



# Certificate Course Syllabus



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# Welcome!

Welcome to the CC Certificate course!

We live in an incredible time of knowledge sharing, access to research, and education opportunities. Now more than ever, creators are sharing their materials with the public; institutions are establishing policies that support broad access to knowledge resources; participants are creating, curating, and contributing to learning materials; and there are over 1.4 billion CC licensed works online. While shifting to new models for engagement in this information-abundant era can pose challenges, Creative Commons ardently believes in the power of openness and collaboration:

*We believe in universal, open access to content and knowledge; we believe in improving access and equity of access to information/education; and we believe that creators' choice to openly license their resources not only benefits the creators but also increases opportunities for innovation and creativity in their broader communities.*

We designed this course to help learners navigate this era's new information landscape, to take advantage of opportunities and tools available. We hope this course will help you use the CC licenses as tools to strengthen our collective/global capacity for openness, sharing and creativity.

We look forward to working with you over the course of the next 10 weeks. Please reach out to us if you have questions at anytime.

Note about data: Please note that in addition to the personal information participants provided to register for this course, CC will collect and process data provided through the analytics tools on Canvas. We use this data to track individual engagement in the course as well as longer-term trends of learner and alumni engagement. Also, when participants volunteer personal information about themselves in the Slack channel, Canvas discussion area, or any other means, CC may use this information to better understand Certificate participants' needs and concerns. Please email us if you have any questions or concerns about how your personal information will be used.

With gratitude,  
Creative Commons

# Contact information

For support with the course content, please contact your facilitator by their preferred contact information below. We may inadvertently miss your message if you contact us through contact info other than what is listed below. Please **do not** use the “inbox” messaging tool in Canvas (the course learning management system) to contact your facilitator or others in the course.

## Facilitators:

- Helen DeWaard: ([hj.dewaard@gmail.com](mailto:hj.dewaard@gmail.com), Slack username: @helen\_dw)
- Jonathan Poritz: ([jonathan.poritz@gmail.com](mailto:jonathan.poritz@gmail.com), Slack username: @poritzj)
- Scann (Evelin Heidel): ([scannopolis@gmail.com](mailto:scannopolis@gmail.com), Slack username: @scann)
- Shanna Hollich: ([shollich@gmail.com](mailto:shollich@gmail.com), Slack username: @Shanna)

## Administrators:

- Jennryn Wetzler ([jennryn@creativecommons.org](mailto:jennryn@creativecommons.org), Slack username: @jennryn)

If you have a question or comment that doesn't need to go directly to your facilitator, such as a general question about an upcoming assignment, Creative Commons, copyright, etc., please consider posting your question to the [course's Slack channel](#) and include **@cc-facilitators** in your message. All course administrators and facilitators (the individuals, above) will receive a notification for your message, which will expedite our being able to respond to it. Thanks!

# Course structure and requirements

## Course structure

This course is structured in Canvas, our learning management platform, by modules and submodules. Modules (and submodules) can be found under the “Modules” menu item in Canvas. Some modules take place over two weeks, other modules take place over one week. See the “Schedule” for details on when each module takes place.

## Required activities

This course will involve reading course material, taking (scored but ungraded) quizzes, composing and posting discussion responses, and completing module assignments. Due dates for each type of assessment can be found in the class schedule and in Canvas assessments. A

brief overview of each type of assessment and details you may find valuable and helpful for future reference are below.

## Readings

Readings are assigned each week of the course, and can be found under “modules” in Canvas. Quizzes, Discussions, and Assignments (see below) are based on the readings assigned.

## Quizzes

A short (~three question) quiz is offered for each submodule of the course. Quizzes are required and are scored, but **do not factor** into your grade for the class. Quizzes are offered as a formative assessment, in that they function as an informal and ungraded method for you to test your knowledge of components of the reading or content offered in links within the reading.

## Discussions

A discussion is offered each week of the class. Discussions will involve reading and deliberating over a discussion prompt, and posting your response in the discussion forum in Canvas. Discussions are graded and do count toward your final grade. More information on expectations regarding Canvas Discussions can be found [in Expectations for Canvas Discussions](#).

Note: Discussions in Canvas are graded, while the free-form discussions in Slack, our messaging platform, are not graded. Slack discussions are often where the Certificate community comes to life; Slack offers a great place to share resources, questions and ideas! See more information about Slack and why we chose to use it in the Technology Requirements section (or [here](#)).

## Assignments

Each module concludes with a module assignment. Module assignments include a prompt and grading rubric. Assignments are designed to allow a great deal of flexibility in terms of the media through which the assignment product is produced, as well as the range of creativity you wish to incorporate into your assignment products. More details on assignments can be found in [Expectations for Canvas Assignments](#) and below.

### Assignment media

Past course participants have created their assignments in a variety of media, including traditional presentations, interactive presentations, websites, videos, interactive learning tools, blogs, audio files, timelines, and even [zines](#). If you have a different format or medium you would like to try, please do!

The following are some resources for inspiration. We also welcome additional medium and platform suggestions! Please feel free to share your ideas in the course's Slack channel, and we will add to the list.

Medium / content	Resource / platform suggestions
Spreadsheets / idea and resource organization	<a href="#">Airtable</a>   Google Sheets
Book creation	<a href="#">Wikibook</a>   <a href="#">GitBook</a>   <a href="#">PressBooks</a>
Podcasts	<a href="#">Soundcloud</a>   <a href="#">GarageBand</a>   <a href="#">Audacity</a>
Infographics	<a href="#">Canva</a>   <a href="#">Piktochart</a>   <a href="#">Easel.ly</a>   <a href="#">Venngage</a>
Images	<a href="#">CC Search</a>   <a href="#">The Noun Project</a>   <a href="#">Freepik</a>   <a href="#">Flickr</a>
Photo editing	<a href="#">GIMP</a>   <a href="#">pixlr</a>
Interactive content creation	<a href="#">H5P</a>   <a href="#">Prezi</a>
Story map creation	<a href="#">Story Maps</a>
Digital flip book creation	<a href="#">Flipsnack</a>
Presentations	<a href="#">Prezi</a>   <a href="#">Google Slides</a>   <a href="#">Sutori</a>   <a href="#">Microsoft PowerPoint</a>
Video hosting	<a href="#">YouTube</a>   <a href="#">Vimeo</a>
Video creation	<a href="#">Lumen5</a>   <a href="#">Powtoon</a>   <a href="#">Screencast-o-Matic</a>
Timelines	<a href="#">TimelineJS</a>   <a href="#">Tiki-Toki</a>
Websites	<a href="#">Adobe Spark</a>   <a href="#">Wix</a>

## How to add a Creative Commons license to your work

1. Click on <https://creativecommons.org/choose/>
2. Choose the *License Features* that meet your needs. You'll see the *Selected License* below.
3. Copy and paste the license **icon**, **link**, and **text** in your work. If you have a web page, copy and paste the HTML code into the website.  
Example of icon, link and text you would copy:



This work is licensed under a [Creative Commons Attribution 4.0 International License](https://creativecommons.org/licenses/by/4.0/).

**For a more in-depth tutorial on adding a Creative Commons license to your work, view [this wiki](#).**

**Note:** A component of this course will be to create copyrightable digital works (i.e. “Assignments”). If you are unsure as to whom owns the copyright for works you will produce in this course (you or your organization, or a combination of), we advise inquiring about copyright ownership with your organization, if applicable.

### Citing and attributing sources

It is very likely that you’ll use or draw upon external resources in the form of images, text, and other media in the assignments you create in this class. We welcome you to do so, and to also draw upon content from the course itself, paraphrased into your own words. (Although the course readings are licensed CC BY, we ask that you paraphrase, and not copy and paste directly, to indicate you understand the content). It is an expectation that you properly attribute or cite any resources you incorporate into your work.

If you use Creative Commons-licensed content:

- Please include proper attributions for your content. Examples of attribution statements can be found on Creative Commons’ wiki site: [Best Practices for Attribution](#)

If you quote or draw upon all rights reserved (ARR) content:

- Please cite your sources properly. You may use any citation style you wish.

If it isn’t possible to include attribution statements alongside openly-licensed content or a reference page at the bottom of your assignment, consider constructing an attribution and works cited page in a view-only web document (a website, a Google doc, etc.) and include a link to this page at the bottom of your assignment.

Although the above most readily applies to assignments you create in the class, use your best judgment as to whether citations and attributions need to be included in your discussion posts for the class. If your discussion post includes portions of all-rights-reserved copyrighted or CC-licensed content, then attribution or citation is expected.

How to attribute content from the Certificate course

If you use material from the CC Certificate course in your assignments or other media you produce for the course (or for other purposes), we suggest using the following attribution statement templates:

If you **adapt content** from the CC Certificate course, please remember to attribute it, sharing the Title, Author, Source and License (TASL). Here is one template for use, and an example below:

Template: This work "[insert title]" is a derivative of the [September 2019 Creative Commons Certificate Course](#) by [Creative Commons](#), licensed [CC BY 4.0](#). [Insert author of adaptation and description of what was adapted here.]

Example: This work "Puppies love copyright" is a derivative of the [September 2019 Creative Commons Certificate Course](#) by [Creative Commons](#), licensed [CC BY 4.0](#). John Puppy adapted content from the Creative Commons Certificate Course Unit 2 on copyright law, adding it to his slides of happy puppies.

**Note:** on the Certificate website, we offer a [template for ideal attribution](#) for translated content, which can also be used for any adaptations. Keep in mind, this is more extensive than we require for general purposes.

If you **share unadapted content, including definitions** from the CC Certificate course, please attribute the content, also sharing the Title, Author, Source and License (TASL). For example:

"Distinguishing ported versions of the pre-4.0 versions of the CC licenses" is from [Unit 3.4 License Enforceability of the September 2019 Creative Commons Certificate for Educators and Librarians](#), by [Creative Commons](#), licensed [CC BY 4.0](#).

We recommend linking to the [publicly-accessible version of the course content](#) (and not linking to the submodule in Canvas), so others viewing your work not enrolled in the course may freely access the material.

## Technology requirements

## General Information

You will need working knowledge in technical functions such as: uploading and sharing content online, creating new media content such as infographics, simple videos or podcasts. It is a good idea to get accustomed to the platforms in advance of the course.

This course uses the following online platforms:

### Canvas

An online learning management system that will be used to access readings, and access and submit assigned discussions, assignments, and (ungraded) quizzes.

- Note: Canvas has a safety precaution that disables external links within the course shell. Please right-click on external links and open them in a new tab.
- We require participants to submit work in Canvas for grading.
- Note that due dates for activities listed in Canvas are based on the time zone associated with **your** user account. To make adjustments to your time zone, go to Account > Settings > Edit Settings > Time Zone (make adjustments to time zone), and click "Update Settings."
- [Canvas user guide](#)

### Slack

An instant messaging system that will be used for communications and ongoing conversations outside the learning management system.

- Joining the CC Certificate Slack Channel:
  - If you are already a member of the Creative Commons workspace ([creativecommons.slack.com](https://creativecommons.slack.com)):
    - i. shortly prior to when the course begins you will be invited to join the private Certificate course Slack channel (#cc-certs-june19).
  - If you aren't a Slack user or aren't a member of the Creative Commons workspace:
    - i. [Join the CC Slack workspace](#).
    - ii. A Creative Commons staff member will add you to the private channel for the Certificate course.
- Note: We use Slack because it provides greater community building options and more immediate interactions with fellow participants, mentors and facilitators than via email or via Canvas, where participants are grouped by 25-person classes. Participants from *all* classes can share ideas, assignments or other resources with each other easily in Slack.
- Facilitators also **share reminders** about upcoming webinars and upcoming due dates in Slack. Given this information can also be found in the syllabus, **please note these reminders may not be shared via email.**

- You can send a direct message to your facilitator via Slack -- please see the “contact information” area of this syllabus to find your facilitator’s Slack username. We also encourage posting general questions and comments (those that may be answered or addressed by any facilitator) in the CC Certificate Slack channel for the course. If you post a general question or comment to that channel, please include @cc-facilitators in your message to ensure all facilitators see your post.
- Some course participants engage regularly in the Slack channel, whereas other participants prefer to just stay abreast of course announcements in Slack. If you’d prefer to just be informed of course announcements (e.g. due date reminders, reminders of upcoming optional webinars, etc.), check to make sure you’re receiving notifications for the course’s Slack channel. Any post made by a facilitator that includes “@channel” will prompt a notification to you via desktop, mobile device, or email, depending on your indicated preferences in Slack. To adjust your notification settings, navigate to the course’s Slack channel, click on “Channel Settings,” and click “Notification preferences.”
- The Slack channel for the course will close approximately two months after the course concludes.
- [Getting started with Slack](#) (help article)

Prior experience using these online platforms is recommended, although a degree of technical proficiency such that you’re able to learn these platforms as you proceed through the course is also sufficient. The creators of the platforms above offer a variety of “how-to” guides, such as those linked to, above. Doing an internet search for whatever you’re trying to do is often the most effective and efficient way to get a question answered. If you can’t find an answer to your question, don’t hesitate to ask the group in the course’s Slack channel.

The following platforms are utilized in this course, but are optional:

- [Uber Conference](#) and [Google Meet](#) (formerly called Google Hangouts): web-conferencing tools that will be used to engage in synchronous (live) office hours and information sessions. (These meetings are optional.)
- We warmly welcome you to provide feedback on the course. Several web applications are used to invite and collect your feedback: [hypothes.is](#), Google documents, and Google forms. For more information, please see the section, below, titled “Activities and Engagement Options”.

Technology as it relates to completing assignments: You’ll be expected to use media-creation tools to complete assignments assigned in the course. You may choose the platforms with which you’d like to work. More information and suggestions regarding assignments can be found in the “Assignment Options” section of this syllabus.

## Links for technology platform support

### Support in Canvas:

- <https://community.canvaslms.com/community/answers/guides>
- [https://learn.canvas.net/courses/553/pages/canvas-user-orientation?module\\_item\\_id=119484](https://learn.canvas.net/courses/553/pages/canvas-user-orientation?module_item_id=119484)

### Support in Slack:

- <https://get.slack.help/hc/en-us/articles/218080037-Getting-started-for-new-members>
- <https://get.slack.help/hc/en-us/categories/200111606>

### Uber Conference:

- <https://www.uberconference.com/faq>

### Google Meet (formerly called Google Hangouts):

- <https://support.google.com/meet#topic=7306097>

# Grading

**In order to earn the Certificate, you must receive at least 90% of the total points possible for the course.** How do you do that? Read on.

The course includes weekly readings and graded activities. **We anticipate these will require you to spend between 6-10 hours per week in order to be successful.** Many participants spend more time than this. The readings (which include other media, like videos) prepare you to succeed in the graded activities. Please read / watch them carefully. Please review the links offered in the course.

- Graded activities (unit assignments, discussions, and the final project) are due on the date assigned.
- If activities are submitted late (only with permission granted in advance), two (2) points may be deducted, and you may not be able to re-submit them for a higher grade.
- If you submit your graded item early or on-time, you may have the option to resubmit **once** for a higher grade, as long as you a) alert your facilitator first and b) you let your facilitator know exactly where you made edits in your assignments<sup>1</sup>.

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<sup>1</sup> Please be mindful that if your resubmission made changes to your original submission (rather than creating a new, edited version of it), it is extremely difficult for facilitators to know where changes were made. It is essential to include what originally appeared in your assignment (anything that was changed)

- If you have any questions or comments about your assignments or discussions, please alert your facilitator via Slack (or email if your facilitator has provided an email address). It is difficult for facilitators to discover updates in previous Canvas assignments and discussions.

The grades you see in Canvas will only be a tally of what has been graded by your facilitator. If you are late to upload an assignment, it will not be reflected in the “Grades” area of Canvas until your facilitator grades it.

The graded activities include (100 points total):

- Online discussions with modules 1-4: 3 points each (24 points total)
- Unit assignment at the end of each module: 10 points each (50 points total)
- Final project (26 points)

While the quizzes offered are not graded, you must complete the quizzes to complete the course. These quizzes are tools for testing your comprehension. You can retake all quizzes as many times as you like. The quizzes rely on information found in the course content AND may occasionally rely on content from the links provided.

# Expectations

## General Expectations

- Some of you may have working knowledge of select course content already, such as copyright law. For others, this course will cover entirely new material. Please have patience, understanding participants will join this course with varying levels of expertise. The course will cover the essential knowledge needed for open licensing and practicing an ethos of open at your institution, organization, and/or community of practice.
- Before the course starts, we recommend reviewing the directions for the final project. As you proceed through the course, consider what you will compose for the final project and even begin working on it early. **The final project is due one week after the 5th module assignments are due. Please leave yourself enough time. If you would like to propose your own final project, please send a direct Slack message to your facilitator for approval by the beginning of Unit 4.**
- Please consider our guidelines for lateness similar to airline guidelines. Only under unavoidable and serious life circumstances (death, illness, military orders) can we

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somehow in your resubmission. Options to accomplish this: 1) copy and paste language from the original into the “comments” area of your resubmission; or 2) create a new version (an edited copy of the original) so your facilitator can compare it to the original. We understand the latter isn’t always possible, depending on the medium of your assignment.

discuss options for late assignments or course completion. Otherwise, we cannot grant extensions. Thank you for your understanding.

- While we anticipate the course taking approximately 6-10 hours per week, we understand many of you will put in additional time into unit assignments, to make sure they are relevant to your work. This is encouraged, but not required. We provide options for your unit assignments--please choose the option that best suits your time considerations. For more information, please see our [FAQ](#).
- It is expected that you will utilize the learning management system, Canvas - where all course activities and content can be found - and Slack for asking questions, engaging in informal discussion, direct-messaging your facilitator, etc. as a participant in this class. Both Canvas and Slack are required technologies for this class. Some facilitators may also offer their email addresses for contact if desired/needed. If your facilitator's email address is not listed in the "Contact Information" area of this syllabus, the best mode to contact your facilitator is by Slack.
  - Note: Please *do not* use the "inbox" tool that appears in the menu of Canvas. This tool is not connected to the intended recipient's email account, and does not send an email to you, the original sender, if the recipient has replied. Instead, please send a message on Slack or via your own email service / account.
- We iterate and improve upon the course each time we teach it. Your feedback will help Creative Commons improve the course and we welcome your thoughts, particularly about improving accessibility options. Our instructional design is informed by [WCAG 2.0](#) principles.
- CC Certificate facilitators are neither authorized nor qualified to give legal advice. Nevertheless, the context of this course and, in turn, many of your own contexts at your individual organizations, prompt questions to arise that are of a legal nature. The same document that assists the facilitators of this course in navigating legal questions will also likely be beneficial to you: [CC Certificate: Guidance on Legal Advice](#)

## Expectations for Canvas Assignments

- Assignments are the main mechanisms for you to demonstrate your knowledge of each module's content and comprise the majority of points necessary to receive certification. Please keep this primary objective in mind while creating your assignments. We encourage you to also use them as opportunities to develop a resource that will serve you and your colleagues, and/or to try a new platform, tool, or media output with which you'd like to experiment. Keeping all the above in mind, it is always better to prioritize substance over form. Remember you can always remove content from your assignment to achieve a desired aesthetic or purpose after submitting the assignment but before using it at your institution / organization. (As an example: If you want to create a one-page flyer but can't fit all the information required by the assignment prompt onto one page, create a two-page flyer for the purpose of the assignment, and after

submitting the assignment remove content as needed before distributing at your institution.)

- We learned from early feedback that assignments take the vast majority of time participants spend on the course. Please use the rubrics as guidelines for your work. We will grade based on the rubric topics. Also, allow more time than you might initially expect to complete your assignments.
- When we ask for a description of a topic in the grading rubric (especially if it is worth 2-3 points), we are generally looking for at least 2-3 sentences of information. This is to help others who may see your work fully understand what you are telling them (part of our goal in making renewable assignments). It's also so we can ensure participants develop the core knowledge outlined in the rubrics for certification in this course.
- Feel free to peruse what participants have created in previous classes. Please keep in mind, we update the assignments and content from time to time, so what you see with [BETA class assignments](#), [July 2018 class assignments](#), [October 2018 class assignments](#), [January 2019 class assignments](#) or [June 2019 class assignments](#) may not reflect what is required for your course assignments.
- If you would like to share any of your assignments, please do so [here](#)!
- We ask all CC Certificate participants to openly license their work so 1) it is available to future participants and the broader community of open advocates, 2) participants get practice open licensing their work in a supportive environment. We hope previously openly licensed works help you as you work through the course. If you do not want to openly license an assignment (or assignments) with a CC license, please contact your instructor AND [certificates@creativecommons.org](mailto:certificates@creativecommons.org) as soon as possible before your assignment is due so we can discuss your situation and options available.

## Expectations for Canvas Discussions

- While we offer grading rubrics for the assignments, requirements for discussion posts are more flexible. We would like to see participants engage with the ideas offered in the prompts in a meaningful way, whether their engagement comes in the responses to others' posts or in creating their own post.
- We expect discussion posts that fully respond to discussion prompts will be more than 3 sentences.

# Schedule

- This is a 10-week course with rigorous demands each week.

- The course may span regional, cultural, or faith-based holidays -- please keep this in mind as you plan your work.
- This course is delivered to an international population of participants. While we try to be mindful of the timing of the course, please be aware it may overlap academic term start and end dates at your institution (if applicable).
- Feel free to work ahead of schedule.
- Facilitators will be available Monday--Friday, but may not respond on the weekends. If you have questions about submitting assignments or discussions, please contact your facilitator during the work week.
- Please be aware that work submitted early may not be graded until after its official due date has passed.
- Creative Commons will email you a PDF version of your official Certificate approximately 3 weeks after successful course completion (requiring a final grade of 90% or higher).
- Creative Commons will also update the list of Certificate graduates on the [Certificates Graduates page](#) of the CC Certificate website within approximately 1 month of the course ending. If you anticipate graduating and NOT wanting your name listed on the Certificates website, please email [certificates@creativecommons.org](mailto:certificates@creativecommons.org) before the end of the course to let us know.
- Creative Commons will close access to Canvas and the Slack channel approximately 2 months after the course ends.

## Week Zero (before September 23)

We will offer an informal webinar for anyone interested on **September 17:**

- **08:00-09:00 EDT/ 12:00-13:00 UTC**
- **19:00-20:00 EDT/ 23:00-24:00 UTC.**

Attendance is not required--this is a chance for an informal overview and limited tech Q&A for those getting set up.

- Join via [uberconference](#)
- Optional dial in number: 360-464-1533 / No PIN needed
- [International Dial-in](#)
  - [Instruction video](#)

Required activities:

- Read this syllabus
- Log in and browse the Certificate course in Canvas
- Log in to the Certificate Course Slack channel
- Take a look at the final project directions in Canvas and begin to consider what you might like to do for the final project. It's worthwhile to keep

Due: 11:59pm EDT on 9/22  
(03:59 UTC on 9/23)

	the final project in mind at the start of the course to give yourself an opportunity to work on it as you proceed through the course.	
Optional activities:	<ul style="list-style-type: none"> <li>• Attend one of the office hours noted above</li> <li>• Create a hypothes.is account</li> </ul>	
<b>Week 1 (September 23 - 29): Unit 1:</b> <b>What Is Creative Commons</b> Webinar welcome (optional) on <b>September 23</b> : Choose one time below. <ul style="list-style-type: none"> <li>• <b>08:00 EDT/ 12:00 UTC</b></li> <li>• <b>14:00 EDT/ 18:00 UTC</b></li> <li>• <b>19:00 EDT/ 22:00 UTC</b></li> <li>○ Join via <a href="#">uberconference</a></li> <li>○ Optional dial in number: 360-464-1533 / No PIN needed</li> <li>○ <a href="#">International Dial-in</a> <ul style="list-style-type: none"> <li>■ <a href="#">Instruction video</a></li> </ul> </li> </ul>		
Week 1 Readings	1. What Is Creative Commons? 1.1 The Story of Creative Commons 1.2 Creative Commons Today Additional Resources	Due: 11:59pm EDT on 9/29 (03:59 UTC on 9/30)
Week 1 Discussion	Week 1: Introductions	Due: 11:59pm EDT on 9/29 (03:59 UTC on 9/30)
Week 1 Quiz	Quiz 1.1 Quiz 1.2	Due: 11:59pm EDT on 9/29 (03:59 UTC on 9/30)
Week 1 Assignment	What is Creative Commons?	Due: 11:59pm EDT on 9/29 (03:59 UTC on 9/30)
<b>Weeks 2-3 (September 30 - October 13):</b> <b>Unit 2: Copyright Law</b>		
Week 2 Readings	2. Copyright Law 2.1 Copyright Basics 2.2 Global Aspects of Copyright	Due: 11:59pm EDT on 10/06 (03:59 UTC on 10/07)

Week 2 Discussion	Week 2: The Purpose of Copyright	Due: 11:59pm EDT on 10/06 (03:59 UTC on 10/07)
Week 2 Quizzes	Quiz 2.1 Quiz 2.2	Due: 11:59pm EDT on 10/06 (03:59 UTC on 10/07)
Week 3 Readings	2.3 The Public Domain 2.4 Exceptions and Limitations to Copyright Additional Resources	Due: 11:59pm EDT on 10/13 (03:59 UTC on 10/14)
Week 3 Discussion	Week 3: Copyright and Creativity	Due: 11:59pm EDT on 10/13 (03:59 UTC on 10/14)
Week 3 Quizzes	Quiz 2.3 Quiz 2.4	Due: 11:59pm EDT on 10/13 (03:59 UTC on 10/14)
Week 2-3 Assignment	Copyright Law	Due: 11:59pm EDT on 10/13 (03:59 UTC on 10/14)
<b>Weeks 4-5 (October 14 - 27):</b> <b>Unit 3: Anatomy of a CC License</b>		
<b>Reminder:</b> If you haven't done so already, take a look at the final project description and rubric in Canvas. If you would like to choose the "design-your-own" final project option, please submit your final project proposal to your course facilitator via Slack by the beginning of Unit 4. You can find a link to a template for creating a design-your-own final project in Canvas > Assignments > Final Project.		
Week 4 Readings	3. Anatomy of a CC License 3.1 License Design and Terminology 3.2 License Scope	Due: 11:59pm EDT on 10/20 (03:59 UTC on 10/21)
Week 4 Discussion	Week 4: Creative Commons and Copyright	Due: 11:59pm EDT on 10/20 (03:59 UTC on 10/21)
Week 4 Quizzes	Quiz 3.1 Quiz 3.2	Due: 11:59pm EDT on 10/20 (03:59 UTC on 10/21)
Week 5 Readings	3.3 License Types 3.4 License Enforceability Additional Resources	Due: 11:59pm EDT on 10/27 (03:59 UTC on 10/28)
Week 5 Discussion	Week 5: NC SA	Due: 11:59pm EDT on 10/27 (03:59 UTC on 10/28)
Week 5	Quiz 3.3	Due: 11:59pm EDT on

Quizzes	Quiz 3.4	10/27 (03:59 UTC on 10/28)
Week 4-5 Assignment	Anatomy of a CC License	Due: 11:59pm EDT on 10/27 (03:59 UTC on 10/28)
<p><b>Week 6-7 (October 28 - November 10):</b>  <b>Unit 4: Using CC Licenses and CC-Licensed Works</b></p> <p><b>Note: Daylight savings occurs on November 3, in the US.</b></p> <ul style="list-style-type: none"> <li> <b>10/28 : Optional Licensing Q&amp;A webinar with <a href="#">CC Senior Counsel</a>, Sarah Pearson</b> <ul style="list-style-type: none"> <li>Time: 9:00 EDT/ 13:00 UTC</li> <li>Join via <a href="#">uberconference</a></li> <li>Optional dial in number: 360-464-1533 / No PIN needed</li> <li><a href="#">International Dial-in</a></li> </ul> </li> <li> <b>11/5: Optional Licensing Q&amp;A webinar with <a href="#">CC US Public Lead</a>, and <a href="#">Assistant Director for Academic Programs at PIJIP</a>, Meredith Jacob</b> <ul style="list-style-type: none"> <li>Time: 12:00 EST/ 17:00 UTC</li> <li>Join via <a href="#">uberconference</a></li> <li>Optional dial in number: 360-464-1533 / No PIN needed</li> <li><a href="#">International Dial-in</a></li> </ul> </li> </ul>		
Week 6 Readings	4. Using CC Licenses and CC Licensed Works 4.1 Choosing and Applying a CC License 4.2 Things to Consider after CC-Licensing	Due: 11:59pm EST on 11/3 (04:59 UTC on 11/4)
Week 6 Quizzes	Quiz 4.1 Quiz 4.2	Due: 11:59pm EST on 11/3 (04:59 UTC on 11/4)
Week 6 Discussion	No discussion required (see Canvas modules area for optional, ungraded discussion prompt)	Due: 11:59pm EST on 11/3 (04:59 UTC on 11/4)
Week 7 Readings	4.3 Finding and Reusing CC-Licensed Work 4.4 Remixing CC-Licensed Work Additional Resources	Due: 11:59pm EST on 11/10 (04:59 UTC on 11/11)
Week 7 Quizzes	Quiz 4.3 Quiz 4.4	Due: 11:59pm EST on 11/10 (04:59 UTC on 11/11)
Week 7 Discussion	ND	Due: 11:59pm EST on 11/10 (04:59 UTC on 11/11)

Week 6-7 Assignment	Using CC Licenses and CC-Licensed Works	Due: 11:59pm EST on 11/10 (04:59 UTC on 11/11)
<p><b>Weeks 8-9 (November 11 - 24):</b>  <b>Unit 5: CC for Educators</b></p> <p><i>Library track participants: Scroll down to Weeks 8-9: CC for Librarians, below.</i></p> <p><b>11/18: Optional webinar with Creative Commons CEO.</b></p> <ul style="list-style-type: none"> <li>o <b>15:00 EST/ 20:00 UTC</b></li> <li>o Join via <a href="#">uberconference</a></li> <li>o Optional dial in number: 360-464-1533 / No PIN needed</li> <li>o <a href="#">International Dial-in</a></li> </ul>		
Week 8 Readings	5 CC for Educators 5.1 OER, Open Textbooks, and Open Courses 5.2 Finding, Evaluating, and Adapting Resources 5.3 Creating and Sharing OER	Due: 11:59pm EST on 11/17 (04:59 UTC on 11/18)
Week 8 Quizzes	Quiz 5.1 Quiz 5.2 Quiz 5.3	Due: 11:59pm EST on 11/17 (04:59 UTC on 11/18)
Week 8 Discussion	The Role of Free Resources	Due: 11:59pm EST on 11/17 (04:59 UTC on 11/18)
Week 9 Readings	5.4 Open Pedagogy / Practices 5.5 Opening Up Your Institution Additional Resources	Due: 11:59pm EST on 11/24 (04:59 UTC on 11/25)
Week 9 Quizzes	Quiz 5.4 Quiz 5.5	Due: 11:59pm EST on 11/24 (04:59 UTC on 11/25)
Week 9 Discussion	No Discussion due	
Week 8-9 Assignment	Creative Commons for Educators	Due: 11:59pm EST on 11/24 (04:59 UTC on 11/25)

## Weeks 8-9 (November 11 - 24):

### Unit 5: CC for Librarians

*Educator track participants: Scroll up to Weeks 8-9: CC for Educators, above.*

#### 11/18: Optional webinar with Creative Commons CEO.

- 15:00 EST/ 20:00 UTC
- Join via [uberconference](#)
- Optional dial in number: 360-464-1533 / No PIN needed
- [International Dial-in](#)

Week 8 Readings	5. Creative Commons for Librarians 5.1 Open Access to Scholarship 5.2 OER, Open Textbooks, and Open Courses 5.3 Finding, Evaluating, and Adapting Resources	Due: 11:59pm EST on 11/17 (04:59 UTC on 11/18)
Week 8 Quizzes	Quiz 5.1 Quiz 5.2 Quiz 5.3	Due: 11:59pm EST on 11/17 (04:59 UTC on 11/18)
Week 8 Discussion	The Role of Free Resources	Due: 11:59pm EST on 11/17 (04:59 UTC on 11/18)
Week 9 Readings	5.4 Creating and Sharing OER 5.5 Opening up Your Institution Additional Resources	Due: 11:59pm EST on 11/24 (04:59 UTC on 11/25)
Week 9 Quizzes	Quiz 5.4 Quiz 5.5	Due: 11:59pm EST on 11/24 (04:59 UTC on 11/25)
Week 9 Discussion	No Discussion due	
Week 8-9 Assignment	Creative Commons for Librarians	Due: 11:59pm EST on 11/24 (04:59 UTC on 11/25)

## Week 10 (November 25 - December 1): Course complete on December 1!

Final Discussion	Feedback	Due: 11:59pm EST on 12/1 (04:59 UTC on 12/2)
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Week 10 Assignment	Final Project	Due: 11:59pm EST on 12/1 (04:59 UTC on 12/2)
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## Additional resources and suggestions

- If reading long texts on your computer screen is challenging, try the [Text-to-Speech Reader](#), recommended by a Certificate participant.
- Unit Four can be a challenge. In addition to the readings and webinars we offer in this course, you are welcome to review a previous course webinar with Meredith Jacob, J.D., [here](#).
- Some facilitators assembled a "pro tips" sheet to help participants' learning. Take a look [here](#).

## Activities and engagement options

This course is for you! We encourage you to work with your peers, and CC Certificate alumni as much as possible, and we offer a variety of options for engagement.

- Help improve and spread the word about the CC Certificate
  - We have made all of the [Certificate content available to everyone as CC BY licensed Open Educational Resources \(OER\)](#), whether they are enrolled in the course or not. If there are others at your organization / in your community of practice who wish to have access to the CC Certificate content, please direct them to the materials at the link, above (and/or encourage them to [register for a future course offering!](#))
  - Offering feedback on course content:
    - i. Google Docs [Issues and Errors log](#) -- for offering edit suggestions on **quizzes, discussions, reading content, and assignments** offered in Canvas. You can also find a link to this document at the top of our Slack channel.
    - ii. Hypothesis -- for offering annotations on **reading** content (rather than editing suggestions).

1. Hypothesis is a web application which is open to the public for offering comments on the reading for the course. Using Hypothesis is not a requirement for participants in the course, but you are welcome to participate in the option for a global conversation around the course reading content.
  2. [Create a Hypothesis account](#)
  3. To annotate the reading content using Hypothesis: 1) make sure Hypothesis is activated in your browser and 2) make annotations in the [Hypothesis-enabled version of the course reading content](#). If you cannot annotate the title section in a module, click on any of the subsections within the module to access the Hypothesis annotation mode.
  4. [FAQ](#)
  5. [Annotation options](#)
    - We intend to make the course accessible and engaging for all learners. Your feedback will help us in future iterations of the course. Offering feedback is not mandatory and does not affect your grade. However, we appreciate the input. We will also share surveys for feedback during and after the course. Again, your participation will help us make this course stronger. Thank you.
- Join the Creative Commons Global Network
    - [Learn more](#) about the CC Global Network and [sign up](#) to become a member.
  - Join the [Creative Commons Open Education Platform](#)



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