SkillsCommons Batch Import - Learning Resources Collection

This document was created to assist you with the batch import feature available in SkillsCommons.

# What Is the Batch Import?

The Batch Import feature will allow you to make multiple submissions to the SkillsCommons repository at one time. Please note that this guide pertains to the “Learning Resources Collection” within SkillsCommons.

# Why use the Batch Import?

If you have multiple submissions you may find it faster and more useful to use the Batch Import feature.

# Choosing to use the Batch Import Feature

Before using the Batch Import feature we strongly encourage you to complete at least one submission using the Single Submission process. This will familiarize you with the fields, how your submission will be displayed and give you a greater understand of the repository and the submission process itself.

If you choose to use the Batch Import feature you will need to take the time to read and understand each of the fields, their metadata names and their specific requirements. Each of the fields and their requirements are outlined in this user guide.

**BEFORE You Begin:**

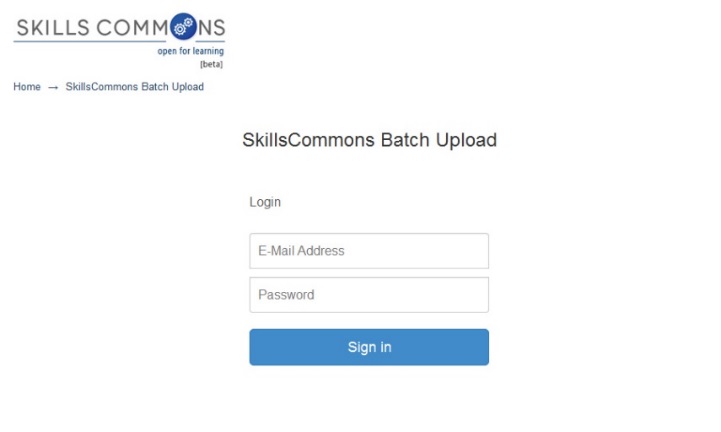
* Before using the BATCH Import feature we strongly suggest that you upload at least one submission via the Single Item Submission process.
* Read through this full guide before you start your batch submission.
* Don’t’ forget: Your first entry MUST start on Row 4
* The file **names** you list at the end of each row **must match exactly** with the files in the zip file. The field **is** case sensitive.

## Let’s begin!

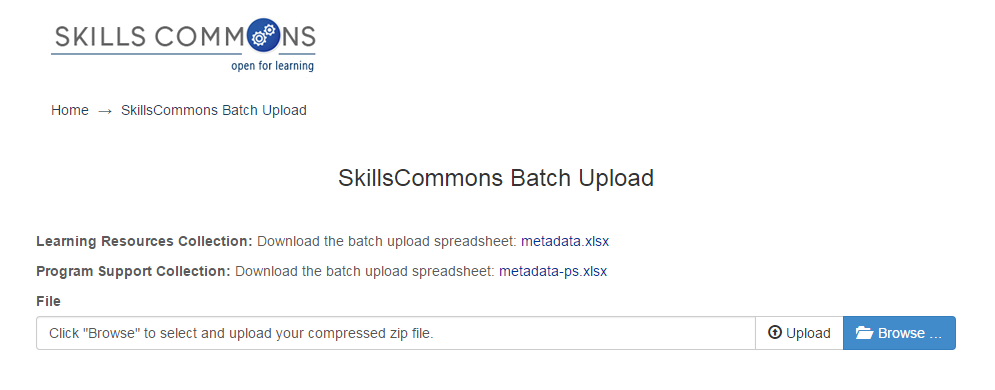
1. Type <http://skillscommons.org/> into your browser address bar.
2. Click “batch upload” located under the “Contribute Course Materials” section on the homepage.



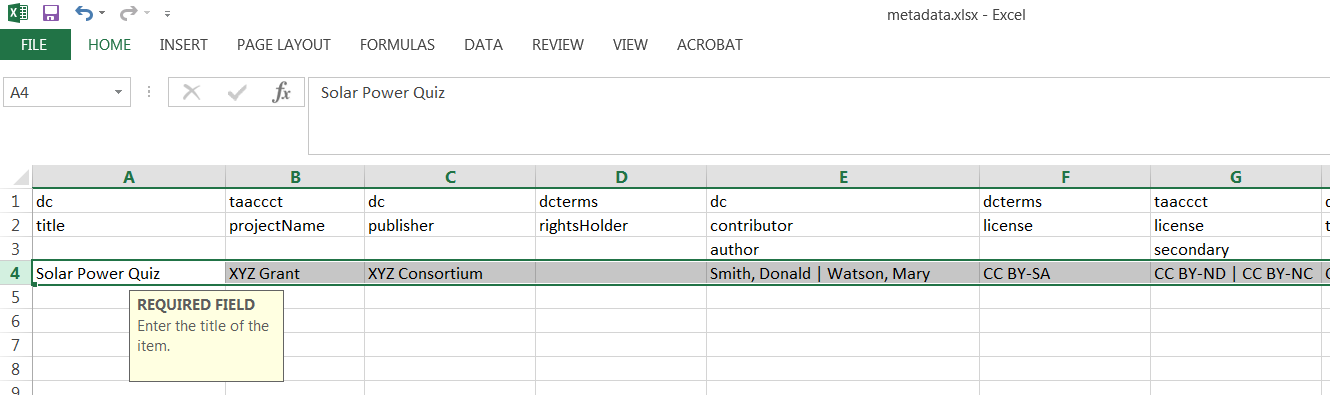
1. Sign in using your SkillsCommons E-mail Address and Password.



1. Download the batch upload excel spreadsheet named “metadata.xlsx” and save it on your computer.



1. Open the spreadsheet and fill in each cell with the appropriate data. Each submission item will have its own row. The first submission **must start on Row 4**. The last submission **cannot exceed row 23.** Rows 4 through 23 will allow for 20 batch submissions at a time. If you have more than 20 submissions please start a new batch process following these same steps.



Note that when you click in each cell you will see directions specific to that cell.

Your first submission **MUST** **start on row 4**

**PLEASE NOTE:** The data you enter is not validated in any way. You are responsible for entering the data in the correct format.

If after reviewing this user guide you are still not sure of the correct format(s), please do NOT make changes. Contact support services at [support@skillscommons.org](mailto:support@skillscommons.org) for assistance.

**REMINDERS:**

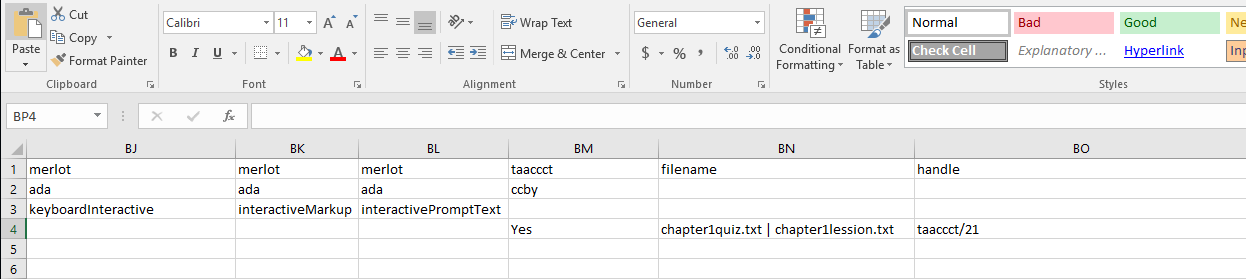
* Before using the BATCH option we strongly suggest that you upload at least one submission via the Single Item Submission process
* Read through this full guide before you start your batch submission.
* Don’t’ forget: Your first entry MUST start on Row 4
* The file **names** you list at the end of each row **must match exactly** with the files in the zip file. The field **is** case sensitive.

# Entering Your Data

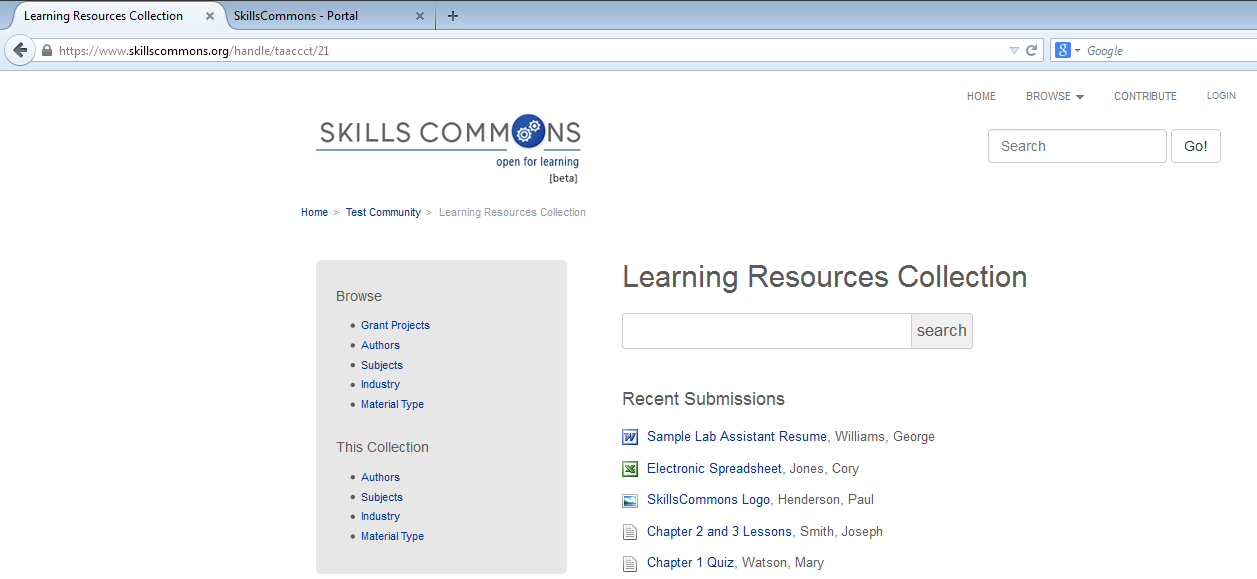
Please follow the specific instructions below when entering information in each cell of the spreadsheet. Remember that your first submission must start on Row 4 and your last submission cannot go beyond Row 23.

| **Example** | **Description** |
| --- | --- |
|  | **Field Name:** Title **Internal Metadata Name:** dc.title **Instructions:** Enter the title of the item **Required:** Yes **Repeatable:** No **Controlled Vocabulary:** None |
|  | **Field Name:** Project Name **Internal Metadata Name:** taaccct.projectName **Instructions:** Enter the name of the grant project **Required:** No **Repeatable:** No **Controlled Vocabulary:** None |
|  | **Field Name:** Grantee Institution **Internal Metadata Name:** dc.publisher **Instructions:** Enter the name of the institution responsible for creating this item. **Required:** Yes **Repeatable:** No **Controlled Vocabulary:** None |
|  | **Field Name:** Copyright owner **Internal Metadata Name:** dcterms.rightsHolder **Instructions:** Enter the copyright owner for attribution purposes; leave blank if this is the same as Grantee Institution. **Required:** No **Repeatable:** No **Controlled Vocabulary:** None |
|  | **Field Name:** Authors **Internal Metadata Name:** dc.contributor.author **Instructions:** Enter the name(s) of the individual(s) credited with the creation of the resource, for attribution purposes. **Required:** No **Repeatable:** Yes - If you have multiple authors enter them separated by the pipe symbol (i.e. Smith, Donald | Watson, Mary) **Controlled Vocabulary:** Yes - Enter Last Name, First name (i.e. Smith, Donald) |
|  | **Field Name:** Primary license **Internal Metadata Name:** dcterms.license **Instructions:** From the drop down menu select the license that applies to the work as a whole. Most resources will be CC BY (the default choice) according to grant requirements. **Required:** Yes **Repeatable:** No **Controlled Vocabulary:** Yes - you must choose one primary license from the dropdown menu. |
|  | **Field Name:** Additional licenses **Internal Metadata Name:** taaccct.license.secondary **Instructions:** If third-party resources in the work are offered under a different license from the primary license, indicate that here. Note that commercial, copyrighted works cannot be uploaded to the repository. If you have more than one license separate them with the pipe symbol (i.e. CC-BY | CC BY-SA | CC BY-ND) **Required:** No **Repeatable:** Yes **Controlled Vocabulary:** Yes - Type any of the following and separate multiple entries with a pipe symbol:   * CC BY * CC BY-SA * CC BY-ND * CC BY-NC * CC BY-NC-SA * CC BY-NC-ND * CC0 * Public Domain * Other |
|  | **Field Name:** Primary Material Type **Internal Metadata Name:** dc.type **Instructions:** From the dropdown menu Select the predominant type or kind of material characterizing the learning resource, or 'Other' if none describe your item. **Required:** Yes **Repeatable:** No **Controlled Vocabulary:** Yes - you must choose one primary license from the dropdown menu. |
|  | **Field Name:** Secondary Material Types **Internal Metadata Name:** taaccct.type.secondary **Instructions:** Type in any secondary material types that describe this item. If you would like to add multiple secondary material types separate them using the pipe symbol (i.e. Animation | Assessment Tool | Assignment) **Required:** No **Repeatable:** Yes **Controlled Vocabulary:** Yes - Type any of the following and separate multiple entries with a pipe symbol:  [Animation, Assessment Tool, Assignment, Case Study, Collection,  Development Tool, Drill and Practice, ePortfolio, Hybrid/Blended Course, Illustration/Graphic, Learning Object Repository, Online Course, Online Course Module, Open Journal-Article, Open Textbook, Photographic Image - Instructional, Presentation, Quiz/Test, Reference Material, Simulation, Social Networking Tool, Syllabus, Tutorial, Video - Instructional, Workshop and Training Material, Other] |
|  | **Field Name:** Description **Internal Metadata Name:** dc.description.abstract **Instructions:** Provide a written description of the resource. **Required:** Yes **Repeatable:** No **Controlled Vocabulary:** None |
|  | **Field Name:** Course or Program Note **Internal Metadata Name:** taaaccct.courseNote **Instructions:** The name of the course or program to which this item belongs. **Required:** No **Repeatable:** No **Controlled Vocabulary:** None |
|  | **Field Name:** Date Created **Internal Metadata Name:** dc.date.issued **Instructions:** Please give the date the resource was created. You can leave out the day and/or month if they aren't applicable. **Required:** Yes **Repeatable:** No **Controlled Vocabulary:** Yes - Please note that only the year (YYYY) is required but if you would like to enter a full date then entries must be in one of these formats YYYY-MM-DD or YYYY (i.e. 2014-10-31 or 2014) |
|  | **Field Name:** TAACCCT Round **Internal Metadata Name:** taaccct.round **Instructions:** Enter your TAACCCT round number **Required:** Yes **Repeatable:** No **Controlled Vocabulary:** Yes - entries must be either 1, 2, 3 or 4 depending on the round of your grant. |
|  | **Field Name:** Industry Partner **Internal Metadata Name:** dc.description.sponsorship **Instructions:** Enter the name(s) of your employer partner and/or industry partner for this item, if you have one. If you have more than one industry partner enter them separated by the "pipe" symbol (i.e. NASA | NRP Partnerships | JPL ) **Required:** Yes **Repeatable:** Yes  **Controlled Vocabulary:** None |
|  | **Field Name:** Industry Sector **Internal Metadata Name:** taaccct.industry **Instructions:** From the drop down menu select the main industry sector covered by this resource, or select 'Developmental Education' if this is a preparatory or remedial education course or item. **Required:** Yes **Repeatable:** No **Controlled Vocabulary:** Yes - you must select an industry sector from the choices in the drop down menu. |
|  | **Field Name:** Occupation Classification **Internal Metadata Name:** taaccct.occupation **Instructions:** From the drop down menu select the occupation classification for this submission **Required:** Yes **Repeatable:** No **Controlled Vocabulary:** Yes - you must select an occupation classification from the choices in the drop down menu. |
|  | **Field Name:** Instructional Program Classification **Internal Metadata Name:** taaccct.instructional **Instructions:** From the drop down menu select the instructional program classification for this submission.  **Required:** Yes **Repeatable:** No **Controlled Vocabulary:** Yes - you must select an instructional program classification from the choices in the drop down menu. |
|  | **Field Name:** Credit Type **Internal Metadata Name:** taaccct.creditType **Instructions:** Select the type of credit to which this learning resource was originally applied.  **Required:** Yes **Repeatable:** No **Controlled Vocabulary:** Yes - you must select a credit type from the choices in the drop down menu. |
|  | **Field Name:** Credential Type **Internal Metadata Name:** taaccct.credentialType **Instructions:** Select the type of credential to which this learning resource was originally applied.  **Required:** Yes **Repeatable:** Yes **Controlled Vocabulary:** Yes – you must select a credential type from the choices in the drop down menu.  [Diploma, Certificate, Credential, Stacked/latticed Credential Model, Associate Degree, Bachelors Degree, Other, None] |
|  | **Field Name:** Level **Internal Metadata Name:** taaccct.level **Instructions:** Select from the drop down menu the level of the resource.  **Required:** Yes **Repeatable:** No **Controlled Vocabulary:** Yes – select one from the drop down menu. |
|  | **Field Name:** Interactivity type **Internal Metadata Name:** cw.interactivityType **Instructions:** Select the predominant mode of learning supported by the learning resource.  **Required:** Yes **Repeatable:** No **Controlled Vocabulary:** Yes – you must select from the choices in the drop down menu. |
|  | **Field Name:** Likelihood of reuse **Internal Metadata Name:** taaccct.archive  **Instructions:** Do you feel that the material that you are uploading will be useful to others outside of your project? (Selecting ‘No’ means this submission will be in the repository but placed in an archived area. The material will be accessible to users who select to include archived materials in their search results.)  **Required:** No **Repeatable:** No **Controlled Vocabulary:** None |
|  | **Field Name:** Quality of Subject Matter **Internal Metadata Name:** taaccct.SMQuality **Instructions:** Select from the drop down menu how Subject Matter Experts were used to assure the quality of the instructional content. **Required:** Yes **Repeatable:** No **Controlled Vocabulary:** Yes – you must select from the choices in the drop down menu. |
|  | **Field Name:** Quality of online/hybrid course design **Internal Metadata Name:** taaccct.OCDQuality **Instructions:** Select the way that your project used evaluation rubrics to assure the quality of the online/hybrid course DESIGN of the instructional materials. How did you assure that the quality of the online/hybrid learning experiences for students? **Required:** Yes **Repeatable:** No **Controlled Vocabulary:** Yes – you must select from the choices in the drop down menu. |
|  | **Field Name:** Quality Rubric **Internal Metadata Name:** taaccct.quality **Instructions:** From the drop down menu select the rubric used to measure the quality of the learning resource. **Required:** No **Repeatable:** No **Controlled Vocabulary:** Yes - If you would like to indicate a rubric it must be selected from the choices in the drop down menu |
|  | **Field Name:** Quality Note **Internal Metadata Name:** taaccct.qualityNote **Instructions:** Enter a written description of the process used to ensure quality. You may also upload a document describing this process in the file upload section. **Required:** No **Repeatable:** No **Controlled Vocabulary:** None |
|  | **Field Name:** Subject Keywords **Internal Metadata Name:** dc.subject **Instructions:** Enter appropriate subject keywords or phrases separated by the "pipe" symbol (i.e. jet propulsion | rocket power | pulse-jet). **Required:** No **Repeatable:** Yes **Controlled Vocabulary:** None |
|  | **Field Name:** Language **Internal Metadata Name:** dc.language **Instructions:** From the drop down menu select the language of the main content of the item. If the language does not appear in the list below, please select 'Other'. If the content does not really have a language (for example, if it is a dataset or an image) please select 'N/A'. **Required:** No **Repeatable:** No **Controlled Vocabulary:** Yes - If you are going to provide a language then it must be selected from any of the choices in the drop down menu. |
|  | **Field Name:** Time Required **Internal Metadata Name:** cw.timeRequired **Instructions:** Approximate or typical time it takes to work with or through this learning resource for the typical intended target audience. **Required:** No **Repeatable:** No **Controlled Vocabulary:** None |
|  | **Field Name:** Reuse of SkillsCommons Materials **Internal Metadata Name:** taaccct.materialsReuse **Instructions:** Did you reuse materials found in SkillsCommons in the creation of this resource? Click “Yes” or leave blank.  **Required:** No **Repeatable:** No **Controlled Vocabulary:** None |
|  | **Field Name:** URL of SkillsCommons Materials **Internal Metadata Name:** taaccct.materialsReuse.uri **Instructions:** If you answered “yes” to the previous question, please paste the URL of the SkillsCommons materials here.  **Required:** No **Repeatable:** No **Controlled Vocabulary:** None |
|  | **Field Name:** Additional Public Access To Materials **Internal Metadata Name:** taaccct.object.uri **Instructions:** If the resource is available online, enter the URL here. **Required:** No **Repeatable:** Yes **Controlled Vocabulary:** Yes – your entry must be a valid URL |
|  | **Field Name:** Derivative Work from Other’s Materials **Internal Metadata Name:** cw.isBasedOnUrl **Instructions:** Enter the URL(s) of the resource(s) that were used in the creation of this resource. The Based on URL can be linked to anything even a proprietary source that you are noting in the introduction of the deliverable. **Required:** No **Repeatable:** Yes **Controlled Vocabulary:** Yes – your entry must be a valid URL |
|  | **Field Name:** URL to Formal Accessibility Policy **Internal Metadata Name:** merlot.ada.formalPolicy **Instructions:** If your organization has a formal accessibility policy, enter the URL here. **Required:** No **Repeatable:** No **Controlled Vocabulary:** Yes – your entry must be a valid URL |
|  | **Field Name:** URL to Accessibility Statement **Internal Metadata Name:** merlot.ada.statement **Instructions:** If your organization has an accessibility statement, enter the URL here. **Required:** No **Repeatable:** No **Controlled Vocabulary:** Yes – your entry must be a valid URL |
|  | **Field Name:** URL to Accessibility Evaluation Report **Internal Metadata Name:** merlot.ada.organization **Instructions:** If you have an Accessibility Evaluation Report for this item, enter the URL here. **Required:** No **Repeatable:** No **Controlled Vocabulary:** Yes – your entry must be a valid URL |
| Follow the instructions for all remaining ADA fields.  Select “Yes” or leave blank. | **Field Name:** Text Access - Text to Speech **Internal Metadata Name:** merlot.ada.textAccess **Instructions:** Select “Yes” if the text of the digital resource is available to assistive technology that allows the user to enable text-to-speech (TTS) functionality. **Required:** No **Repeatable:** No **Controlled Vocabulary:** Yes – You must either select "Yes" from the dropdown menu or leave blank. |
| Select “Yes” or leave blank. | **Field Name:** Text Adjust - Compatible **Internal Metadata Name:** merlot.ada.textAdjustmentCompatible **Instructions:** Select “Yes” if the text is compatible with assistive technology.  **Required:** No **Repeatable:** No **Controlled Vocabulary:** Yes – You must either select "Yes" from the dropdown menu or leave blank. |
| Select “Yes” or leave blank. | **Field Name:** Text Adjustment - Adjust Font and Colors **Internal Metadata Name:** merlot.ada.textAdjustable **Instructions:** Select “Yes” if the resource allows the user to adjust the font size and font/background color (or is rendered by an application such as a browser, media player, or reader) that offers this functionality).  **Required:** No **Repeatable:** No **Controlled Vocabulary:** Yes – You must either select "Yes" from the dropdown menu or leave blank. |
| Select “Yes” or leave blank. | **Field Name:** Reading Layout - Reflow the Text **Internal Metadata Name:** merlot.ada.readingLayoutCompatible **Instructions:** Select “Yes” if the text of the digital resource is compatible with assistive technology that allows the user to reflow the text by specifying the margins and line spacing (or is rendered by an application such as a browser, media player, or reader that offers this functionality).  **Required:** No **Repeatable:** No **Controlled Vocabulary:** Yes – You must either select "Yes" from the dropdown menu or leave blank. |
| Select “Yes” or leave blank. | **Field Name:** Reading Layout - Page numbers match printed material **Internal Metadata Name:** merlot.ada.readingLayoutPageNumbers **Instructions:** Select “Yes” if the digital resource is an electronic alternative to printed materials, the page numbers correspond to the printed material. **Required:** No **Repeatable:** No **Controlled Vocabulary:** Yes – You must either select "Yes" from the dropdown menu or leave blank. |
| Select “Yes” or leave blank. | **Field Name:** Reading Layout – Page Number Reflow the Text **Internal Metadata Name:** merlot.ada.readingLayoutPageNumbersAlt **Instructions:** Select “Yes” if this correspondence is also preserved when a reflow function is enabled **Required:** No **Repeatable:** No **Controlled Vocabulary:** Yes – You must either select "Yes" from the dropdown menu or leave blank. |
| Select “Yes” or leave blank. | **Field Name:** Reading Order - Digital resource layout **Internal Metadata Name:** merlot.ada.readingOrder **Instructions:** Select “Yes” if the reading order for digital resource content logically corresponds to the visual layout of the page when rendered by assistive technology. **Required:** No **Repeatable:** No **Controlled Vocabulary:** Yes – You must either select "Yes" from the dropdown menu or leave blank. |
| Select “Yes” or leave blank. | **Field Name:** Reading Order - Digital resource layout **Internal Metadata Name:** merlot.ada.readingOrder **Instructions:** Select “Yes” if the reading order for digital resource content logically corresponds to the visual layout of the page when rendered by assistive technology. **Required:** No **Repeatable:** No **Controlled Vocabulary:** Yes – You must either select "Yes" from the dropdown menu or leave blank. |
| Select “Yes” or leave blank. | **Field Name:** Structural Markup - Navigation Text **Internal Metadata Name:** merlot.ada.structuralMarkupText **Instructions:** Select “Yes” if the text of the digital resource includes markup (e.g. tags or styles) that allows for navigation by key structural elements (chapters, headings, pages) using assistive technology (or is rendered by an application such as a browser, media player, or reader that offers this functionality) directly to the text content that is compatible with assistive technology.  **Required:** No **Repeatable:** No **Controlled Vocabulary:** Yes – You must either select "Yes" or leave blank. |
| Select “Yes” or leave blank. | **Field Name:** Structural Markup - Lists **Internal Metadata Name:** merlot.ada.structuralMarkupLists **Instructions:** Select “Yes” if the text of the digital resource includes markup for bullets and numbered lists that is compatible with assistive technology (or is rendered by an application such as a browser, media player, or reader that offers this functionality).  **Required:** No **Repeatable:** No **Controlled Vocabulary:** Yes – You must either select "Yes" from the dropdown menu or leave blank. |
| Select “Yes” or leave blank. | **Field Name:** Structural Markup - eReader application **Internal Metadata Name:** merlot.ada.structuralMarkupReaders **Instructions:** Select “Yes” if the text of the digital resource is delivered within an ebook reader application, a method is provided that allows users to bypass the reader interface and move directly to the text content that is compatible with assistive technology.  **Required:** No **Repeatable:** No **Controlled Vocabulary:** Yes – You must either select "Yes" from the dropdown menu or leave blank. |
| Select “Yes” or leave blank. | **Field Name:** Table Markup **Internal Metadata Name:** merlot.ada.tableMarkup **Instructions:** Select “Yes” if the data tables include markup (e.g. tags or styles) that identifies row and column headers in a manner that is compatible with assistive technology (or are rendered by an application such as a browser, media player, or reader that offers this functionality).  **Required:** No **Repeatable:** No **Controlled Vocabulary:** Yes – You must either select "Yes" from the dropdown menu or leave blank. |
| Select “Yes” or leave blank. | **Field Name:** Hyperlinks **Internal Metadata Name:** merlot.ada.hyperlinkActive  **Instructions:** Select “Yes” if the URLs (website or email addresses) within the text of the digital resource are rendered as active hyperlinks allowing them to be detected and activated with assistive technology (or are rendered by an application that offers this functionality).  **Required:** No **Repeatable:** No **Controlled Vocabulary:** Yes – You must either select "Yes" from the dropdown menu or leave blank. |
| Select “Yes” or leave blank. | **Field Name:** Color **Internal Metadata Name:** merlot.ada.color **Instructions:** Select “Yes” if all information within the digital resource that is conveyed using color is also available in a manner that is compatible with assistive technology. **Required:** No **Repeatable:** No **Controlled Vocabulary:** Yes – You must either select "Yes" from the dropdown menu or leave blank. |
| Select “Yes” or leave blank. | **Field Name:** Color **Internal Metadata Name:** merlot.ada.color **Instructions:** Select “Yes” if all information within the digital resource that is conveyed using color is also available in a manner that is compatible with assistive technology. For example, when a table contains negative values, these values should be conveyed with a leading ‘minus’ character in addition to (or instead of) formatting them in red.  **Required:** No **Repeatable:** No **Controlled Vocabulary:** Yes – You must either select "Yes" from the dropdown menu or leave blank. |
| Select “Yes” or leave blank. | **Field Name:** Contrast **Internal Metadata Name:** merlot.ada.contrast **Instructions:** Select “Yes” if the visual presentation of text and images of text in the digital resource has a contrast ratio of at least 4.5:1. **Required:** No **Repeatable:** No **Controlled Vocabulary:** Yes – You must either select "Yes" from the dropdown menu or leave blank. |
| Select “Yes” or leave blank. | **Field Name:** Language - Markup  **Internal Metadata Name:** merlot.ada.languageMarkup **Instructions:** Select “Yes” if the text of the digital resource includes markup that declares the language of the content in a manner that is compatible with assistive technology. **Required:** No **Repeatable:** No **Controlled Vocabulary:** Yes – You must either select "Yes" from the dropdown menu or leave blank. |
| Select “Yes” or leave blank. | **Field Name:** Language - Passage markup **Internal Metadata Name:** merlot.ada.languageMarkupAlt **Instructions:** Select “Yes” if the digital resource includes passages in a foreign language, these passages include markup that declares the language in a manner that is compatible with assistive technology.  **Required:** No **Repeatable:** No **Controlled Vocabulary:** Yes – You must either select "Yes" from the dropdown menu or leave blank. |
| Select “Yes” or leave blank. | **Field Name:** Images - Non-Decorative **Internal Metadata Name:** merlot.ada.imageAltText  **Instructions:** Select “Yes” if Non-decorative images have alternative text that is compatible with assistive technology (or is rendered by an application such as a browser, media player, or reader that offers this functionality).  **Required:** No **Repeatable:** No **Controlled Vocabulary:** Yes – You must either select "Yes" from the dropdown menu or leave blank. |
| Select “Yes” or leave blank. | **Field Name:** Images - Decorative **Internal Metadata Name:** merlot.ada.decorativeImages **Instructions:** Select “Yes” if decorative images are marked with null alternate text or contain markup that allows them to be ignored by assistive technology.  **Required:** No **Repeatable:** No **Controlled Vocabulary:** Yes – You must either select "Yes" from the dropdown menu or leave blank. |
| Select “Yes” or leave blank. | **Field Name:** Images - Complex **Internal Metadata Name:** merlot.ada.complextImageText **Instructions:** Select “Yes” if complex images, charts, and graphs have longer text descriptions that are compatible with assistive technology (or are rendered by an application such as a browser, media player, or reader) that offers this functionality).  **Required:** No **Repeatable:** No **Controlled Vocabulary:** Yes – You must either select "Yes" from the dropdown menu or leave blank. |
| Select “Yes” or leave blank. | **Field Name:** Multimedia - Text track **Internal Metadata Name:** merlot.ada.multimediaTextTrack **Instructions:** Select “Yes” if a synchronized text track (e.g. open or closed captions) is provided with all video content.  **Required:** No **Repeatable:** No **Controlled Vocabulary:** Yes – You must either select "Yes" from the dropdown menu or leave blank.  **Field Name:** Multimedia - Transcript **Internal Metadata Name:** merlot.ada.multimediaTranscript **Instructions:** A transcript is provided with all audio content.  **Required:** No **Repeatable:** No **Controlled Vocabulary:** Yes – You must either select "Yes" from the dropdown menu or leave blank. |
| Select “Yes” or leave blank. | **Field Name:** Multimedia - Assistive player **Internal Metadata Name:** merlot.ada.multimediaTranscript **Instructions:** Select “Yes” if audio/video content is delivered via a media player that is compatible with assistive technology. This includes support for all criteria listed in Section 15 below.  **Required:** No **Repeatable:** No **Controlled Vocabulary:** Yes – You must either select "Yes" from the dropdown menu or leave blank. |
| Select “Yes” or leave blank. | **Field Name:** Non flickering content **Internal Metadata Name:** merlot.ada.stemMarkup **Instructions:** Select “Yes” if the digital resource content does not contain anything that flashes more than three times in any one-second period.  **Required:** No **Repeatable:** No **Controlled Vocabulary:** Yes – You must either select "Yes" from the dropdown menu or leave blank. |
| Select “Yes” or leave blank. | **Field Name:** STEM - Markup **Internal Metadata Name:** merlot.ada.noFlickering **Instructions:** Select “Yes” if the STEM content (e.g. Mathematics, Chemistry) is marked up in a manner that is compatible with assistive technology (or is rendered by an application such as a browser, media player, or reader that offers this functionality).  **Required:** No **Repeatable:** No **Controlled Vocabulary:** Yes – You must either select "Yes" from the dropdown menu or leave blank. |
| Select “Yes” or leave blank. | **Field Name:** STEM - Notation markup Internal  Metadata Name: merlot.ada.stemNotationMarkup **Instructions:** Select “Yes” if the resource conveys both the notation (presentation) and meaning (semantics) of the STEM content.  **Required:** No **Repeatable:** No **Controlled Vocabulary:** Yes – You must either select "Yes" from the dropdown menu or leave blank. |
| Select “Yes” or leave blank. | **Field Name:** Interactive - Keyboard Metadata Name: merlot.ada.keyboardInteractive **Instructions:** Select “Yes” if each interactive element (e.g. menu, hyperlink, button) and function (e.g. annotations) allows keyboard-only operation both with and without assistive technology.  **Required:** No **Repeatable:** No **Controlled Vocabulary:** Yes – You must either select "Yes" from the dropdown menu or leave blank. |
| Select “Yes” or leave blank. | **Field Name:** Interactive - Markup **Metadata Name:** merlot.ada.interactiveMarkup **Instructions:** Select “Yes” if each interactive element conveys information to assistive technology regarding the element’s name, type, and status (e.g. “Play, button, selected”).  **Required:** No **Repeatable:** No **Controlled Vocabulary:** Yes – You must either select "Yes" from the dropdown menu or leave blank. |
| Select “Yes” or leave blank. | **Field Name:** Interactive - Text prompts Metadata Name: merlot.ada.interactivePromptText **Instructions:** Select “Yes” if all instructions, prompts, and error messages necessary to complete forms are conveyed as text to assistive technology (or are rendered by an application such as a browser, media player, or reader that offers this functionality).  **Required:** No **Repeatable:** No **Controlled Vocabulary:** Yes – You must either select "Yes" from the dropdown menu or leave blank. |
|  | **Field Name:** CC-BY License and DOL Disclaimer Requirement **Metadata Name:** taaccct.ccby **Instructions:** I have included the CC-BY license and DOL disclaimer on the materials I am uploading. Select “Yes” or leave blank  **Required:** No **Repeatable:** No **Controlled Vocabulary:** Yes – You must either select "Yes" from the dropdown menu or leave blank. |

1. After entering your data into Columns A through BM you will have the opportunity to add the file names that are associated with each submission. You will also need to provide your taaccct handle so that the submissions and the files get uploaded to your community and collection.



Enter the file name(s) here. Separate file names with a pipe symbol. The file names must match EXACTLY to the files you are uploading.



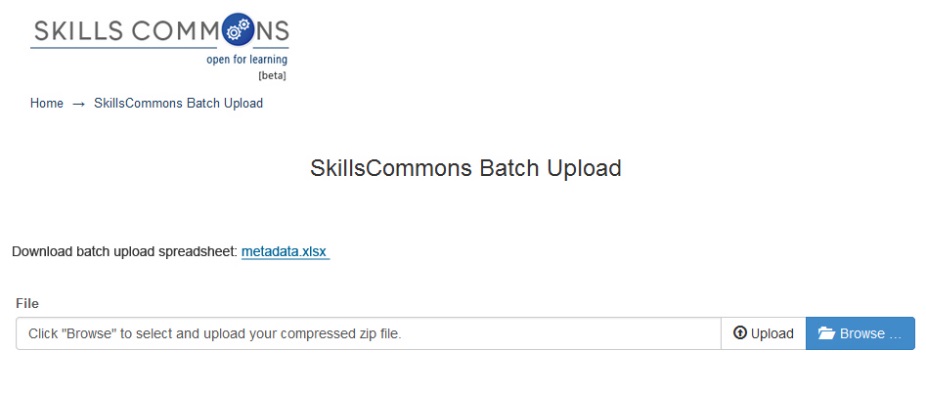
Enter the taaccct **collection** handle here. Your taaccct collection handle can be found at the **end** of your collections URL.

In this example the taaccct collection handle is “taaccct/21”

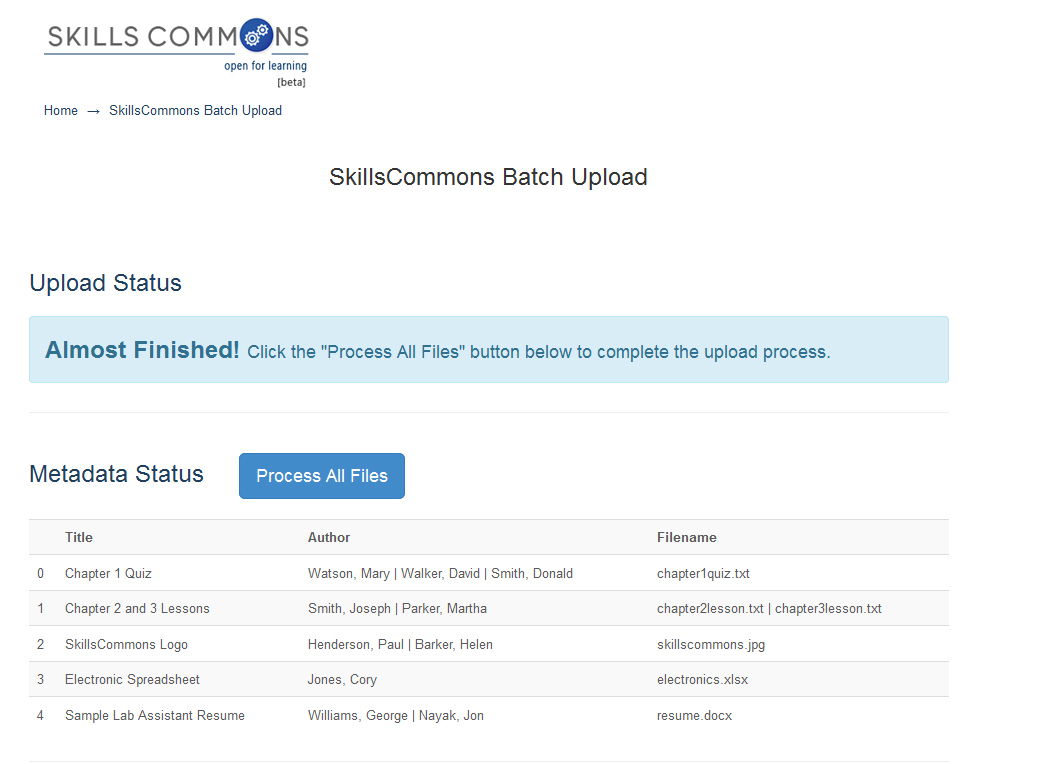
**NOTE:** Do not put the full URL, only the taaccct handle.

**NOTE**: Be sure this is your COLLECTION handle and not your Grant Project Community handle.

1. Save your metadata.xlsx file.
2. Create a zip file folder.
3. Place the metadata.xlsx (it **MUST** be named metadata.xlsx) file and all associated files in this zip folder.
4. Go back to the Batch Upload page and browse and upload your zip file.

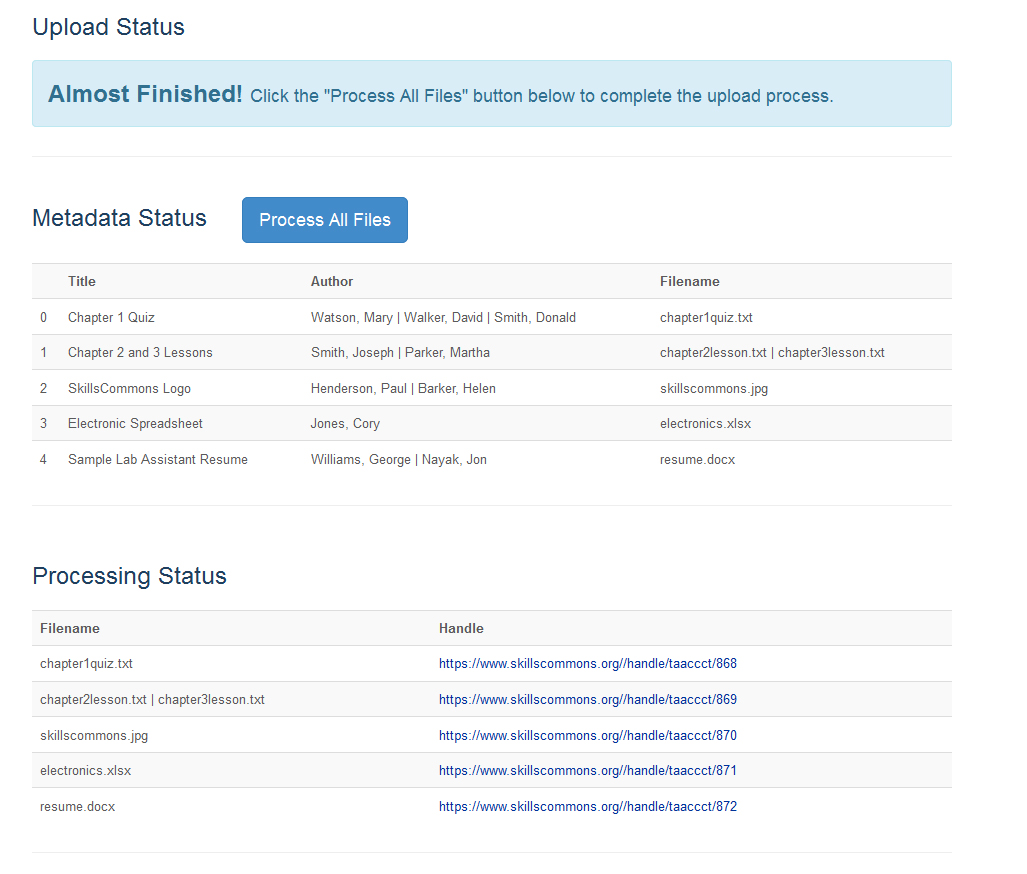


1. After clicking “Upload” you will then see the Upload Status screen. This screen will show you the submissions from your metadata.xlsx. Click the “Process All Files” button to continue.



Click “Process All Files” button.

1. Your files will be fully processed when you see the “Process Status” list show up at the bottom of the page.



To **EDIT** or **DELETE** Submissions please visit the Contribute & Manage Materials page at:

<http://support.taaccct.org/contribute-materials/>

You will know that your submissions and files have been processed successfully when you see them listed in the Processing Status section.

By clicking on each link you will be taken to each submission.

# Appendix A

Learning Resources Collection  
Field Names, Metadata Names and Descriptions  
<http://support.skillscommons.org/home/contribute-manage/metadata-and-apprendices/appendix-a/>

# Appendix B

Program Support Materials Collection  
Field Names, Metadata Names and Descriptions  
<http://support.skillscommons.org/home/contribute-manage/metadata-and-apprendices/appendix-b/>

# Appendix C

List of NAICS Codes  
<http://support.skillscommons.org/home/contribute-manage/metadata-and-apprendices/appendix-c/>

# Appendix D

List of SOC Codes  
<http://support.skillscommons.org/home/contribute-manage/metadata-and-apprendices/appendix-d/>

# Appendix E

List of CIP Codes  
<http://support.skillscommons.org/home/contribute-manage/metadata-and-apprendices/appendix-e/>

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