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As a result of the grant extension, there were minor edits made to this document on July 16, 2014. For example, all material created from October 1, 2011 through September 2015 is subject to CC BY. Previously this document stated “through September 2014”.

What is a CC BY license?

This license lets others distribute, remix, tweak, and build upon your work, even commercially, as long as they credit you for the original creation. This is the most accommodating of licenses offered. Recommended for maximum dissemination and use of licensed materials.

From: <https://creativecommons.org/licenses/>

Language from RFP:

In order to further the goal of career training and education and encourage innovation in the development of new learning materials, as a condition of the receipt of a Trade Adjustment Assistance Community College and Career Training Grant ("Grant"), the Grantee will be required to license to the public (not including the Federal Government) all work created with the support of the grant ("Work") under a Creative Commons Attribution 3.0 License ("License"). This License allows subsequent users to copy, distribute, transmit and adapt the copyrighted work and requires such users to attribute the work in the manner specified by the Grantee. Notice of the License shall be affixed to the Work. For more information on this License, please visit <http://creativecommons.org/licenses/by/3.0>.

What gets licensed:

Anything that was enhanced or developed, in part or in whole, using TAACCCT grant money requires application of the CC BY license. The grant period is September 2011 – September 2014. This is a DOL requirement of the grant and is not subject to debate. Do not license previously copyrighted work from a publisher, content distributor, equipment vendor/manufacturer, textbook, or anything that the college did not originally create using TAACCCT grant funds. However, if you use copyrighted materials and build upon it, you do need to CC BY the section(s) that you added.

Examples of materials requiring licensing, this is not an exhaustive list:

- Quizzes/tests
- Handouts
- course outline
- course description
- lectures (recorded)
- tutorials created by faculty/staff
- website (marketing activities that used TAACCCT money to develop our Advanced Manufacturing website)
- surveys on websites
- handbooks
- FAQs
- Photographs
- Videos
- Textbooks if created by CCSNH faculty with TAACCCT grant funds
- Program Support Materials

Potential content creators:

- Department Heads/Chairs
- Program Coordinators
- Faculty
- Admissions Staff
- Instructional Designers
- Advising Staff
- Career Staff
- Library Staff
- Marketing Staff

So what does each College have to do to meet this requirement?

TASK 1: Determine who will curate and upload required materials

The collection of materials may be the responsibility of the TAACCCT PC, program department chair/coordinator, instructional designer, and/or full-time or adjunct faculty.

What if I am unsure whether or not the content is subject to CC BY?

Please refer to the flow chart to identify content creators and content the creators produced subject to CC BY.

If you feel a strong case that something is NOT subject to CC BY, please:

- Complete the [Course Not Subject to CC BY Form](#)
- Provide the official **Course Outline Form** and approval materials dated and signed PRIOR to September 30, 2011. The discretion is up to the college to determine.

TASK 2: Identify content creators and materials they created subject to CC BY using the flow charts.

How will I know if equipment purchase(s) resulted in materials subject to CC BY?

"When equipment is purchased using TAACCCT money which then results in the course being modified I can imagine a couple of possibilities. Often the purchase of equipment includes manuals and technical materials that could be incorporated into the course. In this scenario I expect the material is copyrighted to the equipment manufacturer and would not be CC BY licensed. However, if the modification of course material involves faculty writing new hands-on labs or revising the curriculum with newly developed curricula they author then of course that material would need to be CC BY licensed." -in an email from Paul Stacey, Creative Commons 8/27/13

[Please note that each college will provide two copies of each material, a PDF and an editable file format for files created with CAD/Drawing software.](#) For a complete definition of the types of files acceptable for text, image, video, or audio please see <http://open4us.org/about/what-is-open/#techstandards>.

PDFs are not an acceptable file for sharing, although we will need to share both a native file and a PDF version of the CAD/Drawing software file.

Upload all documents to Sharefile account by **MAY 5, 2014** (THIS IS PRE-EXTENSION INFORMATION)

- Once you curate material, you will need to:
 - For each COURSE, please complete the [Materials Form](#). This will insure accuracy when uploading to Skills Commons.
 - Open and save the file to your storage device using the Naming Convention (table, below)
 - Add the CC BY, AMPedNH, and DOL statement
 - Provide attribution for any open resources/materials used to produce the CCSNH product
 - Save the document

- Sign in to Sharefile <https://www.sharefile.com/>
- Enter your **College Folder**
- Enter the **Course Folder** for which you will be uploading content to
- Enter the **TYPE of CONTENT Folder** (for example if you are uploading a Syllabus for a Machine Process course, enter the “Machine Process” folder and then the “Syllabus” subfolder)
- Be sure the material is in an editable format (Word, Excel, PowerPoint, JPG/GIF/PNG)
- Follow the identified naming convention below:

Types of Materials and Naming Convention

Materials	Naming Convention
Assessments and Projects	COLLEGE/CATALOG ENTRY/ASSESSMENT TITLE example: RVCC MTTC102 Capstone Project
Course Descriptions	COLLEGE/CATALOG ENTRY/SEMESTER/COURSE OUTLINE example: RVCC MTTC102 F13 Course Description
Course Outlines	COLLEGE/CATALOG ENTRY/SEMESTER/COURSE OUTLINE example: RVCC MTTC102 F13 Course Outline
Labs	COLLEGE/CATALOG ENTRY/WEEK/LAB TITLE example: RVCC MTTC106 Week 1 Milling Lab
Lecture Materials	COLLEGE/CATALOG ENTRY/SEMESTER/WEEK/LECTURE example: RVCC MTTC102 F13 Week 1 Lecture
Syllabi	COLLEGE/CATALOG ENTRY/SEMESTER/SYLLABUS example: RVCC MTTC102 F13 Syllabus
Tests/Quizzes	COLLEGE/COURSE/TEST TITLE example: RVCC MTTC102 Midterm
Photo/Images	COLLEGE/COURSE/TITLE OF IMAGE <ul style="list-style-type: none"> ✓ When uploading an image for CC BY licensing, please complete the Image and Video Form. If multiple images are associated with one course module, you only need to complete one form for all associated images. ✓ If the image includes content not originally produced by the CCSNH and/or is a derivative of another open licensed resources: <ul style="list-style-type: none"> ○ Do not upload proprietary images unless you have a signed release ○ If content within the image is open licensed, and/or you have created a derivative of an open licensed work, please provide a page with attribution for content that is not original/created by CCSNH. For information on best practices when attributing derivatives, please see http://wiki.creativecommons.org/Best_practices_for_attri

[bution#This is a good attribution for material you modified slightly](#)

- ✓ Course/program the image supports
- ✓ **Signed release (WAIVER)**

Videos

COLLEGE/COURSE/TITLE OF VIDEO

- ✓ When uploading a video for CC BY licensing, please complete the [Image and Video form](#).
- ✓ TRANSCRIPT if available
- ✓ Notes/Handouts that support the video
- ✓ If the video includes content not originally produced by the CCSNH and/or is a derivative of another open licensed content:
 - If content within the video is previously copyrighted, edit that content out.
 - If content within the video is open licensed, and/or you have created a derivative of a an open licensed work, please provide a page with attribution for content that is not original/created by CCSNH. For information on best practices when attributing derivatives, please see [http://wiki.creativecommons.org/Best_practices_for_attribution#This is a good attribution for material you modified slightly](http://wiki.creativecommons.org/Best_practices_for_attribution#This_is_a_good_attribution_for_material_you_modified_slightly)
- ✓ **Signed release (WAIVER)**

For videos in production now or planned for production:

- ✓ Create and include a transcript for the upload to Sharefile
- ✓ Add a Creative Commons license ([“bumper”](#)) to the video when in production.

After the documents and materials are uploaded:

- Hezel will complete their 3rd party curriculum review
- Jennifer will act as the Creative Commons Coordinator for the CCSNH TAACCCT project and upload to [Skills Commons](#)

Note: Content created from October 1, 2011 through September 2015 IS subject to CC BY.

File Formats, Using Templates, and Gotham Font

Remember to have please ask content creators to use the Word, Excel, PPT, and/or other templates as distributed by the TAACCCT NH team when creating content subject to CC BY. Please ensure they do not delete the footer or DOL language, and ask that they edit the CC BY licensing statement accordingly to add the title of the work and the author of the work.

- ✓ Remember to save two formats of each file: an editable version and a PDF.
- ✓ [Autodesk](#) and [Solidworks](#) both provide free file viewers, which will be included in the mass, DOL repository upload.
- ✓ If possible, use the Gotham font which is an AMPed NH font.

- ✓ If you do have Gotham font, be sure to edit the options in your Microsoft Word and PowerPoint applications so that the font is embedded when you save and share the material. This means that the viewer will be able to see the file the way you created it, even if they do not have Gotham font downloaded on their machine.
 - Open the Word or PowerPoint Application
 - Select “File” from the top ribbon
 - Select “Options”
 - Select the “Save” field under the Options menu
 - Check the box where it says, “Embed fonts in the file”.
- ✓ If you do not have Gotham font, please use **Century Gothic** or **Ariel** font.
- ✓ If you or your college is creating marketing material such as information sheets, brochures, recruiting one pagers, etc., for AMPed programs, please follow the AMPed Brand Guidelines. Jan Phelps can provide you with more information on AMPed Brand Guidelines.

Best Practices:

- *Please note you may only apply the Creative Commons license to original videos created by faculty and staff with TAACCCT money. You can not apply the Creative Commons license to copyrighted videos and/or videos your college did not originally create. For more on licensing videos on YouTube, please see their disclaimer here:*
<http://www.youtube.com/yt/copyright/creative-commons.html>
- To attribute work you modified or created a derivative of, see http://wiki.creativecommons.org/Marking_your_work_with_a_CC_license#Other_issues and http://wiki.creativecommons.org/Best_practices_for_attribution#This_is_a_good_attribution_for_material_you_modified_slightly
- When you create a video on please include 2-5 seconds at the end of the video for Creative Commons licensing (“bumper”). To do so, see http://wiki.creativecommons.org/Marking_your_work_with_a_CC_license#Example:_Video
- Uploading files to Sharefile instructions:

Any type of file can be uploaded to ShareFile. You may want to consider using a different uploader if the video is over 2GB. Here is a Knowledge Base article that can help with uploader types:

http://support.citrixonline.com/en_US/ShareFile/help_files/SF010017

http://support.citrixonline.com/en_US/ShareFile/help_files/SF010016

http://support.citrixonline.com/en_US/ShareFile/help_files/SF010014

Benefits of the CC BY requirement to grantees and faculty/Talking points for PCs and Content Curators when approaching faculty

- Whoever uses materials with CC BY licensing is REQUIRED to attribute them – so content creators do not have to worry that someone is going to steal their

work. If they find out someone used their work without proper attribution, they can take that person to court and the content creator WILL win because these licenses are **rock solid** and have held up in court cases worldwide.

- All grantees are required to apply the license and anyone in the world has access to almost \$2 billion worth of quality education materials!
- Remember, we have the DOL requirement because we were granted tax dollar monies. The government has determined it isn't ethical or productive to use tax payer money and restrict any materials produced with that money.
- Faculty can gain recognition for their knowledge, subject matter expertise, and hard work. I mentioned this during our face-to-face meeting at ATAC. Faculties who have been working for the same college(s) all these years can finally get a chance to get their name out there to the broader education community, and doors of opportunity open.
- Cable Green and Creative Commons have a project on the horizon to create an analytics tool so OER content creators can see how often and perhaps by whom their work is being accessed and used by.

What is Creative Commons?

- <http://creativecommons.org/>

Links to Creative Commons Resources:

- <http://open4us.org/faq/>
- <http://creativecommons.org/licenses/by/3.0/>
- <http://open4us.org/resources/cc-by-license-implementation-deep-dive-resources/>
- License Chooser tool: <http://creativecommons.org/choose/>
- If anything is uploaded to the sites in the following weblink, the are automatically attributed with a CC license:
<http://wiki.creativecommons.org/Publish>
- For the <http://ampednh.com/> website
<http://wiki.creativecommons.org/Marking/Creators>

Webinars and Videos explaining TAACCCT Requirement for CC BY

- <http://vimeo.com/43142376>

Skills Commons – DOL Grantee Repository **AMPed NH Collection on Skills Commons**

Questions?

You can email the experts at TAA@creativecommons.org

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