A QUICK TOUR OF THE CAREO REPOSITORY

Upon opening the CAREO repository the first page visible is the introductory page (Figure 1.1). This page contains information about the project, access to the repository user guide, download options for various browser plug-ins and a log-in option.

The navigation bar is designed to enter into the various sections of the website. It is identical to the working CAREO site and is designed for users who want more information about the CAREO project itself.

There are several browser plug-ins that may be required to properly view Apple Quicktime video, Macromedia Flash animations, Adobe Acrobat and many other media file types.
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Links to the most current versions of these browser plug-ins are provided for the convenience of the repository users.

Logging into CAREO
The login area is in the lower left of the introductory page (Figure 1.2). This interface will allow users to enter the functional part of the repository. There are several ways to enter the repository.

Member
If you have previously signed up for membership in CAREO you need to follow this procedure:

1. Enter in your user name.
2. Enter your password.
3. Click the login button or hit the “Enter” key.

If you have forgotten your password you can click of forgotten password and your password will be emailed to you. The forgotten password feature is currently not functioning, as there are several IT security issues that must be addressed at an institutional level before the repository can allow this feature.

Non-Member
Non-members have the following options:

1. Create an account.
2. Enter by clicking “Guest”.
3. Enter “guest” in username and password.

Both member and guest login allow open access to all the educational objects inside the repository. The advantages in being a member comes from the ability to add your own objects, customize the CAREO site so that you can dynamically
filter content and find other members who share your interests.

**Figure 1.3** CAREO Opening Page

**Opening screen**
The opening page is the first visible upon entering the CAREO repository (Figure 1.3). The content of the page is customized according to the membership profile created for the repository.

The simple search is the first item on the left navigation bar (Figure 1.4). This search is linked to the Title, Description.
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CanCore
CanCore is based on and fully compatible with the IMS Learning Resource Meta-data Information Model. CanCore has defined a subset of data elements from this IMS model for the purposes of the efficient and uniform description of digital educational resources in Canada and elsewhere. It is intended to facilitate the interchange of records describing educational resources and the discovery of these resources both in Canada and beyond its borders.

Figure 1.5 Add Object

To use the simple search interface you must:
1. Enter in a search term. This can be a complete or partial word. The search is case insensitive but spelling does matter.
2. Click the “GO” button or hit the “Enter” key on your keyboard.

Other search options include advanced search, which will allow searching in specific metadata fields, and browse objects, which will allow drill-down searches of the entire contents of the repository.

The ability to add objects to the repository is also accessible from the opening screen (Figure 1.5). This option will only be visible if to a CAREO member. Guests will not be able to access this feature.

METADATA HUB
OBJECT INBOX
SITE ADMIN
USER MANAGEMENT

Figure 1.6 Administrative Features

Another section of administrative features is also available but only to system administrators (Figure 1.6). The features include access to the “Metadata Hub” that will allow metadata to be moved in and out of the repository. There is also access to the “Object Inbox” where educational objects can sit until they have gone through a vetting process and been formally approved or peer reviewed. The object inbox is currently not functioning in this version of the prototype. The “Site Admin”
function allows the content of the CAREO WebPages to be rapidly changed, updated and modified. The “User Management” allows an administrator to have access to information about the activities of CAREO members. It will also track object usage by those members.

The user screen provides information about a CAREO membership (Figure 1.7). It lists the name, institution and access level to the repository. It also gives access to a feature called “My Objects”. This section is designed to give the user a place to store notes or bookmarks on objects they find relevant or interesting. The “My Account” link gives the member access to their account information. It is here the user can modify their preferences about how they wish to view the site and how they want the site to view them. It is the opportunity to create a profile that will allow the repository to identify their particular areas of interest and allow for content updates of relevant material and communities. The ability to create a complete profile is not available in this prototype of the repository. This section also allows the user to view all information and transaction logs that are being kept by CAREO in relation to their membership.
The right hand side of the screen shows a different selection of objects. The newest object column is a list of the most recent objects that have been submitted to the repository. The type of information in these summaries is detailed in Figure 1.8. This is a small portion of the total metadata that is attached to this object.

The top objects represents the most popular downloads within the repository. These will change dynamically and will be related to user activity. The number of objects shown is currently static.

The top discipline objects depend on the discipline preference you have chosen in your membership profile of your account. This portion of the page then filters out the type and number of objects depending on your preference. *This part of the prototype is currently static and does not link to any live objects.*

**Simple Search Results**

When a simple search is undertaken results are returned from the repository in a standardized form.
A thumbnail is provided as a visual reference to the object. This is smaller format of a static object such as an image or a single frame from a dynamic object such as a piece of video. A “View/ Play” option appears below this thumbnail. Below the “View” button is an “Object” button that will allow the user to access the full metadata record for the object. There is also a summary of the metadata of the object. This does not include all the metadata associated with the object but does contain those fields most commonly used. The “Object Action” links will appear depending on the type of membership you have. Only a full administrator can edit metadata and delete objects from the repository. The “Download Object” link is an option for those objects that have
been packaged for download. The objects are archived into a zip file that contains the actual media, and HTML page with the media embedded in it and a record that describes the object itself (Figure 1.10). The “Subscribe” option allows you to place the object into the “My Objects” folder for easy retrieval later. The time and date are also stored in the “My Objects” folder.

Figure 1.10 Object Package

Advanced Search

Advanced Search allows the user to refine the kind of objects they wish to find. It is possible to enter in several different kinds of criteria so that only the most relevant materials are returned by the repository search (Figure 1.11). By default the search strings are connected by the Boolean operator “AND” so the results reflect this kind of search.

Figure 1.11 Advanced Search
The Object Browser allows the repository to be quickly viewed using drill-down searching (Figure 1.12). As a discipline is chosen from the “Tree” hierarchy the tree expands. Once a discipline is chosen all objects related to that discipline are displayed to the right. There is also a search summary that details how many objects were found in the discipline and which terms you were using to search.
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Figure 1.13 “My Objects” page

My Objects

The “My Objects” page is designed to keep track of all the objects to which the user has subscribed. It is here the user can organize the content from the repository to suit their individual needs. It is possible to view and download the object as well as examine the complete metadata record attached to the record. If the object is no longer useful it is possible to unsubscribe to the object and remove it from the object bin. A search feature allows the user to filter out the content within the Object bin. This will allow users to find objects within their object bin as it continues to grow.