

Course marking roadmap



Use this checklist as a guide to help your institution or system embark on course marking OER and no-cost learning materials. This list is not exhaustive of all the necessary steps in implementing course marking, but it should serve as a jumping-off point for most.

Establish Your Team

- Identify key stakeholders (senior leadership, Registrar, student, faculty, staff, etc.)
- Define roles and responsibilities
- Standardize communication methods
- Identify and set a regular meeting schedule with all team members

Develop Processes

- Define OER and no cost materials
- Develop (or build upon existing) workflows to identify and document usage of OER/no cost materials
- Identify pertinent dates and deadlines
- Develop a tag label in the student information system (No cost, NoCo, Zero cost, ZTC are a few popular terms used)
- Create a change management strategy to work through anticipated and unanticipated faculty assignments or material changes.
- Run several tests to identify and work through any technical kinks
- Engage various student groups to test out the student-facing interface

Conduct Outreach

- Develop an outreach strategy to include all necessary stakeholders (students, faculty, staff, & admin)
- Execute targeted marketing campaigns for each identified stakeholder group
- Registration opens!

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