

Jorum Deposit Guide

Interactive Learning Resources for Skills

Jorum Metadata fields with notes

The reason for this guide is to ensure that both individually and collectively, these resources have quality metadata to accurately reflect the content, and as a result ensure they can be discovered by others.

The table below lays out the requirements for uploading a resource to Jorum, specifically for the Interactive Learning Resources for Skills resources. It includes guidance notes for each field as well as specific requirements for some fields.

Jorum Metadata notes

Metadata field	Data input notes	Controlled Vocabulary
Collection	Choose Vocational Skills	Yes
Resource Type	Choose File. If you have a website that you want to direct people to, you can add that in the Description field later.	N/A
Title	A clear, descriptive title will help to promote your resource in a search results list. (maximum of 20 words)	N/A – Free text
Description	A brief introduction to the resource. This will enable a user to quickly assess the suitability of a resource and will also help discoverability. This is designed to complement the Educational Description field below. If you want to include a weblink, you can add this here. Maximum 150 words.	N/A – Free text
Language	Default is English	Yes
Subject/discipline area	Choose the appropriate top level Learn Direct category e.g. if your subject area is Hairdressing, then choose category H: <u>Family Care / Personal Development / Personal Care & Appearance</u> Sub-categories can be added as keywords.	<ul style="list-style-type: none"> > Agriculture, Horticulture & Animal Care > Area Studies / Cultural Studies / Languages / Literature > Arts & Crafts

Metadata field	Data input notes	Controlled Vocabulary
		<ul style="list-style-type: none"> > Business / Management / Office Studies > Catering / Food / Leisure Services / Tourism > Communication / Media / Publishing > Construction & Property (Built Environment) > Education / Training / Teaching > Engineering > Environment Protection / Energy / Cleansing / Security > Family Care / Personal Development / Personal Care & Appearance > Health Care / Medicine / Health & Safety > Humanities (History / Archaeology / Religious Studies / Philosophy) > Information Technology & Information > Logistics / Distribution / Transport / Driving > Manufacturing / Production Work > Oil / Mining / Plastics / Chemicals > Performing Arts > Politics / Economics / Law / Social Sciences > Sales, Marketing & Retailing > Sciences & Mathematics > Services to Industry & Commerce > Sports, Games & Recreation
Keywords	<p>You must add the project tag (exactly as presented): ILRforSkills</p> <p>Add a selection of keywords to help users discover your resource. Think of words that users outside your project would use to search for them. This could be the vocational area: Hairdressing, Bricklaying, etc.</p>	N/A – Free text
Level	Choose 1 or more levels e.g. if your resource covers Level 2 – 3, then choose Level 2 and Level 3.	<ul style="list-style-type: none"> > Level 1 > Level 2 > Level 3 > Level 4

Metadata field	Data input notes	Controlled Vocabulary
Resource duration*	If your resource contains videos or podcasts, then you can provide an indication of the amount of time taken to view the resource. If there are multiple media files, then include the total duration time.	N/A – Free text
Date of Creation	Enter the creation or publication date. The purpose is to indicate how current the resource is. If there isn't a specific date in the month then just choose the first of the month.	[Date picker format is YYYY-MM-DD]
Authors	The Authors are the key individual(s) who created the resource, including writers, editors, photographers, etc. Format is "first name surname" only i.e. John Smith and <u>not</u> Smith, John.	N/A – Free text
Contributors*	A contributor is any partner organisation and/or individual who do not belong to the institution who received the grant letter, but who were involved in creating the resource. Any acronyms should be spelt e.g. enter Institute of the Motor Industry and <u>not</u> IMI; though you may include the acronym in brackets.	N/A – Free text
Publisher	This is the institution who received the grant letter.	This is based on a picklist provided within Jorum
Educational Context*	The environment within which learning and use of learning objects is intended to take place. Choose Vocational Training.	<ul style="list-style-type: none"> > Secondary education – Sixth Form College > Further education > Higher education > Professional development > Vocational training > Community education > General education
Educational Description*	This is a free text description of how the resource should be used, by the learner and/or the person delivering the teaching. It is designed to complement the main description above but include more specifically how the resource meets the relevant curriculum. Nominally 150 words.	N/A – Free text

Metadata field	Data input notes	Controlled Vocabulary
End user role*	This is the kind of user group the learning object applies to, such as teacher, student, or author. Choose Learner.	<ul style="list-style-type: none"> > Educational practitioner > Learner > Researcher > Learning support > Information professional > General
Learning resource type	Multiple options are available and include indicating if your resource contains an assessment all the way through to a video.	<ul style="list-style-type: none"> > Assessment > Audio > Blog > Case study > Course > Course module > Demonstration > Diagram > Digital media > Exam > Exercise > Experiment > Fieldwork > Figure > Glossary > Guide > Image > Interactive media > Lecture > Lesson plan > Narrative text > Podcast > Presentation > Questionnaire > Resource list > Self assessment > Simulation > Teaching notes > Textbook > Tutorial > Video

Metadata field	Data input notes	Controlled Vocabulary
		<ul style="list-style-type: none"> > Webinar > Website > Worked example > Worksheet
Typical learning time*	This is the time that a typical learner should devote in order to fully understand the Learning Object, such as an hour, a day, a week, a semester or up to a year.	<ul style="list-style-type: none"> > Less than 1 hour > 1 to 3 hours > 3 to 5 hours > 1 day > 1 week > 1 semester > 1 year
Creative Commons Licence	<p>Choose either CC-BY or CC-BY-SA.</p> <p>Choosing CC-BY-SA ensures the same attribution condition, i.e. anyone who uses your resource(s) must name you as the author as well as permitting derivatives and commercial use of your work.</p> <p>But the addition of SA (Share-alike) means that anyone creating a derivative, must share the work under the same license and this is a core belief of Open Educational Resources.</p>	<ul style="list-style-type: none"> > CC-BY > CC-BY-SA > CC-BY-ND > CC-BY-NC > CC-BY-NC-SA > CC-BY-NC-ND

*Optional