



OER 101 Virtual Seminar

Resource Guide

Understanding & Using CC Licenses

Licensing Your Work as a Whole

To openly license your materials as per the requirements of the grant, your entire project should include a blanket licensing statement patterned after the one below:

“Except where otherwise indicated, this work (Insert Title of Work Here, by Author 1, Author 2, and Author 3) is licensed under a [Creative Commons Attribution 4.0 International License](#).”

Licensing Individual Elements of Your Work

When licensing and attributing the authors whose work comprise the individual elements of your project, follow the TASL formula – TITLE, AUTHOR, SOURCE, and LICENSE:

- T = Title
- A = Author (To whom should credit be given?)
- S = Source (Where can people find the resource? Provide a link.)
- L = License (Where can more info on the license be found? Link to the appropriate CC license deed)

For examples and assistance, consult your campus librarian or utilize the [CC-License Chooser available at creativecommons.org](#).

What content can we use?

- Public domain material,
- Openly-licensed/Creative Commons resources,
- Your original (CC-licensed) work,
- Copyrighted work you obtained permission to use,
- Copyrighted work utilized under Fair Use, or
- Any combination of the above
- [Course Map](#) - Organizing content and relevant licenses.



How should we give credit to authors?

- [Guide to Attributions with TASL \(Title, Author, Source License\)](#)
- [Best Practices for Attribution](#). See many more great examples here.
- [CC-License Chooser](#). Apply a CC license to your work or enter information to generate attribution for the works of others (consider trying the new [beta chooser](#)).
- **Using Copyrighted Materials: Fair Use, Linking, and Permissions**
 - [Fair Use Code of Best Practices in Fair Use for Open Educational Resources](#)
 - [Can I Use This? A Flowchart \(Kirkwood Community College\)](#)
 - [Four Factor Test for Fair Use](#) (Stanford)
- [Linking & Embedding Copyrighted Content](#) (Self-Publishing Guide from BCCampus)
- [Asking for Permission \(Video from University of Alberta\)](#) & Sample Permission Request Email (see Appendix)

What can we remix/adapt/add our own content to existing CC resources?

- [CC Compatibility Chart](#). Determine which works can be remixed.
- [Adapter's License Chart](#). Helps you decide which license to apply to your remix based on the licenses of the works you've included.



Useful Links for Finding, Evaluating, and Integrating OER

Pedagogy Resources

Take advantage of your campus resources supporting course design and pedagogy, or use the links to learn more:

- [Universal Design for Learning](#)
- [Quality Matters \(WCTL Resources\)](#)
- [Backwards Design](#)
- [Course Mapping](#) from Wiley Center for Teaching and Learning
 - [Using a Course Map \(Video from Pierce College\)](#)
- [High Impact Instructional Practices](#)
- Open Pedagogy
 - [A Guide to Making Open Textbooks with Students](#)
 - [Open Pedagogy Notebook](#)

Finding Resources for Use in OER

- Open Educational Resources
 - [OpenStax](#) Textbooks
 - [Open Textbook Library](#)
 - [Pressbooks Directory](#)
 - [OER Commons](#) and the [Tennessee Open Education Hub](#)
 - [Merlot](#)
 - [OASIS](#) Metafinder
 - [MOM](#) Metafinder
 - [CCC-OER Listserv](#)
 - [Tennessee Textbook Affordability ListServ](#)
- [Public Domain](#) Materials
 - [Public Domain Review](#)
 - [Federal Government & Agency Works are generally public domain, with these exceptions](#)
 - [State Government Works are not necessarily – see Tennessee Gov copyright info](#)
- Openly Licensed Materials
 - [Openverse](#)
 - [Google Advanced Search](#) (Usage rights filter)
- Resources for using Copyrighted Materials
 - [Fair Use Code of Best Practices in Fair Use for Open Educational Resources](#)
 - Licensing and use by permission [Asking for Permission \(Video from University of Alberta\)](#)



Evaluating OER

- [Iowa State University guide to Evaluating OER](#)
- Open Textbook Library [Open Textbooks Review Criteria](#)
- BC Campus [Faculty Guide for Evaluating Open Education Resources](#) [pdf]

Accessibility & Inclusion Resources

- Guidebooks:
 - [BCcampus Open Education Accessibility Toolkit 2nd Edition](#)
 - [Enhancing Inclusion, Diversity, Equity and Accessibility \(IDEA\) in Open Educational Resources \(OER\)](#)
- Web Accessibility
 - W3C [Web Accessibility Initiative](#)
 - [WAVE Web Accessibility Evaluation Tool](#)
- Accessibility in Commonly Used Applications
 - Accessibility in Microsoft Products
 - Accessibility in Adobe Acrobat
- [Adobe Contrast Checker](#)
- [Sources for diverse images](#)

Publishing Resources

- BCcampus Open Education [Self-Publishing Guide](#)
- Using OER Commons' [Open Author Tool](#)
- [Uploading & Marking YouTube Videos with a CC License](#)
- For more tips, see the Creating and Sharing your Materials section below.



Creating & Sharing Your Materials

This grant requires all syllabi and materials to be openly licensed (CC-BY 4.0) and uploaded to the [TN Open Education Hub](#) in OER Commons. The list below provides multiple options on creating and sharing your open textbook.

Sharing Your Materials

Faculty have flexibility in how to create materials. Regardless of your method of creation, all materials must be made available via the Tennessee Open Education Hub at oercommons.org.

Consider the options below as your team decides how to best collaborate and share your work. These options are divided into two main categories: 1) materials created outside of OER Commons and 2) materials created within OER Commons.

CATEGORY 1: Create materials outside of OER Commons

Advantages:

- Tools like Google Docs and OneDrive allow you to work collaboratively in real-time, with updates instantly available between project team members.
- Provided that everyone works from the same version, it always stays updated, so there is no need to upload new documents to OER Commons after each revision cycle.
- Tools like Google Docs and OneDrive have built-in accessibility checkers and allow you to use footnotes to keep your licenses and attributions on the same page as where the content appears (a best practice in Creative Commons attribution).
- Indexing your links to OER Commons is quick and easy.

Disadvantages:

- No tracking capabilities with OER Commons (to see who is using your material)
- Not as easily remixable within OER Commons (OER Commons will track changes to new versions of any material loaded directly in the platform).
- No LMS support. OER Commons allows the ability to export a Thin Common Cartridge (Thin CC), which allows others to easily upload your work into their LMS. If you only share links to Google Drives, etc., then the Thin CC capability is lost.
- If the URL where you house the material changes (or if you've posted a PDF), you will need to remember to update the file in OER Commons whenever changes occur.



OPTION 1. Start in Google Docs (and stay in Google Docs).

Example: [Open Washington Project](#) has multiple courses that have followed this format:

- [POLS 202 American Government](#)
- [BUS 201 Business Law](#)
- [CHEM 121 Intro to Inorganic Chemistry](#)
- [CMST 102 Intro to Mass Media](#)

OPTION 2. Do everything in Word or Google Docs, generate a PDF, and then 1) attach the file or 2) import the file to OER Commons.

Example: [Lenses of Vietnam: Protest in a Democracy \[Inquiry Design Model \(IDM\) Unit Plan\]](#)

OPTION 3. Create your course in D2L and share the public URL with OER Commons. Find more information on this option here on Brightspace's "[How to use the D2L Learning Repository for public documents and collections](#)" help page.

OPTION 4 Create a webpage (or other publicly-available tool) with your content, and index this page with OER Commons.

Example: [Blackpast.org Online Reference Center Resources](#)

CATEGORY 2: Import/Create directly in OER Commons

Under this method, OER Commons creates a course shell based on your structure (see below), and then you copy/paste your content into that shell.

Advantages:

- Easy for others to remix within OER Commons (they simply create a copy, and OER Commons tracks revisions while keeping your content intact).
- Built-in accessibility checker to review content (alt-text, missing table headers, etc.).
- Student View functionality allows you to share/embed separate "Student View" and "Instructor View" versions.
- Revisions made directly within OER Commons are immediately available.
- If using one of 6 OpenStax titles (Biology, Sociology, Psychology, U.S. History, U.S. Government, Anatomy & Physiology, Principles of Macroeconomics), OER Commons can quickly create a copy for you to revise.

Disadvantages:

- Could be more time-consuming to set up (especially if you have not used proper formatting/style tools in your drafts).
- All revisions will require you to log in to OER Commons and make the revisions there.



OPTION 1. Work in Google Docs or Microsoft Word, then import your material into OER Commons. OER Commons provides an easy import option for both programs. OER Commons recommends creating one folder for each module/unit/chapter.

Example: [World History: Cultures, States, and Societies \(Global Remix\)](#), a remixed version of World History: Culture, States, and Societies to 1500 by Berger, et al.

Recommendations:

https://www.oercommons.org/curated-collections/567?__hub_id=34

OPTION 2 Copy/paste content directly into OER Commons (or build your course directly in OER Commons).

- [Reach out to OER Commons](#) and request they create a course shell for you to import/copy-paste your content. Your request should include the following info:
 1. Textbook/Resource Title,
 2. Number of Chapters/Topics/Modules/Units, and
 3. How many Sub-Headings are needed within each chapter/topic/module/unit.

OER Commons Support

As you progress with your OER project, OER Commons can help your team with the following:

1. **Create a copy of an existing OER Commons resource** that you can further adapt.
2. **Create a course shell** for you to import/copy-paste your content. Your request should include the following info:
 - a. Textbook/Resource Title,
 - b. Number of Chapters/Topics/Modules/Units, and
 - c. How many Sub-Headings are needed within each chapter/topic/module/unit.
3. **Host video files** (send .srt caption files separately – if no caption file is associated with your video, OER Commons will auto-caption with their own tool, Kaltura).

Prior to requesting OER Commons support, first check the OER Commons [Knowledge Base](#) – the answer to your question is likely there. If you cannot find the answer to your question in the Knowledge Base, submit an OER Commons Support Desk Ticket [here](#).



Sample Permission Request Email

Note: This level of permission is required only when your use of copyrighted material would not qualify as Fair Use.

Dear X,

This is Y with Z institution. We recently received a grant to develop a free, OER-based textbook in X to be used in XX Course. The goal behind our grant is to create a textbook that replaces high-cost publisher textbooks so that more students have access to the course materials (and thus a greater chance of succeeding in the course).

We would like to provide XX Chapters 3, 6, and 9 XX from your resource X in this free textbook because these materials do an excellent job of presenting concepts related to Y. While your work is available online, we would also like to include your content as part of our textbook PDF that students can download and access offline.

Since the work is copyrighted, we need your permission to include it. We will cite your content so that you receive credit as the creator of the work, and we will also include a link to your original online resource in the citation.

May we have your permission to include this material in our textbook? You can simply reply to this email to grant us permission to use this material.

See details below our signature line, and feel free to reach out with questions.

Thank you very much for your consideration and for helping us improve education for Tennessee students.

Best regards,

Your Names & Institution Name Here

Permission Request Details:

- *Title, edition, and author/creator of the material. Please note that if there is a publisher, you will likely need to write them for permission (and not the author).*
- *ISBN/ISSN, if applicable*
- *Page or chapter numbers to be used.*
- *Title of the image, table, figure, excerpt, or article you want to use.*
- *Purpose of use e.g., to teach a class, republish, or complete a thesis.*



- **Duration of use:** Ongoing permission is requested as it pertains to this textbook.
- **Nature of use:** The content will be included as part of X textbook, freely available for PDF download via the OER Commons TN Open Education Hub.