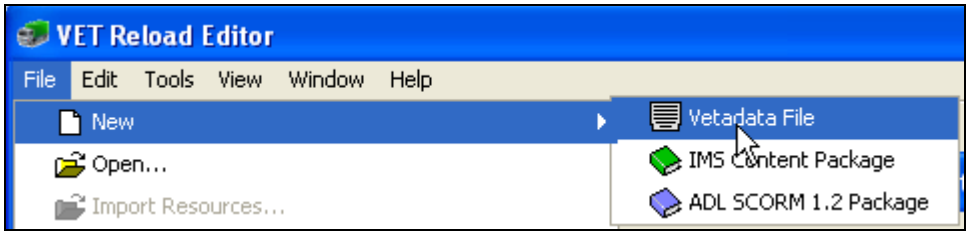
Reload: Creating the Medadata File

This section should be read in conjunction with the document “Applying Vetadata to Learning Resources” (http://e-standards.flexiblelearning.net.au/vetadata/docs/applying-vetadata-v1-final2009.pdf). This will give you the required information to enter into the Vetadata fields.

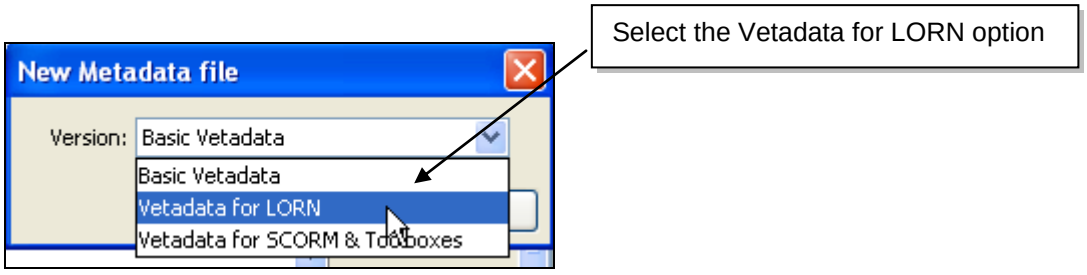
VET reload can be used to create 3 different types of metadata files.

Basic Vetadata	Includes the 5 basic required Vetadata fields
Vetadata for LORN	To used when creating IMS packages that will be uploaded into a repository that will be searched by LORN
Vetadata for SCORM & Toolboxes	To be used for packages that have been created to the SCORM specifications. Modified Toolbox resources will most likely use this type of file.

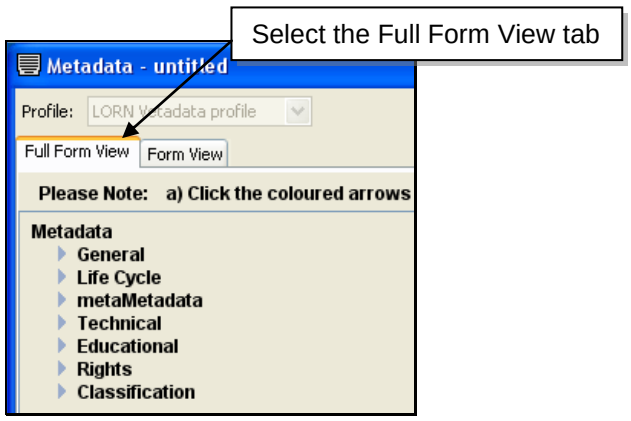
1. In VET Reload select **New** from the **File** menu and select the **Vetadata File** option.



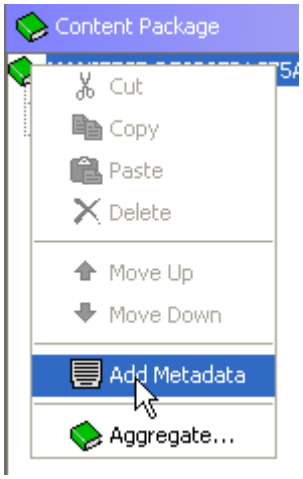
2. Select the type of metadata file you wish to create from the drop down box based on the type of package for which you will be creating the Vetadata file. Select a Vetadata for LORN option when packaging as IMS package or the Vetadata for SCORM & Toolboxes if creating a SCORM package.

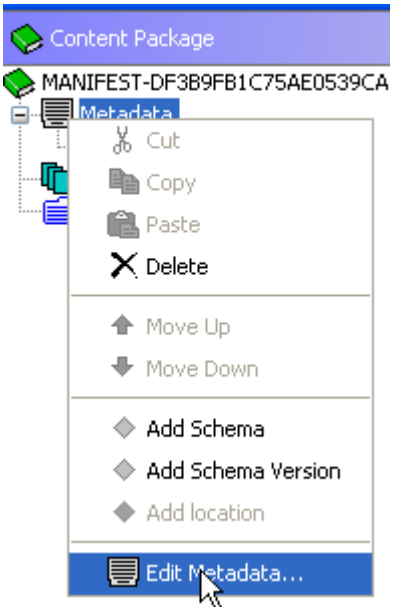


3. The Vetadata file can be created by completing a predetermined form that includes the required elements. The **Full Form View** gives you the greatest control over adding new elements. The Form View is good for reviewing the data in your Vetadata file. Select **Full Form View** to create your new Vetadata file.

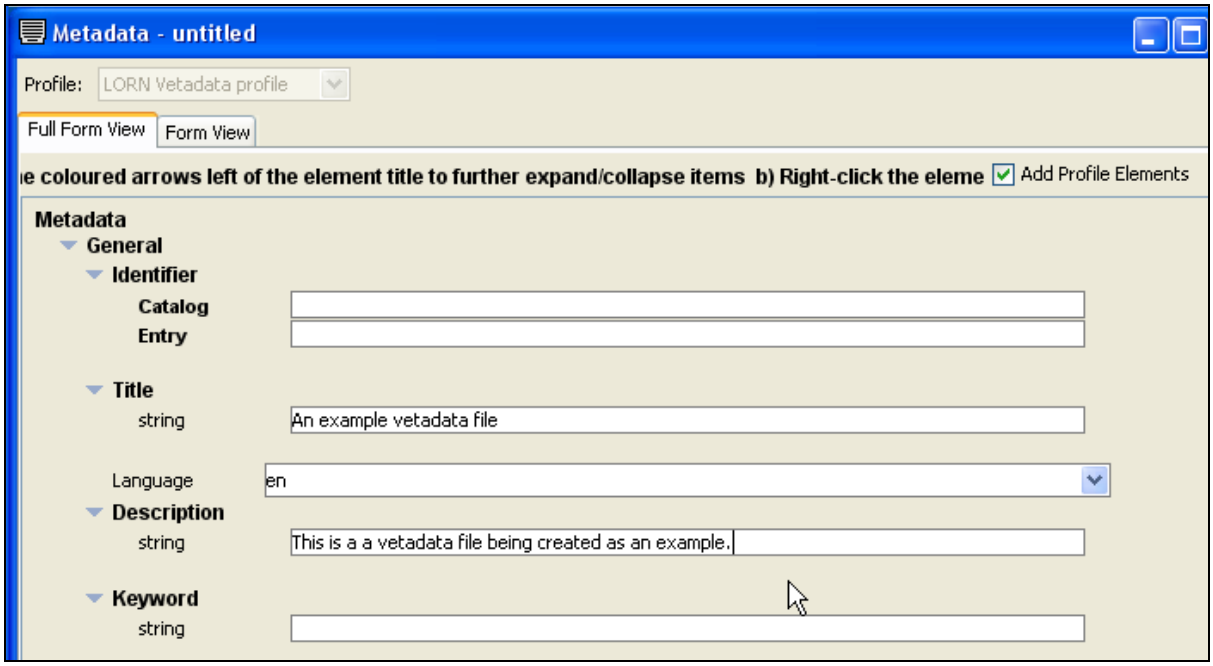


4. You can also add metadata directly into the imsmanifest file in the case of IMS packages. To do this right click on the **Manifest** icon and **Add Metadata**. Next right click on the **Metadata** Icon and select **Edit Metadata**. The process of entering the metadata is the same for both processes.



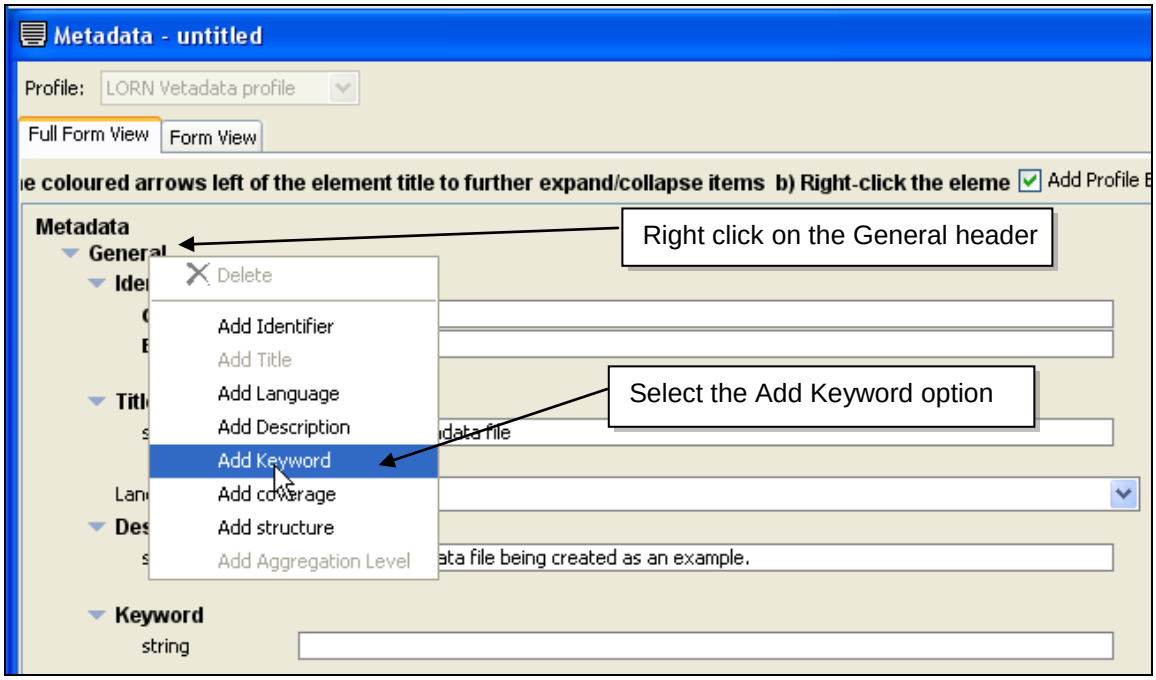


5. You can open each of the Vetadata form field by clicking on the blue arrow to the left of the item name. With the field open you can then add the required data in to the fields.

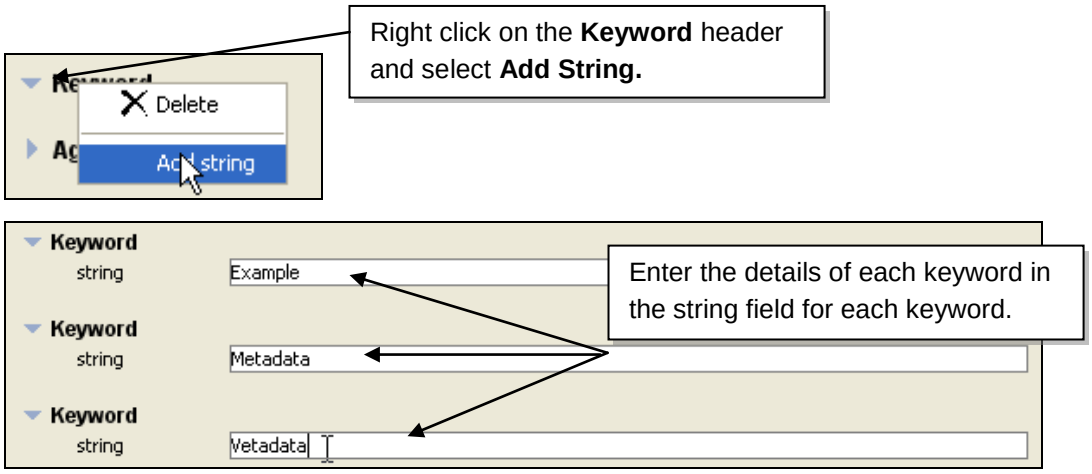


6. The document **Applying Vetadata to Learning Resources** which can be downloaded from http://e-standards.flexiblelearning.net.au/vetadata/index.htm#guides provides a detailed outline of the types of data that should be entered into each of the fields.

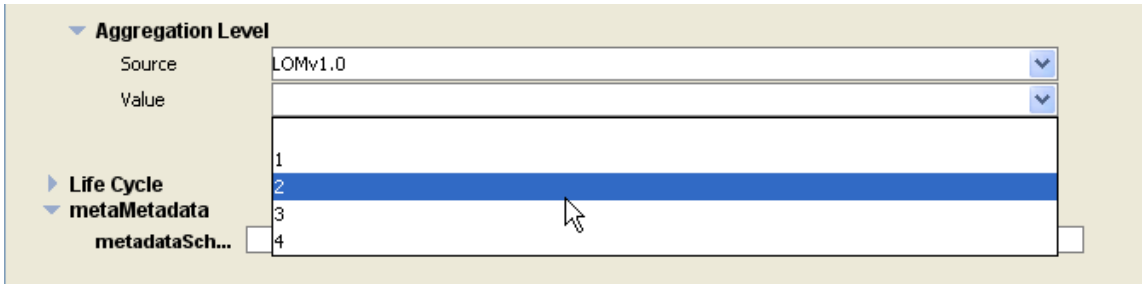
7. You can add extra fields to the Vetadata form by right clicking on the main item. This is useful to add extra keywords.



8. Once you have added a keyword you will need to add string into which you can add the text of the keyword. Right click on the **Keyword** field heading and select the **Add String** option.



9. The **Aggregation Level** describes the nature of the learning content. Select LOMv1.0 in the source field and then select the code figure that is appropriate to the content being described.

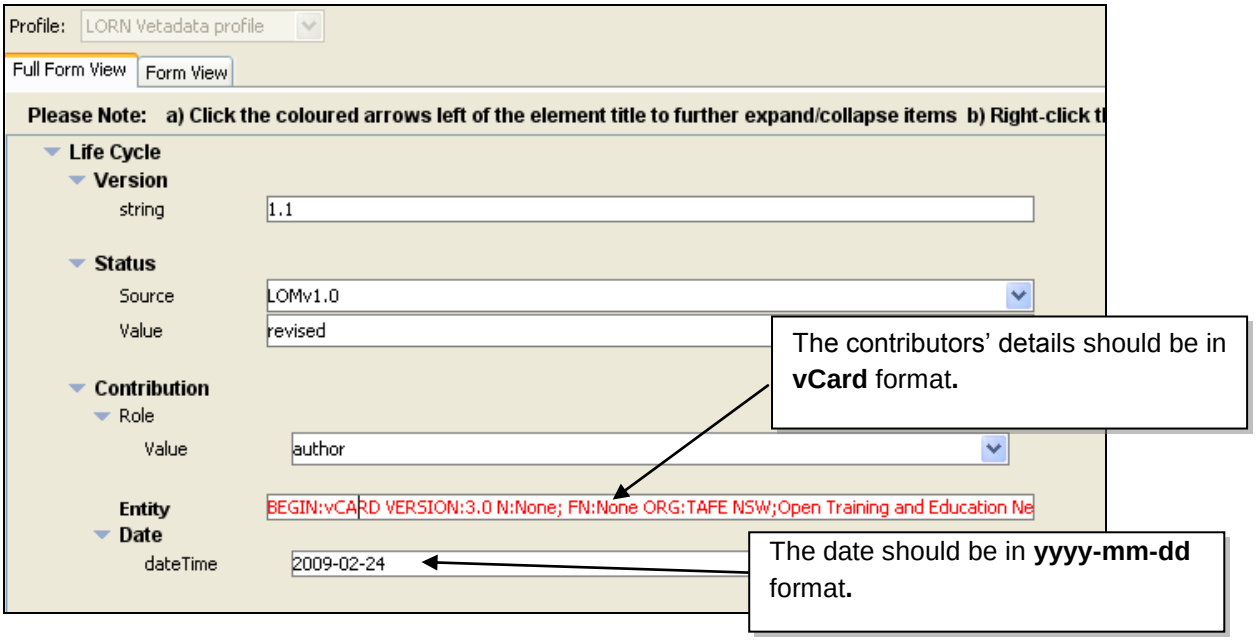


10. In the value field for the aggregation you need to select a number from 1 – 4. The values of each code represent the following content types.

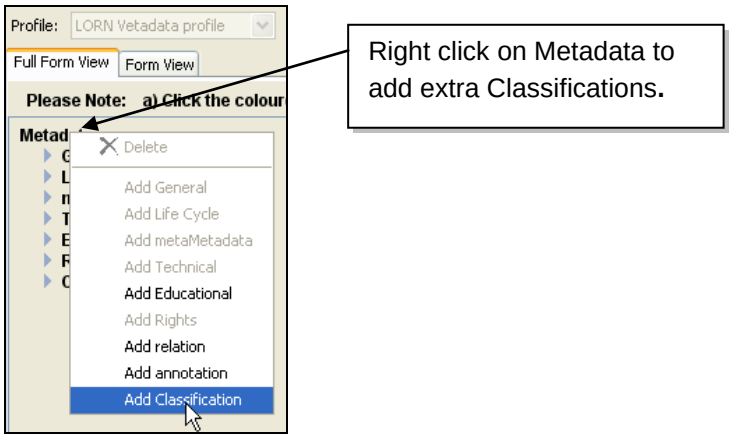
Code	Use for	Content perspective	File Perspective
1	An individual asset (file) that cannot be easily decomposed, such as a worksheet or Flash interaction.	An image of a tree showing points for pruning	A raw media file, such as a .swf file
2	A collection of level 1 resources, such as a lesson, task or activity.	An activity on 'Pruning techniques' that uses associated resources	A web page incorporating one or more assets
3	A collection of level 2 resources, such as a unit of competency.	A collection of material supporting the unit of competency RUHHRT208A	A website combining a number of web pages
4	The largest level of granularity, such as a collection of units of competency in a course, or a whole Toolbox.	The complete Horticulture Toolbox	

It is most likely that the Aggregation Level will be either 2 or 3.

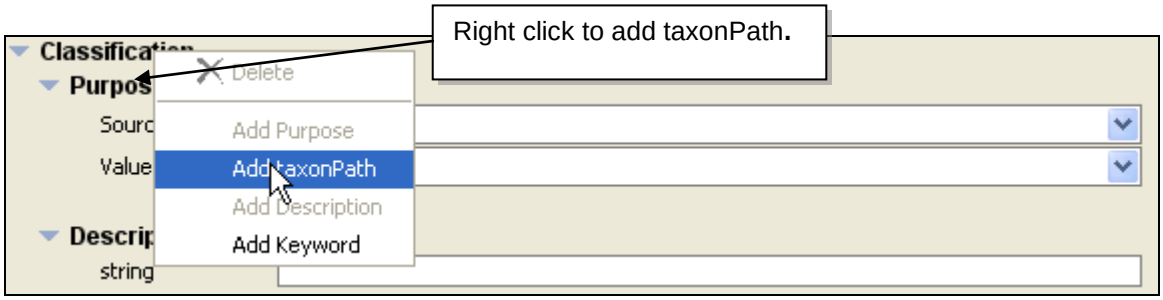
11. The **Life Cycle** allows you to describe the version, status of the resource and contributors to the resource. In most case you can fill these fields as they are in the form. You may wish to add an extract contributor is several organisations have been involved.



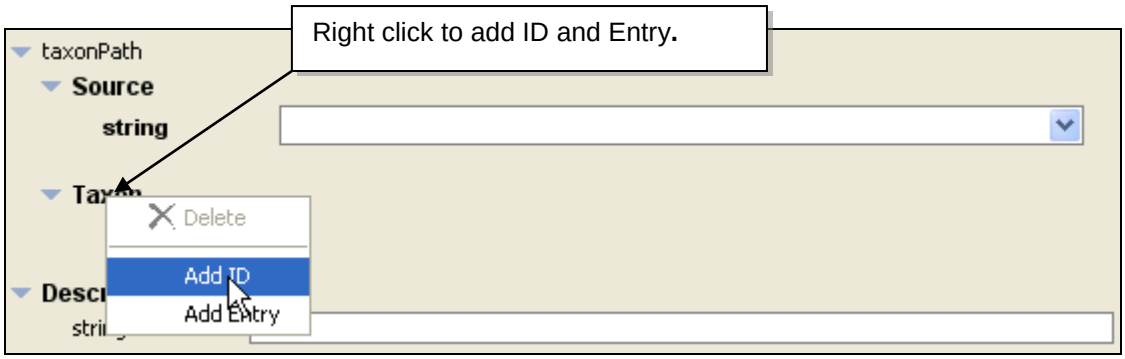
12. The **Classification** outlines the educational competency, discipline and educational level to which the learning resources are relevant. You will need to add two more Classification nodes. Right click on the **Metadata** heading at the top of the Full Form view and select **Add Classification**. Repeat this to get the third classification.



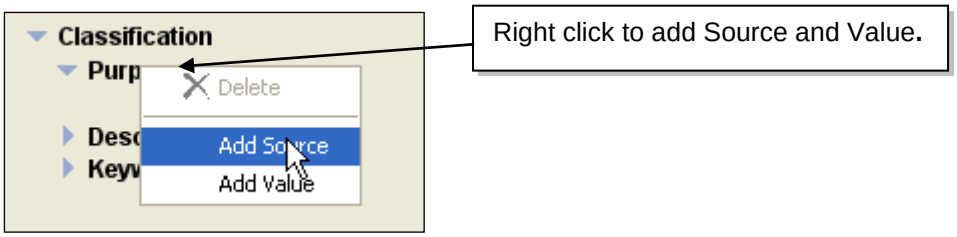
13. In the classification you get Purpose, Description and Keyword fields. You will also need to add a **taxonPath** for each classification. Right click on the **Classification** heading and select **Add taxonPath**



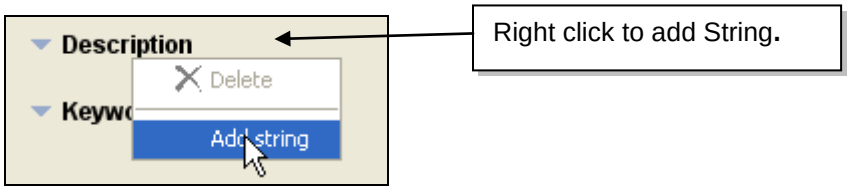
14. For each **taxonPath** you will also need to add a **Taxon** an then an **ID** and an **Entry** and **string**.



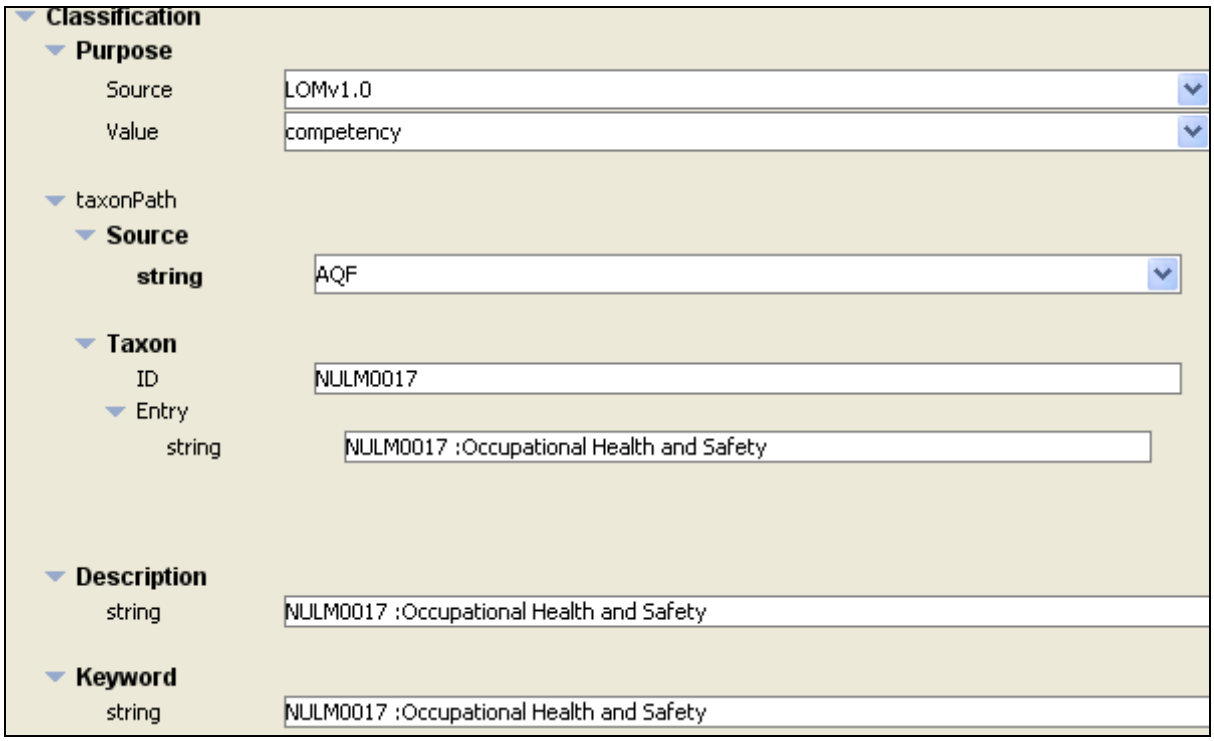
15. You need to add the required **Entry** fields to each of these tags. Right click on **Purpose** and select **Add Source** and then **Add Value**



16. Under the **Description** and **Keywords** you will need to add a string field to enter the values. Do this by right clicking on the heading and select **Add string**.

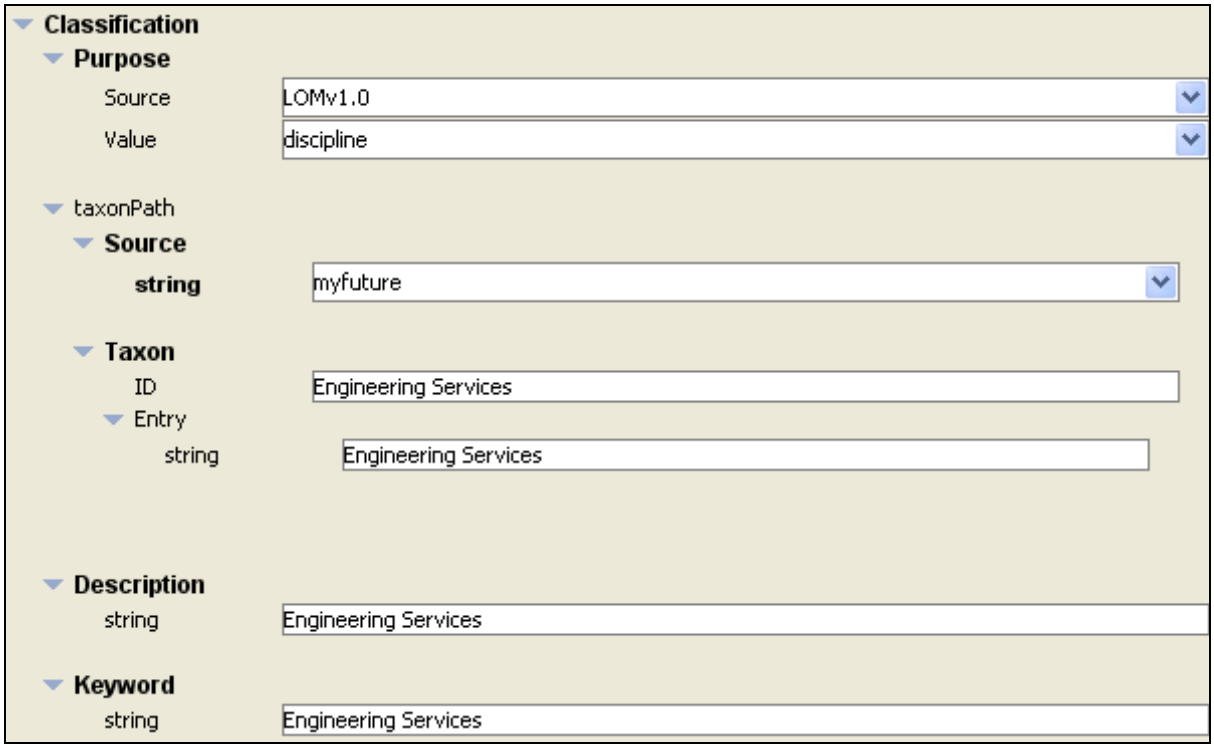


17. Complete the fields by adding values for each purpose of competency, discipline and educational level as outlined below.

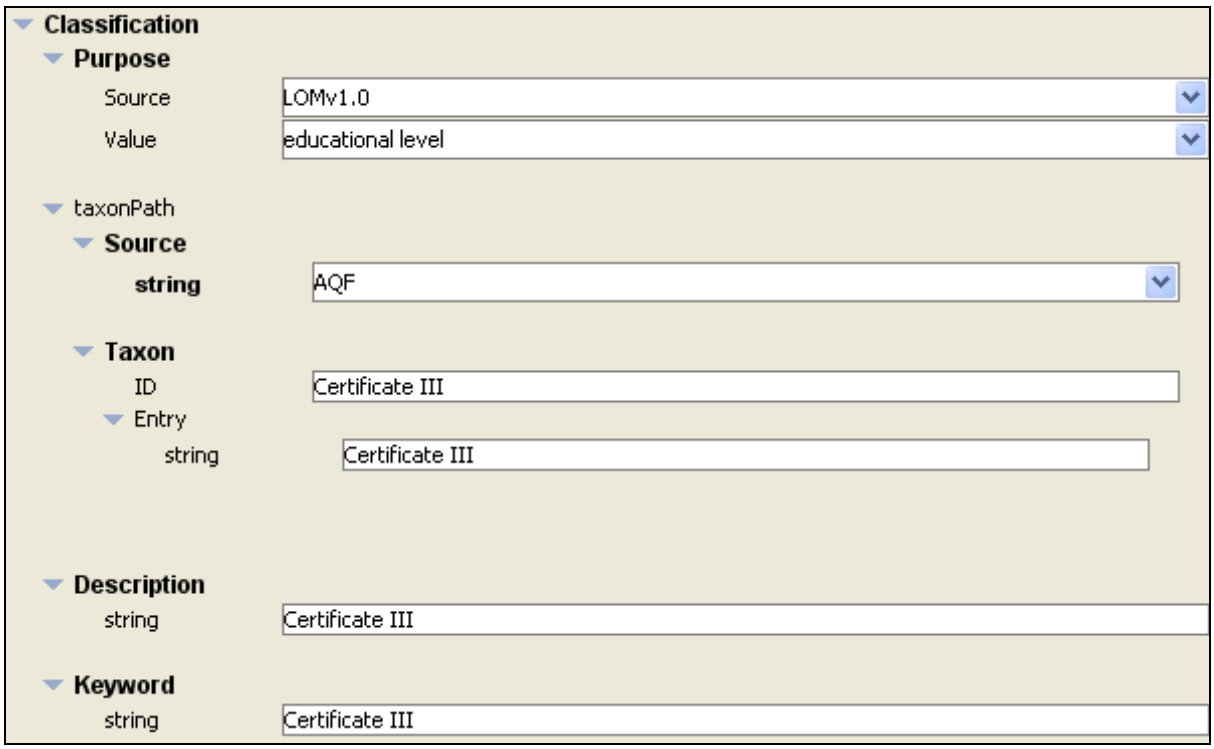


18. In the competency classification the select **AQF** for the source string, enter the competency code in the **ID** and the code and title in the **Entry**, **Keywords** and **Description** fields.

19. In the Discipline Classification select **myfuture** for the **Source** string and the appropriate discipline from the **myfuture** web site in the **ID**, **Entry Keyword** and **Description** fields.



20. In the educational level classification, select **AQF** for the **Source** and enter the level for the **Taxon ID**, **Entry** string, **Keyword** and **Description**.



21. When the Vetadata form has been completed **save it as metadata at the root level of the folder** that will be packaged.