

OER Creation Checklist

Use this checklist as you build your OER site. You can check off each item by double clicking the appropriate box and then right-clicking that box and choosing the check symbol. If you find this confusing, please consult this [video tutorial](#) under “Mark Off the Checklist.” Note that the links in the checklist are to OpenLab help documentation so please consult those as well. If you have any further questions about how to accomplish anything in this checklist, please contact the OpenLab Community Team at openlab@citytech.cuny.edu. If you have questions related to course materials, attribution, and intellectual property and/or copyright please contact Cailean at ccooney@citytech.cuny.edu.

Site Structure

- Site Title and Tagline
 - Have you changed the default tagline (“Just another OpenLab Site”)? The tagline should sum up the site in a few words (e.g. “An OER for Introduction to Sociology”) and can be changed in Dashboard > Settings > General.)
- Header images
 - Have you [uploaded a header image](#) that is different from the default header?
- Homepage
 - Have you set up a homepage that orients students to the site?
- Menu/Navigation
 - Have you set up a [custom menu](#)?
 - Are your menu labels short, succinct, and readily understandable to students?
 - Does your menu contain the minimum number of items possible?
 - If you use dropdowns in your menu, have you included links to all dropdown items on the top-level page?
- Widgets
 - Have you edited the sidebar [widgets](#) from the default?

License and Attribution

- Does all content on your site comply with [intellectual property law and permission guidelines](#)?
- Are [authorship and licensing permissions](#) prominently displayed on your site?
- Do all images used on your site include [attribution](#)?

Usability and Accessibility

- Have you reviewed the [Best Practices for Accessibility on the OpenLab](#) document?
- Have you added [alt text](#) to all your images?

- Are you using [headings](#) effectively for easier [scanning](#) and accessibility?
- Are you “[chunking](#)” the content on your site, for easier reading and scanning?
- Have you made sure text and images on your site have a [high color contrast ratio](#) for visibility and [readability](#)?
- Have you chosen a theme and organized your site so that it is accessible to people using different kinds of devices?

Openness

- Have you [made your site open/public](#)?