

## Open Textbook Adoption Worksheet

*Five steps to adopting an open textbook for your course*

- Step One:* List keywords based on course objectives or student learning outcomes.  
*Step Two:* Search for open content using the keywords.  
*Step Three:* Select or create appropriate open content.  
*Step Four:* Organize and/or modify open content into an open textbook suitable for your use.  
*Step Five:* Get necessary approvals and disseminate the open textbook to students.

### Step One

**TASK:** List keywords based on your course objectives or student learning outcomes.

#### **APPLY**

List at least three major learning objectives for one of the courses that you teach:

- 1.
- 2.
- 3.

List keywords from your course learning objectives:

- 1.
- 2.
- 3.

### Step Two

**TASK:** Search for open content using the keywords you have identified. Several resources are available on the Internet that provide teachers with tools to identify and select open content for use in instruction.

Some of these are:

- MERLOT
- OER Commons
- Internet Archive
- OpenDOAR
- Hippocampus
- Connexions
- Wikibooks
- FREE: Federal Resources for Educational Excellence
- Curriki
- Gutenberg Project

**APPLY**

List at least two Internet sources for free and open content suitable for the course you teach:

- 1.
- 2.

**Step Three**

**TASK:** Select or create appropriate open content for your course based on the objectives and keywords.

As you search for OER using these tools and repositories, consider what criteria you will use to select appropriate OER for your own use. Make your selection based on criteria such as:

- Quality of content, literary merit and format
- Accuracy
- Timeliness
- Favorable reviews
- Permanence/lasting value
- Authority of author
- Scope and depth
- Physical quality
- Formats available: print, CD-ROM, online, etc.
- Reading level and writing style
- Accessibility
- Language(s)
- Copyright restrictions on modification and reuse
- Cultural relevance

**APPLY**

List five criteria that are most important to you in selecting an open textbook for your courses?

- 1.
- 2.
- 3.
- 4.
- 5.

**APPLY**

What professional organizations might be sources of open content reviews or endorsements in your teaching discipline?

**Step Four**

**TASK:** Organize and/or modify open content that you have collected into an open textbook. If the content you have selected does not comply with ADA Section 508 accessibility requirements and copyright laws, then you will need to modify the content or select other content.

**APPLY**

Describe how students with disabilities will be able to use your open textbook.

List the type of open license(s) used for the open content you selected for your open textbook.

**Step Five**

**TASK:** Get necessary approvals and disseminate your open textbook for student use in your course.

*Approvals*

Get approval from your academic department to use the open textbook in your course. Get your open text on the approved list for articulation purposes with transfer schools, especially if you teach at a community college.

## Dissemination

### Do-It-Yourself

- Create a PDF of the open content that you have selected.
  - Use Drawloop for creating PDF
  - Use Connexions to create PDF
  - Convert Gutenberg Text File to PDF
- Email the PDF to your enrolled students. Or post the PDF to your students' course management system course site. If the PDF is too large to email or post, use a free online file storage or file sharing service (e.g., Box.net)
- Students can download and print the PDF or simply view the PDF on their computers

### Campus Printshop

- Create a PDF of the open content that you have selected.
- Email the PDF to your Printshop per their specifications

### Printing Services

- Create a PDF of the open content that you have selected.
- Email the PDF to one a commercial printing services per their specifications
  - Lulu
  - SafariU
  - Illumina
  - exlibris

### **APPLY**

What is your strategy for gaining approval from your academic program to use this open textbook?

How will you ensure that your course to be transferable if you use this open textbook?

How will you disseminate the open textbook to your students?

*This Worksheet was developed by Dr. Judy Baker, Director of the Community College Consortium for Open Educational Resources. January 21, 2008 and licensed under a Creative Commons Attribution 3.0 license. For examples of each Step, see <http://cnx.org/content/m15767/latest/>*