

4. Contributing to Curriki: The Basics

[SCREENSHOT: Talking Head]

"Hi, and welcome to Curriki, the Global Education Learning Community. In this video we'll discuss the different ways to contribute resources to Curriki. If you're not familiar with the basics of using MyCurriki or finding and collecting resources on Curriki, you might want to look at videos two and three before watching this one. This video will explain what happens when you create something in Curriki, describe in more detail how a "collection" functions on Curriki, and introduce you to the Curriculum Builder, Curriki's resource editing and organizing tool."

[SCREENSHOT: View of Christine's Mummy unit:

http://www.curriki.org/xwiki/bin/view/Coll_cmytko/FishMummy]

"If you've watched the earlier videos, you've seen examples of resources found on Curriki. Some might be a single element:, such as an uploaded file or a video. Other resources might be collections."

Think of a collection as a file folder you can organize materials in. It can contain assets you've uploaded or created yourself, or resources you've found in the Curriki repository and want to incorporate into your own work. You can even create folders within a collection, to sub-divide materials, making it easier to find your things and keep them organized."

"In this particular collection, the member has included lots of different resources which pertain to a lesson about mummification. She created a lesson plan from one of our pre-formatted templates, added images in a wiki block, and uploaded a hands-on experiment about how to lead an activity where students preserve a fish. She's also added a folder into this collection to offer an alternate lesson resource about mummifying an apple."

"You don't have to create a collection in order to contribute a resource. You can add a file, a web link, or a video from the left navigation menu, or from the "Add a Learning Resource" button on the Member Home Page. You can also create content, like lesson plans, student activities, or quizzes, using one of our pre-formatted templates. These resources will appear individually in your Favorites tab and in your Contributions tab in your personal MyCurriki, and members can find them here, or from searching or browsing."

"No matter what you contribute to Curriki's repository – whether you're creating a collection or a folder, adding a link, uploading a file, or using a template – you'll have to include certain descriptive information. This information, sometimes called metadata, allows you to identify your contribution and helps others to find it."

[SCREENSHOT: do this]

“Let’s look at the kind of descriptive information you’ll need to fill out.”

[SCREENSHOT: Show the popover box (it doesn’t matter what add path you took)]

“When you add or create a learning resource, or create a collection, a box will pop up on your screen, with instructions to fill in the required information. This is step one of two information pop-up boxes. Provide a title and description, select the appropriate subject areas and grades, and choose what kind of instructional content you’re sharing .”

“The Title you give your resource will be the title that displays in any table of contents, any search results, and in the list of your contributions, so it should be both descriptive and concise. The Description field gives you more room to describe your resource in more detail. Text from both fields will be searched by Curriki’s search engine.”

Under the Subject heading, you’ll find a general list of educational subjects ranging from Arts to Social Studies. Click on the arrow next to each subject to expand the list and view its subtopics. Choose a subject by checking the box next to it; you should select more than one if more than one subject applies.

“When choosing an Instructional Component Type, keep in mind how this resource might be used in a classroom. You can also select more than one Instructional Component Type.”

“Click Next to go to the next pop-up window. If you’ve missed any of these required fields, a message will alert you.”

[SCREENSHOT: Going to next metadata screen]

“The second step, after describing your resource, is to apply access privileges and add keywords. The fields in this step aren’t required, and have been pre-populated with default settings. Review these settings and make any changes.”

"The default access privilege for all resources is “Public.” Public means that any member can view a resource, and that if they choose to, they can modify it. To mark something as “read-only” you’ll need to change the setting to “Protected.” If something is protected, everyone can see it, but only you can edit it. Others can copy it to modify the contents and make it their own. Finally, “Private” allows you to make a resource visible only to you. You might decide to mark something private while it’s still a draft.”

The Hide from Search setting helps you control what level of your content other users see when they search Curriki’s repository. If you have a piece of content that only makes sense as part of a larger work, like a chart or an introduction or a scope and

sequence, you might choose to hide it from search since it's really only useful to people in the context of the larger resource. Also, if you create a course collection, and you don't want people to find the individual unit or lesson folders within it without knowing that they're part of a full course, you might hide those lower level folders from search so that people only find the course-level resource when searching..”

“Next, you'll add key words to your resource – its important to be as descriptive and accurate as you can, because this information fuels Curriki's search engine, helping people find your material.

“Check the default language setting and rights holder to ensure that they are correct. The rights holder is the person who owns the intellectual property of the resource, and is generally you, the member contributing the resource.”

[SCREENSHOT: Show these things]

“The final field shows the license deed for your resource. Most users chose to share their resources freely with the global education community and find the Curriki default license well-suited for their resources. Learn the details of the available licenses by clicking this button.”

“Remember, you can edit many parts of this information at any time by clicking “Edit” for the resource and making changes on the Information tab in the Curriculum Builder. We'll talk about this more in just a moment. When you are finished, click Next. A confirmation message will appear indicating that your resource was successfully contributed.”

[SCREENSHOT: do this]

“When you create a collection or a learning resource from one of the Curriki templates, you work directly in the Curriculum Builder; this is the editing application that opens in a separate window once you finish entering your descriptive information. It's also what you use to edit any resource or collection, so if you click “Edit” for something in your Contributions or Collections tab in My Curriki, the Curriculum Builder will open, showing that resource. The Curriculum Builder is a powerful tool for organizing, creating, and editing learning resources on Curriki. We'll have a brief orientation here, and go into its more detailed features in later videos.”

[SCREENSHOT: Show the earlier Fish Mummy collection in CB]

“Remember our collection on Fish Mummies? We're now looking at the collection inside the Curriculum Builder. You'll see that it's opened a new window (or tab) in my browser.”

[Show window or tab depending on what browser you are using, and say the other one]

“On the left side of the page is the Table of Contents for this collection. Each item in the Table of content indicates a separate resource in the collection. When I click on one, it is highlighted here and in the center of the screen. The item with a plus sign next to it – Alternate Option - Apple Mummy – is a folder; I can click that to expand it and see what’s inside.”

“Using the Currikulum Builder, I can move resources around or remove them from a collection. I can edit the descriptive metadata information by selecting the item in the table of contents and then choosing the “Information” tab. To edit a resource itself, I highlight it and choose “edit” from within that resource, or highlight it when I am on the Edit tab. We will go into more detail on editing individual resources in another video; this is just an overview.”

“When you’re finished working in the Currikulum Builder, click the Save button, then exit by clicking the “Close” button at the top of the screen. You’re returned to the Curriki page you were viewing.”

[SCREENSHOT: Close CB.]

[SCREENSHOT: Talking Head]

"We've talked about ways you can contribute to Curriki and looked at a Collection in greater detail. We've also reviewed the first step when adding content to Curriki: filling out descriptive information for the resource. This video has also served as an introduction to using the Currikulum Builder - the next few videos will go in-depth with this powerful tool for contributing, building, and editing learning resources on Curriki. Thanks for watching, and remember, you can always access detailed information about using Curriki by visiting the Curriki Help Collection., or “Contact Us” with questions."