Many of these services are offered in collaboration with UBC’s Centre for Teaching and Learning Technology. For more information, or to book a consult or training session, e-mail open.ubc@ubc.ca

Planning
- plan your project
- train your project team
- find resources

Finding
- identify existing OER
- use evaluation criteria
- curate resources

Creating
- create open texts
- create open journals
- train hired students

Sharing
- find a place to share
- assign an open license
- Optimize findability

Training Sessions Available
- Moving Your OER Project Forward
- Copyright and Licensing
- Discoverability and Sharing
- Finding Open Educational Resources
- Which Tool Should I Use?
- The Basics of Pressbooks
Strengthen Your OER Fund Application

As a part of the budgeting process, creating a project timeline will give you an idea of how long the project will take and where funds should be allocated.

The following is a guide to support the development of your project budget.

**Open Text Publishing Projects**
The following budget considerations are based on past text publishing projects using Pressbooks.

*TIP: Use UBC Library Style Sheet and Attribution Tracker templates to save time!*

<table>
<thead>
<tr>
<th>Format and Design</th>
<th>Content Loading</th>
<th>Front/Back Matter</th>
<th>Enhancing Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 hours</td>
<td>15 mins per chapter</td>
<td>30 mins per page</td>
<td>1-2 hours per chapter</td>
</tr>
</tbody>
</table>

**Finding & Using Open Educational Resources**

<table>
<thead>
<tr>
<th>Searching for Resources</th>
<th>Licensing &amp; Attribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-5 hours per subject area</td>
<td>10 mins per item</td>
</tr>
</tbody>
</table>

**Example tasks:**

- Develop a style sheet to establish format and design.
- Create a sample chapter using the style sheet.
- Load content into the platform.
- Organize the structure according to the style sheet.
- Add textboxes and tables.
- Create the license page, about page, bibliography, etc.
- Add book descriptions.
- Fill out metadata.
- Find and add images (with attributions and Alt text for accessibility).
- Add multimedia content (e.g. videos, LaTeX and H5P).
- Search repositories to find OER on identified subject areas.
- Find alternative openly licensed materials.
- Identify the licenses of already identified resources and creating the appropriate attribution.

**Recommended Training**

Getting training in these areas will ensure that you and your project team begin the project with all of the foundational knowledge that is required to create open educational resources.

- Moving Your OER Project Forward (1hr)
- Copyright and Licensing (1hr)
- Finding Open Educational Resources (1hr)
- Discoverability and Sharing (1hr)

Customized training for project teams is available.