Guidance Document for Submitting Indian Ed. for All Lessons to OPI

Thank you for wanting to share your work with the Office of Public Instruction. It is exciting to see new lessons that integrate Indian Education for All. The OPI IEFA Unit has requirements for lessons shared on our website. Please carefully review this guidance document and complete the checklist prior to submitting your lesson. You are required to submit the completed checklist with your lesson.
Fast Facts:

- If the OPI decides to use your lesson, it will become the property of the OPI.
- The OPI logo will be used on the lesson.
- The lesson must be digitally accessible prior to submission.
- The lesson must be formatted according the specifications below prior to submission.
- All images used must have a creative commons license or be in the public domain. These license and public domain statements must be included in your submission for our files.
- Any publication quoted, published material, or copyrighted material utilized in the lesson must have the appropriate permissions. If the materials are public domain, that statement needs to be included. If permissions for use are required, the original request stating that the material will be used online and the owner's, author's, or publisher's response must accompany the lesson in the permissions section. The permission also must be for OPI use.
- Lessons must contain exemplary instructional practices and be relevant and respectful to be considered.

Accessibility
Accessibility is everyone's responsibility. Montana OPI requires that every document is made accessible before it is shared online. It is highly recommended that you take the OPI Hub Course: Digital Accessibility Fundamentals. This short one-hour course will not only earn you one OPI renewal unit, it will also help you make your lessons accessible for your students. There are a few essential components to making a document accessible, if the lesson is created without these, the OPI will not be able to consider publishing it.

Formatting Guidelines
- Lesson submissions must be in word or PowerPoint. OPI IEFA staff will need to be able to edit, add our logo, and correct minor accessibility issues.
- Font must be Arial or Calibri and 11 pt. If using PowerPoint, we can send a template to you.
- Color of font should be black unless a hyperlink is used.
- If providing additional teacher guidance use the title: Teacher Tips.
- References, footnotes, and resources must be cited in Chicago style.
- If videos are used, they should be no more than ten minutes in length or broken into meaningful segments that promote student engagement.
- All videos used must be closed captioned.
- The relevant Essential Understandings Regarding Montana Indians must be listed.
- Montana Content Standards must be used in each lesson. Use the Montana content standards only. Standards should be formatted with the grade level, title of standard, and standard code preceding the name of the standard:

Science example:
Third Grade Physical Science 3-PS2-1: plan and conduct an investigation to provide evidence of the effects of balanced and unbalanced forces on the motion of an object.

ELA example:
Third Grade Standards for Literature: RL.3.2 Recount stories, including fables, folktales, and myths from diverse cultures, including those by and about American Indians, determine the central message, lesson, or moral and explain how it is conveyed through key details in the text.

Mathematics example:
Third Grade Mathematics: 3.MD.3 Draw a scaled picture graph and a scaled bar graph to represent a data set with several categories, within cultural contexts including those of Montana American Indians. Solve one- and two-step "how many more" and "how many less" problems using information presented in scaled bar graphs. For example, draw a bar graph in which each square in the bar graph might represent five pets.

- Numbers under ten and all grades should be written out (e.g. twelfth grade).
- Avoid abbreviations and acronyms. Our lessons are viewed and used by people from all over the world now.
- Use Oxford commas.
- Use consistency with capital letters: proper nouns and titles only, unless it is necessary for an abbreviation or acronym. *see note above about abbreviations and acronyms
- Include content area in lesson title.
- Provide a list of keywords a teacher may use to search for your lesson.
- Use only a single space between words.
- Use paragraph spacing after at 12 pt. Do not use paragraph indentation.

Copyrights and Permissions
If using images, publications, or any content created by another we must have permission to use it before we share it on our website.

Copyright Considerations
This portion of this document is simply a compilation of best practices learned over time. For legal advice, please contact a lawyer.

Introduction
Misconception Anything on the internet is free to use or link to.
Copyright bottom line If you can't prove it is an open resource or don't have proof of permission to use it... then don't use it.

The OPI is not a University or K-12 school, it is a government agency. As a result, different copyright laws apply. We are not allowed to freely use materials like teachers and professors. Fair use does not apply to OPI staff, contractors, or their products, regardless of the other profession of the person who creates it.

This applies to images, videos, articles, documents, pdfs, etc. Be sure to always have permission from the author, artist, or designer of any resource you need to use in your course. Common Sense Media is a great resource for understanding how to properly use and cite digital information. Pause for a moment and watch the video on this website: Common Sense Media Fair Use and Animation Video.

How

When you create any type of product, document, lesson plan, website, video, training, etc. please be gathering copyright permission along the way. Gathering along the way is SO MUCH easier than waiting and doing it at the end.

Remember, just because it is posted on the internet doesn't mean you can use it. You'll likely need to do a little investigative work to find and determine the copyright of images, videos, articles, and documents. For anything that does not explicitly state on the source website that it is Creative Commons or free to post/distribute, you will need to obtain permission. If the item is marked as Creative Commons or free to use, you must still document this.

We suggest you document the following information.
- Resource title
- Link to resource
- Link to terms of use or appropriate source that gives permission
- Screenshot of section that gives permission
- Date screenshot was taken

Discuss with your OPI project lead about where this should be document. As an example, copyright documentation for Hub courses are created using a Google Doc and then a hard copy is stored in the office.

What you CAN do

Link to a website's homepage
- It is ok to link directly to a website's homepage. Linking to subsequent pages within the site likely requires permission, this varies by website.

Search on sites you know offer free to use items
- Here are some websites that contain resources that are licensed under some type of Creative Commons Licensing. Explore these and bookmark your favorites for later.
- Images: Pixabay, Flickr (you need an account), Wikimedia Commons
- Videos: YouTube - Most, but not all YouTube videos are ok to use. In the description (you may need to click "show more"), look for the Creative Commons or Standard YouTube license and be sure there are no extra stipulations in the description. Vimeo - Same as YouTube, most Vimeo videos are ok to use, but always double check the description for any additional terms. However, many of Vimeos' videos are not closed captioned so you may have to type up a transcript to go with the video. **Do not use the Teaching Channel**, they have phenomenal videos, but also highly restrictive copyright restrictions. Teaching Channel videos can be used for a fee.

Check Copyright Clearance Center
- OPI has purchased a license with Copyright Clearance Center that gives us permission to use a wide variety of articles. This is for use on OPI projects only. Follow these instructions for how to use the Copyright Clearance Center.

Ask for permission

- If the resources (video, article, image, or website) aren't marked as free to use, then ask for permission. In creating courses, OPI IEFA staff have had around a 75% success rate when asking for permission. The other 25% have either not responded or requested additional money. It never hurts to ask!

Where

Now that you've read about copyright and how to document it, let's see some in action! This video will go through the template used for Learning Hub courses and a few examples that explain where to find copyright permission on websites. The video moves quickly in order to show many examples in a reasonable time. Pause and re-watch sections as needed.