How to Publish Content to the SUNY Digital Learning Environment (DLE) Brightspace Learning Object Repository (LOR)

These instructions initiate the submission process to share your Brightspace learning objects, files, or any content with faculty and others across SUNY in the SUNY DLE LOR.

Content submitted via this process must be reviewed before final publication to the SUNY DLE LOR, to ensure it meets criteria for publication.

This review process is facilitated by volunteers across SUNY and may take up to 1 week. You will be notified if/when your content has been reviewed/accepted. Content accepted to this LOR will make it accessible to all SUNY Campuses. You will not see your accepted content published in the SUNY DLE LOR until this review process has been completed.

BEFORE YOU BEGIN!

*Review the **General Information** for appropriate content and permitted files.*

Part of the submission process requires that you to provide an "Accessibility Score" for the object you are submitting to be shared across SUNY.

*If your object is already in a Brightspace course you can use Ally to obtain the score. If you need help finding the Ally Accessibility Score of your object, use this guide, **Ally for Brightspace**.*

*If you are submitting content that is not already in a Brightspace course, or is content that does not provide an Ally score, you can check and obtain an accessibility score using the **accessible web** accessibility checker.*

*If you are submitting video content, review the **video accessibility checklist**.*

Step-by-Step Instructions

1. If you are publishing content that is not currently in a Brightspace course, use the link to the LOR found in the Navigation bar in the Brightspace DLE environment, and skip to Step 5 below. *If there is no link to the LOR in your Navigation bar, you will need to upload the content you wish to share to a Brightspace course, and proceed with Step 3 below.*

2. To share content from within a Brightspace course, open the Brightspace course content area where the content you want to share is located.
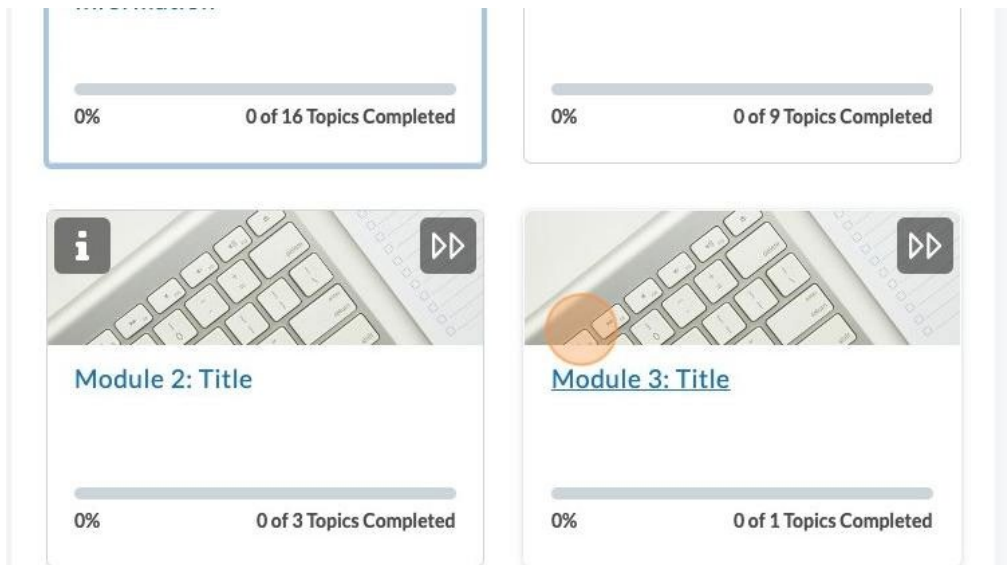
3. Click on the down arrow to the right of the content/object you want to share. From the dropdown menu, select "Publish to LOR." You may need to scroll to the bottom of the list to see this option.
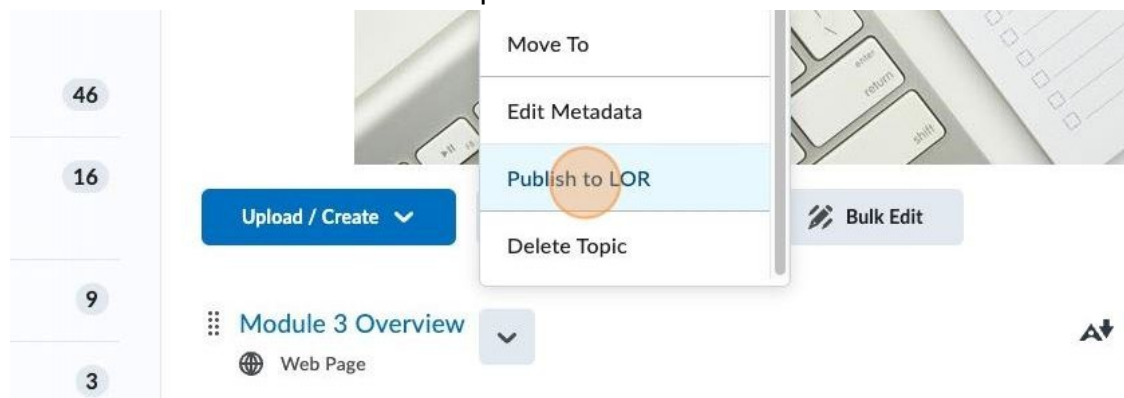
4. To submit content that you intend to share with all SUNY campuses, select "SUNY DLE LOR." (Your campus may have other options.)

Note: *Ignore Sharing and Publishing Options.*

5. When you submit Brightspace web pages, files, or other content to the LOR, this screen will provide an inventory of all the files included in the submission. Select Next to continue the process.

6. To ensure objects are easily findable in the LOR, please provide a thorough description by filling out the Metadata form. The more details you include in the form, the easier it will be for faculty and others to locate and use the content you share.

Note: *Please be sure to specify the language in the Language fields.*

Metadata

Add a title and other metadata for this learning object.

✏ **Classifications**

Name	Value	Language
▼ **General Details**	❓	
Title:*	Module 3 Overview ❓	Unspe
Description:*	[text field] ❓	Englisl
Content Creation Date (mm/dd/yyyy):	[ ] ❓	
Submitting Campus:	Unspecified ⌄ [ ] ❓	Unspe
Author/Creator Last Name:	[ ] ❓	

7. To meet the accessibility requirements of the LOR, please provide the Brightspace Ally accessibility score for the content you share. Reviewers will ensure that your shared object has a 'Green' rating on Ally, or a score of 67 or higher. For help finding the Ally Score of your object, use this guide, Ally for D2L Brightspace.

   If you are sharing content directly into the LOR (not from within a Brightspace course) you can use this tool to check and provide the accessibility score. For video content, review the video accessibility checklist.

Discipline (select closest that applies):*	Education ⌄	❓
Intended Audience:*	Students ⌄ Students	❓
Instructional Level:*	Intermediate ⌄	❓
Primary Language:*	English ⌄ English	❓
Ally Accessibility Score (Required):*	[ ]	❓

8. Submission into the LOR allows other instructors and professionals in SUNY to use, reuse, and adapt your content. We suggest marking your submission into the LOR with a Creative Commons License. For help on picking a license, you may wish to consult the [Creative Commons License Chooser](#).

Note: "Campus Use Only" is intended for the Campus-level LORs only. Do not select this option for content submitted to the SUNY DLE LOR.

9. To submit your content for review, click **Publish to LOR.**

10. At this point, your submission has been submitted for review. To navigate away, click **Done**.

Other Destinations

- Edit Object Metadata
- Search the Learning Repository
- Manage Files
- Content

Done

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