



The Learning Portal
College Libraries Ontario

Everybody In!

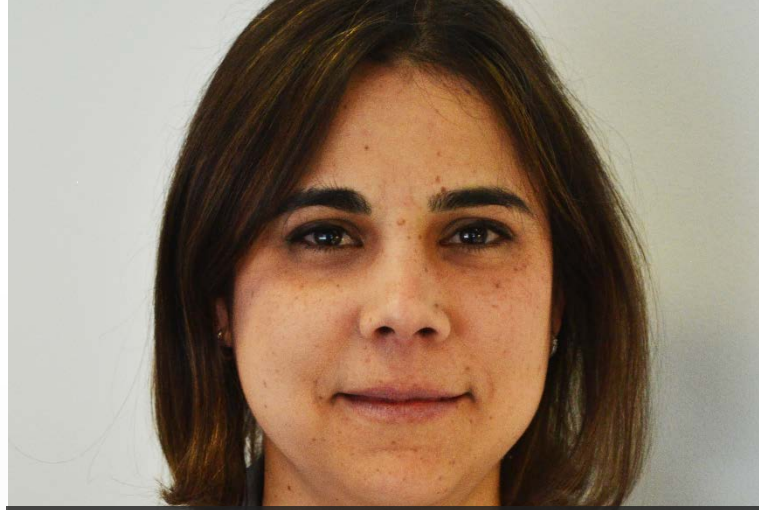
**a province-wide collaboration of Ontario College
Libraries and Learning Centres to build open learning
resources**

Jennifer Peters | Anabella Arcaya | Kathryn McMillan | Agnieszka Gorgon | Trish Weigel Green



Jennifer Peters

Project Management



Anabella Arcaya

Framework & Design



Kathryn McMillan

Writing Hub Development



Agnieszka Gorgon

Research Hub Development



Trish Weigel Green

OER Toolkit



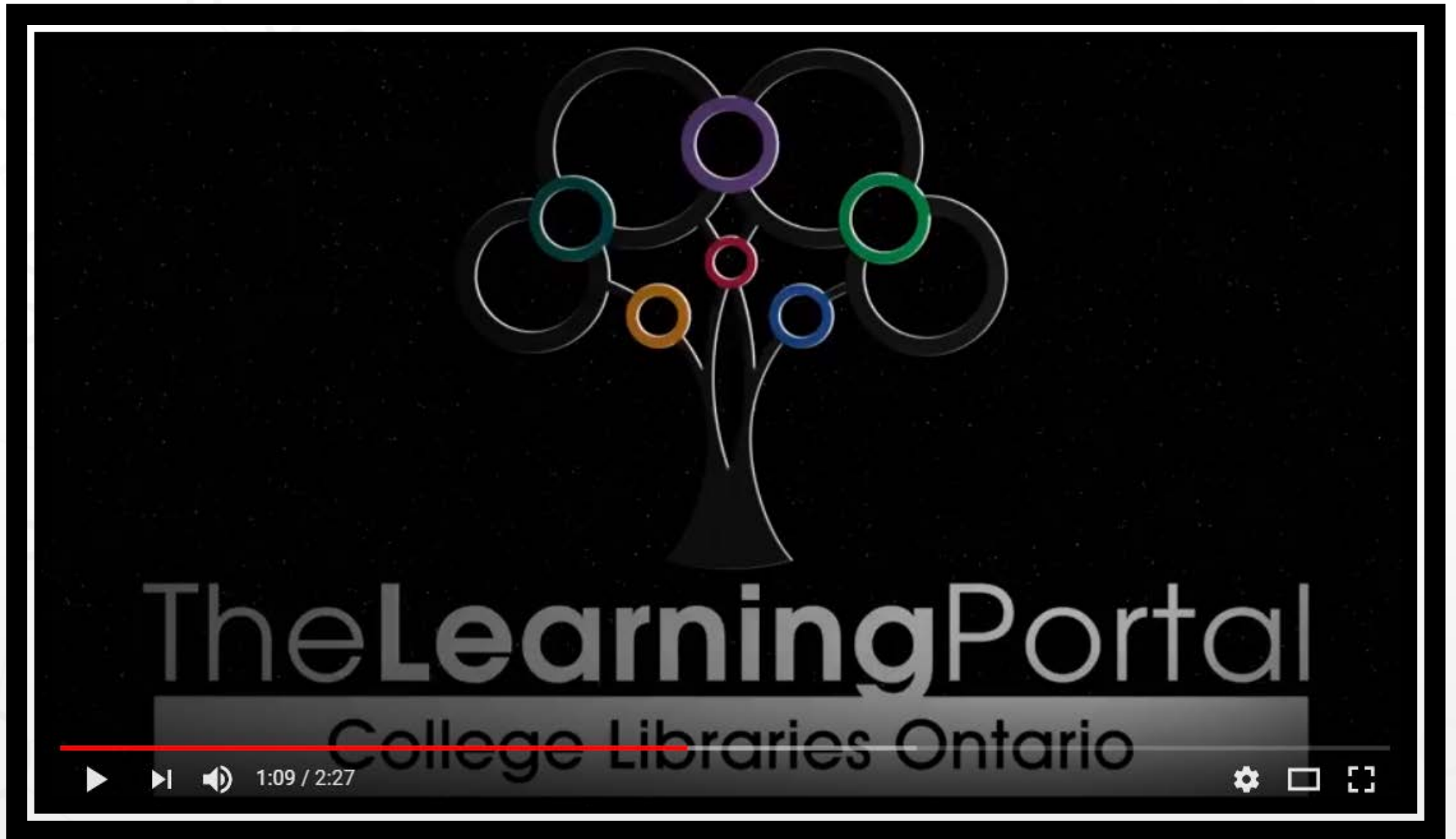
Tanis Fink

Chair, HLLR

Director, Seneca Libraries

Learning Portal

Project concept & inception



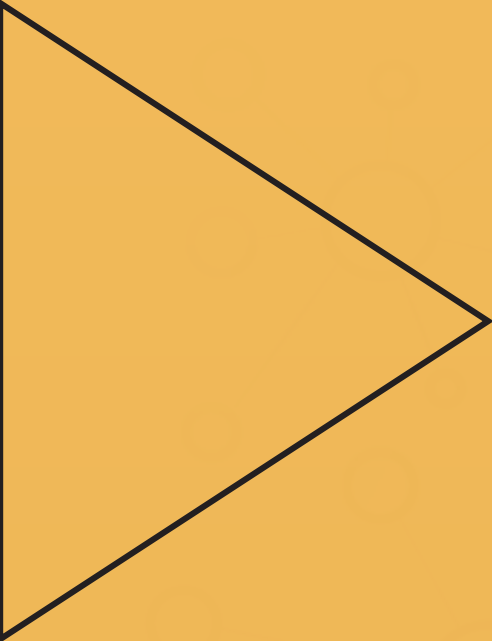
Video: Introducing the Learning Portal

<https://youtu.be/95vaHLT5Uyo>




Project Management


Jennifer Peters



I have no PM training, but I
am a planner by nature.
I also like people.



I have trouble following
frameworks, rigid processes,
directions or rules.



But I have learned from my
experiences with ineffective
PMs!



Project FAIL

1. \$\$\$
2. PM prevented team communication
3. no overall plan
4. no clear understanding of grant expectations

unsuccessful because of PM



Project SUCCESS

1. in-kind funding
2. no clear project plan
3. PM was not a good fit
4. builders developed project plan and timelines

successful in spite of PM



My TLP mission



1

coordinate a large group of people

2

make it work across the province

3

meet deadlines

4

don't make builders hate the project

My approach

- 1 distribute leadership (while leveraging expertise)
- 2 manage timelines and oversee targets
- 3 organize documents, meetings, presentations, etc.
- 4 remove barriers
- 5 stay in constant communication

Distributed leadership & leveraging expertise



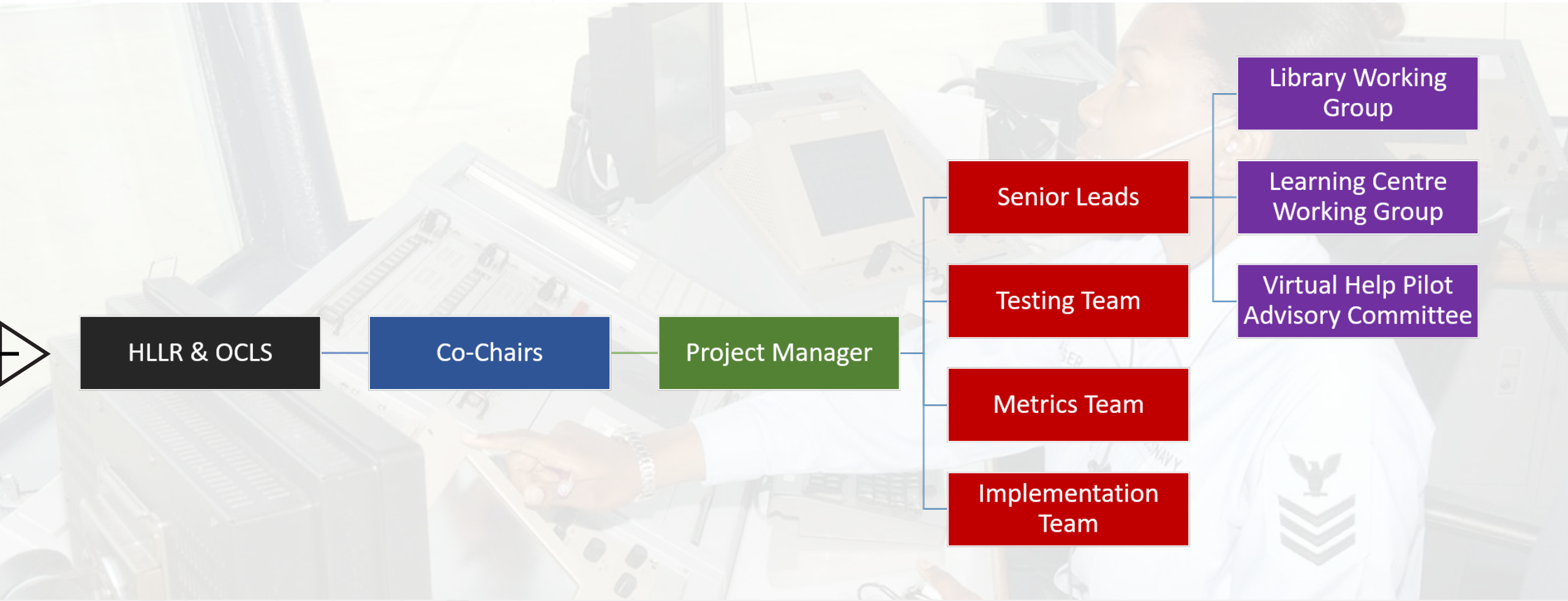
working groups
with strong Senior
Leads

group members
volunteered or
were approached
based on
background and
expertise

implementation
team contact at
each college

** you need more builders than decision makers*

TLP team structure



Manage timelines & oversee targets



what can people
commit to and
when?

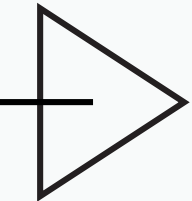
lay out plan at
least a year in
advance

use a PM tool that
team members
use everyday
already (Outlook
Calendar)

** record everything and make it readily available*



Organize documents, meetings & presentations



<https://learningportalproject.wordpress.com/>

The Learning Portal
College Libraries Ontario

PROJECT SITE!

Official Launch!
Monday, September 3, 2013

The Learning Portal launched on Tuesday, September 5.

The Learning Portal is an exciting collaboration between Ontario college libraries, several Ontario college learning centres, and the Ontario Colleges Library Service

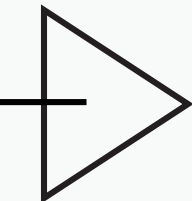
Email Updates
Enter your email address

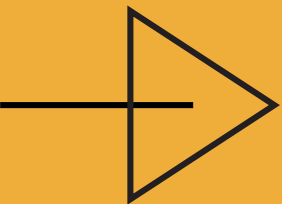
Subscribe

Presentations
OLA Super Conference, Feb 2018: Everybody In! A successful province-wide project collaboration



Remove barriers whenever possible

- 
- 1 buy software and stock photos
 - 2 create canned materials
 - 3 hire students to assist
 - 4 connect people to stakeholders
 - 5 conduct testing for developers



The End

Jennifer Peters



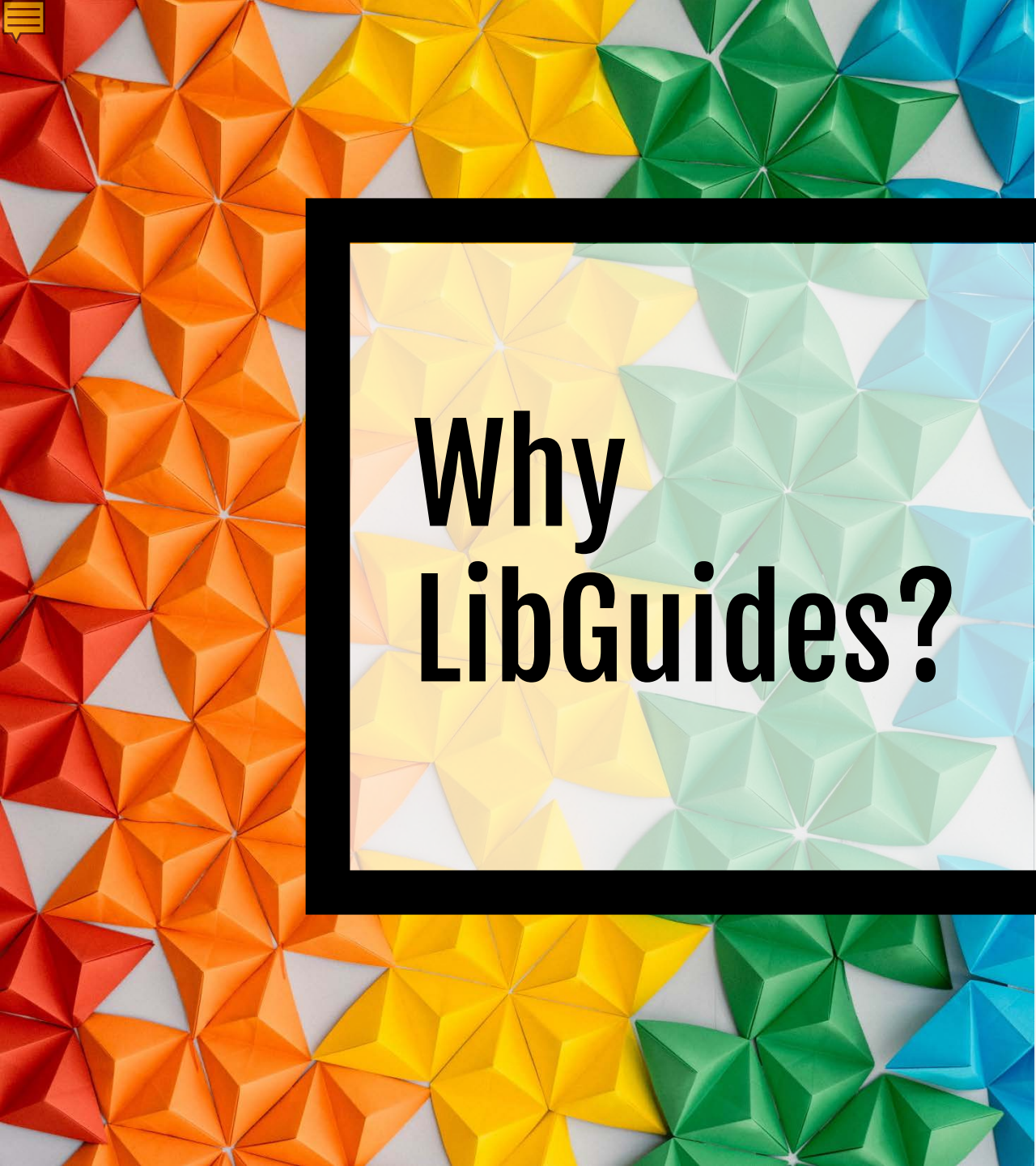


Framework & Design

Anabella Arcaya

Online Framework





Why LibGuides?

- Easy to use and update.
- Available at most college libraries, which makes it an easy collaboration tool.
- Allows to customize structure and layout of the site while maintaining ease of use.
- Keeps up to date with most accessibility requirements.



**Before we started
thinking about
structure, we
knew ...**

- It was going to have multiple subject areas and a lot of content.
- We would have many contributors, all with different styles of creating and communicating information.
- We would be collaborating mostly online with people we may not have met.



What we knew about LibGuides

Limitations

- > All added pages appear in the menu.
- > Two menu levels available.



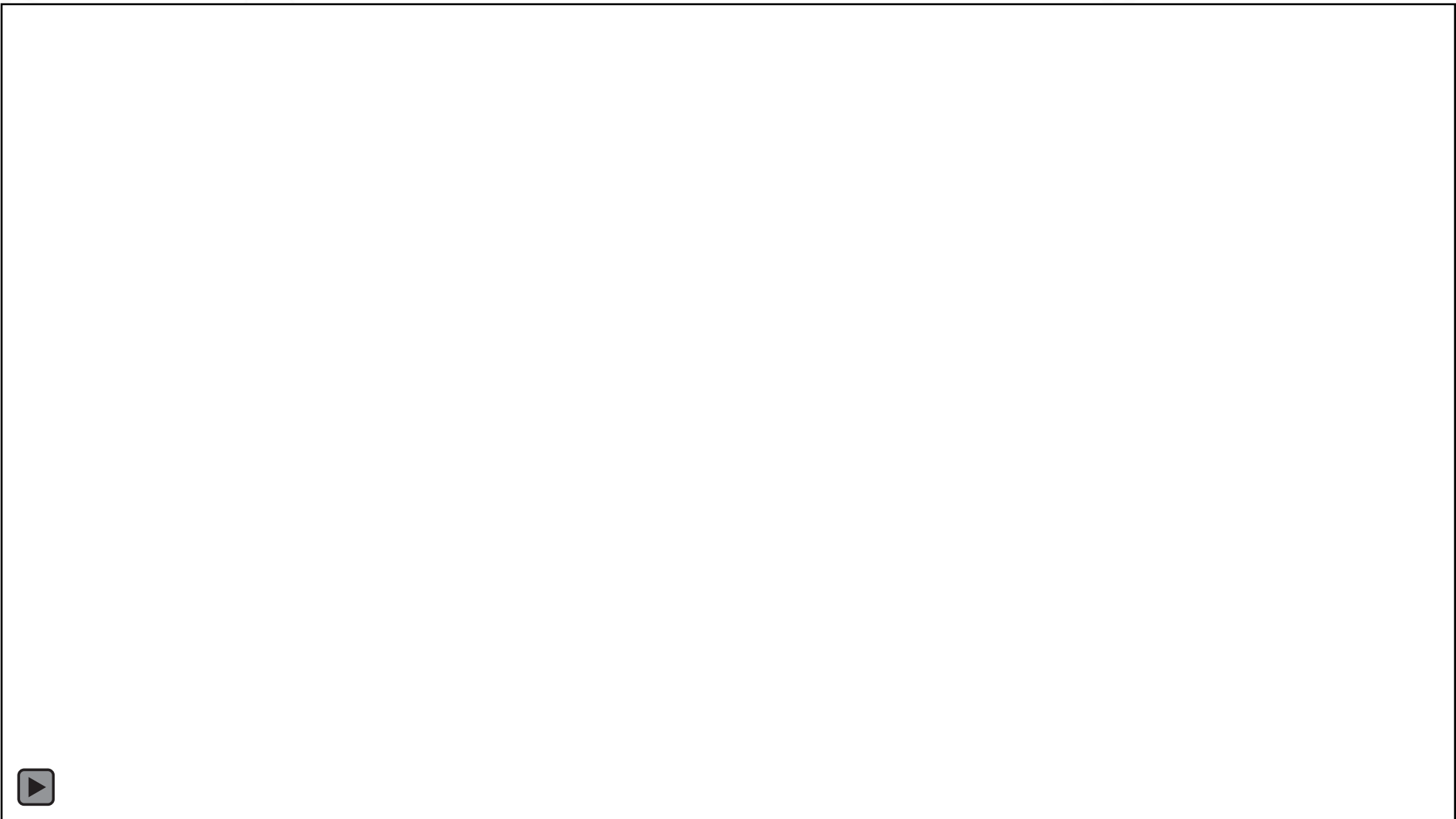
What we knew about LibGuides

Advantages

- Guides are independent of each other and don't disrupt other guides.
- Assets, links, widgets are available to all contributors.
- Allow for single sourcing.
- Each guide can have a unique look and style.



Our Framework Solution





Welcome to the Study Skills Hub

This hub will help you develop the skills you need to succeed in your program and cope with the demands of college. Each unit covers practical study skills that will build a foundation for academic success.

To learn more about what you can find in this hub, check out the [video introduction to the Study Skills hub](#).



Time Management

This module covers procrastination, weekly schedules, semester plans, and assignment trackers.



Studying & Test-Taking

This module will cover what to study, how to study, memorizing, and taking tests.



Stress Management

This module covers coping with stress, changing your perception, and managing stress.



Reading & Note-Taking

This module covers reading with purpose and taking notes in class.



Presentation Skills

This module covers preparation, anxiety, and delivering a presentation.



Career Planning

This module covers exploring careers, understanding yourself as a worker, finding labour market information, and researching college programs.



Resilience

This module covers setting goals, tackling problems, and bouncing back from failures or setbacks.

What can you expect in this hub?



→ [Study Skills Hub \(video transcript\)](#)

Additional Resources

YouTube Playlists

Visit The Learning Portal's YouTube channel for playlists of videos that can help you develop your study skills.

- [Time Management Videos](#)
- [Procrastination Videos](#)
- [Stress Management Videos](#)
- [Studying and Test Taking Videos](#)
- [Reading and Note Taking Videos](#)
- [Presentation Videos](#)

Credits

This hub was created by [Student Support Services at Algonquin College](#) in Ottawa, Ontario.

Hub Composition

- Name and description of each module in a hub.
- Additional resources for quick links.
- A credit box indicating which college(s) created the content.



Reading & Note-taking

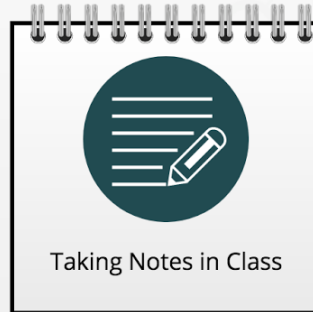
In a college program there is a lot of material to learn and understand. Whether you are trying to absorb information in class or trying to understand the material in your textbook, study techniques can make learning easier. This unit explains strategies for taking notes in class and for reading your textbook.

Top Tips

- Make use of class AND textbooks.**
Read the assigned reading before class to help you understand the lecture, or read it after class to fill in the gaps.
- Ask questions.**
Clarify anything you have questions about while you have the opportunity, so that you don't record it incorrectly.
- Remember your eText.**
If you have an eText, you can take notes using built-in tools, and you can have the textbook with you during class whenever you need it.
- Monitor battery life.**
Make sure your laptop or tablet has enough power to get you through class. You don't want to lose notes because your battery has died.



Reading with Purpose



Taking Notes in Class

Study Tools

- [SQ4R Note-taking Template](#)
- [Cornell Notes Template \(PDF\)](#)

Module Page Composition

- Short description.
- Top Tips, to give an overview of the module.
- Sub-module names and short descriptions (REQUIRED IF YOU HAVE SUB-MODULES).
- Study tools or Links.

Taking Notes in Class

This module will discuss a few different note-taking methods and it will give you some quick tips to help you get the most out of your classroom experience. College students are expected to be able to capture the important information discussed in lectures. Recording this information will be easier with note-taking techniques.

Tips

Stay organized.



Organizing your notes will make them easier to use when you need to study.

Take your own notes.



Don't rely on slides and handouts from your instructor. Take your own notes for more complete information.

Make a buddy.



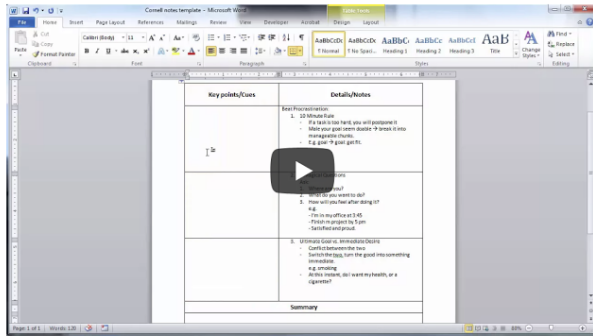
If you miss a class, ask a classmate if you can borrow their notes.

Note Taking Methods

Cornell PowerPoint Concept Maps Templates & Tools

Taking good notes can help you when it's time to review your material. Using note-taking techniques can help you do this.

The **Cornell Method** is a note-taking technique that can help you take organized and useful notes. Watch the video or follow the steps below to learn how to take notes using the Cornell Method. You can also download the [How to Use Cornell Method video transcript](#).



Steps

- Set up your page:** Divide your page into three sections: a Cue column on the left, a Notes column on the right, and a Summary area at the bottom of the page. You can also use the [Word Template](#) or the [PDF template](#).
- Start with the Notes Column:** Take notes as you normally would in the Notes column.
- Fill in your Cue Column:** Fill in your Cue column based on the notes you took in step 2. Use questions, key terms, and headings to help you quickly understand what the notes you took relate to.
- Fill in your Summary section:** Summarize the notes from this page into one or two key learning outcomes.

To supplement your notes, you can also use Concept Mapping to help you understand a topic.

Content Page Composition

- > Short description.
- > Tips; for the user to get the main points of the sub-module.
- > Learning Content:
 - activities
 - videos
 - written content
 - external links

The background features a light gray network diagram with nodes and connecting lines, overlaid on a white background. A solid blue horizontal band spans the middle of the image, containing the text.

Support for Teams

- Initial meetings to orient new content creators and give guidance on the development process.
- Meetings, as needed, to answer questions and to collaborate.
- Frequent check-ins.
- Most of the meetings were conducted using Join.me.



Learning Portal Content Creation Kit

The Content Creation Kit is a resource page for anyone who is creating content for The Learning Portal. It includes guidelines for Portal content, and resources to help you create the content you will include.

Guidelines

[Intro](#) [Creating a Hub Page](#) [Creating Modules](#) [Creating Content Page](#) [Content Review](#)

Learning resource content is divided into three types of sections:

- **Hub Pages:** Contains the description of the hub and links to the content pages or modules (if the hub requires modules).
- **Module pages (optional):** These page these pages are optional and should only be created if you have a lot of content with logical divisions, and it needs to be divided further.
- **Module Content Page / Sub-Module Content Page:** These pages are where the bulk of the content appears. They can appear after a module page (see [Example 1](#)) or directly after the hub page (see [Example 2](#))



Learning Portal Content Checklist

Use this checklist to ensure that you include all the elements required and meet the standards for content.

[View the Checklist](#)

Content Creation Kit

Example #2

document to help you plan the layout of your hub.

→ [WJ Hub Content Template](#)

This Word document provides a template for the list of content in a hub. Complete the template with the content for your hub.

➤ Guidelines:
Hub Layout Template
Hub Content Template


➤ Writing style guide.

➤ Content creation resources.

➤ Reusable boxes.

➤ Content checklist.

tlp-lpa.ca/content-kit

- 
- Amend layout and content structure from the template if needed to suit the content.
 - Create online activities and videos as requested.
 - Review content for AODA compliance and consistency.
 - Collaborate with subject matter experts to write and develop content.



"The template works for us, we don't work for the template."

The background features a light gray network diagram with nodes of varying sizes connected by thin lines, set against a white background. A solid blue horizontal band spans the middle of the image, containing the text.

Content Development

A collage of images showing hands shaking, a water bottle, a jar of snacks, and a pen holder.

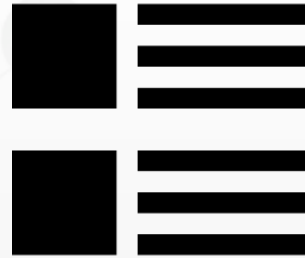
Working with subject matter experts

- Subject matter experts share their learning objectives and the content.
- We develop a plan and outline for the modules.
- Once the plan is approved, we begin developing videos, activities, etc.
- Subject matter experts available to answer questions, provide additional content, and review the module.

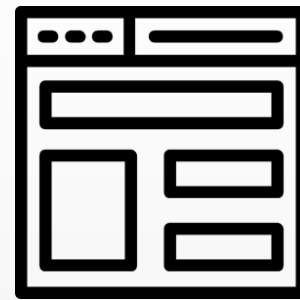
Team Workflow



Review of Content
& Creation of
Outline



Content
Development



Module Creation
& Review of
Content



Content Approval &
Publishing of the
Module

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The End

Anabella Arcaya



Writing Hub Development

Kathryn McMillan



process for developing current Learning Centre resources into multi-modal design

bringing together other Learning Centre folks into collaborative project





Early Days

- The Learning Portal originally had hubs for Communication, Presentation Skills, Math, and Study Skills.
- As it was a Library initiative, the Learning Centres were brought in to contribute their resources and experience in helping students with foundational skill development.

Learning Centre
Online resources
Assignment Calculator
Classes and tests
Grammar
Learning Portal
Lynda.com
Math skills
My Learning
Oral communications
Reading skills
Success strategies
Writing skills

Writing skills

- Apostrophes
- Comma, semicolon, colon
- Commas
- Common errors
- Constructing an essay outline
- Essay planner
- Essays: Checklist
- Essays: Constructing an outline
- Essays: Editing
- Essays: In class
- Essays: Proofreading
- Essays: Thesis statements
- The fused sentence and comma splice
- How to brainstorm

From existing tip sheets ...

→ ... to fancy design


Student Support Services / Library / Subject Guides / Essential Study Skills

Enter Search Words

Essential Study Skills

Home Time Management Stress Management Reading & Note-Taking Studying & Test-Taking Presentation Skills
Career & Program Choice Resilience





Time Management

 Every program at Algonquin involves completing a long list of challenging tasks. Keeping track of those tasks, and their deadlines, is a common source of stress for college students. Many struggling students don't plan to fail; they simply fail to plan. This unit can help you learn to manage your time more effectively.

Top Tips

- ▶ **Use your time wisely.**
There are 168 hours in a week. Use idle time to complete smaller tasks. This will free up time for the big things.
- ▶ **Prioritize your assignments.**
Be prepared to invest an average of 2 solid hours for every 5% an assignment is worth.
- ▶ **Start planning your time early in the semester.**
The earlier you start managing your time, the easier it is. Get into good habits early so you don't fall behind.
- ▶ **Create a semester plan.**
Write down your deadlines for the semester so

Learning Modules

- **Getting Things Done**
Learn how to avoid procrastination.
- **Creating a Weekly Schedule**
Learn how to plan your week.
- **Using an Assignment**
- **Creating a Semester Plan**

Back to Basics

- Learning outcomes
- Purpose of academic writing
- What the students would need?
- Why they would use this site?
- Process of writing



Stage 1 : Planning	Stage 2: Writing	Stage 3: Revising
Top Tips for Planning	Top Tips for Writing	Top Tips for Revising
<p>1A – Understanding the Assignment/Question</p> <ul style="list-style-type: none"> • Key Terms in Essay Assignments • Rhetorical Modes • Using the Assignment Calculator as a planning tool 	<p>2A – Research</p> <p>SEE THE RESEARCH PROCESS TUTORIAL</p>	<p>3A– Revising/Editing</p> <ul style="list-style-type: none"> • What is Revision and how does it differ from editing? • Higher order skills vs. lower order skills
<p>1B – Brainstorming and Organizing Ideas</p> <ul style="list-style-type: none"> • How to Brainstorm • Brainstorming in groups • Graphic Organizers • Exploratory Talk • Essays: Constructing an Outline • Paragraphs: Constructing a Paragraph Outline 	<p>2B – Paragraph Structure</p> <ul style="list-style-type: none"> • Common Linking Words and Their Uses • Topic Sentences • Concluding Sentences • Differentiation of paragraphs: purposes and structures 	<p>3B – Editing</p> <ul style="list-style-type: none"> • Essays: Editing – 3b • The Fused Sentence and Comma Splice • Subject and Verb Agreement
<p>1C – Developing and Testing a Thesis Statement</p> <ul style="list-style-type: none"> • Essays: Thesis Statements 	<p>2C – Incorporating Sources (Quoting, Summarizing and Paraphrasing)</p>	<p>3C – Proofreading</p> <ul style="list-style-type: none"> • Essays: Proofreading • Apostrophes

Academic Writing Process



Planning Your Essay

Planning is the first stage in writing an academic essay. Your plan is the foundation that your essay is built on. Planning your academic essay involves understanding the assignment, brainstorming ideas, organizing your thoughts in a structured form, and developing a thesis statement.

Top Tips

- ✓ **Be clear about what the assignment requires.**
Carefully read the assignment before you start writing.
- ✓ **Make sure you understand the directions you are given.**
Be sure that you can distinguish between the command words that are used. For example, 'discuss' is different from 'critique'.
- ✓ **Test your thesis or claim.**
Does it make your reader ask why? If not, revise it until it does.
- ✓ **Give yourself sufficient time.**
You will need time to do your thinking, researching, writing, and revising.
- ✓ **Underline the keywords in the assignment.**
Make sure you are not missing a key part of what you are being asked to do.
- ✓ **Turn off the critical mind.**
Let your ideas flow and record them.
- ✓ **Group ideas together.**
Read your ideas and find the major categories.
- ✓ **Take a stance that argues a point.**



Understanding the Assignment



Organizing Ideas



Creating a Thesis Statement

Additional Resources

- [Information Text Structures](#)
Use this tip sheet to think about how you will structure the text of your essay.
- [Key Terms in Essay Assignments](#)
Use this tip sheet as a reference to help you understand the key terms in your essay assignments.
- [Brainstorming Tips](#)
Use this tip sheet to improve your brainstorming.
- [Essay Planner](#)



Writing

Planning, writing and revising your essay, types of writing, and grammar

A. Planning Definition

Top Tips
10 tips

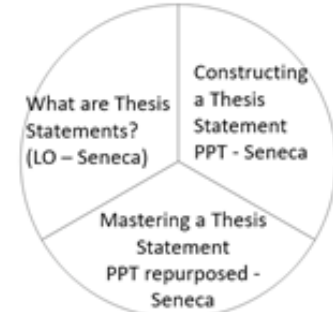


Links (Standalone Resources)

- Assignment Calculator
- Something Else?

Thesis Statements Definition

Top Tips
3-5 tips
red



Links (Standalone Resources)

- Essays: Thesis Statements (Tip Sheets)
- Video: ??

Hub Template



Lessons Learned

1. Rough and rocky process
2. Review existing resources beforehand
3. Be prepared it will take longer than you think
4. Keep it high level – not too detailed
5. Think interactive
6. Think self-assessment



Learning Centre Open House

- Welcomed all Ontario College Learning Centres to Seneca (April 2017)
- Inception of the Learning Portal project
- Instructional Design chart and collaborative process
- Design template of the Learning Portal
- Project teams created for remaining hubs (Math, Critical Thinking, Writing: reflective, business, & technical)
- Hub working groups; Learning Centre sub-steering committee

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The End

Kathryn McMillan



Research Hub Development

Agnieszka Gorgon

Library Working Group





Collaboration Tools



GOOGLE DRIVE

File storage & sharing



SKYPE FOR BUSINESS

Monthly meetings



EMAIL

Ongoing communication



What's in the Research Hub?



How to Research

This module covers finding a topic, searching the web and library resources, and evaluating information.



How to Cite

This module covers how to create citations using different citation styles.



Copyright

A tough *Act* you'll want to follow.



Academic Integrity

This module introduces you to your responsibilities as a scholar.



What's in the Modules?



Choose a
Topic



Types of
Resources



Search the
Web



Search the
Library



Evaluate
Resources



What's in the Modules?



Why Cite?



Citation Styles



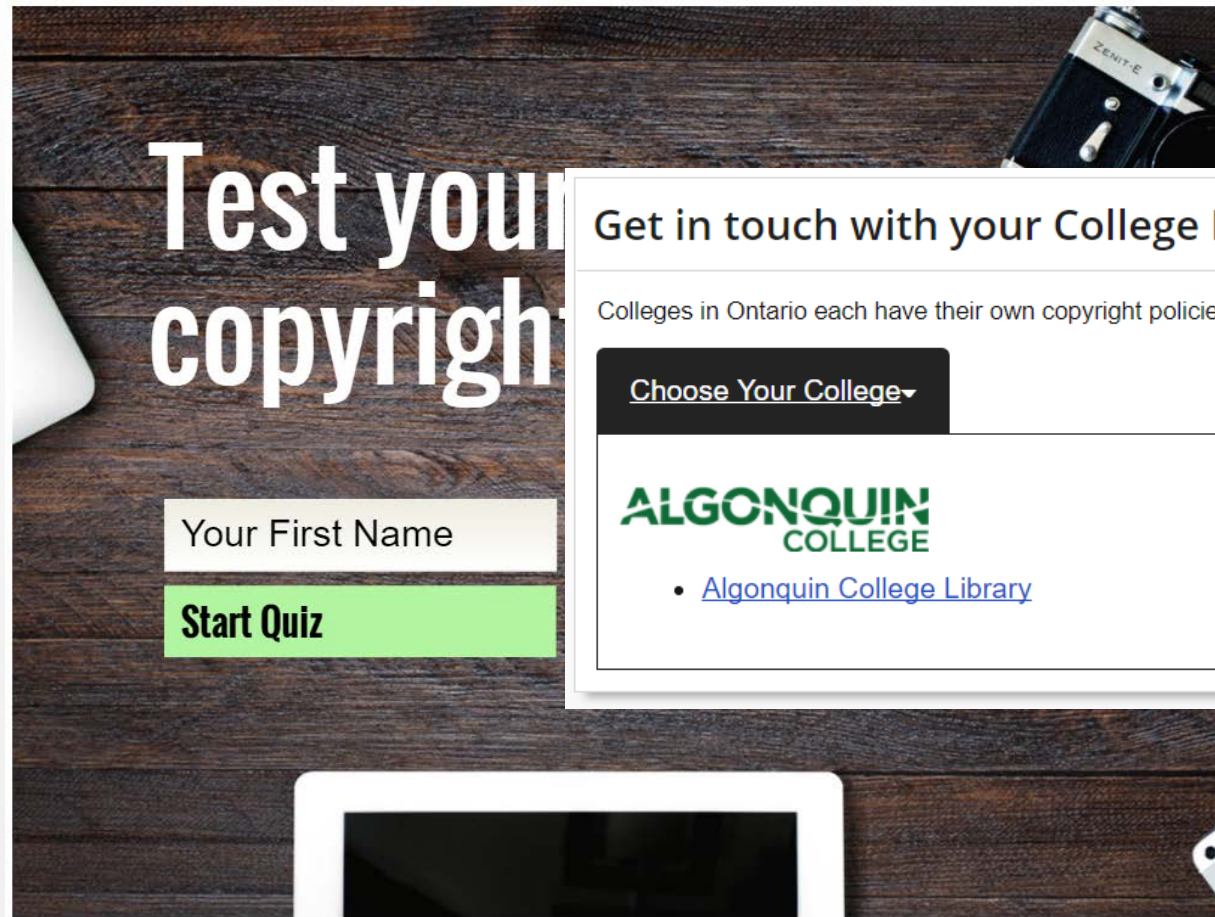
Build Citations



Citation Tools



What's in a Lesson?



Test your copyright

Your First Name

Start Quiz

Get in touch with your College Library

Colleges in Ontario each have their own copyright policies, consult your local contact for copyright:

Choose Your College

ALGONQUIN
COLLEGE

- [Algonquin College Library](#)

Tips



Know your Style Guide

is based on a set of rules outlined in a
The manuals, or style guides, instruct authors
of citations for a variety of sources.

Instructor

almost always tell you the citation style you
your instructor or check your assignment
firm the required citation style.

Tip!

Use only one citation style in a single assignment.
Be consistent with the style that you are using. The

Only exception to this rule is if your instructor would like you to
practice a local variant of the style.



Learn your Style

Most disciplines prefer a single citation style. Master the
style, and you can benefit by using it in almost every assignment.

Development Milestones



April 2016

Library working group
established



May 2016

Development of How to Research module begins



November 2016

How to Research module completion



December 2016

Academic Integrity module completion



January 2017

Development of How to Cite module begins



April 2017

How to Cite module completion
Copyright module development begins



July 2017

How to Cite module completion



August 2017

THE END





Content Development Process

STEP 1

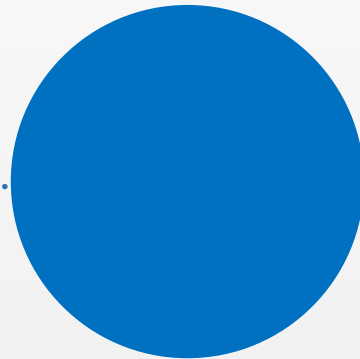
Learning Outcomes
Learning Objectives



Learning object
environmental scan;
consults with faculty

STEP 2

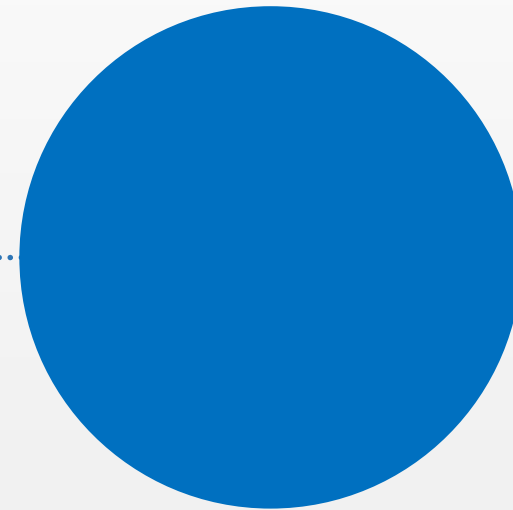
Foundational content
development - Content
Template



Identify overlap,
create page
structure, identify
LOs for
development

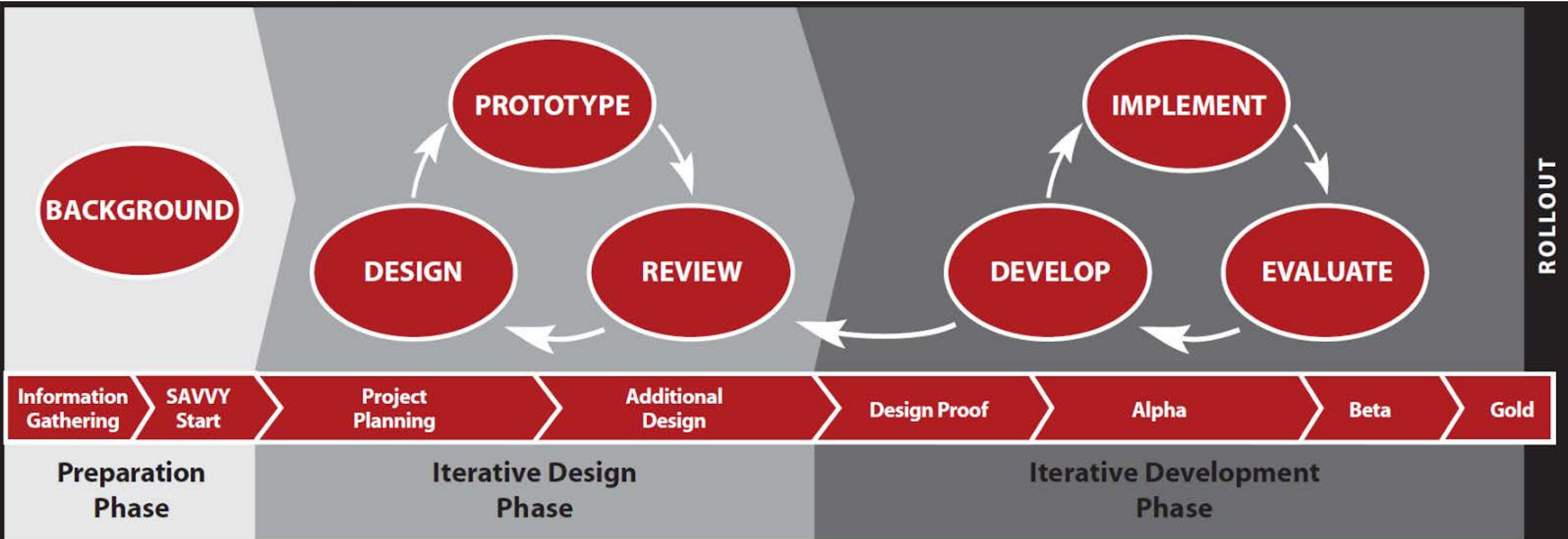
STEP 3

Comprehensive content
development & upload to LibGuides



Work with
Anabella &
team

Content Development Model – SAM





Content Development Process

STEP 1

Learning Outcomes
Learning Objectives

Preparation phase



Learning object
environmental scan;
consults with faculty





Content Development Process

Iterative design phase

STEP 2

Foundational content development - Content Template



Identify overlap, create page structure, identify LOs for development



Content Development Process

Iterative development phase

STEP 3

Comprehensive content development & upload to LibGuides



Work with Anabella



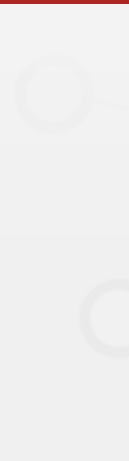
Tips

- 1 Learning Outcomes are a must
- 2 Develop modular content - microlearning
- 3 Reuse/repurpose existing content
- 4 Keep accessibility in mind
- 5 Deadlines help with accountability
- 6 Leverage available support



The End

Agnieszka Gorgon





OER Toolkit Development

Trish Weigel Green



the BEGINNING

Research Project

2015

The Goals

1. Identify current and future trends in online learning and OERs that impact the Ontario college libraries, singularly and collectively.
2. Investigate how these trends may affect the ability of libraries to deliver excellent service to students and faculty.
3. Recommend how we might take advantage of future trends and developments.

The Outcomes

[Online Learning, OERs & the Challenging Role of College Libraries](#) – 18 consortia recommendations



**a step
backwards
to move
FORWARDS**

▶ All of the results and recommendations are promising and exciting.

▶ There is so much we could do...too much.

▶ Going forward is not possible without a baseline.

▶ By stepping back and providing the resources, one project could meet aspects of 8 of the overall recommendations.



8 recommendations



1

Provide training to key library staff in all OER initiatives.

2

Offer to create OA digital course packs for the courses specifically offered on OntarioLearn.

3

Establish subcommittee to investigate the collaborative collection and curation of applied research materials through a centralized college research repository.

4

Facilitate individual member data curation and preservation by contracting long-term repository assistance to provide expertise and service consistently across Ontario.



8 recommendations



5

Create an OER Toolkit for use by member libraries and potentially amend current HLLR copyright resources to help faculty understand use of OERs.

6

Hold an OER staff training day via webinar for all member libraries. Launch a version of the [BCOER group](#) for college librarians to discuss OERs in a community of practice.

7

Provide input into an Ontario-wide toolkit on how to create open textbooks.

8

Create course-specific LibGuides for popular OntarioLearn research-intensive courses that can be shared by all college libraries.

Let's build a Toolkit

what do we need?

a committee

a home

developers

Learning Portal was a perfect fit!

our colleagues
were building it

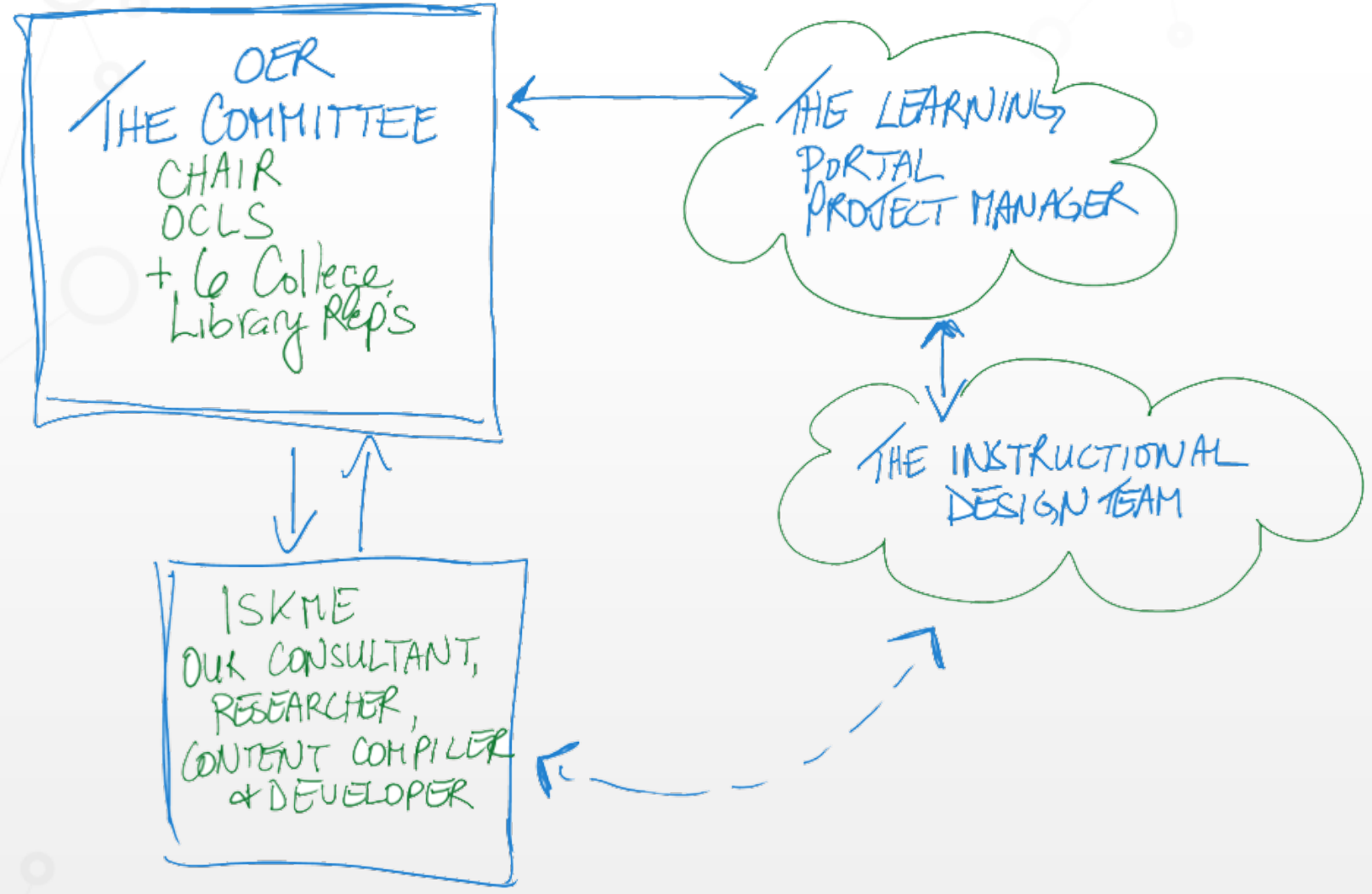
the philosophy
of open

a community
approach to PM

integrated
sustainability



the PERFECT team





Welcome to the OER Toolkit

Open Educational Resources (OER) can provide equal access to resources at no cost to students. This module will give you the information and resources you need to integrate OER into your resources for students.



About OER

What OER are, why they matter, and how to get started.



Teaching

Pedagogical resources and faculty use cases.



Curating

How to find and evaluate OER and build a collection.



Creating

How to create and adapt OER for your courses.



Licensing

How open licences differ from copyright, and how you can apply them.



Collaborating

The benefits and modes of collaboration in OER development.



Advocacy

How to effectively communicate the value of OER.



Sustainability




How to get funding for OER development and train partners.

? About Open Educational Resources

Are you curious about Open Educational Resources (OER) and want to know more? This module presents an overview of what they are, why they matter to post-secondary education, and how to get started.

Library Quick Start Kit **Faculty Quick Start Kit**







Below is a quick start kit of initial activities and competencies that libraries may consider as they begin their OER journey--with the recognition that many libraries will not have the resources to support OER across all dimensions.

-  Advocate and Build Awareness
-  Support Library & Faculty Competencies
-  Enable Infrastructure Development

What is OER **The 5 Rs of OER** What's Not OER

Open Educational Resources, or OER, refer to any teaching and learning materials that reside in the public domain or have been released under an open license, such as Creative Commons Licenses, that permits no-cost access, use, adaptation and redistribution with no or limited restrictions.

OER CAN BE

-  Course Material
-  Open Textbooks
-  Videos
-  Lessons Plans
-  Software
-  Games



The End

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