Learning Resources and Program Support Materials Guide

Grant funded curricula must meet certain criteria to be loaded into US DOL/ETAs repository SkillsCommons. The following will identify the deliverables to be loaded and the requirements for those deliverables.

"All online and technology-enabled content and courses developed under this SGA must incorporate the principles of universal design in order to ensure that they are readily accessible to qualified individuals with disabilities. The content and courses must be in full compliance with the Americans with Disabilities Act and Sections 504 and 508 of the Rehabilitation Act of 1973, as amended, and the Web Content Accessibility Guidelines 2.0, Level AA."

All materials created or enhanced by grant funds must be loaded into SkillsCommons, including **Learning Resources** and **Program Support Materials**. All materials must be free of copyright.

If copyrighted materials were used as part of a course, the source of the materials must be identified. (For example – If an instructor teaches a course with "canned" content from a publisher, the syllabus for the course must be submitted with credit (cited/referenced) being given to the publisher OR If an instructor uses a lab/test/photo/example from a textbook (or other source), the lab/test /photo/example is not submitted but a statement such as "A lab on topic was utilized to instruct students on description/subject. The lab was obtained from (cite source)").

Learning Resources are instructor/course related, and may include…

Animation	Online Course Module
Assessment Tool -Embargo	Online Journal Article
Assignment	Open Textbook
Case Study	Presentation (PowerPoint, Lecture Notes, Video, Handout)
Collection	Quiz/Test - Embargo
Development Tool	Reference Material
Drill and Practice	Simulation
e-Portfolio	Social Networking Tool
Hybrid/Blended Course	Tutorial
Learning Object Repository	Workshop and Training Material
Online Course	Other

Support Materials are Project Coordinator/Student Navigator related, and may include….

Articulation Processes and Agreement (with industry partners)
Grant Management Materials
Instructor and/or Advisor/Case Manager Support Materials
Job Training/Fieldwork Experiences
Partnership Resources
Program
Program Assessment and Evaluation
Program Planning Resources – includes syllabus
Quality Assurance Report-Accessibility Report
Quality Assurance Report-Course Design Report
Quality Assurance Report-Creative Commons Licensing Report
Quality Assurance Report-Subject Matter Expert Report
Quality Assurance Report-Universal Design for Learning Report
Recruitment and Outreach
Student Support Materials

Assessments and other evaluation materials may be given EMBARGO status (those accessing would need to request permission to view the content via a pre-determined contact person/dept. on each campus).

ALL content/materials must meet certain criteria prior to loading into SkillsCommons (Checklist below). All content must be:

- **Universally Designed for Learning (UDL)** – meets the needs of various learners, clear goals/objectives, provides opportunities and purposefully reduces barriers to learning. All online and technology-enabled content *and* courses developed under this grant must incorporate the principles of universal design for learning see CAST website in order to ensure that they are readily accessible to qualified individuals with disabilities.
- **Accessible according to ADA 504 and 508 –** all Learning Resource and Support Materials must meet ADA standards for accessibility. The standards apply to text (text to speech), spacing, font, pictures/images, charts, diagrams, videos, flashing, color, etc. for all Learning Resource and Support Materials.
    - ➢ A quick initial check in Word – Save your document first then re-open it. Click on File (top left of document). New screen will open. Click on Check for Issues (square option in middle). Click on Check Accessibility from the drop down options. Use the arrow in the top left of this screen to go back to your document to view the Inspection Results to the right of the document. Click on each issue for instructions on how to resolve that issue.
    - ➢ Following link includes guides and checklists for Word documents, PowerPoints, Excel and PDF documents - Ed Dept Accessibility Requirements for Electronic Documents
    - ➢ Skills Commons Accessibility Requirements Guidelines Accessibility Requirements Guidelines Support Center Includes Accessibility Guides & Resources for commonly used files and formats
- **Web Content Accessible Design WCAG 2.0, Level AA**
    - ➢ WCAG Overview – Includes strategies, guidelines, resources to make the Web accessible to people with disabilities Web Content Accessibility Guidelines (WCAG) Overview
    - ➢ 10 Tips for Creating Accessible Web Content with WCAG 2.0 https://www.youtube.com/watch?v=nwV3Uizl1Nk
- **Plagiarism Checker** – Use a plagiarism checker of your choice to check all documents. The Instructional Designer will also be running all submissions through a plagiarism checker.
- **Copyright free or referenced** – All Learning Resources and Support Materials must be free of copyrighted materials or be properly referenced. Reference should include source information and a brief description of how the materials were used.

When uploading content to GoogleDocs for Instructional Designer review, please follow the following naming protocol:

> 4 letter college code_CourseName_document (NMCC_DigitalLiteracy_syllabus)

Program Coordinators are important resources for their campus meet the above guidelines. Program Coordinators must put the following on each submission:

- Creative Commons Licensing – CCBY 3.0 or higher
- DOL statement - "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."

Deliverables Checklist:

- ☐ Document Title - 4 letter college code_CourseName_document
- ☐ UDL
- ☐ Accessibility
- ☐ WCAG2.0, Level AA
- ☐ Plagiarism Checker
- ☐ Copyright material referenced with description

Program Coordinator:

- ☐ CCBY license 3.0 or higher
- ☐ DOL statement

Determine Deliverables to load to SkillsCommons

Determine criteria for loading to SkillsCommons has been met

Submit for Review and Feedback

Final Version Submission and Documentation

Third Party Review and Upload

| Determine which Learning Resources and Support Materials require submission. All materials created or enhanced by grant funds or grant purchased materials must be loaded into Skills Commons. | Each document must be UDL, Accessible, WCAG 2.0 Level AA, Plagiarism Free, and Copyright Free or Referenced. | All documents submitted to Program Coordinator and Instructional Designer for review/feedback. | Final documents to Instructional Designer. Creative Commons License and DOL statement added by Program Coordinator. | Third party review of content then uploaded to SkillsCommons by Project Manager. |
| Early 2016 | 1/1/2016-9/3/2016 | ON or before 9/3/2016 | ON or before 12/31/2016 | 2017 |