



POCKET Project on Open Content for Knowledge Exposition and Teaching

Things to consider for OpenLearn materials

Adapted from an original document written by the Open University, from material on the OpenLearn Open Content Initiative Website [accessed 28/01/07].

This document contains many of the factors that need to be considered when submitting materials to OpenLearn under the Integrity Model. Most LearningSpace material will need to conform to this model.

Audio/Visual material: Ideally videos should be split into 5 minute clips. Please use transcripts to mark up suitable splits. Background music can be expensive to obtain copyright clearances, so please indicate if the music is essential to the unit.

CD/DVD: It is not always technically possible to include clips from CD or DVD materials. Materials should be checked before the submission of the pro forma.

Conflict of interest: Please indicate on the pro forma if you would like to offer materials to OpenLearn but are worried about other interested parties within your institution.

Co-published books: Please indicate on the pro forma any co-published materials. These should be checked before proceeding.

Third party copyright: All third party content needs to be completely cleared. If you are aware of any potential issues, please give us as much detail as possible. We can arrange an initial review before submission of materials.

Creative Commons license: The materials on OpenLearn are published under a Creative Commons license.

Software applications: OpenLearn does not currently support propriety software. It can support flash animated files or direct users to freely available software.

What to submit: When submitting your Nomination form/Pro-forma for including material on OpenLearn it would be very useful to us if as many of the following items could be provided with your form. The items are listed

below:

1. A hard copy of the appropriate course material, including:
 - Front cover
 - Table of contents
 - Copyrights page(s)
 - Acknowledgements page(s)
 - References page(s)
2. A copy of any audio-visual material which will form part of the unit e.g. audio CDs, audio and video cassettes, DVDs, CD-ROMs, computer software.
3. Transcripts of programmes.
4. On the Nomination form itself, the inclusion of the unique identifier of any audio-visual material e.g. T839 Forensic engineering, VC1274, Band 5 the riddle of the Tay bridge.

If you have any queries related to the suitability of materials for OpenLearn please contact the POCKET team.