

# Project Contributors' Guide

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## About

The Research Clearinghouse for K-12 Blended and Online Learning is a collaborative effort led by the International Association for K-12 Online Learning (iNACOL) and the *Michigan Virtual Learning Research Institute*<sup>™</sup> (MVRLI<sup>™</sup>) to provide a repository of references to research articles and other publications from the field of K-12 online and blended learning. This project was made possible by generous support from Next Generation Learning Challenges and in-kind support from iNACOL and the *Michigan Virtual University*<sup>®</sup>.

This Clearinghouse project evolved from the University of Florida's Virtual School Clearinghouse (VSC), a website initially sponsored by the BellSouth Foundation and later by the AT&T Foundation that sought to aggregate and analyze data from virtual schools. The VSC housed collections of resources including research on virtual schooling, instruments used to evaluate virtual schooling, and websites dedicated to the topic of K-12 online learning. Dr. Rick Ferdig, who led the development of the VSC, has kindly shared hundreds of citations from the VSC to provide starting point for the Clearinghouse. This project was also made possible with the help of the iNACOL Research Committee.

To find more information about the Clearinghouse, click [here](#).

## Recommended Browsers

For the best experience, we recommend using either Chrome or Firefox as your web browser.

## Location and Information

The Research Clearinghouse for K-12 Blended and Online Learning is located at <http://k12onlineresearch.org>.

The screenshot shows a web browser window with the URL [k12onlineresearch.org](http://k12onlineresearch.org). The page header features the logos for Michigan Virtual Learning Research Institute, the Research Clearinghouse for K-12 Blended & Online Learning, and iNACOL. A 'Login' button is visible in the top right corner.

**About the Clearinghouse:**  
 This Clearinghouse is a collaborative effort led by the International Association for K-12 Online Learning (iNACOL) and the *Michigan Virtual Learning Research Institute*<sup>™</sup> (MVRLI<sup>™</sup>) to provide a repository of references to research articles and other publications from the field of K-12 online and blended learning. This project has been made possible by generous financial support from Next Generation Learning Challenges and in-kind support from iNACOL and the *Michigan Virtual University*.

**Search Clearinghouse:**

The search interface includes the following fields and options:

- Abstract and Title Search (text input)
- Author (dropdown menu)
- OR (radio button)
- Author (text input)
- OR (radio button)
- Author (text input)
- Keyword (dropdown menu)
- OR (radio button)
- Keyword (text input)
- OR (radio button)
- Keyword (text input)
- Year (dropdown menu)
- Reference Type (dropdown menu)
- Bibliography (dropdown menu)
- Search (button)
- Clear (button)

**Project Partners:**

- [Michigan Virtual University](#)
- [iNACOL](#)

**Current Project Contributors:**

- [COLSD](#)
- [CANeLearn](#)
- [Quality Matters](#)
- [Evergreen Education Group](#)
- [DEANZ](#)

**Past Project Contributors:**

- [Virtual School Clearinghouse](#)

**Other Helpful Links:**

- [Getting Started Guide](#)
- [Project Contributor Guidelines](#)

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## Role of Project Contributors

To keep the Clearinghouse current and to maximize its usage, iNACOL and MVLRI are interested in identifying organizations who would like to contribute their K-12 online and blended learning research references and who would promote the Clearinghouse resources to their audiences. As Project Contributors to the Clearinghouse, organizations would share relevant resources on a consistent basis and promote the Clearinghouse through their websites according to the guidelines set forth in this document.

## Memorandum of Understanding

Organizations wishing to become an official Project Contributor to the K-12 Online and Blended Learning Clearinghouse must sign a Memorandum of Understanding (MOU) with the International Association for K-12 Online Learning and the Michigan Virtual University. For more information about the MOU or about becoming a Project Contributor, please contact Kathryn Kennedy at [kkennedy@mivu.org](mailto:kkennedy@mivu.org).

## Preparing Resources for Submission to the Clearinghouse

In preparing resources to submit to the Clearinghouse, please adhere to the following review process:

1. **Relevance to the Clearinghouse** – Clearinghouse resources should be focused on K-12 online and blended learning or have strong implications for K-12 online and blended learning. The Clearinghouse is not a place for news reports or articles about the general nature of online learning. Its focus is on primary source documents such as dissertations, reports, white papers, journals, articles, book chapters, books, conference proceedings and legislation.
2. **Reference Completeness** – To maximize the value to users of the Clearinghouse, references should be as complete as possible. Please verify that the information is accurately entered following APA 6th Edition guidelines. Key fields that should be completed wherever possible for various reference types are included below:

Reference Type	Fields	Reference Type	Fields
<b>Book Chapter</b>	Chapter Title Authors Publication Date Start Page End Page Abstract	<b>Book Whole</b>	Book Title Authors Publication Date Publication Place Publisher Abstract ISBN
<b>Edited Book</b>	Book Title Editors Publication Date Abstract	<b>Conference Proceeding</b>	Title Authors Publication Date URL for Full Text Proceedings Title Start Page End Page Editors Publication Place Publisher Abstract
<b>Journal</b>	Title Authors Publication Date URL for Full Text Journal Volume	<b>Report</b>	Title Authors Publication Date URL for Full Text Publication Place Issue Start Page End Page Abstract DOI Publisher Series Title Abstract DOI
<b>Thesis / Dissertation</b>	Title Author Publication Date URL for Full Text	<b>Statute</b>	Act Title Authors Publication Date URL for Full Text Title/Code Number

3. **Check for Duplicates or Already Submitted Resources** – To reduce the work involved with adding resources to the Clearinghouse, please make sure that:
  - a. The resources are not already in the Clearinghouse;
  - b. There are no duplicate entries for the same reference; and

- c. No resources are included that have previously been submitted to the Clearinghouse.

To assist your effort in monitoring what has and has not been submitted to the Clearinghouse, we recommend using keywords in your bibliographic software that helps you track such information.

## Generating Output File

Once you have identified the resources you want to make available to the Clearinghouse, export those files from your bibliographic software using the appropriate steps below.

- **Export from EndNote**

1. In EndNote, click on the style selection drop-down menu from the main EndNote toolbar.
2. Click "Select Another Style".
3. Browse to RefMan (RIS) Export and click "Choose".
4. Click on the file menu and select **Export**.
5. Pick a name and location for the text file and click **Save**.

**Note:**

- EndNote X or later, export your entire library uncheck "Export Selected References".
  - EndNote X1 and later, also make sure that on the "Export File Name" screen, the "Output Style" is set to "RefMan (RIS) Export."
6. Open the text file you exported from EndNote in Microsoft Word. When Word prompts you for the encoding option, select "Other Encoding" and "Unicode (UTF-8)" as the options.
  7. In Word select "**File > Save As**" and save the document with a new name as plain text with Windows-default as the encoding option.

- **Export from Google Scholar**

1. Login to Google Scholar.
2. Click on the **Settings** option.
3. Under the Bibliography manager section, change the "Show Links to Import Citations into" line to "RefMan".
4. Click **Save**.
5. Search using Google Scholar. To save an export as a reference (.ris) file, click on the "Import into RefMan" link below each search result.

- **Export from Mendeley**

1. From the desktop version of Mendeley, select **File** and choose **Export**.
2. Choose to save as file type **.ris**.

- **Export from Zotero**

<http://ica.library.oregonstate.edu/tutorials/lesson/631--Advanced-Zotero?mid=26241&type=MiscellaneousResource&uid=1271>

Follow the steps in the web resource above choosing to export your resources using the RIS format.

## Submitting Output File

1. At the end of each month, please submit your output file with any new resources in it to [clearinghouse@mivu.org](mailto:clearinghouse@mivu.org). If you have any further questions about submitting resources to the Clearinghouse, please email Kathryn Kennedy at [kkennedy@mivu.org](mailto:kkennedy@mivu.org).

## Linking to the Clearinghouse

1. Project Contributors should create a link from the organization's website to the K-12 Online and Blended Learning Clearinghouse ([k12onlineresearch.org](http://k12onlineresearch.org)).