



**Name of School:** Missoula College

**Name of Learning Resource Material:** CDL

**Name of Author:** Mark Dodge, Vida Wilkinson, Bill Hillman

**General formatting note:** It is optional, but recommended that each document is consistently formatted.

- These documents already include a header/footer with Missoula College’s logo.
- However, I have provided an example template, which is titled, “List of OER Material: Missoula College\_CDL Program,” which can also be uploaded to Skills Commons as an OER materials map.

**Document Nomenclature:** It is optional, but recommended that each document within a program/curriculum been named similarly.

- Zipped material for a PROGRAM: RevUp\_Missoula College\_Program Name
- Zipped material for a COURSE: RevUp\_Missoula College\_Course Name
- Individual Course Material: Program Name abbreviated\_Course Name\_Course Item\_Missoula College

**Example: CDL\_Syllabus\_Missoula College**

CDL Program	Form	USDOL disclaimer	CC BY license	Accessibility	Notes from Full Tilt Ahead
CDL Syllabus and Registration Track 1 and Track 2 Author: Mark Dodge	PDF	Looks good	Looks good	Natural Reader worked on this doc, so it is accessible and can be read aloud by text-to-speech technologies.  I included Alt Text for all images after running an Accessibility Report.  Looks good now.	<b>ACCESSIBILITY COMMENTS:</b> You can download Natural Reader for free to check your PDF docs: <a href="http://www.naturalreaders.com/index.html">http://www.naturalreaders.com/index.html</a>  You can run an accessibility report for any pdf. Click Advanced on the top toolbar, click Accessibility, click Full Check.  <b>Reusability Comments:</b> For reusability purposes, if you have a Word document copy, please submit material in Word format.
Community Cost Listing	PDF	Need to include	Need to include	Natural Reader worked on this doc, so it is accessible	<b>ACCESSIBILITY COMMENTS:</b> Spell out the abbreviations TRK 1 and TRK 2 so the text-to-speech

				<p>and can be read aloud by text-to-speech technologies.</p> <p>I included Alt Text for all images after running an Accessibility Report.</p> <p>Looks good now.</p>	<p>technology will read “Track 1 and Track 2.”</p> <p><b>Reusability Comments:</b> For reusability purposes, if you have a Word document copy, please submit material in Word format.</p>
<p>RevUp CDL Student Guide Authors: Bill Hillman, Mark Dodge, Vida Wilkinson</p>	PDF	Looks good	Looks good	<p>Natural Reader worked on this doc, so it is accessible and can be read aloud by text-to-speech technologies.</p> <p>I included Alt Text for all images after running an Accessibility Report.</p> <p>Looks good now.</p>	<p><b>Reusability Comments:</b> For reusability purposes, if you have a Word document copy, please submit material in Word format.</p>

**Location of Materials:**

FTA Review documents: <https://app.box.com/s/587jg7piyu1kignpdaldzvph7dzc9ry0>

**Missoula College Accessibility Information:**

Accessibility: <https://www.umt.edu/accessibility/>

Disability Resources: <https://www.umt.edu/accessibility/resources/default.php>

**NOTE:** Full Tilt Ahead has created a helpful document *General Accessibility Questions and Answers*

<https://app.box.com/s/yi2i7g4odogl6cnlbs4k8ekxocyc9eui>

**Helpful links:**

**Accessibility checklists:** <https://app.box.com/s/ljcc55huqtgdc5t9anx8qvftzcyfk6bm>

**USDOL Disclaimer:** <https://app.box.com/s/vol51pv1hzi8wmmra62e4ddjpziy6njn>

**CC BY Licensing:** <https://app.box.com/s/vylow641jgicdzmkuf6wew0y30etxntv>

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**Example college logo:**



**Example RevUp logo:**

