

*ecampus*  
Ontario

# The Grant Supported OER **Submission Guide**

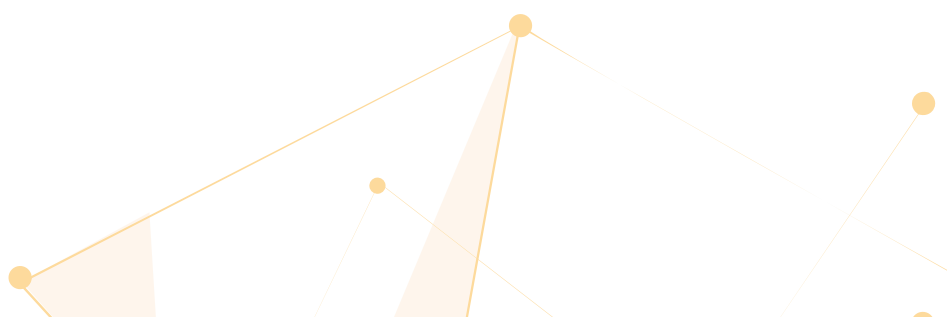
Virtual Learning Strategy 2.0

Funded by  
**Ontario** 

# The Grant Supported OER Submission Guide

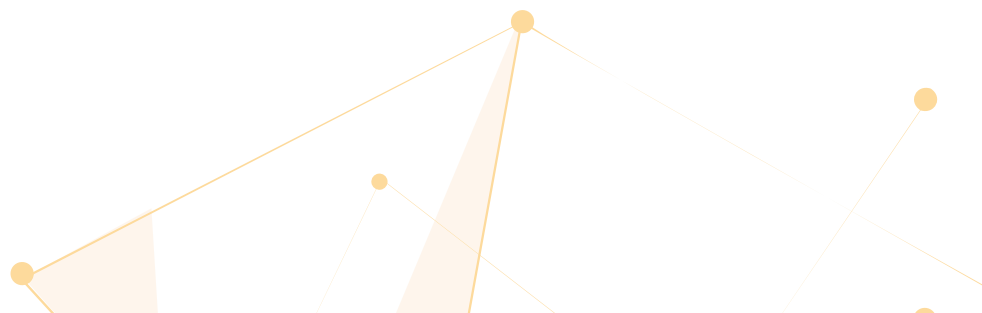
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# About

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This guide will help you prepare your eCampusOntario grant-supported project content for submission to the eCampusOntario Open Library and lead you through the submission form. Currently, eCampusOntario provides grants through the Virtual Learning Strategy (VLS) and the Ontario Exchange (OEX) program for the creation of Open Educational Resources (OER).

## 1. Prepare Your Content

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Before submitting your content, please review your content to ensure that it meets the following conditions.

### A. Required

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#### Project Information

You will be asked to provide some details about your grant supported project. Accuracy is important as the information you submit will be used to confirm the status of your project. Please check your communications with eCampusOntario for your project information. Project information requested can include:

- Project ID
- Grant program name
- Project category (if applicable)
- Additional grant support (if applicable)

Example:

Project Information	Virtual Learning Strategy	Ontario Exchange
Project ID (ID format)	INST-###	OEX-###-INST OEX-###RG-INST OEX-###RG-SP##
Grant program	VLS Supported	OEX Supported
Project category	Digital Content	n/a
Additional support	This project received support from Ontario Exchange.	n/a

INST = The institutional code assigned as part of your project ID; this code can be four, three, or two letters.

## Acknowledgement of Provincial Funding

All VLS content must include the following Acknowledgement of Provincial Funding statement:

This project is made possible with funding by the Government of Ontario and through eCampusOntario's support of the Virtual Learning Strategy. To learn more about the Virtual Learning Strategy visit: <https://vls.ecampusontario.ca>.

All OEX content must include the following Acknowledgement of Provincial Funding statement:

This project is made possible with funding by the Government of Ontario and through eCampusOntario's support of the Virtual Learning Strategy (VLS) and Ontario Exchange (OEX). To learn more about OEX visit: <https://exchange.ecampusontario.ca/>.

## License

Your resource **must** include licensing information. Most content platforms or tools come with metadata fields to help you capture and display your licensing information. If the platform you are using does not have a field to capture your licensing information, then label the cover page of your resource with the licensing details, or anywhere easily visible to a user.

Follow the template below to mark your work with the Ontario Commons License. Use the example that is best suited for your medium.

<b>Example 1:</b>	<b>Resource Title by Author(s)</b> is licensed under a <b>License Name (hyperlinked)</b> , except where otherwise noted.
	<b>Metacognition by Jessica Fields, Rose Parker, and Jessie Smoother</b> is licensed under an <a href="#">Ontario Commons License</a> , except where otherwise noted.
<b>Example 2:</b>	This work is licensed under an <a href="#">Ontario Commons License – No Derivatives</a> .

You may select only one license for your resource on the submission form. All exceptions or copyright permissions are to be clearly labelled on your resource.

## Open License Mark

Please visit [Creative Commons license](#) or the [GNU General Public License](#) to learn how to mark your work with either of these open licenses.

## Traditional Knowledge Labels

Traditional Knowledge (TK) Labels identify and clarify community-specific rules and responsibilities regarding access and future use of traditional knowledge. The eCampusOntario repository is equipped to display TK Labels disclosed by the submitter on the submission form as a metadata element, and display TK Notice on the resource's details page. This is intended to identify and disclose Indigenous interests in the collection.

TK Labels are used by Indigenous communities and local organizations to clarify their rights and the nature of their relationship to the collection or data. Please visit <https://localcontexts.org/> to learn more about TK Labels.

## **Accessibility**

Your resource must meet current accessibility requirements as specified under the Accessibility for Ontarians with Disabilities Act ([AODA](#)). For example, images should be described using alternative text and videos should be captioned.

## **Editable File(s)**

Your resource must include at least one editable file.

An editable file can be your primary resource or an additional file type. We welcome and encourage you to provide multiple format types of your content.

If your editable files include any educator only files (e.g., test banks, test answers), please name the file or the compressed folder clearly and separate these files from the other resource files.

### **What is an editable file?**

An editable file is a digital file that a user can easily edit and change. It can also be transferred from one platform to another and can be accessed from different devices with the content intact.

Examples of editable file types include:

- Word Processor (.doc, .docx, .odt)
- HTML, XHTML and XML
- EPUB
- MP4 or raw video files

### **Why must the file be editable?**

Editable files increase the useability of your resource. It allows the users to exercise all permissions granted by the license of your resource. This is important, especially when the license of your work permits adaptation, remixes, and derivatives. Even if your selected license does not permit a derivative work, editable files are highly recommended to meet the requirements of accessibility requests and reduce technical barriers.

### **How do I generate an editable file(s)?**

As you create, generate, or export your files, consider if the software or application required to open them is freely available or licensed and how easily the content can be transferred across applications/platforms (interoperability) or between devices (portability).

Most authoring or digital content management platforms will allow you to export multiple file types. For example, Pressbooks has over 10 export format types, so choose the format(s) that others can easily open and use.

Please note, that some grants specify the file format for deliverables as part of the contract. You may have also been approved for specific platforms or applications, so please provide a file type that can be edited by the end-user whenever possible.

## B. Things to Consider

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### Accessibility Statement

We encourage you to submit an accessibility statement to clarify the extent to which your resource meets accessibility requirements. An accessibility statement shows users that you care about accessibility and about them. It is a great way to demonstrate how you've made your content accessible. Visit the W3C's [Developing an Accessibility Statement](#) for more information on how to generate your own.

If your resource has been reviewed and deemed accessible, you can either provide the URL to the online results or upload a copy as an additional file to add to your resource. The [eCampusOntario Digital Accessibility Toolkit](#) provides tips on accessibility.

Check out this adapted [Accessibility Checklist for OER Development](#) by the Conestoga College Library & Learning Services, which includes accessibility considerations for Pressbooks and H5P Interactives.

### File Upload Size

You can upload your resource files directly on the (A) Submission Form or by providing a (B) cloud storage URL.

#### A. Direct upload by Submission Form

If you are uploading multiple files or your file is larger than 2000MB/2GB, please zip or compress files to help reduce its size.

#### B. Providing a cloud storage URL

You can also use a cloud storage solution such as OneDrive, Google Drive, Dropbox, etc. and provide a URL on the Submission Form field where indicated. Please set the permissions on your URL to be open to anyone who has access to the URL. This will ensure ease of access to the entire cataloguing team as the Open Library processes your submission.

Please connect with your technical department at your institution for assistance in compressing files or using cloud storage. If either of these options does not work for your project team, please [contact us](#) before you start your submission for an agreed-upon alternative solution.

### Resource Description

You will be asked to share the resource's bibliographic details and its intended uses.

Required details include publication date, audience, and a brief description of the resource's contents.

We encourage you to **complete all the fields**. The more information you provide about your resource, the more readily users will find it in the eCampusOntario Open Library. We rely on your accuracy as you are most familiar with the details of your resource.

## 2. Assemble your Files

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Assemble all information, files, and documentation that you need to complete the submission form. Please ensure that you have editable files prepared for your project. You will have the option to upload directly through the submission form or by sharing a Website/URL for Cloud Storage. If you choose to share via Website/URL for Cloud Storage, please ensure that the permission settings for the URL is set to allow access by anyone with the URL.

If any files that you are submitting includes educator only files (e.g., test banks, test answers), please name the file or the compressed folder clearly and separate these files from the other resource files.

If an alternate arrangement is required for file upload size, please connect with the [eCampusOntario Open Library Team](#) prior to completing the submission form. The **form cannot be saved** and revisited.

## 3. Complete the Submission Form

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This section explains what the submission form fields are referring to in greater detail and describes what information you will be asked to provide.

An asterisk (\*) means that the field must be completed. If a field does not apply to the resource, leave it blank on the form.

### Project Information\*

The identifying fields for your grant supported project.

<b>VLS supported project</b>	VLS Project ID* Project Category* Was this project supported by a vendor(s) suggested by Ontario Exchange? Please provide the name of the vendor(s) you used:
<b>OEX supported project</b>	Project Unique ID*

### Contact Information: Submitter\*

The name and institution/organization email of the person submitting the resource. This is the person who will be contacted by the Open Library with any questions and who will receive the confirmation emails.



## Title\*

The name of the resource.

Include the resource's subtitle, edition, and version, if applicable.

<b>Example 1:</b>	Psychology : An Introduction
<b>Example 2:</b>	Psychology : An Introduction, 7th edition (v. 2 – Fall 2021)

## Author\*

The creator(s) of the resource.

The author is the primary creator of the resource. For text-based resources, it is the writer. For software, it is the programmer. For images, it is the artist or photographer, and so on.

Enter one author per row. If there are multiple authors, click **Additional Author** to add more rows

### Author(s) \*

First Name	Last Name
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Add +

Separate fields exist to capture the Editor and Other Contributors.

## Editor

The person(s) who compiled and/or revised the resource's contents for publication.

Enter one editor per row. If there are multiple editors, click **Additional Editor** to add more rows.

## Other Contributors

Persons who helped to create the resource and who are not an author or an editor.

Enter one contributor per row, specifying that person's role in the Title box (instructional designer, translator, etc.). If there are multiple contributors, click **Additional Contributor** to add more rows.

### Other Contributors

Please include anyone else who contributed to the creation of this resource (illustrator, translator, etc.).

First Name	Last Name	Title
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Add +

## Contact Information: Primary Contact

The name and email of the primary contact for the resource. This contact is usually a person who has taken a part of creating this resource and is able to answer specific bibliographic questions about the resource.

The primary contact and the submitter can be the same person. Please complete both fields.

Enter the full name and email address, separated by a pipe.

<b>Example:</b>	First name Last name   email address
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## Publisher

The person, organization, or service responsible for publishing and distributing the resource.

If the publisher is a department within an institution, enter the name of the institution after the department, separating the names with a comma.

<b>Example:</b>	Open Education Lab, Ontario Tech University
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## Date of Publication\*

The date when the resource was published or distributed. Enter the complete date in year, month, day format.

## Language\*

The primary language in which the resource was created.

The primary language is the one that is used most often throughout the resource. Some resource content is completely non-verbal, like a set of images or numeric data. If your resource does not contain any written or spoken language, select 'Not Applicable' from the dropdown list.

If your resource's primary language does not appear in the dropdown list, select 'Other'.

## Connection to other resources

A yes/no statement of whether the resource an adaptation, remix, or derivatives of others in the Open Library or elsewhere.

If you answer yes and the resource(s) is available online, please provide URLs to the other resource(s), entering one URL per line.

## Education Level\*

The target audience of learners/educators within the Canadian postsecondary system.

Vocational education (e.g., trades) is captured under College.

When selecting education level for an open educational resource, liberal arts colleges in the United States can be the equivalent of Canadian universities.

If your resource supports instructors (e.g., train the trainer), choose the education level at which the instructor teaches. For example, if your resource addresses instructors who teach professional development courses, select Adult and Continuing Education.

### Education Level \*

Education Level ^

Adult and Continuing Education

College

University - Graduate & Post-Graduate

University - Undergraduate

You may select all relevant education levels that apply.

## Learning Resource Type

The pre-defined teaching/learning application(s) for the resource.

Select all the appropriate resource types for the resource and its associated materials. For example, if the resource is a course consisting of a syllabus, lecture notes, and assignments, select a resource type for each of these components.

## Description\*

A summary or abstract of the resource's contents.

Learners and Educators will read this description to determine whether your resource meets their needs. Use language that enables them to evaluate it for relevance and suitability.

**Maximum character count is 3,000.**

## Subject\*

The pre-defined academic subject area(s) to which your resource belongs.

If there is no suitable sub-category for your resource, choose the main category alone. You may select up to three categories.

## Subject Keywords

The user-defined terms that describe the topics covered in your resource.

Subject keywords allow you to highlight topics of interest in your resource's content. They do not have to be single words; you may string a few words together to form a term. The term will count as one keyword.

If you use social media hashtags to promote your resource, you may include them here. Enter the hashtags in camel case, capitalizing each word (#ThisIsCamelCase).

Enter keywords into the text box, separating them with commas. Capitalize the first letter of the keyword along with any proper nouns.

## Accessibility Statement\*

A yes/no statement of whether the resource has been deemed accessible by a third-party review.

If you answer yes, please provide documentation of the successful review. You can either share the URL to the online results or upload a copy with your resource files.

## Upload Files

The field(s) to add your resource's files. You have three options; select the one(s) most suitable for your resource.

Please include the Website/URL for your resource if applicable and/or upload your file using the Additional Files field. You may upload editable files of your main resource, and any additional files accompanying your resource. Additional files may include resource cover, supplementary/ancillary material, Print-on-Demand file, accessibility review, external peer review, instructional guide, etc.

If you are sharing your files through a Website/URL for Cloud Storage, please set the permissions on the URL to allow access by anyone with the URL.

If your upload exceeds 2000MB/2GB, consider the following options to decrease your file size:

- zip or compress the files
- store the files in the cloud (Dropbox, Google Drive, etc.) and provide a link to them

Please [contact us](#) if you find yourself in need of an alternative solution.

## Resource License\*

The field to add the license of your resource. A resource can only have one license in the catalogue, so please ensure that all exceptions or copyright permissions are clearly labelled in your resource.

The license dropdown options include Creative Commons licenses, GNU General Public License, Ontario Commons Licenses, etc. If your license does not appear among the dropdown options, select 'Other' and specify the license.

## Traditional Knowledge Labels

Use this field only if your resource contains Traditional Knowledge Labels. For more information about Traditional Knowledge Labels, [contact Local Contexts](#).

## Additional Details

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Providing additional details about your resource helps us build a robust collection and makes your resource easily discoverable. These details also allow us to link to your previous contributions and digital records.

### Digital Object Identifier (DOI)

A [Digital Object Identifier](#) (DOI) uniquely identifies an instance of digital content and provides a persistent link to the object's online location. A DOI is a more reliable link than a URL because it will not change or decay. The digital object will remain available over time at its DOI address.

If available, enter the DOI's complete hyperlinked address

<b>Example:</b>	<a href="https://doi.org/10.7939/r3-65rq-0q67">https://doi.org/10.7939/r3-65rq-0q67</a>
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If your resource acquires a DOI after you submit it, please [contact us](#) with the details and we will update your record.

### International Standard Book Number (ISBN)

An [International Standard Book Number](#) (ISBN) is a numeric book identifier that uniquely identifies a publication. Each edition and variation of a publication has its own ISBN.

If available, enter the ISBN without any spaces or hyphens between the numbers.

<b>Example:</b>	9781551954608
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### Open Research and Contributor Identifier (ORCID®)

An [ORCID](#) (Open Research and Contributor Identifier) is a persistent digital identifier that distinguishes researchers from one another and connects their professional activities online.

If available, enter the ORCID iD as a https URI (<https://>), with hyphens as they appear, and with all the leading zeros.

<a href="https://orcid.org/0000-0002-5150-1433">https://orcid.org/0000-0002-5150-1433</a>
---

Click **Additional ORCID** to add more.

### Rights holder

The person or organization that owns or manages the rights to the resource. Please provide the rights holder if other than the author(s) of the resource.

## Series

A yes/no statement of whether the resource belongs to a series of resources.

If you answer yes and the series is available online, please provide URLs to the other resources in this series, separating the links with commas.

We appreciate learning when a series in our collection is updated. If your resource belongs to an active series, please [contact us](#) when a new installment is released.

## External peer review

A yes/no statement of whether the resource has received pre- or post-publication peer ratings and comments on its educational value as part of a third-party peer review process.

If you answer yes, you can either provide the URL to online results or upload the review as an additional file.

If your resource is reviewed after you submit it, please contact us with the details when they are available and we will update your record.

## Connection to course

The name of the course in which the resource was used and the institution at which the course was taught. If you have not used the resource in a course but intend to do so shortly, you may enter that information now.

Enter the name of the institution and the course name, separated by commas. If a course code is available, add it after the course name in parentheses.

<b>Example:</b>	University of Toronto, Qualitative Methods in Evolutionary Biology (EEB334)
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If your resource is used in a course after you submit it, please [contact us](#) with the details and we will update your record.

*Some information about your resource (e.g., Connection to course, Accessibility Statement, ISBN, etc.) might change or become available after you submit it. If that happens, please [contact us](#) with the details and we will update your record.*

## 4. Receive results

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You will receive a confirmation email with your submission ID. Please retain this ID and use it when contacting us about the status of your submission or to report an update.

Need more help? [Contact Us](#)

[openlibrary.ecampusontario.ca/](https://openlibrary.ecampusontario.ca/)

