

How to Use Open Author on OER Commons

Open Author is an online authoring tool that allows you to create resources directly in OER Commons. Through the tool, you are able to write and upload links and media to create, describe, license, and publish a resource shared on OER Commons.

This video will help you get started using Open Author to create and remix OER.

To create a resource using Open Author, you must be logged in. To access Open Author, click on **Contribute** at the top right side of the page and then click **Launch Open Author**.

There are three simple steps to creating a resource in Open Author: **Write, Describe,** and **Submit**.

You are now in edit mode and at step one of authoring a resource. You can see the **Write, Describe,** and **Submit** tabs at the top right side of the page. First, you'll need to type in a descriptive title for your resource—"Geometry in the Garden," for example—and create a table of contents. Then continue writing your resource.

If you're working with another OER Commons user on the resource, you can add that person as a co-author. You can format your resource by using the editor at the top of the page: choose text style, add bullets, numbers, indent, and add a table, as well as align text, make text bold, italic, underlined, coloured, or highlighted.

Make your resource more interactive by inserting hyperlinks, media, footnotes, and LaTeX symbols for math equations. To insert an external link into your resource, click on the link icon and type in the text you'd like displayed, then paste in the link and click **Save**.

Insert various types of media into your resource from your computer or from the web, such as videos, images, audio files, documents, PowerPoints, or PDFs. Click on the **Insert Media** icon and either upload an item from your computer or paste in a link from the web—for example, from YouTube. Click **Next** to fill out a description of the media and submit.

Once you've finished writing your resource, you are ready for step two: **Describe**. Click on **Next Step: Describe** at the bottom right side of the page. Under **Abstract** is where you'll enter a summary of your resource. If applicable, add learning goals and keywords to help describe and align your resource to Common Core State Standards. Select the general subjects, primary users, educational use, grade level, language, and material type. You can select more than one if needed.

Once you finish describing your resource, you're ready for the final step: **Submit**. Under **Submit** is where you'll license your work using a Creative Commons license. Simply answer two questions about how you'd like your work to be used. You can choose to allow others to modify your work by selecting **Yes, allow, Yes, as long as others share alike,** or **No**. The second question pertains to commercial use of your work—select either **Yes** or **No**. You can learn more about these license options by moving your mouse over the blue question icons. Once selected,

a Creative Commons license will automatically generate. Finally, click **Publish** at the bottom right side of the page to publish your work.

Depending on the license the author chooses, you may be able to remix a resource created in Open Author. There are many reasons why you might want to remix a resource: you may want to localize it to meet the unique needs of your learners, shift the focus of the subject area, or add something to it like an assessment or a video. When you find an Open Author resource that you'd like to remix, select **Make a Copy**. Now you're in edit mode and can give the resource a new title and modify it as you see fit. Just as before, you'll use the three-step process of **Write**, **Describe**, and **Submit** to remix the resource.

For this example, we modified the resource for middle school students and added a video and an assessment worksheet. Once you've modified the resource in **Write** mode, you're ready to describe the remixed resource. Be sure to describe what changes you made to the resource. Finally, you can select the license you'd like to use and then publish the remixed resource. The original author will be notified of the remix and will be attributed to the new resource.

Thank you for being a valued member of our OER community. Enjoy!