

TURNING A PRE-EXISTING TEACHING/LEARNING MATERIAL INTO AN OER

1. INTRODUCTION

OpenEd@UCL is a public repository for sharing and showcasing teaching curriculum materials produced by staff and students across all departments at UCL; this can include presentation slides, hand-outs, resource lists, videos, and other materials. This guide provides basic instructions for turning a pre-existing teaching/learning material into an open educational resource (OER).

Remember that your OER will be viewable to and accessible by the public. As such, please consider the descriptions and metadata you provide alongside your content and ensure that they are clearly understandable to those with *and* without subject-specific knowledge. Your key audience will primarily be practitioners such as yourself who are looking for educational materials to re/use for their teaching.

2. GATHER YOUR TEACHING MATERIALS

Search through your files and collate all your teaching materials so all the documents you need are in one location and easy to find.

3. CONVERT TO OPEN FORMAT, WHERE POSSIBLE

Not all file-types are accessible, and some file-types can require (sometimes costly) software to open. We recommend saving in open document format (ODF) as this enables the reuse and editing of content using free and open source (FOSS) software which can be accessed, downloaded, and used freely. The recommended office suite to use is LibreOffice (which can be downloaded here: <https://www.libreoffice.org/>).

It is also possible to save a file as ODF through MS Office. For example, you can save a `.docx` file as a `.odt` file in MS Word.

4. ORGANISING AND LABELLING YOUR TEACHING CONTENT

Clearly organise your teaching content by creating coherent folders as necessary and applying clear labels and titles to each file. It can be useful for yourself and the user to create a readme text file, to sit alongside your content, detailing how your teaching materials have been organised and labelled.

5. METADATA

Metadata is data (information) which describes other data (such as OER). Metadata is important because it allows your teaching materials to be “open” as it aids searchability across various search and database platforms.

Here is the metadata schema for UCL's OpenEd@UCL repository:

- Populated automatically
- Mandatory for each resource/collection
- Required only if certain other criteria are met
- Optional/additional information

METADATA	VALUE (EXAMPLE IN GREY)
File name/extension (tech info)	File name including extension
URI (Uniform Resource Identifier)	https://edshare.qcu.ac.uk/id/eprint/3303 - leave blank for now
Date deposited	E.g. 18 Dec 2017 10:30
Depositing user	Name of depositor (inc. URL link to staff IRIS page/ORCID ID)
Publisher/institution	UCL
Contact	Institutional email address
Last modified:	E.g. 26 Jan 2018 11:44:00
Terms for use / license	CC BY-SA 4.0
Creator/author	Name of owner/creator (inc. URL link to staff IRIS page/ORCID ID)
Date created	Date the original resource was created
Title	Title information
Description	Contextual information describing the resource, what is contained within it, and how it is to be used
Keywords/tags	To improve discoverability?
Copyright holder - if not creator/author	Author/creator (inc. URL link to staff IRIS page/ORCID ID if applicable)
Third-party content statement	Any third-party content? If yes, indicate where/ what, and if permission for reuse has been sought)
Version	Version number if not 1
Media type	Video, document, audio, presentation slides, exam paper, handout, etc.
Contributing author	Authors of previous versions of OER, if re-using
Subject classification	Subject/LOC or UCL classification?
Project/course title or subject heading	What module or programme does this resource fall under?
Intended user/audience	History researchers, A-Level students, etc.
Level	Undergraduate (UG) postgraduate (PG), which year of study?
Educational use	For example, what learning context/environment is needed: individual or groupwork?
Activity type	For example: active, mixed, etc.
Geographic location	If created off-campus / field-work?
Language - if not English	French, etc.
Related content	Can link to relevant course pages or other OER in the repository
Software requirement	What software does the user need to access/open the material, and where can they download this IF NOT ALREADY AVAILABLE ON UCL SYSTEMS?
Media length	Amount of time required to get through video, presentation, etc.
Comments	Any notes or additional comments on the file? Attributor/third-party info? Are the files editable?

Fig. 1 Metadata schema for UCL's OER

File name	Title	Description	Creator	Date created	Keywords/tags	Copyright holder	3p content statement	Version no.	Media type	Contributing author	Subject	Faculty	User	Level	Use	Activity type	Geography	Related content	Software	Length	Comments
space-diagram.png	Space	This image of the solar system is used to introduce new students to the module	S. Singh	03.05.12	diagram, space, science, oer, learning, introduction to astrophysics, beginner, physics, astronomy	S. Singh	Rights cleared	1	Image	F. Chukwu	Astronomy	Physics and Astronomy	Year 1 UG	Year 1 UG	Any	Annotation, note-taking	London, UK	Year 1 Astronomy	Image viewer (Windows)	N/a	Part of 'Year 1 Astronomy' collection
worksheet.odt	Introduction activities	This worksheet includes introductory activities for Y1 UG students to complete individually	S. Singh	03.05.12	introduction, activity, physics, astronomy, individual, worksheet, introductory activity	S. Singh	Rights cleared	1	Document	F. Chukwu and M. Ganbold	Astronomy	Physics and Astronomy	Year 1 UG	Year 1 UG	Any	Individual	London, UK	Year 1 Astronomy	LibreOffice or MS Word	5 mins	Part of 'Year 1 Astronomy' collection
worksheet-class2.odt	Introduction activities - physics	This worksheet has simple activities and questions on the solar system for Y1UG students to complete individually	S. Singh	04.05.12	worksheet, activity, individual, team work, introduction, introductory activity, exercise, physics, astronomy, beginner	S. Singh	Rights cleared	1	Document	F. Chukwu	Astronomy	Physics and Astronomy	Year 1 UG	Year 1 UG	Any	Individual	London, UK	Year 1 Astronomy	LibreOffice or MS Word	5 mins	Part of 'Year 1 Astronomy' collection
exercise.odt	Introduction activities - team exercise	This worksheet includes five activities for a group of 3-5 students to complete together and then feedback on	S. Singh	04.05.12	worksheet, activity, group, group work, introduction, introductory activity, feedback, timed activity, exercise, physics, astronomy, beginner	S. Singh	Rights cleared	1	Document	F. Chukwu	Astronomy	Physics and Astronomy	Year 1 UG	Year 1 UG	Any	Group work	London, UK	Year 1 Astronomy	LibreOffice or MS Word	10 mins	Part of 'Year 1 Astronomy' collection
space-diagram2.png	Space (v.2 2015)	This image of the solar system is used to introduce new students to the module	S. Singh	09.05.15	diagram, space, science, oer, learning, introduction to astrophysics, beginner, physics, astronomy	S. Singh	Rights cleared	2	Image	F. Chukwu	Astronomy	Physics and Astronomy	Year 1 UG	Year 1 UG	Any	Annotation, note-taking	London, UK	Year 1 Astronomy	Image viewer (Windows)	N/a	Part of 'Year 1 Astronomy' collection
worksheet2.odt	Introduction activities (v.2 2015)	This worksheet includes introductory activities for Y1 UG students to complete individually	S. Singh	09.05.15	introduction, activity, physics, astronomy, individual, worksheet, introductory activity	S. Singh	Rights cleared	2	Document	F. Chukwu and M. Ganbold	Astronomy	Physics and Astronomy	Year 1 UG	Year 1 UG	Any	Individual	London, UK	Year 1 Astronomy	LibreOffice or MS Word	5 mins	Part of 'Year 1 Astronomy' collection

A good way to organise your metadata before uploading it is to create a spreadsheet with these fields and input your information. Here is an example of what this might look like:

Fig. 2 Example of how metadata can be organised on a spreadsheet

Note: it is also possible to *embed* metadata into various file formats. This can reduce the chance of your OER becoming separated from the metadata. Instructions on how to embed metadata into the more common file-types can be found on the OER website, here: <http://www.ucl.ac.uk/oer/faq/metadata-embed>. If you would like to know how to embed metadata into other file-types, please contact the OER team who can help you find a solution.

6. ADDING A CREATIVE COMMONS LICENCE

Note: Any content (including OER) you create/author whilst at UCL remains your intellectual property; you are the owner and the copyright holder of that content. For more information on this, please read the [UCL Staff IPR policy](#).

It is important to add licence information to your OER as this will ensure the correct use and reuse of your content. You can learn about the various Creative Commons licences on the [website](#), and the diagram below provides a summary overview:

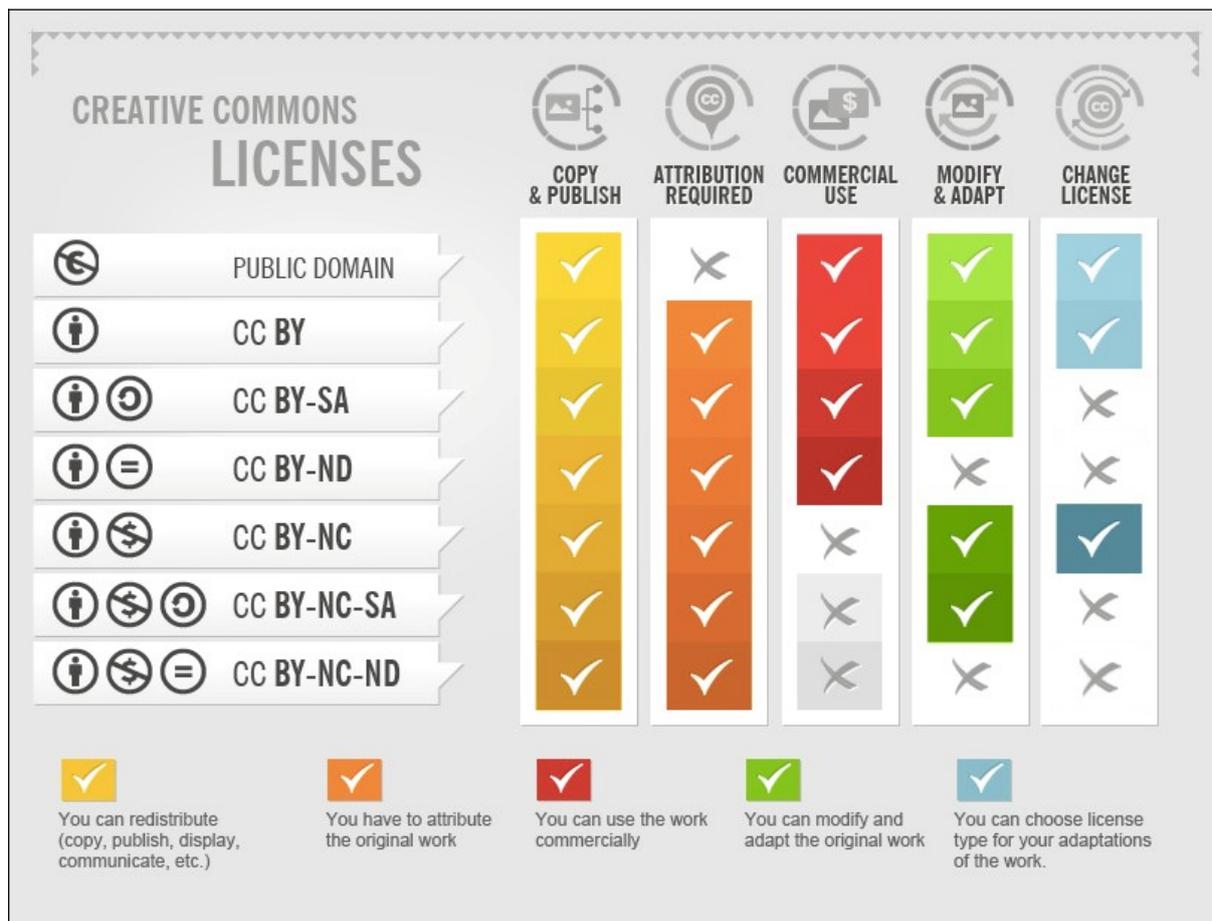


Fig 3. Summary overview of Creative Commons licences. Copied image "[Creative Commons licences](#)" by [Foter](#), which is licensed under the [CC BY-SA 4.0 licence](#).

At UCL, we recommend using the CC BY-SA licence; this means that others must attribute you as the author and must share your work with the same licence. It is possible to use a different Creative Commons licence; talk to the OER team for advice.

7. SUBMISSION

You are now ready to upload your content to the OpenEd@UCL repository! Please contact the OER team for support with this.