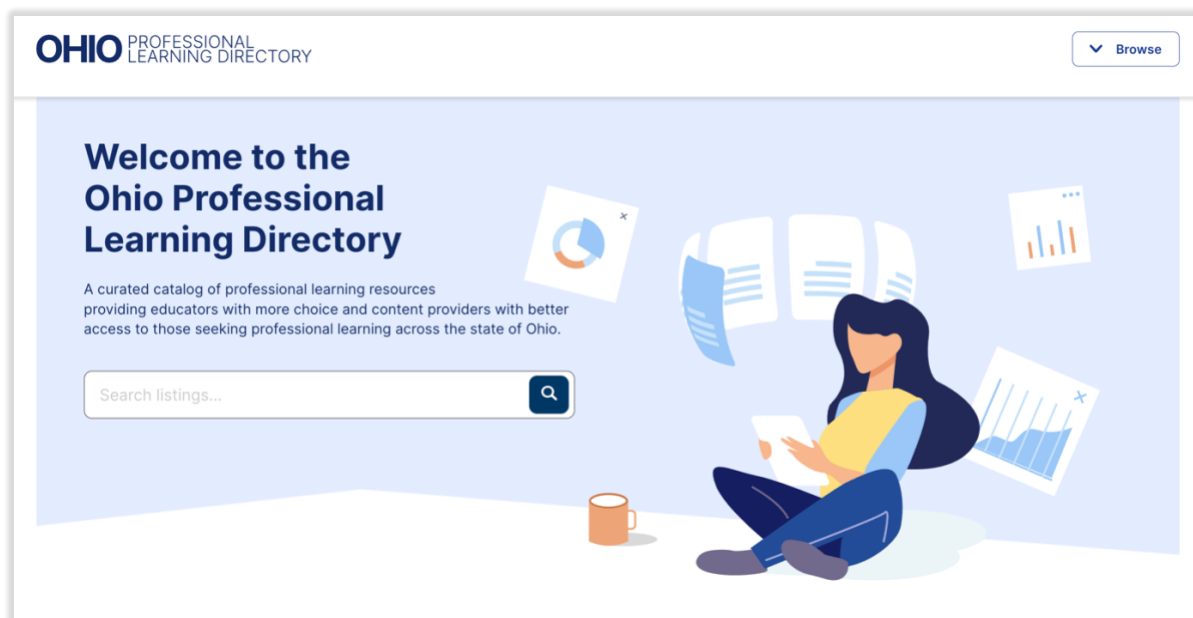


# Ohio Professional Learning Directory Content Creator User Guide



The Ohio Professional Learning Directory ([www.ohiopl.org](http://www.ohiopl.org)) is a searchable directory of curated professional learning opportunities and resources for Ohio educators. Educational Service Centers, State Support Teams, Information Technology Centers, the Ohio Department of Education, PBS stations, INFOhio, and other non-profit organizations may submit information about their professional learning opportunities and resources to the Directory. The Ohio Professional Learning Directory allows educators to search for the content they need and then links them to the content provider for more information. The content provider retains the actual course or resource locally.

Benefits to content providers include:

- Statewide access to Ohio educators who need professional learning resources
- No cost promotion of your events and resources
- Ability to curate content and provide recommendations for your districts

## **SUBMITTING LISTINGS TO THE OHIO PROFESSIONAL LEARNING DIRECTORY**

This guide is intended for individuals who create listings on the Ohio Professional Learning Directory for their organization's professional learning resources. These resources can be recordings, files, events, or courses. Only the listing will appear on the Ohio Professional Learning Directory - the resources themselves always remain on your organization's website.

### **Apply for a password-protected content creator account.**

Organizations providing professional learning to Ohio educators must create a password-protected account to securely create and manage their listings in the Directory.

1. All members of an organization's staff who are authorized to add listings must complete this form <https://forms.gle/uQ5HrtUALbgxE5pXA> and create an account in order to add listings to the Directory.

2. After completing the form, you will receive a link and a temporary password, which you'll be asked to change when you first log into the system. The link to the Admin portion of the Directory is also available in the footer of the OPLD home page at [www.ohiopld.org](http://www.ohiopld.org).

### **Create a single listing**

1. Click on "+Create a Listing".
2. Add your listing information to the fields as indicated. Optional fields are marked.
3. Enter the cost of your listing (if any) in the cost field. If costs vary (e.g., based on whether an educator is a member of your service area) or are too complex to reduce to a single figure, add cost information to your long description.
4. Enter the URL where educators can access the event or resource - this must be a site under the control of the content provider.
5. Pull-down menus often allow for multiple selections. As you make a selection you'll see it added to the list. To remove a selection click "x" next to the selection.

### **Upload groups of listings**

Organizations with managed registration systems may be able to download listings from their system, copy them into the directory template, and upload them all at one time.

To upload a group of listings please use the [template provided](#) and follow these steps:

1. Open the template. Do not change any of the column names, or add, remove, or change the position of any of the columns.
2. Copy and paste your listing data into the appropriate column in the template.
  - a. For date fields the required format is MM/DD/YYYY. Excel will often attempt to impose a different format. Only MM/DD/YYYY will be accepted.
  - b. For fields (such as Topics) that can have multiple values, use the semi-colon (;) to separate values.
  - c. For fields with dropdown values, your values must match those used in the "Create a Listing" form (i.e. upper and lower case must match). Any other value will result in an error.
  - d. Optional fields may be left blank. All required fields must have the correctly formatted field value.
3. Save the completed template as a CSV file – make sure your spreadsheet program does not change the format.
4. Select the CSV button on the "Create a Listing" form and select your template file. You will receive an error message if the format or content is incorrect. If your upload is successful, you will see your new entries on your dashboard.

### **Modify a listing**

Listings can be modified by clicking on the listing and selecting Modify. If the listing has already been published, you must first Unpublish it, then select Modify.

### **Use a branded Ohio Professional Learning Directory page**

When educational service centers add a link to the Directory (using <https://ohiopld.org/>) on their website/domain (e.g., oesca.org), the link takes the user to the Ohio Professional Learning Directory, but the

page automatically has the referring ESC's logo in the corner of each page. All other content and functionality remains the same as the general Directory site. If your ESC's logo changes or you have questions about this process, please email [adminopld@oesca.org](mailto:adminopld@oesca.org).

### **Review process**

A brief review process of each entry is done before the listing is posted to the Ohio Professional Learning Directory to ensure that your content meets minimum criteria and can be showcased in the best way possible. This final check assures educators that all listings have been curated, which provides a unique and important value to educators. The review does not address your content, only the formatting of the listing.

Listing review criteria:

1. The content provider has the right to publish the content.
2. The resource is aligned to applicable standards (e.g., Ohio Standards for Professional Development).
3. The objectives of the resources are clearly stated.
4. The resource is free of unrelated sales or marketing and does not collect or retain any personal information from participants except as disclosed and as required to deliver the service.
5. The provider has made appropriate efforts to support assistive technologies and align to accessibility standards for educational resources.
6. The resource is organized, coherent, and free of spelling errors and jargon.
7. The resource is relevant to Ohio educators and free of violent or adult content, inappropriate language, or biased content.

Steps to ensure these criteria are met:

1. Only organizations engaged in professional learning in Ohio are invited to participate in the Ohio Professional Learning Directory.
2. Organizations affirm their commitment to these criteria when they request access to the Ohio Professional Learning Directory and when they submit a listing.
3. Trained educators review every listing based on the criteria listed above within two business days of submission. Approved content is posted to the directory. Any questions regarding the listing's adherence to the criteria will be sent back to the content creator for response.

Thank you for your commitment to quality professional learning for Ohio educators.