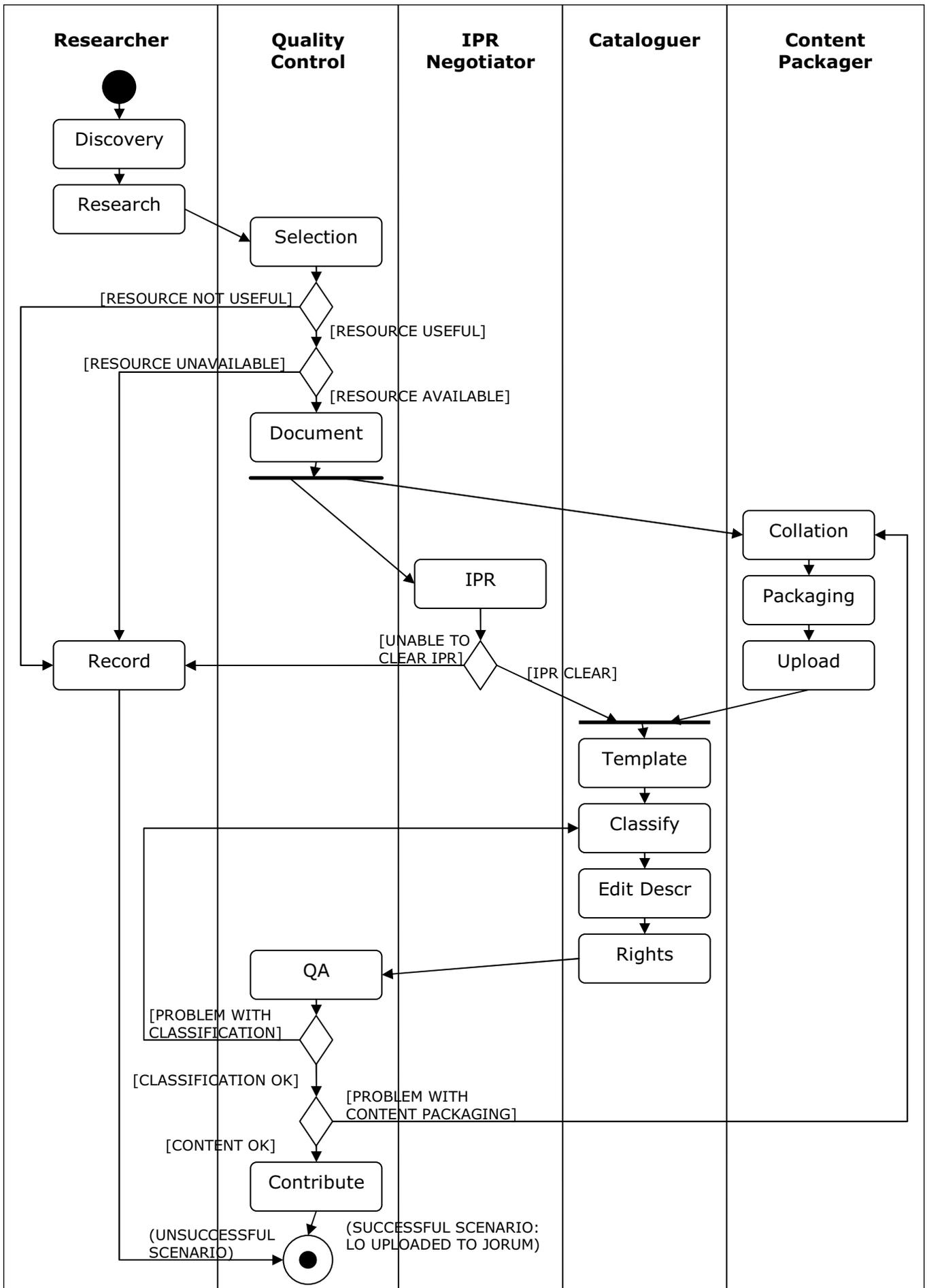


LearnEM Workflow



Workflow Explained

Discovery

The first step of the workflow is the discovery of resources, to be carried out by the Researcher. These resources are the outcomes of nationally funded programmes such as TLTP, FDTL, ScotCIT and Use of Mans. Additional resources will be suggested by other team members.

Research

The Researcher will then further investigate the discovered resources on merits such as usefulness, willingness to share, subject area etc. For nationally available resources this information will be obtained by conducting a survey. The results of this survey will then be published as a web page allowing the public and project team access to the results. For resources from an individual willing to share, relevant information will be obtained from the resource users and owner and circulated among the project team privately. This information will be used by the content packager and cataloguer when describing the resource.

Selection

Quality Control will then select the resources based on the research. The resources shall only be selected if they are both useful and available. Usefulness can be expanded to include a variety of issues such as level of the resource, content etc. all of which should be documented in a way that makes relevant information available to the content packager and cataloguer. Availability should include an agreement in principle of an IPR Licence. If a resource fails to meet one of these criteria it will not be selected and a record of why it was not chosen should be made at this stage. Another criterion for selection is whether the work required repackaging the material lies within the scope of the project. If it does, work will commence on repackaging and the IPR will be negotiated. If it lies out with the scope, a record of this will be made.

Document

Once a resource has been selected, Quality Control should document the information available. This should include descriptions of the resources, appropriate educational level, keywords and relation to other resources. This information will be useful for the content packager. This could take the format of a content package with a manifest file.

IPR

The IPR Negotiator should then start proceedings to arrange an IPR agreement with the Copyright holder. This process should occur simultaneously with collation, packaging and upload in order to ensure timescales are met. If an IPR agreement cannot be reached then this must be recorded. (Not shown in workflow diagram: the IPR negotiator will also inform the content packager that they should cease working on this resource).

Collation

The Content Packager must collate resources and descriptions ready for the next stage of the workflow.

Packaging

An IMS Content Package will then be created (using a tool such as Reload). This will encompass the resources, an organisation of resource along with associated metadata containing a description of the resource.

Upload

The Content Packager will then be able to upload the resource into the resource bank.

Workflow Explained

Template

Once the resource has been successfully uploaded and an IPR licence has been granted, the Cataloguer will apply a template which will contain generic metadata.

Classify

The Cataloguer will then classify the resource, based on subject knowledge and descriptions given. The classification will be done using the Jorum classification system.

Edit Descriptions

The Cataloguer will then have the option of editing the descriptions, keywords, etc to give a more accurate description of the learning object.

Rights

The Cataloguer will then apply the rights to the resource by selecting a licence in Jorum.

Quality Assurance

Quality Control will then be allocated the task of quality assurance. This will include checking the resource is classified correctly. If not it will be sent back to the Classify stage of the workflow. The content of the resource will also be checked at this stage. If there is a problem with the content packaging, it will be sent back to the collation stage of the workflow.

Contribute

If the resources passed the QA checks Quality Control will then be able to contribute the resource to Jorum.

Record

If the resource fails in the categories of usefulness, availability or IPR, the Researcher will document why these failures occurred in order to prevent others carrying out similar work being destined not to succeed.

Successful Scenario – A learning object will be uploaded to Jorum.

Unsuccessful Scenario – Resource is not uploaded to Jorum. The reasons behind this are to be recorded.

Key to Workflow

