When You're Ready to Start Working on Your Hub in Explore, Here Are Tips for Making Your TeachOntario Space Great

- Please share all content (articles, blogs, graphics, images, studies, videos, slideshows, etc.) at least 3 weeks prior to the date you would like to have the hub completed and launched.
- Please share as much visual content as you can; the more the better!
- Share content ideally via email and Google Drive.
- Please ensure all content is copyright cleared (you must have permission to publish student faces on a publicly-accessible website). [Creative Commons images and graphics can be great resources for cleared content](). As a professional media house, TVO and TeachOntario adhere to strict copyright laws around publishing copyrighted content.
- A link to your space will be sent to you a few times throughout the process to make sure we're on the right track. At least one week before the publish date we will send a final link for approval. Once you give the go-ahead, we will publish your space to the public side of TeachOntario.
- As we work together on your space, we can add up to five people (they must be members of TeachOntario) to the space-in-progress so they can see how things are progressing. Please provide the names and email addresses of anyone who will need such access.
- If you have created a slideshow you'd like to include, please provide the embed code (<iframe> snippet) and publish your slideshow publicly to the Internet (can be done in both Google Slides and PowerPoint – just let us know if you need help) prior to sharing the code snippet.
- The Digital Media Producer assigned to build your hub is your main contact for this project.