User Manual - Shikshalokam Platform Version 1.0

About ShikshaLokam

ShikshaLokam seeks to build leadership capacity (knowledge, skills and agency to act) of individuals and institutions to engage and empower them: to provide formalized, meaningful learning experiences for children; to work collaboratively, access body of knowledge and alternative solutions; become aware of systemic complexities and drive systemic reform.

About this manual

This manual is a guide to enable all partner organisations and their learners to understand the use of ShikshaLokam platform. ShikshaLokam is not a static platform. It is an evolving platform that will grow and sustain to address the needs of Education Leaders in India. Therefore, the contents of all documentation, including this one, will continuously change as the platform evolves. It is accurate as on date of release, to the best knowledge of the creators.

Feedback on any omissions, additional information requirements or updates to the information, is welcome. The document will be proactively updated when there are modifications, updates and progress on the functionality of ShikshaLokam.

Accessing ShikshaLokam Platform

Signing up on ShikshaLokam is a seamless process. Any organized, recognized education or learning body can add their members as registered users of the platform. For example, an organization, state, NGO, certification body can add their staff and users as ShikshaLokam users.

To sign up on the platform,

1. Send an email to register@shikshalokam.org with a request for access as the subject line of the mail.

2. The team will respond with an information checklist. The checklist includes information such as:

a. Unique and permanent:

- i. Organization ID
- ii. Username for Learner
- iii. Learner ID

b. Verified Email ID and mobile number of the Learner

3. On providing the information requested for, the organization's designated administrator will receive credentials such as User ID, password, Channel ID and Organization ID.
4. The organization's administrator can use the credentials received to sign in and add organization and organization member details[1].

User Roles and their Functions

To access the platform, a user has to be registered on the platform and be assigned the role of Learner, Content Creators, Content Reviewers, Course Mentors or Organization Administrators. Each role has specific functions.

1. **Content Creator** An individual who can create any kind of content. On ShikshaLokam platform, registered users become content creators when content creation rights are assigned to them.
2. **Content Reviewe**r A person who assesses content against guidelines. A reviewer has the right to reject or publish the content based on these guidelines. An individual cannot review content created by himself/herself. They can only review content created by others.
3. **Course Mentor** guides and instructs learners on how to undertake a course. They create batches of users to enrol for a course. Mentors can assist learners in completion of their course.

ROLE	FUNCTION						
	CREATE CONTENT	UPLOAD CONTENT	REVIEW CONTENT	REJECT AND PUBLISH CONTENT	DELETE CONTENT	CREATE BATCH	ADD OTHER MENTORS
Content Creator	Yes	Yes	No	No	Yes	No	No
Content Reviewer	No	No	Yes	Yes	No	No	No
Course Mentor	No	No	No	No	No	Yes	Yes

[1] ShikshaLokam will handhold partners initially in creating user IDs.

4. **Organization Administrator (Org Admin)** Org admin is responsible for managing user roles and permissions for their respective organizations. User must be registered on the platform by their respective org admins to use content.

ROLE	FUNCTION						
	UPLOAD ORG	**UPLOAD USERS**	**DELETE USERS**	**ASSIGN USER RIGHTS**	**UPDATE NAME AND LOGO**	**ASSIGN BADGES[2]**	**CHECK UPLOAD STATUS**
Org Admin	Yes	Yes	Yes	Yes	Yes	Yes	Yes

ShikshaLokam Platform Features

Resource types

Content creator has to choose a resource type from a list of values for each resource.Resource types available on platform are Course, Storyboard, Case study, Reusable Learning Object (RLO),Worksheet, Simulation, Course, Book, Article, Study material, Reference material, Activity, Quiz, Assessment, Reflective Journal, Resource, Video, Template, Tools, Image, Audio, Feedback form, Learning content, Reference Model, Research Paper, White paper, Report., etc.
(Some of the these resource types are yet to be made available on the platform).

Languages supported

Currently, ShikshaLokam supports 10 Indian languages viz. Hindi, English, Gujarati, Bengali, Assamese, Marathi, Odia, Kannada, Tamil and Telugu, both for creating and viewing content. Later, there will be support for more Indian languages.

File formats and file size supported

Currently, ShikshaLokam supports the following formats for resource upload:

File Type	Maximum File Size (for single file)

[2] Currently there is no user interface (UI) for this. It happens through backend.

HTML (as zip files)	50 MB
EPUB	50 MB
H5P	50 MB
Video (.mp4, webm)	50 MB
.pdf	50 MB

ShikshaLokam authoring tool supports the following formats for resource creation:

File Type	Maximum File Size (for single file)
Audio (Allowed file types are: mp3, mp4, mpeg, ogg, wav, webm)	6 MB
Video (Currently only WebM & MP4 formats are supported; Only direct link to video file and Google Drive public shared links are supported)	It is recommended to keep the video file size less than 20 MB
Images (.jpeg, .jpg, .png)	1MB
ECML	This is created using in-built content editor

Later, there will be support for other file formats.

Content, Course, Collection

- **Content** is a meaningful learning unit that can be used by any user. The term content and resource are used interchangeably within this document. Content can be of several types.
- **Course** is content provided in sequence, broken down in modules/units, open for enrolment and completion for a duration.

- **Collection** is a compilation of content. A collection can be compiled using different content types that is available on the platform.

Create Content

Step - 1

1. Go to **My Workspace** page.
2. Click on **Create** tile and then click on **Authoring Tool**.

Step - 2

Enter **Name** and click on **Start Creating**. Metadata details can be provided later.

Step - 3

1. Use authoring tool to create resource by adding Text, Image, Audio, Video, Hotspot etc. Multiple slides can be added to a resource.
2. Click **Save** to save resource. Resource can be saved multiple times and opened as many times as required.
3. Click **Preview** to see if resource is ready to be sent for review or if further changes need to be made.

Step - 4

1. When resource is ready for review, click **Edit Details**. All metadata for resource needs to be provided before sending it for review. Mandatory fields are marked in *.
2. **Save** and then click **Send for review**.
3. Once resource/content is sent for review, it appears under **My Workspace**->**Review Submissions**.

Upload Content

Step - 1

1. Got to **My Workspace** page.
2. Click on **Create** tile and then click on **Upload Content.**

Step - 2

1. Provide URL details if resource is available on internet as a link or select the file for upload from file library on the computer.
2. **Drag & Drop** the file or **Browse** and select desired file.
3. Click **Upload**.

Step - 3

Click on **Edit Details** and provide metadata for the resource/content.

Step - 4

Click on **Save** to save and close.

Or

Click on **Send for review** to send resource for review.

Or

Click on **Limited Sharing** to send resource for limited sharing.

One can upload video content created by other users, provided you have the required permissions from the content creator or copyright holder. The videos should adhere to prescribed guidelines about file formats and size. One can upload YouTube URLs to share YouTube video content. To do so, go to: Profile > Workspace > Create> Enter YouTube URL > Upload. You require Internet connectivity to view YouTube videos. ShikshaLokam does not fetch any metadata from YouTube. On uploading the YouTube URL, creator needs to enter metadata associated with the video.

Send Content for Review

Before the resource is published, it must be reviewed.

1. Click **Save** on the header to save the resource.
2. Click **Send for review** to send the resource for review.

Modify Content

If content is created using platform authoring tool, then it can be modified or edited. Steps to edit will differ based on whether resource has been sent for review or not.

If resource is not sent for review, then it can be modified by following these steps:

Step - 1

1. Go to **My Workspace** page.
2. Click on **Drafts** tile.
3. Click on the resource to modify.

Step - 2

1. Modify resource/content and then click **Save**.
2. Resource/content is saved.
3. Click **Close** to close or click **Send for review**.

If resource is already sent for review, then it can be modified by following these steps:

Step - 1

1. Go to **My Workspace** page.
2. Click on **Review Submissions** tile.

Step - 2

1. Ask reviewer to reject the resource.
2. Reviewer rejects the resource and resource is returned back to **Drafts**.

Step - 3

1. Go to **My Workspace** page.
2. Click on **Drafts** tile.
3. Select the resource to modify.

Step - 4

1. Modify resource/content and then click **Save**.
2. Resource/content is saved.
3. Click **Close** to close or click **Send for review**.

If resource has been created using a different authoring tool and uploaded to the platform, any changes to an uploaded resource can only be made within that authoring tool.

Review Content

The reviewer assesses the content for appropriateness and quality.

Step - 1

1. Go to **My Workspace** page.
2. Click on **Up for Review** tile and select resource for review.

Step - 2

Review resource and click **Reject** to reject resource and send it back to creator.

Or

Click on **Publish** to publish resource on platform.

Delete Content

Follow steps below to delete content that is not yet published.

If content has been created on the platform:

1. Go to **My Workspace** page.
2. Click on **Drafts** tile and click on trash can symbol of the resource to delete it.

If content has been uploaded on the platform:

1. Go to **My Workspace** page.
2. Click on **All Uploads** tile and click on delete icon of the resource to delete it.

Follow the steps mentioned below to delete content that has been published.

1. Go to **My Workspace** page.
2. Click on **Published** tile and click on delete icon of the resource to delete it.

Create Course

Course is a content/resource provided in sequence, broken down in modules/units, open for enrolment and completion for a duration.

On ShikshaLokam, a course can be compiled by adding content to it. Create each unit of course content and then compile them or compile a course using existing content in the platform.

Step - 1

1. Go to **My Workspace** page.
2. Click the **Courses** tile.

Step - 2

1. Enter **Name** of the course.
2. Enter **Description** of the course.
3. Click **Start Creating**.

Note: These details can be entered later when filling the metadata of the course.

Step - 3

Course Metadata

1. Enter **Title** of the course.
2. Enter **Description.**
3. Select the following from their respective drop-down lists
   a) Audience
   b) Language
   c) Concepts
4. Enter **Faculty** details.
5. Enter **Tutor** details.

6. Enter **Keywords.**
7. Click **Save** to save the metadata.

Note: Add or update metadata for the entire course content by clicking on **Save** to save it collectively.

8. To use the keyboard shortcuts for collection editor, refer [Keyboard Shortcuts]

Note: Edit or update the title of units in the course tree from the navigation hierarchy.

Step - 4

Adding Image to Course Metadata

Click the **Image** icon to add an image.

Step - 5

1. Add images either by selecting an image from:
    a) An available list of images.
    Or
    b) By uploading images from local machine.
2. Click **My images** to view a list of all image files that have been previously uploaded.
3. Click **All image** to view a list of image files from the repository.
    Note: The repository contains all image files added and uploaded by any user.
4. Choose an appropriate image file from any list and click **Select.**
5. Click **Upload** and use to upload and use images from the repository.

Step - 6

1. Choose **File** to browse and click **Select a file from your local drive or open the explorer in a separate window** or **drag and drop** the required file on the screen.
    Note: Supported file formats are: .jpeg, .jpg, .png.
2. Under **Copyright and License**, select to:
3. Add image details in the **Asset Caption** area.
4. Click **Upload and Use** to upload the image.

Step - 7

Exploring What's New

What's New feature informs about all the latest and significant changes built and made available for better user experience.

Click on the **What's New** icon to view new functionalities and related content

Note: What's new icon appears in red color, when it is viewed for the first time. It turns to grey from next view, until next version of the feature is not available. What's new page opens, with the highlights of the latest changes.

Step - 8

Adding Content to Course

To add content to the course, either

a) Click **Add Resource** from the menu associated with the required node in the left navigation pane, **OR**

b) Right-click on the node name and select **Add Resource**, **OR**

c) Use the keyboard shortcut **Ctrl+Alt+A.**

Adding Resources

1. On clicking **Add Resource** from the menu drop-down, the **Browse Resource** page is displayed:
2. Type keywords to search for content
3. For faster and effective search of the resources, apply filters. To apply filters, select from the drop-down lists available.
4. Click **Reset** to edit and reset the filters.
5. Click **Apply**. Results are loaded on the right pane.
6. Select the content to be added.
7. Click **Add** to add the selected content .
8. Click **Close** icon to go back to the main menu.

Step - 9

Using Table of Contents (ToC) Option

The Table of Contents tree seen in the left pane is used to navigate content compiled for a collection of resources or course.The tree can be manipulated using either:

- The menu associated with a tree node
- Right-click options associated with a tree node, OR
- Keyboard shortcuts

There are three types of nodes:

1. Parent Node : The default node in the ToC pane representing entire compilation of nodes
2. Sibling Node: Nodes on the same hierarchical level under the same parent node
3. Child Node: Subnode of a given node

For example, you are creating a course, the name of the course is 'Why humans need to be educated?', which is the highest or default level in the ToC. If the course has units, each unit is a subnode of the parent node and hence its child. To create the first unit node, place your cursor at the default node level, which is the course level and click **Add child**. To create subsequent units, either place your cursor at the first unit node level and click **Add sibling** or place your cursor at the course level and click **Add child**.

ToC editor also allows you to add resources at any level in the hierarchy as per your design.

Adding Child Node

A child node is created as a node within the course collection. Any number of child nodes can be created. To add a child node either:

1. Click **New child** from the menu associated with the required node in the left navigation pane, OR
2. Right-click on the node name and select New Child, OR
3. Use the keyboard shortcut Ctrl+Alt+N, OR
4. Click New child at the bottom of the navigation to add child node.

Adding Sibling Node

A sibling node is created at the same hierarchy level as a child node. Any number of sibling nodes can be created. To add a sibling node either:

1. Click **New Sibling** from the menu associated with the required node in the left navigation pane, OR
2. Right-click on the node name and select New Sibling, OR
3. Use the keyboard shortcut Ctrl+Alt+Shift+N, OR
4. Click New sibling at the bottom of the navigation to add sibling node.

Node Metadata

On clicking New child or New sibling, the metadata is displayed on the right

1. Enter Title.
2. Enter Description.
3. Select Concepts.
4. Enter Keywords.
5. Click **Save** to save the metadata.
6. Click **Add icon** to add image to the metadata. For details on adding image refer, Adding Image to Course Metadata.

Note: The metadata for a child and sibling node is the same.

Modify Course

To view Names of courses and course contents that have been created, go to **My Workspace** > **Course**. The Names are displayed in the left navigation pane where one can:

a. Click to collapse/expand the content associated with each Name.

b. Drag and drop the Names in the required order to modify the sequence in which content needs to appear.

c. Click delete icon  to delete any content.

Delete Content within a Course

1. Click **Delete** icon beside the burger menu.
2. Click **Yes** to delete the added content.

Note: Alternatively delete content by clicking **Delete** in the burger menu drop-down.

Reorder Content within a Course

1. Drag and drop the content to the desired position to rearrange the order of the content added to the course.
2. Click the upward arrow to collapse the table of contents. Click the same arrow to expand collapsed table of contents.

Send Course for Review

Before the Course is published, it must be reviewed.

1. Click **Save** on the header to save the course.
2. Click **Limited sharing** to publish the lesson to the limited audiences.
3. Click **Send for review** to send the created course for review.

Create Collection

Collection is a compilation of content. A collection can be compiled on ShikshaLokam using the various learning resources available on the platform or by creating content on the inbuilt authoring tool and later collating them as a collection.

Step 1

1. Go to **My Workspace** page.

3. Click on **Collection** tile.

Step 2

Creating Collection

1. Enter Name of the collection.
2. Enter Description of the collection.
3. Click **Start Creating.**

Note: These details can be filled later when updating the collection metadata

Step 3

Collection Metadata

On clicking **Start Creating**, the metadata fields related to the collection are displayed:

1. Enter Content Title.
2. Enter Description of the collection.
3. Enter Keywords. Keywords are ideas and topics that define content. Keywords aid in searching for content.
4. Click the Image icon to add an image to the metadata.
5. Click **Save** on the header to save the details.

Step 4

Adding Content to Collection

To add content to a collection, either:

a) Click Add Resource from the menu associated with the required node in the left navigation pane, OR

b) Right-click on the node name and select Add Resource, OR

c) Use the keyboard shortcut Ctrl+Alt+A.

For more details on keyboard shortcuts, refer Keyboard Shortcuts.

Step 5

Adding Resources

1. On clicking Add Resource from the menu drop-down, the browse resource page is displayed
2. Type keywords to search for content
3. For faster and effective search of the resources, apply filters. To apply filters, select from the drop-down lists available.
4. Click **Reset** to edit and reset the filters.
5. Click **Apply**. Results are loaded on the right pane.
6. Select the content to add.
7. Click **Add** to add the selected content.
8. Click **Close** icon to go back to the main menu.

Step 6

Using the Table of Contents Options

The Table of Contents tree seen in the left pane is used to navigate content compiled for a collection,course. Manipulate the tree using either:

a) The menu associated with a tree node

b) Right-click options associated with a tree node, OR

c) Keyboard shortcuts

Delete Collection

Deleting Content

1. Click delete icon  beside the menu
2. Click **Yes** to delete the added content

Note: Alternatively delete content by clicking **Delete** in the menu drop-down.

Reorder content in a Collection

Reordering Content

1. Drag and drop the content to the desired position to rearrange the order of the content added to the collection
2. Click the upward arrow to collapse the table of contents. Click the same arrow to expand collapsed table of contents

Note: Edit or update the title of content in the collection from the navigation hierarchy.

Send Collection for Review

A collection must be reviewed before it is published.

1. Click **Save** on the header to save the collection.
2. Click **Send for review** to send the created collection for review. Before sending for review, one can share the content to a limited audience through Limited Sharing.

Create Batch

In ShikshaLokam, once a course is created, the course administrator can add users to a course in a batch. Multiple batches can be assigned to a single course. The administrator can add as many users to a batch.

Step 1

1. Click on the **Courses** tab.

3. Assign batches to a course.

Step 2

Exploring the Courses Page

1. Click Search icon or Filter icon, to search or filter courses.
2. Search for courses in Latest Courses or Popular Courses section or select a course based on its rating.
3. To search more courses in Latest or Popular Courses section, click left/right arrow icon.
4. Select any course.
5. Select a course of choice.

Step 3

Creating Batches

1. On selecting a course, details of the course are displayed. Details displayed are:
   a) Information about the course.

b) Course Structure.

c) Information on types of content viz. video, PDF or Ecml Archives.

d) Information on when the course was created and updated.

2. Existing batches for the course are displayed on the right side under **Batches.**

3. Click **Create Batch** to create a new batch. Metadata page for batches is displayed

Step 4

1. Enter Batch Name. This is a mandatory field.
2. Enter description about the batch.
3. Select the Batch Type.
4. Select the START DATE for the batch from the calendar. This is a mandatory field.
5. Select END DATE for the batch from the calendar.
6. Search and select member's name from the drop-down list.
7. Select and include mentors for the batch from the drop-down list.
8. Click Clear to clear and re-enter all the details.
9. Click Create to create a new batch and assign them to users.
10. Click Close icon to exit the page.

Step 5

1. Click Share icon from the Courses page, to share the batch link.
2. On the share page, click Copy Link Share the copied link through any medium viz, email, Whatsapp, Facebook etc.

Select **Ongoing** or **Upcoming** option from the dropdown list in the right pane. Information on ongoing or upcoming batches are displayed.

Step 6

Editing Batch Detail

1. Click Edit icon, to update the batch details.
2. Update Batch Details page opens.
3. Edit/update the following details:

   a) About This Batch

   b) Start Date (mandatory field)

   c) End Date

d) Mentors in the Batch

e) Members in the batch

4. **Click Clear** to clear all details.

5.Click Update to update the changes.

Note: *A batch created cannot be deleted. Batch details can only be updated.*

Create Open Course

1. Mentor selects a course from Courses->Latest Courses/Popular Courses.
2. There is a 'Create Batch' link that needs to be clicked.
3. Select batch type as ‘Open’.

Batch-type can be chosen as 'Open', if and only if the course creator and mentor for the course are the same.

Enrol in a Course

Any registered user can take up a course on ShikshaLokam. The guidelines to taking a course varies from course to course and is upto the discretion of the course creator.

Step 1

1. Log in.
2. You are on the **Home** page.

Step 2

1. All courses assigned to you appear in the **To Do** list.
2. Click **Resume** button, to start the course for the first time or continue from where you stopped, if you had started the course earlier.

Step 3

1. The selected course opens in the Courses tab.
2. See details about the course - its content, structure, your progress, etc.
3. Click (+) icon, on the right pane, to add notes to your notebook. You can maintain separate notes for each course that you take.
4. The progress of your course is displayed on the right side.

Note: Course materials can be in different content types, for example, pdf, video etc. In such cases:

a) Click Adobe PDF icon, to read printable course material.

b) Click Play icon to view a video of the course material.

Step 4

Inbuilt Content Player

On clicking on the course material links, the course content is displayed in the inbuilt content player.

1. Click Menu to view the player options available.
2. Click left scroll icon to go to previous page or slide of content.
3. Click right scroll icon to go to the next page or slide of content.
4. Click Previous, to view content preceding the current content in the course material list.
5. Click Next to view content immediately subsequent to current content from the course material list.
6. Click Take Note to take a note of the current course material.
7. Click Resume Course to continue from where you stopped earlier.
8. Click X button to exit the page.

Content Player Menu

Click the course player menu for the content player options. The name of the course is displayed in the header.

1. Replay: To replay the content.
2. Change: To add or modify profile avatar.
3. Sound on: To turn on or off sound for audio or video content.
4. Teacher’s Note: To view teacher’s notes for the current course material.
5. Home: To navigate to the Home page.

Taking Notes

To take notes click **Take a Note** option

1. Enter an appropriate title for your note, such that you can easily identify and retrieve the note.
2. Enter details of the note.
3. The toolbar comprises of various text formatting options.
4. Click **Clear**, to delete and rewrite your notes. On clicking clear, the title also will be cleared.
5. Click **Save** to save the changes.

Limited Publishing and Sharing

Every organization has its own requirements for content creation and publishing. Content can be shared with all, some or specific users within or outside the organization. Sunbird offers the features **Limited Publishing** and **Limited Sharing** that allow you to share content after it is created via a link to select audiences. All users who get the link can view the content, even without logging into Sunbird. This page provides you details on how you can use these features

Prerequisites

- You are logged in as a Content Creator.
- You have created content from your workspace.
- You have filled the required metadata for the created content.

Selecting Content for Limited Sharing

1. Click the drop drop menu beside **Send for Review** icon.
2. Click **Limited Sharing** from the drop down. The content is saved and moved to the **Limited Publishing** section of your workspace, from where you can share the link to selected audience.

Note: You can select content for limited sharing before it is sent for review.

Sharing the Content Link

1. Click **Limited Publishing**. All content selected for **Limited sharing** is available here.
2. Click **View Link.**
3. The **Share link** page is displayed.
4. Click **Copy Link** to copy the link. Share the link with your desired audience via e-mail or social media channels.

Sending Limited Published Content for Review

Content selected for limited sharing is not reviewed. To send content (marked as limited sharing) for review:

1. Click **Limited Publishing**. All content selected for **Limited sharing** is available here
2. Click on the content you want to send for review. The content metadata page is displayed
3. Click **Save**. You can make changes to the content if required
4. Click **Send for Review**

Note: Once the content is shared for review, it will not be available under **Limited Publishing**. The content after review, will be published on the portal where it will be accessible to all portal users

Update Learner's profile on ShikshaLokam

Creating and updating your profile on the platform gives you a unique identity on **ShikshaLokam**. This helps the system identify your skill set, experience, location, etc. Providing this information helps the system provide personalized recommendations for courses to upgrade your skills, selects you for custom programs, connects you to others in the community, build bridges for collaboration, etc. You may choose to create, update or edit your profile information at any time.

To create or update your profile:

1. Sign up and sign in on **ShikshaLokam**.

2. Click Profile tab on the header

3. Address: Add your permanent and current address

4. Education: Add your academic qualifications, such as degree, year of passing, board/university, etc.

5. Additional Information: Add personal information such as email, Aadhar number, mobile number, languages known, etc.

Upload organizations on ShikshaLokam

Organizations will be created by ShikshaLokam Administrator. Please send your request to create an organization to register@shikshalokam.org.

Integrate organization's existing Learners database with ShikshaLokam

A request should be sent to ShikshaLokam Administrator with the details of learners database. Assuming it is technically feasible, appropriate changes will be done to the ShikshaLokam so that the organization's database can be used within ShikshaLokam.

Taxonomy

Whatever content is created or uploaded on the platform would be classified against a taxonomy.When you tag your content appropriately with the given taxonomy, it gets correctly classified. This helps anyone find your content using either the search tool or navigating to it manually.
A taxonomy is a predetermined classification that provides an unambiguous conceptual framework. The classification describes and separates mutually exclusive categories and

subcategories of topics. Taxonomies help individuals and search engines find and retrieve information and content.

On ShikshaLokam, all content pieces must have metadata such as a name, description and other identifying elements that classify and aid the flow of content. Shikshalokam's inbuilt taxonomy improves search results and helps users discover relevant content.

Framework

Framework is a structure designed to define scope of something. In the context of ShikshaLokam, the framework is defined through a string of vocabulary, arranged to achieve a learning outcome. The framework currently available on the platform can be accessed at - https://drive.google.com/file/d/1CcudZShYMbqjPwQRROZZ4X7-wp9dzIXW/view?usp=sharing

Tagging

Tagging is synonymous with metadata. On ShikshaLokam, tags associated with content make it easily searchable. Any content piece can have multiple tags.

Metadata for each resource

ShikshaLokam enforces users to add metadata for each piece of content created or uploaded on the platform. These are a set of fields that must be entered by content creators prior to submission of content for review.

While creating content using authoring tool or uploading content, content creator needs to identify the resource type that is applicable for the content.

The following metadata is currently applicable -

Metadata marked in blue are mandatory. The other fields are optional. (Some of these metadata field are yet to be made available on the platform.)

1. Name - Provide name of the content.
2. Description - Describe what the content is about.
3. Resource type - Select one from the list - Reference material, Case study, Book;, course, Activity, Quiz, Reflective Journal, Resource, Video, Template, Tools, Image,

Audio, Feedback form, Reference Model, Research Paper, White paper, Report, Storyboard, Worksheet; Simulation, Article, Assessment, Learning content.

4. Concepts - Refer to the framework document. https://drive.google.com/file/d/1CcudZShYMbqjPwQRROZZ4X7-wp9dzIXW/view?usp=sharing
5. Attributions - Choose from CC BY attributions, which are CC BY, CC BY-SA, CC BY-NC, CC BY-ND, CC BY-NC-SA, CC BY-NC,ND (For details refer to reference material on the platform named as ‘Licensing under Creative Commons’.For examples refer to: https://drive.google.com/file/d/1KmUfZSbArUH68id5H3_OEEr5DzgRgM_g/view?usp=sharing)
6. Keywords- Any other identifier tag related to the content.
7. App Icon - Choose icon image for the content.

On the platform, labels used for filling out metadata fields are marked with (*) for fields that are mandatory, and others are optional.

Collection Metadata

1. Name - Provide name of the collection.
2. Description - Describe what the collection is about.
3. Keywords- Any other identifier tag related to the collection.
4. Add Icon - Choose icon image for the collection.

Course Metadata

1. Title- Provide title for the course.
2. Description - Describe what the course is about.
3. Audience - Select from either ‘Learner’ or ‘Instructor’.
4. Language- The language in which the course is created.
5. Concepts - Refer to the framework document. https://drive.google.com/file/d/1CcudZShYMbqjPwQRROZZ4X7-wp9dzIXW/view?usp=sharing
6. Faculty - Provide faculty name.
7. Tutor - Provide tutor name.

8. Keywords- Any other identifier tag related to the course.
9. Add Icon - Choose icon image for the course.

Taxonomy, metadata and frameworks

Taxonomy on ShikshaLokam comprises of three layers viz.- **Vocabulary layer, Content Layer and Framework Layer.** It is used by the system to arrange, suggest and search for content from its repository. Each content unit is associated with multiple tag words that are part of ShikshaLokam's vocabulary. Each vocabulary word can be part of one or multiple frameworks. ShikshaLokam celebrates the diversity of frameworks that caters to different needs and encourages it's coexistence through this model. This model has been designed to make the platform more user friendly by improving the search ability and discoverability through these layers.

Content creator's contribution to taxonomy

The easiest way to contribute is to ensure that all your content is tagged appropriately and is linked to the right framework and vocabulary.

- If you are unable to find suitable vocabulary to tag your content, add the word in the additional fields column.
- If you need to correct or recommend a tag for a content piece, suggest a word to help populate the vocabulary list.

Note:

This feature is not currently available, but is planned. Organisation and State administrators are responsible for building relevant and contextual frameworks. Currently, content creators cannot add their own taxonomy.

Intellectual Property Licenses and Standards

Content creators on ShikshaLokam can be individuals or organisations. The content creators are owners of the content. All creators should ensure that their work does not violate any rights and possible claims of third parties. They are solely responsible for any violation of third party rights. ShikshaLokam is not responsible towards any third party for actions or inactions of ShikshaLokam users.

ShikshaLokam is set up as an open societal platform. Content published on the platform is licensed under the creative commons license framework as an open educational resource.
To make learning content for education leaders free and openly available, and to make it widely accessible in varied languages, ShikshaLokam follows the creative commons license framework and all content uploaded on ShikshaLokam is licensed under CC-BY 4.0.
https://en.wikipedia.org/wiki/Creative_Commons_license
For details refer to reference material on the platform named as 'Licensing under Creative Commons'.For examples refer to:
https://drive.google.com/file/d/1KmUfZSbArUH68id5H3_OEEr5DzgRgM_g/view?usp=sharing
When you create or upload content, you can specify the name of the author and any other contributor as part of its metadata. (This metadata is not currently available on the platform).
ShikshaLokam accepts all types of content in specified file formats. Currently, SCORM compliance is not mandatory.

Keyboard Shortcuts

Use keyboard shortcuts to perform the actions outlined in the following table.

Note: The task that you can accomplish using a shortcut, depends on the active task pane or application window.

PRESS	TO
F2	Edit selected item
Ctrl+ Del	Delete selected item
Cmd+ Del	Delete selected item
Ctrl+Alt+Shift+ N	Open new sibling node

Cmd+Alt+Shift+N	Open new sibling node
Ctrl+Alt +N	Open new child node
Cmd+Alt+N	Open new child node
Ctrl+Alt+A	Open **Add Resource** page
Cmd+Alt+A	Open **Add Resource** page
Up arrow key	Navigate up the tree hierarchy
Down arrow key	Navigate down the tree hierarchy
+	Expand sibling or child nodes
-	Collapse sibling or child nodes
Ctrl+/	Access list of shortcuts
Cmd+/	Access list of shortcuts