Checklist for Upload of SkillsCommons Deliverables Materials to LCCC SharePoint Site

October 31, 2017 version by Linda Feddrix

1. **Upload materials, wherever possible, in a format which can be edited** to fulfill the requirements of the grant. No PDFs please and upload only 1 copy of each material. Once the materials have been SME reviewed and meet the accessibility requirements, then PDFs/non-editable versions of all documents should also be uploaded. This is to insure that the original material is available at all times on SkillsCommons.

2. **Upload your materials to the appropriate PSM or LRM Folder on SharePoint.** This will ensure that only LRM materials undergo SME review.

3. **Name your uploaded files per the convention.** Begin with the 3 or 4 letter abbreviation for your college followed by the course designation and number, followed by what type of material it is (such as flyer, ad, PPT lecture, etc.) and ending with the originator's first initial then last name—if there is only one originator. Otherwise, you can omit the originator's name.   e.g. LCC_MECHC3456_Lecture 2_JSmith

4. **Answer the following questions for your material and upload this completed document as a separate Word document** with the same name as the original material but with _statements appended to the end of the name. For example: LCC_MECHC3456_Lecture 2_JSmith_statements

 Please indicate your answer(s) to all questions below by highlighting your choice(s) or by   typing your response. Answers that are optional are marked as such. For Yes/No questions, highlight only the word Yes or the word No.

5. **Highlight one SkillsCommons collection to which your material will be uploaded:**

   OTN Learning Resources Materials Collection (LRMs)—i.e. materials used in teaching a course (see Appendix A)
   OTN Program Support Materials Collection (PSMs)—i.e. materials used to administrate/support the course/program
   (see Appendix B for definitions)

6. **Type the Title of your material:**

7. (optional) **Type name of copyright owner for attribution purposes only:**
          Leave blank if copyright owner is same as your college name.

8. (optional) **Type name(s) of the author(s)—for attribution purposes only:**

9. (optional) **Highlight any secondary license(s) that appear in the material.** The primary license is the CC by license.

> CC BY-SA
> CC BY-ND
> CC BY-NC
> CC BY-NC-SA
> CC BY-NC-ND
> Public Domain
> CC0
> Other

10. **Type Industry Partner Company Name(s) here and briefly (1 sentence) describe in what way they collaborated on your project:**

11. **Type a brief description of your material (2-4 sentences):**

Include in the description:
- The discipline or subject area covered by the materials (e.g. welding safety)
- The course in which the materials could be used (e.g. 1st year introduction to welding)
- The scope and type of the materials (e.g. this is a 1-2 week learning module where students get to watch a video demonstrating safe welding practices for the novice)
- An inventory of the types of materials packaged in the submission (The collection of materials includes a course syllabus and 5 videos of welding safety practices)
- Other information that is unique about the materials being submitted

Here are some good examples of descriptions:

- This file contains resources for WLD2001 Introduction to Welding including syllabus, course map, rubrics, and laboratory notebook. This course is a 1 credit hour Module 1 of 3 modules and each module can be completed by the student at his or her own pace.

- This file contains resources for WELD101 Introduction to Welding including syllabus, PowerPoint lectures, exams, and quizzes. This course is a 3 credit hour course intended to be completed in 8 weeks.

12. **Type key words and phrases for your material to be used when searching SkillsCommons:**

13. Type the year your material was created (month and day are optional):

14. Highlight the credit type for this material —you can highlight more than one.

     Credit
     Non-credit
     None
     Other

15. Highlight the credential type for which this material was developed -- you can highlight more than one.

     Diploma
     Certificate
     Credential
     Stacked/Latticed Credential Model
     Associates degree
     Bachelor's degree
     Other
     None

16. (optional) Did you reuse existing materials to create this material? If so, enter URL of reused material.

     Yes – reused material from SkillsCommons—Type URL of reused material here:

     Yes— reused materials available freely and openly on the web—type URL of reused material here:

     Yes—used others' materials create this derivative work—type URL of others' material here:

     No – did not use any existing materials in creating this material

17. Highlight one Industry Sector (NAICS code) for this material OR highlight "Developmental Education" if it was developed for remedial or preparatory education: <u>If your code is not listed, type the number here:</u>

Developmental Education
Manufacturing -- Food Manufacturing (311)
Manufacturing -- Food Manufacturing -- Animal Food Manufacturing (3111)
Manufacturing -- Food Manufacturing -- Grain and Oilseed Milling (3112)
Manufacturing -- Food Manufacturing -- Sugar and Confectionery Product Manufacturing (3113)

Manufacturing -- Food Manufacturing -- Fruit and Vegetable Preserving and Specialty Food Manufacturing (3114)

Manufacturing -- Food Manufacturing -- Dairy Product Manufacturing (3115)

Manufacturing -- Food Manufacturing -- Animal Slaughtering and Processing (3116)

Manufacturing -- Food Manufacturing -- Seafood Product Preparation and Packaging (3117)

Manufacturing -- Food Manufacturing -- Bakeries and Tortilla Manufacturing (3118)

Manufacturing -- Food Manufacturing -- Other Food Manufacturing (3119)

Manufacturing -- Beverage and Tobacco Product Manufacturing (312)

Manufacturing -- Beverage and Tobacco Product Manufacturing -- Beverage Manufacturing (3121)

Manufacturing -- Beverage and Tobacco Product Manufacturing -- Tobacco Manufacturing (3122)

Manufacturing -- Textile Mills (313)

Manufacturing -- Textile Mills -- Fiber, Yarn, and Thread Mills (3131)

Manufacturing -- Textile Mills -- Fabric Mills (3132)

Manufacturing -- Textile Mills -- Textile and Fabric Finishing and Fabric Coating Mills (3133)

Manufacturing -- Textile Product Mills (314)

Manufacturing -- Textile Product Mills -- Textile Furnishings Mills (3141)

Manufacturing -- Textile Product Mills -- Other Textile Product Mills (3149)

Manufacturing -- Apparel Manufacturing (315)

Manufacturing -- Apparel Manufacturing -- Apparel Knitting Mills (3151)

Manufacturing -- Apparel Manufacturing -- Cut and Sew Apparel Manufacturing (3152)

Manufacturing -- Apparel Manufacturing -- Apparel Accessories and Other Apparel Manufacturing (3159)

Manufacturing -- Leather and Allied Product Manufacturing (316)

Manufacturing -- Leather and Allied Product Manufacturing -- Leather and Hide Tanning and Finishing (3161)

Manufacturing -- Leather and Allied Product Manufacturing -- Footwear Manufacturing (3162)

Manufacturing -- Leather and Allied Product Manufacturing -- Other Leather and Allied Product Manufacturing (3169)

Manufacturing -- Wood Product Manufacturing (321)

Manufacturing -- Wood Product Manufacturing -- Sawmills and Wood Preservation (3211)

Manufacturing -- Wood Product Manufacturing -- Veneer, Plywood, and Engineered Wood Product Manufacturing (3212)

Manufacturing -- Wood Product Manufacturing -- Other Wood Product Manufacturing (3219)

Manufacturing -- Paper Manufacturing (322)

Manufacturing -- Paper Manufacturing -- Pulp, Paper, and Paperboard Mills (3221)

Manufacturing -- Paper Manufacturing -- Converted Paper Product Manufacturing (3222)

Manufacturing -- Printing and Related Support Activities (323)

Manufacturing -- Printing and Related Support Activities -- Printing and Related Support Activities (3231)

Manufacturing -- Petroleum and Coal Products Manufacturing (324)

Manufacturing -- Petroleum and Coal Products Manufacturing -- Petroleum and Coal Products Manufacturing (3241)

Manufacturing -- Chemical Manufacturing (325)

Manufacturing -- Chemical Manufacturing -- Basic Chemical Manufacturing (3251)

Manufacturing -- Chemical Manufacturing -- Resin, Synthetic Rubber, and Artificial Synthetic Fibers and Filaments Manufacturing (3252)

Manufacturing -- Chemical Manufacturing -- Pesticide, Fertilizer, and Other Agricultural Chemical Manufacturing (3253)

Manufacturing -- Chemical Manufacturing -- Pharmaceutical and Medicine Manufacturing (3254)

Manufacturing -- Chemical Manufacturing -- Paint, Coating, and Adhesive Manufacturing (3255)

Manufacturing -- Chemical Manufacturing -- Soap, Cleaning Compound, and Toilet Preparation Manufacturing (3256)

Manufacturing -- Chemical Manufacturing -- Other Chemical Product and Preparation Manufacturing (3259)

Manufacturing -- Plastics and Rubber Products Manufacturing (326)

Manufacturing -- Plastics and Rubber Products Manufacturing -- Plastics Product Manufacturing (3261)

Manufacturing -- Plastics and Rubber Products Manufacturing -- Rubber Product Manufacturing (3262)

Manufacturing -- Nonmetallic Mineral Product Manufacturing (327)

Manufacturing -- Nonmetallic Mineral Product Manufacturing -- Clay Product and Refractory Manufacturing (3271)

Manufacturing -- Nonmetallic Mineral Product Manufacturing -- Glass and Glass Product Manufacturing (3272)

Manufacturing -- Nonmetallic Mineral Product Manufacturing -- Cement and Concrete Product Manufacturing (3273)

Manufacturing -- Nonmetallic Mineral Product Manufacturing -- Lime and Gypsum Product Manufacturing (3274)

Manufacturing -- Nonmetallic Mineral Product Manufacturing -- Other Nonmetallic Mineral Product Manufacturing (3279)

Manufacturing -- Primary Metal Manufacturing (331)

Manufacturing -- Primary Metal Manufacturing -- Iron and Steel Mills and Ferroalloy Manufacturing (3311)

Manufacturing -- Primary Metal Manufacturing -- Steel Product Manufacturing from Purchased Steel (3312)

Manufacturing -- Primary Metal Manufacturing -- Alumina and Aluminum Production and Processing (3313)

Manufacturing -- Primary Metal Manufacturing -- Nonferrous Metal (except Aluminum) (3314)

Manufacturing -- Primary Metal Manufacturing -- Foundries (3315)

Manufacturing -- Fabricated Metal Product Manufacturing (332)

Manufacturing -- Fabricated Metal Product Manufacturing -- Forging and Stamping (3321)

Manufacturing -- Fabricated Metal Product Manufacturing -- Cutlery and Handtool Manufacturing (3322)

Manufacturing -- Fabricated Metal Product Manufacturing -- Architectural and Structural Metals Manufacturing (3323)

Manufacturing -- Fabricated Metal Product Manufacturing -- Boiler, Tank, and Shipping Container Manufacturing (3324)

Manufacturing -- Fabricated Metal Product Manufacturing -- Hardware Manufacturing (3325)

Manufacturing -- Fabricated Metal Product Manufacturing -- Spring and Wire Product Manufacturing (3326)

Manufacturing -- Fabricated Metal Product Manufacturing -- Machine Shops; Turned Product; and Screw, Nut, and Bolt Manufacturing (3327)

Manufacturing -- Fabricated Metal Product Manufacturing -- Coating, Engraving, Heat Treating, and Allied Activities (3328)

Manufacturing -- Fabricated Metal Product Manufacturing -- Other Fabricated Metal Product Manufacturing (3329)

Manufacturing -- Machinery Manufacturing (333)

Manufacturing -- Machinery Manufacturing -- Agriculture, Construction, and Mining Machinery Manufacturing (3331)

Manufacturing -- Machinery Manufacturing -- Industrial Machinery Manufacturing (3332)

Manufacturing -- Machinery Manufacturing -- Commercial and Service Industry Machinery Manufacturing (3333)

Manufacturing -- Machinery Manufacturing -- Ventilation, Heating, Air-Conditioning, and Commercial Refrigeration Equipment Manufacturing (3334)

Manufacturing -- Machinery Manufacturing -- Metalworking Machinery Manufacturing (3335)

Manufacturing -- Machinery Manufacturing -- Engine, Turbine, and Power Transmission Equipment Manufacturing (3336)

Manufacturing -- Machinery Manufacturing -- Other General Purpose Machinery Manufacturing (3339)

Manufacturing -- Computer and Electronic Product Manufacturing (334)

Manufacturing -- Computer and Electronic Product Manufacturing -- Computer and Peripheral Equipment Manufacturing (3341)

Manufacturing -- Computer and Electronic Product Manufacturing -- Communications Equipment Manufacturing (3342)

Manufacturing -- Computer and Electronic Product Manufacturing -- Audio and Video Equipment Manufacturing (3343)

Manufacturing -- Computer and Electronic Product Manufacturing -- Semiconductor and Other Electronic Component Manufacturing (3344)

Manufacturing -- Computer and Electronic Product Manufacturing -- Navigational, Measuring, Electromedical, and Control Instruments Manufacturing (3345)

Manufacturing -- Computer and Electronic Product Manufacturing -- Manufacturing and Reproducing Magnetic and Optical Media (3346)

Manufacturing -- Electrical Equipment, Appliance, and Component Manufacturing (335)

Manufacturing -- Electrical Equipment, Appliance, and Component Manufacturing -- Electric Lighting Equipment Manufacturing (3351)

Manufacturing -- Electrical Equipment, Appliance, and Component Manufacturing -- Household Appliance Manufacturing (3352)

Manufacturing -- Electrical Equipment, Appliance, and Component Manufacturing -- Electrical Equipment Manufacturing (3353)

Manufacturing -- Electrical Equipment, Appliance, and Component Manufacturing -- Other Electrical Equipment and Component Manufacturing (3359)

Manufacturing -- Transportation Equipment Manufacturing (336)

Manufacturing -- Transportation Equipment Manufacturing -- Motor Vehicle Manufacturing (3361)

Manufacturing -- Transportation Equipment Manufacturing -- Motor Vehicle Body and Trailer Manufacturing (3362)

Manufacturing -- Transportation Equipment Manufacturing -- Motor Vehicle Parts Manufacturing (3363)

Manufacturing -- Transportation Equipment Manufacturing -- Aerospace Product and Parts Manufacturing (3364)

Manufacturing -- Transportation Equipment Manufacturing -- Railroad Rolling Stock Manufacturing (3365)

Manufacturing -- Transportation Equipment Manufacturing -- Ship and Boat Building (3366)

Manufacturing -- Transportation Equipment Manufacturing -- Other Transportation Equipment Manufacturing (3369)

Manufacturing -- Furniture and Related Product Manufacturing (337)

Manufacturing -- Furniture and Related Product Manufacturing -- Household and Institutional Furniture and Kitchen Cabinet Manufacturing (3371)

Manufacturing -- Furniture and Related Product Manufacturing -- Office Furniture (including Fixtures) Manufacturing (3372)

Manufacturing -- Furniture and Related Product Manufacturing -- Other Furniture Related Product Manufacturing (3379)

Manufacturing -- Miscellaneous Manufacturing (339)

Manufacturing -- Miscellaneous Manufacturing -- Medical Equipment and Supplies Manufacturing (3391)

Manufacturing -- Miscellaneous Manufacturing -- Other Miscellaneous Manufacturing (3399)

18. **Highlight <u>one</u> Occupation Classification (SOC code) for your material from the list below.**

<u>If your code is not listed, type the code here</u>:

17-2199 Digital Fabrication/Industrial Automation
17-3019 Digital Fabrication/Industrial Automation
17-3026 Digital Fabrication/Industrial Automation
17-3027 Digital Fabrication/Industrial Automation
17-3029 Digital Fabrication/Industrial Automation
29-9011 Occupational Health/Safety
29-9012 Occupational Health/Safety
49-1011 Industrial Maintenance/Repair
49-9041 Industrial Maintenance/Repair
49-9043 Industrial Maintenance/Repair
49-9071 Industrial Maintenance/Repair
49-9099 Industrial Maintenance/Repair
51-4011 Machining
51-4012 Machining
51-4061 Digital Fabrication/Industrial Automation
51-4122 Welding
51-9082   Digital Fabrication/Industrial Automation

19. **(optional) Highlight <u>one</u> Instructional Program Classification (CIP code) for your material from the list below.**

If your code is not listed, type the number here:

        Engineering (14)

        Engineering Technologies/Technicians (15)

        Basic Skills (32)

        Construction Trades (46)

        Mechanic and Repair Technologies/Technicians (47)

        Precision Production (48)

        Transportation and Materials Moving (49)

        Visual and Performing Arts (50)

        Health Professions and Related Clinical Sciences (51)

        Business, Management, Marketing, and Related Support Services (52)

20. **Does your material contain the correct DOL disclaimer and the correct CC by licensing statement/logo?** Yes   No

You can cut and paste the DOL disclaimer and the cc by licensing statement from the example at the very end of this document into the bottom or top of your document if your document is a Word doc or PowerPoint and does not contain any other copyrighted materials. Otherwise, see Appendix C.

Include the DOL disclaimer at the beginning/on first page or at the end/on last page of all materials. The disclaimer only needs to appear once. You can change the font, the font size, and the font color to be whatever you like for the text of the DOL disclaimer. (Keep in mind there are text contrast requirements for accessibility—i.e. make it easy to read.) Do not append any statement to the beginning or end of the DOL disclaimer or insert/remove words into/from the disclaimer. For example, you cannot add the non-discriminatory clause to the end of the disclaimer. Keep all other statements separated from the disclaimer by white space. You can simply cut and paste the disclaimer (below) into your document. If you have a web page to insert the disclaimer into, imbed the disclaimer wording into your HTML code. Do not put quotes around the disclaimer. Here is the correct wording for the disclaimer:

This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.

Add the "CC by licensing statement with logo" to the beginning/first page or at end/on last page of all materials. You only need to include this once. You can change the font size and the logo size but keep the relative sizing of the logo to the text approximately the same. Do not change the logo color. You can keep the "CC by statement with logo" in the vicinity of the DOL disclaimer or split them up-- their order of appearance does not matter. Do not append any other statements to the beginning or end of the "CC by licensing statement with logo" or change the wording within the licensing statement. Keep some white space between the CC by licensing statement and the DOL disclaimer so they do not run together. See Appendix C for copy and paste-able versions of the CC by licensing statement and an example of a document containing it.

21. **(optional) Type an additional file description (phrase or 1 sentence):**

If you selected Program Support Materials Collection in Item 5, please answer the following questions as well. If you selected Learning Resource Materials in Item 5, skip to question 26.

22. **Select <u>one</u> primary material type from the list below by typing a 1 in front of your choice. Optionally, Type a 2 in front of your <u>one</u> choice for an optional secondary material type (see Appendix B for definitions of material types):**

> Articulation Processes and Agreement
> Grant Management Materials
> Instructor and/or Advisor/Case Manager Support Materials
> Job Training/Fieldwork Experiences
> Partnership Resources
> Photographic Image - Outreach
> Program Assessment and Evaluation
> Program Planning Resources
> Quality Assurance Report– Accessibility Report
> Quality Assurance Report– Course Design Report
> Quality Assurance Report– Creative Commons
> Quality Assurance Report --Subject Matter Expert Report
> Quality Assurance Report –Universal Design for Learning Report
> Recruitment and Outreach
> Student Support Materials
> Video – Outreach

23. **(optional) Type the number of weeks per course:**

24. **(optional) Type the number of courses in the program:**

25. **Highlight one program delivery format:**

> Fully Online
> Hybrid/Blended
> Face-to-Face

If you selected Learning Resources Materials Collection in Item 5, please answer the following questions as well:

26. **Type an 1 in front of <u>one</u> predominant "type" for the material and a 2 in front of one or more optional secondary material types. See Appendix A for definitions of Material Types:**

Animation	Assessment Tool	Assignment
Case Study	Collection	Development Tool
Drill and Practice	ePortfolio	Hybrid/Blended Course
Illustration/Graphic	Learning Object Repository	Online Course
Online Course Module	Open Journal-Article	Open Textbook
Photographic Image - Instructional	Presentation	Quiz/Test
Reference Material	Simulation	Social Networking Tool
Syllabus	Tutorial	Video - Instructional
Workshop and Training Material	Video - Instructional	Other

27. **Type the name of the course and the program it belongs to :**

28. **Type the TACT round (1-4) this material was created for:**

29. **Highlight the educational level(s) of the instructional material(s)--you may highlight more than one:**
> 1st year Community College or equivalent
> 2nd Year Community College or equivalent
> Upper division of Bachelor's degree or equivalent

30. **Highlight the predominant mode of learning/interactivity supported by the learning resource:**
> Active - requires user to respond to prompts, questions, etc.
> Presentation only - requires user to navigate through content
> Mix of Active and Presentation

31. **(skip) Subject Matter Expert (SME) Review Statement—SINCE Business Growth Services is handling the SME review of all materials, you can SKIP this question—it will be filled out for you.**

Highlight all that apply to how SMEs were used in the development of this material:

> Consultations during development of instructional materials
> Participation as an ongoing member of team developing the instructional materials
> Conducting an evaluation of the instructional materials and providing a report
> Using an approved rubric to conduct the evaluation of the instructional materials and providing a report
> SME Quality Report is posted in Skills Commons
> Other

32. **Highlight all that apply to the ways that your project used evaluation rubrics to assure the quality of the online/hybrid course DESIGN of the instructional materials.** How did you assure the quality of the online/hybrid learning experiences for students?

> Quality Matters
> Quality Online Learning and Teaching (Cal State University)
> Quality Scorecard (Online Learning Consortium)
> Industry Standard Quality Rubric
> Custom Quality Rubric
> Expertise of Project's Instructional Designers
> Other Rubric
> None

33. **(optional) Highlight Quality Rubric used:**
> QM
>
> COLT
>
> SLOAN-C
>
> Chico
>
> Other

34. **(optional) Quality Note: Provide a written description of the process used to ensure quality.** You may also attach a document describing this process to the end of this document.

35. **(optional) Highlight the language of the main content of the item.** If the language does not appear in the list below, please select 'Other'. If the content does not really have a language (for example, if it is a dataset or an image) please select 'N/A'.
> N/A
> English (United States)
> English
> Spanish
> German
> French
> Italian
> Japanese
> Chinese
> Other

36. **(optional) Type the approximate or typical time it takes to work with or through this learning resource for the typical intended target audience:**

37. **(optional) If you have an Accessibility Evaluation Report for this item, type the URL here:**

The remaining questions are about the ways in which your material is ADA accessible and universal in design. You must be able to answer "Yes" to the following questions for your material in order to be in complete ADA compliance for the grant.

38. **(optional) The text of the digital resource is available to assistive technology that allows the user to enable text-to-speech (TTS) functionality.**   Yes   No
39. **(optional) Text is compatible with assistive technology.**   Yes   No
40. **(optional) The resource allows the user to adjust the font size and font/background color (or is rendered by an application such as a browser, media player, or reader) that offers this functionality).**   Yes   No

41. **(optional) Text of the digital resource is compatible with assistive technology that allows the user to reflow the text by specifying the margins and line spacing (or is rendered by an application such as a browser, media player, or reader that offers this functionality).**   Yes   No
42. **(optional) If the digital resource is an electronic alternative to printed materials, the page numbers correspond to the printed material.**   Yes   No
43. **(optional) This correspondence is also preserved when a reflow function is enabled.   Yes   No**
44. **(optional) The reading order for digital resource content logically corresponds to the visual layout of the page when rendered by assistive technology.**   Yes   No
45. **(optional) The text of the digital resource includes markup (e.g. tags or styles) that allows for navigation by key structural elements (chapters, headings, pages) using assistive technology (or is rendered by an application such as a browser, media player, or reader that offers this functionality.**   Yes   No
46. **(optional) The text of the digital resource includes markup for bullets and numbered lists that is compatible with assistive technology (or is rendered by an application such as a browser, media player, or reader that offers this functionality).**   Yes   No
47. **(optional) If the text of the digital resource is delivered within an ebook reader application, a method is provided that allows users to bypass the reader interface and move directly to the text content that is compatible with assistive technology.**   Yes   No
48. **(optional) Data tables include markup (e.g. tags or styles) that identifies row and column headers in a manner that is compatible with assistive technology (or are rendered by an application such as a browser, media player, or reader that offers this functionality).**   Yes   No
49. (**optional) URLs (website or email addresses) within the text of the digital resource are rendered as active hyperlinks allowing them to be detected and activated with assistive technology (or are rendered by an application that offers this functionality).**   Yes   No
50. **(optional) All information within the digital resource that is conveyed using color is also available in a manner that is compatible with assistive technology. For example, when a table contains negative values, these values should be conveyed with a leading 'minus' character in addition to (or instead of) formatting them in red.** Yes   No
51. **(optional) Decorative images are marked with null alternate text or contain markup that allows them to be ignored by assistive technology.**   Yes   No
52. **(optional) Complex images, charts, and graphs have longer text descriptions that are compatible with assistive technology (or are rendered by an application such as a browser, media player, or reader) that offers this functionality).**   Yes   No
53. **(optional) A synchronized text track (e.g. open or closed captions) is provided with all video content.** Yes   No
54. (optional) **A transcript is provided with all audio content.**   Yes   No
55. (**optional) Audio/video content is delivered via media player that is compatible with assistive technology.** Yes No
56. (**optional) The digital resource content does not contain anything that flashes more than three times in any one-second period.**   Yes   No

57. **(optional) STEM content (e.g. Mathematics, Chemistry) is marked up in a manner that is compatible with assistive technology (or is rendered by an application such as a browser, media player, or reader that offers this functionality).**   Yes   No
58. **(optional) The resource conveys both the notation (presentation) and meaning (semantics) of the STEM content.**   Yes   No
59. **(optional) Each interactive element (e.g. menu, hyperlink, button) and function (e.g. annotations) allows keyboard-only operation both with and without assistive technology.**   Yes   No
60. **(optional) Each interactive element conveys information to assistive technology regarding the element's name, type, and status (e.g. "Play, button, selected").**   Yes   No
61. **(optional) All instructions, prompts, and error messages necessary to complete forms are conveyed as text to assistive technology (or are rendered by an application such as a browser, media player, or reader that offers this functionality).**   Yes   No

_____

APPENDIX A—Learning Resource Materials Definitions

Learning Resources Materials are materials that are used for teaching a course.

Below are definitions of the Material Types that can be selected during the upload process for both the "Primary Material Type" field and the "Secondary/Other Material Type" field.

1. **Animation:** Successive drawings that create an illusion of movement when shown in sequence. The animations visually and dynamically presents concepts, models, processes, and/or phenomena in space or time. Users can control their pace and movement through the material typically, but they cannot determine and/or influence the initial conditions or their outcomes/results. Animations typically do not contain real people, places or things in movement..
2. **Assessment Tool:** Forms, templates, and technologies for measuring performance.
3. **Assignment:** Activities or lesson plans designed to enable students to learn skills and knowledge.
4. **Case Study:** A narrative resource describing a complex interaction of real life factors to help illustrate the impact and/or interactions of concepts and factors in depth.
5. **Collection:** A meaningful organization of learning resources such as web sites, documents, apps, etc. that provides users an easier way to discover the materials..
6. **Development Tool:** Software development applications platforms for authoring technology-based resources (e.g. web sites, learning objects, apps.).
7. **Drill and Practice:** Requires users to respond repeatedly to questions or stimuli presented in a variety of sequences. Users practice on their own, at their own pace, to develop their ability to reliably perform and demonstrate the target knowledge and skills.
8. **ePortfolio:** A collection of electronic materials assembled and managed by a user. These may include text, electronic files, images, multimedia, blog entries, and links. E-portfolios are both demonstrations of the user's abilities and platforms for self-expression, and, if they are online, they can be maintained dynamically over time. An e-portfolio can be seen as a type of learning record that provides actual evidence of achievement.
9. **Hybrid/Blended Course:** The organization and presentation of course curriculum required to deliver a complete course that blends online and face-to-face teaching and learning activities.
10. **Illustration/Graphic:** Visual concepts, models, and/or processes (that are not photographic images) that visually present concepts, models, and/or processes that enable students to learn skills or knowledge. These can be diagrams, illustrations, graphics or infographics in any file format including Photoshop, Illustrator and other similar file types.

11. **Learning Object Repository:** A searchable database of at least 100 online resources that is available on the Internet and whose search result displays an ordered hit list of items with a minimum of title metadata. A webpage with a list of links is not a learning object repository.
12. **Online Course:** The organization and presentation of course curriculum required to deliver a complete course fully online.
13. **Online Course Module:** A component or section of a course curriculum that can be presented fully online and independent from the complete course.
14. **Open Journal – Article:** A journal or article in a journal that is free of cost from the end user and has a Creative Commons, public domain, or other acceptable use license agreement.
15. **Open Textbook:** An online textbook offered by its author(s) with Creative Commons, public domain, or other acceptable use license agreement allowing use of the ebook at no additional cost.
16. **Photographic Image – Instructional:** Photos or images of real people, places or things that visually presents concepts, processes and/or phenomena that enable students to learn skills or knowledge. These can be photographs, images, or stock photography.
17. **Presentation:** Teaching materials (text and multimedia) that are used to present curriculum and concepts to learners.
18. **Quiz/Test:** Any assessment device intended to evaluate the knowledge and/or skills of learners.
19. **Reference Material:** Material with no specific instructional objectives and similar to that found in the reference area of a library. Subject specific directories to other sites, texts, or general information are examples.
20. **Simulation:** Approximates a real or imaginary experience where users' actions affect the outcomes of tasks they have to complete. Users determine and input initial conditions that generate output that is different from and changed by the initial conditions.
21. **Social Networking Tool:** Websites and apps that allows users to communicate with others connected in a network of self-identified user groups for the purpose of sharing information, calls for actions, and reactions.
22. **Syllabus:** A document or website that outlines the requirements and expectations for completing a course of study. Course Outlines would also be included in this.
23. **Tutorial:** Users navigate through a set of scaffolded learning activities designed to meet stated learning objectives, structured to impart specific concepts or skills, and organized sequentially to integrate conceptual presentation, demonstration, practice and testing. Feedback on learner performance is an essential component of a tutorial.
24. **Video – Instructional:** A recording of moving visual images that show real people, places and things that enable students to learn skills or knowledge.
25. **Workshop and Training Material:** Materials best used in a workshop setting for the purpose of professional development.
26. **Other**

APPENDIX B – Program Support Materials Definitions

Program Support Materials are materials used to administrate or support the course or program.

Below are definitions of the Material Types that can be selected during the upload process for both the "Primary Material Type" field and the "Secondary/Other Material Type" field.

1. **Articulation Processes and Agreement:** The process of comparing the content of courses that are transferred between postsecondary institutions such as colleges or universities and/or the agreement between two or more postsecondary institutions guaranteeing transfer of credit for particular courses or programs of study.
2. **Grant Management Materials:** Planning and implementation materials, building plans/layouts for labs, equipment lists, best practices documents, case studies.

3. **Instructor and/or Advisor/Case Manager Support Materials:** Resources for instructors, advisors, case managers and others in similar roles to utilize to perform their tasks.
4. **Job Training/Fieldwork Experiences:** On the job training, clinical training, registered apprenticeships, internships, community service.
5. **Partnership Resources:** Industry associations, labor organizations, local workforce investment boards, industry employers.
6. **Photographic Image – Outreach:** Photos or images of real people, places or things used for recruitment and outreach purposes.
7. **Program:** A comprehensive, structured approach for delivering academic and career and technical education to prepare students for postsecondary education and career success.
8. **Program Assessment and Evaluation:** Needs assessments, student tracking systems, employment data.
9. **Program Planning Resources:** Program administration materials, program planning resources, financial aid for off-term or accelerated programs, professional development resources, labor market research strategies, industry studies.
10. **Quality Assurance Report — Accessibility Report:** Written documentation of the basic elements for describing the methodologies used to assure compliance with accessibility requirements.
11. **Quality Assurance Report — Course Design Report:** Written documentation of the basic elements for describing the methodologies used to assure compliance with assuring the quality of online & hybrid course design requirements.
12. **Quality Assurance Report — Creative Commons Licensing Report:** Written documentation of the basic elements for describing the methodologies used to assure compliance with the Creative Commons licensing requirements.
13. **Quality Assurance Report — Subject Matter Expert Report:** Written documentation of the review of the deliverables produced through the grant written by an individual with demonstrated experience in developing and/or implementing similar deliverables (SME).
14. **Quality Assurance Report — Universal Design for Learning Report:** Written documentation of the basic elements for describing the methodologies used to assure compliance with the universal design requirements in order to ensure that they are readily accessible to qualified individuals with disabilities.
15. **Recruitment and Outreach:** Brochures, websites, videos, radio advertisements, posters, outreach material templates.
16. **Student Support Materials:** Individual learning plans, academic advising, career counseling and planning, career assessment profile, tutoring, mentoring, peer-to-peer support, job placement services.
17. **Video – Outreach:** A recording of moving visual images that show real people, places and things used for recruitment and outreach purposes.

APPENDIX C – Copy and Paste-able Versions of the CC by Licensing Statement with Logo and Example of Document Containing

a. When uploading **a Word or other offline document**:
- If there are *no other copyrighted materials* contained in the item to be uploaded, copy and paste this version of the CC by licensing statement into your Word or other offline document:

 This work is licensed under the Creative Commons Attribution 4.0 International License. It is attributed to Ohio TechNet. To view a copy of this license, visit http://creativecommons.org/licenses/by/4.0/.

- *If there are other copyrighted materials* contained in the item to be uploaded, copy and paste this version of the CC by licensing statement into your Word or other offline document:

Unless otherwise noted, this work is licensed under the Creative Commons Attribution 4.0 International License. It is attributed to Ohio TechNet. To view a copy of this license, visit http://creativecommons.org/licenses/by/4.0/.

b. When uploading a **web page**:
   - For a web page with *no other copyrighted materials within it*, copy and paste this html code version of the "CC by licensing statement with logo" into your web page:

This work is licensed under a <a rel="license"

   - *If other copyrighted materials exist within the material, h*ere is the html code to copy and paste into a web page:

Unless otherwise noted, this work is licensed under a <a rel="license"

c. When uploading a **video**, there are requirements for embedding information within the video. NOTE: This info must appear once within the video! (usually at the beginning or end)
   - *If there are no other copyrighted materials* within the video, the following slide needs to appear at the beginning or end of the video. The PowerPoint version of this slide can be found on the LCCC SharePoint site at:
   https://campusnet.lorainccc.edu/projects/eii-taaccct/SkillsCommons%20Deliverables/Video%20Slide%20with%20disclaimer%20and%20CC%20by%20licesnse%20for%20videos%20containing%20other%20copyrighted%20materials.pptx

- *If there are other copyrighted materials* within the video, include the following slide instead:

The PowerPoint version of this slide can be found on the LCCC SharePoint site at:
https://campusnet.loraincc.edu/projects/eii-taaccct/SkillsCommons%20Deliverables/Video%20Slide%20with%20disclaimer%20and%20CC%20by%20licesnse%20for%20videos%20containing%20other%20copyrighted%20materials.pptx

Below is an example of the "CC by licensing statement with logo" and the DOL disclaimer added to the bottom of a survey. (Please note that the original's one page formatting and margins were not carried over to this document.)

Participant Information:	
Name:	Student ID:
Student Email:	Phone #:

Statements:	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	N/A
1. My overall experience at SSC has been positive.						
2. I understand the requirements to complete my program.						
3. I am interested in an internship while in my program.						
4. I need assistance with finding employment upon completion.						
5. I understand what the TAACCCT program is.						
6. The TAACCT program has had an impact on my educational experience.						
7. The equipment has helped improve my skillset.						
Please answer "YES" or "NO" for the following:	Yes	No				
5. I plan to continue my education post-completion of my current program.			*If 'Yes', please indicate what program and school you are planning to continue your education at:*			
6. I would like to meet with the TAACCCT Success Coach.			*If you answer "Yes," you will be contacted to schedule an in-person meeting.*			

62. Additional Comments:

Please Note: The DOL disclaimer and CC by licensing statement with logo that appear at the bottom of the survey above can be cut and pasted into your document if your document is a Word document or PowerPoint and if no other copyrights appear in your document.