Course Marking

10 Recommendations to Get Started & Succeed

1 Form a cross-functional team that includes representation from all relevant departments, including senior leadership and DEIB or equity-focused roles.

2 Implement robust documentation and communication strategies (e.g., shared digital workspaces) to mitigate the impact of team changes.

3 Develop clear definitions for no-cost and low-cost course materials and ensure anyone involved in marking or reviewing tagged courses is on the same page.

4 Engage faculty early in the process, offering professional development and addressing concerns directly to foster buy-in.

5 Leverage existing workflows and/or systems to collect, update, and communicate course marking data.

6 Develop a change management workflow to maintain data accuracy, such as assigning specific roles for data verification and/or creating automatic reports.

7 Use a variety of tailored outreach and communication methods to engage different stakeholders.

8 Prioritize student awareness of how to effectively navigate course marking features in the course registration system.

9 Prioritize the use of funds for faculty development and stipends, which can drive the adoption of OER and support the successful implementation of course markings.

10 Seek additional funding opportunities or reallocate existing resources to sustain and expand the initiative over time.