

Standard Operating Procedure (SOP)

Digital Classroom Resource Preparation and Sharing

This SOP details the process of **digital classroom resource preparation and sharing**, covering the creation, organization, and distribution of educational materials in digital formats. It includes guidelines for selecting appropriate content, formatting resources for accessibility and engagement, utilizing reliable digital platforms for sharing, ensuring copyright compliance, and maintaining version control. The objective is to enhance teaching effectiveness and student learning experiences by efficiently managing and disseminating high-quality digital educational resources.

1. Objective

To standardize the preparation, management, and sharing of digital classroom resources to support effective teaching and promote positive learning outcomes.

2. Scope

This SOP applies to all faculty and staff involved in the creation and distribution of digital educational materials for classroom use.

3. Responsibilities

- **Faculty:** Prepare, review, organize, and upload digital resources.
- **IT Department:** Maintain digital platforms, provide technical support.
- **Administration:** Oversee compliance and quality of shared resources.

4. Procedures

1. **Select Appropriate Content**
 - Align materials with curriculum and learning objectives.
 - Review resources for relevance, accuracy, and appropriateness.
 - Verify copyright or open license status and obtain necessary permissions.
2. **Create and Format Resources**
 - Use standard digital formats (e.g., PDF, PPT, MP4, accessible HTML).
 - Ensure materials are accessible (e.g., provide captions, alt text, readable fonts).
 - Embed interactive elements and visual aids to enhance engagement.
3. **Organize and Catalogue Resources**
 - Classify materials by topic, week/module, and type (lecture notes, readings, assignments, etc.).
 - Name files consistently and descriptively.
 - Maintain a resource inventory or index for easy retrieval.
4. **Share via Approved Digital Platforms**
 - Upload materials to institutional LMS (e.g., Moodle, Google Classroom, others as designated).
 - Set appropriate permissions (view, edit, download) and ensure links are accessible to intended participants.
 - Inform students promptly about newly available resources.
5. **Maintain Copyright Compliance**
 - Use only resources for which copyright clearance or permission has been obtained.
 - Attribute sources as required by licenses (e.g., Creative Commons).
 - **Do not share copyrighted materials without authorization.**
6. **Manage Version Control**
 - Update materials as needed and indicate version/date on each file.
 - Archive outdated versions but keep them accessible for reference if necessary.

5. Quality Assurance

- Conduct peer review of digital resources before sharing widely.
- Solicit student feedback to improve resource effectiveness and accessibility.
- Regularly audit resource collections for relevance, accuracy, and legal compliance.

6. Documentation & Records

- Maintain logs of resource uploads, updates, and reviews.
- Record permissions and copyright information as needed.

7. Review & Revision

- Review SOP annually or as changes in technology or policy occur.
- Update procedures to accommodate new platforms or legal requirements.

8. References

- Institutional guidelines on digital learning and resource sharing
- Copyright and intellectual property policy
- Accessibility standards (e.g., WCAG)

Date of Issue: _____

Next Review Due: _____