

## Content Preparation for the Learning Object Input Tool

### November 2008

To build a Learning Object Collection using the Learning Object Input Tool, you must supply extensive information, and provide a number of files. It is recommended that you assemble all the information and files you need before you begin the process. This will help streamline the process, save time and allow you to complete your Collection as efficiently as possible.

The requirements for each step of the Learning Object Input Tool are described below. You can use this document as a checklist to make sure you have all the information and files you need. For instructions on inputting information as you go through the template, please refer to the help text on every page of the Learning Object Input Tool or to the Step-by-Step Instructions for Using the Learning Object Input Tool.

Note: Much of this site's behavior requires a browser that fully supports W3C Web standards and JavaScript. The site is still usable with most browsers that do not support these standards or JavaScript, or that have JavaScript disabled. However, it is recommended that Windows users employ a browser like Firefox, or Mozilla, and that Macintosh users employ Firefox.

#### **IMPORTANT: Considerations before Getting Started**

- The use of CHIN and VMC logos in images, video, and flash files is not permitted.
- The current acceptable file types are as follows:
  1. Images: JPG (24-bit) and GIF
  2. Audio: WMA (Windows Media Audio)
  3. Video: WMV (Windows Media Video) and MOV (QuickTime Player)
  4. Flash: SWF (Shockwave Flash)
  5. Text: All text must be entered and formatted using the Learning Object Input Tool. PDFs (Adobe Portable Document Format) and PPTs (PowerPoint Presentation) are currently not supported, though they may be converted to a flash file.
- When specifying the location in the Relevant Locations field, be sure to conform to the following standards
  - Canadian Locations: [http://geonames.nrcan.gc.ca/search/search\\_e.php](http://geonames.nrcan.gc.ca/search/search_e.php)
  - International Locations:  
[http://www.getty.edu/research/conducting\\_research/vocabularies/tgn/](http://www.getty.edu/research/conducting_research/vocabularies/tgn/)

#### **IMPORTANT: Bilingual Considerations**

It is mandatory to provide all information and files in both English and French. The Learning Object Input Tool allows for the entry of bilingual information in all cases. It is recommended that you assemble all the translations you need before you begin the process.

There are some exceptions to the language requirements for specific assets:

- Images should be provided in both languages only if they have language-specific content.
- Audio should be provided in the alternate language only if they have language-specific content.
- Videos should be provided in the alternate language only if they have language-specific content.
- Flash files should be provided in the alternate language in all cases where they contain language-specific content.
- If audio can't be translated, it will automatically default in the second language. It can only be provided in one language as long as there is a transcript in the alternate language.

- If videos can't be translated, it will automatically default in the second language. It can only be provided in one language as long as there is a transcript in the alternate language.

The information and files required to build a Learning Object Collection using the Learning Object Input Tool are as follows:

### **Institutional Profile**

To complete your institutional profile, you will need:

1. Your institution's name
2. Your institution's Web site (URL)
3. Your institution's logo. NOTE: the maximum file size allowed is 80Kb. The maximum image size allowed is 200Wx90H pixels. All image files must be optimized and enhanced for the Web to reduce file size and download times:
  - In the case of line-drawn graphics, the use of .gif format is required.
  - In the case of photographs, high resolution, and continuous tone images, the use of the .jpg (24-bit) format is required.
4. Your institution's contact email address.

### **Learning Object Collection: General Info**

To complete your Learning Object Collection Home Page, you will need:

1. The title of your Collection. NOTE: the maximum title length allowed is 200 characters. This includes punctuation and spaces.
2. A description of your Collection. This will be displayed in search engine results. NOTE: the maximum description length allowed is 200 characters. This includes punctuation and spaces.

### **Learning Object Collection: Home Page Image**

To complete your Learning Object Collection Home Page, you will need:

1. The title of your Home Page Image. NOTE: the maximum title length allowed is 200 characters. This includes punctuation and spaces.
2. A home page image to represent your Collection. NOTE: the maximum file size allowed is 400KB. The maximum image size allowed is 450Wx300H pixels. All image files must be optimized and enhanced for the Web to reduce file size and download times:
  - In the case of line-drawn graphics, the use of .gif format is required.
  - In the case of photographs, high resolution, and continuous tone images, the use of the .jpg (24-bit) format is required.
3. An Alt Text description of your home page image. The term "Alt text" refers to an HTML feature that allows you to provide a textual description of images for users who use technologies which don't support graphics such as text browser or assistive technologies like screen readers. This text will not appear on screen. (In certain browsers, such as Internet Explorer 6, rolling over the image will reveal this text.) The description will also be indexed by search engines and displayed in search results. NOTE: the maximum description length allowed is 125 characters. This includes punctuation and spaces.
4. A caption of your home page image. NOTE: the maximum caption length allowed is 500 characters. This includes punctuation and spaces.

5. Additional information about your home page image:
  - Creator (100 characters maximum, including punctuation and spaces)
  - Copyright information
  - Relevant date(s)
  - Relevant location(s)
  - Keywords
  - Audience age range

### **Learning Object Collection: Collection Introduction**

To complete your Learning Object Collection Introduction, you will need:

1. A short introduction to your Collection. NOTE: the maximum Collection introduction length allowed is 1250 characters. This includes punctuation and spaces.

### **Learning Object**

For each learning object you create, you will need:

1. The title of your learning object. NOTE: the maximum title length allowed is 200 characters. This includes punctuation and spaces.
2. A description of your learning object. NOTE: the maximum description length allowed is 200 characters. This includes punctuation and spaces.
3. A description of your learning object's learning objective. NOTE: the maximum description length allowed is 1250 characters. This includes punctuation and spaces.
4. The names of any contributors.
5. The names of the copyright holders.
6. Additional information about your learning object:
  - Relevant date(s)
  - Relevant location(s)
  - Keywords
  - Audience age range
  - Subject

### **Digital Assets**

Digital assets can be in the form of:

- Text
- Audio
- Video
- Image
- Flash animation

Each type of digital asset has specific requirements. They are described below.

#### **Text**

For each text digital asset you add to your learning object, you will need:

1. The title of your text. NOTE: the maximum title length allowed is 200 characters. This includes punctuation and spaces.
2. The text you want to add. NOTE: the maximum text length displayed in one text asset on the learning object page is 1000 characters. This includes punctuation and spaces. Any text beyond 1000 characters will be displayed in a media window.
3. Any footnotes. NOTE: the maximum text length displayed in the footnotes on the learning object page is 1000 characters. This includes punctuation and spaces. Any text beyond 1000 characters will be displayed in a media window.

4. Additional information about your text :
  - Creator (100 characters maximum, including punctuation and spaces)
  - Contributors
  - Copyright information
  - A description (displayed in search engine results) Note: the maximum description length allowed is 200 characters. This includes punctuation and spaces.
  - Relevant date(s)
  - Relevant location(s)
  - Keywords
  - Audience age range
  - Subject

### **Audio**

For each audio digital asset you add to your learning object, you will need:

1. The title of your audio file. NOTE: the maximum title length allowed is 200 characters. This includes punctuation and spaces.
2. The audio file you want to add. NOTE: the maximum file size is 2 MB. Sound or audio files must be prepared in Windows Media Audio (.wma) format. If you wish, you can save your audio file as a Flash file and upload it as a Flash digital asset instead of an audio asset. Other formats may be accepted at a later date.
3. A caption of your audio file. This will be displayed in search engine results. NOTE: the maximum caption length allowed is 500 characters. This includes punctuation and spaces.
4. A transcript of your audio file.
5. Additional information about your audio file:
  - Creator (100 characters maximum, including punctuation and spaces)
  - Contributors
  - Copyright information
  - Short description (alt text). NOTE: the maximum length allowed is 125 characters. This includes punctuation and spaces.
  - Relevant date(s)
  - Relevant location(s)
  - Keywords
  - Audience age range
  - Subject

### **Video**

For each video digital asset you add to your learning object, you will need:

1. The title of your video file. NOTE: the maximum title length allowed is 200 characters. This includes punctuation and spaces.
2. The video file you want to add. NOTE: Videos must be in a 4:3 aspect ratio. The maximum file size is 2 MB. The maximum image size allowed is 320Wx240H pixels. Video and moving image files must be prepared in a format Windows Media Video (.wmv) format or in QuickTime Player (.mov) format. If you wish, you can save your video as a Flash file and upload it as a Flash digital asset instead of a video asset. Other formats may be accepted at a later date.
3. A thumbnail image of your video file NOTE: the maximum file size allowed is 80Kb and the maximum image size allowed is 225Wx225H pixels. All image files must be optimized and enhanced for the Web to reduce file size and download time:
  - In the case of line-drawn graphics, the use of .gif format is required.
  - In the case of photographs, high resolution, and continuous tone images, the use of the .jpg (24-bit) format is required.

4. A caption of your video file. This will be displayed in search engine results. NOTE: the maximum caption length allowed is 500 characters. This includes punctuation and spaces.
5. A transcript of your video file.
6. Additional information about your video file:
  - o Creator (100 characters maximum, including punctuation and spaces)
  - o Contributors
  - o Copyright information
  - o Short description (alt text). NOTE: the maximum length allowed is 125 characters. This includes punctuation and spaces.
  - o Relevant date(s)
  - o Relevant location(s)
  - o Keywords
  - o Audience age range
  - o Subject

## Image

For each image digital asset you add to your learning object, you will need:

1. The title of your image. NOTE: the maximum title length allowed is 200 characters. This includes punctuation and spaces.
2. The image file you want to add. NOTE: the maximum file size allowed is 400Kb. The maximum image size allowed is 450Wx300H pixels. All image files must be optimized and enhanced for the Web to reduce file size and download time:
  - o In the case of line-drawn graphics, the use of .gif format is required.
  - o In the case of photographs, high resolution, and continuous tone images, the use of the .jpg (24-bit) format is required.
3. A thumbnail image of your image file. NOTE: the maximum file size allowed is 80Kb and the maximum image size allowed is 225Wx225H pixels. All image files must be optimized and enhanced for the Web to reduce file size and download time:
  - o In the case of line-drawn graphics, the use of .gif format is required.
  - o In the case of photographs, high resolution, and continuous tone images, the use of the .jpg (24-bit) format is required.
4. An Alt Text description of your image. The term "Alt text" refers to an HTML feature that allows you to provide a textual description of images for users who use technologies which don't support graphics such as text browser or assistive technologies like screen readers. This text will not appear on screen. (In certain browsers, such as Internet Explorer 6, rolling over the image will reveal this text.) The description will also be indexed by search engines and displayed in search results. NOTE: the maximum description length allowed is 125 characters. This includes punctuation and spaces.
5. A caption of your image. This will be displayed in search engine results. NOTE: the maximum caption length allowed is 500 characters. This includes punctuation and spaces.
6. Additional information about your image:
  - o Size
  - o Medium
  - o Accession Number
  - o Creator (100 characters maximum, including punctuation and spaces)
  - o Contributors
  - o Copyright information
  - o Relevant date(s)
  - o Relevant location(s)
  - o Keywords
  - o Audience age range
  - o Subject

## Flash

For each Flash digital asset you add to your learning object, you will need:

1. The title of your Flash file. NOTE: the maximum title length allowed is 200 characters. This includes punctuation and spaces.
2. The Flash file you want to add. NOTE: the maximum file size is 2MB. The maximum image size allowed is 680Wx410H pixels.
3. A thumbnail image of your Flash file. NOTE: the maximum file size allowed is 80Kb and the maximum image size allowed is 225Wx225H pixels. All image files must be optimized and enhanced for the Web to reduce file size and download time:
  - In the case of line-drawn graphics, the use of .gif format is required.
  - In the case of photographs, high resolution, and continuous tone images, the use of the .jpg (24-bit) format is required.
4. A caption of your Flash file. NOTE: the maximum caption length allowed is 500 characters. This includes punctuation and spaces.
5. A transcript of your Flash file.
6. Additional information about your Flash file:
  - Creator (100 characters maximum, including punctuation and spaces)
  - Contributors
  - Copyright information
  - Short description (alt text). NOTE: the maximum length allowed is 125 characters. This includes punctuation and spaces.
  - Relevant date(s)
  - Relevant location(s)
  - Keywords
  - Audience age range
  - Subject

## Credits and Acknowledgements

To complete the credits and acknowledgements, you will need:

1. Any additional credits and acknowledgements.

## References

To complete the references, you will need:

1. References to your sources and supporting material such as URLs and bibliographic references. NOTE: You should enter your references using MLA biographic and reference style. Examples of MLA style can be found in the help text on every page of the Learning Object Input Tool or to the Step-by-Step Instructions for Using the Learning Object Input Tool.