

Licensing & Skills Commons Repository Guidelines



Created by:

Amanda McClellan

Instructional Technology Coordinator

BridgeValley Community & Technical College

Amanda.mcclellan@bridgevalley.edu

(304) 205-6751

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1) Overview

This document applies to work that is developed by the grantee with grant funds. This document DOES NOT apply to pre-existing copyrighted materials licensed to, or purchased by the grantee from third parties, including modifications of such materials. This document DOES NOT apply to works created without grant funds.

All materials that are developed with grant funds must be uploaded to the Skills Commons repository. This document outlines the process that the WV Bridging the Gap Consortium institutions will use to comply with the grant.

2) File Requirements

a) Creative Commons CC BY License

All materials must bear the [CC BY](#) license. For additional information regarding the CC BY licensure requirement, watch this [webinar](#). If you have websites where grant-developed materials are posted, you may choose to use this [attribution builder](#) to generate HTML code that can be easily added to the website. Additional information regarding the CC BY licensure requirement can be found [here](#).

All items that will be uploaded to Skills Commons must include the following on the **LAST PAGE/SLIDE** or **BOTTOM** of the document.

- BTG Logo
- CC BY verbiage & logo
- Institution Logo

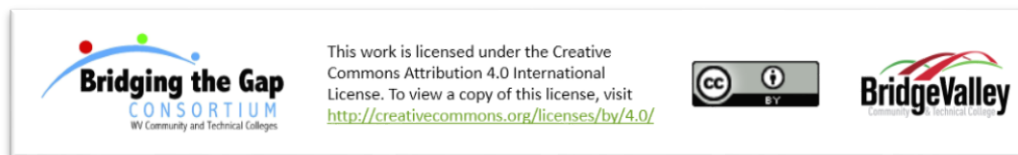


Figure 1. Example of what CC BY information should be provided on all documents

A sample file for each institution is provided in Appendix A.

DO NOT ADD A CC BY LICENSE TO ANY WORK THAT YOU DO NOT OWN. IF YOU PURCHASED THE PHOTOGRAPHS, THAT DOES NOT MEAN YOU OWN THE COPYRIGHT - READ THE COMPANY'S LICENSE AGREEMENT. If you are unsure of the origin of a photograph, you may want to use either of these sites: [Jeffrey's Exif Viewer](#) and [TinEye](#).

b) Department of Labor Statement

If applicable, the following needs to be on all products developed in whole or in part with grant funds:

“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.”

Retrieved 12/5/2014 from: <http://doleta.gov/grants/pdf/SGA-DFA-PY-10-03.pdf>

c) Online & Hybrid Course Requirements

Online & hybrid courses have specific requirements before courses or course components can be uploaded to Skills Commons.

i) Accessibility Requirements

“All online and technology-enabled courses developed under this SGA must incorporate principles of universal design in order to ensure that they are readily accessible to qualified individuals with disabilities in full compliance with the Americans with Disability Act and Sections 504 and 508 of the Federal Rehabilitation Act of 1973, as amended.”

Retrieved 12/5/2014 from: <http://doleta.gov/grants/pdf/SGA-DFA-PY-10-03.pdf> pg. 8.

Every online or hybrid course component must meet accessibility guidelines. Please complete the *Accessibility Checkpoints* list found [here](#) and include the file when submitting your work.

ii) Quality Report

All online and hybrid courses must be reviewed for quality. Additional information can be found [here](#). If your institution does not subscribe to Quality Matters, a free tool (Quality Online Learning and Teaching (QOLT) Instrument) is available. Please submit a quality report rubric when submitting your work.

iii) CC BY License in an Online or Hybrid Course

Add a link to your main menu titled “Creative Commons License.” Add a content area that includes your college’s logo with the BTG logo and CC BY info. See the image below as a reference.

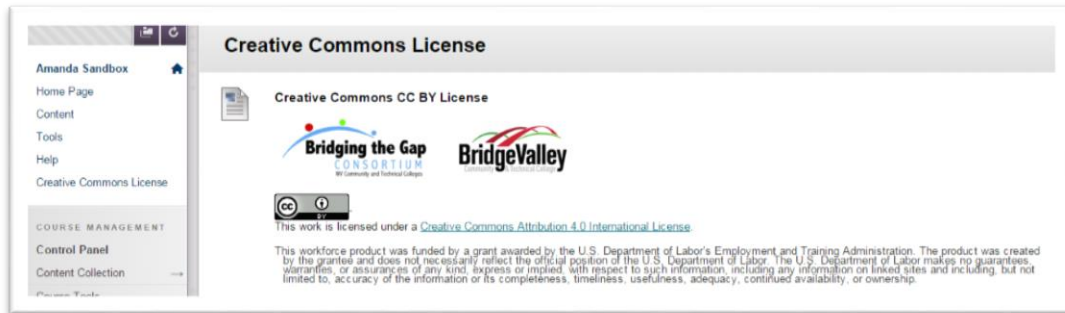


Figure 2. Example of how CC BY License should be shown in LMS

iv) Exporting from your Learning Management System

Please follow the instructions [here](#) for exporting from your Learning Management System (LMS) using the Common Cartridge format.

3) Material Types

The Skills Commons Repository contains two types of material - Learning Resource Material and Program Support Material. You must designate which type of material you are uploading.

a) Learning Resource Material

Learning Resource Material is used to teach a course. Examples include, but are not limited to:

- Animation
- Assignment
- Hybrid Course - LMS export
- Online Course - LMS export
- Presentation
- Quiz/Test
- Syllabus
- Tutorial

b) Program Support Material

Program Support Material are materials used to administrate or support the course. Typical program support materials might include items such as:

- Program Administration Materials
- Job Training/ Fieldwork Experiences (internships, apprenticeships, community service, etc.)
- Recruitment & Outreach (brochures, videos, websites, etc.)
- Partnership Resources
- Articulation processes and agreements
- Program Assessment and evaluation
- Grant management materials

- Student support materials (academic advising, tutoring, mentoring, job placement services)
- Instructor/Advisor/Case Manager support materials (lab manuals, advising manual, instructor guides, course syllabi, etc.)

4) Contributing Materials

All materials that are contributed to Skills Commons will go through Amanda McClellan. She will be the one and only person to upload documents on behalf of the grant. We have setup the instructions below to allow you to submit the files to Amanda for review. Once a file has met all of the requirements, Amanda will upload the document into Skills Commons and it will be made available to anyone with a Skills Commons account.

a) File Types

To enable others to easily access and work with all TAACCCT-funded, CC BY-licensed content, content should be made available in a file format that allows anyone to natively and directly edit the content. Content may be made available in multiple formats, but at least one of these formats must be openly editable by providing the original file format used to create the content.

Upload native documents when possible. For example:

Documents: Openly editable formats include original Microsoft Office files and other editable document files. An example of a closed document format is a PDF, since files with the .pdf extension do not easily allow edits.

- Word - .doc or .docx
- PowerPoint - .ppt or .pptx
- Excel - .xls or .xlsx

Images: Source files should be shared for images, video, and flash.

- Photoshop - .psd
- InDesign - .indd
- Flash - .fla

Video: Common video formats include MP4, MOV, OGM, WEBM, FLV, and AVI.

Audio: Common audio formats include MP3, OG, FLAC, WAV, Theora, and MP4. For audio-only files, exporting to OG Vorbis and MP3 is recommended. Include high-resolution versions of videos where possible.

LMS: LMS Content should also include editable documents but may also include PDF versions as well. Be sure to export using the Common Cartridge .zip file format.

b) File Naming

Amanda McClellan will be the main point of contact with Skills Commons and will manage all of the uploading of documents to their site. We will utilize the Teamwork site as our draft document repository. All items that will be uploaded will need to be categorized.

Possible Category Types include:

- Animation
- Articulation Processes and Agreement
- Assessment Tool
- Assignment
- Case Study
- Collection
- Development Tool
- Documentation
- Drill and Practice
- Grant Management Materials
- Hybrid/Blended Course
- Instructor and/or Advisory/Case Manager Support Materials
- Job Training/ Fieldwork Experiences
- Learning Object Repository
- Online Course
- Online Course Module
- Open Textbook
- Other
- Partnership Resources
- Presentation
- Program
- Program Assessment and Evaluation
- Program Planning Resources
- Quality Assurance Report - Accessibility
- Quality Assurance Report - Course Design
- Quality Assurance Report - Creative Commons Licensing
- Quality Assurance Report - Subject Matter Expert
- Quality Assurance Report - Universal Design for Learning
- Quiz/Test
- Recruitment
- Recruitment and Outreach
- Reference Material
- Simulation
- Student Support Materials
- Syllabus
- Tutorial
- Workshop and Training Material

All files are to be named with the following nomenclature:

Learning Resource Material example:

LRM_INSTITUTION_TYPE_COURSE NAME_COURSE NUMBER_DESCRIPTION

LRM_BVCTC_SYLLABUS_AMTM-101_SYLLABUS FALL 2016.docx

Program Support Material example:

PSM_INSTITUTION_TYPE_DESCRIPTION

PSM_BVCTC_STUDENT SUPPORT MATERIALS_PEER COACH HANDBOOK.docx

c) Website Log Entry

For each set of related files (files pertaining to the same class/concept, you must complete the form [here](#). A set of files must be related in subject matter and purpose.

This form will be used to track each file:

- Does it comply with CC BY licensing requirements?
- Does it have the correct file name and format?

For example, all peer coach training materials can be completed by submitting the form ONCE.

d) Uploading Files to Teamwork Site

It is the responsibility of the ITLs to upload files into the Teamwork - Skills Commons Project website. Each file that is uploaded to Teamwork MUST also have submitted a website entry per the instructions in the section above - Website Log Entry. Please use the Categories checkboxes to properly categorize your files as DRAFTS.

If possible, please ZIP your files and upload one ZIP file to the Teamwork site (ONLY IF FILES ARE RELATED TO THE SAME SUBJECT MATTER). Instructions on how to compress or zip files can be found [here](#).

If a revision needs to be made to any file that has already been uploaded to Teamwork, please contact Amanda McClellan prior to uploading a revised document!

i) Subject Matter Expert Reports

Some curriculum-related documentation requires a Subject Matter Expert (SME) report. If you upload any curriculum-related documents, you will also need to provide a SME report.

“Successful applicants will be required to identify third-party subject matter experts to conduct reviews of the deliverables produced through the grant. Applicants should allot funds in their budget for the independent review of their deliverables by subject matter experts. Subject matter experts are individuals with demonstrated experience in developing and/or implementing similar deliverables. These experts could include applicants’ peers, such as representatives from neighboring education and training providers. The applicant must provide ETA with the results of the review and the qualifications of the reviewer(s) at the time the deliverable is provided to ETA.”

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The [Quality Assurance - SME Report Template](#) is available on the Teamwork site. If the material produced is in video format, a [Quality Assurance - SME Video Evaluation Template](#) is also available.

Appendix A. Sample CC BY Logos

A downloadable JPG file for each of the colleges can be found [here](#).

Blue Ridge Community & Technical College



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BridgeValley Community & Technical College



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Eastern Community & Technical College



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Mountwest Community & Technical College



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New River Community & Technical College



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Pierpont Community & Technical College



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Southern WV Community & Technical College



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West Virginia University at Parkersburg



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West Virginia Northern Community College



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