



Guidelines on how to upload a new unit to the LabSpace: Experience from POCKET

These guidelines have been written with advice from the OpenLearn team and the use of existing OpenLearn units.

Accompanying resources

- XML template folder available to download from: <http://www.derby.ac.uk/pocket/cdk/xml> and available to view on the LabSpace: <http://labspace.open.ac.uk/course/view.php?id=4641>
- Hints and Tips for using OU XML, available with any unit downloaded from OpenLearn or from the POCKET website at: http://www.derby.ac.uk/files/hints_and_tips.pdf
- See the POCKET content development kit for further information: <http://www.derby.ac.uk/pocket/cdk>

1. Pre-upload

1.1 Necessary files

Necessary files	Notes
1. content.xml –	The main xml file which contains your content
	This file must be labeled 'content.xml' as it is a new unit
2. metadata.xml –	This contains the metadata for your content file (ie. the title of the unit, location, links to relevant websites and keywords for search engines to pick up)
	* The location you want your unit to go into (eg. LabSpace topic area) and the unit title will be taken from your metadata file *
3. OUGeneric_v1.2.xsd	The OU XML Schema. Your content.xml file must validate against this schema before it can be uploaded onto the LabSpace
4. metadata.xsd	The metadata schema file
5. Creative_Commons_Deed.pdf	The Creative Commons license which the unit

	and all materials included in it are available under (except any that state otherwise)
6. Any supporting documents referenced in your content file (eg. Images, animations)	*Remember to include transcripts if any films are included in the material. See the POCKET XML template for an example*

All these documents must be saved in the same folder on your computer.

1.2 Adding content to the Template files

XML file

(If you are confident in editing an XML file and are ready to validate your file against the OU XML Schema please go to step 1.3.)

- Download the POCKET XML template from www.derby.ac.uk/pocket/cdk/xml (select 'Download all files included in the template')
- Open the unit XML document 'content.xml' with an XML editor, such as the free XML CopyEditor¹
- Add the text for your new unit within the correct tags in the XML file (you can do this by writing the text straight into the XML file or copying from your original document and pasting into the XML file).
 - Refer to the XML template uploaded onto OpenLearn <<http://labspace.open.ac.uk/course/view.php?id=4641>> to see the structure of the unit and how the different tags will appear.
- Remember to include any media files (eg. Images, animations) used in your unit in the same folder as the XML content file (you can delete any media files included in the template that you don't want to use in your own unit).

Metadata file

- A metadata file is included in the POCKET XML template folder ('metadata.xml').
- Edit this file, again in an XML editor, to include information about your own unit.
- Remember that the first 'keyword' tag should be the topic area that you want your unit to appear on LabSpace (eg. PlaySpace or Business and Management)

1.3 Validation against OU XML Schema

The content XML file must be validated against the OU XML Schema before it can be uploaded to OpenLearn. This can be done using an XML Editor to 'associate' the schema. Different XML editors will have different ways to do this. For example in the free XML Copy Editor to validate the schema:

- Go to 'XML' in the top menu
 - Select 'Associate > XML Schema'
- Now the OU XML Schema is associated with the content file

To validate against the schema:

- Go to XML > Validate > XML Schema' to validate the content file to the OU XML schema
- If this is successful you should see a message at the bottom of the screen saying 'content.xml is valid'
- If the file is not valid, most XML editors will highlight the point where the code is invalid

¹ available from: http://sourceforge.net/project/showfiles.php?group_id=141776&package_id

1.4 Preparing your files for upload

To upload your content to OpenLearn all the files must be zipped up together.

To do this, select all the files then:

- If you are using a PC: right click and select 'Send To > Compressed (zipped) Folder'
- If you are using a Mac: press control and click, then select 'Compress items'

N.B Make sure you are zipping only the files and not the folder that the files are contained within (see Figure 1).

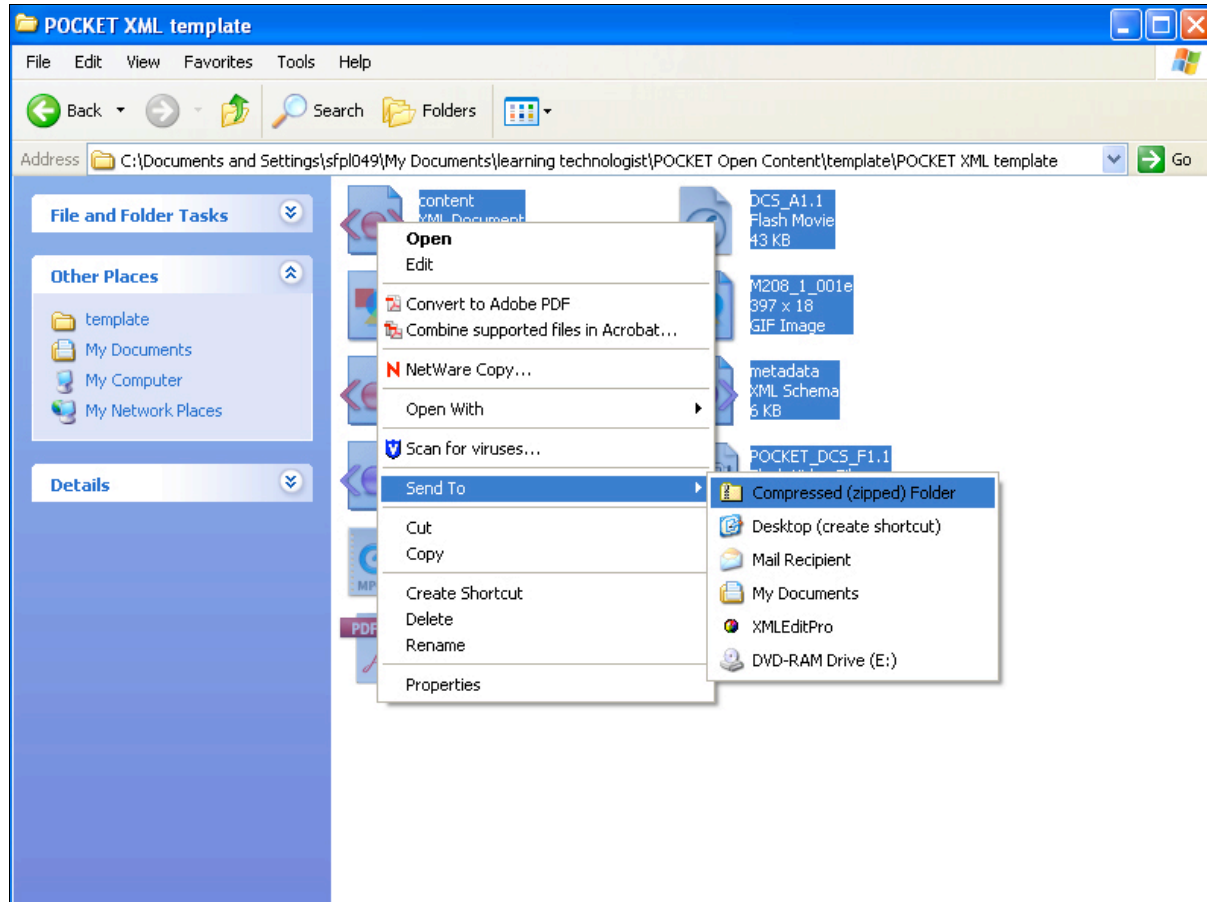


Figure 1. PC zipping files

Now your content is validated against the OU XML Schema and in a zipped format it can be uploaded onto the LabSpace.

2. Upload process

Log in (or register) to OpenLearn. You must be logged in to download from or upload to the site.

Go to the LabSpace < <http://labspace.open.ac.uk/> > and then select the topic area you want to upload your unit to (eg. Law)

Scroll down the page and select 'Upload a new unit' (as shown in Figure 2).

Responding to Customer Needs (PUB_49_2.1)
Contributor: sarah darley
Time: 8 hours | Level: Introductory | Topic: Business and Management | Last Modified: September 7th 2008 | No ratings given
Unenrol me from this unit | Browse - Tell me more about the Join this unit option.

Introduction to Customer Service (PUB_19_3.4)
Contributor: sarah darley
Time: 12 hours | Level: Introductory | Topic: Business and Management | Last Modified: September 3rd 2008 | No ratings given
Join this unit | Browse - Tell me more about the Join this unit option.

Market Research Methods (PUB_24_1.1)
Contributor: sarah darley
Time: 8 hours | Level: Introductory | Topic: Business and Management | Last Modified: September 2nd 2008 | No ratings given
Join this unit | Browse - Tell me more about the Join this unit option.

Page: 1 2 3 4 (Next)

Search units
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Upload a new unit
Create a new unit

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Figure 2. Upload a new unit

You will then see this page (Figure 3):

OpenLearn
LabSpace

Upload

Home » LabSpace » All Units » Open Educational Resources » Business and Management » New unit » Upload

Please read the content re-use and remixing unit for advice on how to upload and download OpenLearn Materials.

Upload Format:

Confirm compliance clearance for submitted material:
 1. If you are submitting anything not created by yourself, that all necessary consents have been obtained with regard to the material which you propose to submit
 2. That otherwise you own the material which you propose to submit and are not aware of any infringement proceedings relating to such material
 3. That you are not submitting any material which may be considered defamatory or obscene or may breach any law

Choose File:

Full name:

Summary:

Is this a draft?:

Figure 3. Upload form

- Select the 'OU XML' Upload Format and tick the 'Confirm compliance clearance for submitted material' box.
- Choose and select your content file, which you earlier zipped up.
- Write the name of the unit in the 'Full name' box and the introduction to the unit in the 'Summary' box (this should be no more than 200 words).
- If the unit is a draft tick the box and then select 'Upload Now'.
- It may take a few minutes to upload your content onto the LabSpace. When it has finished uploading you will then see a screen that says 'File uploaded successfully'. Select the continue button to view your new unit.

3. After uploading to LabSpace

To upload another version of the same unit go to the front page of the unit and select 'Upload this unit' under the Versions heading on the right hand side of the screen (see fig. 4).

If you want to delete a unit that you've previously uploaded follow the same route as above (select 'Upload this unit' under the Versions heading). However leave the form blank except for the 'Delete version' option at the end of the form. When you have selected the version that you want to delete, select the 'Upload Now' button,

The screenshot shows the LabSpace interface for a unit. On the left, there are navigation menus for 'Compendium', 'Cohere', and 'Learning Journal Menu'. The main content area is titled 'Introduction' and 'Unread', followed by two sections: '1. The Greening of Society' and '2. Greening Management'. On the right, there is a 'Versions' menu with options: '1.0 Original OpenLearn version', '1.1 Introduction to Business and Sustainability', 'Unit Versions RSS', 'List all versions of this unit', 'Upload this unit', and 'Make a copy for revising'. Below the 'Versions' menu is an 'Alternative Formats' menu with options: 'Print Format', 'Unit Content XML', 'Unit Content RSS', 'OU XML Package', 'Content Package', 'Common Cartridge 1.0', 'Plain Zip', and 'Moodle Backup'. At the bottom of the 'Alternative Formats' menu, there is a disclaimer: 'The contents of LearningSpace are made available under the Creative Commons Attribution Non-commercial Share Alike licence. By downloading content you accept the terms of the licence.'

Figure 4. Versions menu

Version control

Under the heading 'Versions' on the right hand side of the screen you can view the different versions of your unit, if you have uploaded more than one. To view the details of the different versions select 'List all versions of this unit' (Fig 5). This will also show you if any other contributors have uploaded your unit.

OpenLearn LabSpace User generated contribution

Versions You are logged in as sarah darley (Log out) Go to myLabSpace

Home » LabSpace » All Units » Play » PlaySpace » PUB_19_3.5 » Versions

Search units
Advanced Unit Search | Full Text Search

Unit Versions

Version	Title	Description	Author	Date
1.0	Introduction to Customer Service	Introduction to Customer Service	sarah darley	Thursday, 29 May 2008, 12:40
3.5	User revision	Customer service is key to the success of every salon. This unit compares customer service with customer care and raises awareness of current legislations in relation to service industries.	Julius Ayodele	Thursday, 21 August 2008, 11:22
3.4	Introduction to Customer Service	Customer service is key to the success of every salon. This unit compares customer service with customer care and raises awareness of current legislations in relation to service industries.	sarah darley	Thursday, 21 August 2008, 11:22
3.3	Introduction to Customer Service	Updated text from content author (mainly extended introduction) and slight changes in sections.	sarah darley	Friday, 11 July 2008, 16:46
3.2	Introduction to Customer Service	Updated text from author, updated ids for activities, sections etc and structuring of activities.	sarah darley	Thursday, 26 June 2008, 14:41
3.1	Introduction to Customer Service	Updated animation (quantitative and qualitative data).	sarah darley	Monday, 23 June 2008, 14:21
3.0	Update of content 19/06/2008	Updated content, including clearer instructions and more consistent structure for activities.	sarah darley	Thursday, 19 June 2008, 15:24
2.0	Photographs and animation	Addition of photographs for each section and improved illustrations for the most valuable content.	sarah darley	Friday, 13 June 2008, 12:08

Figure5. List of versions

4. Other support for uploading onto LabSpace

Help and Support Forum on the LearningSpace:

<http://openlearn.open.ac.uk/mod/forum/view.php?f=65>

PlaySpace: <http://labspace.open.ac.uk/course/filter.php?grouping=topic&detail=21&order=date>

If you don't feel your material is ready to go into a topic area on the LabSpace or if you want to see how your content will appear, content can be uploaded to the PlaySpace area on the LabSpace. If you are uploading a file to the PlaySpace remember to change the location in your metadata file to 'PlaySpace'.