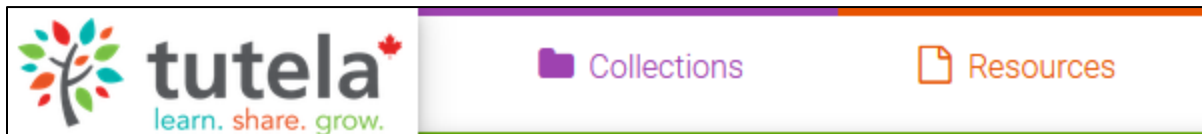


Uploading an H5P to Tutela

The LINC settlement and language teaching community benefits greatly from all member contributions. If you have generated a useful H5P learning object, you should consider sharing it with others across Canada through the **Tutela.ca** community.

There are two destinations for H5P learning objects on Tutela at this time. The first is the Tutela **Collections** and the second is the **Resources** space. Contributors add their **H5P** learning objects into the **Resources** area. The Tutela curators may add these to existing or make a new **Collection** based on your input.

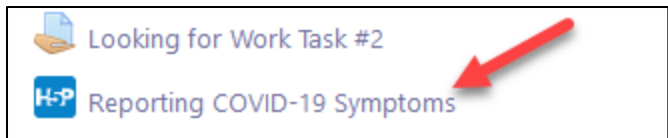


Identifying an H5P on your course

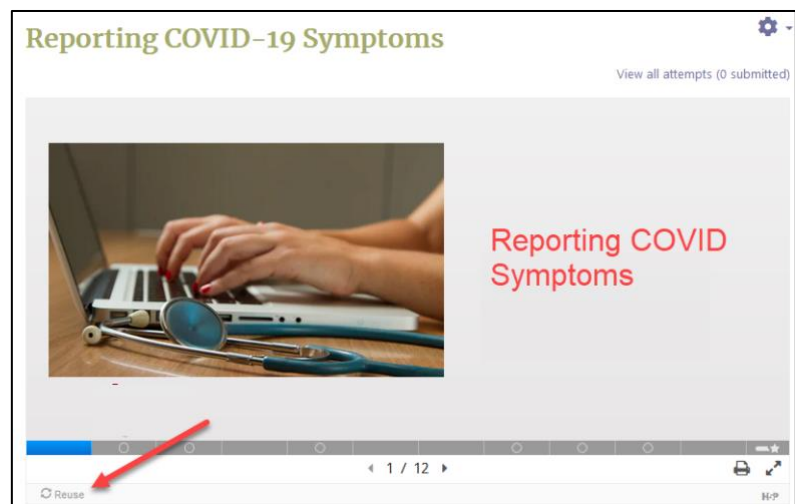
Note: Before attempting the steps below, ensure that you have created an H5P learning object that includes appropriate copyright information.

1. On your Avenue course, click on the **H5P** in the course main menu.

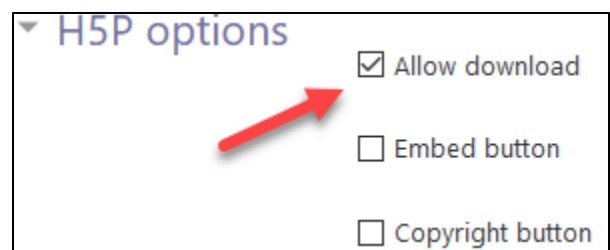
Note: The H5P activity will open.



2. Click on the **Reuse** link at the bottom of the H5P.

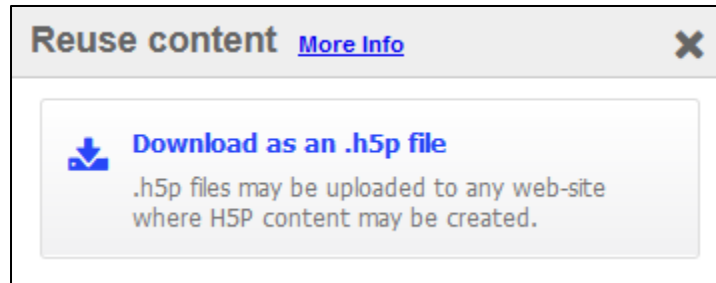


Note: If there is not a **Reuse** button visible on the H5P, return to the **H5P Options** setting in Moodle and check **Allow download**.



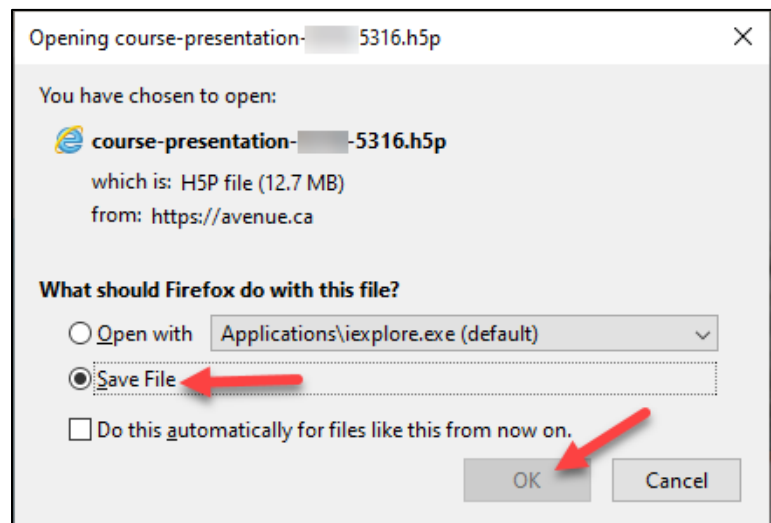
Note: A download the H5P pop up appears.

3. Click on the **Download as an .h5p file** link.



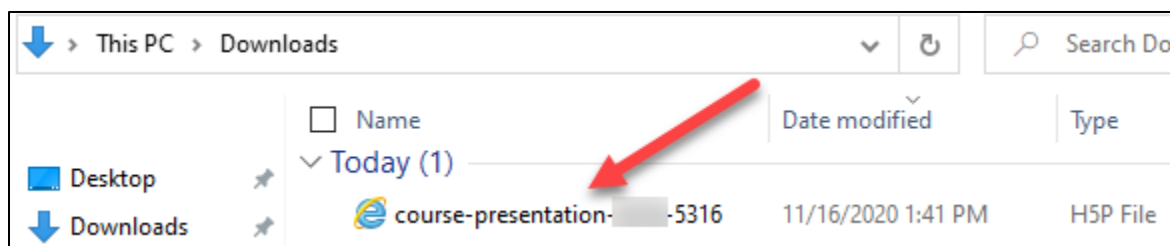
4. Ensure the **Save File option** is chosen.

5. Click on the **OK** button.



6. Locate the designated **downloads folder** on your computer or device.

7. The **H5P** has its **Content bank** name.

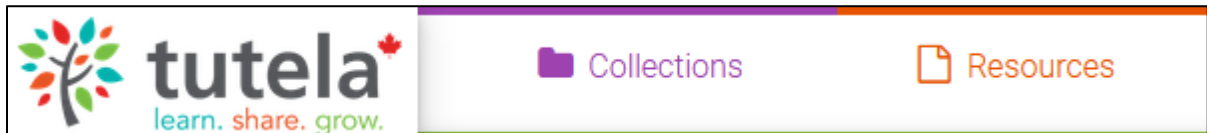


8. **Note:** This is the **H5P** file that will be uploaded to **Tutela**.

Upload your H5P Learning Object to Tutela

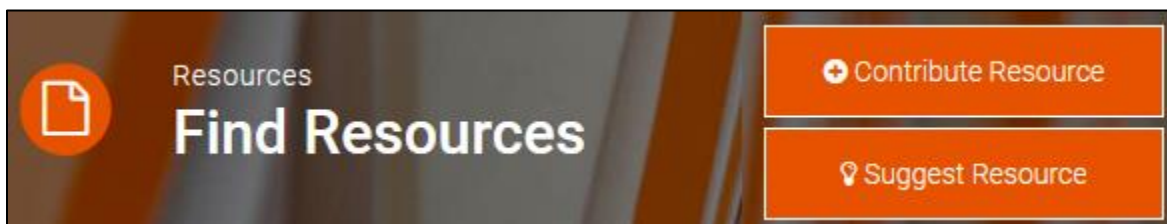
Note: Before attempting the steps below, ensure that you know the location of the H5P file and the corresponding copyright information and descriptor(s).

1. Login to the **Tutela** site. <https://tutela.ca>
2. Click on the **Resources** link at the top of the screen.

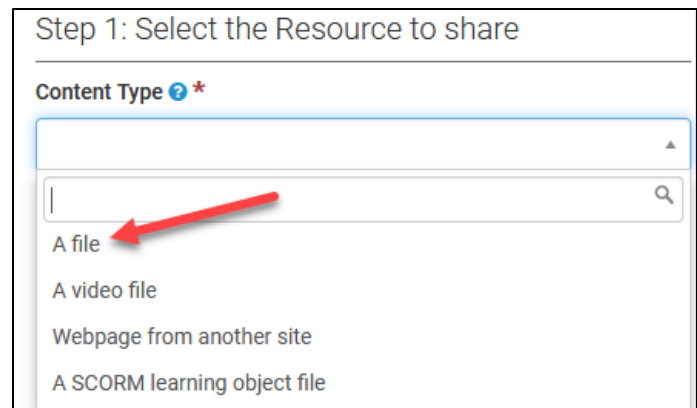


3. On the right side of the screen, click on the **Contribute Resource** button.

Note: A form appears.

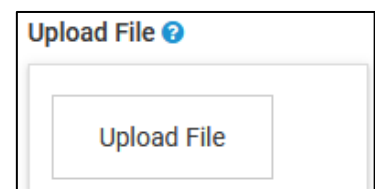


4. Read the **Quick Pointers** section.
5. In **Step 1**, select **A File** as the type of resource to share.

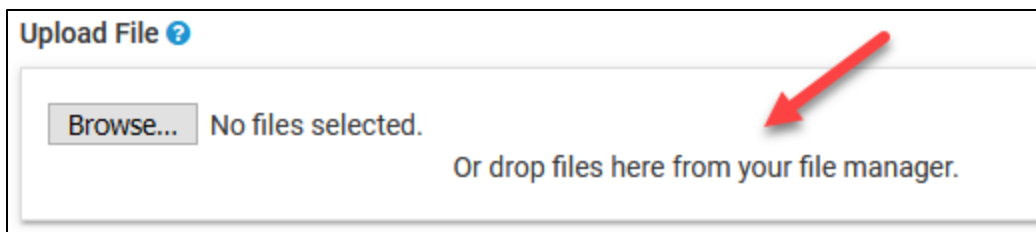


6. Click on the **Upload File** button that appears.

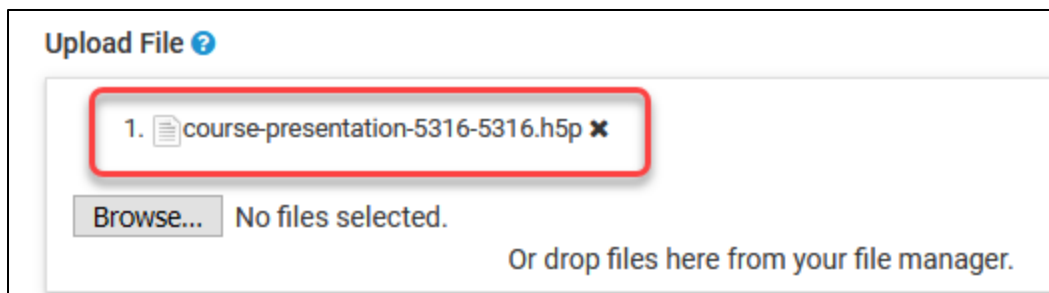
Note: The **Upload File** area appears.



7. Drag the **H5P file** from the previous section into the **Upload File** area.



Note: The file will upload.



8. In **Step 2**, select **the target language**.

9. Enter a suitable **Title**.

10. Type a **Description** of the learning object.

Note: This description is important as it what will determine if other instructors will use the H5P.

Step 2: Provide Basic Information about the Resource

Identify the language ? *

English (en) ▼

Title ? *

Talking about COVID symptoms

Description (600 character max) ? *

This is a short H5P learning object that introduces students to the process of reporting suspected COVID illness to the health authorities. this lesson includes listening to a scenario, reading a dialogue and three short fill-in the blink activities.

11. At the bottom of Step 2, provide a response to the question, **Do you think this resource should be added to an existing or new Collection?** There are three possible responses:
- No.
 - Yes, provide a new Collection name.
 - Yes, suggest an existing Collection.

Do you think this resource should be added to an existing or new Collection?

If yes, enter the name of the current Collection or give a brief description on your idea for a new one. Thanks for your input!

This H5P may fit in well with the COVID -19 collection on Tutela.

Note: In this example, the author suggests the existing collection, COVID-19.

12. In Step 3, type the names of all contributors, **Authors and Developers**, to the H5P. ensure that there is only one name per line. These names may not be listed in the Copyright.

Step 3: Credit all Parties involved

List all Authors and Developers (one per line)

Anjali Remiajar
Rajan Vasanaline
Mary Brown
Lin Vaughn

13. Credit the Content Source Organization by entering **part of the name of your organization**. The one that you worked with while developing the H5P.
14. Click on the **Find** button.
15. Click on the **corresponding organization button** to choose the organization.

Q new language Find

Search and select from the options that appear. If you cannot find what you are looking for, click on the button below to add it.

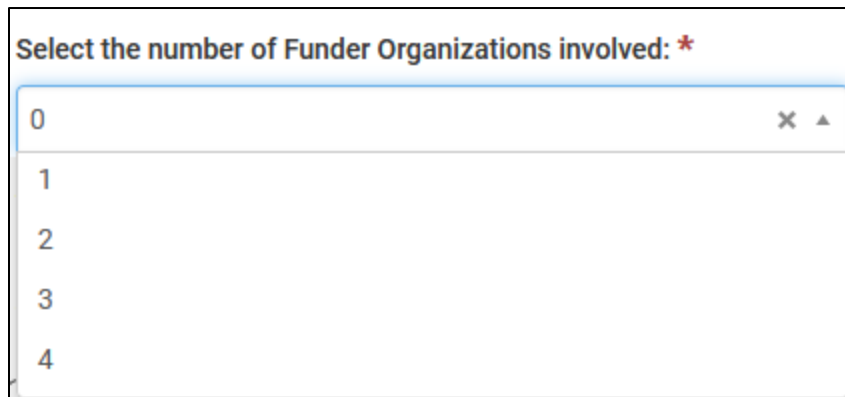
-

New Media Language Training, Inc. / New Media Language Training, Inc.
(itemId:1852)

Algonquin College Language Institute / Algonquin College Language Institute
(itemId:1851)

Note: If your organization is not listed, click on the **Add new organization...** button. enter the organization details and click on the **Create** button.

16. Choose **the number of Funder organizations involved** in the creating of the H5P.



Select the number of Funder Organizations involved: *

0

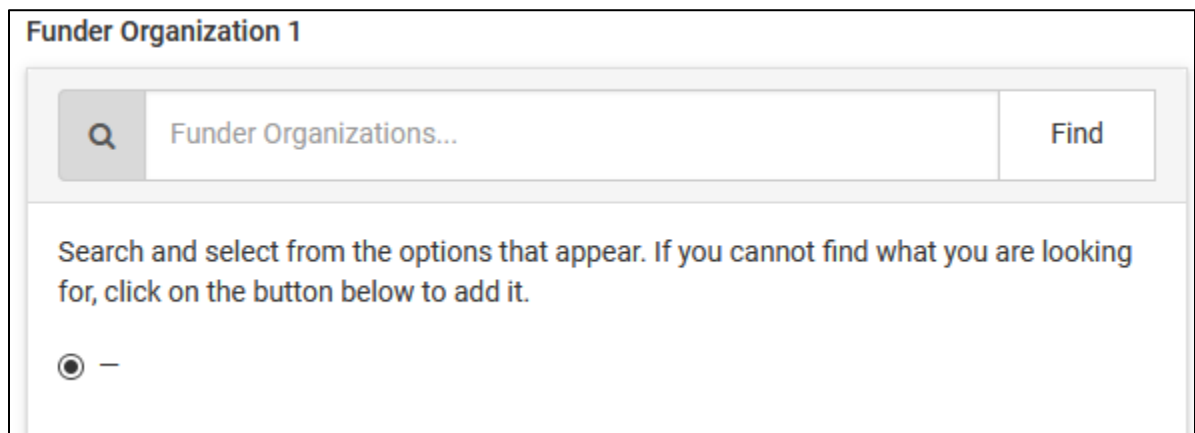
1

2

3

4

17. If there is at least one **Funding Organization**, complete the form that appears.



Funder Organization 1

Q Funder Organizations... Find

Search and select from the options that appear. If you cannot find what you are looking for, click on the button below to add it.

—

18. Click on the **Find** button.


19. Choose the **Funding organization** from the list.

Note: If your organization is not listed, click on the **Add new organization...** button. enter the organization details and click on the **Create** button.

Note: In Step 4, you will identify characteristics of the learning object to allow other educators to locate it.

Step 4: Categorize the Resource

What type of Resource is it? [?](#)

Admin & PD Resources
 SCORM Resources
 
 Teaching Resources

20. In Step 4, click on the resource type **Teaching Resources**.

Note: More options appear below. Ch

21. Check the appropriate **Instructional Theme(s)**.

Instructional Theme(s): [?](#)

<input type="checkbox"/> At Home in Our Community	<input type="checkbox"/> Business, Commercial and Consumer Services	<input type="checkbox"/> Canadian Culture, Society, Multiculturalism
<input type="checkbox"/> Canadian Geography, History, Politics and Economy	<input type="checkbox"/> Canadian Law	<input type="checkbox"/> Community and Government Services
<input type="checkbox"/> Education	<input type="checkbox"/> Employment/Work	<input type="checkbox"/> Family and Relationships
<input type="checkbox"/> Health and Safety	<input type="checkbox"/> The World We Live In	<input type="checkbox"/> Travel, Transportation and Tourism

22. Check the appropriate **Instructional Level(s)**.

Instructional Level(s):

<input type="checkbox"/> CLB 01	<input type="checkbox"/> CLB 02	<input type="checkbox"/> CLB 03
<input type="checkbox"/> CLB 04	<input type="checkbox"/> CLB 05	<input type="checkbox"/> CLB 06
<input type="checkbox"/> CLB 07	<input type="checkbox"/> CLB 08	<input type="checkbox"/> CLB 09
<input type="checkbox"/> CLB 10	<input type="checkbox"/> CLB 11	<input type="checkbox"/> CLB 12 and Higher
<input type="checkbox"/> Literacy - Foundation	<input type="checkbox"/> Literacy - Phase I	<input type="checkbox"/> Literacy - Phase II
<input type="checkbox"/> Literacy - Phase III		

23. Check the appropriate **Skill Area(s)**.

Skill Area(s):	
<input type="checkbox"/> Listening	<input type="checkbox"/> Reading
<input type="checkbox"/> Writing	<input type="checkbox"/> Speaking

24. To indicate that the h5P would be most useful for PBLA purposes, check the **PBLA Only** option.

Members can filter for PBLA only resources. If this applies, add a checkmark below.
<input type="checkbox"/> PBLA Only

25. It is important that the **format** type of the resource is **Document** for H5Ps.

What format(s) is the resource?		
<input type="checkbox"/> Audio	<input checked="" type="checkbox"/> Document	<input type="checkbox"/> Video

26. In Step 5, type the copyright owners' names or organization, each on a separate line.

Step 5: Complete the Copyright Declaration
Copyright Owners (One per line) ? *
John Allan New Media Associates
Are you included in the list above as a copyright owner? *
<input type="radio"/> Yes <input type="radio"/> No

27. If you are one of the copyright owners, choose **Yes** in this section.

Note: The Copyright details drop-down menu appears.

28. Choose one of the copyright descriptors.

The content is already subject to, or I/we give permission to release it under, the following Creative Commons License or other stated conditions: ?

*

Noncommercial free sharing of original work. Different terms permissible for derived works (CC BY-NC)

Noncommercial free sharing of original work. Same terms for derived works (CCBY-NC-SA)

Noncommercial free sharing of original work. No modifications permitted (CCBY-NC-ND)

Usage ONLY permitted based on copyright details in the work and then under Canadian Copyright Act's Fair Dealing provision.

29. In Step 6, type a **message** to the Tutela team.

Step 6: Add in Personal Notes

Personal Note (not shared with Resource): ?

We are hoping to improve this H5P after it has been trialed by users across Canada.

30. Click on the **Submit Resource** Button.

Submit Resource

Note: A Message appears to notify that theH5P will be considered.

✓ **Success** ✕

Form saved successfully.

Thank you for your contribution!

We'll be in touch if we need more information as part of the review process. You can also check on the progress of your submission by clicking on the "Contributed Resources" link on the left vertical menu, under My Areas.

[← Return to Resources](#) [+ Contribute Another Resource](#)