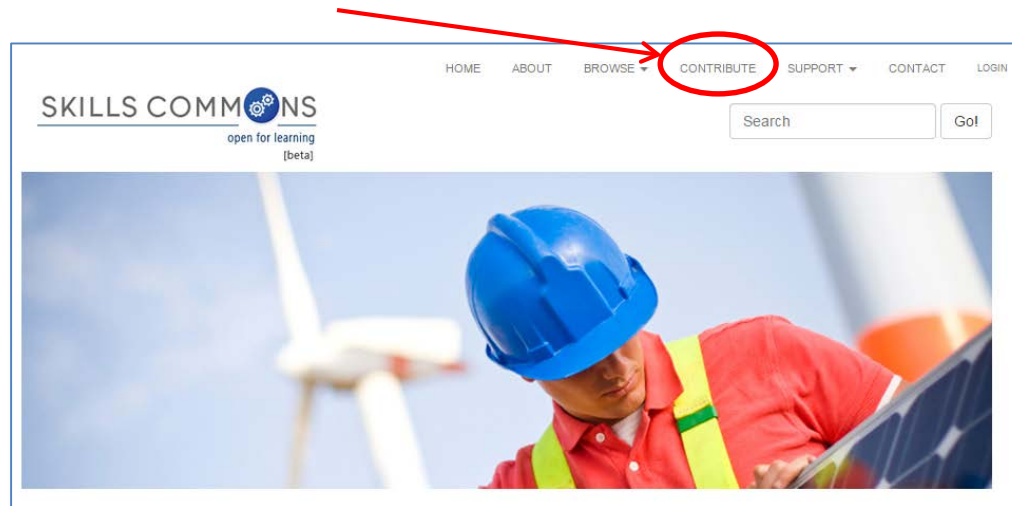


Skills Commons Repository User Guide: Documenting Your Description and Industry Partner in Learning Resources Materials

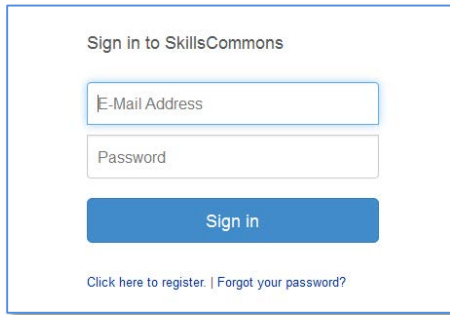
Welcome to the SkillsCommons Repository. This document was created to assist with the specific Description and Industry Partner fields in the submission process for the “Learning Resources Collection” within your Community. This document will cover the steps of adding submissions up to the Industry Partner field and provide specific examples of what is required for this field. Instructions for editing completed submissions in the Description and Industry Partner fields are also included.

ADDING (SUBMITTING) MATERIALS

1. Type <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.



Sign in to SkillsCommons

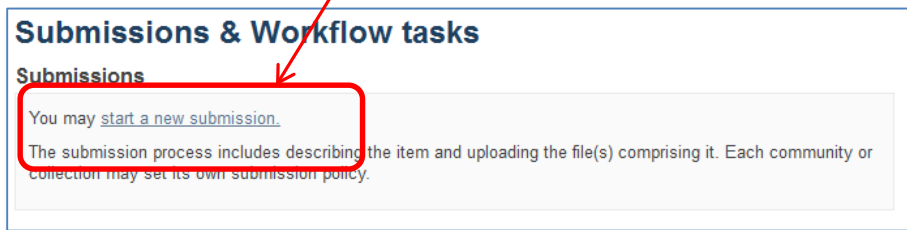
E-Mail Address

Password

Sign in

[Click here to register.](#) | [Forgot your password?](#)

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



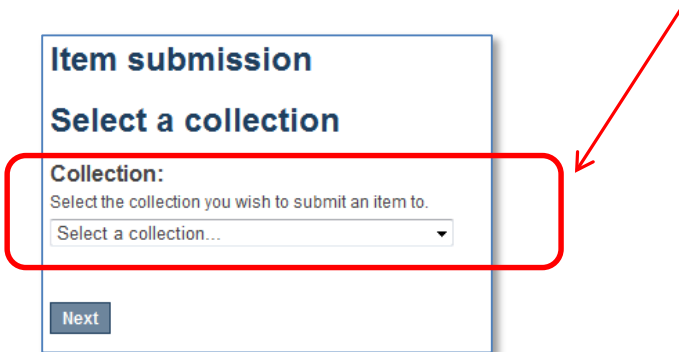
Submissions & Workflow tasks

Submissions

You may [start a new submission](#).

The submission process includes describing the item and uploading the file(s) comprising it. Each community or collection may set its own submission policy.

5. Select the “Learning Resources Collection” from the “Collection” dropdown menu and click “Next” to start your submission.



Item submission

Select a collection

Collection:
Select the collection you wish to submit an item to.

Select a collection...

Next

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.

Describe Item

Title:
Enter the title of the item.

Project Name:
Enter the official name for the project from the TAACCCT grant proposal.

Grantee Institution:
Select 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.

Author(s):
Enter the name(s) of the individual(s) credited with the creation of the resource, for attribution purposes.

Last name, e.g. *Smith* First name(s) + "Jr", e.g. *Donald Jr* **Add**

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.

(continued on next page)

Primary License:
Select the license that applies to the work as a whole. Most resources will be CC BY (the default choice) according to grant requirements.

CC BY: Attribution

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.

CC BY: Attribution
CC BY-SA: Attribution-ShareAlike
CC BY-ND: Attribution-NoDerivs
CC BY-NC: Attribution-NonCommercial
CC BY-NC-SA: Attribution-NonCommercial-ShareAlike
CC BY-NC-ND: Attribution-NonCommercial-NoDerivs

Primary Material Type:
Select the predominant type or kind characterizing the learning resource.

Animation

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

Animation
Assessment Tool
Assignment
Case Study
Collection
Development Tool

Description:
Provide a written description of the resource.

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

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

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. Please see below for specific examples.

(continued on next page)

SKILLS COMMONS
open for learning

Home > C6 Consortium > Learning Resources Collection > View Item

Industrial Maintenance COS

Course Syllabus

Syllabus FA 2014 (579 KB)

Syllabus SP 2015 (684 KB)

Date:
2014

Primary Material Type:
Syllabus

Other Material Types:
Learning Object Repository

Institution:
West Hills Community College District (WHCCD)

Project Name:
Central California Community Colleges Committed to Change (C6)

Browse all of SkillsCommons

- Grant Projects
- Material Type
- Credential Type
- Institution
- Industry
- Industry (Wheel)

Browse this Collection

- Material Type
- Credential Type
- Institution
- Industry
- Industry (Wheel)

Context

- Edit this item
- Export Item
- Export Metadata

This example, “Course Syllabus” needs to provide more detail about the material. For example, “This is a two semester program in Industrial Maintenance Technology. The syllabi contain the course objectives, student learning outcomes, list of assignments and names of the course textbooks.”

(continued on next page)

The screenshot shows the Skills Commons website interface. At the top left is the Skills Commons logo with the tagline 'open for learning'. To the right is a search bar with a 'Go!' button. Below the logo is a breadcrumb trail: 'Home > Colorado Online Energy Training Consortium > Learning Resources Collection > View Item'. The main heading is 'Industry Electricity Print Reading' by 'Jagunich, Thomas ; Madrid, Ron'. A red box highlights the course description: 'This course cartridge contains materials for a non-credit course that covers the basics of AC and DC electricity through the study of basic AC current with emphasis on resistors, inductors, capacitors, transformers, electrical quantities, and units of measure. The basic symbols for components used in Relay/Ladder logic are studied. Simple ladder logic schematics are studied. Hands on trainers are utilized to construct and test basic ladder circuits. Many demonstrations, component samples, test equipment, and trainer stations are utilized to augment the hands-on portion of the course.' Below this are links for 'Syllabus (22 KB)' and 'Course material zip file that can be imported into a learning management system using a standard import zip file program. (54 MB)'. The right sidebar contains navigation menus: 'Browse all of SkillsCommons' (Grant Projects, Material Type, Credential Type, Institution, Industry, Industry (Wheel)), 'Browse this Collection' (Material Type, Credential Type, Institution, Industry, Industry (Wheel)), 'Context' (Edit this item, Export Item, Export Metadata), and 'Administrative' (Access Control: People, Groups, Authorizations; Registries: Metadata, Format).

This example, “This course cartridge contains materials for a non-credit course that covers the basic of AC...” provides a detailed description about the material. Users are given enough information to decide if this material is appropriate for their use.

(continued on next page)

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.

Date Created:
Please give the date the resource was created. You can leave out the day and/or month if they aren't applicable.

Year Month Day

TAACCCT Round:
Select the TAACCCT Round.

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

Industry Sector:
Select the main industry sector covered by this resource, or 'Developmental Education' if this is a preparatory or remedial education course or item.

Occupation Classification:
Select the Occupation Classification.


Instructional Program Classification:
Select the Instructional Program Classification.

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. Please see below for specific examples.



Home > MoHealthWIn > Learning Resources Collection > View Item

Certified Nurse Assistant (CNA)

East Central College

Certified Nurse Assistant's perform basic nursing skills to care for clients in a long-term care facility, hospitals and/or through home health agencies. Although in a hybrid format, this class meets the classroom requirements (75 hours) of the Missouri Department of Health and Senior Services requirements for Certified Nurse Assistants and teaches entry level skills for the hospital. According to East Central College, a Web Hybrid Course meeting time is reduced by a maximum of 50%; remainder of course is taught as an on-line class. Students will be required to attend class meetings on a regular, scheduled basis; scheduled class meeting times will be published in advance. Simultaneously, students will need to complete their clinical training (100 hours of on- the- job training in a long-term care facility) Thirty of the 100 hours of clinical are to be completed with an assigned Clinical Instructor.

- cna_program_map_curriculum_review.xlsx (15 KB)
- hybrid_cna_assessment_tool.docx (81 KB)
- hybrid_cna_cna_challenge_cpr_additional_materials.docx (75 KB)
- hybrid_cna_course_objectives.docx (75 KB)
- hybrid_cna_learning_activities.docx (95 KB)
- hybrid_cna_module_or_unit_objectives.docx (90 KB)
- hybrid_cna_syllabus.docx (87 KB)
- hybrid_cna_table_of_course_components.docx (79 KB)

Browse all of SkillsCommons

- Grant Projects
- Material Type
- Credential Type
- Institution
- Industry
- Industry (Wheel)

Browse this Collection

- Material Type
- Credential Type
- Institution
- Industry
- Industry (Wheel)

Date:
2012

Primary Material Type:
Workshop and Training Material

Institution:
East Central College

Project Name:
MoHealthWInS

TAACCCT Round:
1

Subjects:
MoHealthWInS, East Central College, Certified Nurse Assistant, CNA, Workforce Training, Healthcare, Patient Care Skills

Industry / Occupation

Industry Partner:
20 regional care centers

Industry Sector:
Health Care and Social Assistance -- Hospitals (622)

This example, "20 Regional care centers" needs to be more specific. A specific employer partner and/or industry partner needs to be named.

(continued on next page)

Home > MoHealthWINS > Learning Resources Collection > View Item

Surgical Technology

Metropolitan Community College, Kansas City

The Surgical Technology program is designed to prepare students to function as members of the surgical team in hospitals and clinics with registered nurses and surgeons in the operating room. The graduate is qualified to prepare the surgical environment and function as a team member during the operative procedures. National certification is available to graduates.

- [mohealth.mcc_surgtech_inte_108_sterile_processing_course_syllabus.doc](#) (110 KB)
- [mohealth.mcc_surgtech_sterile_processing_inte_108_course_schedule.docx](#) (60 KB)
- [mohealth.mcc_central_services_sterilization_processes_table_of_course_components.doc](#) (895 KB)
- [mohealth.mcc_surgtech_sterile_processing_course_map.docx](#) (47 KB)
- [mohealth.mcc_surgtech_student_program_outcomes.docx](#) (119 KB)
- [Surgical Technology-Central Services-Sterile Processing.docx](#) (21 KB)
- [20130520_Env Services_MOWINS flyer.pdf](#) (391 KB)

Date:
2011

Primary Material Type:
Collection

Other Material Types:
Collection

Institution:
Metropolitan Community College

Project Name:
MoHealthWINS

TAACCCT Round:
1

Industry / Occupation

Industry Partner:
Samuel U. Rodgers Health Center

Industry Sector:
Health Care and Social Assistance -- Nursing and Residential Care Facilities (623)

Browse all of SkillsCommons

- Grant Projects
- Material Type
- Credential Type
- Institution
- Industry
- Industry (Wheel)

Browse this Collection

- Material Type
- Credential Type
- Institution
- Industry
- Industry (Wheel)

Context

- Edit this Item
- Export Item
- Export Metadata

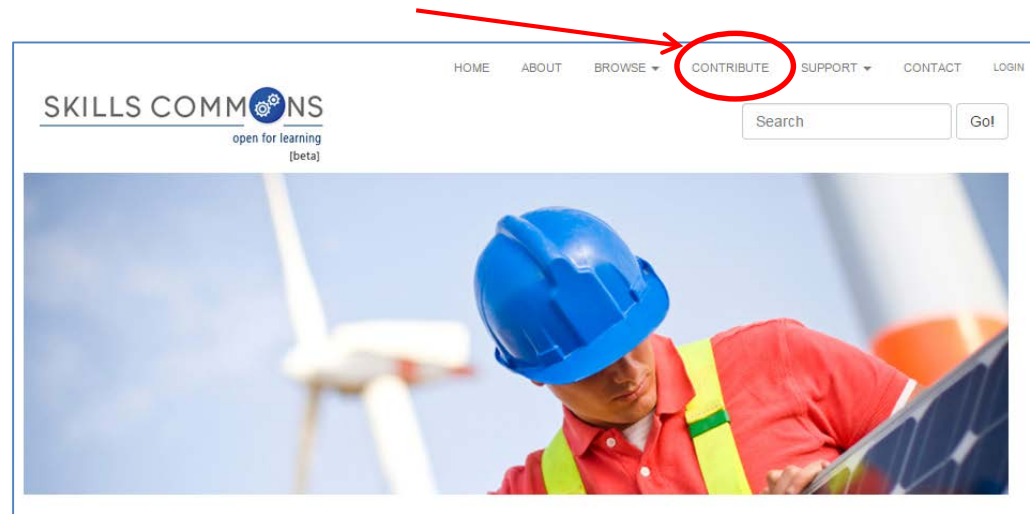
Administrative

- Access Control
 - People
 - Groups
 - Authorizations
- Registries
 - Metadata
 - Format
- Items
- Withdrawn Items
- Private Items
- Control Panel
- Statistics
- Import Metadata
- Curation Tasks

This example, "Samuel U. Rodgers Health Center" is specific. The name of the employer partner and/or industry partner is identified.

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.

Sign in to SkillsCommons

[Click here to register.](#) | [Forgot your password?](#)

4. Once you have signed in click on the submission you wish to edit.

Submissions & Workflow tasks

Submissions

You may [start a new submission](#).

The submission process includes describing the item and uploading the file(s) comprising it. Each community or collection may set its own submission policy.

Archived Submissions

These are your completed submissions which have been accepted into SkillsCommons.

| Date accepted | Title | Collection |
|---------------|--|--------------------------------------|
| 2015-06-05 | Developing Competency-Based Program Models in Three... | Program Support Materials Collection |
| 2015-03-05 | Introduction to Distance Education Module 3 : Usin... | Learning Resources Collection |
| 2015-02-25 | Introduction to Distance Education Module 3 : Usin... | Program Support Materials Collection |
| 2015-02-25 | Common Course Program Summary for Machine Techno... | Program Support Materials Collection |

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

Certified Nurse Assistant (CNA)

East Central College

Certified Nurse Assistant's perform basic nursing skills to care for clients in a long-term care facility, hospitals and/or through home health agencies. Although in a hybrid format, this class meets the classroom requirements (75 hours) of the Missouri Department of Health and Senior Services requirements for Certified Nurse Assistants and teaches entry level skills for the hospital. According to East Central College, a Web Hybrid Course meeting time is reduced by a maximum of 50%; remainder of course is taught as an on-line class. Students will be required to attend class meetings on a regular, scheduled basis; scheduled class meeting times will be published in advance. Simultaneously, students will need to complete their clinical training (100 hours of on- the- job training in a long-term care facility) Thirty of the 100 hours of clinical are to be completed with an assigned Clinical Instructor.

[cna_program_map_curriculum_review.xlsx](#) (15 KB)

[hybrid_cna_assessment_tool.docx](#) (81 KB)

[hybrid_cna_cna_challenge_cpr_additional_materials.docx](#) (75 KB)

[hybrid_cna_course_objectives.docx](#) (75 KB)

Browse all of SkillsCommons

- Grant Projects
- Material Type
- Credential Type
- Institution
- Industry
- Industry (Wheel)

Browse this Collection

- Material Type
- Credential Type
- Institution
- Industry
- Industry (Wheel)

Context

- Edit this item
- Export Item
- Export Metadata

Click on “Edit this item” under the “Context” heading

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.

Edit Item

Item Status | Item Bitstreams | **Item Metadata** | View Item | Curate

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.

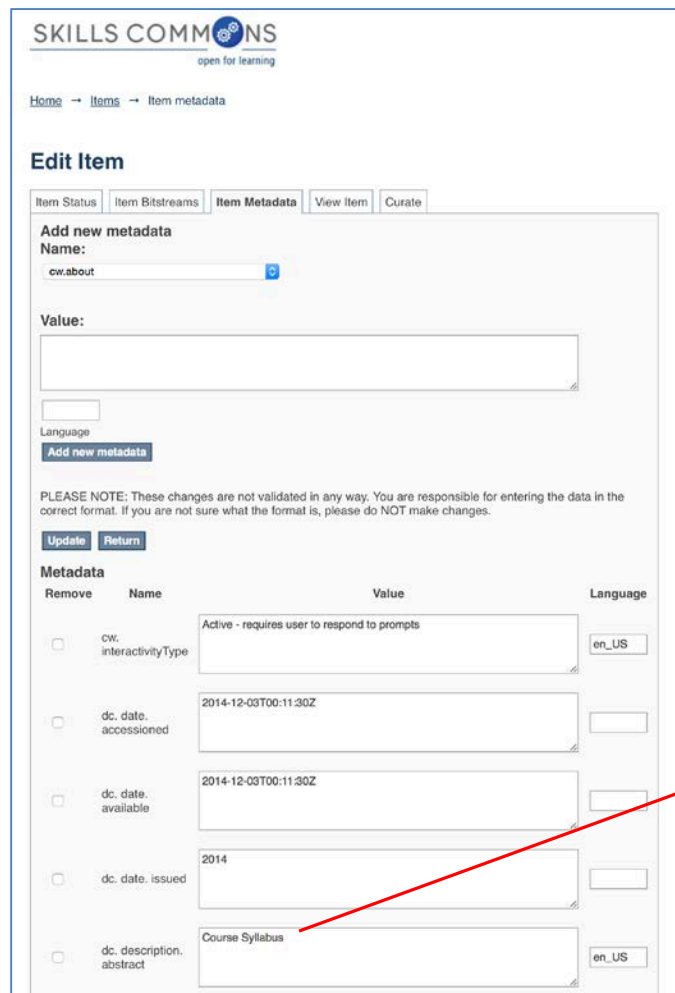
| | |
|-------------------------------------|---|
| Item Internal ID: | 2995 |
| Handle: | taaccct/2867 |
| Last Modified: | 2015-06-24 14:59:37.788 |
| Item Page: | https://www.skillscommons.org/handle/taaccct/2867 |
| Edit item's authorization policies: | Authorizations... |
| Withdraw item from the repository: | Withdraw... |
| Move item to another collection: | Move... |
| Make item private: | Make it private... |
| Completely expunge item: | Permanently delete |

Return

Click on “Item Metadata” to edit the fields in this item.

- 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.

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.



SKILLS COMMONS
open for learning

Home → Items → Item metadata

Edit Item

Item Status | Item Bitstreams | **Item Metadata** | View Item | Curate

Add new metadata

Name:

Value:

Language:

Add new metadata

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.

Update **Return**

| Remove | Name | Value | Language |
|--------------------------|-------------------------|--|----------|
| <input type="checkbox"/> | cw.interactivityType | Active - requires user to respond to prompts | en_US |
| <input type="checkbox"/> | dc.date.accessioned | 2014-12-03T00:11:30Z | |
| <input type="checkbox"/> | dc.date.available | 2014-12-03T00:11:30Z | |
| <input type="checkbox"/> | dc.date.issued | 2014 | |
| <input type="checkbox"/> | dc.description.abstract | Course Syllabus | en_US |

To update the Description Field that you already entered, scroll down and find the “dc. description. abstract” 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.

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.

[Update](#) [Return](#)

Metadata

| Remove | Name | Value | Language |
|--------------------------|----------------------------|--|----------|
| <input type="checkbox"/> | cw.interactivityType | Active - requires user to respond to prompts, questions, etc. | en_US |
| <input type="checkbox"/> | cw.timeRequired | 75 classroom hours, 100 clinical hours | en_US |
| <input type="checkbox"/> | dc.contributor.author | East Central College | |
| <input type="checkbox"/> | dc.date.accessioned | 2015-06-24T14:59:37Z | |
| <input type="checkbox"/> | dc.date.available | 2015-06-24T14:59:37Z | |
| <input type="checkbox"/> | dc.date.issued | 2012 | |
| <input type="checkbox"/> | dc.description.abstract | Certified Nurse Assistant's perform basic nursing skills to care for clients in a long-term care facility, hospitals and/or through home health agencies. Although in a hybrid format, this class meets the classroom requirements (75 hours) of the Missouri Department of Health and Senior Services | en_US |
| <input type="checkbox"/> | dc.description.provenance | Submitted by Tammy Stowe (tamara.stowe@eastcentral.edu) on 2015-06-24T14:59:37Z No. of bitstreams: 8 cna_program_map_curriculum_review.xlsx: 15782 bytes, checksum: | en |
| <input type="checkbox"/> | dc.description.provenance | Made available in DSpace on 2015-06-24T14:59:37Z (GMT). No. of bitstreams: 8 cna_program_map_curriculum_review.xlsx: 15782 bytes, checksum: a9f0ad30c71816bac55d190f6fc4cb63 (MD5) | en |
| <input type="checkbox"/> | dc.description.sponsorship | 20 regional care centers | en_US |

To update the Industry Field that you already entered, scroll down and find the “dc. description. sponsorship” 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.



This work is licensed under a Creative Commons Attribution 4.0 International License.

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).