4TU Academy

# OER Development Roadmap and Support

## What you will find in this document:

## 1.  What are open educational resources (OER)?

"Digital (educational) materials published under an open license, such as Creative Commons. Such a license allows users to copy, (re)use, edit, rearrange and distribute the work. This material is referred to internationally as open educational resources (OER)."

Source: Introduction to open educational resources, openleermaterialen.surf.nl

## 2.  An overview of the roadmap for developing educational materials into OER

The 4TU Academy would like to thank you for contributing your educational materials to our OERs for the Urban Resilience (UR) platform. As contributing authors, we will guide you through the process of publishing on the platform, which was launched in early 2021.

The OER development roadmap consists of six main steps shown in the figure below and explained in Section 3. The seventh step in Section 3 is only needed if any revisions to your materials are needed after they are published.

## 3. Step-by-step instructions for preparing your OER

**Step 1. Learn about OER and UR**

Before starting, it is helpful to familiarize yourself with the topic of OERs. Learn more on: https://openleermaterialen.surf.nl/kennismaking/en/

**Step 2. Participate in an intake meeting**

Once you are ready to begin the process, contact Eunice Koid to arrange a 30-minute in-take conversation. Eunice will discuss the courses and lectures you offer and possible educational materials that can be developed into OER.

The intake conversation is primarily to 1) initially assess the relevance of your educational materials for the topic of Resilience Engineering and 2) where necessary, identify how larger (sets of) materials can be divided into smaller OERs that are suitable for reusing, remixing and rearranging by other educators.

**Step 3. Share materials**

Soon after the intake meeting, you will be invited to share your educational materials with our team. After viewing the materials, we will determine which materials are suitable for publication on the UR OER platform. Please note, your content will not be checked for quality.

1. You can upload your materials on the SURFdrive following this link: https://surfdrive.surf.nl/files/index.php/s/jYxgEz0lqZJBNdW. You will need to enter the following password: SURF-UR.
2. Please save the file(s) as follows: {author last name_abbrevtitle_materialformat}
3. Once you have uploaded your OER(s) please inform Eunice Koid by email. Your uploaded materials will be treated with confidentiality and will not be made public.*
4. If you cannot open the folder, please contact Carissa Champlin to request access.

*Your materials will be handled with confidentiality and will only be viewable by persons who have access to the upload folder. You will have multiple chances to review your OER prior to online publication.

**Step 4. Prepare OER(s)**

This is the most time-intensive step of the OER development process. You will receive an email with instructions and resources to support you in preparing your OER. Please feel free to contact Eunice Koid with your questions.

4.1 Prepare the OER(s) according to the agreement made with the UR Team during the intake meeting.

4.2 Format the OER using template guidelines, which will be provided in the Step 4 email. We ask that you use the provided cover page template, especially for OER in .pdf, .ppt and .doc formats. This request may not be possible for some resources such as videos, games, or animations.

4.3 Provide copyright and licensing information for images, tables, graphs, and datasets that you have borrowed from others. See the [copyright information section](#).

4.4 Provide teaching guide (optional):

   a) Is your OER self-explanatory? If not, you may want to provide a teaching guide for others educators to understand how to use your OER(s).

   b) We will provide you a teaching guide example for inspiration.

4.5 Where relevant, provide exercise solutions as a separate OER. We will publish these separately making them unavailable for students to access.

4.6 Provide links to supplementary materials that are publicly available online (e.g. datasets, literature, videos), if applicable.

Please (re)submit your OER and supplementary materials (e.g. teaching guide or exercise solutions) to the UR Team by emailing [Eunice Koid](#), and CC'ing [Carissa Champlin](#). If you need to submit some OERs or materials at a later time than others, please state this in your email.

***Step 5. OER(s) are uploaded by the UR Team*** *(No action from you required)*

***Step 6. Provide consent and publish OER***

   6.1 Provide your consent for the publication of your OER(s) by filling out the consent form and submitting it to [Eunice Koid](#).

   6.2 *Your OER(s) are published on [Urban Resilience OER Community](#) platform by the UR Team.*

### *Congratulations! Your materials have been published onto the Urban Resilience OER platform!*

If you would like to revise the published materials for any reason, please follow the instructions in Step 7.

**Step 7. Revise OER(s)**

We are working with our platform developers to provide authors an online environment to preview their OER on the UR community platform to see the end result and request any final changes *before* the material is published online. This is still a work in progress. In the meantime, if you would like to make changes, please contact [Eunice Koid](#).

## 4. Copyright information (in development)

1. Object Attribution
   Provide correction attribution for images and other copyrighted objects. You can enter the object title, URL of the object, author name and licensing information into this automatic attribution builder: https://www.openwa.org/attrib-builder/

2. FAQ
   Along with the TU Delft Library Services, we are currently developing a list of frequently asked questions (FAQs) and common copyright issues for our UR platform. For now, you can get more information from your university library or by visiting: https://www.tudelft.nl/library/copyright/

3. Copyright training
   We are also working with TU Delft Library Services to develop a copyright training for authors in the coming months. We will also provide a recording of the training on our UR community website.

## 5. Additional support (forthcoming)

Would you like to have the content of your OER checked or work with an expert to develop a new OER? The UR team is currently working on an agreement with learning developers at the TU Delft to provide content support. Please contact Carissa Champlin for more information.

In the meantime, the UR team can help you with content-related questions and connect you to researchers and educators in the 4TU. Resilience Engineering community for peer review feedback on materials.

## 6. Important contacts for support throughout the OER development process

The UR team and TU Delft staff members are here to support you with any questions or issues you may encounter. Please feel free to contact us anytime throughout this process.

**UR Team:**

- Carissa Champlin (Project Leader and OER coordinator), c.j.champlin@tudelft.nl
- Eunice Koid (Work Package Leader and OER supervisor), e.koid@tudelft.nl

**TU Delft Support:**

- Michiel Munnik (Project manager, TU Delft Library Services), M.E.Munnik@tudelft.nl
- Jacqueline Michelien- van de Riet (Copyright Services, TU Delft Library Services) J.F.Michielen-vandeRiet@tudelft.nl
- Naomi Wahls (Learning Developer, TU Delft Teaching and Learning Services), N.L.Wahls@tudelft.nl