# Preparing to share, and sharing your thoughts on resources in HumBox.

Many of the processes and considerations used when uploading a resource to HumBox also form part of the review process when adding a comment to a resource that you have used.  The power of a repository such as HumBox is the ability to search effectively and find the right resource easily.   A clear description and set of metadata can make a resource accessible.  Online advice in the form of constructive comments on the use you have made of particular material can be of great benefit in helping others choose the right resources for their purposes: from there, the pedagogic and practical value in a resource will be revealed.

As a result the checklist below has been devised to help you think about how to set out, upload and review resources: please note the points as applicable.

| *Resource description and metadata:* | √ |
|---|---|
| *Who/what was it originally used for? (for example, the discipline and module or year group).* | |
| *Is there clear pedagogical context? (consider including a link to the relevant academic website)* | |
| *Can you give specific examples of personal usage of the resource?* | |
| *Have you noted the length of a video clip or podcast (if appropriate)?* | |
| *Do the keyword tags reflect the main elements of the resource? (consider using relevant keywords that already exist in the search facility)* | |
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| *The student learning experience:* | |
| *Can the resource be used as a stand-alone piece for independent learning or does it need academic guidance in a teaching environment?* | |
| *Does the resource provide an opportunity to actively engage the student in the material: for instance with skills practice or user interactivity?* | |
| *Does the resource add to current academic knowledge on the topic?* | |
| *Does it include an appropriate form of evaluation or assessment?* | |
| *Have you described the creative, effective or innovative nature of the resource in terms of pedagogy, presentation or content?* | |
| | |
| *The opportunities to share and re-use:* | |
| *Have you indicated how different files within a resource relate to each other? Having multiple linked files (such as a handout, image and suggested questions for discussion) can make it more easily reusable and repurposable.* | |
| *Have you considered how best to present the resource: i.e. for more complex html files, have you provided a link to the original website and only basic information on HumBox?* | |
| *Have you indicated the source of an image or video clip: considering potential copyright issues?* | |
| *Has the correct creative commons (CC) license been added to the resource?  (You may wish to add the CC logo to the actual resource, for example in the corner of powerpoint slides or word documents to make the creators intentions absolutely clear)* | |
| *Has an unusual file format been used?  If so, have you indicated what kind of software users need to in order to use the resource, or could a more accessible alternative be offered?* | |
| *Could the format or content of this resource be used outside its core subject discipline? Give details* | |
| *Are there emerging areas of discussion or research on the given topic that you could advise users upon?* | |
| *Could the resource be formatted in a different way to enhance the delivery of its content or enable repurposing?* | |