4; MKT-MP-5; MKT-MP-6; MKT-MP-7; MKT-MP-8; MKT-MP-9
 Standard Element Name:
 Course Name: Marketing Principles - 08.x740

Files in this item

	Name: Principles of ... Size: 4.478Mb Format: PDF	View/Open
--	---	---------------------------

Show full item record

Actions you may perform on this task:

If you have reviewed the item and it is suitable for inclusion in the collection, select "Approve".

If you have reviewed the item and found it is not suitable for inclusion in the collection, select "Reject". You will then be asked to enter a message indicating why the item is unsuitable, and whether the submitter should change something and resubmit.

Return the task to the pool so that another user may perform the task.

[Approve item](#) [Reject item](#) [Return task to pool](#) [Cancel](#)

Item submission			
Resource Description	dc.description	This authentic Italian language video introduces us to biology and natural science in Italian.	en_US
	dc.description.provenance	Submitted by btesoriero btesoriero (btesoriero) on 2014-06-10T23:03:34Z No. of bitstreams: 0	en
	dc.description.provenance	Last Modification Made by btesoriero btesoriero (btesoriero) on Thu Jun 12 19:28:53 EDT 2014	en
	dc.description.provenance	Rejected by befine05 befine05 (befine05), reason: Resource Description: Please delete the word "discusses" and add a period at the end of the sentence. Thanks! on 2014-06-12T20:59:51Z (GMT)	en
	dc.description.provenance	Submitted by btesoriero btesoriero (btesoriero) on 2014-06-12T23:28:53Z No. of bitstreams: 0	en
	dc.description.provenance	Last Modification Made by btesoriero btesoriero (btesoriero) on Thu Jun 12 19:28:53 EDT 2014	en
Digital Media Type	dc.format	Webpage	en_US
Subject	dc.subject	World Languages	en_US
Resource Title	dc.title	Introduction to Biology and Natural Science, in Italian	en_US
Resource Classification	dc.type	Auditory	en_US
End User	lom.educational.intendedenduserrole	Student	en_US
Creator	lom.metadata.contribute	btesoriero@farrin.k12.ga.us	en_US
Keyword	lom.general.keyword	Italian Language Video	en_US
Grade	dc.audience.educationlevel	9-12	en_US
Copyright Permission	dc.rights.license	Rights Reserved	en_US
Course Number	ga.coursenumber	Italian III - 60.x330	en_US
Course Number	ga.coursenumber	Italian IV - 60.x340	en_US
Course Number	ga.coursenumber	Italian V - 60.x350	en_US
Resource is shared with State	ga.share	1	en_US
Educational Alignment	ga.standard.name	ML.III.INT1	en_US
Resource URL	ga.contenturl	http://www.raiscuola.rai.it/articoli/introduzione-alfa-biologia-e-alfa-scienze-naturali/16266/default.aspx	en_US
Publisher/Provider	ga.ga-publisher	raiscuola.rai.it	en_US
Alignment Type	ga.alignmenttype	Teaches	en_US
Learning Resource Type	ga.resource.type.learning	Images/Visuals	en_US

The first column shows the tag names based on the schema in submissions area. The second column shows the object repository code. The third column shows the tags entered by the submitter.

The resource link is provided in order to review item.

Show simple item record will return to previous screen.



Approve, Reject or Return

- 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.
- 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.

- Click on Rejected Items.
- Click on the Title of the Item to be resubmitted
- Edit appropriate metadata fields
- Complete submission
- 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.

- Click on the Rejected items.
- Click the check box for the resource to be deleted.
- 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.

The screenshot shows the LOR interface. On the left, the 'Context' menu is highlighted with a red box and an arrow pointing to the 'Edit this item' link. The main content area displays the item details for 'Georgia Habitats', including the date (2013-06-20), description, grade (3), subject (Science), and standard names (T1a, T1b, T1c, T1d, T2b).

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.

Edit Item

Item Status
~~Item Bitstreams~~
~~View Item~~

Welcome to the item management page. From here you can withdraw, reinstate, move or delete the item. You may also update or add new metadata / bitstreams on the other tabs.

Item Internal ID:	2246
Handle:	123456789/2246
Last Modified:	2013-11-27 10:57:59.951
Item Page:	https://doel.or.gadoe.org/xmlui/handle/123456789/2246

Edit item's authorization policies: Authorizations...

Withdraw item from the repository: Withdraw...

Move item to another collection: Move...

Completely expunge item: Permanently delete

Update item data: Update Item

Return

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 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.