

Design Studio tagging guidelines for project outputs and suggested keyword tags (extensible, emergent)

Essential/mandated for all project outputs, including third-party hosted e.g. on youtube, bliptv, slideshare, cloudworks etc

Programme tag: jiscdd or #jiscdd (where a service requires a hash tag such as twitter)

Recommended additional tags (see <http://blogs.cetis.ac.uk/lmc/2009/03/30/metadata-guidelines-for-the-oer-programme/> for more detail)

Contributor – from user profile. We suggest creating a separate 'project' user profile for uploading assets to third party services, meaning all assets are automatically tagged with the project name or acronym

Date – usually added automatically on upload

URL – again usually added automatically – projects should be aware that proliferating copies at multiple locations can cause problems

Technical information (where relevant) – e.g. format, file size. Again many applications will generate this information automatically.

Keyword tags in use by the support and synthesis team for tagging assets in the Design Studio. These are not mandated, but reference to these keyword lists may speed up the process of adding keywords for assets and outputs *wherever they are hosted*, and can also act as a check that we have a shared understanding of the issues as they emerge.

In the following two-column lists, words on the left have their own page on the Design Studio. Using these terms as tags helps us to aggregate programme assets. Words on the right can be seen as examples of the high-level term but can also be used as keywords in their own right (i.e. these are flat lists, organised for presentation, not hierarchical lists). Phrases can be added with spaces between words. Each word or phrase should be separated by a comma.

While producing and maintaining keyword lists for programme level use, we would always recommend that you *use keywords that will be recognised in your own (project, subject, institutional) community*.

The source of these lists is either an established vocabulary or synthesis of terms used by projects in writing their project plans and baseline reports. Keyword lists will be maintained as editable pages on the wiki, so new and alternative keywords or vocabularies can always be added.

Subject (where relevant)

JACS (Joint Academic Coding System) is widely used:

http://www.hesa.ac.uk/index.php?option=com_content&task=view&id=158&Itemid=233

If a different vocabulary is widely used in your community, use that instead. Just don't invent a new one!

Challenges

Terms in use by projects. Terms on the left have their own pages on the Design Studio, so it is helpful if adding an asset to consider tagging it with at least one of these.

| | |
|------------------------|---|
| widening participation | non-traditional learners access accessibility attainment |
| student numbers | large groups diversity |

| | |
|-------------------------|--|
| employability | employer engagement BCE C21st graduate skills competences competence mapping enterprise e-portfolio PDP CPD |
| students new markets | international students distance learners work-based learners part-time learners |
| curriculum | modularity curriculum mapping learning pathways credit flexible (curriculum) interdisciplinary (curriculum) agile (curriculum) responsive (curriculum) learner-led (curriculum) negotiated (curriculum) personal (curriculum) personalised (curriculum) individual (curriculum) open (curriculum) |
| learning experience | expectations attitudes preferences attendance retention engagement interaction peer learning achievement progression choice learning networks learning communities |
| transformation | staff buy-in staff development senior management reward recognition changing roles costing models stakeholders strategies capacity curriculum teams learning professionals multi-role teams managing expectations |

| | |
|--|---|
| assessment feedback | audio feedback formative assessment assessment for learning assignments e-assessment mcq test diagnostic test |
| content <i>(see also terms under technologies: content types)</i> | repository open content OER student-created content multimedia |
| institutional systems business processes <i>(see also terms under curriculum lifecycle and under technologies, particularly institutional systems and interoperability standards)</i> | course-related information information processes information management curriculum lifecycle academic standards interoperability architecture SOA integration e-administration efficiency data entry timetabling scheduling student records |
| pedagogy learning <i>(see also terms under technologies: personal and social technologies)</i> | connectivism constructivism constructive alignment social software web 2.0 knowledge building knowledge sharing coaching reflection mind mapping PDP digital literacy academic writing information literacy informal (learning) peer (learning) collaborative (learning) situated (learning) lab-based (learning) studio-based (learning) practice-based (learning) inquiry-based (learning) self-directed (learning) (learning for) sustainability (learning for) citizenship (learning for) employability lifelong learning |

Stage of **curriculum lifecycle**

Terms on the left have their own pages on the Design Studio, so it is very helpful if adding an asset to consider tagging it with at least one of these.

| | |
|----------------------|--|
| Initiate Review | strategic planning portfolio analysis market research initiation benchmarking QA/QE |
| Develop Redevelop | learning design assessment design instructional design |
| Approve | approval validation programme specification |
| Communicate | documentation marketing recruitment enrolment |
| Resource | timetabling scheduling staffing content design repurposing session planning |
| Deliver | learning activity design teaching lecturing coaching facilitation online tutoring |
| Enable | support staff tutoring learning development study skills library ICT support accessibility |
| Assess | feedback formative summative managing assessment grading reflection |
| Evaluate | evaluation dissemination communication |

Technologies

In this list the sub-headings in bold are not recommended for use as keywords, but are used just to give the list some manageability.

| | |
|---|--|
| <p>Institutional systems Sakai WebCT Moodle Blackboard StudyNet Peoplesoft Sharepoint mahara Pebblepad SIMS StuTalk Kuali Student videoconferencing flash meeting illuminate SRS WebPA e-assessment mcq diagnostic test repository assignment handling</p> <p>Personal and social technologies PLE e-portfolio learner portal wiki blog facebook mobile phone smartphone laptop netbook MID SKYPE resource sharing flickr</p> <p>Content types podcast screencast e-book RLO multimedia mind map knowledge map SMS audio</p> | <p>Immersive worlds Second Life virtual patient virtual studio Open Design Studio simulation gaming internetTV</p> <p>Educational design tools Phoebe LAMS LDSE Compendium LD web design tools</p> <p>Mapping/modelling tools Archimate TOGAF UML</p> <p>Standards, application profiles, protocols XCRI BPMN LEAP 2.0 IMS_LD IMS_RCDEO IMS_Enterprise Content_Packaging MIAP BPEL W3C Widgets W3C WAI HR-XML WSDL SOAP XFDL SVG J2EE WCAG SRU-SRW CQL SWORD RSS Java Xforms</p> |
|---|--|

Resource type

See separate guidelines on formatting, hosting and tagging the different resource types that may be produced as outputs. Again, terms on the left have their own page on the Design Studio and their own guidelines, so it is helpful when adding an asset to decide what type it is and tag accordingly, using words on the right as examples.

| Resource type | Examples |
|-----------------|---|
| case study | curriculum case study, institutional case study |
| guide | staff development materials, workshop materials, how-to guide, guidelines, checklist |
| conceptual tool | method, toolkit, protocol, diagram, process map |
| findings | lessons learned, key messages, themes, issues |
| evidence | video clips, interview, quote, data |
| example | documentation, system outputs, course materials, learning outcomes |
| software | design tool, mapping tool, reflective tool, visualisation, interface |
| report | evaluation report, interim report, final report, research report |
| presentation | poster, slideshow, podcast, lecture |
| learning | design, pattern, plan, resource, material, OER, RLO |
| process | method, workflow, process model, process guide, process map: in practice we may find these are either conceptual tools (generic) or examples (specific) |