

OERColorado

Organization Admin



What is OERColorado? Who is ISKME?



At the **OERColorado Microsite** you can:

- search, save, share and create new open access educational resources.
- connect with fellow teachers, practitioners, and instructional designers from within your school, district, and state
- leverage professional learning communities and resources to guide you on your OER journey



Institute for the Study of Knowledge Management in Education

ISKME's OER initiatives aim to grow a sustainable culture of sharing and continuous improvement among educators at all levels. OER Commons offers a comprehensive infrastructure for curriculum experts and instructors at all levels to identify high-quality OER and collaborate around their adaptation, evaluation, and use to address the needs of teachers and learners. Diving into OER Commons is an exciting opportunity to collaborate with other educators and learners, at the forefront of a new educational era.

OERColorado Microsite Visitors vs. Members

All resources are accessible to visitors without an account, but only Colorado educators can create accounts to be approved as members on the site.

Being an **approved member** means that they can add resources, create resources, make groups, leave comments, and more.

OER Colorado has many **trusted Colorado education entities** - including all public schools, Colorado regional boards of education, and sublists of other groups such as charter schools or dual credit initiatives.



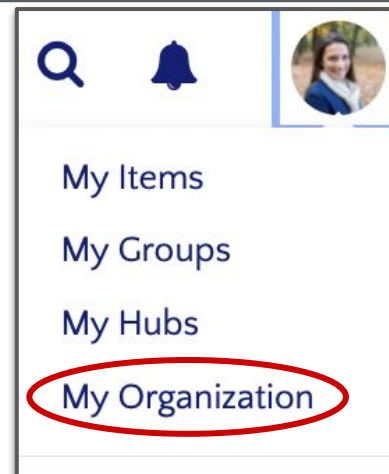
Purpose of Org Admin - Manage Members & Content

Organization Administrators (org admins):

- Are given Org Admin access by an OERColorado Microsite Super-administrator, ISKME staff, or a fellow Org Admin.
- Manage membership and content from your organization.
- Schedule a regular time to check OERColorado to maintain member roles and approve pending content.
 - The site does not provide new content notifications.

Org Admins can:

- Manage membership by adding, approving, and setting levels of admin access for new and current members
- Regulate content by approving, reworking, or rejecting resources submitted by users in your organization



Main User Features of Org Admins

Pending Content

- Content submitted by members of your organization via Open Author or the web
- Org Admins can accept, reject, or remix content from this dashboard

The screenshot shows the 'Pending Content' dashboard for the organization ISKME. The page has a header with the OERCOLORADO logo and navigation links. On the left, there are tabs for 'Pending Content' (selected) and 'Manage Members'. The main area displays a table of pending content items. A dropdown menu is set to 'By: Title'. The table has columns for Title, Author, Date Submitted, and Workflow State. One item is listed: 'OER Item Sharing Template' by 'Joanna Schimizzi' submitted on '07/18/2023'. The workflow state includes buttons for 'Accept' (green), 'Reject' (red), and 'Rework' (orange). A 'Support' button is visible on the right side of the dashboard.

Title	Author	Date Submitted	Workflow State
OER Item Sharing Template	Joanna Schimizzi	07/18/2023	<button>Accept</button> <button>Reject</button> <button>Rework</button>

Manage Members

- Add or edit roles of current members
- Recruit members by invite or import

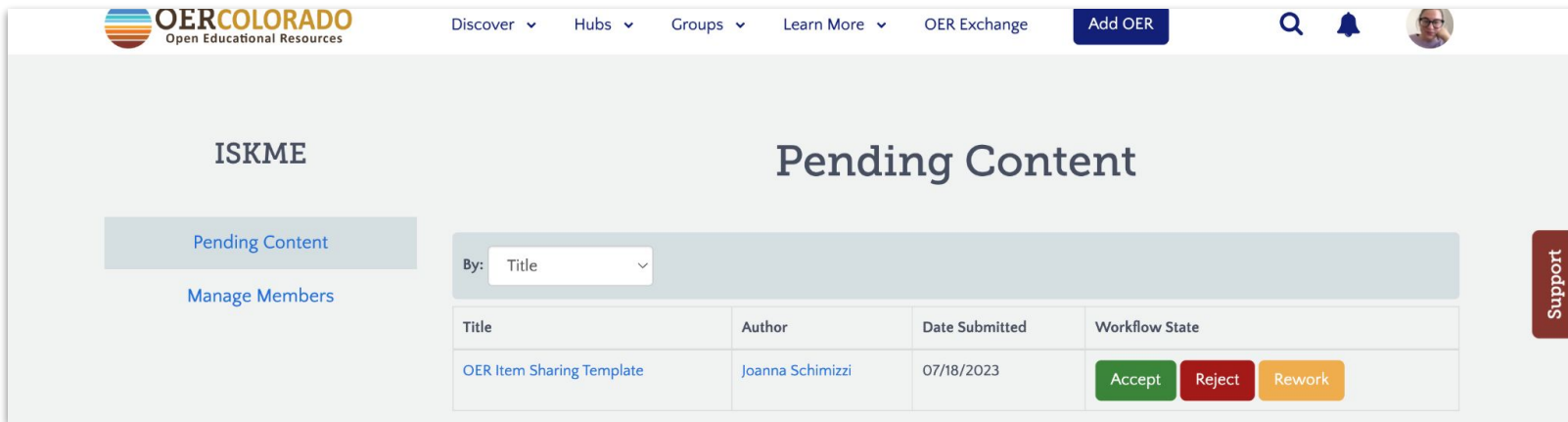
The screenshot shows the 'Manage Members' dashboard for the organization ISKME. The page has a header with the OERCOLORADO logo and navigation links. On the left, there are tabs for 'Pending Content' and 'Manage Members' (selected). The main area displays a table of current members. Above the table, there are tabs for 'Current Members' (selected) and 'Recruit Members'. The table has columns for Name, Email, Institution/District, Join Date, Last Active, Current Status, Role, and Edit. Three members are listed: 'taylor@iskme.org', 'joanna@iskme.org', and 'lea@iskme.org'. The table also includes a search bar and a 'Showing 1 to 3 of 3 entries' indicator at the bottom.

Name	Email	Institution/District	Join Date	Last Active	Current Status	Role	Edit
	taylor@iskme.org	ISKME	06/30/2023	06/30/2023	Active	Member	
Joanna Schimizzi	joanna@iskme.org	ISKME	07/05/2023	07/05/2023	Active	Administrator	
Lea DeForest	lea@iskme.org	ISKME	06/28/2023	06/28/2023	Active	Administrator	



OERCOLORADO
Open Educational Resources

How to manage pending content



The screenshot shows the OERCOLORADO Open Educational Resources interface. The top navigation bar includes links for Discover, Hubs, Groups, Learn More, and OER Exchange, along with an Add OER button and user profile icons. The main content area is titled 'Pending Content' and features a sidebar with 'Pending Content' and 'Manage Members' links. A table displays a pending submission with the following details:

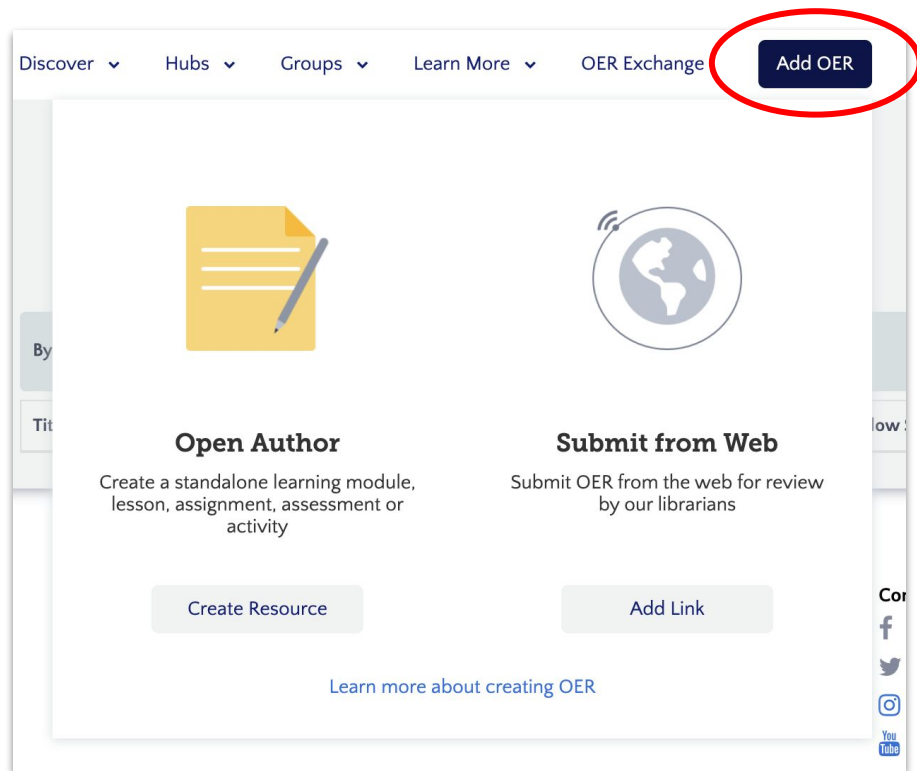
Title	Author	Date Submitted	Workflow State
OER Item Sharing Template	Joanna Schimizzi	07/18/2023	Accept Reject Rework

A 'Support' button is visible on the right side of the interface.

Org Admins should consult resources provided by the Microsite SuperAdmin on the **criteria to approve or reject submissions** to Open Author or Submit from Web.

Where does pending content come from?

- You may see a high volume of resources to manage depending on how large and active your organization is.
- Resources awaiting moderation are submitted when a user clicks on the “Add OER” button and publishes a resources via Open Author or from the web.
- Only content submitted by
 - a) approved members and
 - b) people from your organization will appear in your dashboard.



Manage pending content - Accept

From: <info@oercolorado.org>
Date: Tue, Jul 18, 2023 at 5:02 PM
Subject: Your resource is published
To: <joanna@iskme.org>

Accept.

- Once accepted by the Org Admin, the content is then published for all to see on OERColorado.
- Submitter receives an email notification that their content is published.
- No further action needed.



Dear Joanna Schimizzi,

Thank you for publishing a resource on OERColorado.

Your item [OER Item Sharing Template](#) has been catalogued in our digital library and is now approved for sharing across the site.

Thanks for contributing to the Open Education community.

Sincerely,
The OERColorado team.

Manage pending content - Reject

From: info@oercolorado.org

Date: July 20, 2023 at 10:41:42 AM EDT

To: joanna@iskme.org

Subject: Your recently submitted OER to OERColorado

Reject

- Contact your user before you click “Reject” to share your reasons and offer assistance.
- Submitter receives an email notification that their content is rejected.



Dear Joanna Schimizzi,

Thank you for recently submitting the resource, [OER Item Sharing Template](#). After careful review, this was not added to the OERColorado site.

This could be due to an existing version already being on the site, falling outside of the scope of the site, issues of quality, or copyright (you can find more information about our publishing guidelines in the [Help Center](#)).

If you have questions about why your resource did not meet our guidelines or feel that an error has been made, please review our [help documents](#) or write to our digital librarians at info@oercolorado.org

Thanks for contributing to the Open Education community.

[Update notification preferences](#)

Sincerely,
The OERColorado team.



Manage pending content - Rework

From: info@oercolorado.org

Date: July 20, 2023 at 9:20:47 AM EDT

To: joanna@iskme.org

Subject: Your resource is unpublished

Rework

- Contact your user before you click “Rework” to share your reasons and offer assistance.
- Submitter receives an email notification that their content is unpublished.



Dear Joanna Schimizzi,

It looks like your resource may not have been ready to publish just yet.

[OER Item Sharing Template](#) has been moved back to draft mode by an OERColorado Admin. Don't worry though, you'll be able to publish again as soon as you are ready.

If you think you received this message in error, please contact info@oercolorado.org to request a review.

Sincerely,
The OERColorado team.

How to manage Current Members

ISKME

Manage Members

1 - Add Member

- Search for members
- Email an invitation
- Import a CSV

2 - Export to CSV




- Click to export list of member information to .csv file

3 - Edit Member

- Click to change roles to member or admin

Current Members Recruit Members

Show 10 entries **1** Add Member **2** Export to CSV Search:

Name	Email	Institution/District	Join Date	Last Active	Current Status	Role	Edit
	taylor@iskme.org	ISKME	06/30/2023	06/30/2023	Active	Member	
Joanna Schimiza	joanna@iskme.org	ISKME	07/05/2023	07/05/2023	Active	Administrator	
Lea DeForest	lea@iskme.org	ISKME	06/28/2023	06/28/2023	Active	Administrator	

Showing 1 to 3 of 3 entries

Previous **1** Next **3**

Manage Current Members

ISKME




Manage Members

[Pending Content](#)

[Manage Members](#)

Current Members

[Recruit Members](#)

Show	10	entries	Delete	Add Member	Export to CSV	Search:	
Name	Email	Institution/District	Join Date	Last Active	Current Status	Role	Edit
	taylor@iskme.org	ISKME	06/30/2023	07/19/2023	Active	Member	
Joanna Schimizzi	joanna@iskme.org	ISKME	07/05/2023	07/12/2023	Active	Administrator	
Lea DeForest	lea@iskme.org	ISKME	06/28/2023	06/28/2023	Active	Administrator	

Showing 1 to 3 of 3 entries

Previous 1 Next

Support

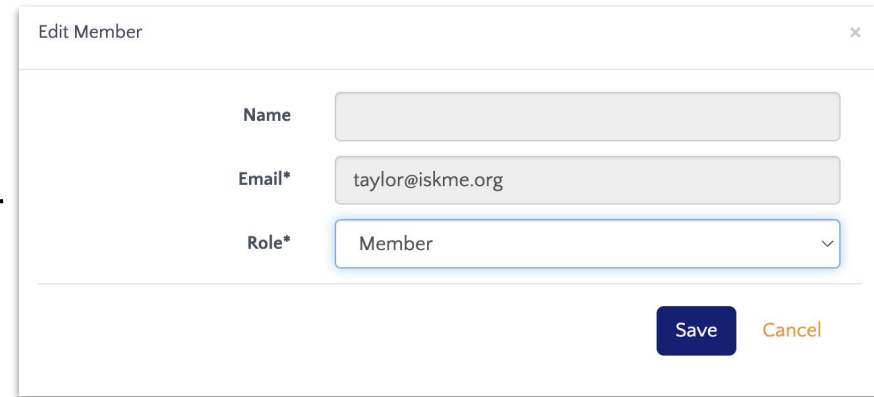
Select member to edit

- Members can be either “Members” or “Administrators”
- Click on the “Edit” icon found on the far right of the member’s row.

Manage Current Members - Edit Member

1 - Edit Member pop-up

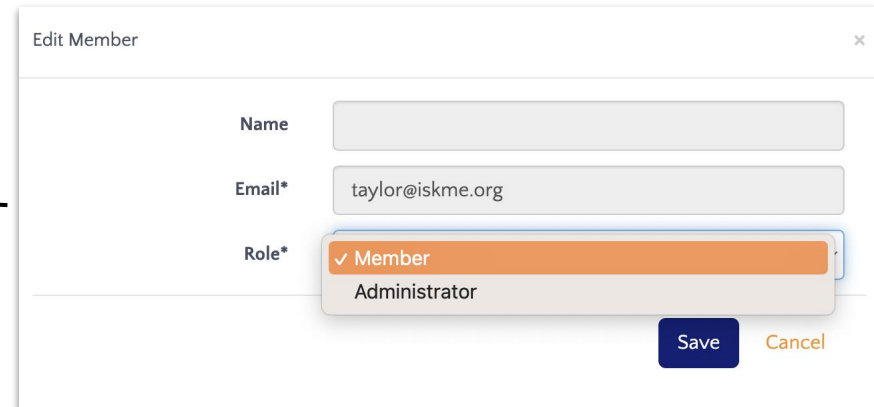
- Add, delete, or modify the member's name.
- Modify the member's email.
- Emails are required. Names are not.



The 'Edit Member' pop-up form contains three input fields: 'Name' (empty), 'Email*' (containing 'taylor@iskme.org'), and 'Role*' (a dropdown menu with 'Member' selected). At the bottom right are 'Save' and 'Cancel' buttons. A line from the first list item points to the 'Name' field.

2- Edit Role

- Select "Member" or "Administrator" to change the member's role.
- Click Save.



The 'Edit Member' pop-up form is shown with the 'Role*' dropdown menu open. The dropdown list shows 'Member' with a checkmark and 'Administrator'. The 'Save' and 'Cancel' buttons are at the bottom right. A line from the second list item points to the 'Role*' dropdown.

How to Recruit Members

ISKME

Manage Members

Pending Content

Manage Members

Current Members Recruit Members

1

Search for Members

2

Email Invite

3

Import CSV

Show 10 entries

Search:

Name	Email	Institution/District	Invite sent date	Current Status
No data available in table				

1 - Search for members

2 - Email Invite

3 - Import CSV

Search for Members

Search user by name or email

joanna@iskme.org

Search

Search Results

CloseAdd New Members

Invite New Members by Email

Enter email addresses separated by comma:

joanna@iskme.org

Message for email invitations:

CloseSend

Import Members

File:

Choose FileNo file chosen

☐ Dry run

CSV Template

CloseImport

Need additional help?

Step 1: Click the “Support” button on the *OER Colorado* home page and a pop-up will appear.

Step 3: Complete and submit the Help & Support pop-up form.

Step 2: Explore the Help Articles.

Click “Support”

Discover ▾ Hubs ▾ Groups ▾ Learn More ▾ OER Exchange

Help & Support

Search Articles 🔍


✕

✉ Your Email *

🔍 Subject *

B *I* U ☰ ☷ ⚡ ⚡ ⌨

Select an Issue * ...

☐ I'm not a robot  reCAPTCHA
Deliver Us From Evil

[Help Desk Software](#) by Freshdesk Support Desk
[Privacy Policy](#)

Send Feedback

Colorado's microsite for Open Educational Resources, where PK-12 educators are empowered to use openly licensed digital resources.

What are you looking for?



Subject ▾

Education Level ▾

Standard ▾

Search

Fine tune your search with our [advanced search](#).