Contributing to CORE - Frequently Asked Questions

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How is contribution currently working in CORE?
- **RVS -** All staff can contribute as of Dec, 2013. Student contribution is coming soon.
- **CBE -** All staff can contribute as of May 2, 2013. For the time being, all staff contributions are being moderated by members of Learning Innovation as a [high level](#) review. Student contribution is coming soon.
- **CCSD, GHSD, CRPS** - currently testing this function. Please ask your board if you have

questions.

Where did the resources in CORE come from?

The origin of resources in CORE fall into three categories:
- Resources created by and/or distributed by educational vendors
- Resources created by the CORE admin team in the five partner school boards
- Resources created by users like you

We encourage all users to contribute their work to the CORE community. The power of CORE is to engage and learn together by building on each other's knowledge and work.

Why should users contribute to CORE?

CORE is built on the idea that we learn better together. Not only can you access digital resources in CORE, you can also share and contribute your own work and build on each other's knowledge and work across the CORE community.

When can users contribute to CORE?

Contribution will be available whenever your board is ready. For updates, check the portlets on your CORE dashboard. Here is an estimated schedule:

	Staff Contribution	Student Contribution
RVS	Early 2013	Early 2014
CBE	Early 2013	Early 2014
CSSD	2014	2014
GHSD	2014	2014
CRPS	2014	2014

Who can contribute?

All users (staff as well as students) from the five partner school boards can contribute their work to CORE. If you are a member of CCSD, CBE, RVS, GHSD, or CRPS, you will be able to contribute to CORE some time in 2013/2014 based on the rollout schedule of your school board. Check the portlets on your CORE dashboard to keep track of news and find out when contribution is open to you.

Contributions and FOIP, student privacy, and forms

Like any contribution to an online space, students and staff have a responsibility to ensure that their personal information is taken care of.

The following information applies to CBE students during the 2013-2014 school year: There are basically three 'levels' of personal information sharing that you can undertake with your students, depending on your learning goals and the readiness of your students.

	Type of Sharing	Student Information Shared	Consent Form Required	Expiry
Level 1	Students share items that do not include any personal information. e.g. links to found websites, YouTube videos, items they created that do not contain any personal information	None	None	August of the present school year - all student contributions will be automatically Archived. Students can re-contribute them with a few clicks.
Level 2	Students share items that may include their photo, first name, last initial, school, and grade. e.g. student work, photos, etc.	May include: photo, first name, last initial, school, grade	CBE's Consent to Post and Publish	August of the present school year - all student contributions will be automatically Archived. Students can re-contribute them with a few clicks.
Level 3	Students share items that may include their photo, first name, last initial, grade, and additional personal information. e.g. student work, photos, etc.	May include: photo, first name, last initial, school, grade, and additional personal information	CORE Special Media Release - applies to all districts	With this form, information may remain in CORE for as long as the owner wishes. The student may request removal of their work at any time.

What happens after I contribute?

In most school districts, we have designed CORE so that when staff and students contribute resources, their contributions can undergo a high-level review. This is not meant to be a

restrictive or long process. Essentially, we would like to engage in meaningful conversation and sharing as part of the contribution/ moderation process in CORE. Think of moderation as a 'second look' to support the CORE community. To learn more about moderation, go to [Moderating Contributions to CORE - FAQ's](#).

Depending on the participating school board, moderating in CORE will reflect **one or more** of the following structures:
- When a **student** contributes an item to CORE, it will go to a school-based group (selected and run by members of the school community) to moderate before the item is accessible in the CORE community.
- When a school-based **staff member** contributes an item to CORE, it may go to a school-based group (selected and run by members of the school community) or district group to moderate before the item is accessible in the CORE community. Most participating boards will use this function.
- When a service unit-based **staff member** contributes an item to CORE, it may go to a service-unit group (selected and run by members of the service unit) to moderate before the item is accessible in the CORE community. Most participating boards will use this function.

What do I need to do to help my moderator publish my resource into CORE?

Here is a checklist of what you need to do to help enable your moderator to publish your resource to CORE. You can use this list as a starting point
https://www.albertacore.ca/items/b22559f6-4452-4956-af5c-2c50f99d8c2d/1/

Who can see my contributions?

The resources that staff and students contribute to CORE are visible to one or both of the following groups, based on the collection that you choose to contribute to.
- **Learning Resources Collection** - the resources in this collection are visible to all staff and students within your school district
- **Professional Resources Collection** - the resources in this collection are visible to all staff within your school district

Note: Any time you contribute an item to CORE, you can choose to contribute it as 'public'. Resources contributed as 'public' will be accessible to **ALL** users, whether they are logged in to CORE or accessing CORE as a Guest.

How long does my contribution stay in CORE?

Staff contributions to CORE will be available as long as you have a working login username and password for your school district. You can edit or remove a contribution at any time. If you leave your school district, your contributions will remain. You can transfer ownership of your contributions to an existing member of your district if you choose.

Can I edit a resource after I contribute it?

To edit your own contribution in CORE, select **Create a New Version**. This enables you to create a new version and submit it to the moderation queue. Your original version will remain untouched and available.

You can **Archive** your original version if you wish by going to: My Resources > Published and selecting the original. Then click Archive on the right side of the screen. This will make your item unavailable to users in CORE. You may wish to Archive if your new version is very similar to the original one. However, users who have added it to their 'Favourites' will no longer have access to it.

What makes an effective resource to contribute?

Here are some questions to consider to figure out whether your contribution will be valuable in CORE.
- Have you already shared this resource with others?
- Do you want to gain user feedback about this resource to make it better?
- Can other users in your district learn from this resource?
- Can other users use, re-use, or re-mix this resource into their own work? Note: You do not need to allow users to re-use or re-mix your resource in order to contribute, but we encourage you to take advantage of creative commons licensing.

What are effective items for users to contribute?

Here is a suggested list of items that you may wish to contribute:
- Lesson, activity or project plans and supporting materials
- Animations, images or diagrams illustrating a concept
- Items that facilitate meaningful discussions and/or guiding questions
- Videos or multimedia pieces illustrating a concept
- Examples and exemplars
- Graphic organizers/templates
- Rubrics
- Audio files/podcasts
- Links to external websites, media, and the like that have educational value (so long as copyright permits)
- High quality course module(s) to be used and modified in a learning management system such as D2L or Moodle
- Any other items that can help support students and/or staff

What items should users NOT contribute to CORE?

- Items that you would like to share only within a single class, school, or limited group
- Items that would not benefit your entire district
- Items that have already been contributed by someone else (please do a search first)
- Items that violate copyright ownership/access
- Items that violate FOIP regulations

What is a bundle? What's the best way to contribute a number of resources or links?

A bundle is a group of items contributed to CORE. For example, take a look at this huge bundle of copyright items contributed as one listing in CORE. https://www.albertacore.ca/items/4f3714ed-9ea6-40c8-b176-03d6bf65a20f/1/ A useful practice is to contribute stand-alone items as individual contributions first, and then combine them and contribute them as a bundle. This way, people can search and find specific items and also bundle them together with their own items in the future.

Can you give some examples of how users can contribute bundled items to CORE?

- Contribute a lesson plan, video, and web link that compliment each other
- Contribute a lesson plan, project outline, rubric, and exemplar that compliment each other
- Contribute a link to a video and bundle it with a written explanation, audio podcast and illustration in which that the same concept is presented through different mediums

What resource formats can users contribute?

Users can contribute a number of different formats including:
- video files
- podcasts and audio files
- images
- documents
- PDFs
- web links
- multimedia, SMART, etc.

What should contributors know about copyright and creative commons licenses?

When you contribute, pay attention to the copyright options in the contribution wizard. Follow the instructions and select the appropriate copyright or creative commons license. Be aware that if you do not own the item that you are contributing, you must select "I do not own this resource. Please see the attachment for digital rights." If you do not own a resource, do not contribute it as your own. Instead, link to the external location where the resource resides.

You should not contribute items that require specific licensing fees to access. For example, if

you pay $20/month for individual access a specific online publication or database, you cannot share your access with others. Please do not share resources with limited licensing in CORE. For further information about copyright, view the [Copyright Matters](#) brochure.

If you collaborated with others to create a resource, always ensure that you have their permission to share it in CORE. Discuss the merits of sharing and what (if any) creative commons license you want to share it under.

What should I know about FOIP and contributions to CORE?

If you are contributing an item that includes student personal information, you must take FOIP into consideration. In some boards, FOIP release forms for students only last for a 1-year period and/or cover only certain types of sharing. It is the contributor's responsibility to remove the item at the end of the eligible period and/or ensure that release forms cover the specific type of sharing.

Can you give some examples of how to enter metadata (e.g. description, keywords, etc.) when contributing to CORE?

The following examples may help you in creating metadata for your contributions.

Example of an effective...	
Title	What's a Flipped Classroom? (Infographic) https://www.albertacore.ca/items/0d48c021-9022-4ce3-b871-cf2337840dbc/1/ Focusing on Polar Bear Habitat Loss through a Media Lens https://www.albertacore.ca/items/d02797d9-6a8e-4fbb-846b-529d9c41f514/1/
Description	Biology 20 course (for an LMS) https://www.albertacore.ca/items/d357bff4-d74b-460f-893d-5569b7c3028b/1/ 8th Fire: Who's Land is it Anyway? https://www.albertacore.ca/items/1c907fb6-fac9-408f-b4df-c88f23b0fdfc/1/
Keywords	Copyright Modernization Act (bundle) https://www.albertacore.ca/items/4f3714ed-9ea6-40c8-b176-03d6bf65a20f/2/ Aboriginal Collection: A Thematic Listing of Resources with Aboriginal Content https://www.albertacore.ca/items/ae760685-c3b1-4b34-8719-ffb0c05b704f/1/ Alberta Education Curriculum Summary Cheat Sheet of Keywords

	https://www.albertacore.ca/items/8827e5b3-5eb8-4741-9c48-f2ae169223d1/1/

How does the search function work in CORE?

The search function in CORE searches everything in the following fields:
- Title
- Description
- Keywords
- Subject(s)
- Language
- Learning Resource Type
- Supported Grade(s)
- Production Year
- Contributor username
- User-contributed comments