

Ready for Open Sharing? Assess Your Sharing Plan

Goals: This worksheet will help you develop a considered approach for how you would like to share your instructional resources.

Resources:

- Open Licensing for Instructors: <https://open.ubc.ca/education/toolkits-education/open-license/>
- Creative Commons: Choose a License: <https://creativecommons.org/choose/>

Step	Criteria	Questions	Your Assessment
Review Your Materials	<i>Own Work:</i> You can only attach a Creative Commons License on your own work or work that was revised/remixed from openly licensed materials. Content that contains specific dates and files that contain student data should be removed.	Are the materials that you are sharing your own? Have you used content such as images, videos, etc. from other sources? Are there any privacy implications (e.g. personal info, images of people) that may impact if or how the resource may be shared)? Is the other content you're using openly licensed and do you have the right to share or modify them? If no, do you need to replace or remove content that is not yours?	
	<i>Accessibility:</i> Format and structural barriers may prevent users from being able to fully use it.	Is the work in a format that follows accessibility best practices? Does the resource follow Universal Design for Learning (UDL) best practices?	
Review Your Sharing Intentions	<i>Sharing Levels and Granting Permission:</i> Materials added to Canvas Commons can be shared just with yourself, a group at UBC, all of UBC, or anyone who is a Canvas user. Permission to use your work can be granted through an open licence (Creative Commons).	How broadly do you want your materials to be shared? How do you want people to be able to re-use your work? (e.g freely using it with no limitations; only through direct communication with you, through an open licence, etc).	

	<p><i>Attribution:</i> Most Creative Commons licenses require that people who use your work attribute you.</p>	<p>Do you want people who are using your work to provide attribution or a citation to you? Have you made it clear how you would like to be attributed (i.e. your name, your department, etc).</p>	
	<p><i>Adaptation/Derivatives:</i> Some Creative Commons licenses prohibits users from altering, building upon, or transforming the work.</p>	<p>Do you want users to re-use your materials as is or do you want users to be able to adapt, modify, or remix your lesson plan (e.g., translate the content into another language, combine with another work, incorporate into a mash-up, etc). If someone alters or remixes your work, should their version be required to have a similar open license?</p>	
	<p><i>Commercialization:</i> Some Creative Commons licenses prevent the work from being reused in a manner that is "primarily intended for or directed toward commercial advantage or private monetary compensation."</p>	<p>How do you interpret "commercial advantage or monetary compensation"? Do you want to grant users of your work the right to use your work in a commercial setting? This could potentially include use in private schools, paid textbooks, websites. Does limiting commercial reuse limit the potential for reuse?</p>	
<p>How will you share?</p>	<p>There are many platforms and online that make sharing of resources easy. When looking at platforms or spaces, it's important to assess how it will enable or impact your sharing intentions. To help others find and assess the materials you are sharing, add descriptive metadata to the resource.</p>	<p>Do you know where you will share the resource (e.g. website, repositior, etc)? Will other people be able find or discover the resource? Does the sharing location support metadata? If so, does the resource have a descriptive title and description?</p> <p>If you are sharing someone else's work, do they know where the work will be shared? If they wish to edit, update, delete the resource, will they be able to? How?</p>	