OER Adoption Workshop Certificate of Completion: Instructions for Use

Historically, OEN data has shown that 67% of instructors who participated in an Introduction to OER Adoption Workshop and subsequently completed a review of a textbook in the Open Textbook Library (OTL) have indicated that they plan to adopt an open textbook for their course.

So how do we convince faculty to devote their limited time to completing a review after participating in a workshop? Offering incentives can help motivate them to take that next step, and it's also a great way to show your gratitude for their engagement with open educational resources.

One method of rewarding faculty for their work is to create a certificate that they can include in their dossier for tenure and promotion, using the OEN Certificate of Completion Template. Follow the steps below to customize the template for your faculty members.

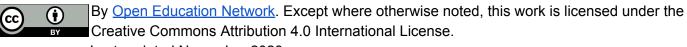## How to Automatically Send Certificates Using the Data Dashboard

Prior to hosting your Introduction to OER Adoption workshop, you will need to create a corresponding Program with Event/Workshop in your data dashboard. To learn how to do so, follow the instructions on the data dashboard documentation site, or join a synchronous Data Dashboard Intro + Basics training session, dates and times for which are located under the *Events* tab of the Community Hub.

1. As a follow-up to hosting the Introduction to OER Adoption Workshop, log into your data dashboard and follow the button prompts in the *Event/Workshop* column under the *Programs* tab.
2. Once you have taken attendance for your workshop, you will then create a Textbook Review Activity Request. This Activity Request will send an email to your faculty inviting them to review a textbook in the Open Textbook Library.
3. While filling out the *Step 1: Activity Details* section on the Activity Request form, check the box that *says, "Send reviewers an OEN Certificate of Completion."* This will then automatically customize the Certificate of Completion template for any faculty member who completes a review of a textbook in the OTL, sending a .pdf of the certificate to them via email as soon as they submit their open textbook review using the link sent to them via the Activity Request. To view a sample of what the certificate will look like, click "*See sample*," underneath the checkbox.

How to Use the Certificate Template - Manual Instructions

You may want to use the Certificate of Completion template to further customize the content, or for another faculty recognition purpose, such as participating in other OEN-related programming.

1. Download the template document from the Community Hub's *OER Adoption* tab.
2. Upon opening the document, fillable fields will show up as shaded in gray or blue. Click each field to type in the certificate recipient and granting institution's information. Note that the shaded background will not show up on the printed document.
   a. In the first fillable field, enter the full name of the faculty member who completed a review.
   b. In the second field, enter the institution name and/or the faculty member's department.

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    c. In the third fillable field, type the context of the certificate, which, in this example, would be something along the lines of completing a peer review of a textbook in the Open Textbook Library. You are welcome to use this certificate for other OEN programming as well, such as faculty's participation in an Introduction to OER Adoption Workshop.

3. The field in the bottom left-hand corner of the document is for the administrator's signature. To sign the document electronically in Adobe Acrobat, click on the "Fill & Sign" icon. Locate the "Sign Yourself" icon. Drag and drop your "handwritten" signature to hover above the signature line. Resize the signature image as you like. [Detailed instructions can be found on the Adobe Acrobat site.](#)

4. Underneath the signature line, type the full name and job title of the person whose signature you inserted on the document, or of the person who will be manually signing the certificate.

5. To the right of the signature line, there is a box to upload your institution's logo. Click the image icon within the box to browse for your logo file (which works best in .jpeg or .pdf image format). Click "Ok" to upload the logo file to the bottom right-hand corner of the certificate. Please note that the image icon may not be visible if you are previewing the document in some platforms (including Google Docs, for example).

6. Be sure to **"SAVE AS..."** and re-name the document when you've completed/personalized each one. You can then return to the blank template to personalize the next, and so on.

Questions? Contact Barb at thee0017@umn.edu.