**Workforce 3One**

**Transcript of Webinar**

**Orientation to Creative Commons CC BY and Skills Commons:**

**A Road Map for Meeting TAACCCT SGA Requirements**

**Monday, April 20, 2015**

*Transcript by*

*Noble Transcription Services*

*Murrieta, CA*

CHRIS WATSON: With that I'd like to turn it over to our moderator, Cheryl Martin. Cheryl is the TAACCCT program manager – Labor. Cheryl, why don't you take it away?

CHERYL MARTIN: Thanks, Chris. Hi. I'm Cheryl Martin, and as Chris said, I work with the TAACCCT program here at Department of Labor, and it's a pleasure to be with you today. I'd like to give a very brief introduction to where this particular webinar, which is one of many that we do and many kinds of TA that we offer – I'd like to give a very brief introduction to where this fits into the bigger picture, and then I'm going to introduce Paul and Rick and let them take it from there.

So you can see on this that there are a number of pieces to the technical assistance that we offer. The folks that are on the call today fit into the Cal State MERLOT box, which is a cooperative agreement that we – that DOL has with Cal State MERLOT – that's Rick Lumadue. And Paul who is speaking today is in the blue box over to the right with Creative Commons. So the funding that – he has separate funding for this technical assistance that they've been offering for a long time for TAACCCT grantees from the Gates Foundation and so forth.

If you move to the next slide, you'll see I just wanted to show a couple of points of contact there, and Rick and Paul will have – Paul and Rick will have their points of contact at the end of the slides. But if you're not familiar with this yet, just to make sure that people know, you can contact us by clicking on the ETA grantees link there, find our technical assistance resources, and our email address. You see the email address there for Cal State MERLOT to do the support at skillscommons.org, and then also evaluation information. So if you need any of that, there you have it.

I'm going to move now to introduce Paul and Rick very briefly. Paul has been working with TAACCCT grantees since 2012. So a lot of them – he said as your names came up on the screen, he recognized a lot of you and that you've been working with him already. So he's with Creative Commons. And then with skillscommons.org with that entity that is supported by Cal State MERLOT, we have Rick Lumadue on the phone today, and he has been working with TAACCCT grantees very closely since June 2014. So I'm going to turn it over to the two of them, and take it away.

PAUL STACEY: Yeah. Thanks, Cheryl. This is Paul Stacey from Creative Commons. Hi, everybody. Thanks for answering the poll. I see that about 70 – a little over 70 percent – around 70 percent of you have made use of Creative Commons already, and I see Chris is putting up another poll regarding your – have you had a look at Skills Commons. And so we're going to today talk about both the Creative Commons and the Skills Commons components of the TAACCCT program.

I also wanted to mention that in terms of the – what we're going to cover today, we want to treat this webinar as a kind of high-level orientation. So as Cheryl mentioned, I recognize some of your names who I've been working with in the past. You might already have a pretty deep understanding of Creative Commons, but this webinar is really intended to be a kind of high-level orientation. These are the kinds of things that we want to cover. We definitely want to ensure that all of you understand the SGA requirement for CC BY licensing, what that means. Cheryl's going to speak a little bit about why the Department of Labor put that requirement in the SGA, and Rick and I want to help you understand the both – I'll help you understand how to sell the SGA requirement in terms of putting a license on your work.

But then there's a bigger picture context within the TAACCCT program related to the CC BY license itself, and that is that there's this movement, if you will, called open education resources, and all of the works that you create and put a CC BY license on will be considered open education resources. So there's a kind of variety of different types of OER. There are a growing pool of existing OER both in Skills Commons and outside of it that you can draw on and make use of in your own developmental work. And then of course all of you will be, at the end of your grants, uploading your deliverables into Skills Common. So Rick's going to do a summary of what that's all about and how that works. And both Rick and I wanted to make sure that you had a good feeling for the support services that are available from both our organizations.

Creative Commons has been working with a number of partners, especially for the first two rounds of grantees, and has the openforus.org website. So feel free to use that as a resource in terms of understanding more about Creative Commons and the CC BY license and some of the services that we're providing you all. And then Rick has his own link there for support services from a skills commons perspective. So it's going to be a high-level orientation, and away we go.

So I'm going to start with what is the CC BY requirement? And this is usually where everyone wants to make sure they have a firm understanding. So I've lifted some text right from the SGA. So this clip makes it clear. The DOL is really looking to have a broad impact as possible and encourage innovation. Essentially as a condition of receiving the grant, you have to license your work with the Creative Commons CC BY license. Earlier grantees in the SGA it said Creative Commons Attribution 3.0, but 4.0 and 3.0 are perfectly acceptable. We would recommend that you make use of the 4.0 license, as it's the most up-to-date and it also is a license that works globally around the world.

So this is the language. So you have to license your work with a Creative Commons CC BY license, and the purpose is that it ensures the materials can be reused and improved by others. This is one of the things that license does, which means of course that you, if you were in a round let's say three or four grant, are free to reuse and improve on works coming out of rounds one and two.

I wanted to make clear that the license only applies to certain kinds of works. It only applies – let me go back a slide. It only applies to new works that you develop with grant funds or works that you modify using grant funds. So those two kinds of works would need to be CC BY licensed. It doesn't apply to preexisting materials that you've licensed or purchased from let's say a publisher or some other third party. You cannot CC BY license those works because they're not yours, and so you simply would be making use of those resources but not having to CC BY license them and you would not be uploading them to Skills Commons. And of course if you're creating works that are not making use of TAACCCT grant funds, then you don't have to CC BY license those either.

This statement, again lifted from the SGA, is really intended to help you understand the way to fulfill the requirement, which is stated pretty simply there. It really means that you have to apply the license to your work, and the link that we've put there provides information about the licenses and also is – leads you to the license chooser where you can actually fill out basic information about your work and it will generate a license for you, which you simply then copy and paste on your work. One thing to keep in mind is that it is important to actually put the Creative Commons license on the work itself prior to uploading to Skills Commons.

These are all visual icons that represent the CC BY license. So Creative Commons is the little CC part inside the circle, and then the little man represents what's called attribution. So every time you put a CC BY license on a work, any subsequent user who might make use of that work or improve it would have to give attribution to you, the original creator. Cheryl and I were talking about this before the webinar began. This is very much like what happens in research practice; right?

So you write an academic paper and you make use of work that was done by all your predecessors and of course you give them citation. You put them in the references, in the list where you were making use of their ideas and their work. It's the same with the CC BY requirement and with all Creative Commons licenses actually. They all require attribution back to the original creator. And so one of the aspects of putting a CC BY license on your work is defining the attribution statement you would like them to use giving you attribution.

And I should mention that in some of the subsequent webinars that we'll be doing with Skills Commons, we'll move from this high-level orientation right down into specifics around how you actually put a license on the work and go through step by step so that you're really comfortable and confident that you can do that. But let me turn it over to Cheryl now to just speak a little bit about why the Department of Labor did this. Cheryl?

MS. MARTIN: Hi. Thanks. So yeah. So why did U.S. DOL do this? We did this, first of all, because we wanted to increase the impact of our investment. And that's because you as grantees can do more if you don't have to start from scratch, obviously. You can move faster and do more things and get – people get the programs up there and running faster so that people can get into them and get their training and so forth but also that the things that you do can be shared with other TAACCCT grantees and beyond that.

So we really hope that other institutions beyond TAACCCT grantees will start picking up on these resources and use them as well. In fact, we had a story that came in in the last week or two that there are folks who are translating some of these materials into Spanish to be used at some institutions in Mexico. So we're very excited about that.

Another reason why we did this is for stewardship reasons. We want to be a good steward of public funds, and so public funding, public access is basically what it boils down to there. And finally, I guess really it just goes back to the impact there. We want to allow the impact to be even greater than it would be if just the colleges with the new curriculum and equipment that we directly – that's a great impact already; right? But if we can have a ripple effect beyond that, isn't that even better?

So the bottom line is public access to publicly funded work, and that's why DOL put this into the SGA. And it's also expanding beyond this SGA to be included in other kinds of SGAs either here at DOL or at other agencies where this is applicable. So you'll – I think you'll have a leg up on this for other things – other projects that you may become involved in.

Back to you, Paul.

MR. STACEY: Yeah. Thanks, Cheryl. Yeah. So yeah. So we're totally thrilled to see this being adopted by DOL. Thanks, Cheryl, to you and your colleagues, but also thrilled to see it being used now by other departments and in other grant programs. And we completely concur that it does definitely help maximize impact and also generate innovation.

So we've kind of quickly described the requirements, but often people wonder just who is this Creative Commons? What is Creative Commons? And so let me just give a brief orientation to both the license itself and the organization.

Starting with the license, it's essentially – CC BY is what we call a free copyright license. It really expresses a set of permissions up front to downstream users about the work that is being made available and the permissions associated with their use of it.

And so I've just put up a screenshot actually of what we call the human readable deed that summarizes the CC BY licensing. You can see there that it says you're free to share the work. So you can copy and distribute it. You're free to adapt the work. So you can remix it and transform it and build upon it for any purpose, including commercial purpose but under the term that you give appropriate credit and give attribution back to the original creator. So that's really the nub of the whole license is just that.

And Creative Commons itself is a non-profit. We create a whole suite of free legal tools. This is how you can find us at creativecommons.org, if you'd like to explore more about us. We essentially are making sharing content easy, legal, and scalable. As you know with the web it became super easy to copy and distribute things, to display things, to perform things, but while it was technically easy, it wasn't so easy legally. And so that's where we came in with the creation of these free licenses that creators can attach to their works, and the free licenses essentially play in the middle between this spectrum.

So on the far left you can see the public domain, which is where works go after they've expired copyright and are freely available for anyone to use for any purpose. And on the far right is copyright, all rights reserved, and Creative Commons sits in the middle between those two. We're providing a set of tools that allow people to make works available to others while still sort of sitting within the copyright system. So even though you express permissions that – to allow others to reuse the work, you actually still remain the copyright holder.

All of our licenses have these three layers. I just wanted to quickly mention this. This is kind of orientation high-level picture of what it looks like. I showed the human readable piece, which is the middle layer here, but there's also a full legal license that a lawyer would want to read that expresses the terms associated with it.

And there's also finally at the top layer a machine readable piece of code that is associated with the license that when embedded on a work allows that work to be found using search engines. And so the three layers are the legal code for a lawyer to read, a human readable piece that is in plain, simple language that anyone can understand, and then a machine readable piece of code for computers to read.

This is the legal – the full lawyer readable license, not to distinguish lawyers from human readable but here's the human readable, which is the plain, simple language version. And this is a piece of html that represents the kind of code part that gets embedded on a resource that becomes trackable by search engines.

I wanted to quickly speak and say a few words about open education resources too and the relationship between the CC BY license and open education resources. So just to first of all say something about what OER are. Essentially they are teaching and learning and research resources that either are in the public domain or have been licensed usually under a Creative Commons license that allows them to be freely used, meaning zero cost, but also repurposed.

And the repurposing part is really the critical piece because almost all faculty and teachers like to customize their teaching and learning resources to fit their understanding of their domain and how they like to teach. And so it's not enough for it to be free. It has to be modifiable.

In fact you get these – what we call the five R's associated with open education resources, and these R's are essentially your rights. So you can make, own, and control a copy of the work. You can use it as is, or you can revise it and adapt and modify and improve it, which might involve translation, like Cheryl was just saying. You can also remix it with other works and create something new, and then you can also make copies and distribute those. So five R's associated with all OER. And I wanted to put up this.

This may look a little complex, but it's not. You can see there's six Creative Commons licenses in the middle and then the public domain mark for things that are in the public domain. And so you may in your work encounter other resources not produced through TAACCCT that are licensed in a different – without a CC BY license with one of these other licenses from Creative Commons.

All of the works that are in the top part of this spectrum would be considered open education resources, but the bottom two licenses which preclude derivative works would not be considered open education resources. And you can see they go from sort of least free at the bottom to most free at the top, and the TAACCCT program is using CC BY, one of the most permissive licenses.

So really the TAACCCT program, at almost two billion over four years, is by far the largest open education resources, and it should have been the world just essentially due to the use of this CC BY license on newly created work.

And the other thing that I think is really fantastic about the OER coming out of the TAACCCT program is that it's coming out in areas that are your high-growth industry sectors like transportation and information technology and manufacturing and energy. And those are sectors for which there has not traditionally been a lot of existing open education resources available. So really kind of cutting new ground here and creating a new pool of resources.

This is the last piece for me, and then I'm going to turn it over to Rick, but I wanted to highlight for people what the larger impact of the CC BY and open education resources aspects of TAACCCT are. So clearly as a grantee you are authoring new open education resources because you're going to be CC BY licensing your new work, but it's also important to realize that you could be using existing open education resources as part of your development. So you can save yourself time and energy by building off the works of others, either from previous grantees or even just from others who are not part of the TAACCCT program.

And so you can source open education resources and we can certainly help you with that. You can reuse and revise and remix other people's OER into new works as part of what you're developing for TAACCCT. And then you're going to be sharing your OER publicly through Skills Commons but you might also share it through your website and you might, because of that sharing, end up networking, connecting with other people and developing new kinds of partnerships, which I put down at the bottom in terms of establishing other downstream local, regional, national, and even international partners. I know from my work around the world that there's a lot of international interest in the works coming out of TAACCCT.

And then I wanted to just – four and five here I just want to quickly mention that there is this whole emerging aspect of open – what's being called open pedagogies, which is that when you're making use of open education resources in your teaching and learning, you can actually begin to do some different kinds of teaching and learning than what has traditionally been done. And this is a new and exciting space that I'll be talking about in subsequent webinars.

And then quite a few colleges have started to actually promote and market to students the fact that the courses or even a whole credential are made up of OER and usually have a cost-saving component for students. So some of you may have heard of the Z-Degree, for example, that's come out of Tidewater College. That's a good example of how a college has strategically taken the OER that they've created and promoted it and marketed it to students directly as a significant advantage for them.

So I'm seeing a few questions. I'll just quickly answer these and then turn it over to you, Rick. So you cannot put works that have been created with TAACCCT grant funding directly into the public domain. That's the first question, Benjamin. So no, you can't do that. The SGA is very specific about which license you must use, and it must be CC BY. So the option to use public domain is not an option for TAACCCT grant produced works.

And then the human readable versus machine readable. So the difference between those, Michelle, is that the human readable deed is usually the link that is put on a work where it's got a Creative Commons license on a work. Usually there's a link. When you click on that link, it means that someone downstream from you – you're the original creator, but someone else wants to know what they're allowed to do with that work and what they're not allowed to do with that work.

Then when they click that link, it takes them to the human readable deed let's say for CC BY and then in plain language, plain English, it tells them you're allowed to do the following things. And so that's the human readable deed piece. It's for humans to understand what they can do with the work that you're sharing.

The machine readable piece is really the code that gets embedded in an html sense on a webpage, let's say, that is being Creative Commons licensed, and then that code can be searched on by search engines. And it – they could Google search, for example, to find a Creative Commons licensed work, and then it would crawl across the web and identify resources that have that machine readable piece of code on them and return that as part of the search return. So that's a difference between those two.

And with that – there may be other questions. So please feel free to ask them at any time, but let me put it over to Rick and have him walk you through Skills Commons. And thanks, everybody, for joining us on this webinar, and I look forward to doing lots more with you.

RICK LUMADUE: Hi, everybody. Thanks, Paul. That was great. Great overview there, and I just wanted to take just a couple minutes here just to kind of show you, as Paul mentioned at the very beginning, just some of the support services that we're able to provide. Creative Commons has quite a bit, and so we're trying to partner with the other groups that have worked together – well, we are partnering, I should say, and so you'll kind of see that as I kind of go through the slides here. But if at any time you have a question, once again you can just post it in the chat window there. But I think it will make sense as we kind of go through.

This here is just a screenshot of the homepage on Skills Commons, and so I just have there outlined the support services because I just want to highlight that. There is – we provided some documents and some helpful tutorials and things like that, user guides and videos as well, to kind of help you with the process of contributing your materials to Skills Commons but then also some tutorials and user guides to help you to kind of reuse, with the power of the CC BY license, other works that are either you've got it from somewhere else as a CC BY license or through the Skills Commons repository as we've had several material – well, quite a few.

I just checked before this webinar today. We have just over 700 materials submitted, and some of those submissions that you'll see as we walk through here would even include – of those 707 in a submission could be a zipped file with several pieces of material and documents and things within it. So there's even more individual pieces of material, if you actually were to look at the zipped files.

So there's quite a bit of material in there. If you're needing to develop any sort of developmental math or reading courses, please check Skills Commons because some of the grantees that have gone before you have done some nice work on that. And if you have questions or need pointed in a direction that would help you with that, let me know, and Paul Stacey as well, I know he has a good feel for what other grantees have done. But we could sure help you with that and help you find some materials so you don't have to kind of create what's already out there and workable.

Also there's information on how to – basically how to rebrand that material that you were to – for example, if you were to locate and want to use it and brand it with your institution's name, your program, your course, whatever, how you want to use it. Also there's accessibility guidelines there. We've been working with CAST and just working on a UDL checklist for universal design. I know probably some of you have been already to their webinars. I know they're doing a series as well like we are with Creative Common. So we put some of their information there as well and then also links to their pages.

And we've also, on this page, on the support services page, have put in a description of the different partners that we're working with as part of the TAACCCT learning network. So we've got advanced technological education, CAST, and applied special technology, and of course Paul and Creative Commons and Jobs for the Future. So we have a brief description of what each of those do and then our working relationship and then contacts for each of them and links to their sites so you can gather more information, if you were to need it. So I just want to draw your attention to that on the support services regarding OER and the other helps that are available to help get you started in the process. All right.

So now, the next phase is to kind of look at what's in Skills Commons. So I just wanted to do a couple of screenshots. If you were to go to the top of the homepage or any of the pages on Skills Commons and you just clicked the browse at the very top of the page, just like you would do to find the support services page, you can come in and then you can browse by material type. You can browse by credential type.

You can browse by the industry and by grant projects. And we're eventually going to be adding institution as well because that's probably going to be one of the more popular browsing areas that people want to browse. But for now I thought I would just show you a browse by credential type and material type. So I'll just kind of give you an example of each one.

So if you click the browse by material type within Skills Commons, you'll see this list come down, a dropdown list like this, and they're alphabetical order and then you can kind of just kind of go through and whatever you're looking for. For example, you want an animation, you can click the animation. There's 16 of them that you can see there. Articulation processes and agreement, there's five. And so you kind of are just going to see that, and so let's look for – one that we'll pick is an online course.

And so here comes the list, and so you can kind of just scroll through this list, and the screenshot kind of limits this a little bit. But if you were to be on Skills Commons doing this, you can kind of just scroll through the pages and look at the different options that are there, based on your interest. And so for this one I'll pick an online course in biology, A1111, Human Anatomy and Physiology 1 course.

And so I click that link, and it takes me to where the material was submitted, gives a brief description and then has some documents that are available there and then some of the metadata information that's available with the submission so that I can kind of look at how it was used, what type of materials that are in that, and then also see if it's a credentialed course, if it's a certificate or an associate degree or something other.

OK. So that gives you that information, and then you just click this – the file that you want to download. And so we'll click one of those, and this will open up into a Word document because this was submitted as a Word document. And then you can go through and look at it, and then since it's CC BY you can reuse it and put it in your course, rename it, if it's biology for your course, maybe have a different course number. You could redo all that for how it would fit in your program, and same with this information here like the picture and the X-ray and that sort of thing. So that's kind of an example of what a material type from an online course would look like.

And then for a credential type, if we can go in here and we can look for associate degree, bachelor's degree, certificate, a credential, a diploma, or stacked or lattice credential model, and you can see the number of submissions that have been submitted for that under the the Skills Commons repository by the former – or by your colleagues that have already been uploading. And so we'll look at the certificate courses, and so we can just pick one of those. And so we'll pick a construction safety and loss prevention course, and it's got a brief description of what it is.

We can click the link, and once again it takes you to the description page and you see the metadata and also link there to click the file, if you want to download and be able to view and look at what's in there. This zip file here is fairly small, only four MBs, and you can see it's a zip file that can be imported to an LMS using a standard import zip file command. And so I'm just going to go ahead and open that and so I download it and it comes into my downloads folder. And so this you can see all the different files that are in that zipped folder, all these down through here. And there's PowerPoints and all kinds of things in there.

There's maps. There's a chapter promoting safety PowerPoint. There's discussion prompts and things like that. There's a syllabus in there, as you can see throughout this. And take your time and just scroll through and see what you want to look at. And so we'll pick a PowerPoint, and so this is Chapter One, Safety and Health Movement Then and Now.

And so you can see how easy it is. If you wanted to go ahead and just take that PowerPoint and if you had a similar program or you needed a construction and safety course, you could just take that and rebrand it and put it into your course and be ready to go fairly, fairly quickly without having to recreate everything. And so that's just a quick example of what some of the services that you can already begin to harvest and use within Skills Commons to help you with your grant project and building your materials.

Also I just wanted to make sure that you're aware that we're here to support you. We've got the Creative Commons support services site as well as Skills Commons, and if there's anything, like I said, that if you need support or help, just to let me know and I'm going to paste the shortcut there to the tutorials and user guides home where I think will really be beneficial for you if you're getting started or if you've already begun building materials to kind of help you, if you wanted to download some things and reuse them in your grant project. OK.

Let's see. Margaret had a question. "Is it possible to search materials by topic?"

Yeah. You can do that in the keyword search. You can do a keyword search on Skills Commons and be able to find that. Yeah. Exactly right. You can tag your documents with relevant keywords and you'll see that in the upload process and we'll talk about that some more later. I know we've done the Skills Commons kind of Version 1 orientation and that's available at the Workforce3One website, but in subsequent webinars we'll be having with the TLN Network, we'll be going more again on the upload process. So for sure.

Any other questions or comments at this point for either Paul or myself?

MR. STACEY: I'm just going to jump in there and just say something about Margaret's question. And, Margaret, you should know that things like, say genetics and biology, not only are there resources in Skills Commons, but there are resources that relate to that topic more widely as well that were produced by other people who are non-TAACCCT grantees. And so it becomes possible to search for those materials too, and we're happy to help with that if that's something you want to do.

But my point is that, yes. Skills Commons has a great collection of resources produced by other TAACCCT grantees, but it's a kind of one source. And so the finding of resources that, let's say, relate to biology can be searched for in a broader sweep and sometimes turn up real gems. I know I've certainly made use of diagrams off of Wiki Media Commons, for example, for mitosis, which I think are pretty awesome. So that's an area that we can help with, if you're looking for resources.

And I'm going to – I skipped a question that was asked really early. So let me jump to that question ad then I'm not sure who's going to speak to the 504/508 compliance requirement, but a question was asked about whether a course that has been previously created and is now shared with grant programs to improve the students' experience, whether that course, that previously created course is considered a Creative Commons course.

And the answer would be yes, assuming that modifications are made to that course. So if you have a previously existing course or set of education resources and then using grant funds you modify and improve those resources or that course to be made use of in TAACCCT grant program – in a TAACCCT grant program way, the previously existing resources and course would have to be Creative Commons licensed. So hope that helps.

And I'll turn it over to – who's speaking to the 504 and 508? Is that you, Cheryl?

MS. MARTIN: I'm not prepared to do that right now.

MR. STACEY: OK.

MS. MARTIN: But we can get information about that. Who asked that question? Frank. OK. Frank, if you would send your question, you can send it pretty much similar to what you put there, but if you can send it to the TAACCCT@dol.gov mailbox, we can get back to you on that. And if you have any other more specifics on that, that would be helpful too.

MR. STACEY: And, Rick, I'll let you answer the rubric question.

MR. LUMADUE: Yes. Yes. Definitely. I'm not sure if that's not been made available yet. It's – let me see the quoting on rubric five, Cal State. So, Michelle, you're saying that that's not available on the site yet? I thought the rubrics were, but we can get those to you.

Now, the Quality Matters rubric, that's a proprietary one. So that one I don't – that's – you pay for that, and that's a service that you could pay for, if you wanted Quality Matters to come in as a third party and do an assessment or evaluation of your online or hybrid courses. So if that's the question you were asking, Michelle, that one wouldn't be a public but I think the Colt and some other free rubrics out there we could make available.

MR. STACEY: Yeah. Yeah. I think that's right, Rick, and so yeah. I think the issue is that the Quality Matters rubric is proprietary and costs money. And so clearly, in order to have full access to that rubric, you'd have to pay Quality Matters to have it. So it won't be made available for free from the repository.

MR. LUMADUE: Right. And for Vivian, if you're uploading a course that includes a reference to a textbook that's not Creative Common, so you could just reference it, the textbook that you're using and then how you used it and where people could get it. But obviously you can't upload the textbook, but you can basically make a note of that in your materials that you're uploading, maybe in your syllabus or something of how you used that textbook and possibly even include a link to that textbook that people could go and purchase it.

MR. STACEY: That's a good answer, Rick. Yeah. So yeah. I think it's important for people to know that you don't – that you can mix – that you can have your – your grant work can include both proprietary material, perhaps a textbook like Vivian is bringing up, and also openly licensed or Creative Commons licensed materials and that when you are putting your resources into the repository, into Skills Commons, only the Creative Commons licensed work will be uploaded.

But it's really helpful for you to, as Rick said, note where that textbook is being referenced and then provide a mechanism for people to get that textbook or find that textbook, if they want to make use of it themselves.

MR. LUMADUE: OK. And then just going down I think the next question was from Becky. "If you could create or modify a course with grant funds, how much of the course are you required to upload to Skills Commons?"

Everything you create except for assessments, third-party materials, et cetera. Cheryl, do you want to address that?

MS. MARTIN: Not at this time. Thank you.

MR. LUMADUE: OK.

MS. MARTIN: You've got more experience on that one than I do.

MR. LUMADUE: Yeah. OK. I just didn't know if you wanted to clarify, but what we – what happens on that is – so everything that you're creating with the TAACCCT grant funds unless it's – you use a proprietary like Cisco or maybe Apple course or some other course that you pay for that has a copyright on it you should upload. But then you can also reference that you used a course similar to the textbook.

Everything you create except for assessments. If you're talking about tests or things like that, tests as well you can upload. We have an embargo process that is explained on the support page, and then so you can embargo those materials so they wouldn't be made public to everyone to get. But that's a process whereby another instructor could contact you to get the test, for example, and test answers and use it in a course. That way it's not made available to everybody to kind of – students or whatever would be searching for exam questions or something like that.

Third-party materials, et cetera, Paul, do you have clarification on that? The thing is we want to be careful nothing that's copyrighted should be uploaded to Skills Commons, but you could reference it with the link and how you used it.

MR. STACEY: Yeah. I think that, for example, test questions from a textbook test bank, those would not be uploaded because –

MR. LUMADUE: Right.

MR. STACEY: – the textbook test bank is owned by some publisher and is a third-party proprietary resource to them. And so it's not a resource that you can CC BY license, nor is it a resource you should upload to the repository.

And I'm just going down. So uploaded resources previously put into the repository that need to have a Creative Commons license added to them. I really think your only course of action there is to take the original resource that you still have, I'm sure, and put the CC license on it. And then, Rick, what's the process for replacing a resource already in the repository with a new version?

MR. LUMADUE: Yeah. They can just go to the edit function within that material that they contributed or submitted, and then they can do the edit process there, delete the old document and upload the new one. And that process is explained in the user guide.

MR. STACEY: OK.

MR. LUMADUE: OK. Then it's a streamlining process. Yes. There's instructions on how to do from canvas and Enter to Skills Commons. Those instructions are available on the Skills Commons support services side as well as for other LMS, learning management systems. I'm just wanting to make sure that the Enter is on this page.

I know we have enter instructions on the FAQ page, which is in that dropdown on the support page, support dropdown menu. If you go to the FAQs, there's a link there to the Enter instructions on how to bring your materials from enter into Skills Commons, and we've worked with Enter on that to get those instructions available to TAACCCT grantees that have their materials hosted there. So yes. Becky, we do have blackboard instructions available, export instructions available as well.

MR. STACEY: That's great. And for this question about exactly what are – should only course-related materials go into Skills Commons, the answer is no. So you're supposed – when you first start to upload materials to Skills Commons, you'll see that you have to specify whether you're uploading teaching and learning resources or sort of planning resources.

And so for example, if you created a marketing outreach program or you created a kind of stacked and last credential plan, those resources are also to be uploaded. They're also to be CC BY licensed and uploaded to Skills Commons. So it's not just teaching and learning resources. It's really the full collection of resources that you author as part of your usage of TAACCCT grant funds.

And then in terms of where you put the Creative Commons license, should it go on the front page or on the bottom of every page? There's no one right way to do this. For a lot of people, if they're authoring let's say a course, they'll put the creative commons CC BY license on the – let's say the front overview part of the course.

Others are putting it in the footer of every page. I think part of the thinking about where to put the license and whether it should go just in one spot or on multiple spots is, if you think about a future user and then downloading your resource to reuse, you want to ensure that when they download, the Creative Commons license comes with it.

So if they're likely to be downloading the entire course, then hey, just put the CC BY license on the front part of the course and you're good to go. If they're going to download a PowerPoint file and all you did was put the CC BY license on the front part of the course, then, for example, that PowerPoint file that Rick showed earlier, it might have been better to actually have the CC BY license right on the title page of that PowerPoint file. So think about the sort of modularity of the resources and how they'll be downloaded, and try to ensure the CC BY license is on each unit that might be downloaded.

MR. LUMADUE: Yeah. And just to follow up on that, if you're using a learning management system and they have the ability to put the Creative Commons on that as well, and we have instructions on how to do that on the support services page. It's in the Creative Commons section. Actually it's the third bullet point under resources. It says, "How to get Creative Commons license to a learning management systems course export." And then you can take that file and upload it to Skills Commons.

MR. STACEY: OK. Well, thanks for all the questions, everybody. And please, if there are more, fire away because you got Rick and I captive here and we're happy to answer any questions you have. But you also know from the follow-on links and email addresses and so on that there are many ways to get us. And so don't hesitate to contact us whenever you need help.

MR. LUMADUE: Hey, Paul, on that CC BY license on the YouTube videos, you want to speak to the bumper you guys have on your Creative Commons resources –

MR. STACEY: Sure.

MR. LUMADUE: – that they can use for videos as well as the CC BY license that you can select on YouTube videos in your YouTube account.

MR. STACEY: There you go, Rick. You just answered it. I don't need to say anything more. Yeah. As Rick pointed out, there's two ways you can do this. When you're uploaded a resource video to YouTube, YouTube by default says you're licensing it using YouTube's general license, but you can actually say no. I want to license it with a Creative Commons license, and you can Creative Commons license your YouTube video in that way.

And we have answered this question, as Rick pointed out, for other grantees, and so we created a kind of a bit of a way to put your Creative Commons license on a YouTube video. And I would say that most grantees are putting it on as the last frame of their video. They're putting on the CC BY license and also the DOL disclaimer as sort of the last screen of the video itself. So think about doing that, and if you're looking for the words, then we definitely can help. Batch uploading yours, Rick.

MR. LUMADUE: Yeah. And for the batch upload there's – we have instructions there on the site to help you as well under the download for downloadable user guides. It's batch submission guides. I think that might be helpful for you, but basically just in a nutshell, it's if you have something that's repeated uploads for the same – for example, documents that pertain to a course, for example, and they're basically the same metadata fields, you might want to use the batch upload process.

But it's – to be honest with you, my experience is it's about as – just as much work to just do as a single submission versus the batch upload, but that is available, if you want to test it out and play with it. And if it makes it easier for you, feel free to use that. But we can answer questions more specifically once you get into it and help you with that process.

But as you see on the site, if you're there, there's a 375 MB limit to each. We got a few people early on kind of crashed it when they tried. So it was a trial by error type thing, and so we put – kind of found out that 375 MBs is about the limit for the batch upload process.

MR. STACEY: And then with regard to the question around whether an access database for surveys would be uploaded, I'll let Rick speak to that file format, how you put a database up into Skills Commons.

But in general, the way to think about what needs to go into Skills Commons and what doesn't need to go into Skills Commons, if you've used grant funds to create something new or modify something old that is yours, you have the rights to it, it's not some third-party proprietary content, then all those resources need to go up into Skills Commons. Whatever you use grant funds to create ought to go up into Skills Commons. And, Rick, how would you handle database component?

MR. LUMADUE: Yeah. I would pass that up the flagpole to our tech service guys a little bit higher up, but we can definitely provide support, Rachel, for that. Just let me know if you need help with that, and we can run it up the line and get you the help we need. OK.

"Brenda, round four grantee, for a consortium – (inaudible) – curriculum and Skills Commons may decrease the number of deliverables we proposed in the statement of work. Would this be a problem?" Cheryl, do you want to address that – (inaudible)?

MS. MARTIN: Yeah. I just actually suggested to Brenda that she raise that question with her FPO because that's an individual question that would depend on a lot of different things that we would want to look at before answering that question.

MR. STACEY: But I think, Cheryl, just in general I would say, Brenda, that finding things in Skills Commons and reusing them is being encouraged. Clearly if you use it, it's still a deliverable in the sense that you're using it, and I would expect – and this is I would say, Brenda, the most common thing, is that usually a resource that is found tends to need to be modified and localized and customized in some way. And so then that really makes it unique to you and does fully constitute a deliverable in that sense. So that would be my answer, Cheryl, without trying to diminish what an FPO might say.

MS. MARTIN: Right. That's the basic premise there. We wouldn't be asking you to do this if we – we can't speak out of both sides of our mouth on that; right? We can't say, oh, do it yourself and find things on there. So anyway, but whatever the specifics are on that, you could raise with your FPO.

MR. STACEY: And then I see Janice has asked one about surveys. So I guess, Janice, I'm not quite sure about this one. Is it you're wondering whether the survey would be uploaded, or are you wondering about the answers to the survey? I would say that if the survey was authored using grant funds, even if it was authored by your third-party external evaluator who was paid to create the survey, then I would say the survey should be uploaded.

MS. MARTIN: That's an interesting question. Yes. So thanks for that.

MR. STACEY: So yeah. One of the interesting things I think is that clearly the opportunities are for not only finding existing teaching and learning resources but finding other resources that relate to the whole grant program itself that you can find examples that other grantees have done and learn from and make use of yourself. So it's a pretty fantastic opportunity.

MR. LUMADUE: And, Paul, just to kind of piggyback on that, the question was asked about rubrics and using other rubrics that are in there. And just from my experience being around – I'm sure you can speak to this too – with some grant projects that have done some really good work in that area, and so I'm asking them to upload those to Skills Commons so that we can have those shared out with everyone instead of having to recreate those products.

So those of you that – or the person that was asking about rubrics, I'll try and get those to you as soon as that other grantee was going to upload those. I was in Wisconsin last week, and they've done some really good work in this area, which I think can provide some assistance there in being able to reuse what they've done. Done a really good job within their system.

Paul, I don't know if you got more on that or examples and stuff like that.

MR. STACEY: Well, I think some of these things we're going to come back to, Rick, as we roll out additional webinars going forward. So why don't we leave some teasers for people?

MR. LUMADUE: Yep.

(END)