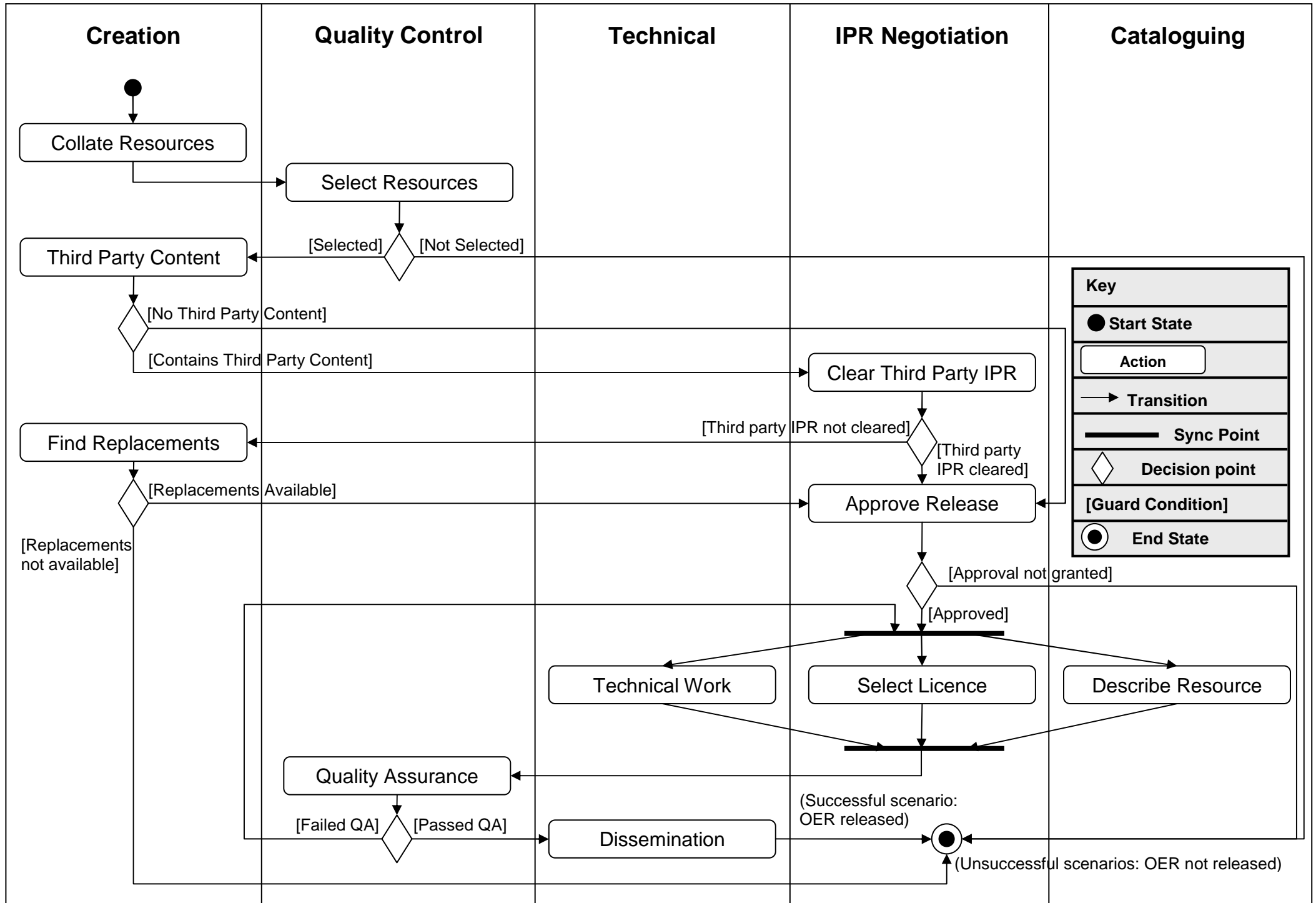


OER Workflow



OER Workflow

Collate Resources

The first stage in the workflow is for the creator of the resources to collate the resources to be made open. This includes locating all the necessary files that comprise the resource.

Select Resources

Quality control then selects resources that are suitable to be made openly available. This judgement can be based on pedagogic value, time required to release the resource, format etc. If the resource is not selected an unsuccessful scenario is recorded.

Third Party Content

Once the resource has been selected, the creator should ensure that it contains no unlicensed third party content.

Clear Third Party IPR

If the resource does contain third party content, IPR negotiation should commence to obtain a licence to use it.

Find Replacements

If a licence cannot be obtained to use third party content, suitable replacements should be found by the creator. This could include content made available through creative commons licences or your own material. If no replacements can be found an unsuccessful scenario is recorded.

Approve Release

The owner of the resource must give their approval before a resource can be released as an Open Educational Resource. As many of these resources are owned by the institution, their approval must be sought by way of IPR negotiation. If approval is not granted then an unsuccessful scenario should be recorded.

Technical Work

Once approval to release the resource is granted technical work can commence. This may include actual removal/replacement of third party materials, repackaging or rejuvenation.

Select Licence

Simultaneous to the technical work, the IPR negotiator should select a licence under which the OER should be released. This licence must meet the terms and conditions of the institution and any third party licences.

Describe Resource

While the technical and licencing work is taking place a cataloguer can provide a description of the resource. This may include providing additional metadata or tagging the resource.

Quality Assurance

Once all of the above three stages have been completed, the resource can be submitted to quality control for quality assurance. This stage will check the resource, licence and descriptions. If any inadequacies are uncovered the resource will be sent back to that particular stage of the workflow.

Dissemination

When the resource has passed quality assurance, the resource can be disseminated. This can mean uploading and adding the descriptions to the resource. Once this process has been completed a successful scenario shall be recorded.

