# CORRE Workflow Model

**Title of Learning Unit**

## Content (Institutional perspective)

Teaching materials from UoL partners (WP2)

| Criteria | Gathering | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | Person(s) responsible - Gabi and Simon | | | | | | | | |
| Indicative evidence | Yes or No | Action | Comments | Time | | Date | | | |
| | | | | H | Mn | D | M | Y | |
| Has the learning material been **received**? | | | | | | | | | |
| Has the material been **used** in an educational context at UoL | | | | | | | | | |
| Are there **gaps** in the learning materials? e.g relevant handouts | | | | | | | | | |
| Has the credit **weighting** been checked? | | | | | | | | | |
| Has "licence-in" been determined, i.e. terms underwhich we get materials. | | | | | | | | | |
| Has "licence-in" been agreed? | | | | | | | | | |
| **Approved** for assessment stage? | | | | | | | | | |
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| **Overall comments** | | | | | | | | | |

| Criteria | Assessment | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | Person(s) responsible - Sahm | | | | | | | | |
| Indicative evidence | Yes or No | Action | Comments | Time | | Date | | | |
| | | | | H | Mn | D | M | Y | |
| Content | | | | | | | | | |
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| Medium | | | | | | | | | |
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| Structure | | | | | | | | | |
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| Language | | | | | | | | | |
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| Learning Design | | | | | | | | | |
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| Approved for next stage? | | | | | | | | | |
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| **Overall comments** | | | | | | | | | |

## Openness (legal, pedagogical and technical perspectives)

Publicly usable learning objects (WP3 &4)

| Criteria | IPR/Copyright clearance | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | Person(s) responsible- Tania and Sahm | | | | | | | | |
| Indicative evidence | Yes or No | Action | Comments | Time | | Date | | | |
| | | | | H | Mn | D | M | Y | |
| Copyright: Does the LO contain copyright material? | | | | | | | | | |
| Copyright: Has the sources of the material be identified? | | | | | | | | | |
| Copyright: Has the extent of material used from each source been determined? | | | | | | | | | |
| Copyright: Is material still in copyright? | | | | | | | | | |
| Copyright: Have right holders being identified? | | | | | | | | | |
| Copyright: Have policies of right holders been checked e.g. CC, Crown Copyright etc ? | | | | | | | | | |
| Copyright: Do policies allow required use in all cases? | | | | | | | | | |
| Licensing: Have 3rd party materials/IPR been acknowledged? | | | | | | | | | |
| Licensing: Has contact been made with course work author to clarify anything which is unclear? | | | | | | | | | |
| Licensing: Has contact been made with rights holders detailing material to be used and for what purpose? | | | | | | | | | |
| Licensing: Has written permission been obtained for non-OoL material? | | | | | | | | | |
| Licensing: Have reminder(s) been sent to right holders? | | | | | | | | | |
| Licensing: Has liaison been made with budget holder regarding proposed costs? | | | | | | | | | |
| Licensing: Is it cost effective to negotiate a waste or reject? | | | | | | | | | |
| Attribution: Has a CC right been assigned to the LO? | | | | | | | | | |
| Approve | | | | | | | | | |
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| **Overall** | | | | | | | | | |

| Criteria | Transformation | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | Person(s) responsible- Sahm and Simon | | | | | | | | |
| Indicative evidence | Action | Comments | Time | | Date | | | | |
| | | | H | Mn | D | M | Y | | |
| Content (description of content, target audience) | | | | | | | | | |
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| Medium (e.g. images, tables, graphs, quotations which may have to be removed or replaced) | | | | | | | | | |
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| Structure (agreed on metadata) | | | | | | | | | |
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| Language (discourse) | | | | | | | | | |
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| Learning design(pedagogical fitness) | | | | | | | | | |
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| Approved for next stage? | | | | | | | | | |
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| Criteria | Formatting | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | Person(s) responsible - Simon | | | | | | | | |
| Indicative evidence | Yes or No | Action | Comments | Time | | Date | | | |
| | | | | H | Mn | D | M | Y | |
| Formatting: Is the LO available on agreed delivery platforms? | | | | | | | | | |
| Formatting: Is the Learning Object available in a mix of formats? e.g. mp3/A, DAL | | | | | | | | | |
| Formatting: Is the learning object standalone i.e. doesn not refer to related resources? E.g. URLs | | | | | | | | | |
| Formatting: Are other tools/software required by end-user to use the LO? e.g. Adobe, MS | | | | | | | | | |
| Formatting: Are the file size suitable for the repositories? | | | | | | | | | |
| Interoperability: Is the LO compatible with all repositories? E.g. Plone, JorumOpen, EnvironmNet etc | | | | | | | | | |
| Interoperability: Is metadata included as part of the learning object? | | | | | | | | | |
| Interoperability: Does the LO have the potential to evolve as technology develops | | | | | | | | | |
| Usability: Is the LO visually engaging? | | | | | | | | | |
| Usability: Does the end-user require further technical help to use the LO? | | | | | | | | | |
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| Approved for next stage? | | | | | | | | | |
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| **Overall comments** | | | | | | | | | |

## Re-use and Repurpose (Socio-cultural perspective)

OER status (WP 5, 6 & 7 )

| Criteria | Validation | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | Person(s) responsible - OTTER Team | | | | | | | | |
| Indicative evidence | Answer | Action | Comments | Further Action | Time | | Date | | |
| | | | | | H | Mn | D | M | Y |
| Reality check by OTTER: Has the OER been transformed? | | | | | | | | | |
| Reality check by OTTER: is the OER IPR cleared? | | | | | | | | | |
| Reality check by OTTER: Is attribution agreed? (license-out permission to use) | | | | | | | | | |
| Reality check by OTTER: Is the OER formatted and standardized? | | | | | | | | | |
| Reality check by OTTER: What else needs to be done to this OER? | | | | | | | | | |
| Approved for OoL partner validation? | | | | | | | | | |
| Validation by UoL partner: Is the content of the OER accurate? | | | | | | | | | |
| Validation by UoL partner: Are you happy with the title? | | | | | | | | | |
| Validation by UoL partner: Are you happy with the medium(s) | | | | | | | | | |
| Validation by UoL partner: Are you happy with the structure of the OER | | | | | | | | | |
| Validation by UoL partner: Are you happy with the form of attribution? | | | | | | | | | |
| Validation by UoL partner: Are you happy for the OER to be released? | | | | | | | | | |
| Validation by UoL partner: What else would you like to be done to this unit? | | | | | | | | | |
| Approved for reality check by students? | | | | | | | | | |
| Reality check by students: How clear is the learning goal? | | | | | | | | | |
| Reality check by students: How engaging is the learning activity? | | | | | | | | | |
| Reality check by students: How clear is the learning outcome? | | | | | | | | | |
| Reality check by students: How easy is it to navigate through the learning unit? | | | | | | | | | |
| Reality check by students: What improvements would you recommend? | | | | | | | | | |
| Reality check by students: How would you rate this learning material? | | | | | | | | | |
| Reality check by students: What else would you like to say about this unit? | | | | | | | | | |
| Approved for reality check by other educators? | | | | | | | | | |
| Reality check by other educators?: How clear is the learning goal? | | | | | | | | | |
| Reality check by other educators?: How engaging is the learning activity? | | | | | | | | | |
| Reality check by other educators?: How clear is the learning outcome? | | | | | | | | | |
| Reality check by other educators?: How easy is it to navigate through the learning unit? | | | | | | | | | |
| Reality check by other educators?: What improvements would you recommend? | | | | | | | | | |
| Reality check by other educators?: How reusable is this learning material? | | | | | | | | | |
| Reality check by other educators?: How repurposable is this learning unit? | | | | | | | | | |
| Reality check by other educators?: How would you rate this learning unit? | | | | | | | | | |
| Reality check by other educators?: What else would you like to say about this unit? | | | | | | | | | |
| Approved for release onto Open Learning repositories? | | | | | | | | | |
| Is the OER ready for release?: Is the OER ready for release onto Plone? | | | | | | | | | |
| Is the OER ready for release?: Is the OER ready for release onto JorumOpen? | | | | | | | | | |
| Is the OER ready for release?: Is the OER ready for evidence net? | | | | | | | | | |
| Is the OER ready for release?: Is the OER ready for OER-Commons | | | | | | | | | |
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| Approved for next stage? | | | | | | | | | |
| **Overall comments** | | | | | | | | | |

## Evidence (Business/sustainability perspective)

Value and Usefulness (WP 7 & 8)

| Criteria | Tracking | |
|---|---|---|
| | Person(s) responsible - OTTER Team | |
| Indicative evidence | End user survey response | Comments |
| What is the title of the OER you downloaded? | | |
| From which geographical region of the world are you using this OER? | | |
| Which of the following apply to you? | | |
| Did you modify change or adapt the OER? | | |
| If Yes in what way? | | |
| Did you encounter any difficulty using the OER? | | |
| If "Yes" what was the nature of difficulty? | | |
| How useful was this learning object for learning about this subject? | | |
| How would you rate the OER? | | |
| Would you recommend the OER to others | | |
| Any other comments? | | |
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| Evaluate evidence for redesign and repurpose of Learning Object | | |
| **Overall comments** | | |