**WorkforceGPS**

**Transcript of Webinar**

**SkillsCommons Support Services Center: Preparing and Sharing Your TAACCCT Deliverables**

**Tips for Ensuring Submission of Your Deliverables to SkillsCommons.org Go Well**

**Tuesday, May 9, 2016**

*Transcript by*

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LAURA CASERTANO: Again, I want to welcome everyone to today's webinar, and I'm going to turn things over to your moderator today, Evan Burke. He's a federal project officer for SkillsCommons. Evan?

EVAN BURKE: OK. Thank you, Laura.

Good afternoon and welcome to the webinar, "SkillsCommons Support Services Center: Preparing and Sharing Your TAACCCT Deliverables." My name is Evan Burke. I'm the federal project officer for SkillsCommons and I coordinate the collection of grant-funded deliverables for the TAACCCT grant program at DOL.

Before we hear from Rick on tips for uploading your materials to the site, I'll take a moment to address DOL's policy.

As the round three and four SGAs state, all grant-funded deliverables must be licensed for public use and be submitted to SkillsCommons.org before the end of your period of performance, September 30th. We are very serious about the September 30th deadline this year.

Let me repeat that. We are very serious about the September 30th deadline. If you are past the September 30th deadline you may hear closeout staff talk about disallowed costs for deliverables not submitted. We are tracking your submissions monthly from now until closeout and your FPOs or I will be following up with you if you are not making progress towards submitting your deliverables.

We strongly advise round three grantees to start the submission process now to ensure plenty of time to work out any technical issues you might encounter; and to ensure full submission in advance of the September 30th deadline. These steps will take months, not days.

The first step in the submission process is to create your account through the SkillsCommons support center. It takes a minute and will put you in touch with the SkillsCommons support team who can guide you through submitting your materials. As you can see up on this slide, the five steps and requirements of the OER submission process, which the SkillsCommons team will give further assistance on.

For details on the steps and requirements, follow the link at the top of this slide. Or you can go to the SkillsCommons support page and click "contribute and manage materials," and you'll see the same five steps and requirements and you can get more information on each one.

If you have any questions about the policy on submission of deliverables, please contact the TAACCCT mailbox at TAACCCT@dol.gov and copy your FPO; or if you have questions about how to upload materials you can contact the SkillsCommons support team at support@ SkillsCommons.org.

We look forward to seeing the wide range of learning and support materials you have developed and seeing the broad impact your contributions make, building capacity for workforce development across the United States.

Next up you'll hear from the assistant director of SkillsCommons, Rick Lumadue, who will give you the details of uploading your deliverables to the site. On to you, Rick.

RICK LUMADUE: Hey, thanks, Evan. Hi, everybody. Glad you're joining us today and I'm really looking forward to having an opportunity to share with you folks a little bit of the process. This is my third time through with grant projects and doing a webinar like this, so looking forward to working with many of you. And many of the round three projects in fact have already began to upload some of their deliverables.

Gerry Hanley, who's the director of our team at SkillsCommons, may be joining us after a bit. He had double-booked this time on his schedule with the time difference – he's in California and I'm actually in Dallas, Texas right now – so Gerry may jump in here halfway through the presentation. So if you see him jumping on the chat window if you've got questions as I'm going through the project, he may be answering some of your questions.

Again, I'm Rick and I'm the associate director of SkillsCommons, and we're just going to review real quick the SGA requirements about CC BY licensing and the DOL disclaimer about accessibility. If you're teaching online or you're going to be uploading online or hybrid courses, some support services around quality assurance.

And then also for everyone, if you're teaching face-to-face or doing online courses, the subject matter expert review with some examples of those as well; and then just in general about your grant deliverables, what actually are your grant deliverables.

And then we'll highlight the tools and guidelines we've developed, based on feedback from many of your predecessors. Some of you may have also been helpful. If you're an earlier-round grant project manager or participant, probably have helped us with ideas and getting new guides and support center services developed.

We think we've got most everything covered, but if there's still something that is missing please don't hesitate to reach out and let us know, again at support@ SkillsCommons.org, and we'll try to get the services up and developed for you.

And then as always, if there's any questions about any of this process, please don't hesitate to contact us. Our desire is to help you be successful. That's our job. No question is out of the question, as they say, so please reach out if you've got any questions or concerns about anything.

And then we'll just talk about the uploading process itself, getting your stuff ready to move; and then we'll do a live demonstration of the submission process of the materials to SkillsCommons.

So don't want you to feel intimidated in any way. Many of your former colleagues have expressed how once they did it they felt like, wow, that wasn't so bad. It was quite easy and straightforward once they got the hang of it and got going and actually just did it. So that's the one thing I would encourage for you.

As soon as you're ready, just go ahead and try and start to do an upload. And then, as I always say to all the grant projects, please send me an email once you've uploaded one or two things and let me have a look, and then I can go in and give you any feedback before you get 50 or 60 or 100 different items uploaded and they all have similar issues. But for most people they've done very well, and there's just maybe been a few things to check on. But we'll talk about that a little bit more as we go through the upload process.

As far as the SGA requirements go, what is the CC BY requirement? I know this is new for a lot of folks but it is a requirement of the TAACCCT grant. The CC BY license is just the Creative Commons basic free license that anybody can use that material and reuse it.

It's part of the investment from TAACCCT and the federal government to allow other people outside of the grant project that you participated in, whether they be in higher ed or in private business or for-profit corporations or whatever, can reuse the content. It's part of the return on investment that the Department of Labor wants as part of this TAACCCT grant project.

The CC BY 4.0 is the license you'll want to use, and we've got help in our support center. When you get to the homepage of SkillsCommons you'll see the support center. You'll just click that and it'll take you in, and then you can browse through the suite of services that we have available.

And of course we've got the Creative Commons help there that is available. You'll see that once you get on that page, again, you'll see all sorts of how-to guides. There's even a webinar that you can use and refresh that we did about two years ago – I can't believe it's been two years ago already. And then of course, this webinar as well. But if you've got specific questions please don't hesitate to ask.

You've got helps there on how to add a CC BY license, all these great things. We've worked with the Creative Common people on this. They've been very helpful to provide the resources that you'll need. We put all these things available there. We even have an FAQ section in the support center about just CC BY requirements and SkillsCommons materials. So that's there.

And we've also put this – the open attribution builder – into SkillsCommons.

I want to let you know, too, that all of the slides that I'm showing that have screenshots on them of different webpages on SkillsCommons will have the link in the PowerPoint. So you'll want to make sure to download the PowerPoint presentation because we've added the links in the notes section so you can get to these slides pretty quick for these different pages on the SkillsCommons site.

This is a great resource that you can use to add the CC BY license – allow it to generate the license for you. You put all the – you know, the title, the name, author, all that stuff, your organization, your project, and then you click Enter and then it'll generate a license for you that you can copy and paste onto your documents or into your learning management system if you work in that environment. So this is a great resource right here, this open attribution builder.

The CC BY license – only work that is developed by the grantee with grant funds. Things that you're going to upload to SkillsCommons will have the CC BY license on it, work that's developed with the grant funds.

Doesn't apply to pre-existing copyrighted materials or licensed or purchased by the grant – by you as a grantee from third parties. For example, maybe you bought a curriculum in welding or something like that to use. You don't put the CC BY license on that. It does not apply to work created without grant funds, just the grant-funded materials.

Again, what the license allows people to do with it. And notice of the license shall be affixed to the work. For general information on the CC BY license you can click that link there, and again, we've got the site – the services in SkillsCommons to help you.

Just again, the philosophy behind why this was put in the grant the way it was – to give more people access to reuse because of public funding that was used for the grant project itself, for all the grant projects.

Also, want you to be aware that you'll need to also add the DOL disclaimer, so we have this actual statement here. Again, you can copy this right from the slide presentation. We also have it available in the support service center as well where you can get a copy of this if you want to put on your content that you upload; OK?

All right. And then also on the accessibility requirements we've got a whole section in SkillsCommons dedicated to that, making sure that your material – just as it needs to be, anyways, if you're teaching in higher ed – meets the accessibility requirements, and the TAACCCT grant project is no different.

We've got a whole suite of resources available to help you in the support center. We've just added these new evaluation manuals that I think will be very helpful for you on your accessibility just before you get ready to upload to make sure that everything is in good order and good shape. So make use of these evaluation manuals. I think you'll find those really helpful if you've got questions or concerns about that.

I know everybody's kind of at different places on these SGA requirements, and so again, if you've got questions please don't hesitate to reach out. Again, I would strongly encourage you to check out these resources in the support center, specifically because they've been developed to help grant projects.

SkillsCommons also has an accessibility statement that we've got on our site, so this may be something that also might be helpful for you. The equally effective access planning tool, which was developed by the California State University, might be of help to you as well. I'm just highlighting some things we've made available to other grant projects that found these things helpful for them as they began to prepare the materials to upload into SkillsCommons. So you may find this tool quite helpful, so that's why it's highlighted on the slide.

So on accessibility, provide a statement of support for accessibility; describe the steps taken to improve and explain how you'll respond to anyone who needs to make your materials accessible to them. The folks at the 508 compliance realize that not everything is going to be 100 percent, but that you will make – as you do in your institution – you will make accommodations for folks who need that specific help in that area.

So if you've got – in most institutions – I think every institution would have an accessibility department or resource at your institution, so I would contact them and make sure that those resources and opportunities and tools are available for your project.

Another thing to do is maybe to use a rubric to guide your accessibility evaluation of your material and document and upload your evaluation. To help you with that, we've created this rubric in the support center that's available for you to use.

We've also created – and I want to make sure that you realize that these are not required. They're voluntary, just to help you make sure that you've covered the bases on this area. You can upload this with your grant deliverables as part of your program support materials. You can put this in your support material collection with a statement about how you're going to meet the accessibility requirements.

Yeah. So only curriculum – that's a good question; we get that a lot. If it's a program support material, for example – it's planning materials or documents for meetings and things like that with your grant project – those don't need to be ADA-compliant. It would be the teaching materials.

Also another thing – and probably most of you are already engaged in this process right now – would be the subject matter expert review of your materials and having third-party subject matter experts conduct the reviews. We'll provide a little bit of direction on where to upload those as we demonstrate the uploading process going through. But make sure that you have your SME reports.

And we've got some other helpful tools in SkillsCommons related to the quality assurance, not just of the subject matter expert of your content, but then the design of your platform that you're teaching from, if it's on a hybrid or online course. CAST was really helpful in designing and helping with some UDL guidelines and things like that, and those are available as well.

Here's an example of an SME, a subject matter expert report, if you want to get a good example of what one of those looks like. Again, this will be on – the URL for this one will be on the slide in the presentation.

As far as UDL goes on your curriculum, you'll want to have your goals, your materials and methods and assessments so that you meet the requirements for UDL. We've got help, as I said, on the SkillsCommons. We worked with a group of other organizations as part of the TAACCCT Learning Network. CAST was one of them; Creative Commons; again, JFF – Jobs for the Future – have been helpful. I know many of you are probably working with them with coaching and other things, with administrative duties and things like that that you need to turn into the Department of Labor. We've got a good working relationship with all these organizations to help with all these needs.

So another area is with the quality assurance for the online courses. We've got this section here for those of you that are going to be uploading or need help with looking at the quality of your online courses, whether you're going to be using Quality Matters or maybe a different instrument like QOLT, which is the Quality Online Learning and Teaching Instrument, which is CC BY-licensed material that is a rubric for assessing your online course – the quality of the online course itself, not the content but the delivery mechanism. This was developed by the Cal State system, so you're free to use that one.

But if you're already uses Quality Matters – I know several projects are doing that – you can upload that, again, just as part of the upload process. You'll see that you'll have opportunity to check that box, quality assurance methods you use if you're uploading online or hybrid-type courses.

So again, questions we may have at this time before we move into the next part of the presentation, which will be the actual uploading process. So I'm going to pause here and see if there are any questions, anything that needs to be clarified from folks before we go into the next phase of the process. We're going to actually to a screen share and go to the SkillsCommons site and demonstrate the upload process.

But before we do that I want to pause here and see if there's any questions. Evan, if you want to maybe moderate at this point and I'll answer questions as folks have them. OK. Thank you.

MR. BURKE: OK. Thank you, Rick. So does anyone have any questions related to policy or questions about using the site? (Pause.)

MR. LUMADUE: Good question from Amber, "If our deliverables is programs, what documents need to be loaded, everything or just items related to the curriculum?" So anything that was created with the grant funds would need to be uploaded. That would be things like student brochures – like outreach materials like brochures or posters, if you have PDFs of those or the original files that you used in Photoshop or something like that to create them. That would be better, and a PDF – or grant management materials, that sort of thing.

And you'll notice when we go through the upload process you'll have a program support material collection where those types of items would go to, where the curriculum will actually go into the learning resource collection.

OK. "If our deliverables are programs and we have SME review some courses in our program, does that work?" Yes. I think then they would be – Amber, if I'm hearing you clearly that sounds like that they would be reviewing the courses in the program. So, yeah. They could upload the SME review for those programs if the courses in those programs are being assessed.

"Every course for that individual – and include general education courses." Yes. If those are going to be uploaded to the repository, that's correct. Good.

MR. BURKE: Just to make one comment on that.

From the policy that we've released before we've said that ETA considers substantive deliverables to be those which contain educational content or that document educational structures and processes. So anything that you would consider a substantive deliverable would need to have a subject matter expert review. (Pause.)

MR. LUMADUE: Yeah. Hey, Cathy. I'm going to demonstrate that today as well, too, when we go through the uploading process. And there is a way you can find your archive material.

I'm glad to hear that because that shows that the archiving is actually working, because we want the best material to pop to the top of the list when people are looking for it. So if you as the uploader knows that that is something that's probably archived, something that somebody's going to actually be reusing, then they'll archive it.

But you can actually go back into your – if you log into SkillsCommons and go to your submissions profile you'll actually be able to see that document that you uploaded. You can click the link, and I'll show you when I demonstrate here in a second.

We want to keep the archive material back – so that's something new that we just implemented to help with keeping the collection kind of a little bit more user-friendly for folks from the outside – you know, outside of TAACCCT. We're getting a lot of people coming in looking for materials.

And so when they find materials, something they're not going to reuse and maybe it's a support material and it pops to the list because when you did a keyword search or something like that, SkillsCommons search fields actually index everything. So if you type in any type of keyword it's going to pick it up if it's in the name of a document or the name of a grant project.

For example, "cybersecurity" will actually put up two or three grant projects first in the list that have "cybersecurity" in their name. So we're working on a better system to help people find and relocate things.

Yeah. That – so Kathleen, good question. Then again, if you don't think that those outreach materials would be something that anybody else would want to use, or if you think they do then you could say yes and they would appear. We're trying to help you folks get a better feel for that as you're uploading because you know your material better than anybody.

We want to leave that really up to you at this point. If you think it's a good brochure and maybe you have the original file – for example, the Photoshop or Adobe Illustrator, something like that that you created it in, you could actually put that original file and then somebody could reuse it, because we do have folks that are doing that.

"Should some of your courses be loaded –" so that's a great question, Tina, and I think the best from my experience in working with grant projects and people that are reusing materials, that if you put it with the learning resource that it corresponds to, that makes it much easier for folks to find it than having to go back out to the program support material collection and find the SME review.

So I would do it. I would upload – my recommendation is to upload the SME report with the learning resource that it pertains to. Thank you. Good question.

"To be sure that I get this, any gen ed that is taken to complete the grant-funded certificate has to be reviewed – (inaudible)." If those gen ed courses were part of the grant, Joanie – so like if you developed that gen ed course as part of the grant project – but if this is a gen ed course that already existed at your institution and you're just having folks take that gen ed course and that's something that existed before the grant, that doesn't have to be reviewed or go into SkillsCommons. I hope that's clear. OK. Great.

All right. Let's go ahead and go to the next part of the presentation, and we'll have time again at the end for some more Q&A. And also you can always catch me at support@ SkillsCommons.org if you've got questions beyond this and maybe you don't have time today. And I'm sure you'll probably have a question or two as you go through the upload process as well, but don't hesitate again to ask.

So with uploading, with good planning, it's easy. We've put this little metaphor in here about moving, thinking through as you're packaging your belongings, clumping everything in one box and throwing it into a – you know, when you get to the new house, how hard is it to find things and all that good stuff; whereas if you package things in smaller boxes with good labeling and things like that it's a lot easier to find your material.

You can also do some test materials if you want and go ahead and upload those just to test it, and maybe do some drafts and things like that of an upload; or if you just want to go for it and just do a full upload after today, it really isn't that difficult. It's super-duper simple and I think you'll see that as we go through the process here.

One thing I would caution against – and you may not be able to do anything about it; for example, on the size of the file. If it's an LMS export, say it's a Blackboard or a Canvas or DTL or Moodle, one of these learning management systems, you've got some large videos in there and things like that. Some of them I've seen could be 500, 600 MB files as an export out of your LMS, and you zip that up and you put it into SkillsCommons. That's fine.

But we just don't want you grouping a bunch of materials in a zip file and throwing them in as one submission. That's going to be a lot harder for other people to download, so think about the other side, people going in to reuse.

Our recommendation is you have one or a few people upload the material because that really helps once they get in the groove and they become experts in the upload process and things become consistent for that as you upload and that process. A lot of times it works a little bit smoother that way.

"What kind of formats" is a question that comes up quite a bit; what size file can you handle and things like that. So if you're going to do individual files, like maybe you're going to upload a video, for example, SkillsCommons can handle up to 1 GB individual. But then you've got to think about your upload bandwidth speeds.

A lot of times we'll get feedback from grantees uploading and they'll say, oh, it timed out and I got this error; and usually maybe your institution will time that out if it's got a slow connection or something like that. But if you've got something like that that's rather large and you need help with uploading it, please let us know and we'll work around that. We maybe can create a – done this a number of times – use a Dropbox folder, a Google Drive folder and have the person upload it from there, put it in there, and then one of us on our team can go in and grab it when you have a larger bandwidth connection speed. We can make that accommodation for you if you run into that.

If you do a batch upload, the largest – the size of that batch upload, the largest it will accept will be 370 MB, so you have to keep it limited to that.

All right. So at this point we're going to go ahead and do a little screen share and show you the process of uploading. So look forward to this and share the screen here and go through the process step-by-step.

Now, if you're in this box in the middle of the Adobe Connect room you can go to the top of that window in there and you'll see four arrows pointing out in all four different directions. If you pop that out it'll give you a full screen of the presentation so that you can see a larger view of the screen share that I'm doing. Hopefully that's a big enough size font for you and screen share that you can see the screen there.

We'll go ahead and click "contribute" to contribute materials. I need to sign in, so again if you do not have an account you'll want to make sure that you go to the support center, contribute and manage materials, and create a SkillsCommons account and you'll go through that process, fill out that form, and then I can create an account for you in SkillsCommons to allow you to upload.

I leave this page; go back to the home page. But again, process for that is in the presentation as well. Evan had that on the first few slides. So we'll go to "contribute materials" once again and I'm going to start a new submission, and I'm just going to let this come up here and I'm going to select – now, you won't have to do this. You'll be in one of these 256 grant projects.

Because I'm an administrator in SkillsCommons I have access to all of these, so you'll see that every project has a learning resource collection, and as I go down, program support materials. You won't need to do this. When you come in you'll just have – the North Dakota Advanced Manufacturing and Training Initiative program support material collection, or the North Dakota Advanced Manufacturing and Training Initiative learning resource collection to choose from. You won't see all of these; you'll just see one or the other.

(Cross talk, technical difficulties.)

I'm just going to pick this first one here, Cybersecurity Pathways, just as an example. I'm in the learning resource collection. I'm going to enter the title of the item that I'm going to upload. I'm going to call this – just for demonstration purposes – "SkillsCommons voluntary template." Project name will be the same as your project; I'll pick the – unless it's a different project, but most of the time you don't need to change the project name. And then you'll just drop down in this menu here and find your institution.

If your institution's not in here, don't panic. Just shoot me an email at support@SkillsCommons.org and we'll get that added ASAP. It'll usually be that evening because we have to restart the server for those institutions to be added, so it'll be the next day when that institution will be available. But if it's not there just let me know and we'll get that added.

Then the copyright owner; if you've got something different here go ahead and add that. If you want to put author's name in there – some grant projects choose to use the author's name; others just leave it blank – that's totally up to you.

The primary license; I'm just going to check "CC BY attribution." If you've got other additional licenses from third-party resources that are in the work that you're uploading, you can select that as well, so it just depends there.

The primary material type; this'll just be – going to call this "reference material." One thing I want to make sure that folks get a clear understanding on is when you're uploading and you're picking the material type – because we had a lot of cataloging of online course when it's actually just a syllabus. I think what happens is people get confused when they're uploading to SkillsCommons, that they had a syllabus for a course that was online but they're not uploading the online course.

For example, maybe they purchased an online welding course or an online IT course, but that was a proprietary copyrighted material; they purchased it with grant funding, but they have a syllabus. Well, that's a syllabus that I taught for online so they call it an online course. We don't want you to do that because as the end user comes in and they look for online courses, they find all these syllabi in there and they're just straight-up syllabi. So if it's a syllabus, select "syllabus" if it's just a separate syllabus.

The online course and hybrid blended course, if you're uploading a course, learning management system export file, that's what you want to put those in there for. So I hope that's clear on that. Same with open textbooks; make sure that it's an online course module as well, that they're not maps or a course outline or anything like that for an online course but it's an actual online course module.

Again, I'm going to just pick this here as "reference material." You can also pick secondary type. So if you've got maybe something that fits more than one of the material types you can do that here as well. But we don't want you to pick "syllabus" and then "online course" if it's just a syllabus. If it's just a syllabus, just select "syllabus."

And then you'll want to provide a written description of the resource itself, and with magic I'm just going to do this – so I've got the template there. You'll want to put a good description of what the material is that you're doing so the folks – not just like a one-word thing that says this is a voluntary template. That doesn't really tell people what it is. You want to give a little bit more detail as well on that.

Then if you've got any program notes about like if it's part of a course or part of a program, it's a course module in a program or something like that, you could add that there.

And then the date created; let me put in here 2017, May 9. And then you want to select your TAACCCT grant round, so this is three. If you're working with an industry partner, which you all are, you'll go ahead and put that in there. I'm just going to put "Department of Labor" since that's who I'm working with. Then "add," so it's up there.

Industry sector; I'm just going to leave these blank. But you can see here you can pick from the NAICS codes – the North American Industrial (Classification ?) codes. Select the appropriate one there and the occupation; again, the SOC codes, and all those are available as well there.

We also have in the support center all of these listed out in our user guides, the SOC codes and the NAICS codes, and then the instructional program classification, whatever one it pertains to.

How we doing so far? Are we tracking so far, Laura? Does everything look OK? Been a while since I checked in, so I want to make sure.

MS. CASERTANO: As far as the screen share, everything looks good. When you do the drop down menus I think that it's blocked out for privacy reasons.

MR. LUMADUE: Yeah. I'm seeing that, too, and wondering why. Sorry about that, folks. I apologize.

In this "credit type" window I'm just going to select no or none, but again, you select the credit type that it belongs to. Credential type, this one doesn't have any. Educational level of material, you can again select more than one.

The interactivity type; if it's active or it's a presentation. Mine's just a presentation; you're going to navigate through the content. Again, here's where Kathleen was talking about earlier; likelihood of reuse. Yes, I think this one's going to be likely because this is a template that we're making available for folks to use.

Quality of subject matter experts. You pick the one – did you do consultation or did you have somebody do an SME report, review. You can select that. I'm going to put "other" for sake of demonstration here. And then the quality of the online hybrid course design. So if you've got any of those that pertain, you go ahead and select that. I'm going to select "none." And then we move to the next page.

Oh, I need to select a level, so there you go. It wouldn't let me go to the next page, so I'm just going to pick the first year.

Community college, so then select the quality of rubric you had; so if you used Quality Matters, QOLT, Sloan, Chico, other, or n/a, you don't have to put one in there.

If you have a written description of the process you used, you can put that in as well and upload that in the file selections. Any types of keywords you might have; I'm going to put "accessibility", "508 compliance", maybe, something like that. And you can just, again, put these in using commas, as many descriptors as possible. Think about the end user coming in to reuse and look and finding your material, so however they do that. So you can just add more there. Language; this would be English.

Time required. So if this was a course or a module, something like that, did it take eight weeks, 16 weeks, 13 weeks, who knows; did it take four weeks or whatever. You check that.

Did you reuse any SkillsCommons material? If yes, go ahead and click that. If no, no. URL of SkillsCommons material. If you used that, go ahead and copy and paste and add that there.

Do you have additional public access materials? So is it hosted on YouTube or another site that maybe your institution owns or your grant project, whatever different folks have – different needs here. We've just made this available if you have additional access to public materials. You can paste that URL there.

And then if you made a derivative from somebody else's works or other materials, maybe used open textbooks or something like that and revised a textbook for your grant needs, you could paste that there.

And then this page will be all on the URL. The formal accessibility policy, so from your institution, you go ahead and past that there. If your organization has a statement, your institution, you can enter that URL there. Accessibility evaluation report; enter that. If you have a URL for that item you can put that in here.

Otherwise, going down through here, you check the ones yes that your material meets. If no, you don't have to select the "no" buttons. So for sake of demonstration and time I'm just going to go through and let you see all these as we scroll down through. You don't have to select any of these if you don't have – you don't have to select the "no" button is what I'm trying to say, but the "yes" ones will.

The CC BY license and DOL disclaimer. You want to make sure that you have that on your document. So I'm clicking "yes", go to next.

And there we go to the actual upload, and so we're going to choose the file that we want to upload. I've got mine on the desktop here. It's a SkillsCommons voluntary accessibility summary template. I'm ready to upload it; I'm going to click next.

You can put more of a description in there if you'd like, but it gives the title here, "SkillsCommons voluntary template," so again, it all depends on how you're naming your material. But this is the screen that will come up and you can review your submission, and if you've got anything in here that you see may need to be corrected you can do that here before you go to the final submission process. And so you see that.

So I'll go to the next button and here we hit the last piece here about the terms of service and agreeing to that at the bottom, and that's it; "complete submission." And that's the process to upload. You'll get an email that will let you know – with the URL of your submission and then you'll actually go to see that, and that'll show up. So that's pretty simple.

And Kathleen, for you the material that you marked in archive, if you go to your submission page under your profile – so you see where I'm at; I'm in home – I'm going to go back to the home page and I'm going to go to "my submissions." You would see it here and then you could have access to your archived submission. That's where you would find your submission there.

Now, one other piece I want to show you from the support center – and this is in the presentation – are the user guides to help you as you upload your material. Step two that Evan was talking about earlier, following the steps as you go through so we've got all the SGA requirements here in the next – step two.

And then in step three is the upload your materials guides. We've got one for learning resource collection material, single submission user guide; we also have a video if you'd rather watch that of the upload process. Again, the batch upload submission guide here as well. You can get – download these in either Word or PDF. Again, the instructions – the limit on this slide for the batch upload is 375 MB.

And then also if you've got materials if you want to embargo. So you've got a quiz or an exam or a test that you don't want students to get access to, there's instructions on how to embargo those submissions, so that's available there.

And then we've got some special attention guides and webinars. Some folks have had questions about putting in the description and industry partner fields as ones that you actually type in, so we've got a little bit of help there if you need help on writing the descriptions and identifying your industry partner, so those are available there.

And then down in the program support material collection you'll see there's a user guide there as well; similar type of information as the learning resource material. These would be non-teaching, non-curricular type materials that you'll put in your program support material collection.

And then finally, if you need to edit or delete a completed submission, we've got an "edit or delete material uploaded" page to help you with that on user guides and all that as well.

And then another resource that's available to you, if you're having struggles with the type of material that you're uploading – is it a program support material or is it a learning resource collection – we've got these appendices that we've built to help with – those with some definitions on that. The link to this is in your notes on the presentation. That'll have the direct link to this, definitions for the learning resource materials.

This one is for the program support materials collection. There's also one for the learning resource. We did a little bit of definitions here. Again, these are the material types that you'll pick when you go through the upload process on that first page. This will kind of help you a little bit with that. Again, the slide presentation will have the direct links to this on the SkillsCommons site.

And then finally, for project managers if you're wanting to go in and make sure that your materials are uploaded and got everything down, we've got this guidance for grant project managers we've developed; kind of a user guide. Again, this is voluntary if you want to use this to help you check off to make sure that you've got everything put in there with your requirements for the SGA so you can assess those materials. This is just a user guide developed for you folks, so we just want to draw your attention to that as well.

Again, here's where the SGA voluntary templates are that you are free to use if that's a help to you. OK?

I think that's the gist of the presentation. We'll go back to the main room and pick up the presentation again. You have the TAACCCT Learning Network and folks there with resources to help you in the other areas with the Creative Commons, the UDL, Jobs for the Future; helping you folks with your sustainability toolkits and things like that. We have a place in SkillsCommons in the Connect Center. Again, this is linked in the presentation slides for you to get direct links to their site.

OK. I'm going to pause here, Evan, and we've got a few minutes for questions and see if there's also I may need to clarify. Evan, if there's anything you think or see that I might need to clarify, please let me know, too.

But thank you, everyone. It's been a pleasure to present to you and I do look forward to working with you as you upload your materials. Again, I'll be hanging around here if you've got questions during this – as we wrap up here. Please ask those now. Thank you. (Pause.)

OK. The batch upload has changed since round one – I saw a question in here. Yes, it has, so you'll want to make sure you get the latest and greatest one.

"Is institution name the name of the grantee college or the college where the faculty member teaches?" So it'll be – the institution name will be the one that you as a grant project decide. For example, if it's the lead institution, some just go with the lead institution for the grant. Others will do the institution that developed it as part of the grant project. So that's up to you as a grant project to determine the answer to that question.

Question two. "I have a few projects in which the online modules were developed with grant funds but the curriculum itself was not." So yeah, we do have some instructions on that, and this is a question we get quite a bit. It's in our FAQ section.

So what you'll do is you'll upload the parts of this module that were developed with grant funding and the other parts you could write just a description of what that curriculum was itself. Maybe there's a URL to where folks could purchase that material; you could put that in there. But you do not want to put any curriculum that's proprietary or copyrighted in SkillsCommons.

So basically put in what is the grant-created material and then the stuff that isn't you can put a note so that somebody who's wanting to reuse the material, if they want to go out and purchase it, they could do that as well like you did. Hope that helps answer that question.

Oh, sorry, Evan.

MR. BURKE: Yeah. So for the question you just answered, the general rule of thumb is that if material was developed with TAACCCT grant funds, then it should be uploaded. If it was not, then not uploaded. So what you said is absolutely correct; just bear in mind if materials or courses were TAACCCT-funded, then it gets uploaded. If not, then not; especially anything that already has a copyright status. Don't upload that. So thanks. (Pause.)

MR. LUMADUE: Again, just my suggestion. Once you upload a couple of things to SkillsCommons, after you've done it please don't hesitate to ask me for feedback. I think in the long run it'll make you feel a bit more confident; plus if there's something that needs just to be tweaked a bit, then we can catch that early on rather than you get down the line with a whole bunch of things.

We actually had one person upload from around three (hundred materials) or 400 materials and none of them has CC BY licenses on them. So we just want to make sure. I'd hate for something like that to happen at this point.

But if there's anything there that we could help with, even just with a description or making sure that the material's in the right collection, for example. That's another question we get quite a bit; did I put this in the right collection? Should this have been in the learning resource or the program support material? So we can help with that, too. OK?

MR. BURKE: So we're here to help, to make sure you're successful in meeting the deadlines here. But again, any questions you have, let me know.

No. Good question, Beth. No. Only one – "Does the CC BY license have to be on every page?" Just somewhere on the document. Usually most people put it at the front or at the very end of the document, maybe in the footer or something like that. But again, just on one page of a document or an item that you're uploading.

(END)