Open Explorer Builder (OEB): Teacher guide
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Open Explorer Builder and its uses

What is Open Explorer Builder (OEB)?
Open Explorer Builder is a ‘building’ application that provides a structure for organising and presenting text and digital material such as film clips, voice recordings, music files, photos, scanned artworks and web links. It contains a publish function. (A published presentation made using OEB is called an Open Explorer – or ‘Explorer’.)

What can OEB be used for?
Students can use it to organise and publish their work.

Teachers can use it to create lessons and units of work.

How does OEB present content?
Open Explorer (Explorer) opens with a single image. Every other part of the display derives from that image, which is the base for points of interest that hold content.

How do I organise content in OEB?
You begin by choosing a central image.

Then you decide on perhaps three or four points that you wish to explore further.

You create these points, called locations, simply by clicking on those points on the main image, as in the example below.

After that, you can add written text, film clips, music or voice recordings, photos and web links to each of the locations.
Photograph reproduced with permission of John Holt

In the example above, a photo of streets in Beijing is being used for a Geography unit. The teacher has used a photo from his own files, then added locations (see the 'information' icons) about aspects of the city. When students select these points they are taken to another page where they can see more specific details, which include tasks set by the teacher, audio recordings, film clips and web links.

What type of content should I choose for OEB?
Every part of an Open Explorer display derives from a single image. This means that OEB is particularly suitable for units of work or student projects that can be organised around one main image. Some examples of what you could use include a map or aerial photo, a diagram or plan, a family photo, a painting, a historical image, a photo or diagram of a machine, even a graphic of song lyrics – anything, in fact, in which learning is best enhanced through exploring different aspects of one main image.

How can I set activities or prepare lessons using OEB?
The choices you make will be determined by the age and needs of your students and the specific skills and knowledge you wish them to develop. To help you get started, here are examples of approaches using three different styles.

- **Teacher begins and structures, students complete** The teacher selects the main image, places two or three locations on it and asks students to add media, web links and written text to each part.
• **Teacher provides detailed tasks** The teacher selects the main image, creates and names the locations, adds extra photos, film clips, diagrams, music files and web links and asks students to complete tasks on these items.

• **Students develop and create their own display** Students provide their own main image, decide where to place locations, what titles to give them and what media, web links and written text to add to each information point.

Many further variations are possible, using quite different approaches. For example, a student or a group of students could complete different parts of the one display. To do this, they just copy the folder containing their saved files and pass it on to another student or group of students until the display is finished.

**Learning areas: some ideas for using OEB**

As noted above, OEB begins with a main image and then breaks this down into separate sections or points of interest, called **locations**. You may wish to use this structure to develop students’ understanding of a key idea, or to set problems for students to solve. In this case, you might first set up the basic structure for your students then get them to work within that. Alternatively, you could ask them to organise and present their own display.

**NB**: the examples below are merely intended to **start** you thinking about how OEB could be used in your learning area. You will no doubt come up with many ideas of your own. Before you upload digital material to OEB, please read the 'About content' section of this Teacher guide (Appendix 4). If you are uploading material to OEB that you did not create or do not own, it is important that you have checked that you are allowed to use that material and that you acknowledge such material by including the name of the owner(s) and/or creator(s).

**Geography**

An aerial photograph of part of a city could provide a main image. Locations could take the students to specific examples of topography, natural resources, population density, land use, economic activity. Each location could set problems for students to solve by adding photos, film clips, sound, web links and written text, or by considering questions that arise from the material to research or answer 'outside' OEB.

**Art**

An art work could provide the main image. Locations could be used to provide close-ups and extra information about a specific detail such as a technique, or about symbolic, personal or iconographic information linked to other examples. You could set problems or questions for students to solve (or to explore further) based around photos, film clips, sound, web links and written text that you add to locations.

**History**

An image such as a painting of the First Fleet could provide the main image. Locations (information points) could identify two or three ships and provide extra images, media, web links...
and text about the people on board, equipment and conditions. Students could complete different parts of the one display, by passing it to one other. Each location could set problems for students to solve by adding photos, film clips, sound, web links and written text, or by considering questions that arise from the material to research/answer 'outside' OEB.

Physical Education

An image of a well-known athlete could provide the main graphic. Locations on the image could be used to explore human anatomy, fitness, exercise, diet and injury, even personal interests such as music and other methods of 'tuning out'. Each location could set problems for students to solve by adding photos, film clips, sound, web links and written text, or by considering questions that arise from the material to research or answer 'outside' OEB.

Science

An image of the periodic table could have locations set out on it. To each point, students could then add images and information about everyday objects that contain a particular element. Each location could set problems for students to solve by adding photos, film clips, sound, web links and written text, or by considering questions that arise from the material to research or answer 'outside' OEB.

Maths

A situation in which Pythagoras's theorem is used in practice could provide the main image. Information points could be used to explain the theorem, provide information about Pythagoras himself, and give other examples of people using the theorem in everyday practice. Each information point could set problems for students to solve by adding photos, film clips, sound, web links and written text, or by considering questions that arise from the material to research or answer 'outside' OEB.

Languages

An image of a street or landscape could be used as the main graphic. Locations could provide examples of key words and conversation, such as shopping and travelling, with audio examples, film clips of conversations. Indigenous languages can also be incorporated into the Explorer, and OEB will accept character based languages such as Chinese and Japanese and can be used on any computer where those fonts are installed. Each information point could set problems for students to solve by adding photos, film clips, sound, web links and written text, or by considering questions that arise from the material to research or answer 'outside' OEB.

Music

An image of a band or chamber orchestra could be used as the main image. The teacher could place locations at each instrument. Students could be asked to name each one, add an audio example of the instrument playing solo and write some information about the instrument, or to consider questions that arise from the material to research or answer 'outside' OEB.

English

An image of a poem or short extract from a text could provide the main image. The teacher could place locations on examples of imagery, ambiguity, significant ideas, aspects of character
or rhythm. Tasks could include adding a recording of a reading of the text, a musical version, a photo or film clip, interviews with others about what they think of the passage and recorded and/or written explanations of how language has been used.

Again, many other variations are possible. A floor map of a science or art or historical museum exhibition or zoo, national park, farm or factory the students have visited recently could be used as the central image, for example. Or you could use the locations to show or explore two or three different points of view based on a central image (perhaps a photo of a place, an art work, a human activity, a scene that stimulates debate). The two information boxes available in OEB can provide a place where you can enter different points of view in textual form.

Basic steps for using OEB

Making sure you and others can use OEB and view a published Explorer

If you have not already done so, make sure that the Adobe AIR application is installed on the computer you are using, as it is required to run Open Explorer Builder and the published Open Explorer. It is available from http://get.adobe.com/air/

Select Open Explorer Builder to download and run the 'building' application on the computer. Once it is downloaded, files created with this tool are saved to local drives. Published versions can be saved as an AIR application (Desktop) or as a Flash object that will launch in a web browser.

When the Desktop version is published, a 'play only' version of Open Explorer is created, which allows users to see but not edit the content. To allow others to work on your project or unit of work before it is published, you will need to copy your OEB project files folder and send it to them. NB: they must also have access to the Open Explorer Builder application.

Preliminary planning

Before you begin it is best to have already selected your main image and have the file readily available. It is also much quicker if you have already selected the media you want to use for each information point, although you may prefer to experiment a little first.

Procedure leading to the addition of media items to a location

1. Click the OEX (Open Explorer Builder) shortcut icon on your desktop. It was put there when you installed the application to your Program files.

2. Read the text in 'Welcome'. Familiarise yourself with the information in 'Getting started', including the advice about video formats and file sizes of images and photographs. Have a look at 'More info', 'About content' and 'Conditions of use'.
3. Click **Accept** if you agree to the Conditions of use.

4. Click **Create new Explorer**.

5. Click **Choose folder** and browse for a folder you've already created, or use 'Make New Folder' to create and name a new folder for your Explorer.

6. Click **Continue**.

7. Create a title for your project.

8. Click **Continue**.

9. Add text to describe what your Explorer will be about.

10. Click **Create**.

11. Click the large graphic in the centre of the screen to select your image (a window to your files will appear). Find the file you wish to use.

12. Double-click the image you wish to use. It will appear in the OEB as the main image.

13. Familiarise yourself with the 'Create' screen you are now on. Investigate its buttons, but don’t use the Publish one at the top to the far, right. (NB: see Appendix 3 of this document for further information on presentation options reached by the **Options** button.)

14. Use the 2D and 3D buttons in the bottom left-hand corner to position the image.

Photograph reproduced with permission of John Holt
15. Select the first location by clicking on the image. You can add all your other locations now, too.

16. Click one of the locations and you'll be taken to this screen, where you'll add content to it.

Photograph reproduced with permission of John Holt

17. Click 'Untitled Location' on the top right of the screen. (Hint: whenever you see an asterisk, you need to add a title.)

18. Add a title for this information point (you'll see this title reflected in the 'Untitled *' highlighted box at the bottom of the screen).

19. Add text to your first text box (and to your second, if you want one).
Adding media to locations
Now that you have a title and some text for your location, add a carefully chosen web link or some other relevant media to the location via the ‘Show media’ icon here.

Example of adding media: sound (audio) files
Let's say, for example, that you want to add a sound file that you have chosen. Select the **Click to add audio** button.

This will take you to your files, where you can select and preview the sound file now.

Select the large **Click to add media** graphic to add the sound file to your location.
Then you'll see this. Here is your sound file, which you'll now need to give a title. As the note says, click to edit it.

Photograph reproduced with permission of John Holt

Clicking it leads you to this screen, called a Media Inspector. (Click Help if you need guidance with it.) Here you can add a title, acknowledgements and one or two text boxes.

Photograph reproduced with permission of John Holt
NB: You can swap the file for another one, or simply delete it, using these buttons (the right-hand one is for deletion):

When you've finished adding information to this asset, click the 'Close Media Inspector' X to return to the gallery of possible media for this location. If you wish, continue adding media items to this location or add some new locations to your main image, and go on from there.

**Saving your work (but not publishing) for further work later**
Save by clicking the 'Save' icon at the top left of the screen (NOT the 'publish' icon, which will prevent you from making further changes). Then exit.

**Opening the saved program for further work**
If you or someone else wants to keep working on the project later:

1. Click the OEX (OEB) icon.
2. Click 'Accept' if you accept all conditions.
3. Click 'Open Existing Explorer'.
4. Click 'Find Explorer'.
5. Find (navigate to) the folder containing the previously saved files and double-click the 'explorer' file within it.
6. Click 'Continue'. Your 'Introduction' will appear. Edit it if you need to.
7. Click 'Create'. Your main image will appear.
8. To add a new location, or new items to existing location, simply follow the steps used previously.
Creating a tour

After you have completed your display but **before you publish**, you may wish to create a ‘tour’. This will take the viewer through elements of your display that you select, in a predetermined order and at a predetermined pace.

Simply select **Tour** from the top menu.

Note that **Create** is still open, as you will probably move between the two modes.

When you are in Tour mode, you’ll see a screen like the one below.

Photograph reproduced with permission of John Holt

The instructions on the right of screen step you through creating a tour. You will need to decide how long you want the tour to stop at each location (see highlighted **Slideshow delay**). You may wish to experiment with different lengths of time before making a decision about that.

As the highlighted Tour Timeline text in the screen grab above says, click each location on the main image that you want to add to the tour. It will then appear on the Tour Timeline at the bottom of the screen.
You can then select the order in which the tour items will appear.

If you go back to your main image and select a location, you'll see the 'Tour location added!' message below. It confirms that the location has been added to your tour, and that you can use the Tour Timeline at the bottom of the screen to organise this and any further tour locations. To edit items on the Tour Timeline, click them.

Tour location added!
The selected location has now been added to your tour.

Use the Tour Timeline at the bottom of the screen to organise your tour locations.

Click on a location in the Tour Timeline to select it. You may then add and annotate the media in the slideshow for that location.

OK

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Tour troubleshooting

● If you choose a location you have not yet named, you'll get an error message. As the message instructs, simply return to the Create screen to name the location, etc, but make sure you return to the Tour screen to re-select it.

Error - Unnamed Location
Locations MUST be named if you wish to visit them in the Tour.

Do you wish to name the location now?
If you select 'No', you will be taken to the location in the Create screen where you may give the location a name. Be sure to return to this Tour screen when you are done to finish constructing your tour.

Yes Cancel

● If you want to delete something from the Tour because you've clicked on it too many times on the main image, for instance, simply drag it off the Tour Timeline.

The final step: publishing

When you have finished your presentation and do not wish to make any further changes, you may now click the 'publish' icon in the top right hand corner. No one, including you, will be able to change your presentation.
Appendixes

Appendix 1: planning guides and templates for teachers and students

Teachers: using OEB to present lessons or a unit of work

Questions to guide preliminary planning

1. What concept or skill and/or unit of work do I wish to use OEB for?

2. What main image will be best suited for that purpose? Remember that all aspects of OEB will be built around this image, so this is a critical decision. The image should be one that contains at least two different points of importance for the lesson or unit. If the image is not one that you have created or own, you need to check that you are allowed to use it before proceeding.
   (See 'Learning areas: some ideas for using OEB', on page 5.)

3. Which model will be appropriate for your students and purpose? Will you do the basic groundwork for OEB and ask students to complete tasks at locations, or will students create their own Explorers?
   (See 'How can I set activities or prepare lessons using OEB?' on page 4.)

4. Have you chosen and organised which media you think you will use (eg photos, scanned materials, Flash Video files or music files)? In the case of media files that you have not made or do not own, that is, files you've obtained from other sources, have you checked that you are allowed to use them? Do you know where your chosen media items are stored or found (eg on a memory stick or a CD, within a specific folder in your computer, on the web)?

   NB: you can search for whatever you need as you are building your Open Explorer, but it will make life a lot easier if you already know what you are going to use and where it is.

Now see the 'Open Explorer Builder a planning template for teachers', below. A planning template for students follows it.

Open Explorer Builder (OEB): a planning template for teachers

Title of the unit or project:

What will your main image be?

Source of this image

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**How many 'locations' (information points) will you place on the image?**

__________________________________________________________________________

**Titles for locations:**

Title one: ________________________________________________________________

Title two: ________________________________________________________________

Title three: ______________________________________________________________

Title four: ________________________________________________________________

See below for a template to help you structure details (or to add tasks for students to complete) at each location.

**Location details (use this format for each of your locations)**

Location title: _____________________________________________________________

_a. Draft text that explains the location, adds information or sets tasks._

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

_b. What visual elements (eg photo, Flash Video file or scanned image) will you add?_

__________________________________________________________________________

__________________________________________________________________________

Source

__________________________________________________________________________

Source
c. Draft text for each visual element:

Visual element


d. Will using sound enhance this location? If so, what will you use?

Source
e. Will you set a task or add information about that sound? If so, what?
________________________________
________________________________
________________________________

Source
________________________________
________________________________
________________________________

f. Will you add a web link? If so, which one and why?
________________________________
________________________________
________________________________
________________________________
________________________________
________________________________

Source
________________________________
________________________________
________________________________

Source
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________________________________
________________________________

g. Will you set a task or add information about that web link? If so, what?
________________________________
________________________________
________________________________
________________________________
________________________________
________________________________

Source
________________________________
________________________________
________________________________

Further notes (eg location of files to be used, things to follow up)
Open Explorer Builder (OEB): a planning template for students

Before you begin using OEB, do the following:

Choose your main image carefully. (It should be an image created or owned by you. If it is not, that is, if you have obtained it from another source, you need to check that you are allowed to use it before proceeding.)

Choose and organise which media you think you will use (photos, scanned materials, Flash Video clips, or music) before you start. (If you have obtained the media from another source, you need to check that you are allowed to use it before proceeding.) You can search for whatever you need as you are ‘building’ your Open Explorer display, but it makes life a lot easier if you already know what you are going to use and where it is. You also need to make sure that you know where those items are stored (eg on a memory stick, on a CD, on the web or in a specific folder in your computer).

Title of the unit or project: ____________________________________________________________

What will you use for the main image?
________________________________________________________
________________________________________________________

Source of this image________________________________________________________

How many locations (information points) will you place on the image?
________________________________________________________

Titles for information points:
Title one: __________________________________________________________
Title two: __________________________________________________________
Title three: __________________________________________________________
Title four: __________________________________________________________

See below for a template that will help you to structure details at each location.

Location details (use this format for each of your locations):
Location title: __________________________________________________________

  a. Draft text that explains the location, adds information or sets tasks.
b. What media (eg photo, FLV film clip or scanned image) will you add?

Source

Source

Source

c. Draft some text for each media item, and note the source:

Media item 1

Source
Media item 2

________________________________

________________________________

________________________________

________________________________

Source __________________________

________________________________

________________________________

Media item 3

________________________________

________________________________

________________________________

________________________________

Source __________________________

________________________________

________________________________

Media item 4

________________________________

________________________________

________________________________

________________________________

Source __________________________

________________________________

________________________________

*d. Will sound (audio) enhance the location? If so, what will you use?*

________________________________

Source __________________________

________________________________
e. Draft text for that sound

________________________________
________________________________
________________________________
________________________________

Source

________________________________
________________________________
________________________________
________________________________

f. Will you add a web link? If so, which one?

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Source

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g. Draft text for that web link

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________________________________
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Source

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________________________________

Further notes (eg location of files, things to remember or to follow up)
Appendix 2: Onscreen and downloadable help

Help is always at hand

The OEB steps you through most things. The ‘Getting started’ button on OEB’s opening screen contains everything you and students to need to know before you begin using OEB, including useful information on approaches, formats and file sizes, and the advice that you should save, but not publish, regularly.

See the information contained in the tabs on the Welcome screen (see highlighted tabs in screen grab below).

And when you are in the Builder itself, the Help screen is always there, at every stage, to explain what you can do on each page. If you ever feel confused, just select Help, or FAQs if you cannot find an answer to your question there.

Downloadable guide

Note too that a printable user guide to OEB is linked to from within the tool itself. It can be accessed from every Help screen within OEB (as shown below) and from the last question on the FAQs page. The guide contains all the information in the ‘Getting started’, ‘About content’ and ‘Conditions of use’ tabs on the opening (Welcome) screen.

Photograph reproduced with permission of John Holt
Appendix 3: Getting to know the 'Create' screen and Options menu

Exploring the Create screen buttons

After you’ve left ‘About’, you’ll find yourself on this ‘Create’ page. It’s where you add the base image upon which all of your ‘locations’ in OEB will sit. See the the buttons in the screen capture below, all of which are discussed in a little more detail beneath it.

Buttons on this screen

Save, top left (use this frequently)

FAQs (frequently asked questions), under Save (which also contains a link to the OEB Guide)

Publish, top right (but don’t use this one until you’ve finished)

Help, under Publish (and see the Print Guide button that is active on any Help screen, which allows you to print out a PDF of the OEB Guide)

About, which leads to the page you were on when you entered your introductory text, but which you can revisit now if you want
Tour, which you can move on to later, if you want to create a guided tour of the points you will add to your image.

Options, for things such as heading choices for text boxes, text sizes and colour and background colour, font and the information point icons. Take a minute to look at the options now. They even allow you to add 'glossary' terms and their definitions, something that could be useful if you are introducing (or wanting to reinforce) new key terms to your students, or if you are wanting to point out linguistic or other points related to terms you select. NB: as the Help screen for Glossary says, the glossary will only appear in the published Explorer, not in the Builder.

Options (a brief tour)

General options
See the screen grab below. Here you can change the number of text boxes and their titles.

NB: When you are working in 'Create', you can rename your text box headings in here and then return to your location without losing anything. For instance, you might want to change 'Information' to 'General information' and 'Secondary' to 'Task'.

![Open Explorer Builder](image)
Appearance options
Here you can choose to change text sizes and colours, including text box headings and borders.

Map options
Here you can change the location icon and the way users can view the main image.
Glossary options

Here you can add terms and definitions or notes, and choose the colour they'll appear in. You can use it to explain keywords or to gloss any item you want.

Changing your main image in the 'Create' screen

You can change your main image if you need to. See 'Swap main image' to the left of the screen.

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Changing the way your main image sits on screen

To set your image to 2D or 3D, see the bottom left of the screen for the control options icon and the buttons above it.

Options 2D button 3D button

You have the choice of a 2D or 3D image. The image in the screen grab above is ‘3D’. If you choose 2D, here's what you'll get. Think about what will best suit your purposes.

Deleting unwanted locations

If you accidentally add a location you don't want, delete it in the place shown here.
Appendix 4: About content

About content

Here are some questions and answers that will assist you when uploading content to Open Explorer Builder and adding acknowledgements to that content.

1. Why are acknowledgements important?
You are probably already familiar with acknowledgements. They identify the creator(s) and owner(s) of content.

For example, at the beginning or end of a movie there are credits which identify the people who made the movie. Or when you look at a painting in an art gallery, there is a sign that tells you who painted it. These are both examples of acknowledgements.

It is good practice to always include acknowledgements with any images, videos and audio files that you upload to Open Explorer Builder.

It gives the creator(s) and owner(s) of the content the recognition that they deserve. It also means that people that you share your album with will be able to easily identify the source of the content which you have included.

2. How do I add acknowledgements to Open Explorer Builder?
When you upload images, videos and audio files (using Add Media) or when you add a website (using Add Weblink) into Open Explorer Builder, there is a specific place where you will be able to add an acknowledgement. This acknowledgement will display in your final presentation alongside the relevant content.

3. I created the content that I'm uploading to Open Explorer Builder. Should I still include an acknowledgement?
If you created the content that you are uploading to Open Explorer Builder, it's still a good idea to include an acknowledgement. It will mean that others can recognise and appreciate your work.

It's up to you how you choose to acknowledge your own work, but you could do it in the following way: © <Your Name> 2011.

4. The content I want to upload to Open Explorer Builder is not my own. Is there anything I need to consider?
If you have found content from another source that you would like to upload to Open Explorer Builder, you will first need to check whether you are allowed to do this.

For example, if you found the content on a website you should refer to the website's copyright or terms and conditions pages to find out what you can and cannot do with the content.

If you are unsure whether you are allowed to use the content, you should always seek permission from the source before proceeding.

5. How do I acknowledge content from another source in Open Explorer Builder?
If you have established that you are permitted to upload content from another source to Open
Explorer you will still need to include an acknowledgement.

Some sources clearly tell you what acknowledgement they require when people reuse their content. If this is the case, always use the form of words that they request.

For example, if you found an image on the NASA website that you are permitted to use, a requirement of your use of the image is that you acknowledge NASA as the source.

You could do this in one of the following ways: © NASA or © National Aeronautics and Space Administration.

Please note: Education Services Australia is neither responsible nor liable for content that you upload to Open Explorer Builder. Please see the Open Explorer Builder Conditions of use for more information.