

# Open SUNY Information Literacy Portal

## Scope & Rationale

The Open SUNY Information Literacy Portal provides faculty and librarians a central location for the sharing of best practices in information literacy-related content development as well as a database containing raw files of creative commons-licensed curated instructional materials including videos, online tutorials, lesson plans, assignments, and syllabi. By leveraging our collective talent, we hope to reduce duplication of effort and encourage an atmosphere of collaboration.

### File Types for Content Generation:

- Video: .mp4
- Audio: .mp3
- Images: .png (preferred) or .jpg
- Presentations: .pptx or prezi file
- Text: .docx

### Hardware (suggested minimum requirements):

- Digital Camera: At least 8MP or dSLR
- Document Camera for still images or stop motion
- Video Camera: HD-capable (e.g. Canon Vixia R52)
- Microphone: Blue Snowball or Blue Yeti
- Headset: USB with noise-cancelling microphone
- External hard drive of at least 500GB

### Video Tutorials:

We recommend *Camtasia* or *Adobe Captivate* for video tutorials. Regardless of the software used, please include the rendered mp4 file with your raw files.

In order to reach the widest audience video tutorials (that do not include interactive elements) must be uploaded to YouTube and then have the public link included in the portal submission. The raw files, including a script, must be combined in a zip file (see file types above). Please see Geneseo's *Designing Resilient Video Tutorials* guide (<http://libguides.geneseo.edu/video>) for more information.

### Acknowledgement & Questions

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### Questions?

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# Information Literacy Portal Quality Checklist

## General:

- Does the asset focus on just one concept?
- Is the purpose and learning goal of the asset clearly evident?
- Does the content help reinforce and support the stated learning goals?
- Is content organized and/or presented in a clear and logical manner?
- Is content accurate and up-to-date?
- Does the asset contain a creation date?
- Are any images and graphics used in high quality?
- Is any “outside” content used in the asset in compliance with copyright laws, and properly attributed?

## Text / Images:

- Is the language concise and is jargon explained in a simplified way?
- Is the text free of grammar, spelling, and wording errors?
- Does the text indicate non-verbal action (e.g. demonstrations)?
- If someone sees the image without text, would they still understand the content?
- If someone reads the text without the image, would they still understand the content?

## Video / Audio:

- Is the video between 2 and 5 minutes in length? If a longer video is deemed necessary, is it broken up into shorter, standalone segments?
- Is any unintentional background noise at a low enough sound level so as not to be distracting?
- Is intentional background noise “well balanced” with primary audio (i.e. music, sound effects, mouse clicks not competing with speaker)?
- Is the video free of dead air, with seamless transitions?
- Does audio content match the visual?
- Does the narrator speak in an engaging, conversational tone?
- Is the narration clear, understandable, and well-paced?
- Does the narrator explain jargon and complex terms in a simplified way?
- Is the script between ~360-900 words?
- Does the script meet the requirements listed under text?

## Accessibility for Video:

- Is the video captioned?
- Do colors have an appropriate contrast ratio (see [WebAIM](#))
- If someone watches the video without sound, would they still understand the content based on the captions?
- If someone listens to the video without visuals, would they still understand the content?
- Does the narrator describe links or checkboxes that should be selected, avoiding phrases such as “click here”?