

## **Considerations before publishing on OER Commons**

### Create an account with OER Commons and join your institutions group page

1. To create an account with [OER Commons](#) click on the “Register Now” tab in the top right corner of the main page.
2. Fill out the required field [First & Last Name, Email Address, & Password] then select register.
3. You will receive a confirmation email from OER Commons with a link to login to the site. Select that link to login for the first time.
4. Once logged in you can add additional information to your profile. Be sure to join the [Open Massachusetts Repository](#) 'hub” by requesting to join your institution's [group page](#).
5. More detailed instructions can be found here. See the video below for a tutorial. <https://youtu.be/7VuzLuPXMzo>

### Map out the structure of your published OER

OER Commons resources can be created and shared in a variety of ways. Below are a variety of examples to consider. If you have a large number of files, we recommend creating a document in your shared folder that displays the organizational structure you plan to use when publishing your resource.

- Full Course: [Project Management Fundamentals](#)
- Full Course: [Building your First Game: An Infinite Runner](#)
- Individual Module: [Listening with Power \(from Theory\)](#)
- Textbook (attached): [A Guide to Analyzing Arguments in an Academic Setting](#)
- Textbook (created in OER Commons Software): [Women’s and Gender Studies](#)
- Ancillaries: [The Whole Child: Lecture slides and transcripts](#)
- Activity / Lab: [Experiential Exercise to Examine Universal Design/Ability Privilege](#)
- Question Bank: [Introduction to Communication and Media Studies - Question Bank](#)

## Creative Commons License Selection

### Step 1: Choose a License

OER creators use a Creative Commons (CC) license. License options include:

- CC BY – Attribution required (most open)
- CC BY-SA – ShareAlike
- CC BY-NC – NonCommercial
- CC BY-NC-SA – NonCommercial + ShareAlike

Use the Creative Commons License Tool to help decide and craft the a license statement: <https://creativecommons.org/choose>

### Step 2: Add the License Statement

Include this information at the beginning or end of your resource (or on each slide/page if appropriate). Example (for CC-BY):

**This work by [Your Name] is licensed under a Creative Commons Attribution 4.0 International License (<https://creativecommons.org/licenses/by/4.0/>).**

Customize this with:

- Your name or institution
- A link to the license
- A link to the source (if adapting someone else's work)

### Examples by Format

Resource Type	Where to Place the License
Google Doc / Word Doc	Footer, title page, or final page
PDF	Footer or end of document
PowerPoint / Google Slides	First and/or final slide
Video	End credits or video description

Web Page	Footer or near the title
Handout / Worksheet	Bottom of the page

## AI Disclosure

If you used AI to build or create your OER, including an AI Disclosure Statement is good practice. Use the AI Attribution Toolkit to help you craft the statement: <https://aiattribution.github.io/>