

*ecampus*  
Ontario

January 31, 2022

# The Virtual Learning Strategy Collection Submission Guide

Virtual Learning Strategy



Funded by



# The VLS Collection Submission Guide

## Table of Contents

<b>About</b> .....	<b>1</b>
<b>1. Prepare Your Content</b> .....	<b>1</b>
VLS Project Details .....	1
License .....	1
Open License Mark .....	1
Traditional Knowledge Labels .....	2
Accessibility .....	2
Acknowledgement of Provincial Funding .....	2
Editable File(s).....	2
Accessibility Statement.....	3
File Upload Size.....	3
Resource Description .....	3
<b>2. Assemble your Files</b> .....	<b>4</b>
<b>3. Complete the Submission Form</b> .....	<b>4</b>
Unique Project ID* .....	4
Project Category* .....	4
CVLP VLS Funded* .....	4
Contact Information: Submitter* .....	4
Title* .....	5
Author* .....	5
Editor .....	5
Publisher .....	5
Other Contributors .....	6
Contact Information: Primary Contact .....	6
Date of Publication* .....	6
Language* .....	6
Connection to other resources.....	6

## Table of Contents (continued)

Education Level*	7
Learning Resource Type	7
Description*	7
Subject*	7
Subject Keywords	8
Accessibility Statement*	8
Upload Files	8
Resource License*	8
Traditional Knowledge Labels	8
Digital Object Identifier (DOI)	9
International Standard Book Number (ISBN)	9
Open Research and Contributor Identifier (ORCID®)	9
Rights holder	9
Series	10
External peer review	10
Connection to course	10
<b>4. Receive results</b>	<b>10</b>



# About

---

This guide is intended to help you prepare your VLS content for submission to eCampusOntario and leads you through the submission form.

## 1. Prepare Your Content

---

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

### A. Required

---

#### VLS Project Details

You will be asked to provide some details about your VLS project. Accuracy is important as the information you submit will be used to confirm the status of your project.

You must provide your unique VLS project ID, VLS project category, and indicate whether your project was supported by the Central Virtual Learning Platform (CVLP).

#### License

Your resource **must** include licensing information. Most content platform 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 visible.

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.

## 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>.*

## 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.

### 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:

- Text Document (.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.

Some VLS project categories specify the file format for deliverables (e.g., Common Cartridge). 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

---

### 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 [BC Open Textbook Accessibility Toolkit](#) provides tips on accessibility. The toolkit includes an [accessibility statement](#) and a [checklist for Accessibility](#) you can use to test your resource.

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

The maximum upload size is 2000MB/2GB for the 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. You can also use a cloud storage solution such as OneDrive, Google Drive, Dropbox, etc. and provide a URL on the Submission Form as an alternative. Please ensure that the URL is accessible for 30 days after completing the submission form if you use a cloud-based storage. You may restrict access or deactivate the URL once you receive your confirmation email that your resource has been successfully catalogued. Please connect with your technical department at your institution for assistance in compressing files or using cloud storage.

If after compressing your files, and your files exceed 2000MB/2GB, or a cloud storage is not an option, [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 Libraries.

## 2. Assemble your Files

---

Assemble all information, files, and documentation that you need to complete the submission form. 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

---

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.

### VLS Project Details

---

#### Unique Project ID\*

Your VLS unique project identifier you have been using to complete and submit your VLS reports.

#### Project Category\*

The specific VLS category your content belongs to as selected during the Expression of Interest (EOI) period. The three categories for which copyrightable content must be submitted include: 1) Digital Capacity – Collaborative; 2) Digital Content; and 3) Digital Fluency.

#### CVLP VLS Supported\*

An indication as to whether your VLS project has also been supported by a vendor(s) recommended by the Central Virtual Learning Platform (CVLP) either through its funded support or its fast track program.

You will be asked to provide the name of the vendor(s) you have worked with when you confirm that you have used a vendor recommended by CVLP.

#### Contact Information: Submitter\*

The name and institution/organization email of the person submitting the resource.

## 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) \*

<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>
---	--

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.

## 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
-----------------	---

## 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
------------	-----------	-------

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
-----------------	--------------------------------------

## 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' and specify the language.

## 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 to add your resource's files.

Please include the Website/URL for your resource 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.

**Maximum total upload size is 2000MB/2GB.**

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

If your zipped/compressed upload is still larger than 2000MB/2GB, please contact us for 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

---

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

```
https://doi.org/10.7939/r3-65rq-0q67
```

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
-----------------	---------------

### 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.

```
https://orcid.org/0000-0002-5150-1433
```

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.

<b>Example:</b>	University of Toronto, Qualitative Methods in Evolutionary Biology (EEB334)
-----------------	---

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

---

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](#)

[vslibrary.ecampusontario.ca](http://vslibrary.ecampusontario.ca)



Funded by  
**Ontario** 