

Manual: How to Create an Open Educational Resource (OER) for Work4CE

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Open Educational Resources (OER) are freely available and openly licensed documents and media that are useful for teaching, learning, education, assessment, and research. The creation and dissemination of OER helps to broaden access and participation in education by removing barriers and making learning accessible to all.

This document provides 5-steps instructions on how to create an OER, for the Work4CE project. It is based on best practices and guidelines published in various reports, manuals, and papers (see reference list). It also includes a recommendation of the OER content consisting of four elements:

1. The item (such as a tool, model, methodology, etc.) to become the OER.
2. A guideline for using the item.
3. A case study.
4. Supplementary materials (explanatory video, recommended readings, etc.)

Step 1: Identify Target Audience and Choose the Content

- Identify who the resource is for (e.g., students, academic staff, public).
- Determine the audience's needs and how an OER can enhance their learning.
- Clarify your learning, teaching, or communication objectives.
- Decide on the type of media format suitable for your content.
- Determine the educational materials you want to create or adapt as an OER.
- Ensure the content is valuable and relevant to the target audience.

Step 2: Ensure Copyright Compliance

- Verify that the content you wish to use is not restricted by copyright. If using existing resources, ensure they are either in the public domain or have an open license that allows modification and distribution.
- Properly reference all sources and contributors involved in creating the OER. This includes citing the original authors of adapted materials and listing contributors to revisions and translations.

Step 3: Choose an Open License

- Select an appropriate open license that specifies how others can use your resource. Common licenses include those provided by Creative Commons (CC BY, CC BY-SA, etc.). The license should be visible and clearly stated within the OER.

Step 4: Create the Educational Resource

- Develop the content in a format that is accessible and easy to use. Consider different formats such as text, video, audio, and interactive media.
- Ensure the resource is modular, allowing parts of it to be used independently if needed. This enhances flexibility and reusability.

Step 5: Review and Quality Assurance

- Before publishing, review the content for accuracy, completeness, and clarity. Engage peers or other educators to provide feedback and make necessary revisions.
- Ensure the resource meets the quality standards.

OER Content

1. Introduction

- Explain the main purpose of the OER. Why is it being created, and what educational gap does it fill?
- Define the scope of the OER. What topics will it cover, and who is the target audience?
- Explain the relevance of this OER.

2. OER-Item

- Explain the item (the selected tool, model, methodology, etc.).
- Describe its functionality and its key features.
- Outline the benefits of using this item.

3. Guideline for Using the Item

- Explain the purpose of the guideline to ensure the effective use of it.
- Provide step-by-step instructions for setting up and starting to use the item.
- State the objectives of applying the item in the case study.
- Outline common issues and solutions.
- Share tips for effectively using the item.
- Advice on integrating the item into existing curricula or projects.
- Describe how the results of using the item are presented.

4. Case Study

- Provide background information on the real project used for the case study.

5. Supplementary Materials:

- Link to the explanatory video
- Links to recommended readings.
- Other

References

- [1] A. Inamorato dos Santos, "Practical Guidelines on Open Education for Academics: Modernising Higher Education via Open Educational Practices (based on the OpenEdu Framework)," Publications Office of the European Union, Luxembourg, 2019.
- [2] Una Europa, "Open Educational Resources (OER) toolkit," 2022. [Online]. Available: <https://www.una-europa.eu/knowledge-hub/toolkits/oer/using-oers-how-to-guide#content>. [Accessed 10 05 2024].
- [3] M. Mićunović, S. Rako and K. Feldvari, "Open Educational Resources (OERs) at European Higher Education Institutions in the Field of Library and Information Science during the COVID-19 Pandemic," *Publications*, vol. 11, no. 38, 2023.