

# OER Finding and Adopting Guide for Instructors: Worksheet

<p><b>1. Define your need:</b></p> <ul style="list-style-type: none"> <li>a. Find selected open resources or replace a whole textbook?</li> <li>b. Keywords to search for topic, unit, or course</li> <li>c. Format or medium preference</li> </ul>	
<p><b>2. Search:</b></p> <ul style="list-style-type: none"> <li>a. Try several different sites and different keywords and strategies</li> <li>b. Keep track of sites you've searched and keywords you've used</li> <li>c. Consult Table of Contents of a valued textbook for alternative terms</li> </ul>	<p><b>Talk with your liaison librarian.</b> They have experience locating resources and are happy to assist you in finding materials.</p> <p>For repository lists see:  <a href="#">CARLI Open Illinois Initiative</a></p> <p>OER Resources provided at your own institution.</p> <p><a href="#">Open Textbooks pamphlet provided by CARLI.</a></p>
<p><b>3. Identify &amp; Evaluate:</b></p> <ul style="list-style-type: none"> <li>a. This stage is perhaps the most different from the process for selecting a traditional textbook. Use these criteria in your selection process:</li> </ul>	<p><b>Quality</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Peer review available</li> <li><input type="checkbox"/> Reputation of author and/or institution</li> <li><input type="checkbox"/> Pedagogy</li> </ul> <p><b>Appropriateness</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Accuracy of content</li> <li><input type="checkbox"/> Alignment with course objective or learning outcome</li> <li><input type="checkbox"/> Appropriate reading level (see <a href="https://readable.io/text/">https://readable.io/text/</a>)</li> </ul> <p><b>Technical</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Technical quality (clear visuals, high production value)</li> <li><input type="checkbox"/> Clear licensing declaration (Creative Commons or other)</li> </ul>
<p><b>4. Adoption:</b></p> <ul style="list-style-type: none"> <li>a. Who might you consult or inform of your choice to change materials?</li> </ul>	<p><b>Possible stakeholders or local experts:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Department head and faculty who teach the same course</li> <li><input type="checkbox"/> ITS if assistance is needed to load modules into Moodle</li> <li><input type="checkbox"/> Student Success Services in Learning Commons if there are questions about accessibility.</li> </ul>
<p><b>5. Use:</b></p> <ul style="list-style-type: none"> <li>a. How will students access this resource?</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Will you post materials to your own Moodle site?</li> <li><input type="checkbox"/> Do students need option to print sections on their own?</li> <li><input type="checkbox"/> Offered for sale as course pack in bookstore?</li> </ul>