PUBLISHING YOUR MODULE ADAPTATION

1. Use your implementation plan to write your teaching notes
2. Collect all documents you used and/or modified when teaching your module or for assessment.
3. Go to “[Project EDDIE Spring 2023 Final Projects](https://qubeshub.org/community/projects/projecteddiespri)” and upload all your documents and teaching notes in your folder in the [Master Repository](https://qubeshub.org/community/projects/projecteddiespri/files/browse). Uploading the files to this repository will make it easy for you to quickly bring these resources into the adaptation. To upload files:
   1. In files menu, click “upload”
   2. Click to select files from your computer, or drag files into the “Click and drop file” rectangle.
   3. Click “upload now”
4. Back in the group, you will now open the original resource record of the material you adapted. Go to “[Publishing Final Products](https://qubeshub.org/community/groups/eddiefmnsp23/publishing_final_products)”. Scroll down to modules for adaptations and click on the module you implemented.
5. Click the green “Adapt” button on the right side of the screen.
6. A pop-up window will appear and ask about a project space. From the “Add to an existing project” panel, select Project EDDIE Spring 2023 Final Products
7. Complete the status check described below:
   1. Observed message in green banner “resource successfully forked”
   2. Project title is “Project EDDIE Spring 2023 Final Products”
   3. Draft resource is titled the same as the original
   4. Draft resource is labeled “Version 1.0 (draft)”
8. You are in the draft adaptation for your resource. There are tabs above the resource details. Click the first tab, Content. Note that there are files pre-populated in the Content list. The QUEBS resource system carries over all content and descriptive information from the original resource. The system will allow you to submit without changing a thing! It is up to you to analyze and update the content to reflect your adaptation.
9. Update the content:
   1. To remove a file: hover to the right of the file name and click the trash can icon in the upper right (there may not be files to remove)
   2. To add content: click “add a file” or “add a link”
      1. Your content files should already be in the project repository and you can easily upload them
      2. To rename content: hover to the right of the content name and click the pencil icon
10. In the resource description, make sure the following is included (note-this may be in your teaching notes. If so, acknowledge that here):
    1. Description (components of original material, modified material, new material, topic of the material)
    2. Context for use (instructional setting, material audience, activity length, other materials or resources)
    3. Instructor notes (learning environment, implementation notes)
11. If needed, update the authorship
12. In the extras tab you can add an image. If an image is carried over from the original, delete the image. Click “add a file”, open the project repository and your folder, click the image to select it, click “save selection”
13. In the extras tab is where you can add supporting documents (i.e. teaching notes, modified assignments, etc.)
14. Confirm your license. All project EDDIE original resources have been published under the Creative Commons license Attribution-ShareAlike 4.0 International. "ShareAlike" licenses require that any modifications of the material also use the CC Attribution-ShareAlike license, so there is no need to change the pre-populated selection in the License tab.
15. Tags are an additional type of descriptive information included on QUBES resources. When you tag a resource with a key term, it means your resource will appear when a user searchers or filters by that tag. Uncheck and delete any irrelevant tags from your draft resource and add new tags that are specific to your adaptation.
16. Change notes: this is where you finally describe exactly how you changed the original material to create your adaptation. The change notes should:
    1. Describe all modifications between the original and this adaptation
    2. Not repeat information from Title, Abstract or Description
    3. Describe modifications to the original material
    4. Describe differences in the implementation of the material
    5. Provide enough information for a user to distinguish between this adaptation and the original
17. Complete a review of your draft adaptation. If you notice an error in the resource preview:
    1. Return to the submission tab of your browser
    2. Navigate to the step where the error occurred
    3. Correct
    4. Save
18. When you have finished your review, submit your resource! ☺