

# Project Guide for Meeting TAACCCT CC BY Requirement

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## When building learning and program support materials:

1. Identify content creators – this may include faculty, staff, contracted subject matter experts, etc.<sup>1</sup>
2. Ensure content creators are aware that grant related materials are subject to CC BY licensing<sup>2</sup>. Explain that this means the grant materials will be openly licensed, providing the public the right to distribute, remix, tweak, and build upon their work, even commercially, as long as they credit the copyright owner for original creation.
3. Determine which learning and program support materials are subject to CC BY.
  - a. Any content created, in part or in full, with TAACCCT grant funds is subject to the Creative Commons BY license. For more information about the CC BY requirement, please see <http://www.doleta.gov/taaccct/Announcements.cfm>
  - b. To mark materials created by the grantee with the CC BY license, please see [https://wiki.creativecommons.org/Marking\\_your\\_work\\_with\\_a\\_CC\\_license](https://wiki.creativecommons.org/Marking_your_work_with_a_CC_license)
  - c. Previously licensed content/publisher content **can NOT** be CC BY. In this case, the grantee can either omit the content or request permission from the publisher/copyright owner to include it in the upload. If permission is granted, the previously copyrighted portions must be attributed to the publisher/owner, based on how the publisher/owner wants the attribution to look and where they want the attribution placed.
  - d. To properly use and provide attribution for materials with a Creative Commons license, please see [https://wiki.creativecommons.org/Best\\_practices\\_for\\_attribution](https://wiki.creativecommons.org/Best_practices_for_attribution).
4. Create templates with the CC BY language, DOL language, and grantee project information on them.<sup>3</sup> For template examples, please see <http://bit.ly/CCBYTemplates>
5. Develop guidelines for building material with templates. For example, should there be a common font style, size, etc.?
6. Develop a naming convention for files and zipped courses.<sup>4</sup>
7. Adhere to accessibility guidelines when building materials. For more on accessibility, please see the “**ACCESSIBILITY GUIDELINES**” section from the Skills Commons Tutorials and User Guides page <http://support.taaccct.org/home/tutorials-user-guides/>.
8. Work with the campus disabilities service provider to ensure materials are ADA compliant.
9. Ensure the material is in an editable format, for more information please see <http://support.taaccct.org/Guidelines-for-Enabling-Others-to-Reuse-SC-content-11-2014.pdf>
10. Determine and note if materials are used for the first or second year at the community college level.
11. Determine and note the length of time it will take to complete the material/course.

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<sup>1</sup> This resource may help to determine content creators and content subject to CC BY <http://bit.ly/CCBYFlowChartTACT>.

<sup>2</sup> For more information about the Creative Commons licensing requirement for TAACCCT grantees please see <https://open4us.org/faq/#enable>.

<sup>3</sup> This is optional, but helpful to build consistency and retain project branding.

<sup>4</sup> This is optional, but helpful to build consistency.

12. Determine and note which program(s) the material supports.
13. Determine and note who will be named the copyright owner. The copyright owner is the organization who is releasing the work under a CC BY license, is likely either the college, project name, or lead college for a consortium.
14. Determine and note who will be named the author – for example, the instructional designer, individual faculty member, department, college, or grant project name.<sup>5</sup>

## **Store learning and program support materials:6**

Create an internal repository to curate learning resources and program support materials.

Learning materials may include, but are not limited to:

- Quizzes/tests
- Handouts
- course outline
- course description
- lectures (recorded)
- tutorials created by faculty/staff
- handbooks
- FAQs
- photographs
- videos
- textbooks if created by grantee with grant funds

The [Skills Commons FAQs](#) page defines program support materials as: the 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)

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<sup>5</sup> This is more of a courtesy, and does not replace the copyright owner. An author does not have to be named.

<sup>6</sup> “Store Learning and Program Support Materials” and “Prior to Uploading to Skills Commons” can be done in any order the project manager sees fit.

## Prior to Uploading to Skills Commons:

1. Read about Skills Commons <http://support.taaccct.org/about/>
2. Set up an account with Skills Commons: <http://support.taaccct.org/home/getting-started/>
3. See the user guides and videos: <http://support.taaccct.org/home/tutorials-user-guides/>
4. Determine the industry sector NAICS codes. <https://www.census.gov/cgi-bin/sssd/naics/naicsrch?chart=2012>
5. Determine the occupation classification SOC codes. [http://www.bls.gov/soc/major\\_groups.htm](http://www.bls.gov/soc/major_groups.htm)
6. Determine the instructional program classification CIP codes. <http://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55>
7. Determine keywords – for example, use keywords from the course/program description, the project name, the college, and resource type.<sup>7</sup>

## Uploading a single course to Skills Commons:

- Access the grant project internal repository (if one was created)
- Ensure files follow the naming convention<sup>8</sup>
- Complete a course materials manifest/inventory that includes:
  - Summary description of grantee project goals
  - College course comes from (if part of a consortium)
  - Title of course
  - Description of course (from catalog)
  - Course for which program is part of
  - DoL Disclaimer statement
  - Grant Project Disclaimer statement
  - Inventory describing what is within file
- Zip files for course, and include the course materials manifest/inventory.
- When ready to submit, log in to <https://www.skillscommons.org/>
  - Read through the user guide(s), depending on the submission type <http://support.taaccct.org/home/tutorials-user-guides/>
  - If you Still have questions please contact: Support@skillsCommons.org

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<sup>7</sup> The project manager may decide to develop keywords prior to the development of content, and ask content creators to include keywords when they submit their material to the project curate space.

<sup>8</sup> Optional.

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