



PLEASE NOTE: Create a copy of this template before editing. To do so, click on “File” --> “Make a Copy”. Share a link to your copy with your team, so you can collaboratively edit the template.

Plan OER Structure: [Project Title]

Project Members: [Names]

Overview:

This document will guide you in planning the structure of your OER, including an outline, the chapter structure including pedagogical devices (activities, prompts, sections, non-textual elements), and an assessment plan. If you want to learn more about each part, access the [Textbook Outline: Self-Publishing Guide](#) (BCcampus Open Education)

Main Part

With your team, discuss and document the following elements for your OER.

You might want to consider the following questions to guide your decisions on the resource outline, chapter structure and sample chapter:

1. How can you **enable the students to practise** the key skills, build competencies and transform attitudes central to the topics in your OER?
2. How can you **help students build transferable skills and competencies**?
3. How can you **create checkpoints** for students to recognise their growth?
4. How can students **fail forward and recover from “mistakes” in helpful ways**?

Outline

Instructions: With your team, draft the outline of your OER below to include all the parts or chapters that you envision.

[Draft here]



Chapter Structure including pedagogical devices and assessment plan

Instructions: In this step, zoom into a specific chapter of your OER and think about its structure in terms of its sections. The following table can guide your decisions:

Chapter Openers	☐ overviews (previews) ☐ introductions ☐ outlines (text, bullets or graphics) ☐ focus questions (knowledge and comprehension questions) ☐ learning goals / objectives / outcomes / competences / skills ☐ case problem ☐ In addition one may use the "special features" used inside chapters, e.g. vignettes, photos, quotations... ☐ other
Integrated Pedagogical Devices Throughout	☐ emphasis (bold face) of words ☐ marginalia that summarize paragraphs ☐ lists that highlight main points ☐ summary tables and graphics ☐ cross references that link backwards (or sometimes forwards) to important concepts ☐ markers to identify embedded subjects (e.g. an "external" term used and that needs explanation) ☐ study and review questions ☐ pedagogical illustrations (concepts rendered graphically) ☐ tips (to insure that the learner doesn't get caught in misconceptions or procedural errors) ☐ reminders (e.g. make sure that something that was previously introduced is remembered) ☐ case studies ☐ problem descriptions ☐ debates and reflections ☐ profiles (case descriptions) ☐ primary sources and data ☐ Models ☐ other

Chapter Closers	☐ conclusions and summaries (may include diagrams) ☐ list of definitions ☐ reference boxes (e.g. computer instructions) ☐ review questions ☐ self-assessment (usually simple quizzes) ☐ small exercises ☐ substantial exercises and problem cases ☐ fill-in tables (for "learning-in-action" books) to prepare a real world task ☐ ideas for projects (academic or real world) ☐ bibliographies and links (that can be annotated)
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Table credit: adopted from the [“OTN Publishing Curriculum Canvas Course”](#) by the Open Textbook Network, which adapted the work from [“Textbook writing tutorial”](#) by Daniel K. Schneider and licensed under CC BY-NC-SA 4.0

Model Chapter

Instructions: Plan the detailed structure of a sample chapter that will guide your team collaborators in your content creation.

[Draft plan here]

Frontmatter and Backmatter

Frontmatter

This is the introductory section of the book, the first thing readers see. This section includes a lot of standard info like copyright page, title page, half-title page, and table of contents. It is also an area for you to add things like acknowledgements, dedication, epigraph, preface, introduction.

Instructions: With your team, decide which front matter elements will be part of your OER.

Frontmatter elements can include the following (and more):

- ☐ How to use the book (for students or instructors)
- ☐ What is an open textbook?
- ☐ Praise for the book
- ☐ Acknowledgements
- ☐ Dedication
- ☐ Epigraph
- ☐ Preface

- ☐ Foreword
- ☐ Introduction
- ☐ List of tables, illustrations, abbreviations, etc.
- ☐ Copyright page

Backmatter

This section comprises items that supplement the main text: glossary, appendix, answer key, resources, suggested reading. It may also include information about the book, like the version history, review & accessibility statement, licensing & attributions information, about the team. Some backmatter is best created at the same time as body content - this can include identifying glossary words and tracking citations.

Instructions: With your team, decide which backmatter elements will be part of your OER.

Backmatter elements can include:

- ☐ Glossary
- ☐ Index
- ☐ Ancillary Learning Materials (eg: exercise solutions)
- ☐ References
- ☐ Endnotes
- ☐ Bibliography
- ☐ Appendix
- ☐ About the Contributors
- ☐ Feedback and Suggestions
- ☐ Adoption Form
- ☐ Licensing and Attribution Information
- ☐ Review statement
- ☐ Accessibility Assessment
- ☐ Version History