

**CSTA Web Repository of K-12 Computer Science Teaching Resources**  
**Preparing items for submission (RepositorySubmissionPrep.pdf)**

In preparation for submitting resources to the Web repository, collect the following documents:

- A digital copy of **CSTA\_Web\_Rep\_template.xls**, which is arranged in order of the submission screens. Before beginning the actual entry process into the repository, we strongly suggest that you organize your information in this spreadsheet. (Sample information for two resources is provided at the top.)
- **RepositoryClassifications.pdf** (paper or digital copy). You will need to classify each resource in one or more ways, to indicate where and how it might be used within the curriculum, and this document lists all classifications and detailed explanations of each.
- **RepositorySubmissionScreens.pdf** (paper copy). Screen shots and instructions for submitting resources.

Enter the following information for each resource that you are submitting. (Letters match the template columns.) Items with an asterisk (\*) are required:

- **A,B,C: Classification\***: One or more classifications for your resource, keeping in mind the intended grade-level for each level (1 through 4). Using the **RepositoryClassifications** listing as a reference, fill in the first 3 columns of the spreadsheet, using multiple lines, if you have chosen multiple classifications.
- **D: Ref#**: reference number (if this resource is part of a series).
- **E: Author\***: name(s) of the author(s).
- **F: Author's e-mail**: the e-mail address of the primary author (if known). This may be used to ask authors about updating submissions, to request permission to copy for special use, etc.
- **G: Title\*** of resource (not necessarily the same as the file name).
- **H: PubDate\***: date of publication, first public distribution, or date of creation. (Some parts of date may be omitted.)
- **I: Source Name**: name of publisher, workshop, or institution, if any.
- **J: URL**: Web address, if the item has been posted (now or in the past). If the item is currently online, this URL might provide future access to a newer version. Otherwise, it only provides historical information.
- **K-R: Material Type(s)\***: some of the most common types of materials. Enter Y or some other mark to indicate the appropriate type(s) included in this resource. (Note: the bolded items below correspond to columns in the template.) Informal definitions are provided for a few less-common items.

<b>Animation</b>	
Article	
<b>Assignment (Lab)</b>	
<b>Assignment (Written, non-lab)</b>	
<b>Assessment</b>	
Book	
Book chapter	

Dataset	A collection of data, usually in a text file, for testing an application.
Image	
Learning Unit	A combination of instructional materials (print, multimedia, etc.), assignments, assessments, etc., related to a particular content area. It could (but isn't required to) include one or more lesson plans.
<b>Lesson Plan</b>	Covers a single activity or a sequence of very-related activities, over a short period of time (though it could extend over multiple class periods). It should include at least some of the formal components (objectives, estimated time, list of resources, description of activities, and accompanying files, if any) of a standard lesson plan.
<b>Multimedia Presentation</b>	
Research Report	
Software	
<b>Source Code</b>	
Technical Report	
Thesis	
Video	
Working Paper	
Other	

- **S: Keywords\***: keywords for searches. In the submission screen, each keyword is entered into a separate box, so a "keyword" can actually contain multiple words. For clarity, you might want to enter multi-word items with underscores only in the template, omitting them in the actual submission screen.
- **T: ProgLang**: one or more programming languages, if appropriate.
- **U: Abstract\***: A paragraph describing the resource, including content, appropriate use, and file format, if appropriate.
- **V-W: Audience\***: Teacher and/or Student.
  - Student resources would be appropriate for students, as-is (with the possible removal of an answer key, and/or a short "note to teacher," etc.) Naturally, student resources could also be used by a teacher who is learning new content, but that shouldn't automatically qualify them as "Teacher" resources.
  - Teacher resources would normally contain lesson plans, curriculum information, teaching strategies, lists of additional resources, etc.

### **File formats:**

If a resource is a single file in a common format (Word, PDF, PowerPoint), just upload it. (Note: we suggest converting word processing documents to PDF format, but you may also wish to include the original, to give the teacher the option of making modifications. In that case, zip the files into a single unit.)

If there are multiple files for a resource (ex: Web page w/graphics, lesson plan with student handouts, source code, etc.), zip all files together. (The submission screens don't require this, but it's our preference, because it will be easier for others to download.)