SkillsCommons Repository User Guide
Learning Resources Collection

Welcome to the SkillsCommons Repository. This document was created to assist with the single item submission process for the “Learning Resources Collection” within your Community. This document will cover adding submissions, editing completed submissions and deleting completed submissions.

**ADDING (SUBMITTING) MATERIALS**

1. Type [http://skillscommons.org/](http://skillscommons.org/) into your browser address bar.
2. Click “CONTRIBUTE” located in top menu navigation of the SkillsCommons Repository website.
3. Sign in to the SkillsCommons Repository using the e-mail address and password you were provided.

4. Once you have signed in click on the “start a new submission” link.

5. Select the “Learning Resources Collection” from the “Collection” dropdown menu and click “Next” to start your submission.
6. Entering your Item Description – PAGE 1

The single item submission process is a six step process that allows you to enter all the metadata about your material, upload the associated files, review your submission, and finally submit the item to the repository. Enter as much information about the item as you can in order to help others find it in the repository. Each field has a brief description of the data you should enter into the field. The following pages provide some additional information about each field.

Title: (REQUIRED FIELD) Enter the title of the item.

Project Name: Enter the official name of your grant project if it is different from the name on your TAACCCT grant proposal.

Grantee Institution: (REQUIRED FIELD) Select the name of the institution that created the resource.

Copyright owner: Enter the copyright owner for attribution purposes; leave blank if this is the same as Grantee Institution or Consortium.

Author(s): To add multiple authors click the “Add” button.

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Primary License: (REQUIRED FIELD) Select the license that applies to the majority of items in the work. Most resources will be CC BY (the default choice) according to the grant requirements.

Additional Licenses: If third-party resources in the work are offered under a different license from the above, indicate that here. Note that commercial, copyrighted works cannot be uploaded to the repository. To select more than one value in the list, hold down the "CTRL" or "Shift" key.

Primary Material Type: (REQUIRED FIELD) Select the predominant type or kind of material characterizing the learning resource you are uploading.

Secondary Material Types: Select any secondary type or kind characterizing the learning resource you are uploading. To select more than one value in the list, hold down the "CTRL" or "Shift" key.

Description: (REQUIRED FIELD) Use this field to describe the material in as much detail as possible so others can find it when searching the repository. A detailed description also helps users decide if it is an appropriate material for their use. Be as specific as possible so others can understand what the material is about.
Course or Program Note: Provide the name of the course and/or program to which this item belongs. For example, an online course module in computing percentages could be part of a Foundational Math Skills Course that is part of a program in Construction. Click the “Add” button to add more than one.

Date Created: (REQUIRED FIELD) The “Year” field is

TAACCCT Round (REQUIRED FIELD) Enter the TAACCCT Round the resource was created for.

Industry Partner: (REQUIRED FIELD) Enter the name of your employer partner and/or industry partner and briefly describe how they collaborated with your project.

Industry Sector: (REQUIRED FIELD) Select the main industry sector covered by this resource. If this is a preparatory or remedial education course/item select “Developmental Education”.

Occupation Classification: (REQUIRED FIELD) Select the relevant SOC code for this course or item.

Instructional Program Classification: (REQUIRED FIELD) Select the relevant CIP code to classify the instructional program that the item or course originally belonged to.
Credit Type: (REQUIRED FIELD) Select the type of credit to which this learning resource was originally applied. To select more than one value in the list, hold down the "CTRL" or "Shift" key.

Credential Type: (REQUIRED FIELD) Select the type of credential to which this learning resource was originally applied. To select more than one value in the list, hold down the "CTRL" or "Shift" key.

Educational Level of Material: (REQUIRED FIELD) Select the educational level of the instructional material(s); To select more than one value in the list, hold down the "CTRL" or "Shift" key.

Interactivity type: (REQUIRED FIELD) Select the predominant mode of learning supported by the learning resource.

Likelihood of reuse: 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.)
Click “Save & Exit” if you would like to return later to complete the submission. Click “Next” to continue on to PAGE 2 of the material description process.

Quality of Subject Matter: (REQUIRED FIELD) Check all boxes that apply.

Quality of online/hybrid course design: (REQUIRED FIELD) Check all boxes that apply.
7. After clicking “Next” you will be on PAGE 2 and you can continue to enter the item information.

- **Quality Rubric:** Select the rubric used to measure the quality of the learning resource.

- **Quality Note:** Written description of the process used to ensure quality. You may also upload a document describing this process in the file upload section near the end of the submission process. See the Tutorials & User Guides page in skillscommons.org for a QOLT rubric that can be filled out and uploaded at the end of the submission process.

- **Subject Keywords:** Keywords allow users to find materials in the repository. Enter multiple keywords by clicking the “Add” button after each keyword.

- **Language:** Select the language of the main content of the item.

- **Time Required:** Provide the approximate or typical time it takes to work with or through this learning resource for the typical intended target audience.
8. After clicking “Next” you will be on PAGE 3 and you can continue to enter the item information.

URL to Formal Accessibility Policy: If your institution has a formal accessibility policy, please provide the URL here.

URL to Accessibility Statement: Add the URL of accessibility statement, if any.


The remaining fields describe different accessibility features. Simply select ‘yes’ for any that apply. You don’t have to select ‘no’ unless you accidentally clicked ‘yes’.

Accessibility and ADA compliance is a critical concern for many institutions and instructors, and so the more information you can provide on the accessibility features of your materials the better.

Please see the Tutorials & User Guides page on skillscommons.org where you can download the SkillsCommons Accessibility Checkpoints form. Fill out the form (when appropriate) and upload it along with your Learning Resource materials.
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Text Adjustment - Adjust Font and Colors:
The resource allows the user to adjust the font size and foreground color (or is rendered by an application such as a browser, media player, or reader) that offers this functionality.
☑ Yes ☐ No

Reading Layout - Reflow the Text:
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).
☑ Yes ☐ No

Reading Layout - Page numbers match printed material:
If the digital resource is an electronic alternative to printed material, the page numbers correspond to the printed material.
☑ Yes ☐ No

Reading Layout - Reflow the Text:
This correspondence is also preserved when a reflow function is enabled.
☑ Yes ☐ No

Reading Order - Digital resource layout:
The reading order for digital resource content logically corresponds to the visual layout of the page when rendered by assistive technology.
☑ Yes ☐ No

Structural Markup - Navigation Text:
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).
☑ Yes ☐ No

Click ‘yes’ for any that apply.
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**Structural Markup - Lists:**
The text of the digital resource includes markup for bullet 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).
- Yes  No

**Structural Markup - eReader application:**
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.
- Yes  No

**Table Markup:**
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).
- Yes  No

**Hyperlinks:**
URLs (e.g. website or email addresses) within the text of the digital resource are rendered as active hyperlinks in a manner that allows them to be detected and activated with assistive technology (or are rendered by an application such as a browser, media player, or reader that offers this functionality).
- Yes  No

**Color:**
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.
- Yes  No

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**Contrast:**
The visual presentation of text and images of text in the digital resource has a contrast ratio of at least 4:5:1.
- Yes  ☐ No

**Language - Markup:**
The text of the digital resource includes markup that declares the language of the content in a manner that is compatible with assistive technology.
- Yes  ☐ No

**Language - Passage markup:**
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.
- Yes  ☐ No

**Images - Non-Decorative:**
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).
- Yes  ☐ No

**Images - Decorative:**
Decorative images are marked with null alternate text or contain markup that allows them to be ignored by assistive technology.
- Yes  ☐ No

**Images - Complex:**
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).
- Yes  ☐ No

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Multimedia - Text track:
A synchronized text track (e.g. open or closed captions) is provided with all video content.
- Yes  - No

Multimedia - Transcript:
A transcript is provided with all audio content
- Yes  - No

Multimedia - Assistive player:
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.
- Yes  - No

Non-flickering content:
The digital resource content does not contain anything that flashes more than three times in any one-second period.
- Yes  - No

STEM - Markup:
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).
- Yes  - No

STEM - Notation markup:
The resource conveys both the notation (presentation) and meaning (semantics) of the STEM content.
- Yes  - No

Click ‘yes’ for any that apply.
Interactive - Keyboard:
Each interactive element (e.g. menu, hyperlink, button) and function (e.g. annotations) allows keyboard-only operation both with and without assistive technology.
- Yes ( ) No

Interactive - Markup:
Each interactive element conveys information to assistive technology regarding the element's name, type, and status (e.g. "Play, button, selected").
- Yes ( ) No

Interactive - Text prompts:
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).
- Yes ( ) No

CC-BY License and DOL Disclaimer Requirement:
I have included the CC-BY license and DOL disclaimer on the materials I am uploading. Click "Yes" or No.
- Yes ( ) No

Click "yes" for any that apply.

CC-BY License and DOL Disclaimer Requirement: I have included the CC-BY license and DOL disclaimer on the materials I am uploading. Click “Yes” or No.

Click “Previous” to go back a page. Click “Save & Exit” if you would like to come back later and finish. Click “Next” to continue entering data.
9. Uploading your files – **NOTE**: Before uploading your files make sure that the CC-BY license and DOL disclaimer is on all materials you upload to the repository.

Browse for and select the file you would like to upload.

Provide a brief description of the file. The description you provide should be helpful to someone considering whether to download the material. As an example, "Workshop Announcement Flyer" is more helpful than "Workshop Document."

If you would like to upload multiple files click “Upload file & add another”

**Reminder** – don’t forget to upload your Quality Assurance Report and your Accessibility Checkpoint Form if applicable.

Click “Previous” to go back a page. Click “Save & Exit” if you would like to come back later and finish. Click “Next” to continue entering data.
10. If you are **uploading multiple files** and you click on “Upload file & add another” you will be presented with the following screen. Here you will be able to “Browse” for and upload additional files, edit a previously uploaded file, as well as remove a previously uploaded file.

- Click “Browse” to upload another file.
- Add a brief description of the file.
- Click “Upload file & add another”
- If you have multiple files you can use the radio button to indicate which of the files is the primary file for this submission.
- Click “Edit” to edit an existing uploaded file.
- To remove a previously uploaded file click the check box located to the left of the file name and then click “Remove selected file”
11. After you click “Next” you will have a chance to review your work and make changes on the Review Submission page.

12. Once you are satisfied with your submission, click on the “Complete Submission” button at the bottom of the page.

13. Your submission is complete. You will receive an e-mail notification when your submission has been added to the collection.
EDITING AN ITEM IN THE REPOSITORY

1. Type http://skillscommons.org/ into your browser address bar.
2. Click “CONTRIBUTE” located in the top menu of the SkillsCommons Repository website.
3. Sign in to the SkillsCommons Repository using your e-mail address and password.
4. Once you have signed in click on the submission you wish to edit. For our purposes we will edit the “Solar Power Quiz #1” item.

PLEASE NOTE: if there is an item you wish to edit but you are not the original creator of the item it will not show up in your Archived Submissions. To access this item for editing find the item in the repository and then follow the instructions beginning at step number 5 below.

5. You are now on the item page. To edit this item click on “Edit this item” under the “Context” heading.

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6. After clicking on “Edit this item” you will be presented with the screen below. Click on the “Item Metadata” tab to edit the fields in this item.

Click on “Item Metadata” to edit the fields in this item.
7. After clicking “Item Metadata” you will be presented with the full Metadata record. This record will show you the fields that you initially entered when you first submitted the item.

**TO ADD A NEW FIELD** - find the field metadata name in the “Name” dropdown menu. Please see Appendix A for full list of fields and associated metadata names.

**PLEASE NOTE:** These changes are not validated in any way. You are responsible for entering the data in the correct format. If you are not sure what the format is, please do NOT make changes. If you need assistance making edits please contact our support staff at support@skillscommons.com.

To add a field that you missed or skipped when you first submitted your item, find it in the “Name” dropdown menu.

See Appendix A for full list of fields and associated metadata names.

In our example we are going to add a URL to the “URL to Formal Accessibility Policy” field.

Add the information to the “Value” field.

In our example we are going to add a link to the California State University Formal Accessibility Policy.

Click “Add new metadata” and your field will be added.

To update a field that you already entered, scroll down and find the field you wish to update and type the new information.

Be sure to click on the “Update” button found at the top or bottom of the page.
TO ADD ANOTHER VALUE TO A REPEATABLE FIELD

See [Appendix A](#) to see which fields are repeatable. The field “Author(s)” is a repeatable field. For this next example we will add another author to our item.

Please see [Appendix A](#) and make sure that the field you are about to add is a repeatable. If it is not repeatable please do not add another field.

To add another entry to a repeatable field, find it in the “Name” dropdown menu.

See [Appendix A](#) for full list of fields and associated metadata names.

In our example we are going to add another author to the “Author(s)” field which corresponds to the “dc.contributor.author” metadata name.

Add the information to the “Value” field.

*You must type the value in the appropriate format.* If you are unsure of the format check [Appendix A](#) at the end of this document.

In this case, the format is [Last Name, First Name].

Click “Add new metadata”
After you clicked “Add new metadata” scroll down to see that you now have another author assigned to the “dc.contributor.author” field.

<table>
<thead>
<tr>
<th>dc.contributor.author</th>
<th>Smith, Donald</th>
</tr>
</thead>
<tbody>
<tr>
<td>dc.contributor.author</td>
<td>Watson, Mary</td>
</tr>
<tr>
<td>dc.date.accessioned</td>
<td>2014-07-29T14:48:04Z</td>
</tr>
</tbody>
</table>
TO ADD/UPLOAD MORE FILE(S) – Click on the “Item Bitstream” tab. You will be presented with a list of the file(s) that you initially uploaded.

Click on the “Item Bitstreams” tab.

NOTE: The “license.txt” is added when you agree to the terms of service. Please do not edit or delete this item.

This “txt” file does not contain any metadata about your chosen CC BY license.

To upload a new file click on “Upload a new bitstream” link and follow directions to upload your new file(s).
TO DELETE UPLOADED FILE(S) – Click on the “Item Bitstream” tab. You will be presented with a list of the file(s) that you initially uploaded.

Click on the “Item Bitstream” tab.

Select the file(s) you want to delete using the check box.

NOTE: The “license.txt” is added when you agree to the terms of service. Please do not edit or delete this item.

This “txt” file does not contain any metadata about your chosen CC BY license.

Click “Delete bitstreams”

Confirm the deletion(s) by clicking “Delete”
TO EDIT UPLOADED FILE(S) – Click on the “Item Bitstream” tab. You will be presented with your list of uploaded file(s).

Click on the “Item Bitstream” tab.

Click on the name of the item you would like to edit. Make your edits and click “Save”

NOTE: The “license.txt” is added when you agree to the terms of service. Please do not edit or delete this item.

This “txt” file does not contain any metadata about your chosen CC BY license.
DELETING AN ITEM IN THE REPOSITORY

1. Type http://skillscommons.org/ into your browser address bar.
2. Click “CONTRIBUTE” located in the top menu of the SkillsCommons Repository website.

3. Sign in to the SkillsCommons (TAACCCT) Repository using your e-mail address and password.
4. Once you have signed in you will see your previous submissions in the “Archived Submissions” area. Click on the submission you wish to delete. For our purposes we will delete the “Solar Power Quiz #1” item.

**PLEASE NOTE**: if there is an item you wish to delete but you are not the original creator of the item it will not show up in your Archived Submissions. To access this item please find the item in the repository and then follow the instructions beginning at step number 5 below.

5. You are now on the item page. To delete this item click on “Edit this item” under the “Context” heading.
6. After clicking on “Edit this item” you will be presented with the screen below. To delete this item click the “Permanently delete” button.

![Edit Item Screen]

Click “Permanently delete” to remove this item from the repository.

7. After clicking “Permanently delete” you will be presented with the full item record. Scroll to the bottom of the page and click “Delete” to permanently delete the item.

![Full Item Record]

Click “Delete” to permanently delete the item. If you do not want to delete it at this time, click “Cancel”
Appendix A
Learning Resources Collection
Field Names, Metadata Names and Descriptions
http://support.skillscommons.org/home/contribute-manage/metadata-and-appendices/appendix-a/

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

Appendix C
List of NAICS Codes
http://support.skillscommons.org/home/contribute-manage/metadata-and-appendices/appendix-c/

Appendix D
List of SOC Codes
http://support_skillscommons.org/home/contribute-manage/metadata-and-appendices/appendix-d/

Appendix E
List of CIP Codes
http://support_skillscommons.org/home/contribute-manage/metadata-and-appendices/appendix-e/
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This workforce solution was created through a cooperative agreement between the U.S. Department of Labor's Employment and Training Administration and the California State University-Multimedia Educational Resource for Learning and Online Teaching (MERLOT).