OER Checklist – Step 1

	ACCURACY/QUALITY
	Is the content—including diagrams, images, and other supplementary material—accurate, error-free, and unbiased?
	Is the information presented and writing clear and understandable?
	Are there any major errors or omissions?
	Has the material been peer reviewed by individuals with credentials in the field?
	Is it written by an expert affiliated with a university or college?
	Are there ancillary resources available to support use of the OER, such as PowerPoint slides, test banks, and student and instructor manuals.
	RELEVANCE
	Is the content up-to-date or is it written and arranged in a way that updates will be easy to make?
	Does the text cover all areas and ideas of the subject appropriately and clearly?
	Does the information address one or more of the class objectives?
	Is the material organized and accessible by audience type (i.e. undergraduate)?
	Is the material written for a Canadian audience or can it be easily adapted?
	Secondly, is it culturally relevant, using examples that are inclusive of a variety of races, ethnicities, and backgrounds?
	LICENSING
	What is the license for the open material?
	Does it allow for modifications or adaptations of the materials? If so, can you modify the resource to better reflect the class objectives or encourage active learning?
	Are there any particular cultural licenses, protocols, or considerations that your particular area of study might require for any adaptations you might make (i.e. Traditional Knowledge)?
	ACCESSIBILTY
	Is the resource available in multiple formats: epub, html, Word Doc, print, or PDF?
	For audio and video resources, is there a transcript or subtitles?

		Does the open resource require registration to access it or is there a fee for use?
		Can it function across multiple operating systems and various browsers?
	INTERACTIVITY/TECHNICAL PRODUCTION	
		Is the layout and interface easy to navigate?
		Do the design features enhance learning?
		Are there opportunities for students to test their understanding of the material, i.e. a video with embedded questions, exercises, etc.
		Is the text is easily and readily divisible into smaller reading sections that can be assigned at different points within the course? (Enormous blocks of text without subheadings should be avoided.)
		Are the topics in the text are presented in a logical, clear fashion?

Available Resources – Step 2			
What resources are available to support your creation, adaptation, or adoption of OER?	**Adoption**	**Adaptation**	**Creation**
Institutional support (i.e. a teaching release)		Y	Y
Departmental support regarding your use of OER (i.e. willingness to provide a teaching release for an OER adoption or adaptation pilot project)	Y	Y	Y
Technical support (i.e. assistance for using a digital publishing platform to create, adapt or adopt an OER)		Y	Y
Editorial support (copy editing, proof reading)		Y	Y
Copyright support (assistance with understanding open licensing and how OER material can be used		Y	Y
Design (to create new images, tables, etc.)		Y	Y
Project manager (to facilitate process, mainly required for OER adaptations and new creations)		Y	Y