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| *Tagger V1.2 CSV Upload Template User Instructions*    **tagger**  *Release 1.2*  Copyright © 2013 inBloom, Inc and its affiliates. All Rights Reserved.  This document the information contained herein is provided on an "AS IS" basis and inBloom, Inc. DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY WARRANTY THAT THE USE OF THE INFORMATION HEREIN WILL NOT INFRINGE ANY RIGHTS OR ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. |

# LRMI Tagger CSV Upload Template

## Overview

The CSV upload template is used to bulk-upload educational resources into Tagger to create metadata tags that comply with the LRMI Specification. To ensure that your data is accurately loaded into Tagger using this template, it is important that you carefully follow the instructions in this guide.

You can find the LRMI template CSV file at:

<http://tagger.inBloom.org/Tagger-V1.2.0-Template.csv>

## Overview of the Import Process

1. Download the CSV Import Template.

2. Use the following Data Structure Rules when populating the template to ensure that the import file will load into inBloom Tagger without errors. Please enter one resource per line.

**Note: inBloom Tagger will only accept well-formed data; it is very important that the data follows these rules, or it will not import correctly.**

3. Save the completed upload file in either the .csv or .json format.

4. Import the file.

## Data Structure Rules

### **General Guidelines**

1. All values can be any combination of uppercase or lowercase and still attempt to match the suggested values.
2. Any correctly formatted CSV should work.
3. All fields should allow for any UTF-8 characters. Non UTF-8 characters will appear as � in any program that uses the data Tagger publishes to the Learning Registry.
4. If you’re using Excel, by default, it will incorrectly display some age ranges as dates. For example, it will interpret the age range as “10-12” as “12-Oct.” You must reformat the *Typical Age Range* column so that it displays age ranges correctly. [Click here](http://tagger.inbloom.org/help/lessons/version_1_1_release_notes.html) for detailed instructions on how to do so.

**Tagger Data Formats**

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| Name | Description | Template Rules |
| Title | The title of the resource being tagged. | One resource is allowed per line. |
| URL | The web page address for the resource being tagged; can be in the format of a universal resource locator (URL) or universal resource identifier (URI). | Each resource should have a unique URL or URI. |
| Duration | The approximate or typical time it takes to work with or through this learning resource for the typical intended target audience. | Format is based on ISO 8601 and must follow this defined format. Please see the [ISO 8601 definition](http://en.wikipedia.org/wiki/ISO_8601#Durations) for more details. For example, a duration of 45 minutes would be represented as **PT45M**. |
| Topic | The subject of the content. | Format is text, including alphanumeric input. |
| Created | The date on which the resource was created. | This field must be in the following format:  YYYY-MM-DD  For example, a resource created on February 29th, 2012 would be represented as 2012-02-29. |
| Creator | The name of the individual credited with the creation of the resource. | Format is text. |
| Publisher | The organization credited with publishing the resource. | Format is text. |
| Language | The primary language of the resource. | Format is text; separate multiple values with a comma. |
| Mediatype | The type of media being described. | Format is text; separate multiple values with a comma. |
| Use Rights URL | The URL where the owner specifies permissions for using the resource. | Must be a URL. |
| Is based on URL | A resource that was used in the creation of this resource. This term can be repeated for multiple sources. | Must be a URL |
| Intended End User Role | The individual or group for which the work in question was produced. | Format is text; separate multiple values with a comma. |
| Educational Use | The purpose of the work in the context of education. | Format is text; separate multiple values with a comma. |
| Typical Age Range | The typical range of ages for the content’s intended End User. | Must be in the format Y1-Y2 where Y1 = lower value and Y2=upper value. Ensure there are no spaces. Separate multiple values with a comma.  For example, if a resource is tagged for ages 5-8 and 11-13, the value in the field should be 5-8,11-13. | |
| Interactivity Type | The predominate mode of learning supported by the learning resource. | Accepted values are:   * Active * Expositive * Mixed |
| Learning Resource Type | The predominate type or kind characterizing the learning resource. | Format is text; separate multiple values with a comma. |
| Educational Alignment | An alignment to an established educational framework. | Include the name of the framework, such as *Common Core State Standards*. |
| Alignment Type | A category of alignment between the learning resource and the framework node. | Recommended values include: ‘assessed’, ‘teaches’, ‘requires’, ‘textComplexity’, ‘readingLevel’, ‘educationalSubject’, and ‘educationLevel’.  Provide one value per line for each standard referenced by dot notation. |
| Dot Notation | Currently used to identify the name of a node in an established framework. Since Tagger currently only supports CCSS, use this field to input the CCSS dot notation if known. | Include the complete dot notation. Please see [www.corestandards.org](http://www.corestandards.org) for reference to CCSS dot notation. Following are examples:  CCSS.ELA-Literacy.RL.1.1    CCSS.ELA-Literacy.RL.6.1 |
| Target URL | The URL of a node in an established educational framework. | Tagger defaults to the CCSS URL identifier from Corestandards.org. |
| Target Description | The description of a node in an established educational framework. | Format is text. |
| Thumbnail URL | The URL Tagger assigns to uploaded images. This column is needed in the template even if you’re not providing images. | Format is a valid URL. |
| Tag Description | A description of the tag. | Format is text. |