

## OER Creation and Adaptation

# OER Creation and Adaptation

*Workshop Guide*

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# Welcome



Welcome to this OER Creation & Adaptation guide! **OPEN EDUCATIONAL RESOURCES**

Although you may make your way through this guide at your own pace and with the assistance of the embedded videos, this resource is designed to accompany face-to-face instruction during a 90 minute workshop.

## Learning Objectives

By the end of this workshop you will be able to:

- Define and describe different types of Open Educational Resources (OER)
- Explain the differences between the various Creative Commons licenses
- Create a BCcampus Pressbooks account
- Create parts and chapters within your open textbook
- Write a list of learning outcomes for the first page of your open textbook
- Search for relevant and openly-licensed content within major OER repositories
- Import text from web pages into your open textbook
- Locate relevant and openly-licensed images
- Locate relevant and openly-licensed videos
- Embed images and videos within your open textbook
- Use the Pressbooks formatting toolbar to add hyperlinks to the text
- Use the Pressbooks formatting toolbar to create shaded boxes and to properly format learning outcomes
- Reorganize the pages and chapters of your open textbook

- Publish your open textbook
- Alter the privacy settings of your open textbook

# A Brief Overview of Open Educational Resources (OER)

**Open Educational Resources (OER)** are “teaching, learning, and research resources that reside in the public domain or have been released under an intellectual property license that permits their free use and re-purposing by others. Open educational resources include full courses, course materials, modules, textbooks, streaming videos, tests, software, and any other tools, materials, or techniques used to support access to knowledge” ([William and Flora Hewlett Foundation](#)).

OER are characterized by the “5R permissions,” which grant the ability to:

- reuse
- revise
- remix
- retain; and
- redistribute

One important implication of these permissions is that OER are freely available (i.e. without an accompanying need to pay royalties or licence fees).



OER Global Logo by Jonathas Mello is licensed under a Creative Commons Attribution Unported 3.0 License



## Video Overview

## Sources

[Open educational resources](#). The William and Flora Hewlett Foundation. Retrieved October 6, 2016.  
[What are open educational resources? OER FAQ](#). Commonwealth of Learning. Retrieved February 19, 2017.

# Understanding Creative Commons Licenses

**Creative Commons (CC) copyright licenses** help you legally share your knowledge and creativity to build a more equitable, accessible, and innovative world. Using a CC license, you retain the copyright for your materials while allowing others to copy and distribute your work, provided they give you credit — and only on the conditions you specify.

CC licensing uses four basic restrictions, which creators choose from to apply to their work:

Video Overview

### Sources

[What is a Creative Commons \(CC\) license?](#) OER FAQ. Commonwealth of Learning. Retrieved February 19, 2017.

[About the licenses.](#) Creative Commons. Retrieved February 19, 2017.

# Finding Relevant OER

Although you may use popular search engines such as Google to locate relevant OER, it is much easier to search within a dedicated OER repository. You should begin by searching within the following repositories, which contain only open textbooks:

- [BCcampus](#)
- [Open Textbook Library](#)

*Important: As you find relevant OER be sure to note its specific URL along with its Creative Commons license.*

Next, broaden your search by looking within the following open courseware repositories/directories:

- [Open Education Consortium](#)
- [MIT OCW](#)
- [OER Commons](#)
- [Skills Commons](#)
- [Commonwealth of Learning](#)

## Video Overview

# Finding Openly Licensed Images and Videos

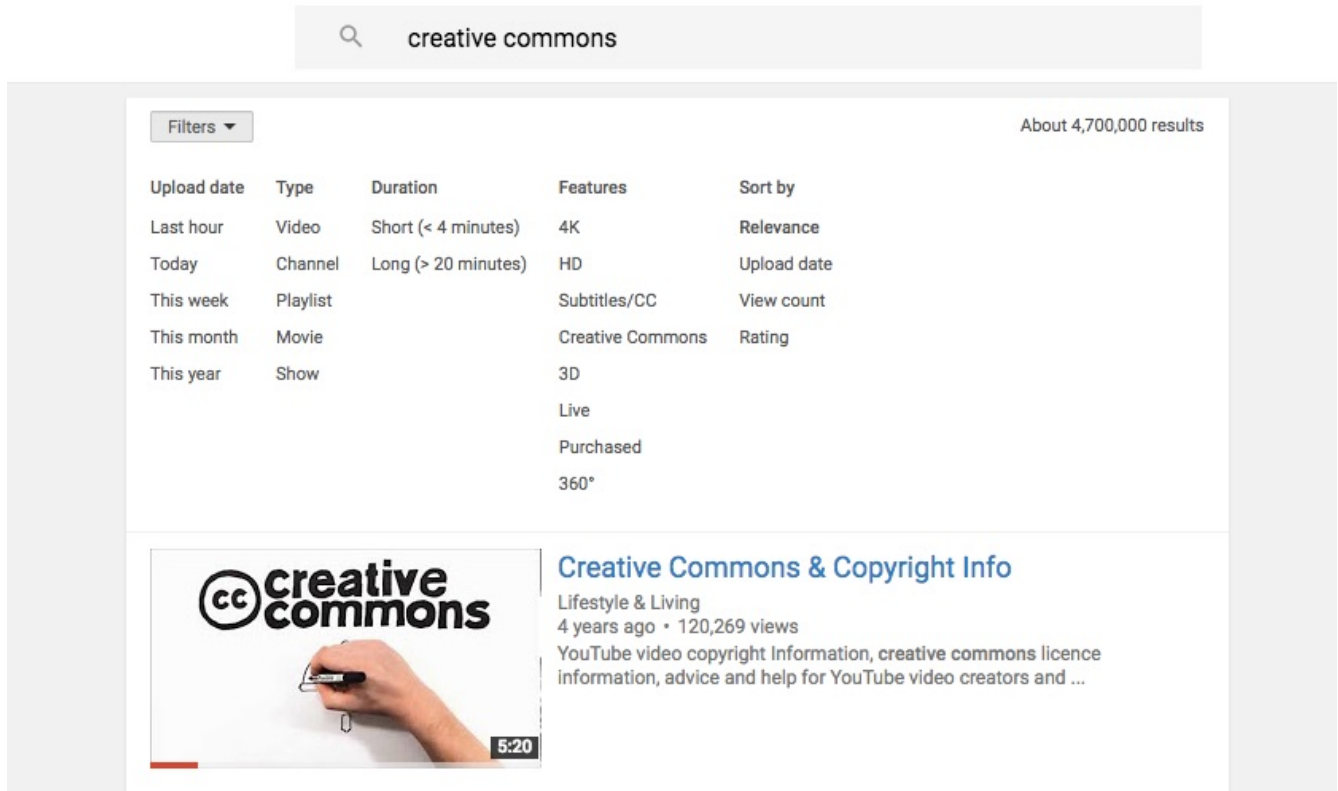
It is always nice to include images and video clips within your text. Fortunately there are literally millions of openly-licensed objects that you can use for this purpose without having to seek permission or pay for the usage rights.

## Images

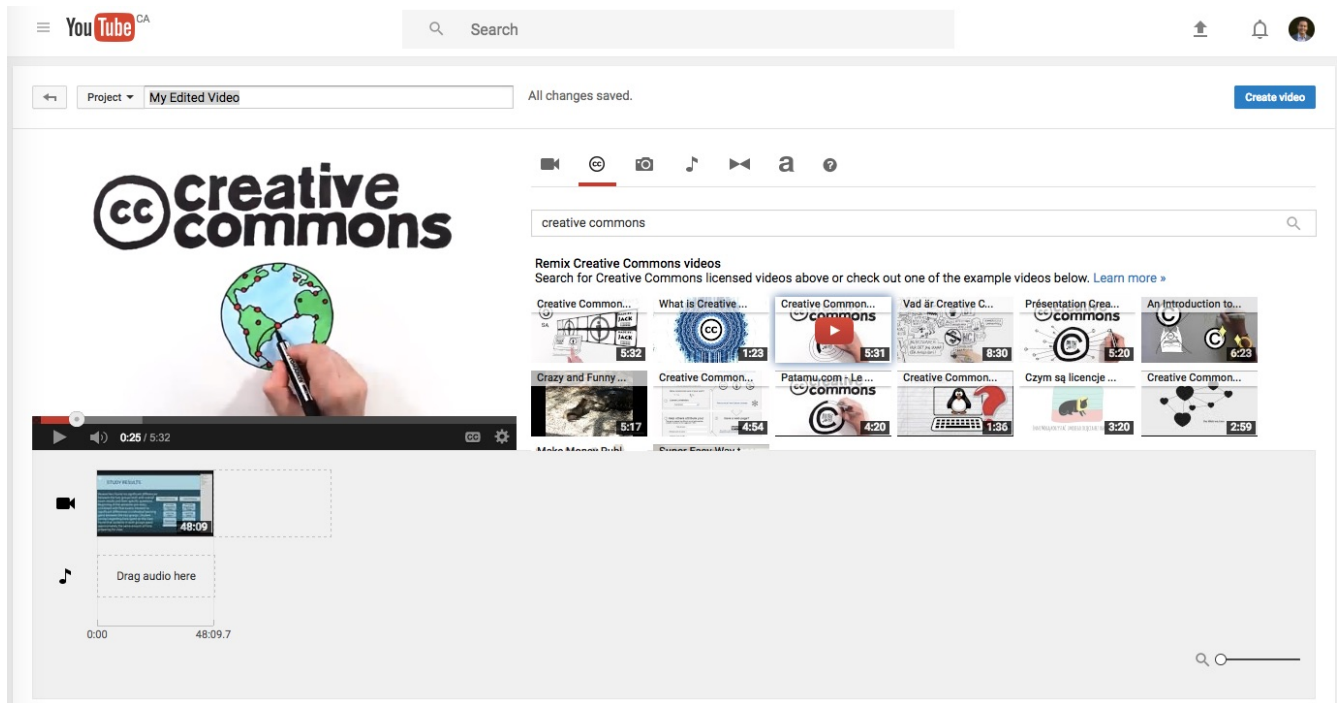
A good place to start with looking for images is the [Creative Commons search engine](#), which searches the [Creative Commons sections of Flickr](#) along with the Public Domain-licensed collections of the [Metropolitan Museum of Art](#), the [New York Public Library](#), and the [Rijksmuseum](#). Another website with excellent public domain images is [Unsplash](#).

## Videos

[YouTube](#) remains the best place to search for video clips. However, few people are aware that among the filters available is one for video clips that have adopted a Creative Commons license.



As a bonus, YouTube even has a built-in editor that you can use to copy, download, trim or otherwise revise these CC-licensed clips.



# Creating a BCcampus Pressbooks account

**Pressbooks** is a popular web platform that is used to create or adapt open textbooks. It is a plugin for [WordPress](#), the popular open-source website creation tool. Although [Pressbooks](#) has both free and hosted versions, the latter has several additional features. Happily, as a faculty member at an institution served by BCcampus, you have free access to the hosted version of the platform.

Follow the steps below to create your free hosted Pressbooks account.

1. Open a new browser window and visit: <https://pressbooks.bccampus.ca>. Once you're here, click on the "Register" button. This will take you to a different page.
2. Type in a username in this field. You need to use your institutional email address (e.g., [rajiv@kpu.ca](mailto:rajiv@kpu.ca)), otherwise this form won't process your registration. Set up your password and confirm that password. Select your BC institution. Select the "Register my book now" option and then click on the "next" button. That will take you to a third page.
3. You now need to choose an address or URL for your book. It will be "pressbooks.bccampus.ca/yourbookname". Be very careful with this, you can't change this name later. Then click on "Create book".
4. You will receive an email to activate your account. Once you click on the link in that email, you'll be able to log in to your account at [pressbooks.bccampus.ca](https://pressbooks.bccampus.ca).



## Video Overview

## Source

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# Creating Parts and Chapters

**Chapters** are pages or building blocks which contain the content in your book. **Parts**, on the other hand, are overarching sections which hold those chapters. A book is made up of chapters which are sequentially ordered in parts.

When you go into the “Text” panel on the left-hand side of the screen, you can see that there are different options to add a part, add a new chapter, add new front matter, and add new back matter. Start by adding a part by clicking on the “Add Part” button. Give this part a name, say, ‘Part 1’, and then save that part. Now, when you go back to the “Dashboard”, you’ll see that the new part that you just created, Part 1, is directly under the main body section.

Next, add a new chapter. To do this, go back to the “Text” panel and we’ll click on “Add New Chapter”.

Now take note of the Part panel on the right hand side of your screen – you can use this to select where your new chapter will be placed – so we can choose to place it in either Main Body or in Part 1. Note that you can’t place this chapter in the front matter or the back matter – so if you want to create front matter or back matter, you need to explicitly use the “Add New Front Matter” or the “Add New Back Matter” buttons in the Text panel on the left hand side of the screen. Put Chapter 1 inside Part 1. And then publish this chapter.

When you go back into the “Dashboard”, you will see that Chapter 1 has been published into Part 1, just like we wanted.

You may type text into your new chapter just as you would with your usual word-processing software.

## Video Overview

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# Importing Text into your Open Textbook

If you wish to import text (e.g., from an open textbook), you may either copy and paste the text into a “New Chapter” in your open textbook or use Pressbooks’ Import tool. To access the latter, visit the “Dashboard” of your open textbook and click on the “Import” link. This link gives you several options, including one (HTML) that will scrape the text from any webpage (see below). Once you have imported the raw text, you are free to revise or remix it as necessary.

*Important: It is best to immediately add the correct attribution for the imported text (including a hyperlinks to the original work, the author, and the appropriate CC license).*

The correct format for attribution is as follows: Title of work by Author. Creative Commons license.

For example: [BC Open Textbook Pressbooks Guide](#) by [BCcampus](#). [CC-BY 4.0](#)

Tip: An excellent tool for constructing proper attributions is [Open Washington’s Open Attribution Builder](#).

**PB** My Catalogue **OER Creation and Adaptation**

- Dashboard
- Text
- Book Info
- Appearance
- Export
- Import**
- PB Textbook
- Media
- Users
- Tools
- Settings
- Collapse menu

## Import

Supported file extensions: XML, EPUB, ODT, DOCX, HTML  
Maximum file size: 300M

**Type of file**

**File**

[Upload file](#)

# Embedding Images and Videos within your Open Textbook

## Embedding Images

Once you have found an image that you want to embed within a chapter of your open textbook, navigate to that chapter and place your mouse cursor in the approximate position where you would like to place the image. Click on the “Add Media” button above the toolbar.

Once you are here, there are two ways to add an image. You can either select an image from a folder and drag it right into the middle of the window. Or we can click on “Select Files” and then select the image that we want to add.

*Important:*

An image file must be a JPG, PNG or GIF. Other file formats will produce an error message and will not be accepted.

An image file must be uploaded into the Media Library for use. You cannot add an image by linking to an external source.

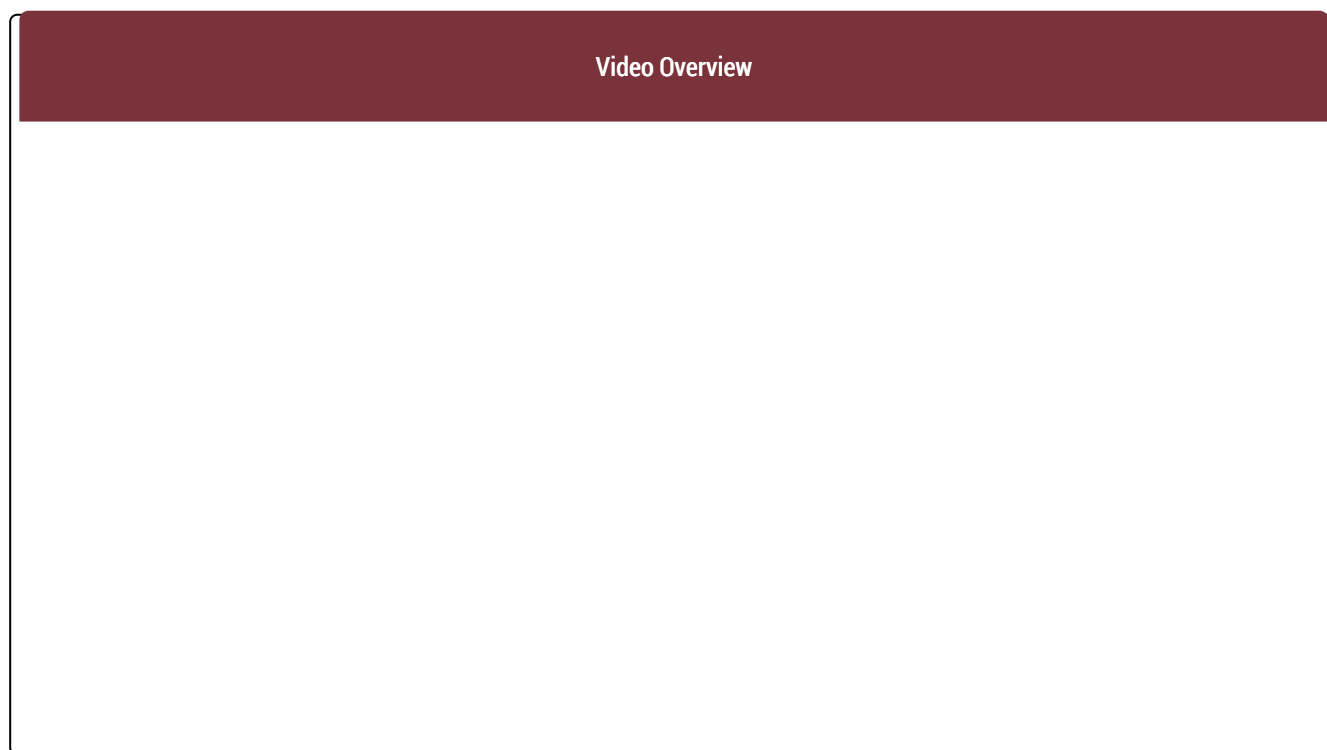
Once the image is uploaded, you can click edit its details:

1. If you look over to the fields on the right, you can change the image’s title. Right below that, you can alter its caption (the caption is the text that appears in small font beneath the image in the book). You may use the caption field to enter the proper attribution for your image ([see the Open Washington attribution tool](#)). Underneath that, the alt text is how the image will be described by things like screen readers for the hearing impaired – so think of it as a description of the image if the image doesn’t show up. So here we need something like, ‘A parakeet standing next to a chessboard’. Just a clear, accurate description of the photo.
2. You can also change the attachment display settings. We typically want our images centre-aligned, that tends to work out best for viewing the book, so we want to click on “Alignment – centre”.
3. In the “Link To” panel we can choose what happens when we click on the image. So if we select “none”, the image doesn’t link anywhere. If we select “Media file,” then clicking on the image links to the full-sized version of the image. If we select “attachment page,” clicking on the image links to the attachment page, which also features the image’s title and description. And if we click on “custom URL”, then clicking on

the image will take us to whatever URL we put in the URL field, so that allows the image to act like a hyperlink. So, for now, we'll just say that we want this to link to the media file, to the full-sized image.

4. And then finally, we can select the image's display size. So, let's say I want this image to shrink to 300 pixels across. Now, obviously, the original file here is 4000 pixels across, it's massive. In order to shrink the display down to 300 pixels, I select the "Medium" size. And then I can insert this image into the post. And you can see that the shrunken image appears in the middle there. So we'll click on "Update". And then we'll go into our "Book view". And we'll refresh the page. And you'll see that the image is shrunk down on the page to 300 pixels, and, if we click on it, you can see the full size image here.

One more thing: Now that you've inserted our image into the page, if you want to make any edits, you can just click on the image, and then click on the pencil that appears in the popup menu above, and once again, we can edit the image's details or its display settings.



## Embedding Videos

Once you find a video clip from YouTube that you would like to embed within your chapter, click on the "Share" button that lies right below the video's title. Next, click on the "Embed" tab. When you do this, YouTube automatically produces and selects the HTML code that you need. Copy the HTML code.

Navigate back to your chapter and click on the "Text (HTML)" tab that lies right above the toolbar. Scroll down the page to where you would like to embed your image (although you are looking at the HTML code you should still be able to read your text). Next, paste the HTML code that you copied from YouTube. Once you do this, switch back to the "Visual" tab to verify that you have placed the video at the desired position (if not, go back

and move the HTML code you pasted from YouTube). You will see that Pressbooks automatically embeds your selected video within the chapter. Click “Update” on the right sidebar to save your changes.

*Important: Although it is nice to be able to use YouTube clips that have a Creative Commons license, this method allows you to embed any clip from YouTube. Because you are not downloading the video clip and only linking to it, this is permissible.*

#### Source

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# Using the Pressbooks Formatting Toolbar

The Pressbooks formatting toolbar should appear familiar to you if you are accustomed to using software such as Microsoft Word. Indeed, many of the features and icons in Pressbooks (such as for Bolding, Italicization, Alignment, and Indenting) are identical to those in the popular word processing software.

The two features that I will briefly highlight here are the use of preformatted headings and special textboxes.

## Headings

A dropdown menu in the toolbar reads “Paragraph” by default. However, if you wish to use headings or sub-headings to organize your text, you should use the dropdown menu to select the appropriate level of heading.

## Textboxes

Textboxes might be used to contain different information like asides, exercises, and chapter reviews.

The “Textboxes” dropdown menu allows you to create a variety of types of textboxes, including rather straightforward “Standard” or “Shaded” textboxes. You may either create a textbox and then enter text into it or you may highlight text and then select the appropriate textbox from the dropdown menu, which places the highlighted text into the textbox.

There are also a few specialized textboxes that you might want to use. These include **Learning Objectives** (which typically tell you what the learning outcomes for the chapter are), **Key Takeaways** (which summarize key points in the chapter), and **Exercises**, for any exercises or problems that you want to include in the chapter.

*Important: If you go back to the “Textboxes” dropdown, you will see that all of these special textboxes are available from this menu, but you should not activate them here. Rather, you will want to use the three buttons in the bottom of the toolbar – LO for Learning Objectives, KT for Key Takeaways, and EX for Exercises and critical thinking. These are specially designed with special formatting just for us in the Open Textbooks theme.*

### Video Overview

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# Publishing your Open Textbook

Before you publish and begin sharing your open textbook, you will want to add a few details and make a few final adjustments.

## Book Title & Description

From the Dashboard, click on the “Book Info” link in the sidebar and add your name (under “Author”), a subtitle (if desired), and a cover image (if desired; this should be properly attributed in the section for “Copyright Notice.” You should also confirm the Copyright License under which you are publishing your open textbook (e.g., CC-BY). If you have remixed OER that have different CC licenses, take a look at this video clip for guidance concerning the overall license that your book can/should hold:

## (Re)Order the Chapters

Pressbooks makes reordering chapters within your open textbook a very simple process. Simply visit the

Dashboard, and click on “Organize” under the “Text” link in the sidebar. You can then reorder chapters by dragging and dropping them where you like. The new order is saved automatically.

## Chapter Settings

By default, any new chapters that you create will appear within your open textbook (including the table of contents at the bottom of the home page of your open textbook). However, if there is a chapter that you do not wish to include, you may uncheck the boxes beside the chapter for “Show title” and “Export.”

## Global Privacy Setting

By default, your book’s privacy setting is “Public” and it is available to anyone on the web. However, if you wish to change this so that only users that you invite have access to the book, click on the “Organize” link (under “Text” in the sidebar) and then select the “Private” setting at the top of the page.

## Export the Book

Although your open textbook will be immediately available to users who wish to browse it on the web, you may also want to export your book in a variety of digital formats. In order to do this, click on the “Export” link in the Dashboard sidebar, select the file formats that you wish to export, and then click the “Export your Book” button.

That’s it! You are now done. On behalf of the open education community, thank you for your work and dedication to students.

Remember, however, that one of the benefits of open textbooks is the ability to update and otherwise revise them as often as you like, so do jot down ideas that come to you as you (and hopefully your students) use your free and open resource.

## Other Guides

[Modifying an Open Textbook: What You Need to Know](#) by Cheryl Cuillier, Amy Hofer, Annie Johnson, Kathleen Labadorf, Karen Lauritsen, Peter Potter, Richard Saunders, and Anita Walz. CC-BY 4.0

[BC Open Textbook Adaptation Guide](#) by Lauri Aesoph. CC-BY 4.0

[BC Open Textbook Authoring Guide](#) by Lauri Aesoph and Amanda Coolidge. CC-BY 4.0

[BC Open Textbook Pressbooks Guide](#) by Lauri Aesoph. CC-BY 4.0

[BC Open Textbook Accessibility Toolkit](#) by Amanda Coolidge, Sue Doner, and Tara Robertson. CC-BY 4.0