

OTC OER Training

Module 1: Understanding OER

Module 2: Open Licensing

Module 3: Creative Commons Licensing

Module 4: Adapting, Creating, & Sharing OER



OTC OER Training 2021 adapted from [Texas Learn OER](#) by Carrie Gits for DigiTex under a [Creative Commons Attribution 4.0 International License](#) (CC BY) and is licensed under a [Creative Commons Attribution-NonCommercial 4.0 International License](#) (CC BY-NC 4.0).

Module 4: Adapting, Creating, & Sharing OER

Adapted from “Module 8” *Texas Learn OER* by Carrie Gits for DigiTex under
a [Creative Commons Attribution 4.0 International License CC BY](#) 2020

Learning Objectives

By the end of this module, you will be able to:

- Determine reasons for adapting & creating
- Apply needed steps for adapting & creating OER with proper attribution and licensing
- Recognize the considerations in choosing a license for your work
- Recognize the variety of creation and authoring tools available
- Create your own OER

In this module, you will gain experience in applying what you've learned to successfully adopt, adapt, and create an OER.

Adapting an Existing OER

- The term adaptation is commonly used to describe the process of making changes to an existing work. We also can replace “adapt” with revise, modify, alter, customize, or other synonyms that describe the act of making a change.
- One advantage of choosing an open educational resource is that it gives faculty the legal right to add to, adapt, or delete content from the open work to fit their specific course without obtaining permission from the copyright holder. This is possible because the copyright holder already has granted permission by releasing their work using an open — or Creative Commons — license.

Adapting an Existing OER

If you are considering making changes to an open resource, such as an open textbook, ask yourself the following questions:

- How much content do I wish to change? Do I want to remove chapters, or rewrite entire chapters of content?
- What technical format is the original textbook - an MS Word doc, Google Doc, or PDF? A Word document is much easier to modify than a PDF document.
- What type of license is the content released under? Does it have a Creative Commons license that allows for modification or adaptation of the content?
- How comfortable are you with using technology and creating content?

Six Steps to Adapting

If you decide to adapt an existing open resource, here are six recommended steps to follow:

1. Check the license of the work - does it allow for modifications or derivatives?
2. Check the format of the work - common formats are HTML files (webpages), Word or open documents (Google Docs), Text files, ePub, LaTeX files (if the original book includes math or science formulas and equations).
3. Choose tools for editing an open textbook (or other open resource) - there are many available. Your choice of editing tool may vary depending on the original format of the resource.
4. Choose the output for the work - students like having material in multiple formats. This allows them to choose what works best for them. Some may prefer printed versions of the textbook; others will prefer using a website. Still others will like to use an e-reader or e-reading software. By offering multiple formats you are making your content more accessible.
5. Determine access for the work - how will your students access the content? Will it be available in an LMS, Google Classroom, OER Commons, or another online hosting service?
6. Choose a license - the open license you choose will depend on how the textbook you adapted was licensed. For example, if the original textbook was licensed with a Creative Commons Attribution-ShareAlike (CC BY-SA) license, then you must release your book with the same license to ensure it is compliant with the terms of use.

Creating OER

- For work to be truly “open” and allow the 5R permissions, the work should be meaningfully accessible and editable. How can you ensure adopters can easily reuse, revise, remix, redistribute, and retain the work?
- [The ALMS framework](#), established by Hilton, Wiley, Stein, and Johnson (2010), highlights the vital importance of offering source files and creating work in *easily adoptable formats*.
 - ACCESS: Offer in a format that can be easily edited with freely accessible tools
 - LEVEL: Format should not require advanced technical expertise to revise content
 - MEANINGFUL: Offer in an editable format
 - SOURCE: Source file that is accessible and editable

When creating work, consider sharing it in several formats that permits accessible classroom adoption: MS Word, PDF, and Google doc. Which source file do you prefer to use?

Tips for Creators

- Review the video below to get a brief introduction to creating OER:
[Creating Open Educational Resources: Tips for New Creators](#)
- The video outlines 5 tips for creators:
 - Determine how your OER will meet your course needs
 - Check if you've already created something you can use as a base for your OER
 - Evaluate tools and determine where you will build your OER
 - Consider what license you will apply to your OER
 - Decide where and how you want to share your OER

Tools

- There are low tech, medium tech, and high-tech tools and authoring platforms available to create your OER.
- Consider the tips previously mentioned and determine which tool best meets your needs. Check with your institution about institutional licenses and access to technology that can support your creation. Some widely used tools include Google Docs, Google Sites, Google Slides, Adobe Spark, Pressbooks, OER Commons Open Author

Whichever creation tool or authoring platform you choose, be aware of any restrictions this tool may have on how the final work may be published or shared. Before creating your work, look closely at the terms of use for that product.

OpenNJ & OpenPublishing

- TBA
- Recommended to use Open Publishing Tools & OpenNJ
- Placeholder slide for info re: OpenPublishing Tool within OpenNJ

Licensing Your Work

- Don't forget to choose a license for your work! Look at this extensive [list of considerations for licensors and licensees](#) before deciding which license to apply to your work. Use the Creative Commons [license chooser](#) as well.
- Creative Commons licenses are **non-revocable**.
 - This means that you cannot stop someone who has obtained your work under a Creative Commons license from using the work according to that license. You can stop offering your work under a Creative Commons license at any time you wish, but this will not affect the rights associated with any copies of your work already in circulation under a Creative Commons license. So, you need to think carefully when choosing a Creative Commons license to make sure that you are happy with people being able to use your work consistent with the terms of the license, even if you later stop distributing your work.

Sharing Your Work

Step 1: Terms of Use.

Decide on the terms of use. Do you wish to release your work under Creative Commons license or in the public domain? Please make sure to review the difference between these two copyright terms:

Step 2: Seeking Copyright Clearance.

Be sure that the work is eligible to be shared. To release your work with a CC license or in the public domain, your work should be cleared from all copyright issues. To do so, your work should be one or a combination of the following types:

1. your original work,
2. built from open resources,
3. built from the public domain,
4. built from copyrighted work that you obtained permission to use and distribute for the life of your openly licensed work, or
5. combination of above works

Getting Permission to Use Copyrighted Materials: If you must use any items that are copyrighted with all-rights reserved, please be sure to obtain the permission letter(s) from the author(s). Please find a sample permission request email.

Step 3: Selecting a Repository

- For Images:
 - Consider Flickr or Wikimedia Commons. As you upload your image to these repositories, you will see the option to select the terms of use. Open Washington has created simple instructions if you need help in uploading an image to your Flickr account and marking it with a CC license.
- For Videos:
 - Consider YouTube or Vimeo. For help, consult these instructions created by Open Washington for uploading videos in Youtube. Always provide captions to your videos. YouTube automatically creates captions; always verify that the captions are correct. They can be edited easily by following these simple instructions.
- For Course Materials:
 - Consider OER Commons. Additionally, if your institution has an institutional repository, work with your librarians to add your work to your institutional collection. Alternatively, web storage space like Google Drive allows for easy and free access. If you choose a web storage space, make sure to (1) manually mark your work as CC-licensed or in the public domain by placing the copyright notice somewhere visible and (2) make the link accessible by the public.

License your OTC created OER with CC-BY-NC

Others are free to:

- **Share** — copy and redistribute the material in any medium or format
- **Adapt** — remix, transform, and build upon the material

The licensor cannot revoke these freedoms as long as the license terms are followed.



**Attribution-NonCommercial 4.0
International (CC BY-NC 4.0)**

Under the following terms:

- **Attribution** — must give [appropriate credit](#), provide a link to the license, and [indicate if changes were made](#). You may do so in any reasonable manner, but not in any way that suggests the licensor endorses you or your use.
- **NonCommercial** — may not use the material for [commercial purposes](#).

No additional restrictions — may not apply legal terms or [technological measures](#) that legally restrict others from doing anything the license permits.

[Click here to Use the License.](#)

Review

1. What is the best example of OER

- A free resource, such as a TED Talk I found on the internet
- A commercial Textbook
- An Image from Google Images
- An eBook labeled with an open license, CC-BY

2. OER can include:

- Video
- Textbook
- Full course curricula
- Assignment or homework
- All of these

Review

3. Select the 5 R's below

- Retain, Reuse, Revise, Remix, Redistribute
- Reform, Reputable, Redistribute, Remix, Restrict
- Reputable, Revise, Remix, Reuse, Recommended
- Recommended, Redistribute, Revise, Remix, Retain
- Retain, Reuse, Revise, Remix, Reputable

4. If a work is labeled CC-BY-ND, this means

- I cannot use this work as it is copyrighted all rights reserved
- Since this work has an open copyright (creative commons) license, I can use it in any way and do not need an attribution to the creator
- Although this work has an open (creative commons) copyright license, I can use it as long as I attribute the creator and do not sell it
- Although this work has an open (creative commons) copyright license, I can use it as long as I attribute the creator and make no changes to the work

Review

5. The following term is used to describe the belief that the public is entitled to freely use portions of a copyrighted work for commentary or criticism
- Public Domain
 - Fair Use
 - Creative Commons
 - All Rights Reserved
6. This image means:
- A work is in the public domain
 - This work is copyrighted all rights reserved
 - This is a Creative Commons open license and means the work is free to use in any way and you do not need to attribute the creator
 - This is a Creative Commons open license and meant the work is free to use in any way, however, you must give attribution to the creator of the work



Review

7. You are remixing content to build an educational resource that is openly licensed, CC-BY. Which type of materials can you use? Select all that apply
- Public domain
 - Fair use
 - Original work I created
 - CC BY-SA-ND
 - CC BY

Remember! Open = Free + Permissions

Everything that is Open is Free, but not everything that is Free is Open.

Further Reading

- [Code of Best Practices in Fair Use for Open Educational Resources](#)
- [Creative Commons NonCommercial license. \(Jan 2021\). In *Wikipedia*.](#)
- [Kline, D., Kappos, D. \(2021\). The Basics of Copyright. In *Introduction to Intellectual Property*. OpenStax.](#)
- [Stanford Libraries. Welcome to the Public Domain. *Copyright & Fair Use*.](#)