Title: Instructions how to submit IPPOG Resource to CDS

1. Find **where to submit** on the CDS:

2. When you click on '**Submit New Record**', you have to fill the submission form

(or the picture below - please, use the one which looks the best on the website)

3) **Obligatory fields** are marked by a red star, including the image to be uploaded in "Add new file".

4) **Multiple choice** is allowed for the fields:

- Type
- Audience
- Topic
- Subtopic
- School topic
- School subtopic

5) Please, make sure, that your **subtopics correspond to topics** which you have chosen

6) **Description** - few phrases about the resource: what it is, how it can be used, how does it work...

7) **Contact person:** could be the same as the author, but not necessarily. This should be somebody who can be potentially contacted in the future, if the resource needs to be updated etc…

8) **Keywords:** Please, note that all the tags and text in title and description are automatically taken into account for the search of resources. You are therefore invited to include here any additional keywords. You can also get inspiration from the list of [keyword examples](#).

9) **Online usage:** means that the resource, whatever it is, can be used online or very easily adapted to online use. It should not depend on materials beyond computer and internet, with the following allowances:

- commonly used peripheral devices such as webcam, microphone, projector (for a larger group), etc.

- common household or classroom items such as pen and paper

- other easily available items.

10) **School topics:** This is the link from the resource to school physics curriculum in order to help teacher to find places, where our resources could be used in their prescribed curricula plans.

11) **Related resources:** Please, copy here only the URL of the related resources already existing in the IPPOG RDB.

12) **Date of publishing:** if you don't know, you can use the same as submission date.

13) **Add new file:** It is <u>obligatory to upload the **image**</u>, which will appear at the RDB website to represent the resource item. Description and copyrights are also requested.

14) **Add new file:** You might optionally want to upload **more images and even pdf files**.