

Metadata Information Form – Higher Education

Subject Matter Expert/Instructor

Please provide the following information. Some fields require estimations; please provide these based on your experience and knowledge. Areas marked with an asterisk (*) are required; all other fields are optional.

Note: If you are the person contributing a resource to the repository, you are considered to be its “owner” within the repository. This “ownership” is separate from any copyright or intellectual property rights. Those rights are recorded below.

1. **BASIC INFORMATION** - This section contains general information that describes this resource as a whole.

***Title** – Enter the title, preserving the original wording and spelling. Only capitalize proper nouns. Punctuation can be changed. Separate subtitles from the title with a colon. If there is no title on the piece, construct a title that is succinct and descriptive.

***Description** - Write a textual description of the content of this resource. If the resource has an abstract or a table of contents, it can be included here. It’s helpful to also include the instructional components of the resource – for instance, does the resource include objectives or quiz or practice items, or does it only provide information?

Example: The simulations could be used by the teacher as demonstrations and discussion generators, or by the learners for guided learning, discovery learning, or as a basis for homework exercises (requires computer).

***Keywords** - Enter keywords describing the subject and content of this resource. Include as many keywords as you think might be useful to discover this resource. Describe the resource using language most likely to be used as search terms by the community of users.

Example: mathematics, algebra, equations, functional notation

Resource Review *

Has this resource been reviewed for accuracy by a content expert OTHER than the resource author?

Yes	
No	

Language – List any languages (other than English) used in this resource

2. **LIFE CYCLE/RIGHTS** - This information documents those entities that have affected the resource during its creation and evolution.

***Cost** – Indicate whether there is a cost for use of this resource.

Yes	
No	

***Copyright Restrictions** – Indicate if there are copyrights or other restrictions that apply to the use of the resource. (If you are uncertain, assume copyright)

Yes	
No	

*** Rights Statement** – If any costs or copyright restrictions apply, describe them here. **(This field is required only if copyright restrictions apply)**

Note: The default copyright statement for The Orange Grove is the Creative Commons Attribution-NonCommercial-ShareAlike 3.0 Unported License. The default copyright statement is given below, but it can be adjusted to correctly reflect the copyright and terms of use for each resource. To view more Creative Commons licenses, visit: <http://creativecommons.org/about/license/>

Rights Statement (default—can be modified by the contributor)

This work is licensed under the Creative Commons Attribution-NonCommercial-ShareAlike 3.0 Unported License. To view a copy of this license, visit <http://creativecommons.org/licenses/by-nc-sa/3.0/>. You are free to copy, distribute and transmit this work and to adapt this work if you attribute authorship and use the work for non-commercial purposes. If you alter, transform, or build upon this work, you may distribute the resulting work only under the same or similar license to this one.

Contributors - List the people and/or organizations that affected the state of this resource during its life cycle (e.g., its creation, edits, and publication). If the resource is commercially published, the publisher must be recorded. If the author is known, the author(s) must be recorded. **Multiple contributors may be recorded.**

***Entity** - Enter the complete name of each person or organization making a contribution. For each person, please indicate the appropriate role from the list below (i.e., the author, composer, etc.)

Last Name	First Name	Role (from list below)

***Role** - Select the role of each contributor from the following list:

Artist	Illustrator
Author	Initiator
Composer	Instructional Designer
Content Provider	Publisher
Content Validator	Script Writer
Educational Validator	Subject-Matter Expert
Graphical Designer	Technical Implementer

	Technical Validator
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Contribution Date

If known, indicate the date on which the contribution was completed. Enter the date in yyyy-mm-dd format.

Year	Month	Day

3. **EDUCATIONAL** - Describes key educational or pedagogic characteristics of this resource.

***Learning Resource Type** - Select the specific kind of resource type. Multiple types may be selected (e.g., an exam with a graph). Select *other* if the resource type is not available from this list. [Note: definitions for each type are provided at the end of this document.]

Case study	
Course	
Course Syllabus	
Diagram	
Exam	
Exercise	
Experiment	
Figure	
Game	
Graph	
Index	
Lecture	
Lesson	
Lesson Plan	
Music	
Narrative Text	
Other	
Problem Statement	
Questionnaire	
Self Assessment	
Simulation	
Slide/ Slideshow/ Presentation	
Study Guide	
Table	
Template	
Tool	
Tutorial	

***Interactivity Type** –Select the predominant mode of learning interactivity supported by this resource. If the resource equally blends active and expository types, select both types. "Active" means the resource requires action on the part of the user (e.g., simulations, questionnaires, exercises). NOTE: navigation through hypertext is not considered "active."

"Expositive" indicates the resource provides information to the user (e.g., essays, videos, graphics, hypertext).

Active	
Expository	

Definitions:

* *Active* indicates that the resource requires action on the part of the user. In an *active* learning object, information also flows from the learner to the resource. Active documents are typically used for learning-by-doing. **Note:** Activating links to navigate in hypertext documents is not considered as an information flow. Thus, hypertext documents are expositive. Active documents include simulations, questionnaires and exercises.

* *Expository* indicates that the resource provides information. In an *expositive* resource, the information flows mainly from the resource to the learner. Expositive documents are typically used for learning- by- reading. Expositive documents include essays, video clips, all kinds of graphical material and hypertext documents.

***Intended End User Role** – Indicate the principal user(s) of this resource from the following options (multiple types may be selected):

Teacher	
Learner	
Author	
Manager	

***Typical Age Range** - Indicate the age(s) of the end-user(s) for this resource. Multiple options may be selected if it is appropriate in more than one environment. Use the following categories:

9-12 years	
13-15 years	
16-18 years	
College Freshman	
College Sophomore	
College Junior	
College Senior	
Graduate School	
Adult Education	
All	

***Context** – Indicate the target audience(s) for this resource. Multiple options may be selected if the resource is appropriate in more than one environment. Choose from the following categories:

Grade 7	
Grade 8	
Grade 9	

Grade 10	
Grade 11	
Grade 12	
Adult/Continuing Education	
Community College	
Higher Education	
Vocational Education	
Training	
All	

***Typical Learning Time:** Indicate how long (or provide estimated time) it will likely take a learner or other target audience user to work through this resource. Please estimate in hours-minutes-seconds

Example: 05-20-25 (5 hours, 20 minutes, 25 seconds)

Hours	Minutes	Seconds

Interactivity Level - Select an indication of the degree to which the learning resource is able to respond to the actions and input of the user.

Very low	
Low	
Medium	
High	
Very high	

Description: Provide a concise yet thorough description of the use of the resource - an abstract, for instance.

Example: This resource can be very effective when utilized as a generator for discussion in a 12th-grade classroom. However, it can also be used for individual writing assignments for freshman students.

9.0 CLASSIFICATION

***Subject areas**

Note: Use the ERIC Thesaurus for higher education resources

(http://www.eric.ed.gov/ERICWebPortal/Home.portal?_nfpb=true&_pageLabel=Thesaurus&_nfls=false)

Use GEM subjects for K12 resources

(<http://www.thegateway.org/about/documentation/gem-controlled-vocabularies/vocabulary-subject>).

These databases are available within The Orange Grove Repository, making subject areas easier to tag online than via manual input

Florida Statewide Course Numbers – Please list the **name and number** of any statewide courses that this resource could be used to support.

Course Name	Course Number

Web Developer or Technical Compliance Reviewer

This section is most easily completed on-screen, when the resource file(s) or URLs are being uploaded to the repository, rather than on a paper form. This section is provided only for information.

Please provide the following information. Some fields may require estimations; please provide these based on your experience and knowledge

- TECHNICAL** – This section describes the technical requirements and characteristics of this resource.

***Format:** Technical data type(s) of (all the components of) this resource. This data element shall be used to identify the software needed to access the resource.

	Animation
	Audio
	Image
	Other
	Presentation
	Text
	Video

Requirement Type Describe the technology required to use this resource, e.g., hardware, software, network, etc. *Examples:* operating system, browser

Requirement Name: Name the technology required to use this resource. *Examples:* Netscape 7x, IE 5x and above

Requirement Type	Requirement Name

Installation Remarks – Please list any special installation comments that have not already been listed.

Duration (*) : Required for timed media only (sound, video, animation, etc.) indicate play time for each media item when played at the intended speed. The format should be hours-minutes-seconds. Examples: 01H34M05S (1 hour-34 minutes-5 seconds) or 22M33S (22 minutes-33 seconds)

Hours	Minutes	Seconds

Learning Resource Type Definitions

Resource Type (In alphabetical order)	Definition
Case study	Illustrates a concept or problem by using an example that can be explored in depth. LOLA Exchange
Course	A sequence of instructional units, often a semester long, designed by a teacher (or a faculty or other group of teachers) to advance significantly student skills, knowledge, and habits of mind significantly in a particular discipline and to help students meet specified requirements (as set forth in curricula or district or state policy). [GEM]
Course Syllabus	A document that describes the content and expectations of a course, grading policy, list of assignments and due dates, and related information (e.g., course materials, instructor office hours) <i>Adapted from:</i> University of Akron Advising Glossary
Diagram	A simplified and structured visual representation of concepts, ideas, constructions, relations, statistical data, anatomy, etc. used in all aspects of human activities to visualize and clarify the topic. Wikipedia
Exam	Devices, procedures, or sets of items that are used to measure ability, skill, understanding, knowledge, or achievement. [ERIC] Used for quizzes, self-assessment, or other types of assessment.
Exercise	Practice activities for the purpose of learning. <i>Adapted from</i> Wikipedia
Experiment	A controlled test or investigation to discover an unknown effect or law, to test or establish a hypothesis, or to illustrate a known law. <i>Adapted from</i> Merriam-Webster Online Dictionary
Figure	Visual representations other than text. Used for artistic illustrations, maps, photographs, paintings, graphics. From: Digital Library for Earth System Education

Resource Type (In alphabetical order)	Definition
Game	<p>Competitive activity: Actions that involves skill, chance or endurance on the part of two or more persons (or a person and a computer) and require play according to a set of rules.</p> <p>The Free Dictionary</p>
Graph	<p>A visual representation of data that displays the relationship among variables, usually cast along x and y axes.</p> <p>North Carolina University LabWrite Glossary</p>
Index	<p>A directory or detailed list that is usually arranged alphabetically.</p> <p>Wikipedia Used for glossaries, reference lists, and suggested readings lists.</p>
Lecture	<p>A traditional method of instruction that refers to an oral presentation on a particular subject given in order to teach people about that subject.</p> <p><i>Adapted from</i> Wikipedia</p>
Lesson	<p>A learning unit consisting of learning content and objectives, and that may include learner assessment</p> <p><i>Adapted from</i> Google</p>
Lesson Plan	<p>Lesson Plan: A plan for helping students learn a particular set of skills, knowledge, or habits of mind. [GEM] It often includes student activities as well as teaching ideas, instructional materials, and other resources. Is shorter (in duration) than, and often part of, a unit of instruction. Goals and outcomes are focused.</p> <p>[Board of Regents of the University System of Georgia]</p>
Music	<p>Music is: 1) vocal, instrumental, or mechanical sounds having rhythm, melody, or harmony (Merriam Webster Online); or 2) the written system of symbols representing musical notes (Cambridge Advanced Learner's Dictionary)</p>
Narrative Text	<p>This term is used to describe any type of text-based resource. For example, a text may be an account of events, explain something, provide instructions on how to do something, or attempt to persuade the reader.</p> <p><i>Adapted from</i> LingualLinks Library</p>
Other	<p>A type of resource not described by any of the available definitions.</p>
Problem Statement	<p>Describes a need or situation chosen to be addressed, often based on actual situations.</p> <p>Orange Grove Digital Repository</p>
Questionnaire	<p>A written or electronic survey instrument comprised of a series of questions, designed to measure a specific item or set of items.</p> <p>Georgetown University Data Warehouse: Glossary</p>
Self Assessment	<p>Instrument/process by which the student evaluates his or her level of knowledge and skills.</p> <p><i>Adapted from:</i> eLearning Network (ELN) Help and Wikipedia</p>

Resource Type (In alphabetical order)	Definition
Simulation	Users participate in an approximation of a real or imaginary experience where their actions affect the outcome of the activity. Users determine and input the initial conditions of a set of circumstances that generate an output that is different from and changed by the initial conditions. <i>Adapted from LOLA</i>
Slide/ Slideshow/ Presentation	A display or formal presentation of a series of chosen images and/or information. <i>Adapted from Digital Library for Earth System Education</i>
Study Guide	A guide created to provide students with hints, techniques, or management ideas in a particular area. [GEM]
Table	A means of displaying information in a matrix. Wikipedia
Template	A document or file having a preset format that can be used, adapted or customized. <i>Adapted from American Heritage® Dictionary of the English Language</i>
Tool	An application that performs a function or creates a product.
Tutorial	A resource that provides guided practical information about a specific subject. [Digital Library for Earth System Education]